

Albion Town Council
Tuesday, December 10, 2019, 6:00 pm
Albion Municipal Building
211 East Park Drive, Albion, IN, 46701

CALL TO ORDER: Town Council President Vicki Jellison called the meeting to order at 6:00 pm. The Pledge of Allegiance was recited.

ATTENDANCE: Vicki Jellison, President
Chris Magnuson, Vice-President
Don Shultz, Member
Darold Smolinske, Member
John Morr, Member

OTHERS: Carol A. Selby, Clerk-Treasurer
Stefen Wynn, outgoing Town Manager
Tena, Woenker, incoming Town Manager
Steve Clouse, Town Attorney
Matt Getts, KPC Media
Terry Forker, Water/Wastewater Depts
Casey Myers, Parks/Cemetery Depts
Kevin Todd, Street/Cemetery Depts
Scott Cole, Police Dept
Dan Lake, Keiser Consulting
Mike Trevino, DLZ
Several Board and Commission Members were present
Several Members of Stefen Wynn's family were present

APPROVAL OF MINUTES: Minutes from the Special Meeting on regular meeting on November 22, 2019, and Regular and Executives Meetings on November 26, 2019 were approved. Motion by Magnuson, seconded by Morr, carried 5 Ayes, 0 Nays.

ANNOUNCEMENTS:

1. Recognition of outgoing Town Manager Stefen Wynn

Council members recognized Town Manager Stefen Wynn whose last day will be December 20, 2019. Wynn accepted a City Manager position in Neptune Beach, Florida. Several members of his family were in attendance as he was presented with a plaque and accolades from council. Tena Woenker has been hired to serve as Albion's Town Manager. She was the former Town Manager of Waterloo, Indiana.

2. Recognition of Town Board and Commission Members

Council members recognized and expressed appreciation to members serving on the Town's boards and commissions. Council President Vicki Jellison thanked them for their service and active leadership in the community.

3. Reminder – Annual Employee Christmas Party/Lunch – 12/20/19, noon

OPEN DISCUSSION: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

1. Approval of Zoning Ordinance No. 2019-18 – 1st & 2nd Readings

After hearing an overview of the ordinance by Dan Lake, Keiser Consulting, Council voted to approve a recommendation from the Albion Plan Commission to adopt Ordinance No. 2019-18, An Ordinance to Amend the Zoning Ordinance and Zoning Map of the Town of Albion, Indiana on its first and second reading as indicated below.

First Reading – Magnuson caused Ordinance No. 2019-18 to be read for the first time by title only. Magnuson motioned for approval of the ordinance, seconded by Shultz, carried 5 Ayes, 0 Nays.

Second Reading – Magnuson motioned to suspend the rules to allow for the reading of the ordinance for a second time by title only, seconded by Smolinske, carried 5 Ayes, 0 Nays. Magnuson caused the ordinance to be read and motioned to approve the adoption of the ordinance, seconded by Shultz, carried 5 Ayes, 0 Nays.

2. Approval of Quote for Equipment for new Durango – Police Dept

Council voted to approve a quote from CopsGear.com for equipment for the new 2020 Dodge Durango in the amount of \$9,189.40. Motion made by Shultz, seconded by Morr, carried 5 Ayes, 0 Nays. CEDIT funds (\$8,000) and General Donation Funds (\$1,189.40) from proceeds of the sale of the 2009 Crown Vic are slated to be used for the purchase.

3. Consideration of Design Engineering Agreement for 2020 CCMG Projects

Mike Trevino, DLZ was present to provide information on the proposed agreement. The agreement was amended to breakdown the design engineering by project. After discussion, Council voted to approve the agreement between the Town and DLZ for a NTE amount of \$129,550 for design services for projects for the July 2020 CCMG grant application process. Motion made by Morr, seconded by Shultz, carried 5 Ayes, 0 Nays. The agreement also allows for contingencies i.e. construction inspection and management, and geo-tech services which, if used, would bring the total to \$163,800. At their meeting on December 4, 2019, the RDC approved TIF funding for two of the projects. (TIF #1 - NTE \$13,504 for East Hazel Street, and TIF #2 – NTE \$11,200 for Storm water improvements near 820 Trail Ridge Road.) LOIT Special Distribution funds are also slated to be used towards the cost.

4. Residential Housing Impact Study – Jim Higgins, London Witte Group

This item was tabled until the January 14, 2019 meeting when the report is expected to be available.

5. Consideration of request made by NCEDC to co-locate and remodel town-owned building located at 110 S Orange Street

Council approved a request from the EDC to have the Noble County Convention & Visitor's Bureau share space in the town-owned building at 110 S Orange Street currently housing the Noble County Economic Development Corporation offices. It is anticipated the NCEDC and NCCVB will eventually merge into one entity. Council also granted approval to allow the space to be remodeled by the NCEDC to accommodate the co-location. Magnuson motioned to allow the request, and cause the Town Council President to sign a written authorization to be prepared by Town Attorney Steve Clouse. Seconded by Morr, carried 5 Ayes.

6. Update on Ammonia Project

Representatives from Wessler Engineering are working with Kokosing regarding items yet to be completed, along with negotiating procurement of a service pontoon/ barge for servicing the new treatment system. Forker reported the Town has met ammonia limits as of November. He expects ammonia levels to rise with dropping temperatures, but noted the Town has approximately 30 days storage/holding capacity which allows time for levels to drop prior to discharge.

7. Consideration of RDC recommendation to use TIF funds

Council voted to approve the recommendations made by the Redevelopment Commission to approve using TIF funding for the following projects listed below. Motion made by Magnuson, seconded by Smolinske, carried 5 Ayes, 0 Nays.

- a.) **Expansion of Police Department Evidence Room – TIF #1 \$5,250**
- b.) **Additional Ditch Work at Hidden Diamonds Park – TIF #1 \$7,456.43**
- c.) **DLZ – Design Engineering - TIF #1 \$13,504 & TIF #2 \$11,200**

8. Consideration of Town Attorney Agreement for 2020

Council voted to approve retaining the services of Eberhard, Weimer, Clouse & Glick, P.C. for legal services in 2020. Motion made by Morr, seconded by Shultz, carried 5 Ayes, 0 Nays. Fees remain the same as in 2019.

9. Consideration of ratifying 2020 Fire Dept Officers

Council voted to ratify Fire Department elections for 2020 officers as listed below. Motion made by Magnuson, seconded by Morr, carried 5 Ayes, 0 Nays.

- Assistant Chief – Kevin Libben
- Captains – Phil Jacob, Shawn Jacob, Brian Peterson
- Sec/Treasurer – Johna Peterson
- Board Members – Bob Brownell, Mitch Fiandt

10. Appointment of Planning & Zoning Administrator

Morr motioned to appoint Town Manager Tena Woenker as Albion's Planning & Zoning Administrator. Seconded by Smolinske, carried 5 Ayes, 0 Nays.

11. Albion Appointment to Noble County EDC Board of Directors

Morr motioned to appoint Town Manager Tena Woenker as the Town's representative to the Noble County Economic Development Corp. Board of Directors. Seconded by Magnuson, carried 5 Ayes, 0 Nays.

12. Consideration of 2020 Committee Assignments

Council members decided to keep the same committee assignments in 2020. "Census Committee" is to be added to the committee list.

13. Consideration of Agreement for rental of Hidden Diamonds Park farm land

The current 3-year lease is up for tillable land in Hidden Diamonds Park. Town Attorney Steve Clouse recommended revising the proposed agreement, advertising for bids, with awarding of the bid and execution of an agreement slated for completion in February.

14. Approval of Rainy-Day Transfer – Resolution No. 2019-19

Council voted to approve Resolution No. 2019-19, A Resolution Transferring 2019 Appropriations from the General Fund to the Rainy-Day Fund. Motion made by Shultz, seconded by Morr, carried 5 Ayes, 0 Nays. The Resolution allows for the transfer of \$20,000 from unused, and unencumbered 2019 Fire Department appropriations to the Rainy-Day Fund for future purchases of fire department vehicles, and/or equipment.

15. Approval to process Claims, Encumbrances, & Transfers prior to year-end

Subject to final review by council members, Morr motioned to allow Selby to process claims, encumbrances, and transfers as needed prior to year-end, seconded by Morr, carried 5 Ayes, 0 Nays. Selby will provide council with a voucher list and details regarding encumbrances, and transfers at a later date for official approval in January 2020.

16. Oath of Office for Elected Officials beginning new terms in 2020

Town Attorney Steve Clouse administered the Oath of Office to Council members Chris Magnuson, John Morr, and Don Shultz, and Clerk-Treasurer Carol Selby. Each will begin 4-year terms in January 2020.

17. Street Superintendent position

No internal candidates were received for the Street Superintendent position. Council directed Woenker to advertise for the position. The Hiring Committee will review candidates and make a recommendation to council.

DEPARTMENT HEADS:

Park/Cemetery Depts – Superintendent Casey Myers provided an update on park and cemetery activities. Myers plans to begin the RFQ process for the purchase of a new mower. He would like to replace the outhouse at Hidden Diamonds Park with a modern unisex bathroom. He expressed appreciation for all those helping with Christmas Decorations.

Street/Cemetery Depts – Assistant Superintendent Kevin Todd provided an update on the department’s activities. Todd reported he and employee John Urso attended a seminar on Brine Distribution. They are working on getting the Brine applicator operational. One of the department’s pickup trucks is down. Burnworth Zollars will call with a repair estimate. The overhead door at the west end of the street shop was damaged in a mishap when the door came down on the salt spreader truck. An estimate on repairs is pending.

Water/Wastewater Depts – Superintendent Terry Forker provided an update on the department’s activities. He expressed appreciation to those in the utility office for their efforts in getting water disconnects down. Peerless Midwest is working on the Town’s Well Head Protection Plan, Phase II. The 200 amp service needed for an upgrade to the Bosch lift station may result in increased electricity costs. Forker would like to give Deputy Superintendent Aaron McGinnis more responsibility by making him the agent of record for the Wastewater Utility.

APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS:

After discussion, Magnuson motioned to approve Accounts Payable Vouchers as of December 5th & 10th 2019, seconded by Smolinske, carried 5 Ayes, 0 Nays, submitted and reviewed, attested by Carol A. Selby.

ADJOURNMENT: There being no further business to be brought before council in regular session, Jellison adjourned the meeting at 8:05 pm, motion made by Shultz, seconded by Morr, carried 5 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on January 14, 2019 at 6:00 pm, at the Albion Municipal Building, 211 East Park Drive, Albion, IN.

VICKI E. JELLISON, PRESIDENT

CHRISTINA K. MAGNUSON, VICE-PRESIDENT

JOHN D. MORR, MEMBER

DONALD J. SHULTZ, MEMBER

DAROLD R. SMOLINSKE, MEMBER

ATTEST: _____
CAROL A. SELBY, CLERK-TREASURER