

**Albion Town Council
Tuesday, December 27, 2016, 6:00 pm
Albion Municipal Building
211 East Park Drive, Albion, IN, 46701**

CALL TO ORDER: Town council president John Morr called the meeting to order at 6:00 pm. The Pledge of Allegiance was recited.

ATTENDANCE: John Morr, President
Max Weber, Vice-President
Vicki Jellison, Member
Chris Magnuson, Member
Don Shultz, Member

OTHERS: Carol A. Selby, Clerk-Treasurer
Stefen Wynn, Town Manager
Matt Getts, KPC Media
Terry Forker, Water/Wastewater Depts
Casey Myers, Parks Dept
Brian Stimpson, Street/Cemetery Depts
Brad Rollins, Fire Dept
Shane Coney, Fire Dept
Brian Tigner, Fire Dept
Steve Bushong, Fire Dept
Jeff Weaver, ERI
Mike Selby
Adam Hurley, J&K Communications, Inc

APPROVAL OF MINUTES: Minutes for the regular and executive meetings on December 13, 2016 were not yet complete. As such, approval will be considered at the next meeting on January 10, 2017.

ANNOUNCEMENTS:

1. **Albion Chamber of Commerce Annual Meeting & Dinner** - The event is scheduled for Tuesday, January 31, 2017 at Blessed Sacrament Catholic Church. RSVP to clerk-treasurer Carol Selby.
2. **Condolences** - Town council member Chris Magnuson expressed condolences to town employee Robert Noe on the recent passing of his loved one.
3. **Happy Birthday** - Town council members wished fellow councilman Don Shultz a Happy Birthday today.

OPEN DISCUSSION: NONE

OLD BUSINESS:

1. **Consideration of Plan Commission's recommendation to increase tap fees**

After hearing information from water/wastewater superintendent Terry Forker regarding costs associated with water and wastewater taps, Council consensus was to approve the recommended increase from \$525 per tap to \$981 per tap, with the provision that if the actual costs exceed that amount, the cost would be billed at time and material. The change will require an amendment to the town's water and wastewater utility ordinances.

2. **Elected Official Nepotism & Conflict of Interest Compliance**

As required per HEA-1005 entitled Nepotism; Conflict of Interest (IC 36-1-20.2 and IC 36-1-21) all six of the town's elected officials (John D. Morr, Max Weber, Christina K. Magnuson, Vicki E. Jellison, Don Shultz, and Carol A. Selby) submitted written certification to the town council president that they have not violated the nepotism and conflict of interest policies identified in Resolution 2012-07.

NEW BUSINESS:

1. TIF #1 Legacy Street Projects – Award Bid & Construction Engineering

After discussing bids for proposed street and sidewalk projects, and hearing a recommendation from Jeff Weaver, Engineering Resources, Inc for awarding work to the lowest most responsive and responsible bidder, Niblock, Council members took the following action:

a. Award “Base” and “Alternate #2” Street Projects to Niblock

Magnuson voted to award the Base bid of **\$329,141.80** (includes street improvements for Seventh Street, South Park Drive, and East Park Drive), and Alternate #2 (Hidden Diamonds Drive) in the amount of **\$88,427.40** to the lowest bidder, Niblock. Seconded by Jellison, carried 5 Ayes, 0 Nays. The two projects total \$417,569.20. There are \$378,657.55 in bond proceeds left in the TIF #1 Legacy Fund. Council members intend to ask the Redevelopment Commission for additional TIF #1 funds to assist in completion of the projects.

b. Table “Alternate #1” Sidewalk Project

Magnuson voted to table Alternate #1 Project (construction of a new sidewalk along the north side of East Main Street from the Central Noble School campus to the Noble County Public Library. Seconded by Shultz, carried 5 Ayes, 0 Nays. It was noted all bids for this project came in higher than engineer estimates.

c. Construction Engineering Services for “Base” Project

Weber motioned to utilize Engineering Resources, Inc (ERI) for construction engineering services for the Base Project (street improvements for Seventh Street, South Park Drive, and East Park Drive), seconded by Shultz, carried 5 Ayes, 0 Nays. ERI will submit a Letter of Engagement for council consideration at a future meeting.

d. Construction Engineering Services for “Alternate #2” Project

Street superintendent Brian Stimpson will serve as inspector for the Alternate #2 Project (Hidden Diamonds Drive).

A summary of the bids, along with ERI’s project estimates are listed below.

Contractor	Base	Alternate #1	Alternate #2	Total
Niblock	\$329,141.80	\$134,003.00	\$88,427.40	\$551,572.20
Brooks	\$393,753.00	\$152,687.00	\$117,523.00	\$663,963.00
E&B Paving	\$412,258.00	\$129,098.00	\$134,834.50	\$676,190.50
API Cons.	\$507,185.50	\$158,385.50	\$144,710.00	\$810,281.00
ERI Estimates	\$376,000.00	\$94,000.00	\$102,000.00	\$572,000.00

2. MAP-21 West Main Street Project – Committee Recommendation – Chris Magnuson

– Town council member Chris Magnuson, serving as spokesperson for the Map-21 committee, reported the committee met, and recommended scaling back the scope of the project to eliminate a section of sidewalk originally planned for the south side of West Main Street from Weeks Street westward. It was noted the property owner most impacted along the proposed route was not in favor of the new sidewalk. She said removal of this section of sidewalk from the project should not be so significant a change as to jeopardize grant funding for the project. After discussion, Magnuson motioned to approve the recommendation, seconded by Weber, carried 5 Ayes, 0 Nays.

3. Consideration of Quotes for Valley View Park/Cemetery Building Addition

Council members voted to approve the lowest most responsive and responsible quotes from Pacemaker Steel Buildings in the amount of \$18,960 for a 30’x40’x13’ building addition, and a quote from Lower Insulation in the amount of \$3,074. Motion made by Weber, seconded by Shultz, carried 5 Ayes, 0 Nays. The building addition will adjoin the maintenance barn at Valley View Park and be used to house vehicle/equipment for the cemetery. Cemetery funds will be encumbered from 2016 appropriations, and supplemented with 2017 appropriations to cover the costs. A summary of quotes is listed below.

30'x40'x13' Building Addition				
Pacemaker Steel Buildings	Jack Lough Construction	Burdette Renovations	K&M Concrete	Pulver Asphalt
\$18,960	\$30,942	\$23,000	\$24,000	\$22,292
Insulation for Building Addition				
Lower Insulation	Chisolm Insulation	Overhead Door Fort Wayne	Momper Insulation	AirTite Insulation
\$3,074.00	\$3,268.10	\$3,570.00	\$4,772.00	\$3,575.00

It was noted Doug Roe/Jon Edwards were also asked to quote construction of the building addition. However, they were unable to meet the building completion deadline of April 7, 2017 and declined to quote.

4. Central Noble School Corporation – Property adjacent to Owen Park

Council members discussed a proposal made by the Central Noble School Board to donate a parcel of property adjacent to, and southwest of Owen Park off of East Hazel Street. The School Board would require that the Town not sell the property, but incorporate it into the parks system, or use it for town business. Because acceptance of the property would require ongoing maintenance costs, council postponed making a decision to allow the Albion Park Board time to consider the matter. Council will revisit this topic after the Park Board has time to discuss the proposal and make a recommendation to council.

5. Consideration of 2017 Fire Department Officers

Council members voted to affirm the following Fire Department Officers as elected at their reorganization meeting held on December 19, 2016. Motion made by Weber, seconded by Jellison, carried 5 Ayes, 0 Nays.

- Brad Rollins – Fire Chief
- John Urso – Assistant Fire Chief
- Steve Bushong – Captain
- Brian Tigner – Captain
- Chris Cavanaugh – Captain
- Erick Keirn – Treasurer
- Mitch Fiandt – Secretary
- Gregg Gorsuch – Fire Board Member
- Phil Jacob – Fire Board Member

6. Consideration of Radio Quotes for Fire Department – Brad Rollins

After lengthy discussion regarding purchasing radios for the Fire Department, council members decided to revisit the topic next year, after Fire Chief Brad Rollins has had time to discuss the purchase with fellow firefighters. The department currently has Motorola XTS5000 800 MHz Radios which are reported to be obsolete in three years, making it a challenge to obtain parts and service. Adam Hurley, J&K Communications, Inc was present to provide information on an offer for Viking VP600 700/800 MHz Radios. Currently, for every two radios purchased, the department could receive one free. Hurley said the deal is good until March 2017. The department had hoped to encumber funds from their 2016 budget towards the purchase. Clerk-Treasurer Carol Selby said the department could use 2017 Fire Department Appropriations, Rainy Day Funds, and unappropriated Fire Donation Funds to assist with the purchase. Council will revisit the matter once the fire department has made a decision on which radios to purchase.

DEPARTMENT HEADS:

Fire Department – Brad Rollins

The fire department logged 30 Runs and 304 total Man Hours for November.

Terry Forker – Water/Wastewater Department

Forker provided an update on the water main replacement project. Taps are available on the new water line on South York Street should residents wish to exit the existing line and tap into the new line. Forker reported the department is experiencing some

problems with the See Snake camera. He plans to take it out of service for trouble shooting and repair. The camera was purchased circa 2007.

Brian Stimpson, Street/Cemetery Department

Council acknowledged receipt of the department's revised report. Stimpson thanked employees for helping with snow removal. He is cross training employees on snow removal. The contractor has not yet completed the ADA ramp at the Village of White Oaks. Retainage will be withheld until the project is complete. Streetlights on South Orange Street are out due to a broken wire. AEP/Indiana Michigan Power is working to locate the break which will be an additional cost to the town. Town employees will assist with excavation to save costs. Stimpson is trying to get a maintenance agreement with AEP/Indiana Michigan Power for future streetlight maintenance.

OTHER COMMENTS:

Cemetery Reporting – It was suggested since Brian Stimpson and Casey Myers will be splitting responsibilities associated with the Cemetery Department, that they both be scheduled to give their reports at the same meeting. Myers said he preferred the 1st Tuesday of the month since it works well with the timing of monthly park board meetings. It was also suggested that the police and fire departments should report at the same meeting. Currently, reports for the Park, Police, and Town Manager are given on the 1st Tuesday of each month, and reports for the Fire, Water/Wastewater, and Street/Cemetery Departments are given on the 4th Tuesday of every month.

APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS: After discussion, Shultz motioned to approve Accounts Payable and Payroll Vouchers as of December 21, 22, and 27, 2016. Seconded by Weber, carried 5 Ayes, 0 Nays.

ADJOURNMENT: There being no further business to be brought before the council in regular session, Morr asked for a motion to adjourn the meeting at 7:53 pm, so moved by Magnuson, seconded by Shultz, carried 5 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on January 10, 2017 at the Albion Municipal Building, 211 East Park Drive, Albion, IN.