

**Albion Town Council  
Meeting Minutes  
Tuesday, January 14, 2025, 6:00 pm  
Albion Municipal Building  
211 East Park Drive, Albion, IN, 46701  
Teleconference via GoToMeeting  
(Meeting ID# 280137509)**

**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  
Zane Gray, Vice-President  
Abby Lindsey, Member  
Chris Magnuson, Member  
Darold Smolinske, Member

**OTHERS PRESENT:**

Carol A. Selby, Clerk-Treasurer  
Steve Gunty, Town Manager  
Kurt Bachman, Beers Mellers, LLP  
Matt Getts, KPC Media  
Shannon McFarland, Deputy Clerk-Treas  
Don Shultz  
Deb Shultz

Scott Cole, Police Dept  
Terry Forker, Water/Wastewater Depts  
Casey Myers, Park/Cemetery Depts  
Corey Miller, Street/Cemetery Depts  
David Thieme, Jr, Police Dept  
Eric Custer, Chain O' Lakes Festival  
Brandi Slone, Chain O' Lakes Festival

**APPROVAL OF MINUTES:** Minutes from the Regular Meeting on December 10, 2024 were approved. Motion by Magnuson, seconded by Gray, carried 4 Ayes, 1 Abstention per Smolinske.

**ANNOUNCEMENTS:**

**Recognition of outgoing council member Don Shultz** – A reception in Shultz's honor was held prior to the council meeting. Shultz was appointed to fill the remaining term for the Albion Township Trustee position. Because he cannot hold two elected offices at the same time, he resigned from the Albion Town Council. President Jellison presented Shultz with a plaque in appreciation for his service on the council.

Council members welcomed back Darold Smolinske, whom had previously served on the council and park board before his retirement. He was appointed by caucus to fill the remainder of Shultz's term on the council.

**OPEN DISCUSSION:**

1. Council acknowledged receipt of the year-end Overtime Report.
2. Ice Rescue Training – The fire department will hold ice rescue training at Upper Long Lake on Saturday, January 18, 2025 at 9:30 am.
3. Jellison reported that sadly, two long standing businesses have closed- Albion Village Foods and Truelove Brothers. She expressed appreciation to both businesses for their decades of dedication and involvement with the community.

**DEPARTMENT HEAD REPORTS:**

**Park/Cem Depts** – Council acknowledged receipt of the monthly report. Superintendent Casey Myers reported the Albion Park Board held their first meeting of the year. Officers for 2025 are Timothy Kiebel, Park Board President; Tiffany Parker, Park Board Vice-President; Beverly Fitzpatrick, Park Board Secretary, and Park Board Members Daniel Gagen and Justin Diehm. The Splash Pad will open May 23, 2025. The committee for the proposed all-inclusive playground project plans to begin meeting in February.

**Street/Cem Depts** – Council acknowledged receipt of the monthly report. Superintendent Corey Miller was present to provide a summary of monthly activities. There were three services in Rose Hill Cemetery last month. The CCMG 2024-01 Mill & Overlay project has started on N York Street. The contractor will resume work when weather permits, presumably in Spring. There have been a couple snow events requiring snow removal. Council took action on the following items:

**1. Consideration of Quotes for dump truck bed**

Council voted to approve a quote from Kalida in the amount of \$13,500 to replace the dump bed on the 2006 F750 dump truck. Motion by Gray, seconded by Magnuson, carried 5 Ayes, 0 Nays. Miller reported three quotes were solicited, with only one quote received. MVH funds are allocated to cover the cost.

**2. Approval for submitting CCMG 2025-01 Grant Application to INDOT**

Council voted to proceed with applying for a Community Crossings Matching Grant (CCMG) for street improvements on Trail Ridge, Jackson, Progress, N York, and Cougar Court. The grant covers 75% of eligible costs up to a maximum of \$1.5 million. The proposed funding plan includes using TIF, MVH, MVH Restricted, and Local Road & Street funds for the Town's 25% match. Project costs are estimated to be less than \$1 million. It was noted the RDC approved using TIF funds for eligible sections at their January 8, 2025 meeting. After discussion, Magnuson motioned to apply for the grant, approve the funding plan, and adopt Resolution No. 2025-03 designating Town Council President Vicki Jellison as the signatory for grant documents, seconded by Gray, carried 5 Ayes, 0 Nays.

**Water/Wastewater Depts** – Council acknowledged receipt of the monthly report. Superintendent Terry Forker provided an update on department activities. He thanked the street dept for helping with recent water main breaks, and the fire dept for use of the fire station for training. Albion hosted a training event conducted by the Alliance of Indiana Rural Water on January 14, 2025 at the fire station. The training allowed participants to earn continuing education credits. Forker said an RFQ for filters for the water plant has been sent out. He would like the Public Works Committee to review the quotes prior to presenting to council for approval. Forker reported the department demoed new meter reading software from Core & Main. He said the 'Vehicle Gateway Data System' allowed them to read meters in about 25 minutes. He said it takes about a day and a half to read meters with the town's existing system. After discussion, Council asked Forker to send them the quote on the system for future consideration.

Council voted to approve a recommendation by the RDC to use TIF #1 funds in the amount of \$169,600 for the **SR 8 & CR 150 Sanitary Sewer Project**. Motion by Magnuson, seconded by Lindsey, carried 5 Ayes, 0 Nays.

**OLD BUSINESS:**

**Public Works Committee Update**

1. **Town-owned building at 110 S Orange St** - The committee reported reviewing options for the soon to be vacant, town-owned building at 110 S Orange Street. BeNoble currently leases the building and its anticipated they will be moving to the Community Learning Center in Kendallville. Tentative options being considered include: Demo the building and use the space for a parking lot/pavilion/public restrooms, renovate the building and keep it for town use, renovate the building and lease it to another entity, or sell the building. Pros and cons of the various options were discussed. It was suggested to pole department heads for their input as well as surveying the public for their opinion.
2. **Fire Department building** – The committee met with Fire Chief Bob Amber to discuss a revised plan for a proposed 40x80-foot building for the fire department. The location has been changed to reduce excavation costs and some of the amenities included in the original plans have been scaled back to reduce construction costs. Council consensus was to allow Amber to proceed with the RFQ process.

**NEW BUSINESS:**

**1. Special Event Application – Chain O’ Lakes Festival (May 30<sup>th</sup> – June 9<sup>th</sup>)**

Eric Custer and Bradi Slone were present to provide information and answer questions on the Special Event Application submitted for this year’s Chain O’ Lakes Festival. After discussion, Council approved the application. Motion by Gray, seconded by Smolinske, carried 5 Ayes, 0 Nays. It was noted proof of insurance will be provided prior to the scheduled event.

**2. Approval of 2024 Budget Transfers, A/P & Payroll Vouchers, and Encumbrances**

Council acknowledged receipt of the year-end Miscellaneous Appropriation Transaction List (Transfers), and voted to approve Accounts Payable Vouchers – Short & Detail dated 12/27/24, Payroll Vouchers dated 12/12/24 & 12/26/24, **Rainy Day Resolution No. 2025-01**, and **Encumbrance Resolution No. 2025-02**. Motion by Gray, seconded by Smolinske, carried 5 Ayes, 0 Nays.

**3. 2025 Town Events – Set Dates**

Council voted to approve the following event dates for 2025, and waive permit fees for the Town Wide Yard Sale. Motion by Magnuson, seconded by Lindsey, carried 5 Ayes, 0 Nays. It was noted the Albion Chamber of Commerce is not sponsoring the Town Wide Yard Sale event this year, so participants will be responsible for their own advertising.

- Town Wide Yard Sale – *May 1 – 4, 2025*
- Spring Clean-up - *May 10, 2025*
- Trick or Treat - October 31<sup>st</sup> 5-7pm, falls on a Friday in 2025)
- Fireworks Display is already set for July 3, 2025
- Splash Pad Opens – May 23, 2025

**Spring Clean-up – May 10, 2025** - Council voted to approve a Quote from Noble County Disposal for this year’s Spring Clean-up. Prices remain the same as last year. Motion by Magnuson, seconded by Gray, carried 5 Ayes, 0 Nays.

**4. Approval of Boyce Annual Agreement – Keystone Software**

Clerk-Treasurer Carol Selby recommended approving the Annual Keystone Software, License, Updates, and Maintenance Agreement with Boyce Systems (A. E. Boyce Company, Inc.). The agreement includes support for Key Assets (Capital Asset Reporting), Key Fund (Accounts Payable), Key-Payroll (Payroll w/ Direct Deposit), Key Device (Links Sensus meter reading

software to Keystone), and Key Billing (Water & Wastewater Utility Billing). After discussion, Council voted to approve the Agreement with Boyce Systems in the amount of \$10,490.00. Motion by Gray, seconded by Lindsey, carried 5 Ayes, 0 Nays.

**5. Update on Committee list and Board & Commission Appointments**

Council acknowledged receipt of updated lists for Town Committees, and Board & Commission Appointments. There are still open positions on the BZA and Plan Commission.

**APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS:** Gray motioned to approve Accounts Payable & Payroll Vouchers as of January 9, & 14, 2025. Magnuson seconded, carried 5 Ayes, 0 Nays, attested by Carol A. Selby.

**ADJOURNMENT:** There being no further business to be brought before Council in regular session, the meeting adjourned at 7:24 pm. Motion by Smolinske seconded by Lindsey, carried 5 Ayes, 0 Nays. The next scheduled meeting is to be held on January 28, 2025 at 6:00 pm, at the Albion Municipal Building, 211 East Park Drive, Albion, IN.

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VICKI E. JELLISON, PRESIDENT

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CHRISTINA K. MAGNUSON, MEMBER

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ZANE M. GRAY, VICE-PRESIDENT

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DAROLD R. SMOLINSKE, MEMBER

\_\_\_\_\_  
ABIGAIL E. LINDSEY, MEMBER

ATTEST:\_\_\_\_\_  
CAROL A. SELBY, CLERK-TREASURER