

**Albion Town Council
Meeting Minutes
Tuesday, January 10, 2023, 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
Don Shultz, Vice-President
Zane Gray, Member
Abby Lindsey, Member
John Morr, Member

OTHERS PRESENT:

Carol A. Selby, Clerk-Treasurer
Jacob Ihrie, Town Manager
J. Darrick Brinkerhoff, Attorney
Matt Getts, KPC Media

Scott Cole, Police Dept
Casey Myers, Park/Cemetery Depts
Corey Miller, Street/Cemetery Depts
Terry Forker, Water/Wastewater Depts

ELECTION OF OFFICERS: Town Council President & Vice President

The floor was opened for nominations for officers for 2023. Shultz nominated Vicki Jellison to serve as Town Council President, seconded by Morr, carried 5 Ayes, 0 Nays. Morr nominated Don Shultz to serve as Vice President, seconded by Gray, carried 5 Ayes, 0 Nays.

APPROVAL OF MINUTES: Minutes from the regular meeting on December 13, 2022 were approved. Motion by Morr, seconded by Shultz, carried 5 Ayes, 0 Nays.

ANNOUNCEMENTS:

Council Terms – Vicki Jellison was re-elected to serve another 4-year term, and Abigail “Abby” Lindsey was elected to serve her first 4-year term on the Albion Town Council. Councilmember John Morr introduced incoming Councilmember Abby Lindsey, who is his daughter, to the Council. He said he believes this is the first time a father/daughter have served together on the Council, and noted this will make three generations of his family that have served as Albion Town Councilmembers. His father Jerry Morr, was a previous councilmember.

OPEN DISCUSSION:

1. Albion Chamber of Commerce Annual Meeting & Dinner – February 2, 2023

Registration 5:00-6:00 p.m. Dinner starting at 6:00 p.m. Blessed Sacrament Catholic Church. Please RSVP to the Clerk-Treasurer ASAP.

2. Payroll Overtime Report – Jellison acknowledged receipt of the annual overtime report and thanked Department Heads for keeping overtime down.

DEPARTMENT HEAD REPORTS:

Council acknowledged receipt of the December report from the Police Dept.

Park/Cemetery - Council acknowledged receipt of the monthly report. Superintendent Casey Myers provided a summary of departmental activities. It was recommended a committee convene to discuss matters pertaining to Rose Hill Cemetery such as installing a sign, columbarium's, statutory updates to Cemetery Ordinance(s), and potential options for expanding the cemetery. Councilmembers were agreeable to the Park Board's recommendation to proceed with obtaining drawings/plans for an addition to the equipment building at Hidden Diamonds Park. The plans can then be used to estimate costs to determine feasibility of the project. Council discussed, and eventually tabled until the next meeting, consideration of Ordinance No. 2023-03. The existing park ordinance has not been updated since 1986, and subsequent changes in Indiana Code have expanded options for park board membership including allowing up to six park board members. Councilmembers considered the park board's recommendation to increase membership to six members, as well as the pros and cons of expanding membership. After discussion, Gray motioned to retain the existing number of park board members at five, seconded by Shultz carried 5 Ayes, 0 Nays. The ordinance will be revised and revisited at a future meeting.

Street/Cemetery - Council acknowledged receipt of the monthly report. Superintendent Corey Miller reported it was a quiet month for his department. Council took the following action in regards to submitting an application for Community Crossings Matching Grant (CCMG) funds.

1. **Approval to submit Application for 2023-1 CCMG funds** – Motion by Shultz, seconded by Morr, carried 5 Ayes, 0 Nays.
2. **Approval of Resolution No. 2023-02** – Gray motioned to approve Resolution No. 2023-02, designating the Town Council President as the authorized signatory for CCMG documents. Seconded by Shultz, carried 5 Ayes, 0 Nays.
3. **Financial Commitment Letter** – Shultz motioned to approve the proposed funding sources for the Town's 25% match (estimated by VS Engineering to be \$254,687.75), and to approve submittal of the Financial Commitment Letter to INDOT, seconded by Gray, carried 5 Ayes, 0 Nays.

Water/Wastewater – Council acknowledged receipt of the monthly report. Superintendent Terry Forker reported extremely cold weather last month resulted in several service calls for frozen water lines. The department will be working on an RFQ for a utility box to install on the new truck. Council took action on the following item.

VS Engineering quote - Weber Road Water Main Extension Project - \$28,200 NTE

Forker recommended approval of a proposal from the Town's on-call engineering firm, VS Engineering, in an amount Not-to-Exceed \$28,200 for engineering services for the Weber Road Water Main Extension Project. The project will connect an 8" water main from 7th Street, approximately 800' to the 900 block of Weber Road. The scope of engineering services outlined by VS Engineering includes work associated with designing the project through assistance with the bid process for a contractor to perform the work. Morr asked about the terms of the on-call agreement with VS Engineering in regards to if/when, whether or not, larger engineering projects should/could be bid out. After discussion, Council voted to approve the NTE amount of \$28,200 from VS Engineering for engineering services for the Weber Road Water Main Extension Project. Motion by Shultz, seconded by Gray, carried 5 Ayes, 0 Nays. In reference to Morr's inquiry, Jellison recommended the Public Works Committee meet to review the on-call engineering agreement and report back to council for clarification.

OLD BUSINESS: NONE

NEW BUSINESS:

1. Summary of 2022 AIM Ideas Summit – Councilmember John Morr

Morr provided a handout summarizing information presented at the AIM Ideas Summit he attended in French Lick, Indiana last year. He provided an overview of topics including Broadband, Employee expectations regarding compensation, benefits, flexibility, voluntary benefits, etc., p-Card Program, Homeowner Improvement Grant Program, and Health Insurance. Morr encouraged other council members to attend future AIM Summits.

2. Consideration of Albion Plan Commission Appointments

Two members of the Albion Plan Commission have terms expiring. Jared Owen (Noble County Commissioner appointment) and Mike Selby (Town Council President appointment). Council was agreeable for Ihrie to ask Noble County Commissioners to reappoint Jared Owen as one of the 2-mile jurisdiction members of the Albion Plan Commission. Town Council President Vicki Jellison reappointed Selby as indicated below.

Plan Commission – Michael B. Selby – 4-yr term, expires Dec 31, 2026

3. 2022 Transfers, A/P & Payroll Vouchers, and Encumbrances – Resolution No, 2023-01

Council acknowledged receipt of the year-end Miscellaneous Appropriation Transaction List (Budget Transfer Report), and voted to approve Accounts Payable Vouchers – Short & Detail dated 12/27/22, Payroll Vouchers dated 12/15/22 & 12/29/22. and Encumbrance **Resolution No. 2023-01**. Motion by Gray, seconded by Shultz, carried 5 Ayes, 0 Nays.

4. 2023 Town Events – Set Dates

Council took action as indicated below on the following events.

- **Town Wide Yard Sale – waive fee** – Shultz voted to waive the fee for the Albion Chamber sponsored event (dates not known at this time; previously 1st weekend in May), seconded by Morr, carried 5 Ayes, 0 Nays.
- **Spring Clean-up – Set date of May 13, 2023** – Motion by Shultz, second by Morr, 5 Ayes, 0 Nays.
- **Trick or Treat – Set date of October 31st 5-7pm** - Motion by Gray, second by Shultz, 5 Ayes, 0 Nays.
- **Fireworks Display is already set for July 3, 2023**
- **Splash Pad opens May 26, 2023**

5. 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 \$9,250. Motion by Morr, seconded by Shultz, carried 5 Ayes, 0 Nays.

APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS: Shultz motioned to approve Accounts Payable & Payroll Vouchers as of as of January 10, 2023. Gray 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 7:28 pm. Motion by Gray, seconded by Morr, carried 5 Ayes,

0 Nays. The next regularly scheduled meeting is to be held on January 24, 2022 at 6:00 pm, at the Albion Municipal Building, 211 East Park Drive, Albion, IN.

VICKI E. JELLISON, PRESIDENT

JOHN D. MORR, MEMBER

DONALD J. SHULTZ, VICE-PRESIDENT

ABIGAIL E. LINDSEY, MEMBER

ZANE M. GRAY, MEMBER

ATTEST: _____
CAROL A. SELBY, CLERK-TREASURER