

**Albion Town Council**  
**Tuesday, February 9, 2021, 6:00 pm**  
**TELECONFERENCE via GoToMeeting**  
**(Meeting ID# 280137509)**  
**Albion Municipal Building**  
**211 East Park Drive, Albion, IN, 46701**

**AS A RESULT OF THE WORLD HEALTH ORGANIZATION'S DECLARATION OF A GLOBAL CORONAVIRUS PANDEMIC, (aka CoVid-19) AND AS AUTHORIZED PER STATE OF INDIANA GOVERNOR ERIC HOLCOMB, VIA EXECUTIVE ORDER NO. 20-09, DATED 3/23/2020, "RELATING TO THE CONTINUITY OF OPERATIONS OF GOVERNMENT, PAGE 2, ITEM 4 (A) "OPEN DOOR LAW," THE ALBION TOWN COUNCIL HELD THIS MEETING VIA ELECTRONIC COMMUNICATION. THE MEETING WAS HELD IN CONJUNCTION WITH GOVERNOR HOLCOMB'S EXECUTIVE ORDER NO. 20-08, DATED 3/23/2020, "DIRECTIVE FOR HOOSIERS TO STAY AT HOME," AND EXTENSIONS THEREOF.**

**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 (Present)  
Don Shultz, Vice-President (Present)  
Chris Magnuson, Member (Present)  
Darold Smolinske, Member (Present)  
John Morr, Member (Electronically)

**OTHERS:** Carol A. Selby, Clerk-Treasurer (Electronically)  
Tena Woenker, Town Manager (Present)  
Steve Clouse, Town Attorney (Present)  
Matt Getts, KPC Media (Electronically)  
Scott Cole, Police Dept (Present)  
Casey Myers, Park/Cemetery Depts (Present)  
Corey Miller, Street/Cemetery Depts (Present)  
Aaron McGinnis, Water/Wastewater Depts (Present)  
Steve Hook, Albion S.T.A.R. Team (Present)

**APPROVAL OF MINUTES:** Minutes from the regular meeting on January 26, 2021 were approved. Motion by Smolinske, seconded by Shultz, carried 5 Ayes, 0 Nays.

**ANNOUNCEMENTS:**

Those planning to attend the Albion Fire Department Appreciation Dinner should RSVP as soon as possible to Chief Amber. The Northeastern Center is asking for input via a survey to help assess mental health needs in the community. Jellison, along with representatives from the Water Department will attend the February 24, 2021 Albion BZA Meeting to hear a request from Robert and Dennis Allman to allow climate-controlled storage in a building at 406 S Orange Street (formerly known as the Albion New Era building). Jellison and Shultz reported the Coronavirus Vaccination Health Clinic held at the Noble County Library is well-managed and organized.

**OPEN DISCUSSION:**

**1. Town Marshal Scott Cole – SOP Updates**

Town Marshal Scott Cole was present to ask Council if they wanted to review and/or approve each update to the Police Department's Standard Operating Procedures (SOP), or wait and approve upon completion. He is using Lexipol, a legally-based software system, along with consulting Town Attorney Steve Clouse to update Police Department's Standard Operating

Procedures (SOP). There are 70-80 sections requiring revisions in order to be compliant with state and federal laws. After discussion, it was decided rather than having council review and approve each amendment in a public meeting, Council will receive a copy for official approval once the major overhaul is complete. Cole will provide updates on the document's progress through his monthly reports and/or emails. This should help streamline the process so necessary revisions are implemented within the required deadlines for compliance. It was further noted, the SOPs are considered a living document, and will require ongoing revisions as laws change.

## **2. Consulting Engineer**

Council discussed hiring an engineer to assist with town projects, and requested it be a topic of discussion at the next department head meeting to gauge interest.

## **3. Zoning Designations**

Council Member Chris Magnuson questioned a disparity between Commercial Zoning designations listed on the most current Zoning Map compared to those on the prior Map. The newer map lists several categories for Commercial Zoning, and changed several property designations formerly categorized as Central Business. The changes effect eligibility for Façade Grants since the application only lists Central Business properties as eligible. The issue became apparent when the Central Noble Food Pantry inquired about a Façade Grant for their recently acquired building on N Orange Street. The property used to be designated as Central Business, making it eligible for a Façade Grant, but the updated designation to Central Highway is not included as eligible on the RDC's Façade Grant Application. After discussion, Council recommended the changes in zoning designations be reviewed, and the RDC and Façade Grant Committee discuss amending the Façade Grant Application to include the agreed upon zoning designations.

## **DEPARTMENT HEAD REPORTS:**

**Park/Cemetery Depts** – Superintendent Casey Myers provided a summary of his monthly reports. Council took action on the following items:

- **Rose Hill Cemetery Maintenance Building Roof**- Council voted to approve a recommendation from Superintendent Casey Myers to accept the lowest most responsive and responsible quote from 323 Service Solutions LLC in the amount of \$4,208.00 to replace the roof on the maintenance building in Rose Hill Cemetery as specified in the RFQ which includes removal and disposal of old roofing material. Motion made by Shultz, seconded by Smolinske, carried 5 Ayes, 0 Nays. Other quotes included: J&E Construction - \$5,850.00; Doug Roe & Jon Edwards Construction - \$8,588.65; S&E Construction - \$10,525.00. Cemetery funds are allocated for the cost (Appropriation No. 205-100-337-000).
- **New Park/Cemetery Truck** – Myers explained Larkin Greenwood Ford has the State Bid. Pricing on 2022 model trucks is not yet available. However, Larkin has two 2020 trucks in stock for sale below State Bid price. He solicited other dealers in an attempt to obtain multiple vehicle quotes. However, no one else submitted a quote because they cannot compete with State Bid and below State Bid pricing. After discussion, Council voted to approve a recommendation by Myers and the Albion Park Board to move forward with purchasing a 2020 Ford F150 Super Cab 4x4 XL Truck (with Bluetooth) from Larkin Greenwood Ford in the amount of \$28,232.00. Motion made by Magnuson, seconded by Shultz, carried 5 Ayes, 0 Nays. Appropriations from Park, Cemetery, and CEDIT funds are allocated for the purchase.

**Street/Cemetery Depts** – Council acknowledged receipt of monthly and annual reports. Superintendent Corey Miller reported the street department has been very busy plowing and salting due to several snow events this year. The Brine mixture they are applying to streets is working well to assist with snow removal. They had a few minor vehicle breakdowns. He thanked town employees Casey Myers and Bryce Sheckler for helping plow snow. In the coming weeks, they will be focusing on vehicle/equipment maintenance, preparing lists for tree trimming and removal, and sidewalk projects. Councilmember Chris Magnuson thanked the department for assisting with getting Christmas lights/decorations removed from a tree on Courthouse Square.

**Water/Wastewater Depts** – Assistant Superintendent Aaron McGinnis was present to answer questions. Council acknowledged receipt of the department’s monthly report. McGinnis reported they demoed new water meter reading equipment today. Some software programming updates need done, but he reported the newer technology saved time.

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

**HCI Alley Activation – S.T.A.R. Team request to oversee alley activities**

Council discussed a request made by the Albion S.T.A.R. Team to manage maintenance and scheduling of events for the Hometown Collaborative Initiative Alley Activation Project located in the east/west alley off of N. Orange Street by Albion Pizza Depot. Steve Hook, Albion S.T.A.R. Team, was present to answer questions. The organization sponsors and organizes several events around Courthouse Square throughout the year. Woenker said with the alley project nearing completion, someone needs to be in charge of scheduling alley closures for events.

Magnuson raised concerns about liability and questioned whether the S.T.A.R. Team could be put in charge of a public alley. Morr noted current policy for public events is for a Special Event Application to be submitted to the Town allowing for coordination of services from Town Departments, submittal of Proof of Insurance, and Council approval. Currently, Special Event Applications are due at least 60 days in advance of the event, the timeframe of which some said is limiting for more impromptu-type events. After discussion, it was determined to have Alley Events scheduled through the Town’s Special Event Application process, and to reduce the 60-day prior notice down to 30 days.

**APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS:** Shultz motioned to approve Accounts Payable and Payroll Vouchers as of January 28, 2021 and February 9, 2021. Smolinske 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 7:20 pm. Motion by Magnuson, seconded by Shultz, carried 5 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on February 23, 2021 at 6:00 pm, at the Albion Municipal Building, 211 East Park Drive, Albion, IN. Should the Town continue to be under a public emergency, the option to join the meeting electronically will be available.

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VICKI E. JELLISON, PRESIDENT

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DONALD J. SHULTZ, VICE-PRESIDENT

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CHRISTINA K. MAGNUSON, MEMBER

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JOHN D. MORR, MEMBER

\_\_\_\_\_  
DAROLD R. SMOLINSKE, MEMBER

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