

**Albion Town Council**  
**Tuesday, March 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)  
Darold Smolinske, Member (Present)  
John Morr, Member (Present)  
Chris Magnuson, Member (Present)

**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 (Electronically)  
Aaron McGinnis, Water/Wastewater Depts (Electronically)  
Wade Hale, WET Environmental Engineering LLC (Electronically)  
Dustin Wuis, WET Environmental Engineering LLC (Electronically)  
Ray Groves (Present)  
Stefen Wynn (Electronically)  
Autumn Wynn (Electronically)

**APPROVAL OF MINUTES:** Minutes from the regular meeting on February 23, 2021 were approved. Motion by Shultz, seconded by Smolinske, carried 5 Ayes, 0 Nays.

**ANNOUNCEMENTS:**

The Albion Chamber of Commerce Stars and Stripes Program is underway. Council members will sponsor a flag to be flown in memory of former town employee Robert Wilson, and the Town will pay \$50 to sponsor a flag to be flown in memory of former Town Marshal Robert F. "Doc" Korte.

**OPEN DISCUSSION:**

Council member John Morr reported a meeting was recently held with employees to clear up confusion regarding how timecards are to be completed now that department heads are designated as hourly employees instead of salaried employees. Council president Vicki Jellison delivered a virtual State of Albion Address at 5:30 pm, prior to tonight's meeting. The speech was recorded and will be available on the town's website. Albion Resident Ray Groves was

present and aired his dismay about the Town making the alley next to Pizza Depot a recreation area (Hometown Collaborative Initiative Alley Activation Project). He said he has issues with an alley adjacent to his property and reported pulling up a stake placed either on, or near a neighboring property so he could get his boat pulled onto his property. Town officials previously met with, and addressed Mr. Groves complaint regarding the alley adjacent to his home. Town attorney Steve Clouse reiterated the Town has done what it can do with documentation available, and the matter is now a private party dispute, and not a Town Council issue.

**DEPARTMENT HEAD REPORTS:**

**Park/Cemetery Depts** - Council acknowledged receipt of the monthly report. Superintendent Casey Myers reported the lean-to attached to the Rose Hill Cemetery maintenance building is not needed, and will be removed. Roof work on the building should begin in 3-5 weeks. The chimney will be dismantled during the process. Part-time workers are starting to return to work for the season. The new Ford F150 truck has been delivered and will receive a spray liner, undercoating, and strobe light. The 2004 Chevrolet Silverado has been returned to the Water Dept. A majority of Albion Park Board members approved trading in two mowers (2013 Kubota F3680 SN#16812 & 2017 Grasshopper 725 D SN# 6711550) for one new 2021 John Deere z970r ztrak Mower from lowest most responsive and responsible bidder, LaGrange Greenmark John Deere. The new John Deere mower is valued at \$18,080 and trade-in values for both the Kubota and Grasshopper are \$9040 each, resulting in zero amount owed. It was noted four quotes were solicited, and two quotes received. Kenfield Group John Deere Angola submitted the second quote at \$6,350 in addition to trading in both mowers. Water will be turned on at the new bathroom at Hidden Diamonds soon. Wetland development, Story-time, and Eagle Scout Projects are in the works.

**Street/Cemetery Depts** - Council acknowledged receipt of the monthly report. Superintendent Corey Miller reported there were (8) snow events in February, (80) loads of snow were removed from the downtown and heavy traffic areas for more parking. He thanked Myers for his help plowing snow. The Men's restroom in the street shop at the Albion Municipal Building has been painted, and ceiling tiles replaced. The department participated in training last month. Miller is working on getting prices for streetlight replacement. The street dept has been replacing lights in the Albion Municipal Building with LED bulbs to assist with energy conservation. AEP/I&M Power provided Woenker with information on how electricity for streetlights is billed. The information needs to be deciphered to determine what provides the best energy savings for the Town. Town officials met with County officials at the construction site for the new County building to talk about the Chain O' Lakes Festival which is held on Courthouse Square. Three streets around the square are closed for the festival, and construction of the new building presents challenges for placement of amusement rides, etc. As a result of the meeting, it was determined the necessary fire lanes can be maintained, so they are going to try and make it work with the barricades where they are now.

**Water/Wastewater Depts** - Council acknowledged receipt of the monthly report. Superintendent Terry Forker had a family emergency and was unable to attend tonight's meeting. Assistant Superintendent Aaron McGinnis reported the department is getting quotes on LED lights as part of an energy savings plan. He said it was determined the cost to replace electric motors with more efficient equipment is cost prohibitive at this time compared to the estimated energy savings. When the equipment has reached its useful life, its anticipated consideration will be given to replacement with high efficiency equipment. It was discovered, a telecommunications company breached the town's sewer system in an area off of 5<sup>th</sup> Street between E Main and E Hazel Streets causing backups for resident(s) in the area. The wastewater dept is working to remedy the situation, and Woenker is working to contact the

company responsible for the damage. McGinnis reported they would like to upgrade the existing generator for the water department and are researching information on the best option for the Town's needs.

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

**1. Approval of updated Special Event Application – Ordinance No. 2021-04 – 2<sup>nd</sup> Reading**

Council voted to approve updating the Special Event policy and application to reduce the notification period from 60 days to 30 days, and correct some typos. After discussion, Council voted to approve Ordinance No. 2021-04, Amending Ordinance No. 2016-09, Special Events Policy, on its second reading as follows.

Second Reading

Shultz caused Ordinance 2021-04, to be read for the second time by title only, and motioned to approve the adoption of the ordinance on its second reading, seconded by Magnuson, carried 5 Ayes, 0 Nays.

**2. Consideration of Engineering Contract – WET Environmental Engineering LLC**

Town Council and Public Works Committee members Darold Smolinske and Don Shultz were present to provide information about ongoing efforts to address ammonia removal at the wastewater ponds. Wessler Engineering recently provided a report listing a variety of options, with estimated costs, and recommendations for consideration. None of the options are guaranteed to comply with IDEM limitations, and are extremely costly. The Public Works Committee also met with WET Environmental Engineering LLC, whom is associated with KML Specialty Chemicals, and discussed other, less costly options for addressing ammonia removal. After discussion, Council voted to approve a recommendation by the Public Works Committee to terminate, for convenience and not due to any failure on the part of Wessler, the contract with Wessler Engineering. Motion made by Magnuson, seconded by Shultz, carried 5 Ayes, 0 Nays. Magnuson then motioned to approve the proposed agreement with WET Environmental Engineering LLC for a not to exceed amount of \$40,000. Seconded by Smolinske, carried 5 Ayes, 0 Nays. The scope of services for WET Environmental Engineering, LLC includes a Wastewater Treatment Plant Study and Report for Ammonia-Nitrogen Removal. It was noted Attorney Steve Clouse reviewed the contract, which was subsequently amended to include his recommendations regarding specific dates in the Deliverables Schedule and language allowing for termination for convenience. Woenker noted WET Environmental Engineering LLC will need to submit the required W9 Form and Certificate of Liability Insurance form to the Town.

**3. RFQ for a town on-call engineering firm**

Town manager Tena Woenker reported department heads discussed the benefit of having access to a consulting engineer. Council gave Woenker permission to proceed with preparing an RFQ. Terms of service are to be on an as needed basis, rather than the Town paying a retainer. Smolinske and Shultz will serve on the committee tasked with reviewing engineering firms.

**4. Consideration of \$5,000 Contribution to Albion S.T.A.R. Team**

Council tabled this item pending receipt of information regarding not-for-profit status, and reporting requirements. (Reference CEDIT funds IC 6-3.6-10-2(11).)

**5. Sidewalks Snow/Ice Removal - Ordinance 2021-05 – 1<sup>st</sup> Reading**

Council discussed the proposed ordinance. The ordinance is being updated to include new zoning designations. Morr recommended amending the ordinance to remove the second paragraph beginning with “Whereas, the Town has been advised ...” Council consensus was to have that paragraph removed from the final draft. Council then voted to approve Ordinance 2001-01, as amended on its first reading as follows.

**First Reading**

Shultz caused Ordinance 2021-05, (*Amending Ordinance 2001-01, passed 4-24-2001*), *An Ordinance Requiring the Clearing of Snow and Ice from Sidewalks*, to be read for the first time by title only. Morr motioned for approval, seconded by Shultz, carried 5 Ayes, 0 Nays. The second reading and final adoption is planned for the next meeting on March 23, 2021.

**6. Right-of-Way Acquisition on E Hazel Street – Resolution No. 2021-06**

This item was tabled pending further research on the process needed in reference to upcoming Community Crossings Matching Grant Project(s).

**OTHER COMMENTS:**

Neptune Beach, Florida Town Manager Stefen Wynn (former, Albion Town Manager) and his wife, Autumn attended the meeting virtually to hear Council President Vicki Jellison deliver a State of Albion speech. The speech was actually prior to the council meeting and will be posted on the Town’s website.

**APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS:** Magnuson motioned to approve Accounts Payable and Payroll Vouchers as of February 25, 2021 and March 9, 2021. Shultz 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 Shultz, seconded by Magnuson, carried 5 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on March 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