

Albion Town Council
Tuesday, April 13, 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)

ABSENT: Chris Magnuson, Member

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)
Terry Forker, Water/Wastewater Depts (Present)
Casey Myers, Park/Cemetery Depts (Present)
Corey Miller, Street/Cemetery Depts (Present)
Gary Gatman, Noble County EDC (Present)
Ray Groves (Present)

APPROVAL OF MINUTES: Minutes from the regular meeting on March 23, 2021 were approved. Motion by Shultz, seconded by Smolinske, carried 4 Ayes, 0 Nays.

ANNOUNCEMENTS:

Central Noble Food Pantry Fundraiser – April 17, 2021 at Pizza Depot

PUBLIC HEARING:

Additional Appropriation - Local Road & Bridge Matching Grant Fund No. 115 & LOIT Special Distribution Fund No. 257 – Town Council President Vicki Jellison opened the Public Hearing at 6:02 pm and called for Public Comment. Notice of the Public Hearing was published in the Kendallville News-Sun and Albion New Era on March 31, 2021. The Town was awarded a grant for E Hazel, S Hickory, and York Street Projects. The proposed Additional Appropriation process is required by the DLGF in order to appropriately account for Community Crossings Matching Grant Funds. There being no further public comment, Jellison opened the floor for discussion between council members. After discussion, the public hearing was adjourned at 6:04pm. Adoption of the necessary ordinances was addressed under "New Business."

OPEN DISCUSSION:

1. Stormwater Maintenance Agreement - Bosch Automotive Systems Corporation

Woenker explained Bosch was having an issue with the drainage plan for their expansion project in Albion's East Industrial Park. She reported she, and Town Attorney Steve Clouse have been assisting Matt Young, Leatherman Construction, and Bosch representatives to come up with a plan that meets the approval of the County Surveyor. The proposed agreement has resulted from the negotiations and states that Bosch and the Town agree not to allow anything to be constructed in the easement so overflow storm water can drain to the County tile without obstruction. After discussion, Council voted to sign the Stormwater Maintenance Agreement between Bosch Automotive Systems Corporation and the Town of Albion. Motion made by Morr, seconded by Shultz, carried 4 Ayes, 0 Nays.

2. ARC of Noble County OCRA Grant

Woenker asked council to apply for an OCRA grant on behalf of ARC of Noble County. Gary Gatman, Noble County EDC was also present regarding the request. The grant requires a political subdivision to apply for the grant. Region 3a would be hired to prepare the application, and assist with grant administration. Clerk-Treasurer Carol Selby, whom just learned about the grant a few hours before tonight's meeting, had questions and expressed concern about the time involved with accurately and appropriately accounting for grant funds. In addition to currently administering smaller grants, (i.e., CARES ACT, IDNR, DOJ), the Town has been awarded a CCMG-Local Road and Bridge grant and American Rescue Plan grant funds. Selby explained her office frequently works weekends, and after hours to keep up with the present workload. Since the ARC serves all of Noble County, and the proceeds of the grant would be used to develop training videos about jobs in industries throughout Noble County, she recommended approaching Noble County officials about serving as applicant for the grant. After discussion, Gatman offered to contact county officials about applying for the grant.

3. Next Move on Demand Group – Training for Town Council Members

At the suggestion of Town Council Member John Morr, Council voted to purchase economic development training video sessions designed for elected officials offered by Next Move on Demand Group for \$137.00. Motion by Morr, seconded by Shultz, carried 4 Ayes, 0 Nays.

DEPARTMENT HEAD REPORTS:

Park/Cemetery Depts – Council acknowledged receipt of the department's monthly report. Superintendent Casey Myers gave an overview of the activities for the past month. He thanked the water dept for help in getting restroom/concession facilities operational. He thanked the police dept for allowing baseball/softball practice/game sign up calendars to be placed in the police lobby to allow coaches 24/7 access. Council was agreeable to reimburse Myers for upcoming training.

Street/Cemetery Depts – Superintendent Corey Miller asked if there were any questions on the dept's monthly report. He gave a summary of the dept's activities for the month. Council voted to approve purchasing (20) 50-Watt LED Streetlight heads from Lightmart.com for \$5,360.00. Motion made by Morr, seconded by Shultz, carried 4 Ayes, 0 Nays. Miller reported the street dept rented a lift and employee Kevin Todd rewired lights in the Albion Municipal Building for LED bulbs. Street patching will begin when weather permits.

Resident Ray Groves was present and asked who put a wooden post in the alley near his residence. Miller responded it was not the street dept. Groves attempted to rekindle past discussions regarding the alley. Town Attorney Steve Clouse said this topic was not on the agenda. Town Council President Vicki Jellison said the Town had already addressed this issue.

Water/Wastewater Depts – Superintendent Terry Forker asked if there were any questions on the dept’s monthly report. Forker reported a pre-construction meeting was held with Dixon and Kountoupes in preparation of work to be done on the East Industrial Park water tower. Work will begin this month. The tower will need to be drained for the work. Forker said he is not concerned about water availability during the project. The dept has installed approximately 680 out of 900 radio reads for water meters. With water temperatures up, the lagoon system is working well now with nitrifiers starting to work- colder, wintertime weather is the issue.

OLD BUSINESS:

In regards to the final bill for Wessler Engineering, Morr recommended trying to have clearer communication regarding billing expectations. (Wessler did not bill in chronological order, and their final bill included charges from the prior year.)

NEW BUSINESS:

1. Authorization to post an RFQ for On-Call Engineering

Council acknowledged receipt of a Request for Qualifications and authorized Woenker to advertise for on-call engineering services. The Public Works Committee will review the RFQs and make a recommendation to Council.

2. Consideration of Special Event Applications (Memorial Day Parade & COL Festival)

Woenker reported the applications were reviewed at the last Department Head Meeting. After discussion, Council voted to approve the application for the Memorial Day Parade and Chain O’ Lakes Festival. Motion by Shultz, seconded by Smolinske, carried 4 Ayes, 0 Nays.

3. Approval of Ordinance No. 2021-05 – 2nd Reading – Snow/Ice Removal

Council voted to approve Ordinance No 2021-05 on its second reading as follows. The ordinance was updated to include new zoning designations, and to remove the second paragraph beginning with “Whereas, the Town has been advised ...” as it was deemed unnecessary. It was also amended for the inclusion of “Commercial Office” zoning designations.

Second Reading

Shultz caused Ordinance No. 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 second time by title only, and motioned to approve the adoption of the ordinance on its second reading, seconded by Morr, carried 4 Ayes, 0 Nays.

4. Approval of Resolution No. 2021-06 – ROW Easements – E Hazel Street CCMG Project

Council voted to approve Resolution No. 2021-06, A Resolution of the Town Council of Albion Indiana to Acquire Easements on East Hazel Street for a Public Works Project. Motion made by Smolinske seconded by Morr, carried 4 Ayes, 0 Nays. The ROW Easements are needed for upcoming Community Crossings Matching Grant Projects.

5. Approval of Ordinance No. 2021-07 – 1st & 2nd Readings – Additional Appropriation

Council voted to approve Ordinance No. 2021-07, Additional Appropriation Ordinance for the Town of Albion, Indiana Local Road & Bridge Matching Grant Fund and LOIT Special Distribution Fund (Reference Indiana Code 6-1.1-18-5), on its first and second readings as follows. The ordinance serves to establish appropriations totaling \$570,304.49 in Local Road and Bridge Matching Grant Fund No. 115 and \$29,467.67 in LOIT Special Distribution Fund No. 257 for CCMG projects. The appropriate forms will be submitted to the DLGF through Gateway as required.

First Reading

Shultz caused Ordinance 2021-07, to be read for the first time by title only, *Additional Appropriation Ordinance for the Town of Albion, Indiana Local Road & Bridge Matching Grant Fund (Reference IC 6-1.1-18-5)*, and motioned for approval of the ordinance, seconded by Smolinske, carried 4 Ayes, 0 Nays.

Second Reading

Shultz motioned to suspend the rules to allow for the reading of the Ordinance for a second time by title only, seconded by Morr carried 4 Ayes, 0 Nays. Shultz then caused the ordinance to be read a second time by title only and motioned to approve the adoption of the ordinance on its second reading, seconded by Morr, carried 4 Ayes, 0 Nays.

6. Approval of Ordinance No. 2021-08 – 1st Reading - Rezoning

Council voted to approve rezoning recommendations initiated by the Albion Plan Commission on first and second readings as follows.

First Reading

Shultz caused Ordinance 2021-08, to be read for the first time by title only *An Ordinance to Amend Zoning Map of the Town of Albion, Indiana from “CS” to “R3” Zoning, or “R3” to “CS” Zoning for Parcels in Downtown Albion*, and motioned for approval of the ordinance, seconded by Morr, carried 4 Ayes, 0 Nays.

Second Reading

Shultz motioned to suspend the rules to allow for the reading of the Ordinance for a second time by title only, seconded by Smolinske carried 4 Ayes, 0 Nays. Shultz then caused the ordinance to be read a second time by title only and motioned to approve the adoption of the ordinance on its second reading, seconded by Smolinske, carried 4 Ayes, 0 Nays.

7. Acknowledgement of TIF Report from RDC (due April 15th)

Council acknowledged receipt of the TIF Report & Spending Plan submitted by Town Manager Tena Woenker. The report will be considered by the RDC at their April 14, 2021 meeting.

8. Consideration of Dearborn Life Ins Company Renewal (Employee Life, ADD, & STD)

Council voted to approve a recommendation from the Insurance Committee to renew employee Life, Accidental Death & Dismemberment, and Short-term Disability Insurance with Dearborn Life Insurance Company. Motion made by Morr, seconded by Smolinske, carried 4 Ayes, 0 Nays. Full-time employees are eligible, and the cost is paid by the town 100%. The premium is \$20.05 per month per employee. Rates are guaranteed until July 1, 2022.

9. Approval of Cemetery Deeds

Council voted to approve the following Cemetery Deeds. Motion by Shultz, seconded by Morr, carried 4 Ayes, 0 Nays.

- David A. & Linda A. Mitchell – Section N, Lot 67, Grave #3
- Kevin L. & Terra C. Clouse – Section M, Lot 161, Grave #1
- Dru A. Thomas – Section M, Lot 162, Grave #1

APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS: Morr motioned to approve Accounts Payable and Payroll Vouchers as of March 25, 2021, April 8, 2021 and April 13, 2021. Shultz seconded, carried 4 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 Smolinske, seconded by Morr, carried 4 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on April 27, 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.

VICKI E. JELLISON, PRESIDENT

DONALD J. SHULTZ, VICE-PRESIDENT

CHRISTINA K. MAGNUSON, MEMBER

JOHN D. MORR, MEMBER

DAROLD R. SMOLINSKE, MEMBER

ATTEST: _____
CAROL A. SELBY, CLERK-TREASURER