

**Albion Town Council
Tuesday, June 14, 2016, 6:00 pm
Albion Municipal Building
211 East Park Drive, Albion, IN, 46701**

CALL TO ORDER: Town council president John Morr called the meeting to order at 6:00 pm. The Pledge of Allegiance was recited.

ATTENDANCE: John Morr, President
Max Weber, Vice-President
Chris Magnuson, Member
Don Shultz, Member

ABSENT: Vicki Jellison, Member

OTHERS: Carol A. Selby, Clerk-Treasurer
Stefen Wynn, Town Manager
Matt Getts, KPC Media
Tom Lock, Police Dept
Casey Myers, Parks Dept
Cody Kirkpatrick, Park Board Member
Brad Rollins, Fire Dept
Aaron Knight, Fire Dept
Brian Tigner, Fire Dept
Derek, Frederickson, ERI
Jeff Weaver, ERI
Sharon Leitch, Chain O' Lakes Festival Committee
Tammy Luce, Albion S.T.A.R. Team
Mary Ann Troutner, Albion S.T.A.R. Team
Chris & Linda Blaising, Friendly Inn
Mary Gossett

APPROVAL OF MINUTES: Morr asked for approval of the minutes from the regular meeting on May 24, 2016. Shultz motioned to approve the minutes, seconded by Magnuson, carried 4 Ayes, 0 Nays.

ANNOUNCEMENTS:

1. Reminder: Noble County All-IN Block Party – June 25, 2016

The streets around the courthouse square (W Jefferson, N York, and W Main) will be closed for the "All-IN" Block Party. The event is being held in conjunction with the Indiana Bicentennial celebration. There will be several activities, many booths, and "Noble" the bison will be available for people to sign. The stage erected for the Chain O' Lakes Festival will remain in place for the All-IN Block Party.

2. Chain O' Lakes Festival Committee – Sharon Leitch

Chain O' Lakes Festival Committee member Sharon Leitch thanked town council members and employees for their assistance during this year's festival.

OPEN DISCUSSION:

1. Update on Community Center Committee – Don Shultz

Town council member Don Shultz serves as liaison between the council and community center committee. He reported the committee met and realizes there is a lot of work and fundraising needed for a proposed community center facility. The committee is researching options.

2. Add Agenda Item

Council voted to add consideration of soliciting bids for TIF #1 Legacy Infrastructure and Water Main projects to the agenda under "Old Business." Motion made by Shultz, seconded by Magnuson, carried 4 Ayes, 0 Nays.

OLD BUSINESS:

1. Consideration of soliciting bids for TIF #1 Legacy Infrastructure & Water Main Projects – Derek Frederickson and Jeff Weaver were present to provide an overview of proposed projects. Residents were offered the opportunity for input on the proposed projects at a meeting just prior to the council meeting. After discussion, council voted to solicit bids for three water main projects- Albion Rd/Jefferson St, York Street, and Liberty Street water mains. Motion made by Weber, seconded by Shultz, carried 4 Ayes, 0 Nays. Council members decided to wait to bid proposed TIF #1 Legacy paving/sidewalk projects until the end of 2016 or early 2017 in an attempt to receive more competitive pricing. ERI will advertise for bids with the intent to award the work for water main projects to the lowest most responsive and responsible bidder at the July 26, 2016 council meeting.

2. Approval of Sidewalk Quotes

Council voted to approve a recommendation by town manager Stefen Wynn to award this year's sidewalk projects to Pulver Asphalt Paving for a total of \$75,885.20. Motion made by Shultz, seconded by Weber, carried 4 Ayes, 0 Nays. It was noted solicitation for quotes was advertised in (7) seven area newspapers and (10) contractors were directly solicited for quotes on this year's sidewalk projects. However, only two quotes were received. Gary Edsall Construction submitted a rough estimate, rather than an exact quote. As such, Pulver Asphalt Paving was deemed the most responsive and responsible bidder.

3. Approval of Trailer for mini excavator

Council voted to approve a quote from More's Farm Store for the purchase of a Sure Trac Tilt Trailer with Pintle Hitch, 10 Ton with electric brakes for a price of \$7,500 (\$11,500 - \$4,000 trade-in). Motion made by Weber, seconded by Shultz, carried 4 Ayes, 0 Nays. More's Farm Store offered \$4,000 for the trade-in of the town's Model 911 Wheeled Excavator. Wynn reported the State Board of Accounts stated they would not take exception to the town trading in the old, wheeled excavator for a trailer to haul the new mini excavator and other town equipment. No other vendors offered an option for trading in the old excavator. Southeastern submitted a quote of \$14,459 for a Felling trailer. The cost for the trailer will be split between the Street, Cemetery, Water, and Wastewater funds.

4. Consideration of Quotes for a Paint Sprayer/Striper

Council voted to approve the lowest most responsive and responsible quote from Sherwin Williams for a Graco LineLazer IV 3900 Standard paint sprayer with (2) mechanical guns and 50 gallons of paint for \$5,955. Motion made by Weber, seconded by Shultz, carried 4 Ayes, 0 Nays. The sprayer will be used to paint curbs, parking lines, etc. Quotes were also received from RepcoLite dba Snyder Paint - \$6,866 and PPG Architectural - \$8,425.

NEW BUSINESS:

1. Approval of Resolution No. 2016-14 – TIF Revenue

After discussion, council voted to approve Resolution 2016-14, ratifying RDC Resolution 2016-03 determining the need to capture incremental assessed valuation. Motion made by Magnuson, seconded by Weber, carried 4 Ayes, 0 Nays. This determination is made on an annual basis as part of the budgeting process.

2. Approval of Ordinance No. 2016-15 - Internal Controls

Council voted to adopt *Ordinance No. 2016-15, An Ordinance Establishing Internal Control Standards* on its 1st and 2nd readings as indicated below. The ordinance serves to establish an Internal Control Policy for the Town of Albion as per IC 5-11-1-27 and, incorporates the (17) seventeen principles developed by the State Board of Accounts.

First Reading - Weber caused Ordinance 2016-15, *An Ordinance Establishing Internal Control Standards*, to be read for the first time by title only. Weber made a motion for adoption of Ordinance 2016-15 as read, seconded by Magnuson, carried 4 Ayes, 0 Nays.

Second Reading - Weber made a motion to suspend the rules to allow for the reading of the ordinance for a second time by title only. Magnuson seconded the motion, carried 4 Ayes, 0 Nays. Weber caused the ordinance to be read a second time by title only.

Weber motioned to approve the adoption of the ordinance on its second reading, seconded by Magnuson, carried 4 Ayes, 0 Nays.

3. Approval of Ordinance 2016-16 – Title VI Discrimination

Council voted to adopt *Ordinance 2016-16, An Ordinance Reiterating and Adopting Title VI of the Civil Rights Act of 1964 into the Albion Town Code*, on its 1st and 2nd readings as follows. The ordinance states that it is the policy of the Town of Albion that no person be discriminated against based on the grounds of race, color, national origin, sex, age, disability, low income status, or limited English proficiency.

First Reading - Weber caused Ordinance 2016-16, *An Ordinance Reiterating and Adopting Title VI of the Civil Rights Act of 1964 into the Albion Town Code*, to be read for the first time by title only. Shultz made a motion for adoption of Ordinance 2016-15 as read, seconded by Weber, carried 4 Ayes, 0 Nays.

Second Reading - Weber made a motion to suspend the rules to allow for the reading of the ordinance for a second time by title only. Shultz seconded the motion, carried 4 Ayes, 0 Nays. Weber caused the ordinance to be read a second time by title only. Weber motioned to approve the adoption of the ordinance on its second reading, seconded by Shultz, carried 4 Ayes, 0 Nays.

4. STAR Team Façade Grant Request

Albion S.T.A.R. Team members Tammy Luce and Mary Ann Troutner were present to show council members a replica of the mural and provide information on the project. After discussion, Council voted to approve the RDC's decision to grant the Albion S.T.A.R. Team a Façade Grant in the amount of \$5,000. Motion made by Weber, seconded by Shultz, carried 4 Ayes, 0 Nays. The Albion S.T.A.R. Team requested \$6,000 which was 50% of the cost for the Bicentennial Mural Project. However, some RDC members and council members expressed disappointment that the mural did not include more specific references to Albion, thus the reason for not approving the full amount of their request. The mural is to be placed on the south exterior wall of the EDC Building located at 110 S Orange Street.

5. Request from Friendly Inn

Council voted to approve a request by Chris & Linda Blaising to place a portable smoker/cooker in a parking space in front of the Friendly Inn located at 110 West Main Street on a temporary/trial basis after 5:00 p.m. until closing for 90 days. Motion made by Shultz, seconded by Weber, carried 4 Ayes, 0 Nays. Blaising also plans to put a seating area out front. The Albion Police Department is to approve of the placement of the smoker/cooker to ensure access is maintained for safety purposes and ADA compliance.

6. Approval of participation in 2017 Ortho/Oblique Photography Flight

Council voted to approve a request from Steven Hook, Noble County GIS Coordinator to participate in the 2017 Ortho/Oblique Photography Flight for a total of \$2,846. Motion made by Magnuson, seconded by Weber, carried 4 Ayes, 0 Nays. This type of photography is used by assessors, appraisers, county, and municipal officials and employees for community planning and development, engineering, transportation, utilities, and GIS.

7. Approval of Quotes for Hoosier Basketball Project

Council voted to affirm the Albion Park Board's recommendation to proceed with the Hoosier Basketball Project by awarding work to the lowest most responsive and responsible bidders for work totaling approximately \$46,731.05. The cost may vary somewhat due to variations in the amount of concrete required. Motion made by Weber, seconded by Shultz, carried 4 Ayes, 0 Nays. Tentative date for completion is November 1, 2016. This project is being funded by donations and grants. A summary of costs is listed below.

\$32,525.80 Pulver Asphalt Paving (Asphalt, pouring, forming, ADA sidewalks)
7,455.25 Erie Haven (Concrete, mesh nets, curing seal for pad)
4,700.00 Custom Recreation (2 basketball goals)
1,550.00 Dick Coats Lawn Service (Seed, fertilize, straw ¾ acre)
500.00 Lining Kit
\$46,731.05

DEPARTMENT HEADS:

Casey Myers, Parks Dept - Council acknowledged receipt of the monthly report. Myers reported surveys in conjunction with the update of the parks department's 5-Year Master Plan will be mailed out soon. The surveys will be seeking input from citizens regarding Albion's park facilities.

Tom Lock, Police Dept - Council acknowledged receipt of the monthly report. Lock reported Code Violations are up, with many of those being issued for tall grass and weeds. The Chain O' Lakes Festival Parade went well despite the heat. Full-time, part-time, and reserve police officers assisted with traffic along the parade route.

Stefen Wynn, Town Manager – Wynn provided a summary of his monthly report. Ethics training for employees is scheduled for October 18, 2016. Council approved by consensus to grant Wynn vacation from July 8th-18th. Results of the Income Survey indicate 55% of respondents fall into the low to moderate income category. As such the town is not eligible for a Community Development Block Grant at this time. Wynn recommended conducting a survey again next year. Funding is needed for improvements to address wastewater treatment for ammonia. After discussion regarding quotes for masonry work at the water plant and EDC building, council tabled this topic until the next meeting on June 28, 2016. Painting railroad crossing warnings on 7th Street is being coordinated with Dexter Axle. The work is scheduled to be done during their upcoming inventory day when traffic is expected to be at a minimum. Council voted to approve a quote from Duperon NTE \$3,500 to service the Flex rake at the wastewater ponds. Motion made by Weber, seconded by Shultz, carried 4 Ayes, 0 Nays. Council voted to approve Wynn's request to spend up to \$12.00/hour to hire an intern for a maximum of 20 hours/week and to hire a part-time town project liason for upcoming construction projects, and to assist with development of a Pavement Asset Management Plan. Motion made by Shultz, seconded by Weber, carried 4 Ayes, 0 Nays and is subject to having funds available.

OTHER COMMENTS:

1. **Paving Projects** – The paving committee will meet soon to discuss paving projects.
2. **Barricades** – Town barricades used by the Chain O' Lakes Festival Committee to block roads off are ready to be picked up.
3. **Water/Wastwater Dept Vacancy** – Applications for the open position will be accepted through June 30th. Interviews will begin soon.
4. **Tree Maintenance Program** – The committee will meet soon and develop a list of trees that need addressed.
5. **EDC Building air conditioning** – The contractor has not yet completed work that was awarded in January.

APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS: After discussion, Weber motioned to approve Accounts Payable and Payroll Vouchers as of May 26, 2016, June 9, 2016, and June 14, 2016. Seconded by Shultz, carried 4 Ayes, 0 Nays, submitted and reviewed, attested by Carol A. Selby.

ADJOURNMENT: There being no further business to be brought before the council in regular session, Morr asked for a motion to adjourn the meeting at 9:07 p.m., so moved by Weber, seconded by Shultz, carried 4 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on June 28, 2016 at the Albion Municipal Building, 211 East Park Drive, Albion, IN.