

**Albion Town Council
Tuesday, November 8, 2016, 6:00 pm
Albion Municipal Building
211 East Park Drive, Albion, IN, 46701**

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

ATTENDANCE: Max Weber, Vice-President
Vicki Jellison, Member
Chris Magnuson, Member
Don Shultz, Member

ABSENT: John Morr, President

OTHERS: Carol A. Selby, Clerk-Treasurer
Stefen Wynn, Town Manager
Matt Getts, KPC Media
Casey Myers, Parks Dept
Brian Stimpson, Street/Cemetery Depts
Brad Rollins, Fire Dept
Tom Lock, Police Dept
Scott Allen, ERI
Mike Selby
Sharon Leitch
Rick Sherck, Noble County EDC
Joy LeCount, Noble County EDC
Steve Hook, Albion S.T.A.R. Team
Dave Gee, Region III-A
Rick Pharris, Triad Associates

APPROVAL OF MINUTES: Weber asked for approval of the minutes from the regular meeting on October 25, 2016. Jellison motioned to approve the minutes, seconded by Magnuson, carried 3 Ayes, 1 Abstention. Shultz abstained because he was not at the October 25, 2016 meeting.

ANNOUNCEMENTS:

Street/Cemetery Department Superintendent – Brian Stimpson

Council members welcomed new street/cemetery superintendent Brian Stimpson. Mr. Stimpson's first day was November 7, 2016. He has several years' experience in municipal government having worked for Hartford City, Indiana. He has scheduled a leaf vac demonstration for next Tuesday, November 15, 2016. Town council members are invited to attend.

OPEN DISCUSSION:

1. Request to submit "Brownfield" grant application – Opera House

Steve Hook, Albion S.T.A.R. Team and Dave Gee, Region 3-a were present to ask council to submit a grant application on behalf of the Courthouse Square Preservation Society. Council will revisit the request at their next meeting on November 22, 2016.

2. Albion Chamber of Commerce – Christmas in the Village, December 2, 2016

Several activities are planned including a Christmas Light Parade, Visit from Santa Claus, and lighting of the Christmas tree on Courthouse Square.

OLD BUSINESS: NONE

NEW BUSINESS:

1. Update from Rick Sherck, Noble County Economic Development Corporation

Noble County Economic Development Corporation director Rick Sherck was present to provide an update on resources offered for the promotion of economic development within Noble County. Programs include: Incumbent worker training, Manufacturing Education Training Academy (META), Regional Cities Initiative. The Noble County EDC is funded with Public funds (72%) and Private funds (28%).

2. Consideration of Air bottle quotes – Fire Department

Council voted to approve a quote from Hoosier Fire Equipment for the purchase of (22) Scott air bottles, 30-year, snap change, 45-min, 4500psi in the amount of \$25,981.20. Motion made by Jellison, seconded by Shultz, carried 4 Ayes, 0 Nays. Rainy Day funds have been allocated for the purchase. This year will be the 2nd year of a 3-year plan to replace all (66) sixty-six air bottles. Quotes were also received from Nowak Supply Co., Inc - \$26,095 and Ritz Safety - \$35,054.84.

3. MAP-21 West Main Street Project - Supplemental Agreement No. 1 - ERI

Scott Allen, Engineering Resources, Inc (ERI) was present to discuss an increase in costs for Geotechnical Services. He explained new INDOT requirements increase the amount of soil borings and testing needed for the project. The cost will increase \$9,200 from a total not to exceed \$13,000 to a total not to exceed \$22,200. The increase is not eligible for 80% matching grant funds which means the town would be required to pay 100% of the increase in cost. Council members also discussed scaling back the scope of the project. Council members voted to table the matter until town manager Stefen Wynn has received feedback from INDOT, and the new town attorney. Motion made by Shultz, seconded by Magnuson, carried 4 Ayes, 0 Nays. Expected bid letting for the project is March 2018.

4. Change Order – Pulver Asphalt Paving, Inc – Hidden Diamonds Sidewalk

Council voted to approve additional costs in the amount of \$3,935 for work to complete the sidewalk along Hidden Diamonds Drive. Motion made by Jellison, seconded by Shultz, carried 4 Ayes, 0 Nays. The Albion RDC approved using TIF #1 funds for the additional cost.

5. Best Life Insurance Company – Employee Vision & Dental Insurance Renewal

Council voted to approve a recommendation by insurance committee members (John Morr, Chris Magnuson, Stefen Wynn, Scott Cole, Shannon McFarland, and Carol Selby) to approve the renewal from Best Life Insurance Company for employee vision and dental insurance. Dental rates are the same as current rates- no increase, and vision rates are up about 3%. The town pays 100% of the “employee only” premium and employees are responsible for 100% of dependent coverage. Shultz motioned to approve the renewal, seconded by Jellison, carried 4 Ayes, 0 Nays. The renewal is effective December 1, 2016.

6. Consideration of 2017 Holiday & Office Closings - Resolution No. 2016-21

Council voted to approve Resolution No. 2016-21 designating 2017 Holiday and Office Closings for Town of Albion employees. Motion made by Magnuson, seconded by Jellison, carried 4 Ayes, 0 Nays. No additional holidays/closings were added.

7. Update on October 27, 2016 Albion Redevelopment Commission Meeting

The RDC approved spending an additional \$3,935 in TIF #1 funds for completion of the sidewalk at Hidden Diamonds Drive. RDC members approved the TIF Spending Plan for TIF #1, #2, & #3. Council acknowledged receipt of the TIF Spending Plan. Motion made by Magnuson, seconded by Shultz, carried 4 Ayes, 0 Nays. Wynn explained the spending plan is a living document, and subject to change based upon revenue received and expended. Next year, the spending plan for TIF #1 will be extended to 2040 as a result of this year’s TIF #1 Legacy Bond issue. Also, the spending plan for TIF #3 which was created this year, will be extended to 2041. Façade Grant Program Guidelines have been updated, along with a new application form.

8. 2017 Salary Ordinance No. 2016-23

Council voted to approve proposed Salary Ordinance 2016-23 on its first reading as follows.

First Reading

Jellison caused Ordinance 2016-23 to be read for the first time by title only. *A Payroll Ordinance Setting Annual Wages and Benefits for Town of Albion Elected, Appointed and All Other Employees by Department for the 2017 Calendar Year.* Jellison made a motion for approval of Ordinance 2016-23 as read, seconded by Shultz, carried 4 Ayes, 0 Nays. The second reading and final adoption of the ordinance will be considered at the next meeting on November 22, 2016.

The ordinance includes an overall increase of approximately 3.8%. Most full-time employees are scheduled to receive an annual increase of \$625 and most part-time employees are scheduled to receive \$0.25 per hour. Other employees received an increase in compensation based on an increase in work load resulting from departmental restructuring, internal control reporting and record keeping, and for providing IT Services. Stipends for council members and fire department officers are slated to increase 2.5%. BZA, RDC, Plan Commission and park board members will receive \$20 per meeting. Proposed compensation took into consideration a new ruling by the Department of Labor regarding an increase in the Final Threshold amount for salaried employees. Likewise, efforts were made to address Title VI provisions by decreasing the pay disparity between male and female employees.

9. Update on town attorney vacancy

As recommended by the attorney search committee, Council members voted to hire Bill D. Eberhard, Jr., Eberhard & Weimer, P.C. to fill the town attorney vacancy. Jellison motioned to accept the Letter of Engagement, seconded by Shultz, carried 4 Ayes, 0 Nays. The Letter of Engagement outlines the terms of representation for 2017. Work is to be assigned by either the Clerk-Treasurer or Town Manager and will be charged at a rate of \$150 per hour. Eberhard is experienced in municipal law, and comes highly recommended by municipal officials from surrounding communities.

Prior to voting, Council members discussed whether or not to add the Town Council President as someone who could directly assign work to the town attorney without the knowledge of the Clerk-Treasurer or Town Manager. Weber said he thought council members should coordinate legal services through the Town Manager. Jellison said she would prefer to have an executive session to discuss a problem so all council members could be informed rather than one council member taking action independently. After discussion, council members agreed to leave the Letter of Engagement as written.

10. Approval of Cemetery Deed

Council voted to approve the following cemetery deed. Motion made by Magnuson, seconded by Jellison, carried 4 Ayes, 0 Nays. Debbie Selby – Section M, Lot 127, Graves 3 & 4.

DEPARTMENT HEADS:

Parks Dept - Casey Myers

Park Superintendent Casey Myers provided a summary of his monthly report. He thanked Noble REMC for work performed by their employees at Owen and Hidden Diamonds Park during a Day of Caring. Work on the Hoosier Basketball court and Hidden Diamonds Drive sidewalk are nearing completion. Seeding/landscape work will be completed next year. Eagle Scout Tate Allen is installing tree identification markers at Hidden Diamonds Park. Volunteers are needed to help put up Christmas decorations. Those interested may contact Myers for more details.

Police Dept - Tom Lock

Council members acknowledged receipt of the police department's monthly report. P25 compliance should be completed by the end of the year for 800 MHz radios. Council members asked about overtime, and if part-time and reserves could be used to help cover shifts during vacations. Lock said because most part-time and reserve officers have other jobs, it is difficult to have adequate coverage.

Town Manager Report – Stefen Wynn

Town manager Stefen Wynn provided a summary of his monthly report. Town employees have received Ethics, Title VI, and ADA training. Street department employees attended belly-blade snowplow training provided by INDOT. Wynn and Selby met with representatives from the USDA to receive information about funding options for town projects including addressing wastewater ammonia limits. Sidewalk walk work still needs to be completed in conjunction with water main replacement projects.

APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS: After discussion, Magnuson motioned to approve Accounts Payable and Payroll Vouchers as of October 27, 2016 and November 8, 2016. Seconded by Shultz, carried 4 Ayes, 0 Nays.

ADJOURNMENT: There being no further business to be brought before the council in regular session, Weber asked for a motion to adjourn the meeting at 8:00 pm, so moved by Jellison, seconded by Shultz, carried 4 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on November 22, 2016 at the Albion Municipal Building, 211 East Park Drive, Albion, IN.

JOHN D. MORR, PRESIDENT

MAX C. WEBER, VICE-PRESIDENT

VICKI E. JELLISON, MEMBER

CHRISTINA K. MAGNUSON, MEMBER

DONALD J. SHULTZ, MEMBER

ATTEST: _____
CAROL A. SELBY, CLERK-TREASURER