

**Albion Town Council  
Meeting Minutes  
Tuesday, November 8, 2022, 6:00 pm  
Albion Municipal Building  
211 East Park Drive, Albion, IN, 46701  
Teleconference via GoToMeeting  
(Meeting ID# 280137509)**

**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  
Don Shultz, Vice-President  
Darold Smolinske, Member  
Zane Gray, Member

**ABSENT:** John Morr, Member

**OTHERS PRESENT:**

Carol A. Selby, Clerk-Treasurer  
Jacob Ihrie, Town Manager  
J. Darrick Brinkerhoff, Attorney  
Matt Getts, KPC Media  
Scott Cole, Police Dept

Terry Forker, Water/Wastewater Depts  
Casey Myers, Park Cemetery Depts  
Corey Miller, Street/Cemetery Depts  
Grace Caswell, Noble County CVB

**APPROVAL OF MINUTES:** Minutes from the regular meeting on October 25, 2022 were approved. Motion by Shultz, seconded by Gray, carried 4 Ayes, 0 Nays.

**PUBLIC HEARING: URT Repeal & Tap Fees (Decrease in water rates, increase in water/sewer tap & boring fees) – Reference Ordinance No. 2022-12 & 2022-13**

The public hearing was called to order at 6:02 pm. Council President Vicki Jellison asked for public comment. There being no public comment, Jellison closed the public hearing and opened the floor for discussion between council members. It was noted the proposed ordinances address the Utility Receipts Tax (URT) Repeal, which serves to reduce water rates. In addition, Tap & Boring Fees are being increased for connection to the Town's Water & Wastewater systems. Clerk-Treasurer Carol Selby explained legislation was passed earlier this year that repealed the URT. Because of this, the Town hired Peters Franklin LTD to conduct an analysis and factor out the URT from the Town's water rates. (The URT does not pertain to sewer rates.) At this time, the Town also reviewed Tap & Boring fees for both Water and Sewer Utilities, which were not high enough to recoup actual costs. The report from Peters Franklin LTD, while factoring out approximately 1.4% for the elimination of the URT, also included annual expected cost increases at 5%. This results in an overall reduction in water rates of 0.91%. Sewer rates remain the same, except for Tap & Boring fees which are increasing from \$981 to \$1800 plus actual costs for boring (if additional boring is needed). At the last Council meeting on October 25, 2022, the Ordinances were introduced and passed on first reading. As required per statute, public notice of tonight's hearing and final adoption, was published in the Kendallville News-Sun and Albion New Era on October 26, 2022. Notice was also mailed to owners of vacant or unimproved property, and to utility users located outside the corporate boundaries. The public hearing was adjourned at 6:05 pm, and Council voted to adopt both Ordinances on second reading as indicated below.

**Second Reading - Water Ordinance No. 2022-12 & Sewer Ordinance No. 2022-13**

Shultz caused Ordinance 2022-12 and 2022-13 to be read for the second time by title only.

**Ordinance No. 2022-12**, *An Ordinance Amending and Replacing Ordinance No. 2017-13 for the Purpose of Adopting a New Schedule of Rates and Charges to Reflect the Repeal of the Indiana Utility Receipts Tax and Amend Charges for Tapping & Boring Services Rendered by the Water Utility of the Town of Albion and* **Ordinance No. 2022-13**, *An Ordinance Amending Section (D) of Ordinance 2017-12, for Tapping & Boring Fees Rendered by the Sewer Utility of the Town of Albion.* Shultz made a motion for approval of Ordinances 2022-12 & 2022-13 as read, seconded by Gray, carried 4 Ayes, 0 Nays. The new rates are effective December 1, 2022.

**ANNOUNCEMENTS:**

Council member John Morr is working the election polls and unable to attend tonight's meeting. Jellison read a thank you note received from the Norman "Gene" Lock family for flowers sent in memory of Gene's recent passing. He was a former Albion Town Marshal and long-time employee of the park and cemetery departments. Jellison also extended condolences to the family of Vern "Pee Wee" Wilson, also a former Park/Cemetery employee who recently passed away.

**OPEN DISCUSSION: NONE**

**DEPARTMENT HEAD REPORTS:**

**Park/Cemetery Depts** – Council acknowledged receipt of the monthly report. Superintendent Casey Myers provided a summary of cemetery/park activities. The Park Board has scheduled a public hearing on Monday, November 14, 2022 at 6pm to receive public comment on their proposed Master Plan. At least one council member plans to attend the meeting. Christmas decorations are scheduled to go up the Sunday after Thanksgiving.

**Mower Replacement:** Council voted to approve a recommendation by Myers to accept a quote from the lowest quoter, Kerlin Tractor Sales Inc., Silver Lake for the net amount of \$35,620.49 for trading in three mowers for three new Grasshopper Model 725DT w/3661PF mowers. (Purchase price is \$63,477.49 less trade-ins valued at \$27,857 = \$35,620.49). Motion by Gray, seconded by Smolinske, carried 4 Ayes, 0 Nays. A limited 3-year warranty is included with the purchase. CEDIT (Appropriation No. 2209 100 430 000) and Cemetery (Appropriation No. 2205 100 370 000) Funds are allocated for the purchase. Other net quotes included: Outdoor Concepts - \$38,400; VanGorder Sales - \$41,545.25; Weaver Ag & Lawn Equipment LLC - \$58,559.25. Myers plans to stagger future trade-ins rather than replacing all three mowers at once, depending upon the economy.

**Street/Cemetery Depts** – Council acknowledged receipt of the monthly report. Superintendent Corey Miller provided a summary of departmental activities. There was one burial in Rose Hill last month. Once leaf pickup is done, the department will focus on prepping equipment for snow removal. Miller thanked Superintendent Terry Forker for help in repairing a mechanical issue with the Vactor. He thanked Superintendent Casey Myers with a lock issue/building maintenance at the town's storage building.

**Rear Disc Mower Replacement:** Council voted to approve a recommendation by Miller to accept a quote from the lowest quoter, Plevna Implement Company Nappanee, LLC for the net amount of \$8,806 for trading in the New Idea Model 5407 rear disc mower for a 2022 Massey Ferguson MFDM205 6.75ft 5-disc mower. (Purchase price is \$11,806 less trade-in valued at \$3,000 = \$8,806). Motion by Smolinske, seconded by Gray, carried 4 Ayes, 0 Nays. A limited 1-year warranty is included with the purchase. Street

(Appropriation No. 2201 100 540 000) and Water (Appropriation No. 6101 100 675 000) and Wastewater (Appropriation No. 6201 100 775 000) Funds are allocated for the purchase. Other net quotes included: Kenn-Feld Group - \$9,138.40; Truelove Brothers did not submit a quote.

**Water/Wastewater Depts** – Council acknowledged receipt of the monthly report.

Superintendent Terry Forker provided a summary of departmental activities. He reported the Vactor is up and running, after being down due to a mechanical issue. A 10 hp single phase backup pump used at the wastewater ponds is down. Forker will provide an update once he has a cost estimate for rebuild from the vendor. Council voted to approve a Certificate of Substantial Completion for Clean Infusion for the aeration project at the wastewater ponds. Motion by Shultz, seconded by Gray, carried 4 Ayes, 0 Nays. The Town is retaining \$1,571.30 pending completion of the grass seeding of the slope to the north of the Blower Pad/Structure. Council also voted to approve paying an additional amount of \$6,090 to Pulver Asphalt Paving for the E Hazel Street Water Main Project. Forker explained the bid specifications called for only one live water tap, but two live taps were needed to keep from having to shut off water to customers during the project. Some sewer work was also done in conjunction with the project. It was noted the total price of the project was under \$150,000 and well under the next lowest bid for the project. After discussion, Smolinske motioned to approve the additional amount of \$6,090.00, seconded by Shultz, carried 4 Ayes, 0 Nays.

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

**1. Noble County CVB – Grace Caswell, Executive Director and Casey Myers, Board**

**Member** – Grace Caswell provided an overview of the Noble County Convention & Visitors Bureau activities and their mission to promote tourism in Noble County. She explained the NCCVB is funded through innkeeper's tax. In addition to hotels, Noble County currently has 52 short-term rentals, which helps to increase tourism revenue. Caswell said Noble County is unique, in that it is home to both a State Park and State Historic Site, and has 117 lakes. Casey Myers has served as the town's appointment to the board for two consecutive 3-year terms. He will reach his term limits at the end of this year. Caswell presented a letter of appointment to council for completion upon selection of a new appointee. She said NCCVB members suggested Town Manager Jacob Ihrle as a candidate for the town's appointment for the ensuing 3-year term. Council members took the matter under advisement to allow Ihrle time to determine if serving on the board is feasible given his current schedule and commitments, and to gauge interest of others that might want to serve on the board. Council will revisit the matter at their next meeting.

**2. Consideration of Quote from VS Engineering for design engineering services for proposed 2023 Community Crossings Matching Grant (CCMG) Projects**

– Council voted to approve a quote from the town's on-call engineering firm, VS Engineering in a NTE amount of \$19,600 for design engineering services for proposed 2023 Community Crossings Matching Grant (CCMG) Projects. Motion by Shultz, seconded by Smolinske, carried 4 Ayes, 0 Nays. Plans are to have project estimates ready for submitting a grant application to INDOT in January 2023.

**3. Town Committee Assignments**

Council voted to approve proposed 2023 Committee Assignments as discussed. Motion by Shultz, seconded by Gray, carried 4 Ayes, 0 Nays. An updated list will be furnished once completed.

**4. Approval of Cemetery Deeds/Transfers**

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

**Steve & Voni Kiebel – Section M, Lot 48, Graves 3 & 4**  
**Harold & Belva Demaree – Section O, Lot 107, Graves 1 & 2**

**5. Consideration of committee recommendation to approve employee vision & dental insurance with BEST LIFE**

- Council voted to approve a recommendation by the Insurance Committee to approve renewing employee vision and dental insurance with Best Life Insurance Company. Premium rates for vision insurance will increase 3% and 5% for dental insurance. Rates are effective December 1, 2022. Shultz motioned to approve, seconded by Smolinske, carried 4 Ayes, 0 Nays. The Town pays 100% of employee only coverage and employees are responsible for 100% of dependent coverage.

**APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS:** Gray motioned to approve Accounts Payable & Payroll Vouchers as of Nov 3rd, & Nov 8th, 2022. 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 7:00 pm. Motion by Gray, seconded by Smolinske, carried 4 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on November 22, 2022 at 6:00 pm, at the Albion Municipal Building, 211 East Park Drive, Albion, IN.

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VICKI E. JELLISON, PRESIDENT

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JOHN D. MORR, MEMBER

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DONALD J. SHULTZ, VICE-PRESIDENT

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DAROLD R. SMOLINSKE, MEMBER

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ZANE M. GRAY, MEMBER

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