

**Albion Town Council
Tuesday, December 13, 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
Vicki Jellison, Member
Chris Magnuson, Member
Don Shultz, Member

OTHERS: Carol A. Selby, Clerk-Treasurer
Stefen Wynn, Town Manager
Bill Eberhard, Town Attorney
Matt Getts, KPC Media
Casey Myers, Parks Dept
Brian Stimpson, Street/Cemetery Depts
Brad Rollins, Fire Dept
Lucas Pant, Police Dept
Aaron Knight, Fire Dept
Shane Coney, Fire Dept
Brian Tigner, Fire Dept
Derek Frederickson, ERI
Jeff Weaver, ERI
Bill Etzler, ERI
Jeff Rowe, Umbaugh & Associates

APPROVAL OF MINUTES: Morr asked for approval of the minutes from the special meeting on December 1, 2016. Weber motioned to approve the minutes, seconded by Shultz, carried 5 Ayes, 0 Nays.

ANNOUNCEMENTS:

1. **Christmas in the Village** – Town council member Chris Magnuson reported the Albion Chamber sponsored event was well attended.
2. **Snow Removal** – Town council vice-president Max Weber thanked the Street Department for doing a good job removing snow from town streets during recent heavy snowfall.

OPEN DISCUSSION: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

1. TIF #1 Legacy Street/Sidewalk Projects – Open Sealed Bids

Council members opened the following bids and voted to take them under advisement. Motion made by Magnuson, seconded by Shultz, carried 5 Ayes, 0 Nays. ERI will review the bids and make a recommendation for approval at the next meeting on December 27, 2016.

Contractor	Base	Alternate #1	Alternate #2	Total
Niblock	\$329,141.80	\$134,003.00	\$88,427.40	\$551,572.20
Brooks	\$393,753.00	\$152,687.00	\$117,523.00	\$663,963.00
E&B Paving	\$412,258.00	\$129,098.00	\$134,834.50	\$676,190.50
API Cons.	\$507,185.50	\$158,385.50	\$144,710.00	\$810,281.00

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

Council voted to approve a request from ERI to increase the cost for proposed Geotechnical Services from a total not to exceed of \$13,000 to a total not to exceed of \$22,000. Motion made by Weber, seconded by Jellison, carried 5 Ayes, 0 Nays. It was noted the increase was due to changes in INDOT requirements resulting in the need for additional geotechnical services. Derek Frederickson, ERI said the amount is still within the threshold of original estimated costs. He reported the project is still on schedule. Environmental reporting is due to INDOT by the end of February 2017, and subject to resolving drainage issues related to the project.

3. Water & Wastewater Utility Rate Study – H.J. Umbaugh & Associates

Jeff Rowe, H.J. Umbaugh & Associates was present to provide an overview of a Rate Study conducted for the town's water and wastewater utilities. The study took into consideration the town's capital improvement needs over the next five years. Large capital expenditures include improvements to the town's water distribution system and wastewater treatment, including addressing IDEM limits on ammonia. The rate study included different funding scenarios and a schedule of present and proposed water and wastewater rates. Current rates for the average residential user based on 5,000 gallons of usage are: Water - \$30.25 and Wastewater - \$25.16. Proposed increases include an increase of 22.93% for water, and a range between 12.23% - 80.10% for wastewater. Proposed increases for wastewater were calculated taking into account expenses for current operations, and whether or not the town elects a "pay as you go" or bond issue for funding capital improvements. After discussion, council asked Mr. Rowe to expand the comparison of local and similarly sized communities to include the rates of additional surrounding communities. Council will revisit the matter at a later date.

4. Consideration of Plan Commission's recommendation to increase water & wastewater tap fees

– Council members learned water/wastewater superintendent Terry Forker made a recommendation to the Plan Commission to raise the tap fees for water & wastewater connections. Council members reviewed a list of costs for materials, labor, and equipment for water tap fees. Before taking action on the request, council members asked for a list of costs for work to perform wastewater taps. Council took the request under advisement and will revisit the matter once all cost estimates are completed.

5. Approval of Rainy-Day Resolution No. 2016-24

Council voted to approve Resolution No. 2016-24, A Resolution transferring 2016 Appropriations from the General Fund into the Rainy-Day Fund. Motion made by Weber, seconded by Shultz, carried 5 Ayes, 0 Nays. The resolution allows for the transfer of \$5,000 in unexpended Fire Department funds to the Rainy-Day Fund. The funds are earmarked for fire department vehicles and equipment.

6. Elected Official Nepotism & Conflict of Interest Policy Compliance

Council members and the clerk treasurer will submit completed forms by the December 27, 2016 council meeting.

7. Approval to process Claims, Encumbrances, Budget Cuts, & Transfers as needed prior to year-end

– Subject to final review by council members, Magnuson motioned to allow Selby to process claims, encumbrances, budget cuts, and transfers as needed prior to year-end, seconded by Jellison, carried 5 Ayes, 0 Nays. Selby will provide council with a voucher list and details regarding encumbrances, budget cuts, and transfers at a later date.

8. Courthouse Streetlight poles – outlet installation for Christmas Decorations

Park superintendent Casey Myers and town council member Chris Magnuson suggested updating downtown Christmas decorations by replacing swags placed on courthouse square streetlight poles, with lighted decorations. Outlets would need to be installed on the streetlights to accommodate lighted decorations. There are CEDIT funds available to help pay for the costs. Magnuson said the Albion Chamber could also contribute to the project. It was noted other organizations may also be willing to share in the cost of updating downtown decorations. Some of the streetlight poles belong to Noble County, and would require permission from county commissioners prior to modifications. Magnuson said she would contact the County.

DEPARTMENT HEADS:

Parks Dept - Casey Myers

Council acknowledged receipt of the department's monthly report. The Hoosier Basketball Court Project is nearly done. Seeding will take place next Spring. Myers thanked other town department's for helping with the project. The lighted Hidden Diamonds Park sign located on State Road 9 near Albion Village Foods has been repaired. Plans are to form a Fireworks Fundraising Committee in January.

Police Dept - Tom Lock

Town marshal Tom Lock was off sick. Officer Lucas Pant was present to answer questions on the department's monthly report. Bret Frymier is serving as the department's Chaplain.

Town Manager Report – Stefen Wynn

Town manager Stefen Wynn provided an overview of his monthly report. IPEP Safety training for town employees is scheduled for January 3, 2017. Tree stump grinding needs completed in Spring 2017.

Water Main Replacement – Crosby Excavating Change Order #4

Council voted to approve a Change Order in the amount of \$15,200 for adding 370 linear feet of sidewalk along W Jefferson Street. Motion made by Jellison, seconded by Weber, carried 5 Ayes, 0 Nays. It was noted, in conjunction with the water main replacement project, trees were felled on the sidewalk, causing damage resulting in a safety issue.

Personnel Policy Handbook

Council voted to accept, and cause Wynn to sign a proposal from Kristen Deutsch, New Focus HR for \$2,800 for services to develop and deliver a legally compliant employee handbook, including an Annual Subscription fee of \$99/year for updates. Motion made by Jellison, seconded by Weber, carried 5 Ayes, 0 Nays. The cost may be paid from multiple departments.

APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS: After discussion, Weber motioned to approve Accounts Payable and Payroll Vouchers as of November 23, December 8, & December 13, 2016. Seconded by Jellison, carried 5 Ayes, 0 Nays.

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 8:03 pm, so moved by Weber, seconded by Magnuson, carried 5 Ayes, 0 Nays. An executive session was scheduled immediately following the regular meeting. The next regularly scheduled meeting is to be held on December 27, 2016 at the Albion Municipal Building, 211 East Park Drive, Albion, IN.