

**Albion Town Council  
Meeting Minutes  
Tuesday, December 13, 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  
Zane Gray, Member  
John Morr, Member  
Darold Smolinske, Member

**OTHERS PRESENT:**

Carol A. Selby, Clerk-Treasurer	Corey Miller, Street/Cemetery Depts
Jacob Ihrie, Town Manager	Aaron McGinnis, Water/Wastewater Depts
J. Darrick Brinkerhoff, Attorney	Trince Hursey, Police Dept
Matt Getts, KPC Media	Candace Smolinske
Scott Cole, Police Dept	Halley Smolinske
Chris Magnuson	Randy Gunder
Robert Amber, Fire Dept	Abby Lindsey
Casey Myers, Park/Cemetery Depts	

**APPROVAL OF MINUTES:** Minutes from the regular meeting on November 22, 2022 were approved. Motion by Smolinske, seconded by Morr, carried 5 Ayes, 0 Nays.

**ANNOUNCEMENTS:**

- 1. Recognition of retiring Councilmember, and former Park Board Member Darold Smolinske** – A reception was held prior to the meeting in honor of outgoing Councilmember Darold Smolinske. President Vicki Jellison presented Smolinske with a plaque in appreciation of 24 years of service for the Town. Smolinske served 20 years on the Albion Park Board and four years on the Albion Town Council. Park Superintendent Casey Myers presented Smolinske with a park shirt and hat, and thanked him for his mentorship and service. Council members also expressed their appreciation for Smolinske’s leadership and commitment to the Town.
- 2. Condolences** – Council expressed condolences to Deputy Clerk-Treasurer Shannon McFarland on the recent passing of her father, Lawrence “Pete” Wilson.
- 3. 30-year Employment Anniversary – Shannon McFarland** – Jellison noted Deputy Clerk-Treasurer Shannon McFarland reached a milestone of 30 years of employment with the Town of Albion on December 10, 2022. Council expressed appreciation for her service.
- 4. Agenda Item added** – Consideration of renewing an Indemnification Agreement with Noble County regarding employment of law enforcement officers was added to the agenda under “New Business.”

**OPEN DISCUSSION: NONE**

**DEPARTMENT HEAD REPORTS:**

**Park/Cemetery Departments** – Council acknowledged receipt of the monthly report. Superintendent Casey Myers provided a summary of departmental activities. The proposed Park Master Plan has been submitted to the IDNR. Except for seeding, the Wetland Project is done. Christmas lights are up. Myers said it would be helpful to have a lift to work on brackets that have been damaged by the wind. Jellison suggested reaching out to individuals in addition to businesses when soliciting donations for Christmas lights. It was noted some legislative changes have occurred since the ordinance establishing the parks dept was adopted back in 1986. Plans are to update the ordinance after the first of the year. Consideration of park board appointments will be addressed under “New Business.”

**Street/Cemetery Departments** – Council acknowledged receipt of the monthly report. Superintendent Corey Miller provided a summary of departmental activities. There were two burials in Rose Hill Cemetery last month. The CCMG street improvement project on E Hazel Street and S Liberty Street is almost done. Leaf season went very well. The department has equipment ready for snow removal. Council approved the following purchases.

**Used snowplow** - Council voted to approve a recommendation by Superintendent Corey Miller to purchase a used 2016 Boss Heavy Duty 10’ Steel Straight Plow from Kenn-Feld Group in the amount of \$6,600.00. Motion by Shultz, seconded by Morr, carried 5 Ayes, 0 Nays. Street MVH Funds are allocated for the purchase (Appropriation No. 2201 100 540 000).

**LED streetlight heads** - Council voted to approve a recommendation by Superintendent Corey Miller to purchase (16) LED Streetlight heads from LightMart.com in the amount of \$4,928.00. Motion by Gray, seconded by Shultz, carried 5 Ayes, 0 Nays. CCD Funds are allocated for the purchase (Appropriation No. 4402 100 535 000).

**Water/Wastewater Departments** – Council acknowledged receipt of the monthly report. Deputy Superintendent Aaron McGinnis was present to answer questions, and provide a summary of departmental activities. He reported they recently encountered service lines that were made out of different material which posed challenges. They are currently holding water at the sewer ponds to increase detention time, in regards to ammonia limitations. The colder temperatures are having a negative impact on the bugs used to treat ammonia. Council, by consensus, gave permission to proceed with requesting an **engineering estimate from VS Engineering for the proposed Weber Road water main project**. The proposed project would connect two mains that currently dead-end.

**Police Department** – Town Marshal Scott Cole submitted his monthly report for December early in anticipation of council cancelling the December 27, 2022 meeting. Cole also announced Deputy Rick Anderson is retiring after 45 years in law enforcement. Council expressed appreciation for his years of service.

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

**1. Ratification of Fire Department Officers for 2023** – Council voted to ratify the below listed officers, as elected by the Albion Fire Department. Terms are effective January 1, 2023. Motion by Shultz, seconded by Smolinske, carried 5 Ayes, 0 Nays.

Assistant Chief – Mike Adams

Captains – Brian Tigner, Steve Eling, Connor Marks, and Blake Rollins

Board Members – Mitch Fiandt and Matt Frick

**2. Open sealed bids for 2008 Ford Expedition (former fire command vehicle)**

A request for sealed bids was advertised in the newspaper. Only one sealed bid was received. One World Medics, Fort Wayne, IN submitted a bid in the amount of \$102.00. It was noted this organization is a global charity that refurbishes fire and police vehicles and donates them to first responders in other countries. The bid indicated the vehicle would be donated to a fire department in need in Sonora, Mexico. It was noted the vehicle has been fully depreciated. After discussion, Morr motioned to accept the bid in the amount of \$102.00, seconded by Smolinske, carried 5 Ayes, 0 Nays.

**3. Proposed Child Care Facility – OCRA Grant: Requesting permission to start process of interviewing grant administrators, pending RDC approval**

– Town Manager Jacob Ihrle reported representatives from the Office of Community & Rural Affairs (OCRA) recommended the Town apply for a Public Facilities Community Development Block Grant (CDBG) to assist with the proposed child care facility project. The grant amount is based on \$5,000 per program beneficiary, up to a total of \$500,000. The grant requires a 10% match. It was noted, Elevatus Engineering has prepared initial drawings for the proposed facility. Cost estimates have not yet been determined. After discussion, and pending Redevelopment Commission approval, Council voted to give Town Manager Jacob Ihrle permission to start interviewing potential grant administrators. Motion by Shultz, seconded by Gray, carried 5 Ayes, 0 Nays.

**4. Approval of 2023 Salary Ordinance – Ordinance No. 2022-15 – 1<sup>st</sup> & 2<sup>nd</sup> Readings**

Council voted to approve a recommendation by the Salary, Benefits Package, & Insurance Committee for employee compensation for 2023 by adopting Ordinance No. 2022-15 on its first and second readings as indicated below. Town Manager Jacob Ihrle reported the total overall average increase is 6.42%. Full-time employees are slated to receive \$1.65 per hour. Some employees will receive an additional amount for special skills. Part-time Park/Cemetery employees will receive an increase of \$0.75 per hour. An Assistant Fire Chief EMS position was added with an annual wage of \$1,200. The proposed wage increase for Council President is 10% and 4.5% for all other Council members.

First Reading

Shultz caused Ordinance No. 2022-15, A Payroll Ordinance for the Town of Albion, Indiana, Amending Wages for employees of the Town of Albion. This Ordinance Amends Ordinance No. 2022-04, and Sets Wages and Benefits for Town of Albion, Elected, Appointed, and All Other Employees by Department for the 2023 Calendar Year. Shultz then motioned for adoption of the ordinance, seconded by Smolinske, carried 5 Ayes, 0 Nays.

Second Reading

Shultz motioned to suspend the rules and allow for the reading of the ordinance a second time by title only, seconded by Morr, carried 5 Ayes, 0 Nays. Shultz caused Ordinance No. 2022-15, A Payroll Ordinance for the Town of Albion, Indiana, Amending Wages for employees of the Town of Albion. This Ordinance Amends Ordinance No. 2022-04, and Sets Wages and Benefits for Town of Albion, Elected, Appointed, and All Other Employees by Department for the 2023 Calendar Year., to be read for the second time by title only, and motioned for approval of the ordinance, seconded by Smolinske, carried 5 Ayes, 0 Nays.

**5. Approval of Transfer to Rainy Day Fund - Resolution No. 2022-16**

Council voted to approve Resolution No. 2022-16, A Resolution Transferring 2022 Appropriations from the General Fund into the Rainy Day Fund in the amount of \$50,000.00. Motion made by Gray, seconded by Morr, carried 5 Ayes, 0 Nays.

**6. Consideration of cancelling December 27, 2022 Council Meeting**

Council voted to cancel the meeting scheduled for December 27, 2022. Motion by Smolinske, seconded by Shultz, carried 5 Ayes, 0 Nays. The next regular Town Council Meeting is scheduled for January 10, 2023.

**7. Elected Official Nepotism & Conflict of Interest Disclosure Forms**

As required per HEA-1005 entitled Nepotism; Conflict of Interest (IC 36-1-20.2 and IC 36-1-21) all six of the town's elected officials (Vicki E. Jellison, Donald J. Shultz, John D. Morr, Darold R. Smolinske, Zane M. Gray, and Carol A. Selby) submitted written notice that they have not violated the nepotism and conflict of interest policies identified in Resolution No. 2012-07. The forms will be retained in the Town Hall office for review by the State Board of Accounts.

**8. Approval to process Claims, Encumbrances, and Transfers prior to year-end**

Subject to final review by council members, Shultz motioned to allow Selby to process claims, encumbrances, and transfers as needed prior to year-end, seconded by Gray, carried 5 Ayes, 0 Nays. Selby will provide council with a voucher list and details regarding encumbrances, and transfers at a later date for official approval in January 2023.

**9. Board & Commission Appointments for 2023 (Park, RDC, Region 3a, EMA)**

Council voted to make the following Town Council appointments. Motion made by Gray, seconded by Shultz, carried 5 Ayes, 0 Nays.

**Park Board – Tiffany Parker – 4-yr term, expires Jan 1, 2027**

**Park Board – Daniel Gagen – 4-yr term, expires Jan 7, 2027**

**Redevelopment Commission – Joshua Kessler – 1-yr term, expires Jan 1, 2024**

**Redevelopment Commission – Mitch Fiantt – 1-yr term, expires Jan 1, 2024**

**Region 3-a – Jacob Ihrle – 1-yr term, expires Jan 1, 2024**

**Emergency Management Agency – Scott Cole – 1-yr term, expires Jan 1, 2024**

**Plan Commission – Vicki Jellison – 4-yr term, expires Dec 31, 2026**

Town Council President Vicki Jellison made the following Town Council President appointments as indicated below.

**Redevelopment Commission – Mike Selby – 1-yr term, expires Jan 1, 2024**

**Redevelopment Commission – Brian Stolte – 1-yr term, expires Jan 1, 2024**

**Redevelopment Commission – Lori Gagen – 1-yr term, expires Jan 1, 2024**

**10. Noble County Sheriff's Dept – Indemnification Agreement**

Council voted to sign an Indemnification Agreement requested by the Noble County Sheriff's Department. The County requires execution of the agreement in order for Town Marshal Scott Cole to employ off-duty Noble County Sheriff Deputies as part-time Albion Police Department Officers. Morr motioned to approve and sign the Agreement, seconded by Smolinske, carried 5 Ayes, 0 Nays.

**APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS:** Shultz motioned to approve Accounts Payable & Payroll Vouchers as of Dec 1<sup>st</sup> and Dec 13<sup>th</sup>, 2022. Morr seconded, carried 5 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 6:56 pm. Motion by Smolinske, seconded by Gray, carried 5 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on January 10, 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

\_\_\_\_\_  
DAROLD R. SMOLINSKE, MEMBER

\_\_\_\_\_  
ZANE M. GRAY, MEMBER

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