

## CUMBERLAND TOWN COUNCIL

April 5, 2017

### Minutes

The meeting was **CALLED TO ORDER** and the **PLEDGE OF ALLEGIANCE** was led by President Anna Pea.

**ROLL CALL** was taken by Clerk-Treasurer, Erica Salmon. Present were Council President Anna Pea, Council Vice President Joe Siefker, Council Member Brian Gritter, Council Member Mark Reynold and Council Member Nicole Bell. Also Present: Michael Crooke, Steve Yagelski, Christine Owens, Ben Lipps, Renee Garard, and Attorney Dan Taylor. Minutes were taken by Deputy Clerk-Treasurer, Jill Hendley.

### **CONSENT AGENDA**

Claims Registers  
March 1<sup>st</sup> Minutes

Motion and Second to Approve the Consent Agenda.  
By Reynold and Bell. **APPROVED 5-0**

### **CITIZENS COMMENTS (Maximum 5 minutes)**

none

### **STAFF REPORTS**

Michael Crook, Police Chief –

- Chaplain Tom Scott, was presented the 2017 Victims Rights Award. All Chaplains were introduced; Jim Lucas, Greg Issacs, Robert Smith and Carl Thompson.
- The PD is planning their 1<sup>st</sup> youth academy for June 17th at the Cumberland Police Department.
- Chief met with Sugar Creek Fire Chief on upcoming training.

**Boy Scout Troop 152** – The troop attended and observed the Cumberland Town Council Meeting tonight to earn their Communication Badge.

**Town Manager Report** given by Christine Owens -

- **HCCF** – April attended the County Commissioners meeting with the other communities involved with the grant. The commissioners are still deciding if they want to support the effort to update the county-wide trail plan. April will be attending their next meeting April 4th so the commissioners can vote on if they will be involved. The MVSC sign project is finally getting underway. The signs have been ordered from Signarama in Greenfield and we hope to have them installed soon. HCCF has also announced an additional grant opportunity for 2017 – the Big Impact Grant for \$25,000. Staff is currently putting together to submit for a mural on the trail where it goes under US40. This area is continually targeted with graffiti.
- **German Church** – The project was put on a waitlist for 2017. Indianapolis is on board to commit \$500,000 in 2018 HOME funds if the project is funded. St John UCC has extended its contract with the developer until April 15th. They have requested an additional compensation in non-refundable earnest money to keep the option open for a resubmission and to cover their current costs. The number they suggested was \$75,000. Staff is looking at ways to raise this money. They are currently working with Indiana Landmarks which is looking to commit \$25,000 to the project. However, Indiana Landmarks wants there to be more than just one contributor to the \$75,000 that is needed. They are looking to the developer, Cumberland, or Indianapolis to also come up with funds. The Town will eventually need to decide if we will commit additional funds towards the additional \$75,000 in earnest money.

- **Mount Comfort Corridor** – The rollout of the study was on March 8th. It went well and seems to be leading to further discussions. The Hancock County RDC has started a steering committee to look at the corridor and there is also discussion about renaming the corridor. April will be serving on the steering committee as the Cumberland representative.
- **HCI** – Our application has been submitted. Our team includes 19 great volunteers. Finalists will be notified April 6th and then will receive a site visit April 11th or 12th.
- **CHDO** – Anna, April, Erica, and Renee met with IHCD to further discuss getting a CHDO started in Cumberland. IHCD is very enthusiastic about Cumberland for a location.
- **Misc.** – April, Ben, and Steve met with Smart Watt Energy to discuss the Town's preliminary energy assessment. Anna and April attended AIM's Legislative dinner. April reached out to Emily Mack regarding the zoning of Old Town to a MU-3 classification.
- **Buck Creek Trail** – April attended the tree walkthrough with Anna and Ben. The trees have been cleared and the pre-con meeting is set for April 6<sup>th</sup> at 6:30pm.

### **Director of Planning and Development**

- The **Plan Commission** met on March 22, 2017 to begin discussing the process for updating the Future Land Use Map in the Comprehensive Plan. They've set an aggressive schedule to try to have the project completed by the end of this year. The first step is to schedule a joint meeting with all the boards and commissions involved with growth and development to discuss the current trends and issues.
- The **Annexation Remonstrance trial** was rescheduled for Monday, May 8, 2017.
- Christine, Ben, April, and Steve have met twice with GRW to review and work through a preliminary draft of the updated **Subdivision Control Ordinance**. Once the technical items are addressed, the Plan Commission will receive a copy of the ordinance to review and meet with staff and the consultant. The update reflects changes in Indiana Code as well as the technical aspects.

### **Exec Assistant/ Coordinator of Special Projects**

- Renee scheduled Indy Humane to come out again this year to provide low cost vaccinations May 19th from 1:00pm – 4:00pm.
- Renee continues to work on the phone and new website. Renee got the flag pole repaired after the storms.
- She has been working with Christine on Wayburn plaza project.
- She has started mailing out sponsorship letters and getting results.
- Renee and Barb had a successful farmer's market vendor meeting. Hoping for a great year! Market will be open on May 6<sup>th</sup> thru October.
- Renee worked with KIBI (Keep Indianapolis Beautiful) to get a free dumpster for town clean up on April 29th.
- Renee and April have started communications with Cumberland Arts Goes to Market (CAGTM) staff. Meeting pending.

### **Streets Report**

- **LTAP** has approved our request to borrow a reflectometer to continue inventorying town signs.
- Ben attended road school at Purdue. He sat in on a round table to consult on the Indiana PASER Asset Management Guide that LTAP and INDOT are working on. Ben also sat in a round table with LTAP to discuss training and what training will best benefit communities in Indiana in the coming years.
- Patching is delayed due to rain.
- Staff continuing clearing the shoulders of the trail.
- The **Parks Master Plan Contract** was executed and the first steering committee meeting was held on March 21st.

**Wellness Update** – Deputy Clerk Treasurer, Jill Hendley

We are currently working towards a designation with the Hancock County Healthy 365. Because of that, we formed a Wellness Committee that consists of staff members, along with Suzanne Woodland from the police department. We are setting up a 24-month plan and went over goals for 2017. We have a lot of exciting things in the works that will include all of our town employees. Jill is working with LA Fitness to negotiate a reduced rate for our employees. She handed out guest passes to the fitness club. She will be sending out postcards to employees to remind them and their families to use our clinic, along with health information. Jill has been emailing the Community Health News brochures to employees monthly. Jill offered to add the town council members to the mailing list.

The Wellness Committee is working on healthy activities which will include all town employees. Our plan is to help keep the work place healthier and more productive and continue to keep our health costs low. We plan to present our plan more in depth at the next town council meeting.

Council Member Reynold thanked Jill for heading up the Recycling for the town hall. Council President Pea also thanked Jill for heading up the Wellness Committee.

**OLD BUSINESS**

Consideration of Ordinance 2017-02, Telecommunications Facilities, Christine Owens, Dir. of Plan. & Dev. – This consideration amends the zoning ordinance. It is replacing our existing telecommunications ordinance. This comes as a favorable recommendation from the Plan Commission. The Public Hearing was held on December 15, 2016.

Motion and Second to approve Ordinance 2017-02, Telecommunications Facilities  
By Reynold and Bell. **APPROVED 5-0**

Consideration of Ordinance 2017-03, Right of Way Permitting for Small Cell Facilities, Christine Owens, Dir. of Plan. & Dev. – Ties in with the zoning ordinance Recommending approval of the ordinance.

Motion and Second to approve Ordinance 2017-03, ROW Permitting for Small Cell Facilities  
By Reynold and Gritter. **APPROVED 5-0**

Consideration of Ordinance 2017-04, Policy for APRA Requests for Commercial Purposes, Dan Taylor, Town Attorney – The Town of Cumberland receives several public record requests from businesses that intend to use public records from the Town’s electronic data storage systems for commercial purposes. In order to appropriately respond to a business’s request for public records, contained in the Town’s electronic data storage systems, to be used for commercial purposes, the Town commits considerable time, resources, and taxpayer money. This consideration specifically allows the Town of Cumberland to prohibit the use of public records, requested under Indiana Code §5-14-3-3(d), for commercial purposes. These purposes include selling, advertising, or soliciting the purchase of merchandise, goods, or services, as well as loan, give away, or otherwise deliver the information obtained to any other person or entity for commercial purposes.

Motion and Second to approve Ordinance 2017-04, Policy for APRA Requests for Commercial Purposes  
By Siefker and Gritter. **APPROVED 5 - 0**

**NEW BUSINESS**

**Smart Watt Presentation**, Ed Myers – Mr. Myers of Smart Watt Energy gave a presentation of energy usage of facilities throughout the town. They did an analysis with the help of Ben Lipps and Steve Yagelski. He presented to us of how to look at ways to optimize use of energy and suggested ways to reduce costs. The town street lights were not included in the analysis.

Council President Pea advised that she would like to discuss option with Utilities Director, Steve Yagelski before making any decisions.

**Autumn Woods Sec. 2 Infrastructure Acceptance**, Christine Owens, Dir. of Plan. & Dev. – Section 2 of Autumn Woods is complete. This is a recommendation of the Sanitary and Storm Water Infrastructure.

Motion and Second to accept Autumn Woods Sec. 2 Infrastructure Acceptance  
By Siefker and Gritter. **APPROVED 5 – 0**

**Consideration of Resolution 2017-02, Support of HCI Application**, Christine Owens, Dir. of Plan. & Dev. – This resolution that supports the application the Hometown Collaborative Initiative. Hometown Collaborative Initiative is a program offered through the Office of Community and Rural Affairs to Indiana communities under 25,000 that are committed to building upon their existing assets. The Town of Cumberland has assembled a team and submitted its application on March 31<sup>st</sup>. The HCI program required the fiscal body of the Town of Cumberland its support of the program and its commitment to contribute a \$5,000.00 contribution cost-share to the program's Pathway Project if we're selected for a site. The Town of Cumberland finds the HCI Program would be beneficial to the Town of Cumberland.

Motion and Second to approve Consideration of Resolution 2017-02, Support of HCI Application  
By Reynold and Bell. **APPROVED 5 - 0**

**Consideration of Generator Maintenance Contract**, Renee Garard, Exec Asst / Spec Projects – This consideration is for a new generator maintenance contract with STK Power Solutions for generator maintenance.

Motion and Second to approve Generator Maintenance Contract with  
STK Power Solutions for generator maintenance  
By Siefker and Gritter. **APPROVED 5 - 0**

**Gap Building Update**, Council Member Reynold –

Council Member Reynold gave an update on the Gap Building, including additional costs and repairs, including the front window of the Gap Building. Renee gave information and quote to replace custom double-pane window of the Gap Building. Council Member Bell will give Renee the name of an additional company who may be able to repair and replace window at a lower cost.

**Blues, Beer, and BBQ Presentation**, Renee Garard, Executive Asst/ Spec Projects – Renee gave a presentation of the Blues, Beer, and BBQ Pop-up scheduled for June 3<sup>rd</sup> at Wayburn Place. This event will be held from 5:00pm – 9:00pm. If successful there could be up to 3 of these Wayburn Plaza Pop-Up events in 2017. If all three go well, then discussions should begin on whether or not to create a permanent space or how to encourage more activity in Old Town.

Motion and Second to enter into contract with the band and stage company and to  
approve the Blues, Beer and BBQ Pop Up at Wayburn Place  
By Siefker and Gritter. **APPROVED 5 – 0**

**Discussion of 2017 Road Projects**, Ben Lipps, Superintendent of Streets – Ben distributed binders that include information of the 2017 Road Projects. He went over details of the projects. Ben asked council to make recommendations on any projects that they thought should be added. Ben is asking for consensus of council to proceed forward and seek quotes for design work. Consensus was granted.

#### **COUNSELOR COMMENTS**

Council Member Reynold asked Christine for an update on burned house. Christine said it was continued until May so that the person who is purchasing the property can return from Florida. She will follow up and bring to council.

#### **FUTURE AGENDA ITEMS**

Amendment of Handbook to allow for additional pay for required Holidays.

Update on Popup Event

Nuisance Ordinance updates

Window estimates for Gap Building

Executive Session of Water Board and Sanitary Board after Council Meeting on April 19<sup>th</sup>.

#### **ADJOURNMENT**

*The Town of Cumberland acknowledges its responsibility to comply with the Americans with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretive services, alternative audio/visual devices, and amanuenses) for participation in or access to Town sponsored public programs, services, and/or meetings, the Town requests that individuals make requests for these services at least forty-eight (48) hours ahead of the scheduled program, service, and/or meeting. To make arrangements please contact Christine Owens, Director of Planning & Development at (317) 894-6202 or [planner@town-cumberland.com](mailto:planner@town-cumberland.com).*