

CUMBERLAND TOWN COUNCIL

September 6, 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 Aaron Cutshaw, and Council Member Nicole Bell.

Also Present; April Fisher, Michael Crooke, Steve Yagelski, Ben Lipps, Christine Owens, and Attorney Dan Taylor. Minutes were taken by Deputy Clerk-Treasurer, Jill Hendley.

CONSENT AGENDA

Claims Register

August 16, 2017 Minutes

Motion and Second to approve the Consent Agenda
By Gritter and Cutshaw. **APPROVED 4 - 0**

CITIZENS COMMENTS (Maximum 5 minutes)

(none)

STAFF REPORT

April Fisher, Town Manager –

German Church –April has also been speaking with TWG and the City to figure out how to make up points for the 2018 application. Staff has been gathering information about offsite improvements and have finally received all paperwork from Landmarks so we can submit our donation.

HCI – The next meeting is scheduled for September 12th. The team is gearing up for the public survey.

Mt Comfort Corridor –The main topic was a presentation of the work the Land Use Committee has been doing. They also discussed the name Reginal Parkway.

Utilities – April and Steve continue to field questions regarding the sale of Gem Utilities.

Misc. – Staff participated in Cumberland Arts Go To Market (CAGTM) and the final BBB event for the year.

Buck Creek Trail – Construction started connecting the Buck Creek Trail to the Cumberland Pennsy Trail. This means that starting Tuesday this section of the Pennsy Trail will need to close until next week. They also hope to pave the section of trail south of US 40 in the next two weeks. They hope to get a third crew on the project soon and once the structures are in, the project should start moving faster.

Planning and Development - Christine is working on two issues with homeowners.

We've had issues with the developer not mowing the undeveloped lots in Cobblefield Estates. Christine is working with them on settling the fine the issue. The developer assures staff they will keep the lots mowed.

Christine met with representatives of Storage Express about their development plan, now that the annexation has been settled. This will go to Plan Commission in the fall or winter.

Staff is considering a Transportation Master Plan to address several different items including but not limited to updating the Thoroughfare Plan, looking at Buck Creek Road, and coordinating multi-modes of transportation.

April and Christine had a conference call with TPMA to discuss the scope for a proposal to do a housing needs assessment. This assessment would hopefully tell us if we are oversaturated with particular types of housing stock, what are needs are today and as we grow. This will help making land use decisions regarding residential uses as well as marketing ourselves to residential developers. The annexation order will be recorded by September 10th.

Christine anticipates the BZA needing to meet in November.

Plan Commission will meet September 27, 2017.

Redevelopment Commission will meet September 26, 2017.

Special Projects - Renee organized having everyone's pictures taken for the webpage/Facebook and ID badges.

She participated in the CAGTM. She has worked with Edge IT to find broken links, misspelled words, and other issues with the website. She is working on the website. Renee has started working on Weihnachtsmarkt and pinning down the key points. She along with Ben, and the PAC met and decided to forgo honoring a member of the town this year in the Honor's Park Ceremony. Renee is participating in the planning of the first annual Monster Dash put on by the CPD.

Streets Report - Ben has started training on and selecting features for the Mobile 311. He is working with BF&S on Streets GIS updates. ADA sidewalk work has been started and is nearing completion. Ben is working on updating road construction standards. He has arranged rental of a crack seal trailer from Sherwin Williams. Staff is continuing patching and replacing street signs

Parks Report - Ben is continuing work on the trail asset management plan. He has been monitoring rain falls and flooding along the trail to work on developing a policy and procedure for when the buck creek trail will need to be closed for safety. He met with Browning Day on the Parks Master Plan. Staff is working on repairing damaged asphalt on the Pennsy Trail, and started restoring the Welland parcel trails, and is working to re-mulch.

Utilities Gem Sanitary - Briarwood Trace Lift Station pump cost to repair was \$6,147; replacement was \$3,460. Steve authorized the purchase of a replacement pump. There are 206 new connections to the GEM Sewer Utility through July 2017 since its purchase.

Utilities Cumberland Sanitary – The area received approximately 7.25 inches of precipitation during the month. This led to extremely high periods of flow through the plant. The daily max that was discharged was 4.634 MGD compared with the daily average design flow of 1.5 MGD and a max daily flow of 4.0 MGD. Through operational adjustments, we were able to keep the facility from violating any permit parameters during these high flows. They are continuing our efforts to get caught up on deferred maintenance tasks. They have made quite a bit of progress through the last 7 months. We should have most of, if not all, the major projects completed in the next month or so. The facility itself is operating much better than it was when Astbury was brought in to oversee operations of the treatment plant. Peer Foods has been issued a draft industrial wastewater pretreatment permit. Staff is securing seven straight days of 24 hour composite samples from Peer Foods. The results will be used to determine our local limits. Mary has filed 49 sewer liens in Marion County and 29 liens in Hancock County.

Utilities Water - Carl reported a fire hydrant was knocked over at the break-away coupler. Steve sent Meadow-Havens Park Association a letter for a potential breach of contract for the park's use. They have responded and are working to resolve issues. Carl received three customer complaints about iron. Steve received and submitted FSG's report to the State for approval to pay the Jr. Bond. Carl reported the water laterals have been installed at Meadow Lake Estates Section 4. There have been 201 new GEM Water Utility connections through July since the purchase.

Recap of the BBB Event - Renee gave a brief recap of the event and she thanked Amy Bonham for allowing the event to take place on her property. On October 7th, Carl Stohry Band would like to hold a free benefit concert and would like for the Town to host. The police department will also be helping out with the benefit concert. Council reached a consensus in support of this event.

OLD BUSINESS

Consideration of Ordinance 2017-16 Amendment of Travel Reimbursement Policy, Dan Taylor, Town Attorney – This ordinance would use the federal standard and tie the reimbursement to the maximum amount allowed when employee is traveling so specific locations and is used by zip code. This is the second reading.

Motion and Second to approve Ordinance 2017-16 Amendment of Travel Reimbursement Policy
By Siefker and Gritter. **APPROVED 4 – 0**

NEW BUSINESS

Road Projects Update, Ben Lipps, Supt. of Streets – Seeking permission from council to work on bidding out other contracts and to work with Erica and April to get it moving and quickly.

Council reached a consensus in support of moving towards bidding out new road projects.

Consideration of Autumn Woods Sect. 3, Part-time Inspection Contract for Streets, Ben Lipps, Supt. of Streets – Agreement for Wessler was distributed to council. Asking permission by council to execute the agreement, not to exceed \$13,581.30, which includes doing inspections for upgrades.

Motion and Second to approve Professional Services Contract for Construction of Streets in Autumn Woods, not to exceed \$13,600.00
By Gritter and Siefker. **APPROVED 4 - 0**

Introduction of 2018 Budget, April Fisher, Town Manager – A summary of the 2018 Budget was provided to council. Our growth rate was 4% which is the highest it's been in years. The 2017 total budget, without utilities, was \$4.9 million. The 2018 budget is projected at \$4.2 million. The General Fund budget for 2017 was about \$2.8 million, and is projected to be about \$2.2 million for 2018. This seems like a decrease; however, we have cut circuit breaker out of the budget which is a subtraction of \$845,000.00.

Total salary has gone from \$1.9 million for 2017 to \$1.87 million for 2018. Part of this increase is attributable to the Town taking control of Cumberland Sanitary employees. With that came the addition of two more salaries.

Otherwise, the majority of employees will see a 2% cost of living raise.

Benefits for 2018 are estimated to be \$747,376. This is up \$5,000 from the 2017 budget.

It is being that full-time Street Laborers receive \$15.00 per hour. This raise will not get our employees up to the average but it will get us to the \$15 per hour. Our Street Laborers are some of our most dedicated staff and work long hours. They have been with the town for some time now. However, they are currently the lowest paid full-time staff members.

The 2018 budget also recommends a raise for Mary Gardner to \$15 per hour.

Katelynn Ernsting has taken on the job of Storm Water Technician in addition to her duties as Utility Office Assistant. We raised Katelynn's pay to \$15.50 per hour when she took on the storm water duties. That was the max allowed in the Salary Ordinance. The 2018 Budget is recommending \$17.75 per hour.

The Town Council has recommended a raise for the Town Manager of \$3,500.

We did not budget for Utility Director Salary, but felt if we filled the position, it would be \$85,000.

We have increased liability insurance from \$180,000 to \$200,000. Additionally, workers compensation insurance saw a small increase of about \$3200.00.

The budget for the Admin department 2017 was \$519,608. For 2018 the budget has increased to \$545,000. The biggest change is that we bumped up legal fees up to \$100,000 for the year.

The total police budget for 2017 was \$1.6 million. The total budget for 2018 is \$1.7 million. There is very little change in the police budget. We have added \$8,000 for cloud storage. We budgeted in \$4,200 so every sworn officer will have access to Interact once Marion County switches systems, since Interact will remain active on the Hancock County side.

The Planning Budget has increased from \$189,741 to \$215,000. We have budgeted roughly \$27,000 'Consult-Other.' This allows for a line to pay for trail inspections if the trail does not finish on time. Christine and Ben would like to apply for a Transportation Planning Grant through the MPO. We have increased the Building Inspector to \$65,000. We have also budgeted \$30,000 for ADA Building Improvements.

The MVH fund saw an increase from \$623,770 to \$800,000 in 2018. And LRS saw an increase from \$60,000 to \$100,000 in 2018. Out of these two funds we have budgeted \$330,000 for road improvements. This will allow us sufficient match for another Community Crossings Grant application. We also budgeted \$40,000 to replace one truck. Additionally, we are cutting the road salt line by \$5,000 because we have not used the full budgeted amount in several years. The rentals line is being cut by \$8,500 since we have purchased several of the items that we have paid large amounts to rent in the past.

The Parks budget has gone from \$299,524 to \$275,000. We have taken \$75,000 of circuit breaker out of the budget. With the budget this year we have added \$2,000 for Street Machinery and Equipment, an additional \$5,909 for events, and \$20,000 for Other Capital Outlay. We also budgeted \$25,000 for park improvements.

Until now Riverboat and CEDIT have been committed to building the Buck Creek Trail. With the completion of the trail we have the ability to use these funds for other needs. For the \$30,000 in Riverboat for 2018 we are budgeting that for ADA sidewalk repairs. For the \$80,000 in CEDIT for 2018 we have budgeted \$30,000 for trail maintenance. We are doubling our trails, yet we have never budgeted for their maintenance in the past. We have also budgeted \$25,000 for economic development which can be used for services or grants.

April left the floor open for questions and comments; Siefker asked if the Financial Advisor will present his Sustainability Analysis, and April replied that he will present the Sustainability Analysis at the next town council meeting.

Siefker asked if there were any body worn cameras that have been already donated and if the police were currently wearing them. Answer was that the police are currently wearing older body worn cameras and that some money donations have been received for new cameras.

Council Member Cutshaw asked if the merry-go-rounds and curly slides that were removed from the park will be replaced. Ben answered that the Parks Advisory Council and Steering Committee will go over the Parks Master Plan and will decide what items will be replaced.

COUNSELOR COMMENTS

President Pea thanked Renee for the Blues event.

FUTURE AGENDA ITEMS

Public Hearing for 2018 Budget
Sustainability Analysis

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.