

CUMBERLAND TOWN COUNCIL

June 6, 2018

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, Council Member Brian Gritter. Also Present; Town Manager April Fisher, Ben Lipps, and Attorney Dan Taylor. Minutes were taken by Deputy Clerk-Treasurer, Allison Gray.

CONSENT AGENDA

Minutes – May 16, 2018

Claims Register

Motion and Second to approve the Consent Agenda
By Siefker and Gritter. **APPROVED 4 – 0**

CITIZENS COMMENTS

Chief Crooke presented Richard Steele, owner and manager of Cherry Tree Plaza McDonalds for over 40 years, with a certificate of appreciation in recognition of excellent service to his community. Mr. Steele also wanted to publicly thank Chief Crooke and his officers and staff for all they have done through the years.

STAFF REPORTS

Michael Crooke, Police Chief:

We recently received a grant from the Hancock County Regional Hospital in the form of a check for \$1200 dollars for the for our mental Health Unit – CARE.

Chief Crooke was presented a token of appreciation for having served 10 years as the Indiana State Policy Board Representative for the MAGLOCLLEN (Law enforcement organization).

Chief Crooke has been asked to speak at the FBI's Highway Serial Killers Initiative and Behavioral Analysis Regional Conference in St. Louis June 26 - June 27. This event is being presented by the FBI's National Center for the Analysis of Violent Crime, also known as the criminal profiling unit. Chief will be addressing over 150 investigators, FBI Agents and civilian staff. (approved by TC President per town ordinance travel policy) Chief has been granted permission to take some of the CPD officers along for the training.

CPD has created the **Buddies in Blue Supporting the Blue**. The Colts will be giving CPD 4 tickets to several games this season and our officers will take a youth to a game. Selection of the youth will be made based upon recommendations from teachers, ministers, officers and employers. We are looking for good leaders in our community. The Colts were extremely pleased with this suggestion.

During the month of May we hosted or co-sponsored the following activities:

- Mental Health First Aid Class, 30 attendees at HC Regional Hospital.
- Teen Age Dating Violence, 30 attendees, at New Beginnings Church, co-sponsored with MC Prosecutors Office and Warren Central Police.
- Suicide program and survivor workshop, 60 attendees, at BCFD and sponsored by HC Regional Hospital

- Mental Health and Evidence Identification training at Sugar Creek Fire Department
- Citizens Academy is underway and will conclude in late June

Upcoming Events

- CMPD Youth Academy: June 11- Located at Moorehead on East 10th St, west of Post Rd.
- National Night Out: Tuesday August 7th

Chief Crooke stated that they have received 7 radios to match up with the officer's cameras. Looking to outfit all officers with radios. CPD is the pilot program for IMPD.

Chief reported that within 24 hours of last Saturday's bank robbery at Cumberland's Greenfield Banking Company, the suspect had been identified.

April Fisher, Town Manager:

- **Buck Creek Trail** - April, Ben, and Christine did a pre-punch list walk through with BF&S and Calumet on the trail. April will be seeking a grant for the dedication plaque from HCCF. Compliments on the trail continue to come in. The community is very happy. We will be applying for a grant from the Hancock County Foundation to assist with the ribbon-cutting ceremony.
- **Stellar Regions** –Our presentation for the State is on June 5th at 9am. We had 109 in attendance. We now have a facebook page (https://www.facebook.com/mtcomfortcorridor/?modal=admin_todo_tour), and we are working on a website. The team filmed a video over the weekend with the town managers explaining the Corridor and Stellar projects. The group is also working with NineStar to print 3D keychains for the presentation in November.
- **Other** – Mt. Vernon has announced their superintendent, Dr. Robbins, is leaving. April attended the HEDC board meeting.
- Renee, Christine, and Ben worked on the logistics of the June BBB
- Renee and April finalized the advertising plan for the June BBB, updating the website and working on sponsorships for that event.

Water

- Operations are within satisfactory levels at this time.
- One new development and 2 new sections are asking for services through GEM. There is enough pressure to support these developments.

Gem Sanitary

- Ben is working with BF&S to update the construction standards.
- 241 new customers since purchase
- 3% of customers delinquent – 23 customers

Cumberland Sanitary

- Operations are within satisfactory levels
- The phosphorus removal upgrades will be bid out in June. Wessler is asking permission from the board to proceed with bidding.

Streets

- Mobile 311 is reporting 210 new work orders have been created and 153 have been completed in the past 3 weeks.
- Ben is working with BF&S to bid out roads.
- Ben did the final walkthrough on the Baumgartner roads contract. Everything is completed to specs on that contract.
- Ben has requested a construction schedule from Midwest Paving. They plan to do all paving by the end of June.

Parks

- Mobile 311 is up and running and in the past 3 weeks staff has created 97 work orders and completed 84.
- Staff is continuing daily park checks/pick up every morning through the week and on weekends when the park is rented.
- Ben entered an agreement to repair the tennis court hardware and add pickle ball striping to the tennis court. This was one of the most asked for items on the parks survey. The cost for both was a little over \$900.

Anna Pea suggested that adding soccer goals and striping for a soccer field would be a great, inexpensive addition to Lions park.

Anna also suggested that during the ribbon-cutting ceremony, we should have a sign-up sheet for individuals and groups willing to do trail clean-up.

Anna Pea said that she would be handing out flyers door-to-door, advertising both the ribbon-cutting ceremony and the town's summer BBBs. She encouraged the other Town Council members to do the same.

NEW BUSINESS

Introduction of Ordinance 2018-14, Amending Employee Handbook Regarding Intermittent Leave

Dan Taylor, Town Attorney

This ordinance makes technical corrections to the town's FMLA policy. There are four required changes due to new regulations. This would bring our policy into alignment with federal law.

Introduction of Ordinance 2018-15, Amending Employee Handbook Regarding Weapons Policy

Dan Taylor, Town Attorney

This ordinance is designed to make certain changes to the town's weapons policy. The ordinance would require annual training by the police department, it would require legal training as to when the employee can lawfully carry or use the weapon, it would require the employee to conceal the weapon and carry with them at all times, and it allows the town to revoke the privilege of carrying the weapon at work.

Edge IT Contract

April Fisher, Town Manager

The town's current contract with Edge IT is almost up. The new contract would begin July 1. The terms for this one-year contract are the same as the current contract except that there will be a rate increase from \$100 to \$110/hour. Council President Pea will need to sign the contract in order to execute.

Motion and Second to approve the Edge IT contract and for Anna Pea to execute
By Cutshaw and Gritter. **APPROVED 4 – 0**

Purchase of Motorcycle

Michael Crooke, Chief of Police

The Harley Davidson motorcycle lease is up. CPD would like to purchase the motorcycle for \$16,042. This gives Chief Crooke authority to purchase the motorcycle.

Motion and Second to authorize the CPD to purchase the Harley Davidson motorcycle
By Siefker and Gritter. **APPROVED 4 – 0**

**Introduction Ordinance 2018-13
Broadband Ready Community**

Christine Owens, Asst. Town Manager

This ordinance would allow the town to adopt policies and procedures for permits so that the town could pursue a designation with the state of becoming a Broadband Ready Community. This would apply to both new and existing structures in the town.

2018 GIS Sign Collection Agreement

Ben Lipps, Dir. of Public Works

Collecting reflectivity grades on signs around town due to a 2009 Federal Highway Administration regulation regarding reflectivity standards for signs. This agreement is with BF&S for \$10,000 to take pictures town signs and enter required information about each sign into GIS. This inventory would make it possible to apply for Federal grants for sign replacement. Permission for Ben to enter into agreement.

Motion and Second to move forward with the GIS Sign Collection Agreement
By Cutshaw and Gritter. **APPROVED 4 – 0.**

2018 GIS General Services Agreement

Ben Lipps, Dir. of Public Works

This is an agreement for general services with BF&S. These services will be billed according to a fee schedule. This would be for all the small things, like custom mapping and miscellaneous tasks.

Motion and Second to move forward with the General Services Agreement with BF&S
and allow the Town Manager to execute this agreement
By Siefker and Cutshaw. **APPROVED 4 – 0.**

2018 Street Improvements Agreement

Ben Lipps, Dir. of Public Works

Agreement with BF&S. Extra 300K for roadwork. Sections of roads that are being considered are: Sunrise Dr, Sunrise Circle, Muessing Rd, Buck Cr Road north of the park, Oak Blvd North to 700W, Woodland West north of Oak North, and Monroe St. This agreement would be in addition to the 19 streets that will be paved beginning this month.

Motion and Second to approve the Street Improvements Agreement with BF&S
not to exceed \$40,500, including design, bid and inspection
By Siefker and Gritter. **APPROVED 4 – 0.**

**Baumgarner Change Order #1 & Certification
of Substantial Completion**

Ben Lipps, Dir. of Public Works

Added 2 line items to the project. However, the overall change is a decrease in project price.

Motion and Second to approve the Baumgarner Change Order #1
& Certificate of Substantial Completion
By Gritter and Cutshaw. **APPROVED 4 – 0.**

Consideration of Quotes to grade Munn Property

Renee Garard, Special Proj. Coord.

Kindred, MG Landscape and Ski Landscape submitted quotes. The recommendation is that the town goes with Ski Landscape for \$2141.50 to remove sidewalk section, fill in low areas and finish grade and seed

the property. This includes a maintenance agreement of 4 rounds of weed and feed and also lawn aeration and overseed at the end of the season.

Motion and Second to approve the quote by Ski Landscape to grade the Munn property, including the additional maintenance agreement, and give the Town Manager authority to execute the agreement
By Siefker and Gritter. **APPROVED 4 – 0.**

COUNCILOR COMMENTS

Council Vice President Siefker discussed possibility of a business expo/community trail day.

FUTURE AGENDA ITEMS

Handbook Amendments
3 Ordinances
Resolution

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.