

CUMBERLAND TOWN COUNCIL

March 18th, 2015 at 7:00 pm

Minutes

The meeting was **CALLED TO ORDER** and the **PLEDGE OF ALLEGIANCE** was led by Council President Joe Siefker.

ROLL CALL was taken by Clerk Treasurer, Erica Salmon. Present were Council President Joe Siefker, Vice President, Anna Pea; Council Members Mark Reynold, and Nicole Bell. Brian Gritter was absent. Also present were Town Manager, Andrew Klinger; Christine Owens, Director of Planning; Ben Lipps, Street Supervisor; and Attorney, Dan Taylor. Minutes were taken by Clerk Treasurer, Erica Salmon.

CONSENT AGENDA

Consideration of Town Council Minutes;
February 26th, 2015
March 4th, 2015

Motion and second to approve Consent Agenda
by Reynold and Bell. **APPROVED 4-0**

CITIZENS COMMENTS (Maximum 5 minutes)

None

STAFF REPORTS

Andrew Klinger, Town Manager

- The Street department is preparing snow fleet for next year. Pot hole patching has started on the east side of town and continuing to the west. A new procedure has been implemented to allow hot patch and improve the process. Signal is replacing street lights and switching out poles. New pole banners should start going up on March 30th. The west gateway sign repair is finished and awaiting landscaping.
- Yagelski is working on the Smith project. Progress has been made on storm water issues, but there are still outstanding fines. Utility department hired Jason Tyler as storm water tech. A nursing home had a septic failure and will be required to hook on to Gem Sewer.
- Parks and trails are being cleaned up and prepped for spring. Staff is gathering quotes for repairs to tennis courts in Lion's park. Buck Creek trail is in right of way acquisition phase. Farmers market will be starting up soon. Staff saw a 35% increase in building permits. Hancock County development committee has seen a similar increase.
- Staff is working with attorney to grant an easement for the CVS property. Owens is working on a tax abatement policy. Planning commission requested that town ensure that our ordinance is in line with the commission's standards for digital billboards. Annexation will take effect on May 21st.
- HVAC project is underway. Police side of building is complete and work began on the administration side of the building. Staff is working to realign our fiber connections to the street department. Staff is exploring options in regards to the cell tower lease of our property on Saturn. Lessee would like an extension.
- Dan Taylor is preparing a draft of a risk management plan. Taylor's office is working on codification of town ordinances. Work has begun on updates to the employee handbook and HIPPA procedures. Liability Insurance is up for renewal.

- Renee is doing an excellent job on marketing our Facebook page. Work on town app and website is continuing. Renee secured Fox 59 to highlight Cumberland in their “Your Town” Friday morning segment in April.

Pea commended Klinger on a good job. Reynold stated that many of the streetlights were out. Lipps explained that many our out during the changes to the system. Reynold asked for an update on business cards.

Erica Salmon, Clerk Treasurer

Salmon referenced annual report sent out in previous communications and highlighted that the town spent \$300k less than it took in for 2014. Salmon asked for input on future financial reporting formats. Salmon stated that staff is looking into switching from American Express to a Purchasing Card that will allow for increased controls and flexibility. Staff is working through the latest records retention policy issued by the state. Salmon thanked Debbie Blevins for a good job at keeping day to day operations running while Salmon took time to learn about her new position.

Mike Crooke, Police Chief

Opening of the trail with east side walking group will be coming up soon.

OLD BUSINESS

None

NEW BUSINESS

Consideration of Quotes for Streetscape Maintenance

Ben Lipps, Street Superintendent

Lipps referenced memo and bids in packet. Only available funding is in MVH, so all work has to be in the right of way. Lipps asked that Council approve the quote from MG Landscaping in the amount of \$16,625. While MG’s quote was slightly higher than the lowest bidder, Lipps stated that the portfolio and references for MG were superior to the lowest bidder.

Reynold asked if work could be done in time for the Fox Your Town segment.

Motion and second to approve Quote from MG Landscaping for \$16,625 for Streetscape Maintenance by Reynold and Bell **APPROVED 4-0**

Introduction of Ordinance 2015-03

Ben Lipps, Street Superintendent

Additional Appropriation for Road & Street Capital Projects

Lipps referenced the draft copy of ordinance in packets. Lipps stated that the bids for road projects came in less than expected. This additional appropriation combined with the lower prices would allow us to do all of the recommended projects including the alternates. The additional appropriation will be funded with the proceeds from the sale of the VAC-ALL.

Siefker asked to make sure the ordinance is on the agenda for the next meeting.

COUNCILOR COMMENTS

Siefker asked that staff use the marquee more to let citizens know about events and news. Siefker suggested that we welcome Fox 59 on the marquee. Siefker commended the streets department on filling the pot holes with the new technique. Siefker wants to raise the budget for MVH project by 50% next year.

Pea commented that we may be able to take advantage of the low prices to do even more projects this year while work is going on.

1. FUTURE AGENDA ITEMS

Liability Insurance Update
2015 Street Projects Bids

ADJOURN TO EXECUTIVE SESSION

7:30pm

APPROVED