

## January 10, 2022

The Ellettsville, Indiana, Town Council met for a virtual meeting on Monday, January 10, 2022, by Zoom. Pamela Samples called the meeting to order at 6:30 p.m. Mike Cornman led the Pledge of Allegiance followed by a prayer by Pamela Samples.

**Roll Call:** Members participating were Pamela Samples, William Ellis, Trevor Sager and Dan Swafford. Scott Oldham was absent. Michael Farmer, Town Manager, Sandra Hash, Clerk Treasurer and Darla Brown, Town Attorney were also attending.

**Supervisors participating:** Kevin Tolloty, Mike Cornman and Kip Headdy attended.

### Approval of Minutes

Pamela Samples entertained a motion for approval of the minutes of the regular meeting December 27, 2021. Dan Swafford so moved. Trevor Sager seconded. Roll call vote: William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes; Pamela Samples – yes. Motion Carried.

### Accounts Payable Vouchers and Payroll

Pamela Samples entertained a motion to pay Accounts Payable Vouchers and Payroll. William Ellis made a motion to approve. Dan Swafford seconded. Roll call vote: William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes; Pamela Samples – yes. Motion Carried.

### Election of Officers

Dan Swafford made a motion to appoint Pamela Samples President. William Ellis seconded. Roll call vote: William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes; Pamela Samples – abstain. Motion Carried

Trevor Sager made a motion to appoint William Ellis Vice President. Dan Swafford seconded. Roll call vote: William Ellis – abstain; Trevor Sager – yes; Dan Swafford – yes; Pamela Samples – yes. Motion Carried

### Board of Zoning Appeals – Appointed by Council President

Pamela Samples appointed Ron Vandeventer to serve on the Board of Zoning Appeals (BZA) by recommendation of Kevin Tolloty, Planner. This is not a political party-based appointment or conflict of interest with being an employee of the Planning Department. This is a four year term ending in 2025.

### Park and Recreation Board – 1 D and 1 R Appointed by Council Vote

Vacancy – term ended 2021. Trevor Sager made a motion to appoint Katey Arthur to the Park and Recreation board. Last meeting there was question of her political party affiliation and it was confirmed she is Republican. William Ellis seconded. Roll call vote: William Ellis – abstain; Trevor Sager – yes; Dan Swafford – yes; Pamela Samples – yes. Motion Carried. This is a four year term ending in 2025.

Vacancy – term ending 2024. This is a Democratic base vacancy unless there is a Resolution to change the requirements if the attempt to fill the position isn't met. Sandra Hash, Clerk Treasurer stated Ron Vandeventer was also interested in this position, but it was mentioned before his interest in the BZA. Darla Brown, Town Attorney believes he cannot hold both positions according to BZA statute that BZA members can hold only one office. William Ellis recommended reaching out to the Democratic chairperson to see if they have a recommendation. Pamela Samples entertained a motion to table. Dan Swafford so moved. William Ellis seconded. Roll call vote: William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes; Pamela Samples – yes. Motion Carried

### Annual appointments by the Town Council



**Monroe County Emergency Management Advisory Council – Mike Cornman**

Mike Cornman confirmed he would like to continue this position. Dan Swafford made a motion to appoint Mike Cornman to Monroe County Emergency Management Advisory Council. Trevor Sager seconded. Roll call vote: William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes; Pamela Samples – yes. Motion Carried

**Monroe County Solid Waste District Board – Dan Swafford**

Dan Swafford confirmed he would like to continue this position. Pamela Samples entertained a motion to appoint Dan Swafford to Monroe County Solid Waste District Board. Trevor Sager seconded. Roll call vote: William Ellis – yes; Trevor Sager – yes; Dan Swafford – abstain; Pamela Samples – yes. Motion Carried

**Ellettsville Chamber of Commerce – Mike Farmer**

Michael Farmer confirmed he would like to continue this position. Trevor Sager made a motion to appoint Michael Farmer to Ellettsville Chamber of Commerce. Pamela Samples seconded. Roll call vote: William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes; Pamela Samples – yes. Motion Carried

**Metropolitan Planning Organization – Pamela Samples**

Pamela Samples confirmed she would like to continue this position. Dan Swafford made a motion to appoint Pamela Samples to Metropolitan Planning Organization. William Ellis seconded. Roll call vote: William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes; Pamela Samples – abstain. Motion Carried

**Ordinances on Second Reading****Ordinance 2021-21 to amend the Hook-on Fee Policy**

**Darla Brown**, Town Attorney explained it was discussed at the previous meeting. If council passes the Ordinance, then a paragraph will be added to the Town Code under Connections and Tap charges that makes it clear that a hook-on fee cannot be purchased by a developer until the developer has obtained a building permit and completed the foundation for the project. The main purpose for this change, as summarized by Darla Brown, is to prevent developers from purchasing large quantities of building permits before starting a project. This leads to loss of income when fees get raised in the future and accounting issues in Utilities knowing who purchased them and when. Trevor Sager made a motion to amend the Hook-On Fee Policy. Dan Swafford seconded. Roll call vote: William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes; Pamela Samples – yes. Motion Carried

**Flood Report**

**Michael Farmer** explained he had sent an update from Christopher Burke to the council summarizing everything he had discussed at the last meeting. In summary, they have been down and are 90% complete and met with him and made suggestions and requests and will be finalizing the work study and then present it. If accepted, permitting will start and hopefully by October they can turn some dirt.

**Envision Ellettsville Update**

**Dan Rarey** reported they have a steering committee meeting on January 18<sup>th</sup> at 11:00 am and a work session meeting with the Town at 6:00 the same day. The project is coming to an end shortly and they will have some recommendations and answers soon.

**New Business****Agreement between the Town of Ellettsville and Ziptility**



**Michael Farmer** explained that Ziptility software is the mapping system software that collects and retains data that is important to Water/Sewer Utility and Stormwater Utility. It is also used by the Street department for Street inventory. He explained it as a working man's GIS (Geographic Information System) system and it very user friendly. The contract is up for renewal in April for mapping only and this agreement would be an upgrade to allow the whole town to utilize the system and integrate with the Street, Planning, Fire and possibly the Police department to share data, coordinate with Planning when permits are issued, maintaining Assets, tracking location of infrastructure, collects photos and produces work orders. It will allow the whole Town to be on the same page and how they relate to each other. They are a local business and we have used their program for almost 4 years. All of the Utilities employees have iPads and are currently using them to store maps and information and makes changes easy to update. The infrastructure inventory will be easily managed and create efficiency and money savings. Currently the Town pays \$4,680.00 annually and the new contract \$14,925.00 annually. This year the Utilities will pay for it and will be in the budget for 2023 and be determined at that time how to divide the payment.


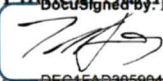
**Tyler Henke** of Ziptility explained they call what they do operations and asset management software. They build tools specifically for small communities to assist Towns with growing pains and that is accessible to everyone. The asset management will help plan for upcoming new compliance requirements and to prepare for low interest financing from the state for small utility systems. The system allows for streamlining cross departmental workflow which will aid in eliminating mistakes and stream-line current operations. Each employee will have a sign on with individual privileges. The service contract will include a service package that will train each department to get started. No hardware will be needed, the system works with or without an internet connection. The new pricing includes upgrades and the Town was grandfathered in with a \$2,000.00 discount and the original pricing and will continue to be the same. Michael Farmer explained there is a provision to pro-rate until April, but he would like to get the contract started make it renewable in January and pay the full price until April when the contract renews and have a credit on the new contract for the 3 months we didn't use on the old contract. Kip Headdy, Street Supervisor commented that the software is phenomenal and he is using it to manage street signs and Stormwater and he recommends it. William Ellis made a motion to approve the Agreement between the Town of Ellettsville and Ziptility. Trevor Sager seconded. Roll call vote: William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes; Pamela Samples – yes. Motion Carried


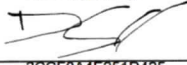
**Supervisor Comments**

**Michael Farmer** reminded everyone of the Work Session on Tuesday, January 18<sup>th</sup> at 6:30 at the Town Hall in person. He will send out a list of talking points for discussion and Sandy Hash, Clerk Treasurer will send out the invitation with the agenda on Wednesday or Thursday.

**Adjournment**

**Scott Oldham** entertained a motion to adjourn. Dan Swafford so moved. Trevor Sager seconded. Roll call vote: William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes; Pamela Samples – yes. Motion carried. Pamela Samples adjourned the meeting at 7:08 p.m.

  
Pamela Samples, President  
  
Trevor Sager

DocuSigned by:  
  
William Ellis, Vice President  
DocuSigned by:  
  
Dan Swafford

  
Sandra Hash, Clerk Treasurer, IAMC, MMC