

Agenda
Ellettsville Town Council
Tuesday November 12th, 2024

6:30 P.M. Call to Order

Prayer

Pledge of Allegiance

Roll Call

Approval of the Minutes for the Regular Meeting October 28, 2024

Action to pay Accounts Payable Vouchers and Payroll Vouchers

****Award Bid Heritage Trail Restrooms****

Resolutions

Res 35-2024 To expand INPRS to cover new position Planning Tech/Utilities Billing Clerk

Ordinance on First Reading

Ordinance 2024-26 to amend Ord 2001-25 receipt and claims policy clarification

Ordinance on Second Reading

Ordinance 2024-27 fixing of the Salaries 2025

Ordinance 2024-28 to Amend UDO. Pole Signs and Exempt Signs

Old Business

New Business

Emergency Management Advisory Council

Discussion Interlocal Agreement Animal Control

Privilege of the Floor

Supervisors Comments

Council Comments

At this time, I know of no other business to come before the Council.

Noelle M. Conyer, Clerk-Treasurer

Town Council meetings are wheelchair accessible. The accessible entrance is located on the Northwest side of the building. Accessible visitor parking spaces are located on the Northwest side of the building. The Town further assures every effort will be made to ensure nondiscrimination in all of its program's activities, whether those programs and activities are federally funded or not. Close captioning of the public meetings is broadcast on Community Access Television Series 14 (catstv.net). The meetings are also broadcast on Zoom.

MEETING NOTICE

Tuesday November 12th, 2024

The Town Council of the Town of Ellettsville will conduct its regular scheduled meeting on Tuesday November 12th at 6:30 p.m., local time.

The meeting will be conducted at the Town Hall. Town Council members will attend the meeting in person. The public is invited to attend in person or by remote access. The meeting will be available by Zoom.

Topic: Ellettsville Town Council Meeting

Time: Nov 12, 2024 05:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89643455547?pwd=hKuISbCK2oPpaMMsSLYez7wubRmetq.1>

Meeting ID: 896 4345 5547

Passcode: 397594

One tap mobile

+13126266799,,89643455547#,,,,*397594# US (Chicago)

+16469313860,,89643455547#,,,,*397594# US

Dial by your location

- +1 312 626 6799 US (Chicago)
- +1 646 931 3860 US
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 669 900 6833 US (San Jose)
- +1 689 278 1000 US
- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)

Meeting ID: 896 4345 5547

Passcode: 397594

Agendas and meeting packets can be obtained by submitting an email request to:
clerktreasurer@ellettsville.in.us

RESOLUTION ELECTING TO JOIN OR ENLARGE THE PUBLIC EMPLOYEES' RETIREMENT FUND (PERF) AS ADMINISTERED BY THE INDIANA PUBLIC RETIREMENT SYSTEM

WHEREAS, the Ellettsville Town Council is the governing body of Town of Ellettsville, a political subdivision or miscellaneous participating entity in the STATE OF INDIANA; and

WHEREAS, for the purposes of this document and interpretation of statutes governing the Public Employees Retirement Fund ("PERF"), "Plan" refers to the public employees' defined contribution plan under [IC 5-10.3-12](#) ("PERF My Choice: Retirement Savings Plan"). "Fund" refers to the PERF Hybrid defined benefit pension fund ("PERF Hybrid").

WHEREAS, political subdivisions may participate in the PERF My Choice: Retirement Savings Plan and choose whether employees are required to become members of the **Plan**, the **Fund** or may choose membership in either the **Plan** or the **Fund**.

WHEREAS, the governing body is fully cognizant that, if it is resolved that the governing body will place any employees in the **Fund**, the percentage of cost of gross annual payroll of covered employees has been set at 11.2 % by the actuary of the Fund, and that the Board of Trustees of the Indiana Public Retirement System directs the actuary to annually review the status of the employees covered and shall adjust the cost percentage accordingly so that the Fund will remain on an actuarially sound basis; and

WHEREAS, the governing body is fully cognizant that, if it is resolved that the governing body will require employees to enter the **Plan** or offer employees a choice between **Fund** and **Plan** membership, the governing body shall submit a resolution with the following information regarding their participation in the **Plan**:

1. Specify the political subdivision's contribution rate to the plan as a percentage of each member's compensation AND pay such contributions as required under [IC 5-10.3-12-23](#); and [IC 5-10.3-12-24.5](#). Such rates must be greater than or equal to zero percent (0%) and may not exceed the percentage that would produce the normal cost for participation in the fund under [IC 5-10.2-2-11](#).
2. Specify the political subdivision's matching rate that is the percentage of each member's additional contributions to the plan that the political subdivision will match. A political subdivision may specify only:
 - (1) Zero percent (0%); or
 - (2) Fifty percent (50%).
3. Specify whether the political subdivision will pay any part of a member's contribution on behalf of the member;
4. Specify whether employees will automatically be enrolled in the **Fund** or the **Plan** if an eligible employee does not make an affirmative election.

WHEREAS, if such governing body participates in **Fund**, such governing body acknowledges its liability and that, pursuant to law, it and its successors in office, must appropriate sufficient funds each year to retire the employees' prior service liability in an orderly manner and also fund the current cost accruing annually.

WHEREAS, if such governing body participates in **Plan**, such governing body acknowledges its liability and that, pursuant to law, it and its successors in office, must appropriate sufficient funds each year to meet all contribution obligations required by law.

RESOLUTION ELECTING TO JOIN OR ENLARGE THE PUBLIC EMPLOYEES' RETIREMENT FUND (PERF) AS ADMINISTERED BY THE INDIANA PUBLIC RETIREMENT SYSTEM *(Continued)*

WHEREAS, such governing body acknowledges and agrees to make a supplemental contribution to the fund in an amount necessary to pay the employer's share of the fund's actuarial unfunded liability that other employers would otherwise be required to pay because the employer's employees are becoming members of the plan instead of the fund.

WHEREAS, such governing body acknowledges and agrees, when an employee separates from service before the member is fully vested in the employer contribution subaccount, the amount in the employer contribution subaccount is forfeited as of the date the member separates from service and that such forfeited amounts will be utilized according to state and federal law.

WHEREAS, the General Assembly of the State of Indiana has authorized covered employers to pick-up all, or part, or none of members' mandatory contributions.

NOW THEREFORE, BE IT ORDAINED by the governing body of the Town of Ellettsville in the State of Indiana:

SECTION ONE: The Town of Ellettsville elects to become a participating political subdivision or miscellaneous participating entity in the Public Employees' Retirement Fund by including classes of employees as stated below in the coverage under Chapter 340 of the Acts of 1945, and all Acts amendatory thereof and supplemental thereto.

SECTION TWO: The Town of Ellettsville elects to offer the following retirement plan(s) under the Public Employees' Retirement Fund:

1. Only PERF Hybrid for all PERF-eligible employees
2. Only PERF My Choice for all PERF-eligible employees
3. A choice between PERF Hybrid and PERF My Choice for all eligible employees, based upon the employee's previous participation election with the employer in the **Fund or Plan**.
4. PERF Hybrid only to **certain classes of employees** and PERF My Choice: Retirement Savings Plan to **certain classes of employees** as set forth in an attached document. (*Appendix A*)
5. A choice between PERF Hybrid and PERF My Choice to **certain classes of eligible employees** as established in the attached document (*Appendix A*) based upon the employee's previous participation election with the employer in the **Fund or Plan**.

NOTE: If the employer wants to offer a choice for the employer's unit between Hybrid and My Choice to a certain class and require everyone else to participate in either My Choice or Hybrid as the employer decides, then Employer should select both Items 4 and 5 and describe, in detail on the attached document (*Appendix A*), the class(es) of employees impacted and which option will apply to each class of employee in addition to any other pertinent information.

If PERF My Choice in any format is selected above; please indicate whether PERF Hybrid retirees will be allowed to participate in PERF My Choice. If one of the checkboxes below is not selected, the default will be that no PERF Hybrid retirees will be allowed to participate in PERF My Choice.

- Yes, PERF Hybrid retirees will be allowed to participate in PERF My Choice
- No, PERF Hybrid retirees will **not** be allowed to participate in PERF My Choice

RESOLUTION ELECTING TO JOIN OR ENLARGE THE PUBLIC EMPLOYEES' RETIREMENT FUND (PERF) AS ADMINISTERED BY THE INDIANA PUBLIC RETIREMENT SYSTEM *(Continued)*

SECTION THREE: If an employee is eligible to choose membership in either the Fund or the Plan, and that employee fails to make an election within the period set forth in [IC 5-10.3-12-20](#) and [35 IAC 1.3-4-1](#), said employee will be automatically and irrevocably enrolled in the following plan:

- PERF Hybrid
- PERF My Choice: Retirement Savings Plan

SECTION FOUR: That, effective as of the 12th day of November, 2024, this participating political subdivision or miscellaneous participating entity shall pick up **all or** 3 % of the mandatory contribution for **all or** All Employees employees who are members of PERF. Said employees shall not be entitled to choose to receive the contributed amounts directly instead of having them paid by the employer to the specified pension fund.

CHOOSE EITHER 4A OR 4B

- 4A. New Money Pick-Up** – That the above contributions, even though designated as employee contributions for state law purposes, are being paid by the employer in addition to regular compensation as a supplemental contribution that is separate and distinct from the employees' current or future compensation, and in lieu of contributions by the employees. Such contributions will not be included in the gross income of the employees for any tax reporting purposes, such as for federal, state, or local income tax withholding, or FICA taxes, until distributed either through a pension benefit or a lump sum payment. These contributions are made on a pre-tax basis and are paid by the employer on behalf of the employee.
- 4B. Salary Reduction Pick-Up** – That said contributions, even though designated as employee contributions for state law purposes, are being paid by the employer via a reduction in salary. Such contributions will not be included in the gross income of the employees for certain tax reporting purposes, that is, for federal, state, or local income tax withholding, until distributed either through a pension benefit or a lump sum payment. Such contributions will be included in the gross income of the employees for FICA taxes when they are made. These contributions are made on a pre-tax basis but are paid by the employee through a payroll deduction.

SECTION FIVE: The _____, as a participating political subdivision, offering the Plan, agrees to pay a contribution rate to the Plan as a percentage of each member's compensation in the amount of ____%. This amount may range from 0% to the percentage that would produce the normal cost for participation in the fund under [IC 5-10.2-2-11](#).

SECTION SIX: The _____, as a participating political subdivision, offering the Plan, agrees to pay a matching rate in the amount of:

- Fifty Percent (50%)
- Zero Percent (0%)

which is the percentage of each member's additional voluntary contributions to the Plan that governing body will match.

SECTION SEVEN: The positions listed on an attached document are declared covered by the Fund, the Plan, or Both as indicated in the attached document.

RESOLUTION ELECTING TO JOIN OR ENLARGE THE PUBLIC EMPLOYEES' RETIREMENT FUND (PERF) AS ADMINISTERED BY THE INDIANA PUBLIC RETIREMENT SYSTEM (Continued)

SECTION EIGHT: It is hereby declared that none of the classifications or positions specified in Section Three are compensated on a fee basis or of an emergency nature, or in a part-time category.

SECTION NINE: The active participation membership of the Town of Ellettsville
(Name of Political Subdivision) shall begin 01/01/2024

SECTION TEN: This resolution shall be in full force and effect from date of passage and upon approval of the Board of Trustees of the Indiana Public Retirement System, except that active participating membership shall begin on the date set forth in Section Nine.

SIGNATURES

Provide as many authorized signatures as required by your unit.

Adopted this 12th day of November, 2024

_____	President Town Council	_____
Authorized signature	Title	Scott Oldham
_____	Council Member	_____
Authorized signature	Title	William Ellis
On Behalf of <u>Town of Ellettsville</u>		Printed Name

RESOLUTION ELECTING TO JOIN OR ENLARGE THE PUBLIC EMPLOYEES' RETIREMENT FUND (PERF) AS ADMINISTERED BY THE INDIANA PUBLIC RETIREMENT SYSTEM (Continued)

APPENDIX A

Select if applicable:

- Fire Chief who is ineligible for membership in the 1977 Police Officers' and Firefighters' Pension and Disability Fund as provided in [IC 36-8-8-7\(h\)](#) because he/she has a waiver as described in [IC 36-8-4-6\(c\)](#).
- Police Chief who is ineligible for membership in the 1977 Police Officers' and Firefighters' Pension and Disability Fund as provided in [IC 36-8-8-7\(h\)](#) because he/she has a waiver as described in [IC 36-8-4-6.5\(c\)](#).

Covered Positions*	Eligible Plans
Planning Tech/Utilities Billing Clerk	Perf Hybrid

* Per [IC 5-10.3-6-1](#), political subdivisions may specify departmental, occupational, or another definable classification of employees who are required to become members of PERF Hybrid or PERF My Choice or have an option to select between the two. If necessary, attach all additional explanation and/or documentation material to this form when submitting it to INPRS.

Attach all additional explanation and/or documentation material to this form when submitting it to INPRS.

SIGNATURE

Authorized signature _____ Town Council President _____ Scott Oldham _____
Title Printed Name

RESOLUTION ELECTING TO JOIN OR ENLARGE THE PUBLIC EMPLOYEES' RETIREMENT FUND (PERF) AS ADMINISTERED BY THE INDIANA PUBLIC RETIREMENT SYSTEM (Continued)

APPENDIX B

Complete if applicable:

Political subdivisions joining PERF and selecting My Choice for their employees, must specify whether or not they want to give years of participation credit for employees' prior years of service with them as an employer. If they do, the employer must provide a list of employees with the employees' prior years of service and date of hire with them as an employer prior to them joining My Choice. If additional pages are needed, attach them and label them with the unit name.

No	Prior service credit	Employee name	Yrs of service	Date of hire
1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Renee Jones		10-28-24
2	<input type="checkbox"/> Yes <input type="checkbox"/> No			
3	<input type="checkbox"/> Yes <input type="checkbox"/> No			
4	<input type="checkbox"/> Yes <input type="checkbox"/> No			
5	<input type="checkbox"/> Yes <input type="checkbox"/> No			
6	<input type="checkbox"/> Yes <input type="checkbox"/> No			
7	<input type="checkbox"/> Yes <input type="checkbox"/> No			
8	<input type="checkbox"/> Yes <input type="checkbox"/> No			
9	<input type="checkbox"/> Yes <input type="checkbox"/> No			
10	<input type="checkbox"/> Yes <input type="checkbox"/> No			
11	<input type="checkbox"/> Yes <input type="checkbox"/> No			
12	<input type="checkbox"/> Yes <input type="checkbox"/> No			
13	<input type="checkbox"/> Yes <input type="checkbox"/> No			
14	<input type="checkbox"/> Yes <input type="checkbox"/> No			
15	<input type="checkbox"/> Yes <input type="checkbox"/> No			
16	<input type="checkbox"/> Yes <input type="checkbox"/> No			
17	<input type="checkbox"/> Yes <input type="checkbox"/> No			
18	<input type="checkbox"/> Yes <input type="checkbox"/> No			
19	<input type="checkbox"/> Yes <input type="checkbox"/> No			
20	<input type="checkbox"/> Yes <input type="checkbox"/> No			
21	<input type="checkbox"/> Yes <input type="checkbox"/> No			
22	<input type="checkbox"/> Yes <input type="checkbox"/> No			

Attach all additional explanation and/or documentation material to this form when submitting it to INPRS.

SIGNATURE

	Town Council President	Scott Oldham
Authorized signature	Title	Printed Name

ORDINANCE 2024-26

AN ORDINANCE TO APPROVE A MISSING RECEIPT POLICY

BE IT ORDAINED BY THE TOWN COUNCIL OF ELLETTSVILLE, INDIANA:

Section 1. The following revisions are hereby made to Section 33.45 of the Ellettsville Town Code regarding the documentation required to be submitted by employees to be reimbursed for charges made on the Town of Ellettsville credit card.

When an existing section of the ordinance is being amended, the text of the existing provision will appear in this style type, additions will appear **in this style type**, and deletions will appear ~~in this style type~~.

§ 33.45 PAYMENT CLAIMS; DOCUMENTATION

- (A) As to all cards, the Clerk-Treasurer shall make no payment solely on the basis of a credit card slip. All supporting documents such as paid bills and receipts must be submitted.
- (B) Original receipts are required for reimbursement of travel expenses and/or charges made to the Town of Ellettsville credit card. If for any reason an original receipt is missing, the employee shall contact the vendor to request a replacement. If an employee is unable to produce a receipt after contacting the vendor, or if the vendor cannot provide a replacement receipt or an affidavit verifying the purchase, State Form 42275, "Certification for Missing Receipt," or other similar form approved by the State Board of Accounts, must be completed by the employee and signed by the employee's supervisor and approved agency head. The Certification for Missing Receipt must be provided to the Clerk-Treasurer. If an employee obtains a receipt after submitting the Certification for Missing Receipts, that receipt must also be submitted to the Clerk-Treasurer.**
- (C) The Certification for Missing Receipts should only be submitted if attempts were made to replace the missing receipt and the following criteria are met:
 - (1) Receipt is not a payment to an individual for services.
 - (2) Receipt is for a purchase that serves a business purpose to the Town of Ellettsville.
- (D) Some vendors allow customers to request replacement receipts. The chart below provides examples on how to obtain duplicate receipts.

Amazon	Log into your Amazon account. Go to “Your Orders” and view order details. From here you can screenshot and print your receipt.
Local businesses	Go to your local store and ask for a duplicate receipt by supplying the date of the transaction and payment method used.

This Ordinance was passed, approved, and adopted by the Ellettsville Town Council, on the 25TH day of November, 2024.

ELLETTSVILLE TOWN COUNCIL

Scott Oldham
President, Ellettsville Town Council

ATTEST:

Noelle Conyer, Clerk/Treasurer

Ordinance 2024-27 Fixing of the Salaries for Budget Year 2025

This Ordinance is for the purpose of setting the salaries of the employees and elected officials of the Town of Ellettsville for the General, Motor Vehicle Highway, Parks, LIT Public Safety, LIT Economic Development, Storm Water, Water and Waste Water Funds for the Budget Year 2024. (December 23, 2024 through December 21, 2025)

THEREFORE, BE IT ORDAINED by the Town Council of the Town of Ellettsville, Monroe County, Indiana, that the following salaries be established for the said Budget Year 2024

GENERAL FUND - ADMINISTRATIVE

			hourly		biweekly
101	Council President				\$ 512.96
	Town Council (4)				\$ 481.49
		from			\$3,655.31
102	Clerk-Treasurer	to			\$3,789.49
	The Clerk-Treasurer's total compensation shall also include insurance and retirement as offered to employees of the Town				
103	First Deputy Clerk-Treasurer	from	\$ 29.65		\$ 2,371.81
		to	\$ 31.13		\$ 2,490.40
110	Deputy Clerk-Treasurer A/P	from	\$ 29.65		\$ 2,371.81
		to	\$ 31.13		\$ 2,490.40
	Town Administrator	from			\$ 3,279.35
	<i>Exempt Position</i>	to			\$ 3,789.49
	Part-time Accounting Assistant	from	\$ 20.00		
		to	\$ 40.00		

Annual Certification Pay

\$250.00 per certification will be added to the pay

GENERAL FUND - PLANNING

112	Director of Planning Services	from			\$ 3,286.81
	<i>Exempt Position</i>	to			\$ 3,568.88
112.01	Assistant Planner	from	\$ 30.01		\$ 2,400.88
		to	\$ 31.51		\$ 2,520.93
112.02	Planning Tech/Utilities Billing Clerk	from	\$ 20.00		
		to	\$ 28.50		\$ 2,280.00
119	Part-Time Planning Tech	from	\$ 16.00		
		to	\$ 28.00		

Overtime for non exempt 40 hours a week employees:

Any authorized work in excess of (40) hours in a payroll week shall be compensated at a rate of one and one half (1.5) times the regular rate, except where expressly agreed otherwise. For the purpose of overtime compensation, overtime will be defined as work outside the employees normal scheduled workday. Sunday will be paid at the rate of 2.0 times the normal rate of pay. All overtime must be authorized by a responsible supervisor. Part-Time employees who work in excess of (40) hours in a payroll week shall be compensated at a rate of one and one half (1.5) times the regular rate, except where expressly agreed otherwise.

117	Plan Commission Members		\$ 50.00		per meeting attended
117.01	Board of Zoning Appeals Members		\$ 50.00		per meeting attended
118	Redevelopment Commission		\$ 50.00		per meeting attended

** Elected Officials who serve on the Plan Commission will receive \$50.00 per meeting attended.**

Annual Certification Pay

\$250.00 per certification will be added to the pay

PARK AND RECREATION FUND

114	Board Members		\$800.00		annually
108	Part-Time Park Director	from	\$ 22.50		
		to	\$ 25.00		

Fire Department

			hourly	biweekly pay	biweekly with certification pay unless noted below
104	Fire Chief	from	\$ 44.54	\$ 3,563.43	
	<i>Exempt Position</i>	to	\$ 51.79	\$ 4,143.27	\$ 4,143.27
	No Certification Pay included				
104	Deputy Fire Chief	from	\$ 39.78	\$ 3,182.69	
	No Certification Pay included	to	\$ 46.98	\$ 3,758.65	\$ 3,758.65
104	Assistant Chief	from	\$ 36.90	\$ 2,951.92	
		to	\$ 41.33	\$ 3,306.73	\$ 3,306.73
104	Captain	from	\$ 25.57	\$ 2,855.77	
		to	\$ 26.85	\$ 2,769.03	\$ 2,999.04
104	Lieutenant	from	\$ 23.32	\$ 2,604.81	
		to	\$ 25.99	\$ 2,673.08	\$ 2,902.88
104	Sergeant	from	\$ 23.32	\$ 2,604.81	
		to	\$ 25.04	\$ 2,797.12	\$ 2,797.12
104	Firemen	from	\$ 23.32	\$ 2,604.81	
		to	\$ 24.10	\$ 2,692.31	\$ 2,692.31
104	Fireman First Class		\$ 23.32	\$ 2,692.31	\$ 2,692.31
119	Fire Inspector	from	\$ 32.56	\$ 2,604.81	
		to	\$ 35.32	\$ 2,825.96	\$ 2,825.96
110	Administrative Assistant	from	\$ 29.65	\$ 2,371.81	
		to	\$ 31.13	\$ 2,490.40	\$ 2,490.40
106	Part-time Fire/ First Responder	from	\$ 14.75		
		to	\$ 18.25		

Annual Certification Pay

\$250.00 per certification will be added to the biweekly pay

Overtime for non exempt 40 hours a week employees:

Any authorized work in excess of (40) hours in a payroll week shall be compensated at a rate of one and one half (1.5) times the regular rate, except where expressly agreed otherwise. For the purpose of overtime compensation, overtime will be defined as work outside the employees normal scheduled workday. Sunday will be paid at the rate of 2.0 times the normal rate of pay. All overtime must be authorized by a responsible supervisor. Part-Time employees who work in excess of (40) hours in a payroll week shall be compensated at a rate of one and one half (1.5) times the regular rate, except where expressly agreed otherwise.

116 **Full-time Firemen Overtime:** Individual overtime amounts determined by the Fair Labor Standards Act are calculated on a 14-day work cycle for hours worked above 106. In addition, they will be paid straight time for hours worked in excess of their normal scheduled work hours, but less than 106.

106 **Part-time Firemen Overtime:** Individual overtime amounts determined by the Fair Labor Standards Act are calculated on a 14-day work cycle for hours worked above 106.

Police Department

			hourly	biweekly pay	biweekly with certification pay
107	Marshal <i>Exempt Position</i>	from to	\$ \$	3,438.43 3,807.61	\$ 3,807.61
107	Executive Chief Deputy Marshal	from to	\$ 35.63 \$ 40.80	\$ 2,850.65 \$ 3,264.11	\$ 3,264.11
107	Administrative Chief Deputy Marshal	from to	\$ 38.34 \$ 41.21	\$ 2,956.42 \$ 3,177.57	\$ 3,177.57
107	High Tech Crimes Unit Director <i>Exempt Position</i>		\$ 40.87	\$ 3,269.24	\$ 3,269.24
107	Captain	from to	\$ 39.65 \$ 41.63	\$ 3,057.80 \$ 3,210.50	\$ 3,210.50
107	Lieutenant	from to	\$ 33.04 \$ 37.73	\$ 2,643.19 \$ 3,018.19	\$ 3,018.19
107	Sergeant	from to	\$ 34.43 \$ 37.42	\$ 2,654.85 \$ 2,885.61	\$ 2,885.61
107	Deputy Marshal	from to	\$ 33.17 \$ 35.04	\$ 2,557.62 \$ 2,701.84	\$ 2,701.84
107	School Resource Officer, Sergeant	from to	\$ 33.43 \$ 36.31	\$ 2,674.16 \$ 2,904.84	\$ 2,904.84
107	School Resource Officer	from	\$ 31.49	\$ 2,519.15	
		to	\$ 33.41	\$ 2,673.00	\$ 2,673.00
107	Police Officer First Class		\$ 34.91	\$ 2,692.31	\$ 2,692.31
109	Police Officer - Part-time & HTCU Interns	from to	\$ 10.00 \$ 25.00		
110	Administrative Assistant	from to	\$ 32.53 \$ 31.13	\$ 2,602.58 \$ 2,490.40	

Annual Certification Pay \$250.00 per certification will be added to the biweekly pay

Overtime for non exempt 40 hours a week employees:

Any authorized work in excess of (40) hours in a payroll week shall be compensated at a rate of one and one half (1.5) times the regular rate, except where expressly agreed otherwise. For the purpose of overtime compensation, overtime will be defined as work outside the employees normal scheduled workday. Sunday will be paid at the rate of 2.0 times the normal rate of pay. All overtime must be authorized by a responsible supervisor. Part-Time employees who work in excess of (40) hours in a payroll week shall be compensated at a rate of one and one half (1.5) times the regular rate, except where expressly agreed otherwise.

116 **Full-time Marshal and Deputy Marshals Overtime:** Individual overtime amounts determined by the Fair Labor Standards Act are calculated on a 14-day work cycle for hours worked above 86. In addition, they will be paid straight time for hours worked in excess of their normal scheduled work hours, but less than 86 hours.

109 **Part-time Deputy Marshals Overtime:** Individual overtime amounts determined by the Fair Labor Standards Act are calculated on a 14-day work cycle for hours worked above 86.

Grant Patrol as available OPO and OWI

To be paid at the Officer's Double Rate (2.0 times the hourly rate of pay)

DEPARTMENT OF PUBLIC WORKS

		hourly		biweekly
Office Manager	from	\$ 30.67	\$	2,453.28
	to	\$ 32.20	\$	2,453.28
Billing Clerk	from	\$ 28.81	\$	2,305.09
	to	\$ 30.25	\$	2,420.34
Part-time Billing Clerk	from	\$ 23.81		
	to	\$ 28.81		
Department of Public Work Director	from		\$	3,266.96
<i>Exempt Position</i>	to		\$	3,578.50
Water Superintendent	from	\$ 34.70	\$	2,775.91
	to	\$ 38.51	\$	3,080.79
Foreman	from	\$ 34.70	\$	2,775.91
	to	\$ 36.43	\$	2,914.71
Master Mechanic	from	\$ 31.14	\$	2,491.58
	to	\$ 32.70	\$	2,616.16
Motor Equipment One	from	\$ 30.14	\$	2,411.58
	to	\$ 31.14	\$	2,491.58
Lineman	from	\$ 31.14	\$	2,491.58
	to	\$ 32.70	\$	2,616.16
Meter Serviceman	from	\$ 30.14	\$	2,411.58
	to	\$ 31.65	\$	2,532.16
Laborer I & DPW Stormwater position	from	\$ 30.14	\$	2,411.58
	to	\$ 31.65	\$	2,532.16
Laborer II	from	\$ 24.51	\$	1,960.77
	to	\$ 25.74	\$	2,058.81
Temporary Full-time Laborer I	from	\$ 26.51	\$	2,120.80
	to	\$ 30.14	\$	2,411.20
Temporary Full-time Laborer II	from	\$ 15.00	\$	1,200.00
	to	\$ 25.51	\$	2,040.80
Part-time	from	\$14.00		
	to	\$22.50		

MS4 Operator: Designated Employee - additional 2.00 per hour

Overtime in Department of Public Works: Includes MVH & Utilities

Any authorized work in excess of forty (40) hours in a payroll week shall be compensated at a rate of one and one half (1.5) times the regular rate, except where expressly agreed otherwise. For the purpose of overtime compensation, overtime will be defined as work outside the employees normal scheduled workday. Sunday will be paid at the rate of 2.0 times the normal rate of pay. All overtime must be authorized by a responsible supervisor. Employees will be paid a minimum of 2 hours for after hours call outs. Part-time employees who work in excess of (40) hours in a payroll day shall be compensated at a rate of one and one half (1.5) times the regular rate, except where expressly agreed otherwise. On-Call pay will be added into the weekly salary to calculate the overtime rate when On-Call pay is received.

On-Call pay for the Utility Department	\$ 147.00	weekly	Water
Street Department and Stormwater	\$ 147.00	weekly	Sewer

Annual Certification Pay \$250.00 per certification will be added to the pay

PLEASE NOTE:

When part-time help is needed in any department, qualified Town employees may fill those part-time positions and will be paid at the wage set for that position in that department. Employees are not to work over 12 continuous hours for the Town, except in the case of an emergency. If, because of an emergency, an employee's supervisor requests the employee to work in another department, in addition to his 40 hours per week work schedule in his own department, the employee will be paid time and a half for the overtime hours. This overtime pay will be paid out of the department having the emergency. Newly hired employees may be paid at a wage lower than the wage listed in the salary ordinance for that particular position.

LONGEVITY PAYMENTS FOR 2025:

Full time employees shall receive \$100 in longevity pay after the employee has completed one year of employment, and shall receive an additional \$100 for each year, capped at 20 years of employment with the Town.

Longevity will be paid with the first pay in Novmeber.

Longevity pay will be added to the current years pay of the above mentioned employees for the purpose of calculating overtime for 2025.

HEALTH PREMIUM REDUCTION

Annual Health Screening \$300 For qualified employee participation

HIGH DEDUCTIBLE HEALTH PLAN (HDHP) / HEALTH SAVINGS ACCOUNTS (HSA)

Employees enrolled in the HDHP: The Town will contribute \$3,000 for a family policy and \$1,500 for an individual policy into the employee's Health Savings Account. Fifty percent will be deposited in January and fifty percent in July.

Adopted this 12th day of November, 2024.

AYE

NAY

William Ellis, President

Trevor Sager, Vice President

Scott Oldham

Pamela Samples

Dan Swafford

Attested: Noelle M. Conyer, Clerk-Treasurer

RESOLUTION 4-2024

A RESOLUTION RECOMMENDING AN AMENDMENT TO THE UNIFIED DEVELOPMENT ORDINANCE TO ALLOW FOR EXEMPT SIGNS TO BE EXEMPT FROM ALL SIGN STANDARDS AND TO ALLOW FOR AND REGULATE POLE SIGNS

WHEREAS, the Ellettsville Town Council adopted a new Unified Development Ordinance that became effective as of September 9, 2024, pursuant to Indiana Code §36-7-4-606(g)(1); and

WHEREAS, a plan commission is authorized, pursuant to Indiana Code §36-7-4-602(b)(1) to initiate a proposal to amend or partial repeal the text of a zoning ordinance that has been adopted; and

WHEREAS, the Ellettsville Plan Commission has determined that it is in the best interests of the Town and its citizens to initiate a proposal to amend the text of the Unified Development Ordinance to allow for signs designated as “Exempt” in Table 4.9 to be exempt from all UDO Sign Standards and further, to allow for the installation and regulation of Pole Signs; and

WHEREAS, the Ellettsville Plan Commission has, in compliance with Indiana Code §36-7-4-603, given due regard to the following, in preparing and considering a proposal to amend the text of the Unified Development Ordinance:

- (1) the comprehensive plan;
- (2) current conditions and the character of current structures and uses in each district;
- (3) the most desirable use for which the land in each district is adapted;
- (4) the conservation of property values throughout the jurisdiction; and
- (5) responsible development and growth.

WHEREAS, the Ellettsville Plan Commission has conducted a public hearing as required by Indiana Code §36-7-4-604 on its proposal to allow for exempt signs to be exempt and to allow and regulate pole signs and has decided to pass the proposal to the Ellettsville Town Council with a positive recommendation.

NOW, THEREFORE, BE IT RESOLVED BY THE ELLETTSVILLE PLAN COMMISSION OF THE TOWN OF ELLETTSVILLE, MONROE COUNTY, INDIANA, as follows:

1. That the attached Exhibit A, a Proposed Ordinance *Amending the Unified Development*

Ordinance to Allow for Exempt Signs to be Exempt from All Sign Standards and to Allow for and Regulate Pole Signs to is hereby passed with a positive recommendation to the Town Council.

This Resolution was passed and adopted by the Ellettsville Plan Commission, Ellettsville, Indiana, at the Ellettsville Town Hall on the 7th day of November, 2024.

David Drake, President
Ellettsville Plan Commission

Attest:

Mike Burns
Ellettsville Plan Commission Secretary

CERTIFICATION OF RECOMMENDATION

(INSERT HERE ORIGINAL CERTIFICATION TO COUNCIL)

ATTORNEY CERTIFICATION

I, Darla S. Brown, attorney for the Ellettsville Plan Commission, hereby certify that the foregoing is a true and accurate copy of the proposed Unified Development Amendment as approved by the Ellettsville Plan Commission at the close of the public hearing and public meeting held at the Ellettsville Town Hall on November 7, 2024.

Darla S. Brown
Attorney, Ellettsville Plan Commission

ORDINANCE 2024-28

AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT ORDINANCE TO ALLOW FOR EXEMPT SIGNS TO BE EXEMPT FROM ALL SIGN STANDARDS AND TO ALLOW FOR AND REGULATE POLE SIGNS

WHEREAS, The Ellettsville Town Council is advised that the Ellettsville Plan Commission held a public hearing on November 7, 2024, following the giving of required notice, on a proposed text amendment to the Unified Development Ordinance pursuant to §36-7-4-602(b)(1); and

WHEREAS, said Plan Commission has given a favorable recommendation for amendments to the text of the Unified Development Ordinance to allow for exempt sign to be exempt from all Sign Standards, and to allow for and regulate pole signs; and

WHEREAS, the Town Council concurs with the Plan Commission’s recommendation.

NOW, THEREFORE, BE IT ORDAINED BY THE ELLETTSVILLE TOWN COUNCIL OF THE TOWN OF ELLETTSVILLE, MONROE COUNTY, INDIANA:

1. Chapter 4.9, “Sign Standards,” Section (C) is hereby amended to add a subsection (5) to read as follows:

4.9 SIGN STANDARDS

...

C. Permit Required for Signs

1. A sign permit is required for all permanent signs located, erected, constructed, moved, or structurally altered, unless otherwise stated in this section.
2. Temporary signs require a permit unless otherwise indicated in this section.
3. All signs located along state-owned right-of-way shall obtain all required approvals and permits from INDOT prior to seeking approval for a sign permit.
4. A sign plan should be submitted if development plan approval is required.

5. All signs designated as “exempt” in Table 4.9 are exempt from the Sign Standards, including the requirement to obtain a sign permit.

2. Table 4.13 of the Town of Ellettsville Unified Development Ordinance (Permitted Permanent Signs) is hereby amended as follows:

3. Chapter 9.2, “Definitions” is hereby amended to add a definition of “Pole Sign” which shall read as follows:

SIGN, POLE. A sign that is mounted on a free standing pole or other support so that the bottom edge of the sign is nine feet or more above grade.

The foregoing Ordinance was passed, approved, and adopted by the Ellettsville Town Council, on the 12th day of November, 2024.

ELLETTSVILLE TOWN COUNCIL

Scott Oldham
President, Ellettsville Town Council

ATTEST:

Noelle Conyer, Clerk/Treasurer

CITY OF BLOOMINGTON/MONROE COUNTY/CITY OF ELLETTSVILLE INTERLOCAL AGREEMENT FOR ANIMAL CONTROL FY 2025 PROJECTED COSTS

Formula for Interlocal calculation

The formula to calculate the interlocal looks at the actual numbers for expenditures and animal intake from the previous full year. Animal Shelter Operations expenditures are reduced by Actual Adoption Revenue and then this is divided by the total number of animals to obtain a cost per animal. This cost per animal is then applied to the number of animals received from County and Ellettsville sources to obtain the Interlocal costs.

2025 Change in Amount of Animal Shelter Operations

There are four main programs that go into the Animal Care and Control Budget: Animal Shelter Operations, Animal Control Field Operations, Education Program and Volunteer Program. When the formula was first agreed upon the portion of the Animal Care and Control budget that was considered to be Animal Shelter Operations was 56% of the total. Over the years, the Animal Shelter Operations growth has outpaced the other programs, taking over a larger portion of the overall Animal Care and Control budget. Currently 70% of the overall budget goes directly into shelter operations and shelter programs. Unfortunately, the interlocal calculations have not kept pace with this reality. Instead of an immediate jump in the calculation, we are proposing a step increase for 2025 of 65%.

Cost Per Animal Calculation

2023 Animal Care and Control Expenditures	\$1,771,891.35
Animal Shelter Operations (65% of total)	\$1,151,729.38
2023 Adoption Revenue	\$97,090.35
Animal Shelter Operations Expenses for Interlocal	\$1,054,639.03
Cost per Animal: Operations expense divided by 3,370 (total intake for 2023)	\$312.95

2023 Breakdown of incoming Animals by Jurisdiction and Source

Jurisdiction	ACO p/u	Surrender	Stray	Total
City	572	421	489	1,482
Counties Other than Monroe	0	243	187	430

Monroe County	332	364	688	1,384
Ellettsville	7	29	38	74
Combined Ellettsville and Monroe County	339	393	726	1,458

* ACO p/u - these are animals picked up in the field by City and County Animal Control Officers
Surrender - These are owned animals surrendered to the the shelter
Stray - Roaming animals brought to the shelter by citizens

2025 Interlocal Amounts (Cost per animals x number of animals)

Jurisdiction	Total number of animals	Interlocal Cost
Monroe County	1384	\$433,122.80
Ellettsville	74	\$23,158.30
Combined Ellettsville and Monroe County	1,458	\$456,281.10

Emergency Management Advisory Council - Town of Ellettsville Appointment

The Town of Ellettsville Board would like to appoint _____ to the Emergency Management Advisory Council to represent the Town of Ellettsville.

As a part of the Council _____ will:

1. I will interpret the organization's work and values to the community, represent the organization, and act as an ambassador.
2. I will attend at least 75% of council meetings, including committees I am assigned to.
3. I will RSVP my attendance for council meetings or board committee meetings at least one day in advance to either the Council Chair (for council meetings) or the committee chair (for committees to which I am assigned.)
4. I will act in the best interests of the organization, and excuse myself from discussions and votes where I have a conflict of interest.
5. I will stay informed about the activities and current issues. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies and other board matters.
6. I will work in good faith with staff and other council members as partners towards achievement of our goals.

In turn, the council will be responsible to me in several ways:

1. I will be sent an agenda and materials seven days prior to the board meeting.
2. I will also be able to discuss with the Emergency Management staff and the Council chair, the internal programs, goals, activities, and status; additionally, I can request such opportunities.
3. The organization will help me perform my duties by keeping me informed about issues addressing financial/ economic challenges, and other challenges for area families.
4. Board members and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal and moral responsibilities to this organization. Board members and staff will work in good faith with me towards achievement of our goals.
5. If the organization does not fulfill its commitments to me, I can call on the board president and executive director to discuss the organization's responsibilities with me.

Signature of Town of Ellettsville Representative (In acceptance of the appointment)

Signature of Town of Ellettsville Board President (or designee)

Conyer, Noelle

From: Aleksandrina Pratt <aleksandrina.pratt@bloomington.in.gov>
Sent: Wednesday, November 6, 2024 4:09 PM
To: Conyer, Noelle
Subject: Animal Interlocal Agreement

Ms. Conyer,

The city of Bloomington, the city of Ellettsville and Monroe County have been parties to an animal shelter interlocal agreement since at least 2005. The agreement is up for renewal for 2025 and the following chart represents the cost that Monroe County and the city of Ellettsville will have to pay for animal shelter services based on numbers for 2023:

2025 Interlocal Amounts (Cost per animals x number of animals)

Jurisdiction	Total number of animals	Interlocal Cost
Monroe County	1384	\$433,122.80
Ellettsville	74	\$23,158.30
Combined Ellettsville and Monroe County	1,458	\$456,281.10

Monroe County has agreed to pay the amount allocated and continue the agreement. I am reaching out to you to see what your position is on the matter. Please feel free to call or write back if you have any questions.

Thanks,
Aleks

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