

November 12, 2024

The Ellettsville, Indiana, Town Council met for a regular meeting on Tuesday, November 12, 2024 at the Ellettsville Town Hall Meeting Room located at 1150 West Guy McCown Drive. Scott Oldham called the meeting to order at 6:30 p.m. Jimmie Durnil gave a word of prayer followed by the Pledge of Allegiance led by Kevin Patton.

Roll Call: Members present were Scott Oldham – President, Dan Swafford – Vice President, William Ellis, and Pamela Samples. Noelle Conyer, Clerk Treasurer, Michael Farmer, Town Manager, and Darla Brown, Town Attorney were also present.

Members absent: Trevor Sager

Supervisors participating: Mike Farmer, Denise Line, Jimmie Durnil, Kip Headdy, Jeff Farmer, Chris Clouse on zoom

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

Scott Oldham entertained a motion for approval of the minutes of the regular meeting on October 28, 2024. William Ellis so moved. Pamela Samples seconded. All in favor, motion carries.

Accounts Payable Vouchers and Payroll

Scott Oldham entertained a motion to pay Accounts Payable Vouchers and Payroll. William Ellis so moved. Pamela Samples seconded. All in favor, motion carries.

The bid for Heritage Trail Restrooms was struck from the agenda, as it has already taken place.

Resolutions

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

Noelle Conyer, Clerk Treasurer, explained the Planning Tech/Utilities Billing Clerk was not previously covered under the Town’s retirement plan. This resolution will allow that position to be covered. Dan Swafford questioned whether the position had already been filled, and whether backpay would be needed. Noelle Conyer confirmed the position had been filled. She then explained that after the Council has approved the resolution, she would submit the appropriate forms, including the date of hire, to Empress. She will then bring a resolution to the Council to cover the position from the date of hire. Dan Swafford made a motion to approve Resolution 35-2024 to expand INPRS to cover new position Planning Tech/Utilities Billing Clerk. Pamela Samples seconded. Roll call vote: Scott Oldham – yes; Dan Swafford – yes; William Ellis – yes; Pamela Samples – yes. Motion carries.

Ordinance on First Reading

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

Noelle Conyer, Clerk Treasurer, explained that new guidance has been issued from the State Board of Accounts regarding the process for missing receipts since the original ordinance was issued in 2001. The amended ordinance was drafted with guidance from Darla Brown, Town Attorney. Dan Swafford asked how often the issue of missing receipts arises. Noelle answered that it’s a difficult circumstance to quantify, but the ordinance clarifies the steps necessary to ensure the claim is paid so the issue does not impede department heads. Dan Swafford asked if a receipt would eventually have to be found and submitted to the State Board of Accounts. Noelle Conyer clarified that the ordinance allows for a claim to be paid without the need to produce a receipt when it is missing. Approving the amended ordinance will allow department heads to clearly explain to staff what to do should they lose a receipt. She stated this is not an issue right now, but it’s important to have the policy in place. Dan Swafford asked if there is a monetary cap on the ordinance. Noelle responded there is an allocated amount the Council has set for department heads’ and the Town Manager’s purchasing power. Dan clarified his question; would the policy allow for a missing receipt from a large expense. Noelle and Scott Oldham explained that receipts for large amounts can usually be reprinted, and this ordinance is for smaller expenses. Scott further explained other towns would spend more on overtime looking for missing receipts than the actual receipts themselves. The group explained large purchases are typically done through a purchase order and with supervisor oversight. William Ellis asked if a report of lost receipts over a selected amount could be brought before the Council. Noelle stated this was possible if the Council requested it. Any issue will be raised before

the Town Manager. Scott Oldham and William Ellis agreed that the Town Manager is fit to handle these issues, and he would make the Council aware if necessary.

Ordinance on Second Reading

Ordinance 2024-27 fixing of the Salaries 2025

Noelle Conyer, Clerk Treasurer noted that the salary base and raise includes the employee's certification costs. She supplied a separate addendum which lists the certification costs for each employee. Pamela Samples asked if positions had been added since the original discussion of the ordinance. Noelle stated that no additional positions had been added to the ordinance, however empty positions are included so the ordinance will not need amended should they be filled in the coming year. However, the hiring of any empty position would be brought before the Council prior to filling it. Roll call vote: Scott Oldham – yes; Dan Swafford – no; William Ellis – yes; Pamela Samples – yes. Motion carries.

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

Darla Brown, Town Attorney, explained that this ordinance is to amend the UDO policy about Pole signs. The President of the council was willing to entertain amendments to the UDO to allow for poll signs so the purpose of this ordinance is to allow that amendment and also to clear up or to make it clear that the signs that the town council declined to be exempt for permits exempt from the requirement to obtain a sign permit so that's change #1 the other changes are to table .13 of the unified development ordinance and you have a copy in front of you which is the permitted permanent size if the council passes this ordinance there will be an amendment to that the table which will allow for plus signs in the town in AC1C2 industrial one industrial 2 the limitations of 40 square feet per sign face not to exceed 26 feet in height. The other stipulations which are on the right hand side but these we will match what was in the code previously and then the next change with regard to the signs is we were going to put it in the table we also had to add it in definitions under chapter 9.2 and a poll sign if the count please assign really the bottom edge of the side is 9 it went before the plan commission its last meeting and is passed unanimously 6 to 0. President Scott Oldham had one question about the amendment he wanted an explanation about depth, and asked are we controlling the depth of the sign in the ground, and stated it seems to be small. There was discussion about IN-46 and setbacks. Dan Swafford asked if 12in x 12in should be clarified and removing the with and depth. William Ellis made a motion to amend the proposal. 36-7-4-607 which allows the council to amend the proposal The change shall not be more than 12in x 12in, the purpose is for clarification. If the plan commission accepts it then it will be considered passed after this meeting. Pamela Samples seconds Roll call vote: Scott Oldham – yes; Dan Swafford – no; William Ellis – yes; Pamela Samples – yes. Motion carries.

New Business

Emergency Management Advisory Council

Noelle Conyer, Clerk Treasurer, explained that the Fire Chief Kevin Patton sent this to the clerks office to be presented to the Town Council. Chris Clouse explained that the Fire Chief has been the usual person appointed to this position. There was some discussion about the previous appointments. Dan Swafford made a motion to appoint the Fire Chief Kevin Patton to the Emergency Management Advisory Council or his designee Pamela Samples seconded. Roll call vote: Scott Oldham – yes; Dan Swafford – no; William Ellis – yes; Pamela Samples – yes. Motion carries.

Discussion interlocal Agreement Animal Control

Noelle Conyer, Clerk Treasurer, explained the city of Bloomington sent over the proposed numbers to continue the Interlocal agreement with animal control for 2025. The agreement will be sent to Darla Brown to review before the council signs it. Scott Oldham asked how much we paid for 2024 \$25,555.00; the new MOU would be \$23,158.30. \$28,350 was budgeted for 2025, the council will vote on the MOU at the next meeting.

Privilege of the Floor

Scott Renyolds discussed rezone activity and annexation activity on the West side and reminded the council that he was a lawyer and a statement that was made at the last plan commission meeting that he wanted to clear up. He spoke about transparency and a public records request that he had submitted to the planning department and was not getting any response and did not want to make a complaint to the Indiana Public Access Councilor for failure to comply. He thanked Town Manager Mike Farmer for his suggestions for the public to engage and ask questions.

Council Comments:

Dan Swafford; Congratulated the Edgewood High School Marching band on the State Championship 3rd year in a row.

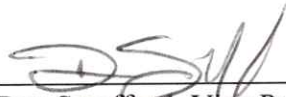
Supervisor comments: none

Adjournment

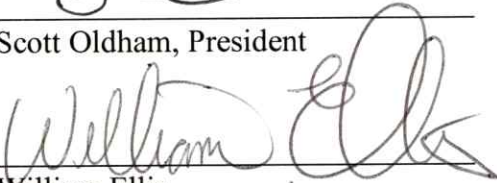
Scott Oldham entertained a motion to adjourn. Dan Swafford so moved. Council President adjourned the meeting at 6:50 p.m.



Scott Oldham, President

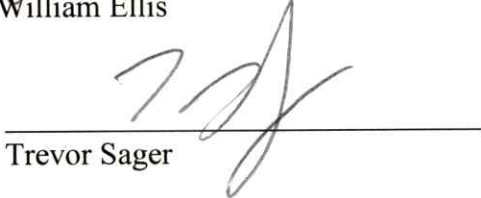


Dan Swafford, Vice President



William Ellis

Pamela Samples



Trevor Sager



Noelle M. Conyer Clerk Treasurer