

## October 14, 2019

The Ellettsville, Indiana, Town Council met for a regular meeting on Monday, October 14, 2019 at the Ellettsville Town Hall Meeting Room located at 1150 W. Guy McCown Drive. Brian Mobley called the meeting to order at 6:30 p.m. Scott Oldham led the Pledge of Allegiance followed with a prayer by Jimmie Durnil.

Brian Mobley asked for a special prayer for Jared & Jessica Myers baby girl. Jared is a Police Officer for Ellettsville Police Department and the Resource Officer for Ellettsville schools. The baby was hospitalized a week ago and could use our prayers. They also have a Go Fund Me page to help with expenses while she is hospitalized. He encouraged everyone who could help to donate.

**Roll Call:** Members present were Brian Mobley, Scott Oldham, Pamela Samples and William Ellis. Dan Swafford was absent. Mike Farmer, Interim Town Manager; Darla Brown, Town Attorney and Sandra Hash, Clerk-Treasurer were also present. **Supervisors present:** Mike Cornman, Jimmie Durnil, Danny Stalcup and Kevin Tolloty.

### Approval of Minutes

Brian Mobley entertained a motion for approval of the minutes of the regular meeting on September 23, 2019. William Ellis so moved. Scott Oldham seconded. All in favor, motion carried.

### Accounts Payable Vouchers and Payroll

Brian Mobley entertained a motion to pay Accounts Payable Vouchers and Payroll. Scott Oldham so moved. Pamela Samples seconded. All in favor, motion carried.

### Open Bids for 1986 International and 2000 Ford F-750

**Darla Brown**, Town Attorney opened the Bids. There were 5 sealed bids total. Bids for the 1986 International Dump Truck were as follows: Everett Porter - \$2,252.00, Michael Stalcup - \$2,000.00, Robert Gardner - \$3,526.00, Brandon Correll - \$2,211.00. There was only one bid for the 2000 Ford F-750 from Michael Stalcup - \$4,000.00. Winning bid was Michael Stalcup with the \$4,000.00 bid for the 2000 Ford F-750 and Robert Gardner with the bid of \$3,526.00 for the 1986 International Dump Truck.

**William Ellis** made a motion to accept bids as offered. Pamela Samples seconded. Roll call vote: Brian Mobley – yes; Scott Oldham – yes; Pamela Samples – yes; William Ellis – yes. Motion carried.

### Presentation

#### Waggoner, Irwin, Scheele & Associates Inc. – Wage Study Presentation

**Addie Rooker**, Senior Consultant along with consultants Lori Sealand and Kim McKenzie introduced the company. They have been in business for over 40 years primarily Human Resources management consulting in the public sector. 99% of their work is with City, County and Town government. They are known as Human Resources Department for hire, specializing in job descriptions, wage and salary studies, personnel policies, Fair Labor Standards Act, Family Medical Leave Act and day to day policy implementation for employment. She explained the proposal for a Job Classification and Compensation Study using the Factor Evaluation System (FES). It was developed by the U.S. Department of Labor in the early 1970's. Since that time, it has been implemented by state and local governments throughout the United States. Job descriptions are the foundation of that system. For this project they will not be writing job descriptions but will use the existing ones to classify jobs. They will review the job descriptions, obtain further detail through a questionnaire, reviewing pay schedules and collecting information from Department heads determining what is working well and not working well. Moving forward they will classify and point factor jobs to conduct the salary analysis. It will include internal and external analysis comparing current pay schedules to the classification factor points and how it compares to external entities. In addition, each job description will be reviewed for the proper job classification according to the Fair Labor Standard Act as far as exempt or non-exempt and excluded for overtime purposes. The final report would be presented to the council with their findings, complete compensation analysis for each position within the Town. They bill hourly, with an estimation of a 6-9-month period to complete the study



which would be in line for the next year's budget hearings. Fees will not exceed \$24,680.00 plus travel reimbursement.

**Lori Sealand** explained FES (Factor Evaluation System) The main focus of the system is to classify positions and not comparing positions that are not similar. The handout explained the different categories that each position would be classified under to include (PAT) Professional, Administrative, Technological; (COMOT) Computer, Office Machine Operation, Technician; (POLE) Protective Occupations and Law Enforcement; (LTC) Labor, Trade and Crafts. Each position is classified with those guidelines and those are compared to each other. It is an outside, unbiased objective based on other Towns in comparison in size, recruiting and retainment of qualified applicants in the market where we are. Brian Mobley thanked them for coming and explained the council will review both presentations for final determination and will be in touch.

## **Resolutions**

### **Resolution 13-2019 Additional Appropriation – Local Road and Bridge Matching Grant Fund**

**Sandra Hash**, Clerk Treasurer, explained that this was discussed at the last meeting and voted on but since it was an additional appropriation, she had advertised it in the newspaper and tonight was the night to consider that. This is the grant money we received from the Community Crossings Grant for the roads and streets. There was no public comment.

**Scott Oldham** made a motion to approve Resolution 13-2018 Additional Appropriation – Local Road and Bridge Matching Grant Fund. William Ellis seconded. Roll call vote: Brian Mobley – yes; Scott Oldham – yes; Pamela Samples – yes; William Ellis – yes. Motion carried.

### **Resolution 14-2019 Transfer of Funds**

**Sandra Hash, Clerk Treasurer** explained this is common for the end of the year. This transfer was a repair needed on a 2000 John Deere Backhoe. Street department paid 50%, Water 25% and Sewer 25%. It was a \$10,000.00 plus repair resulting in some shuffling around in MVH (Motor Vehicle Highway). Michael Farmer, Interim Town Manager explained this equipment is shared between the Utilities and the Street Department as a Public Works vehicle. In the future it will need replaced but needs repaired for now. Sandra Hash further explained this also include a transfer from the Town Manager salary line to Miscellaneous Professional. This line also pays for appraisals and engineering fees, so she wanted to ensure engineering fees were covered for the remainder of the year. Brian Mobley inquired why the Street department takes the bigger portion at 50%. Michael Farmer further clarified that he preferred it be stated that Street Department pays 50% and Utilities 50%. It just a difference in how it is said. Brian Mobley entertained a motion to approve Resolution 17-2019 Transfer of funds. Scott Oldham so moved. Pamela Samples seconded. Roll call vote: Brian Mobley – yes; Scott Oldham – yes; Pamela Samples – yes; William Ellis – yes. Motion carried.

### **Resolution 18-2019 – Hoosier Hills Vocational School Participation**

**Mike Cornman**, Fire Chief explained for the past hundred years they have a mutual aid agreement between other departments for training opportunities. They train quarterly between the departments throughout the county. Hoosier Hills Career Center is a Vocational school that has a program called Fire Rescue allowing students who turn 18 or graduate to have the minimum certifications to be a firefighter. They do a lot of testing at our station and we have nothing in writing that said it was allowed. They have been doing waivers for anyone under 18 to participate in offsite activities. The City of Bloomington and Northern Monroe fire territory all participate in this program as well. It was just realized that we don't have any protection. The waivers are standard and have been checked by the attorney, they only talk about the Monroe County training sites, but wants to designate the station as a Monroe County training site in particular. This is already being done, but not for Hoosier Hills students. He proposes a resolution to designate the Ellettsville Fire Department as a Monroe County Training site. The Hoosier Hills program is accredited through the State of Indiana firefighting standards on personal education specifically for students under the age of 18. William Ellis made a motion to approve Resolution 18-2019 Hoosier Hills Vocation School Participation. Scott Oldham seconded. Roll call vote: Brian Mobley – yes; Scott Oldham – yes; Pamela Samples – yes; William Ellis – yes. Motion carried.



### **Resolution 19-2019 Dispose of Surplus Property – Street Department**

**Danny Stalcup**, Street Commissioner explained the Street department has a 1993 Ford F-700 with snowplow and sandbox with engine problems they request to sell as surplus.

William Ellis made a motion to approve Resolution 19-2019 to dispose of Surplus Property-Street Department. Scott Oldham seconded. Roll call vote: Brian Mobley – yes; Scott Oldham – yes; Pamela Samples – yes; William Ellis – yes. Motion carried.

### **New Business**

#### **Utility Request to Hire a Full-Time Employee**

**Michael Farmer**, Interim Town Manager requested to hire a full-time employee after an employee recently left his position with the Town for other employment at a higher wage. The position was posted internally and there was only one applicant. Dillon Plummer was a temporary full-time employee working for a 9-month term and has applied for the position. He has worked for us for over 6 months and during his employment he has earned his CDL license. Mr. Farmer requested he be brought up to full pay at \$22.12 per hour and changed to full-time with benefits. Scott Oldham made a motion to approve the Utility Request to hire Dillon Plummer as a full-time Employee. Pamela Samples seconded. Roll call vote: Brian Mobley – yes; Scott Oldham – yes; Pamela Samples – yes; William Ellis – yes. Motion carried.

**Michael Farmer**, Interim Town Manager requested to purchase a new bulldozer. They currently have a 1991 D-4 bulldozer that is not capable of completing the upcoming projects such as the trail and clearing for the new utility building. A new bulldozer costs \$130,000.00 and that is not in the budget, so they have been looking for used ones. They found a Caterpillar D-4 through McAllister Rental Fleet that is a 2012 with low hours at \$60,000.00. With the offer of \$15,000.00 for the trade of the old equipment, the \$45,000.00 remaining would be paid for under the Public Works Department with half being from Utilities and half from the Street department with the \$15,000.00 trade being utilized making their half \$15,000.00 that would come from their equipment line. The equipment line for Utilities is fully funded for their half. He further explained he would have liked to have bought new and would have done the quote and bid process but buying used you must act quickly, or you lose it. Brian Mobley questioned the code policy stating equipment 33.05 purchases costing between \$50,000.00 and \$150,000.00 require 3 quotes from known firms and brought before Town Council. Jeff Farmer explained from the research they have completed, purchasing used equipment and getting quotes is like comparing apples, oranges and pears. There are too many different components on used equipment to do the bid process. They did look at 4 different dozers and this piece of equipment is what they are used to using and the best equipment for the money. Brian Mobley said the council would have to waive code in order to purchase this piece of equipment. Scott Oldham requested to waive code to make the purchase stating there is no reasonable way to adequately acquire 3 bids consistent with the policy. Scott Oldham made a motion to waive 33.05 of Town Code to purchase a used 2012 Caterpillar D4K2 XL OP Dozer for \$60,000.00. Scott Oldham so moved. William Ellis seconded. Roll call vote: Brian Mobley – yes; Scott Oldham – yes; Pamela Samples – yes; William Ellis – yes. Motion carried.

**Jeff Farmer** discussed a new roof is needed at the Sewer Plant from the recent tornado damage and the current roof is 23 years old. He received 3 quotes. One is a for a shingle roof at \$16,250.00 and 2 are for a metal roof. The lowest price is \$14,500.00 for a metal roof with a 40-year warranty. The other quote on the metal roof was \$21,000.00. There was a check from the insurance, but it was heavily depreciated and less than \$2,500.00. William Ellis questioned why the insurance payment was so low. Mike Cornman responded stating that full replacement cost insurance was once researched and was not cost effective. Scott Oldham made a motion to accept the quote from Chris Arthur as specified in the amount of \$14,500.00. Pamela Samples seconded. Roll call vote: Brian Mobley – yes; Scott Oldham – yes; Pamela Samples – yes; William Ellis – yes. Motion carried.

### **Council Comments**

**Brian Mobley** read a thank you note from Diana Choate, Fall Festival president thanking Street Department & Utilities for all their help with set up and tear down at the festival and the Police & Fire Department for providing safety. Without all their help the festival wouldn't be possible.



**William Ellis** welcomed Chief Durnil back after being off for an injury and illness. He also expressed interest in getting a booth at the Fall Festival in 2020 for the Town Council. He feels like it would be a great way to be there for the constituents of the community and volunteered to man it for the most part.

#### **Supervisor Comments**

**Mike Farmer**, Interim Town Manager explained the trail parking lot is near completion. The final top coat will be applied on Wednesday. After a little yard work it will be ready for public parking. They are meeting with Monroe County officials this week to discuss connectivity to their trail. Denise Line and Kevin Tolloty are working on a second round of a grant for trail enhancements and expansion. He thanked Ellettsville Main Street for their assistance with a grant for the trail parking lot. They provided \$16,000.00.

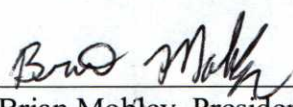
**Jimmie Durnil, Town Marshal** added he has seen some people parked at the new trail parking lot. He further mentioned he is working with Jerry Sanders, school superintendent, on getting a second School Resource Officer. They have received a grant for the position, they will present it to the school board, and he will then present it to the board after approval from the school board. They have a target date for the first of the year. He thanked everyone for the cards, thoughts and prayers during his time off and is glad to be back.

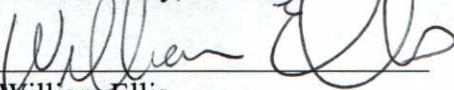
**Mike Farmer** also mentioned the project west of Town for the distribution center is moving forward. He will be meeting with the representatives tomorrow they are interested in tax abatement information. He feels a dialog between the board, himself and Kevin Tolloty in Planning is appropriate. He will have more information after the meeting that he can share.

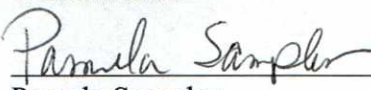
**Sandra Hash**, Clerk Treasurer inquired about the next step for the Wage Study now that we have done both presentations. Scott Oldham requested references for the second presenters. Darla Brown said it could be discussed in a work session or schedule it for discussion at the next meeting. That will give you enough time to review the information and check the references. As long as it is posted and advertised to the public it can be done either way. Sandra Hash will discuss with Michael Farmer and get together some dates for everyone to check their schedules.

#### **Adjournment**

Scott Oldham made a motion to adjourn. William Ellis seconded. Brian Mobley adjourned the meeting at 7:17 p.m.

  
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Brian Mobley, President

  
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William Ellis

  
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Pamela Samples

  
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Dan Swafford, Vice President

  
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Scott Oldham

  
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Sandra C. Hash, Clerk-Treasurer, IAMC, MMC