

The Ellettsville, Indiana, Town Council met for a virtual meeting on Monday, February 14, 2022, by Zoom. William Ellis called the meeting to order at 6:30 p.m. Mike Cornman led the Pledge of Allegiance followed by a prayer by Jimmie Durnil.

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

Supervisors participating: Jimmie Durnil, Kevin Tolloty, Mike Cornman and Kip Headdy.

Approval of Minutes

William Ellis entertained a motion for approval of the minutes of the Work Session January 18, 2022 and the regular meeting January 24, 2022. Scott Oldham so moved. Trevor Sager seconded. Roll call vote: William Ellis – yes; Scott Oldham – yes; Trevor Sager - yes. Motion Carried.

Accounts Payable Vouchers and Payroll

William Ellis entertained a motion to pay Accounts Payable Vouchers and Payroll. Trevor Sager made a motion to approve. Scott Oldham seconded. Roll call vote: William Ellis – yes; Scott Oldham – yes; Trevor Sager - yes. Motion Carried.

Park and Recreation Board – 1 D Appointed by Council Vote - Term Ending 2024.

Jimmie Durnil, Parks Board President explained Ron Vandeventer is interested in the position. He was previously appointed to the Board of Zoning Appeals (BZA). Sandra Hash, Clerk Treasurer explained there was an email from Darla Brown, Town Attorney explaining he needs to speak and express his preference and resign from the BZA if he is interested in the Parks Board appointment. Ron Vandeventer expressed he would like to join the Parks Board and has sent a letter to Kevin Tolloty and Denise Line resigning from the BZA. William Ellis questioned if they would need a motion to waive the statutory requirement because it will be imbalanced between Democrat and Republican by statute. Sandra Hash, Clerk Treasurer was unsure if it would require a resolution but Darla Brown, Town Attorney was having technical difficulties and was unable to advise so at least acknowledging in the minutes is a good first step. Scott Oldham was concerned it isn't as simple as waiving it since it is established by Ordinance. Trevor Sager suggested waiting until Darla Brown can advise. William Ellis sent Darla Brown a direct message since she was unable to join the meeting. They will wait for a response and move on with the meeting. After Darla Brown was able to join the meeting, she stated that the Council can waive the political party affiliation requirements under I.C.36-10-3-4 after the Council states on the record that the waiver is necessary due to a lack of interested candidates. William Ellis did reach out to the Democratic chair for any interested parties. It was confirmed with Jimmie Durnil, Parks Board president and Sandra Hash, Clerk Treasurer and nobody has expressed interest. Trevor Sager made a motion to waive the requirement that no more than two members be of the same political party. Scott Oldham seconded. Roll call vote: William Ellis – yes; Scott Oldham – yes; Trevor Sager - yes. Motion Carried. Trevor Sager made a motion to appoint Ron Vandeventer to the Parks and Recreation Board. Scott Oldham seconded. Roll call vote: William Ellis – yes; Scott Oldham – yes; Trevor Sager - yes. Motion Carried.

Monroe County Animal Management Commission – Appointed by council Vote - Ellettsville Is a Voting Member – Term Ending 2023

Sandra Hash, Clerk Treasurer stated she had not heard of anyone interested. William Ellis mentioned interest in the position if a council member was able to serve. Scott Oldham made a motion to appoint William Ellis to the board. Trevor Sager seconded. Roll call vote: William Ellis – yes; Scott Oldham – yes; Trevor Sager - yes. Motion Carried.

Award Bids for the Community Crossings Grant Road Resurfacing

Kip Headdy, Street Commissioner discussed after careful consideration and advisement from Denise Line, Assistant Planner they awarded the bid to E&B Paving in the amount of \$231,400.05. Denise Line explained since it is an Indiana Department of Transportation (INDOT) grant there needs to be a motion to allow Pamela Samples, Town Council president to sign the agreement. Scott Oldham made a motion to award the grant money and matching funds to E&B Paving for \$214,650.05. Trevor Sager seconded. Roll call vote: William Ellis – yes; Scott Oldham – yes; Trevor Sager - yes. Motion Carried. Scott Oldham made a motion to allow Pamela Samples, Town Council President the authority to sign any and all documents necessary to execute the contract. Trevor Sager seconded. Roll call vote: William Ellis – yes; Scott Oldham – yes; Trevor Sager - yes.

Motion Carried. Kip Headdy thanked the council and also mentioned they have already applied for the first call of the 2022 Community Crossings Grants for another one for this year.

Ordinance 2022-01 to amend Section 36.204 of the Ellettsville Town Code to Clarify Paid Time Off Payout Eligibility

Mike Cornman, Fire Chief explained per town code from several years ago, the personnel policy established a small payout you could receive upon leaving service with the Town. The terminology used was similar to the State retirement system (PERF), Public Employee Retirement Fund, which states you have to be 10 years vested. Since that time, they found there are different meanings to being vested in PERF. Some people are vested in 2 years and some in 10 years depending on when they were hired. The current personnel policy is ambiguous to what it means and would like to remove 10 years vested to just 10 years. Sandra Hash also discovered an oversight with the Police Department, so they added a section to define the 6/3 employees. Scott Oldham suggested the Town should look at buying out sick time at the end of employment to prevent bleeding off built up sick time causing overtime from backfilling those days off. Sandra Hash pointed out that the PTO payout includes the current years PTO, plus unused PTO up to 50% can be carried over from the prior year if you are planning to retire. The liability for the payout of unused PTO is 720 for a firefighter and 594 for a Police Officer and 40-hour employees is 336 hours. Sandra further explained it would take some studying to figure out a formula or tiered system that wouldn't cause a huge liability for the town. When we do pay out PTO that position cannot be filled until the time equivalent to the payout is completed.

Ordinance 2022-02 to amend Chapter 52 of the Ellettsville Town Code to Increase the Sewer Hook on Fee

Michael Farmer, Town Manager explained he is requesting to increase the hook-on fee from \$1,500.00 to \$2,500.00 for all residential hook-on customers. A rate study done in 2017 the rate consultants considered \$2,500.00 but has never been done. This increase will ensure our future with money to rehabilitate or replace the Wastewater Treatment Plant. The fee only affects new construction customers and not current customers and is lower than most Towns and Cities in the state of Indiana. Scott Oldham agreed and felt it is long overdue. Darla Brown, Town Attorney explained Section E in Ordinance 2022-02 requires Eastern Richland Sewer Corporation to pay an availability fee of \$1,500.00 and he is requesting to remove that section. Section F will become section E which is the subject discussed at an earlier meeting regarding a customer not being allowed to pay the availability fee to connect to the sewage works until the building permit is secured and the foundation has been completed. Michael Farmer further explained that section E has always been in the Ordinance but not utilized since 1998 and removing it is just for housekeeping purposes and does not affect how they do business past or future.

Flood Report

Michael Farmer, Town Manager reported he just received an update and flood report from Christopher Burke. They are beginning the process for getting permits to DNR (Department of Natural Resources) for construction in a flood way. The 401 and 404 permit is for water quality and the other is for cut and fill in a creek to ensure negative impact to a creek. This week they hope to speak to residents to obtain easements and work with Darla Brown's office to complete the process.

Envision Ellettsville Update

Dan Rarey reported the next steering committee will be March 1, 2022 at 11:00 at the Ellettsville Town Hall. The Taylor Group will be presenting the visioning statements, graphics, visuals and recommendations to analyze before the community celebration. The meeting will cover how they will roll out the plan to the community. The celebration will be sometime in April. He invited everyone who would like to attend.

Town of Ellettsville Water Tracking Factor due to increase from the City of Bloomington Utilities

Michael Farmer, Town Manager explained in 2020 CBU (City of Bloomington Utilities) announced they were raising their rates for all customers including wholesale customers that includes the Town of Ellettsville for the water we purchase to provide water services to the Town. Doug Baldessari of Baker Tilly explained that the increase is \$.36 per thousand gallons when calculated based on the approved methodology for the IURC (Indiana Utility Regulatory Commission) since Ellettsville has to file with the regulatory commission. It is only a pass-through cost from CBU for the water and there is no other cost of the water utility being increased that was not built into prior rate increases because we didn't know it was coming. He is looking for approval to file it along with the new rates for water hook on for new construction. William Ellis inquired what the standard household increase would be impacted. Doug Baldessari stated it is \$1.44 per month per 4,000 gallons. Darla Brown explained that the Town Council needs to vote to approve Exhibit 1 and to authorize the council president to sign that. It is a notice to the IURC requesting that Ellettsville can increase their tap fees so they can publish everything in the paper next week. Scott Oldham made a motion to approve Exhibit 1 and the filings necessary to move forward and place the plan in motion. Trevor Sager seconded. Roll call vote: William Ellis – yes; Scott Oldham – yes; Trevor Sager - yes. Motion Carried.

Engagement Letter between the Town of Ellettsville and Baker Tilly Municipal Advisors, LLC – Rate Analysis for the Sewage Works and Wholesale cost of Service Study

Michael Farmer, Town Manager explained that these engagement letters are to authorize Baker Tilly to do a rate study. This one is for Sewer and the next one is for Water. The last time it was done was in 2017 and another rate adjustment was in 2018. A rate study was done prior to the 2017 rate adjustment. At the time of the study, they were able to lower the base rate for Sewer for minimum user customers and increase the rate amount for flow. It is good practice in the Utility business to visit the rates around every 4 years. With inflation and cost of everything increasing it's time to do a rate study and include the capital projects we need to do now and plan to in the next 10 years. The costs are between \$10,000.00 and \$12,000.00 with additional costs listed for extra work as needed from partners and consultants. William Ellis stated it would be a raise to stay ahead of the curve and not fall behind. Mike Farmer stated Doug Baldessari had a comparison chart available of where we stand comparing us to other Cities and Towns around us. William Ellis feels it should be evaluated that we have a yearly cost increase instead of having a big jump. It is something that can be considered for no additional cost for a phase in to ease the burden on rate payers but there is a public notice requirement for more than 3-5 years, but you can't have an inflationary factor that goes on forever. The public notice requirement includes a public hearing with public comment and discussion that wouldn't be fulfilled with a yearly "cost of living" increase. Doug Baldessari displayed the rate comparison demonstrating Ellettsville being on the lower end. Mike Farmer pointed out that his capital project plan and normal operation maintenance of the system is aggressive, but the Town is proactive and aggressive and feels the rates are good considering how much they spend to upgrade and maintain the system. Darla Brown would have to look into a phase in for 4-5 years, but she didn't have the information in front of her. Scott Oldham made a motion to grant permission and instruct that a rate study be commissioned to determine the rates as necessary for the Town of Ellettsville Sewer Utility to Baker Tilly Municipal Advisors, LLC. Trevor Sager seconded. Roll call vote: William Ellis – yes; Scott Oldham – yes; Trevor Sager - yes. Motion Carried.

Engagement Letter between the Town of Ellettsville and Baker Tilly Municipal Advisors, LLC – Rate Analysis for the Water Utility, IURC Tracker and Tap Fee Services

Michael Farmer, Town Manager explained the last time they had a true rate increase was in 2016 prior to a rate study with a couple of trackers not unlike the one just approved. If they do a rate study with the IURC you are looking at least 12-18 months minimum before they could even do anything based on the study. This is just background on how long they have waited to do this and feels it is important to go through this process. Trevor Sager made a motion to approve the Engagement Letter between the Town of Ellettsville and Baker Tilly Municipal Advisors, LLC – Rate Analysis for the Water Utility, IURC Tracker and Tap Fee Services. Scott Oldham seconded. Roll call vote: William Ellis – yes; Scott Oldham – yes; Trevor Sager - yes. Motion Carried.

Presentation by Baker Tilly Municipal Advisors, LLC – Financial Plan, Capital Plan, Park Impact Fees and Business Personal Property Impact Analysis

Michael Farmer, Town Manager explained they had asked for this presentation for the board and explained that Baker Tilly will lay out reasons why and how going about putting a fiscal plan that would help the growing pains during this time of growth in the Town. Part of the growing pains is being prepared monetarily to react to the needs of the Town whether it be personnel, large capital projects, transportation, storms or whatever it is important to have Baker Tilly to help with everything. There will be a meeting on the February 28th and a Work Session about revenue streams and this subject, so he felt it was proper to have this presentation to help explain how the process works to have time to discuss and absorb before the Work Session.

Doug Baldessari presented the following on Financial Planning Services

Our understanding of the Town's needs

- Develop a fiscal plan for the next five years
- Comprehensive financial and capital plan
- Plan for growth from new development
- Develop a plan to be able to pay for services and capital infrastructure for current needs and growth
- Limit the effect on current residents

Multi-Year Financial and Capital Planning Services

- Identify and Prioritize
- Quality of life
- Public safety
- Capital investment
- Roads
- Economic development
- Multi-Year Financial Roadmap
- Proactive approach to decision making
- A living document

Ask yourself.....

- Where have we been?
- Where are we now?
- Where are we going?
- -Forecast receipts and disbursements for the next five years

Capital Needs

Multi-Year Capital Planning Process

-Needs Assessment

- Identify capital and major equipment needs
- Prioritize

-Affordability Analysis

- Balance capital priorities with fiscal constraints

-Funding Plan

- Assess funding sources
- Develop funding plan from current and new sources

Park Impact Fees

“A monetary charge imposed on new development by a unit to defray or mitigate the capital costs of infrastructure that is required by, necessitated by, or needed to serve the new development.” –IC 36-7-4-1305

What does this mean?

- Impact fees are a way to make new development “pay for itself”
- Impact fees may only be used to cover capital costs for infrastructure
- Impact fees may only be used for infrastructure improvements made necessary by new developments

Impact fees – Uses in Indiana

- Park/Recreation Facilities
- Sewer/Water Systems
- Flood Control Systems
- Roads

Business personal property tax analysis

- Like many things in our world, the BPP issue and its interplay with the property tax base, rates, levies and tax caps has a lot of moving parts. Analyzing the issue is not a simple calculation.
- We will analyze the BPP interaction with the local tax base, tax levies, tax rates and the follow-on impacts on the Circuit Breaker Credits and other taxpayers.

In summary, Baker Tilly is doing a lot of these studies for several communities around funding available right now to set you up for the future.

William Ellis questioned the cost of \$85,000.00 and where it would come from. Sandra Hash explained this year there is not sufficient appropriations to pay the full agreement. The Town has an agreement with them for the ARPA money that they are helping with and it isn't to exceed \$50,000.00 and we have paid \$10,000.00 so far. She believes they would need an additional appropriation and pay it out of cash. Doug Baldesarri explained that with the change in the laws with regard to the ARPA funds and being able to declare it a revenue loss and can be used for any governmental purpose, he doesn't see their services exceeding the \$50,000.00. Mike Farmer stated that there are several options with available cash in the general fund and he has some views on that and wants to talk about those moving forward. William Ellis asked about the projections compared to what we actually did without doing the Wheel Tax. Doug Baldesarri stated he had not, but he believes it has turned out better because of the additional income tax but things will change and it is a living document and is good for the Town. Scott Oldham asked if we were confident that the money will be there to use. Sandra Hash explained it is not in the appropriations for 2022 but the cash balance has grown again this year and if it is the council pleasure it can be paid for that way and mentioned, they bill in increments over a period of time, so it isn't one large lump sum. William Ellis inquired about recommendations in the past and if they were followed. Scott Oldham feels the presentation provides a wide range of options to pick and chose from to exercise as the case may be. Council did not take everything last time, but they did strive to have a good balance. There were mistakes made and is badly needed but you take the best fit here and there so we can move forward without unnecessarily denigrating anyone's lifestyle or hazarding the ability to pay bills but doing our due diligence to provide a greater level of service. Sandra Hash mentioned this is just a presentation and feels like it should be looked over carefully and discussed at a Work Session. William Ellis agreed especially with being two council members absent. Scott Oldham agrees having full council is wise but doesn't want to leave it for discussion at the next Work Session and prolong the situation before taking action because even after agreeing to the plans, it can take months to get them off the ground and you don't want to hazard growth. He asked to keep in mind that anything we do off of this is with the understanding we are building for the future and setting a firm financial situation for the Town to build for the future and be nimble enough to react to merging opportunities that come our way in terms of development or anything we need to capitalize on because in a lot of areas we are tapped out and couldn't support a lot of major projects that we may be in the running for and be able to react to those. Mike Farmer

agreed he doesn't want to delay taking action and because the presentation has line items, it can be something they pick and choose to do and not do. He feels it needs discussion between the council and department heads to be prepared at the 28th meeting. Sandra Hash mentioned the last piece of the proposal is to calculate the losses from the removal of personal property tax and it is still being debated in the legislature. They raised the exemption from \$40,000.00 to \$80,000.00 and after speaking to the auditor's office the Town will lose approximately \$14,000.00 due to that but because of the growth is so good we won't notice the loss for a couple of years. She recommended holding off on the personal property evaluation until the law is passed and revisit that need later. William Ellis finished by stating it was just a presentation and it was discussed but no action is needed at this time.

Privilege of the Floor

Christa Curtis, Vice President of Marketing and Communications of Cook Medical thought the conversation was great and she liked what Scott had to say about investing in the future. She is encouraging everyone as a community to be proactive and get ahead of growth and feels it is worth investing in the future and exploring the options not just to pay for the growth happening but to create the community we want to create. She hopes to attend more meetings and be supportive of their work.

Supervisor Comments

Mike Farmer thanked the Department of Public Works for all their hard work during the snowstorm. There were a couple of main breaks along with all the plowing. He appreciates all the efforts. Kip Headdy appreciated the thanks, it was challenging and was happy how they kept up with everything. He also mentioned that Monroe County Emergency Management reached out and interacted with the County to help prepare for these situations and has been very helpful in getting things set up and ready to go.

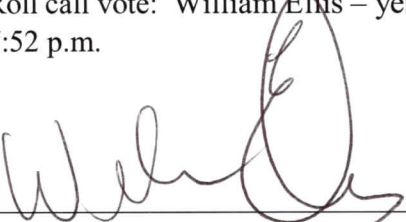
Mike Cornman, Fire Chief thanked the community for being responsive and staying home unless necessary during the storm. It kept calls low and he was happy with everything also.

Council Comments

William Ellis thanked Ron Vandeventer for his thorough report, it was a great snapshot of where the growth is in Ellettsville. He also agreed with Christa Curtis we need to invest in our future.

Adjournment

William Ellis entertained a motion to adjourn. Scott Oldham so moved. Trevor Sager seconded. Roll call vote: William Ellis – yes; Scott Oldham – yes; Motion Carried. Meeting adjourned at 7:52 p.m.


 William Ellis, Vice President


 Scott Oldham


 Trevor Sager


 Sandra Hash, Clerk Treasurer, IAMC, MMC