

February 28, 2022

The Ellettsville, Indiana, Town Council met for a virtual meeting on Monday, February 28, 2022, by Zoom. Pamela Samples called the meeting to order at 6:30 p.m. Mike Cornman led the Pledge of Allegiance followed by a prayer by Jeff Farmer.

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

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

Approval of Minutes

Pamela Samples entertained a motion for approval of the minutes of the regular meeting February 14, 2022. Trevor Sager so moved. Pamela Samples seconded. Roll call vote: William Ellis – yes; Scott Oldham – yes; Trevor Sager – yes; Dan Swafford – abstain; Pamela Samples – abstain. Motion Carried.

Accounts Payable Vouchers and Payroll

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

Board of Zoning Appeals: appointed by Council President
Re-appoint Fed Baugh – Term Ending 2025
Pamela Samples appointed Fred Baugh to the Board of Zoning Appeals

Public Hearing – Proposed Increase in Sewer Connection and tap Charges (Sewer Hook on Fee)

Michael Farmer, Town Manager discussed the proposal to increase the Sewer connection currently \$1,500.00 per connection that goes into a capital replacement fund to ensure available money to upgrade or replace the Wastewater Treatment Plant. There was a rate study done a few years ago and was suggested then to increase to \$2,500.00. This is comparable to surrounding communities. Dan Swafford inquired if there were any complaints or feedback from developers. Michael Farmer stated he hasn't had any negative feedback.

Quotes for a CT5550 Compact Tractor with front end loader and a rotary mower Trailblazer TB-MZC

Kip Headdy, Street Commissioner explained they have a John Deere 950 tractor 1988 model that has served its purpose and been well taken care of. They are requesting to trade it in for a newer tractor. They have three quotes for a Bobcat similar horsepower but a little bigger. It is more versatile to complete a lot more for the Town. It is a package deal with a mower that mows flat alongside the edge of the road and will turn on its side to mow limbs growing out. There is a considerable amount more of roadside frontage that needs mowed and maintained from annexations around the Town limits and they will be able to maintain the roadside area by the sewer plant. The funds are available and will be divided into thirds between Motor Vehicle Highway, Water Vehicle Maintenance and Sewer Vehicle Replacement to pay for it. Bobcat of Ellettsville is the lowest quote on the Tractor with front end loader and the mower the low quote came from Mower Zone of Danville. Bobcat of Ellettsville will take the old 1988 tractor in as trade in. Darla Brown stated it was alright to approve both the tractor for \$36,319.72 including \$4,000 for the trade in and the mower for \$6,573.00. Trevor Sager made a motion to approve the quotes, with the dollar figures specified by Darla Brown, for a CT5550 Compact Tractor with front end loader and a rotary mower Trailblazer TB-MZC. William Ellis seconded. Roll call vote: William Ellis – yes; Scott Oldham – yes; Trevor Sager – yes; Dan Swafford – yes; Pamela Samples – yes. Motion Carried.

Ordinance on Second Reading

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. Scott Oldham asked for an explanation of the levels of payout as it has a wide disparity in the levels of payout. Mike Cornman explained that 17 years ago they approved a re-write of the Town’s personnel policy. It was derived from a culmination of the Town’s existing policy, the City and the County’s policy. Supervisors felt like for the County pay out was endless, so a limit was set of a year and a half. The Town took all the previous definitions and benefit accrual and listed them as PTO. That included vacation, birthday, personal business day and floating holidays for firefighters. He shared the following chart:

APPENDIX A: 40-HOUR A WEEK EMPLOYEES

<i>Benefit Time Converted into P.T.O. Hours</i>	<i>P.T.O. Hours credited through December 31st of year of hire</i>	<i>P.T.O. Hours credited the first full calendar year through 5th calendar year</i>	<i>P.T.O. Hours credited 6th calendar year through 10th calendar year</i>	<i>P.T.O. Hours credited 11th calendar year through 15th calendar year</i>	<i>P.T.O. Hours credited 16th calendar year and thereafter</i>
Total P.T.O. Hours	9 hours per month	108 per year	144 per year	184 per year	224 per year

APPENDIX B: 24 HOURS ON/48 HOURS OFF EMPLOYEES:

<i>Benefit Time Converted into P.T.O. Hours</i>	<i>P.T.O. Hours credited through December 31st of year of hire</i>	<i>P.T.O. Hours credited the first full calendar year through 5th calendar year</i>	<i>P.T.O. Hours credited 6th calendar year through 10th calendar year</i>	<i>P.T.O. Hours credited 11th calendar year through 15th calendar year</i>	<i>P.T.O. Hours credited 16th calendar year and thereafter</i>
Total P.T.O. Hours	27 hours per month*	324 per year*	360 per year*	432 per year*	480 per year*

APPENDIX C: 6 SHIFTS ON /3 DAYS OFF EMPLOYEES

<i>Benefit Time Converted into P.T.O. Hours</i>	<i>P.T.O. Hours credited through December 31st of year of hire</i>	<i>P.T.O. Hours credited the first full calendar year through 5th calendar year</i>	<i>P.T.O. Hours credited 6th calendar year through 10th calendar year</i>	<i>P.T.O. Hours credited 11th calendar year through 15th calendar year</i>	<i>P.T.O. Hours credited 16th calendar year and thereafter</i>
Total P.T.O. Hours	21 hours per month*	252 per year*	297 per year*	347 per year*	396 per year*

He further explained that using 224 hours per year from Appendix A and multiplied it by 1.5 came up to 336 hours, 480 hours multiplied by 1.5 is 720 hours and 396 hours multiplied by 1.5 is 594 hours. This is the current policy. Sandra Hash explained the Police and Fire have more hours because they were not off on holidays. Therefore the holiday hours are added into their paid time off. Scott Oldham understands the benefit time accrual, he has an issue with the maximum level of payout. He doesn't understand why we wouldn't allow the 8-hour employee to have as much PTO banked and paid that out as the 24-hour employee. Sandra stated each department works different total hours annually. The 24-hour employee can bank up a much bigger pay down at the end than the 8-hour employee. Michael Farmer explained that what Scott was trying to say was the level should be even across the board and after 10 years everyone should have the same level as they go out the door, not guaranteed it because some people save or use differently. Sandra Hash suggested that we need some time to understand his question and review the current policy. It will take revising several areas to get them all in sink. Scott Oldham said after 20 years it was time to review the policy and get them all in sink. Mike Cornman requested at least considering the amendment on hand due to some employees retiring soon. Sandra Hash agreed to consider passing the amendment as it is only changing the wording from "vested in the town's retirement plan" to "has completed 10 years of continuous employment" and relook at the other situation. Dan Swafford argued the fact it doesn't make a difference in anything so there is no urgency in passing it. Scott Oldham is just hesitant to change anything if there is not an urgent need. Trevor Sager would like to see a flat cap study done to clean it up. Sandra stated she would like to get quotes to have the personnel policy reviewed by a professional firm that specialized in that field. It is difficult to find information in the current policy. Employees call me and ask for assistance in finding certain things and I too struggle finding information quickly. It is just not laid out in a format that is easy to follow. Dan Swafford asked if that had been discussed in the past. Sandra Hash explained a study was discussed years ago that didn't go well because of a supervisor had spent a lot of time on the policy and didn't want a study. Scott Oldham and Dan Swafford agreed it is time to have the policy reviewed. It was agreed that it get tabled for a study. Scott Oldham made a motion to table. William Ellis seconded. Roll call vote: William Ellis – yes; Scott Oldham – yes; Trevor Sager – yes; Dan Swafford – yes; Pamela Samples – yes. Motion Carried.

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

Pamela Samples asked for any other questions or comments from the discussion earlier pertaining to this Ordinance. Dan Swafford inquired if Eastern Richland was considering the same increase. Michael Farmer stated that when in negotiation the new contract with Eastern Richland, they did agree that is where it should be considering hook on fees. They have a different process and they have been notified. This does not affect new start customers and not existing customers. Darla Brown, Town Attorney added that at the last meeting there was mention of paragraph E coming out that refers to wholesale users paying \$2,500.00 and if council agrees paragraph F becomes paragraph E. Sandra Hash, Clerk Treasurer asked for clarification of if the wholesale users will pay the fee or not. Michael Farmer explained they will not and have their own structure of accepting hook on fees. Dan Swafford made a motion to approve Ordinance 2022-02 to amend Chapter 52 of the Ellettsville Town Code to Increase the Sewer Hook on Fee as amended. Trevor Sager seconded. Roll call vote: William Ellis – yes; Scott Oldham – yes; Trevor Sager – yes; Dan Swafford – yes; Pamela Samples – yes. Motion Carried.

Envision Ellettsville Update

Dan Rarey reported the next steering committee will be March 1, 2022 at 11:00 at the Ellettsville Town Hall with The Taylor Group to roll out the final, completed document for the Envision Ellettsville Project. He invited everyone who would like to attend.

New Business

Video System Upgrades for the Police Department

Jimmie Durnil, Town Marshal asked to postpone to the first meeting in March. He will have the information ready at that time. Dan Swafford made a motion to table. Scott Oldham seconded. Roll call vote: William Ellis – yes; Scott Oldham – yes; Trevor Sager – yes; Dan Swafford – yes; Pamela Samples – yes. Motion Carried.

Baker Tilley Municipals Advisors, LLC – Financial Plan, Capital Plan, Park Impact Fees and Business Personal Property Impact Analysis

Michael Farmer, Town Manager recommended they table this topic also. There is no hurry to get this approved and will be discussed at length in the Work Session immediately following this meeting. William Ellis made a motion to table. Trevor Sager seconded. Roll call vote: William Ellis – yes; Scott Oldham – yes; Trevor Sager – yes; Dan Swafford – yes; Pamela Samples – yes. Motion Carried.

Russ Ryle from the public, complimented everyone for their conduct during the discussions this evening and for how they see the future of the Town. He feels we are no longer a small community but an Urban Center and things outside our control have a strong impact on how the Town's future will lay out. He hopes to attend the meeting tomorrow but in the event he cannot he wishes them well.

Council Comments

Mike Farmer suggested that if mandates are changed, they return to live meetings. Scott Oldham stated he believes this will not be a choice if the governor rolls back the emergency orders they have to return to live meetings. Once that decision has been made, the council president can choose whether to meet in person or live if they don't lift the emergency order.

Darla Brown, Town Attorney stated that if in person meetings resume, you can still do the hybrid meeting as long as there is a quorum in person and it meets the policy requirements. Council agreed that there were some discussion points to the policy that need addressed at the next meeting before deciding.

Pamela Samples stated there will be a 5-minute break before the Work Session starts. A limit of 90 minutes will be set.

Adjournment

Pamela Samples entertained a motion to adjourn. Scott Oldham made a motion to adjourn. William Ellis seconded. Roll call vote: Motion Carried. Meeting adjourned at 7:25 p.m. William Ellis – yes; Scott Oldham – yes; Trevor Sager – yes; Dan Swafford – yes; Pamela Samples – yes.

February 28, 2022, Work Session

The Ellettsville, Indiana, Town Council met for a virtual Work Session on Monday, February 28, 2022, following the regular scheduled Town Council Meeting by Zoom. Pamela Samples called the meeting to order at 7:34 p.m.

Roll Call: Members participating were Pamela Samples, Scott Oldham, William Ellis, Trevor Sager and Dan Swafford. Sandra Hash, Clerk-Treasurer and Mike Farmer, Town Manager and were also present.

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

The following discussions were held but there were no motions or votes:

Mike Farmer, Town Manager requested a set of goals and expectations for what the Town will do moving forward, the Town's finances relative to capital growth related to responsibilities and the fiscal plan proposed Baker Tilley. Topics of suggested discussion were Capital Projects, Body Cams for the Police Department, Planning & Zoning update study, Storm fees, new truck to clean roads, new personnel, expansion of transportation system and Parks & Trails and the revenue the Town has now and what they will need in the future.

William Ellis discussed as the Town grows, the revenue should grow and if not, why. We need to raise the AV (Assessed Valuation) to support more police and growth.

Trevor Sager inquired about the outlook on annexations.

Mike Farmer discussed having two large annexations in April or May. He feels it will set the tone for future annexations. North and West are the first two one being acres and the second being a business. He states that Ellettsville is the last best idea for development.

Scott Oldham inquired about taking in any of Monroe County's food and beverage tax. Sandra Hash, Clerk Treasurer stated no. William Ellis explained it could be money coming to the Town. Scott Oldham agreed annexation will come to us, but we should fill the holes and islands, for example McDonalds, within the Town that needs addressed that could be money coming to the Town. William Ellis mentioned properties that vote but are not in town.

Mike Farmer discussed raising wages and adding personnel to become competitive. That will increase costs and hopefully AV will take care of it, but we need a good plan, possibly with the assistance of a professional for a 10-year capital plan. That can determine whether they need to raise fees. Stormwater fee in particular. William Ellis discussed debt should stop and not keep taxing to get ahead.

Scott Oldham discussed the need for economic development. Possibly someone to bring it in to work on it specifically. In turn it addresses AV and a steady revenue.

Mike Farmer discussed it's great to have an inventory of annexed land but having a targeted fiscal plan is important to know how to move forward. Things can move faster than what we are prepared for. Baker Tilley has the people for that plan, specifically economic development and revenue.

Pamela Samples encouraged that nationally things are increasing and we need to be cautious. She agreed with Scott Oldham we need businesses and to evaluate what we have available and bringing that in.

William Ellis discussed the need for large warehouses. Scott Oldham stated we don't have the infrastructure; nobody knows Ellettsville exists and we have to capture the opportunities around us and draw from them such as Indiana University sporting events. He questioned where we fit into the community.

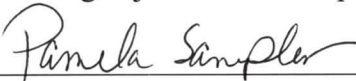
Mike Farmer questioned whether we want hotels and discussed it all goes back to having a plan. Scott Oldham explained Ellettsville is Americana, we need to support what our community wants, working with our corporate partners and government partners and complimenting each other not contradicting each other.

William Ellis discussed the need for Baker Tilley to help for the need of personnel, annexation and zoning. Scott Oldham discussed having a sturdy council now with the same vision and before it changes it needs acted on and asked for council support to annex to the East and West and fill in the islands, direct annexation.

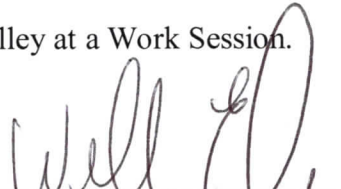
Mike Farmer felt accomplished with what was discussed. His goal was to get a feel from the council on how aggressive they want to be and what we can accomplish. He discussed beginning to visit and sending letters to some of the islands to start the process of annexing those businesses into the Town.

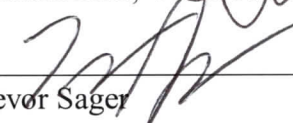
In closing, it was agreed to have Baker Tilley at a Work Session.

Meeting adjourned at 9:00 p.m.


Pamela Samples, President


Scott Oldham


William Ellis, Vice President


Trevor Sager


Dan Swafford


Sandra Hash, Clerk Treasurer, IAMC, MMC