

Agenda
Ellettsville Town Council
Monday, November 25, 2024

6:30 P.M. Call to Order

Prayer
Pledge of Allegiance
Roll Call

Action to pay Accounts Payable Vouchers and Payroll Vouchers

Resolutions

Resolution 37-2024 Additional Appropriation for ARPA Fund

Resolution 38-2024 Transfer of Funds

Ordinance on First Reading

Ordinance 2024-30 to Amend Section 33.21 of the Town Code to Add the Director of Public Works to the List of Town Officials to be Covered by a Position Schedule Bond.

Ordinance 2024-31 An Ordinance Regarding the Bond to be Posted by Ellettsville Redevelopment Commission Members

Ordinance on Second Reading

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

Ordinance 2024-29 Zoning Map Amendment from Commercial 2 to Commercial 1 for 7633 W. State Road 46

Old Business

Interlocal Agreement Animal Control for 2025

New Business

Request from Chandler Funeral Home for Holiday Market

Creating a new Parks/DPW Position

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 25th, 2024

The Town Council of the Town of Ellettsville will conduct its regular scheduled meeting on Tuesday November 25th 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: Town Council Meeting 11-25-24

Time: Nov 25, 2024 06:30 PM Indiana (East)

Join Zoom Meeting

<https://us02web.zoom.us/j/81135664087?pwd=kD56JszoZA4jiz7RBDbQQ7vOam03rt.1>

Meeting ID: 811 3566 4087

Passcode: 860989

One tap mobile

+19292056099,,81135664087#,,,,*860989# US (New York)

+13017158592,,81135664087#,,,,*860989# US (Washington DC)

Dial by your location

- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 646 931 3860 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US

Meeting ID: 811 3566 4087

Passcode: 860989

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

**NOTICE TO TAXPAYERS OF PROPOSED
ADDITIONAL APPROPRIATION**

Notice is hereby given to the taxpayers of the Town of Ellettsville, Monroe County, Indiana that the proper fiscal body will consider the following additional appropriation in excess of the budget for the current year at the Ellettsville Town Hall Meeting Room, 1150 West Guy McCown Drive, Ellettsville, Indiana at 6:30 PM on the 25th November 2024.

Fund Name: ARP CORONAVIRUS FISCAL RECOVERY GRANT

	Amount
Major Budget Classification:	
Capital Outlays-Town Improvements	\$12,369.48
Total for ARP CORONAVIRUS FISCAL RECOVERY GRANT:	\$12,369.48

Taxpayers attending the meeting shall have a right to be heard. The additional appropriation as finally made will be referred to the Department of Local Government Finance (DLGF). The DLGF will make a written determination as to the sufficiency of funds to support the appropriations within fifteen (15) days of receipt of a Certified Copy of the action taken.

Dated: 11-13-2024

Noelle M. Conyer, Clerk-Treasurer

**RESOLUTION 37-2024
ADDITIONAL APPROPRIATION**

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget; now, therefore:

Section 1 Be it resolved by the Town Council of the Town of Ellettsville, Monroe County that for the expenses of the taxing unit, the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same:

Fund Name: ARPA Fund	Amount Requested
Major Budget Classification: Capital Outlays-Town Improvements	\$12,369.48
Total for ARPA FUND:	\$12,369.48

Adopted this 25th Day of November 2024

AYE

NAY

Scott Oldham, President

Scott Oldham, President

Dan Swafford, Vice President

Dan Swafford, Vice President

William Ellis

William Ellis

Trevor Sager

Trevor Sager

Pamela Samples

Pamela Samples

ATTEST:

Noelle M. Conyer, Clerk-Treasurer

Resolution 38-2024
Transfer of Funds Clerk Planning

WHEREAS, it has been determined that more money is needed than is currently available in certain funds and appropriations:

THEREFORE, be it resolved that the following transfers are hereby authorized:

General Fund

From:	Clerk Treasurer 1101-1-116	Part-Time	\$	10,600.00
To:	1101-1-315	Misc Professional Expenses	\$	10,600.00
From:	Planning 1101-2-116	Part-Time	\$	10,000.00
To:	1101-2-402	Furniture & Equipment	\$	10,000.00
				Total Transfers
			\$	20,600.00

This Resolution was passed and adopted by the Town Council of Ellettsville, Indiana, on the 25th day of November, 2024

Scott Oldham, President

Attest: _____
Noelle M. Conyer, Clerk Treasurer

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

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

**ANIMAL SHELTER AND MANAGEMENT INTERLOCAL AGREEMENT
FOR FISCAL YEAR 2025**

WHEREAS, the City of Bloomington, Department of Public Works, Animal Care & Control Division (“ACCD”) operates the Bloomington Animal Shelter (“Shelter”) for the care and control of animals within the corporate boundaries of the City of Bloomington (“City”); and,

WHEREAS, ACCD enforces licensing, and animal care and animal control ordinances within the corporate boundaries of the City, including impoundment, adoptions and euthanization of animals at the Shelter; and,

WHEREAS, the Monroe County Animal Management Officers exercise similar functions within Monroe County (“County”), but utilize the Shelter premises and staff for impoundment, adoptions and euthanization of animals; and,

WHEREAS, the County Animal Management Officers exercise similar functions within the town limits of the Town of Ellettsville (“Town”), but utilize the Shelter premises and staff for impoundment, adoptions and euthanization of animals; and,

WHEREAS, the Town finds it in the best interest of its citizens to contract with the County for the animal management services and with the City for animal shelter use; and,

WHEREAS, the County finds it in the best interest of its citizens to contract with the City for animal shelter use and to provide the Town animal management services; and,

WHEREAS, the City, the Town, and the County are empowered pursuant to Indiana Code § 36-1-7 to contract together on the basis of mutual advantage to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local government.

NOW, THEREFORE, in consideration of the mutual terms, covenants, and conditions herein agreed, the parties agree as follows:

1. The duration of the Animal Shelter and Management Interlocal Agreement (“Agreement”) shall be for one (1) year, commencing January 1, 2025, and ending on December 31, 2025.
2. The City agrees to provide the Town and the County the following:
 - a. The impoundment, general animal care, adoption and euthanization of animals for the Town and County.
 - b. Use of supplies and equipment in the Shelter by the County personnel;
 - c. Assistance to the Town and County in answering phone calls, dispatching service calls and explaining the County animal management laws to callers;and

- d. Acceptance and recording payments for County license fees, and remitting these funds to the County monthly.
3. The County shall administer and enforce County Animal Management laws, including relevant kennel regulations, within the corporate limits of the Town.
4. The County agrees to pay the City the sum of \$433,122.80 in reimbursement for Shelter operations expenditures.
5. The Town agrees to pay the City, the sum of \$23,158.30 in reimbursement for Shelter operations expenditures.
6. The level of cooperation recited in this Agreement is intended to exist for the purpose of efficient and effective delivery of governmental services to the citizens of the City, Town, and County; however, the parties recognize that modifications may be required, either to the Agreement itself, or to the practices and procedures that bring the recitals contained within this document to fruition.
7. The City, the Town, and the County departments affected by the terms of this Agreement will continue to communicate and cooperate together to assure that the purposes of this Agreement are achieved on behalf of and to the benefit of the citizens of the respective political subdivisions.
8. This agreement shall be administered through a joint board composed of representatives of the City, County and Town.
9. Payments shall be made semi-annually to the Controller of the City, upon the timely submission by the City of a claim. Such claims should be submitted to the Monroe County Board of Commissioners, Room 322, Courthouse, Bloomington, Indiana 47404 and the Town Council of Ellettsville, P. O. Box 8, Ellettsville, Indiana, 47429. This Agreement delegates to the Controller of the City the duty to receive, disburse, and account for all monies of this joint undertaking.
10. The City, the Town or the County may terminate this agreement, in whole or in part, at any time upon ninety (90)-day written notice to the others when it is in the best interest of any party. The City shall be paid any outstanding charges that are supported by verifiable documentation. The City shall promptly submit its termination claim to the Town and County to be reviewed and paid, assuming all charges are verified. If the City, the Town or the County has any property in its possession belonging to any of the others, such property shall be promptly returned to the rightful owner or disposed of in the manner the other parties direct.

THE PARTIES, intending to be bound, have executed this AGREEMENT FOR FISCAL YEAR 2025 on this _____ day of _____, 2024.

TOWN OF ELLETTSVILLE, INDIANA

SCOTT OLDHAM, PRESIDENT
ELLETTSVILLE TOWN COUNCIL

DATE: _____

ATTEST:

NOELLE CONYER, CLERK TREASURER

DATE: _____

CITY OF BLOOMINGTON

MONROE COUNTY COMMISSIONERS

KERRY THOMPSON, MAYOR

JULIE THOMAS, PRESIDENT

DATE: _____

DATE: _____

LEE JONES, COMMISSIONER

DATE: _____

PENNY GITHENS, VICE PRESIDENT

DATE: _____

ATTEST:

ATTEST:

NICOLE BOLDEN, CLERK

BRIANNE GREGORY, COUNTY AUDITOR

DATE: _____

DATE: _____