

Battle Ground Town Council

Meeting Minutes, May 13, 2024

Attending: Council President James Miller, Councilors Matt Coppock, Steve Hahn, Greg Jones, Mary Jo Totten. Also attending: Attorney Eric Burns, Town Supervisor Ron Holladay, Marshal BJ Moyars, Clerk Treasurer Georgia Jones.

Guests: Colin Sullivan, David Buck, Chris Limiac. Joe Kline and Bill Jones attended via Zoom.us.

James Miller called the meeting to order at 6:00 p.m. Additions to the agenda for request for driveway approval, accept a quote for ADA ramp installation, and approve Resolution 24-132.

Minutes

Mary Jo Totten moved to **accept the minutes of April 15** with second of Steve Hahn. **Motion carried** with 5 Aye, unanimous vote.

Attorney

Eric Burns led discussion on the next steps needed for condemnation of a utility access easement for the Woods Edge utility route north of Hawks Nest. Mary Jo Totten **moved to start the legal process for a condemnation action**, with second of Steve Hahn. **Motion carried** with unanimous vote. Mary Jo also **moved to engage Butler, Fairman and Seufert to identify the land area needed and create a legal description**. This would require a task order and James Miller is given authority to sign the contract in advance of the next meeting if necessary. Second of Matt Coppock, **motion carried** with unanimous vote. As part of the process, BFS personnel will ask the land owner if they would agree to a purchase without the court action.

James Miller requested discussion about the possibility of moving some council member elections to a different year, to avoid a situation where all council and the clerk-treasurer would be starting new in the same year. Georgia Jones will request information from the County Clerk. There are other ways to create business continuity, such as a town manager position in addition to the town supervisor.

At the advice of Mr. Burns, Mary Jo Totten will discuss employment and HR questions with Patrick Jones.

Contracted Services

Colin Sullivan presented an agreement for BFS services to complete a Bicycle and Pedestrian Transportation Master Plan, utilizing the \$20,000 grant received from Indiana Department of Health, Division of Nutrition and Physical Activity. Mary Jo Totten **moved to approve the agreement** with a total cost \$25,000 to create a master plan. Second of Greg Jones, **motion carried** with 5 Aye.

Chris Limiac completed the evaluation of two lift station options for Woods Edge and responded to questions. The installation cost estimate is approximately the same as the main lift station (\$20,000) however the packages offer major differences. The higher cost option will be easier to change over to the new main, and therefor has consensus for approval. The financed amount would be \$350,000.

Clerk-Treasurer

The **register of claims in the amount \$ 103,556.85** was reviewed. Mary Jo Totten moved to approve the claims, with second of Steve Hahn. **Motion carried** with unanimous vote.

Additional Appropriations for the 2024 budget were advertised to be heard at this meeting.

Fund 2203 MVH Restricted:	Code 420 Improvements	\$ 62,000
Fund 2300 Donation:	Code 290 Other Supplies	\$ 1,120
Fund 2222 Ordinance Violation:	Code 513 Education	\$ 4,300
Fund 2228 Local Law Enforcement:	Code 513 Education	\$ 1,940
Fund 2240 Public Safety:	Code 513 Education	\$ 13,763
Fund 2240 Public Safety:	Code 490 Equipment	\$ 45,249
Fund 2240 Public Safety:	Code 211 Supplies	\$ 3,000
Fund 1101 General Operating:	Code 113 Wages	\$ 40,000

Following discussion, Mary Jo Totten moved to **adopt Ord. 2024-638 Additional Appropriations**, with second of Matt Coppock. **Motion carried** with unanimous vote.

Transfers between categories in the current budget are necessary.

General Fund, from capital projects (\$15,600) for these needs:

- \$7,000 publishing,
- \$3,000 vehicle repairs
- \$2,500 temp salaries
- \$2,800 Deputy clerk wages.

MVH Fund, from Capital Improvements (\$20,000), Salt (\$3,190) and Professional Services (\$5,000) for these needs:

- \$19,000 Salaries
- \$280 Medicare
- \$2090 Retirement,
- \$1200 FICA
- \$5620 Health Insurance.

Mary Jo Totten moved to **approve the transfers between categories**, with second of Matt Coppock: **Motion carried** with unanimous vote.

Police

The Town Marshal requested a purchase of replacement weapons from budgeted funds, on Quote #3199413 in the amount \$1818.00. Mary Jo Totten **moved to approve the purchase**, with second of Greg Jones. **Motion carried** with unanimous vote. The department will provide an update to the current parking ordinance to include time limits on North Street. Also discussed was the need to refresh the process for golf cart permits.

Utilities and Street Department

Ron Holladay mentioned that the Assistant Town Supervisor, Jantzen Fields, has completed the provisional employment period and is eligible for a pay raise. Mary Jo Totten **moved to approve a raise** retroactive to the end of his provisional employment, including the weeks of part-time employment.

The recommended raise is \$2.00 per hour, beginning with the start of a pay period, February 11, 2024. Second of Matt Coppock, **motion carried** with unanimous vote.

The Department of Workforce Development has a training grant that may be available to assist with the cost of Jantzen’s courses to obtain Wastewater Operator credentials. The training program is provided by the Indiana Water and Wastewater Alliance, which stipulates a pay raise at the completion of each 6-month course segment, for a total of 4 increases in addition to any annual cost of living increase.

Storm water catch basins were cleaned and inspected. Repairs are needed for at least eight locations. Street signs in Shawnee Ridge will be replaced this summer, with one pole holding the stop sign and the name. There was a recommendation to install another warning sign on northbound Prophets Rock Road for the CR600 intersection.

Tree stumps remaining at the water barn will be removed soon. It is slow going with the backhoe however Matt Coppock believes they can be included with sewer main excavation work in the next two weeks.

Area Plan

Greg Jones moved to **adopt Resolution 24-132** Land Use Plan with second of Matt Coppock. **Motion carried** with unanimous vote.

Committees

Redevelopment Commission -

Transportation – Greg Jones moved to accept a **quote for two ADA curb ramps** installed on College St at Tipton, from Pour Boys in the amount \$8,000. Second of Steve Hahn. **Motion carried** with unanimous vote.

Tyler Miller requested a second driveway for his property, on High School Avenue. Greg Jones will contact Area Plan to approve the new drive so Tyler can submit a building plan application.

The notice to bidders for 2024-1 CCMG project was published. A bid packet is available at town hall. Bids are due by 4:00 p.m. on June 3 for opening at a public meeting at 6:00 p.m. the same day.

Public Relations – James Miller reminded the council there are 21 individuals who indicated they are willing to volunteer for projects to benefit the town.

Strategic Planning – The idea of a town manager was promoted as a plan for business continuity. This will be reviewed in the budget process.

Citizen Advisory Groups – A steering committee will be assembled to guide the process of creating a bicycle and pedestrian transportation master plan. The kickoff meeting for this process was May 6.

Old Business

New Town Hall – A report from ARKOR architects which lists the pros and cons of each location option was received on May 13. The council agreed to meet May 28 at 6:00 p.m. to evaluate and discuss the comments.

Solar PV Funding – James Miller will contact the company for any updates to price. He advised Ron Holladay to complete clearing the trees in preparation for the project. Any future sewage plant expansion would be on the east side of the current clarifiers and would not need the area on the south fence line.

Online Code Book – the draft of the indexed town code book was received in hard copy form. Georgia Jones scanned the sections and provided each council member and department head with one or more sections to review for omissions and errors. The year 2022 was not included at all, and will be corrected by American Legal Publishing in their final draft.

Land Development – James Miller will again contact the realtor for Tecumseh Land Corp to learn if the site development study should be completed or if it is no longer useful.

New Business

Feasibility study – The property feasibility evaluations will be addressed at the May 28 meeting

Motion to adjourn 8:07 p.m. by Mary Jo Totten with second of Steve Hahn. Motion carried.



Georgia Jones, Clerk/Treasurer



James Miller, Council President

Memorandum of Open-Door Law Compliance
Battle Ground Town Council

Date: May 13, 2024

Time: 6:00 p.m.

Members Present

in Person: James Miller, Steve Hahn, Mary Jo Totten, Greg Jones, Matt Coppock

Also Present in Person: Eric Burns, BJ Moyars, Ron Holladay, Georgia Jones

Also Present virtually:

Guest Present in Person: Colin Sullivan, David Buck, Chris Limiac

Guest Present virtually: Joe Kline, Bill Jones

Electronic Means of Communication Used For Members and Public: Zoom.us

Attest:

A handwritten signature in cursive script that reads "Georgia Jones". The signature is written in black ink and is positioned above a horizontal line.

Georgia Jones, Clerk-Treasurer, Financial Clerk