

Battle Ground Town Council

Meeting Minutes, July 8, 2024

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

Guests: Virtual guests Colin Sullivan and Bill Jones

James Miller called the meeting to order at 6:02 p.m. There is an addition to the agenda for code enforcement, and HR benefits paid time off.

Minutes

Mary Jo Totten **moved** to approve the minutes of June 10, with second of Greg Jones. Motion carried with unanimous vote (4 Aye).

Town Attorney

Easement access for the Woods Edge force main is in process with Matt Coppock. No change.

James Miller asked if the resignation letter from Jerry Burk should be reviewed at this time, as the conditions for his retirement have been met. Marth Jo Totten moved to accept the resignation, with second of Steve Hahn. In discussion it was determined the board president should confirm the acceptance in a letter, with final date of employment set for July 22 and the PTO payout of 120 hours accrual be processed. Call for the question, motion carried with unanimous vote.

Tippecanoe County Area Plan passed an update to the Uniform Zoning Ordinance to prohibit short term rental agreements for non-owner-occupied residential property. Greg Jones **moved** to adopt Ordinance 2024-640 and UZO Amendment 112C for short term rentals. Second of Mary Jo Totten, motion carried with unanimous vote.

Contract Services

The bike and pedestrian trails master plan open house is July 11, 4:40 – 7:30 PM at Battle Ground Bible Church. The survey is ready and the link was provided, now it needs to be advertised.

Midwest Mole is re-mobilizing today, July 8. Regular project meetings will resume to keep everyone updated.

No comment yet from the State Revolving Fund regarding a loan for Woods Edge lift station.

Colin Sullivan mentioned a grant which potentially could fund a traffic conflict warning system for Prophets Rock Road at CR 600N. The application needs to be ready for September, and the BFS task order to prepare the documentation would be \$6,000. An additional \$10-12,000 would be needed for the grant match. No action was taken.

Clerk-Treasurer

A **motion** to approve the Register of Claims June 11 – July 8 in the amount \$203,307.61 was offered by Mary Jo Totten, with second of Steve Hahn. Motion carried with unanimous vote.

The police department would like to add a job description for code enforcement, and the “detective” officer classification level. Jo Totten **moved** to approve job description updates in amendments to 2024 salaries, in Ordinance 2024-639. Second of Steve Hahn, motion carried with unanimous vote.

Police Department

The town marshal reported ordering expenditure items that were previously approved either in grant funds or additional appropriations.

There was discussion about the previous request for “no parking” or “no trespassing” signs at the east end of Northgate Drive, to prohibit semi tractor/trailers from parking at that location. Also discussed was a one-hour parking time limit enforced on the south side of North Street, from Winans to Railroad Street.

Mary Jo Totten **moved** to establish a one-hour parking limit for the 1 -block section of North Street from South Railroad to Winans Street. Second of Steve Hahn. Discussion of the difficulty of enforcing the time limit. Call for question, motion carried with unanimous vote. For this to be effective the current parking ordinance needs to be amended. Due to the fine, it also must be advertised for public hearing prior to adoption. Georgia Jones commented that as there are many amendments to the original parking ordinance, it makes sense to update the entire ordinance. This would also address deficiencies in the publication of code book information. No action was taken.

Utilities and Street

Training for Jantzen Fields’ operator course begins July 8. Additional lab supplies (\$1500) are needed to provide required testing materials, because Battle Ground does not have a working lab. The equipment is there and functional, and supplies will be for classroom use only. An ammonia meter is also a requirement.

Prophets Rock Heights pump #2 was repaired and installed.

Area Plan – no meeting of the Ordinance Committee.

Committees

Transportation – The crosswalk at College and Tipton, and CCMG projects are both anticipated for late summer.

A sidewalk grant application was submitted for work at 106 Main Street. Greg Jones inspected the project and **moved** to approve \$1911.00 for eligible work completed. Mary Jo Totten provided the second, and the motion carried with unanimous vote.

Strategic Planning – brief discussion of the potential for a town manager. James Miller provided the council a possible job description, and council talked about full time compared to part time assignment. Steve Hahn and Mary Jo Totten, as the HR committee, would be part of the investigation and job development process.

Old Business

Asset Management Software No action taken.

New Town Hall

The town council will continue conversation with the Conservancy Board, regarding cooperation to use the land available at the utility plant. Mary Jo Totten will speak with Conservancy Chairman David Bisher. Greg Jones will talk with ARKOR about design parameters at that site.

Solar Planning

Financing for solar is dependent on the Hawk’s Nest project budget having no change orders.

Park Board

James Miller is interested in having a board set up to manage issues of concern for future town park facilities. A park board would control any budget allocation separately from the town council. No action was taken.

Code Book Chapters of the compiled town code book have been distributed for council to review and comment. The deadline for response is August 19, after that date corrections will be billed separately from the original development contract. There is one remaining submission period for recent ordinances to be added prior to publication on the website. Does the council want to participate in this work or pay to have an attorney evaluate and make corrections. Totten and Miller prefer to have an attorney review. No action was taken.

New Business

Updates to HR policy - There has been discussion of changes to PTO policy for the police department which may be enacted with the 2025 salary ordinance. Those changes and others need to be represented in the Employment Handbook and upon approval, must be provided to employees. Council is encouraged to have a comprehensive review of personnel policies with a consultant to be certain of appropriate policy updates.

Guest Comment

In response to the discussion item for a town manager, Bill Jones advised the council to be mindful that the town’s budget growth is limited to the maximum levy, which grows slowly (3-4% per year). His concern is that revenue is not sufficient for a full-time town manager.

Motion to adjourn 7:32 p.m. by Steve Hahn with second of Mary Jo Totten. Motion carried.


Georgia Jones, Clerk Treasurer


James Miller, Council President

Memorandum of Open-Door Law Compliance
Battle Ground Town Council

Date: 7/8/2024

Time: 6:00 p.m.

Members Present

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

Members Present Virtually: N/A

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

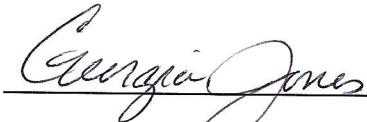
Also Present virtually:

Guest Present in Person:

Guest Present virtually: Colin Sullivan, Bill Jones

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

Attest:



Georgia Jones, Clerk-Treasurer, Financial Clerk