

# Battle Ground Town Council

Meeting Minutes, January 10, 2022

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

Guests:

James Miller called to order at 6:00 p.m. and there were no additions to the agenda.

Attorney Eric Burns as acting president opened the meeting with officer elections. For the office of president, Steve Hahn **nominated** James Miller, and a second was offered by Mary Jo Totten. There were no other nominations, and Miller was elected by roll call vote of 4 Aye. He assumed the chair for the remainder of the meeting.

For the office of Vice President, Greg Jones **nominated** Matt Coppock. A second was offered by Mary Jo Totten. There were no other nominations and Coppock was elected by roll call vote of 4 Aye.

Greg Jones agreed to continue as council representative to Area Plan Commission.

## Minutes

A **motion** to approve the minutes of December 13 was offered by Mary Jo Totten, with second of Steve Hahn. Motion carried by roll call vote, 4 Aye.

## Attorney

A draft tree ordinance was provided to the council for consideration. The draft will be published on the town web site for community input. A work session will be held to discuss the ordinance in detail. Greg Jones requested that the same meeting be used to approve a submission to the CCMG 2022-1 grant.

An invoice was received on the perpetual easement license, and there was discussion whether the type of access fit the license terms. It is believed to be correct and payment will be scheduled. The easement license will be reviewed and recorded.

## Clerk-Treasurer

Mary Jo Totten moved to accept the register of claims for December 13 to December 31 in the amount \$107,276.79. Steve Hahn offered a second and the motion carried with roll call vote, 4 Aye.

Georgia Jones requested the council approve a year end adjustment to utility operating revenue as needed to reconcile reporting errors early in the transition to Muni-Link. Motion by Mary Jo Totten to split any variance with the Conservancy to establish correct year end balances. Second of Steve Hahn, motion carried with roll call vote, 4 Aye.

The anticipated go-live with Invoice Cloud will happen January 11. The company had previously said they could not, but did work out the arrangements. The customer portal will be unavailable for 24 hours from Monday morning to 1:00 PM Tuesday January 11. At that time customers may start to set up auto pay

options and the credit cards may be processed from the portal instead of going to the Paygov.us site. Utility office clerks have received some training on a test site to become familiar with the pay options.

### **Police**

Jerry Burk replaced the garage heater that had not been working for many years. The cost was \$500. Ron Holladay, Larry Bickett and Dan Gemmecke assisted, and saved the town \$2400 over a vendor quote. The heater will allow the department to use their locker room and storage area.

Burk requested mobile trail cameras to assist with security needs, and recommended the placement of a cell phone booster in the water barn.

The police laptops have been changed to solid state drives at a cost of \$400. The router and cables will be tested and replaced as needed to provide reliable service to the department office.

The department would like to have an Amazon Prime annual subscription to save shipping costs. The subscription has to be on the town account to use the tax exempt status. Mary Jo Totten moved to approve the Prime membership, with second of Steve Hahn. Motion carried by roll call vote, 4 Aye.

### **Utilities and Street Department**

Ron Holladay requested reappointment as the Project Team Member for MS4, with Steve Hahn as the first alternate. Mary Jo Totten so moved, with second of Greg Jones. Motion carried by roll call vote, 4 Aye.

The street barn is now 45 years old and has wood rot in the posts and boards at grade. The estimate to replace the damaged wood, siding and roof covering, and walk in doors also includes re-wrapping the three garage doors. Total estimate \$19,000. The surface water drainage problem that caused the damage would be corrected. This topic is tabled to January 25 work session.

A motion to approve backhoe maintenance at a cost of \$1100 was offered by Mary Jo Totten, with second of Steve Hahn. Motion carried by roll call vote.

The credit card policy set many years ago needs to be updated. Steve Hahn moved to approve Ron and Jerry to carry their personal cards in the event of emergency. Second of Greg Jones, motion carried by roll call vote.

### **Redevelopment Commission**

The RDC will meet January 24 at 6:30 PM.

### **Area Plan**

There is no report at this time.

### **Committees**

**Transportation** – The 2022 CCMG grant application will be for a surface treatment to extend the life of several streets in historic Battle Ground.

**Public Relations / Communication** - tabled

**Strategic Planning** – tabled

**Citizen Advisory Groups** – Tippecanoe County plans to conduct a trail study for Battle Ground later in 2022, which may spur involvement from local residents.

**Contracted Services**


1. Hawks Nest Lift project – Appraisals for easements are ready to provide to property owners. Mary Jo Totten moved to authorize James Miller to sign the offer package documents for just compensation to the land owners. Second of Steven Hahn, motion carried by roll call vote, 4 aye.
2. The Tomahawk Lane project is ready for bid advertisement. Mary Jo Totten moved to approve the advertising as provided by BFS, for January 27. Second of Greg Jones, motion carried by roll call vote, 4 Aye.
3. The final approval for QuickTrip development plan is recommended by BFS. Mary Jo Totten moved to accept the recommendation and notify the developer. Second of Greg Jones, motion carried by roll call vote, 4 Aye.
4. The final review fee from Monon Holdings LLC has not been received.
5. Greg Jones moved to request CCMG 2022-1 application assistance not to exceed \$3500. Second of Mary Jo Totten, motion carried by roll call vote, 4 Aye.

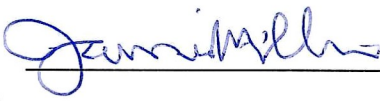
There was discussion of the easements on Munsee that might be used for access to Hawks Nest lift station. The initial plan has no trees however there are questions whether the pipeline utility will allow a road parallel to the pipe which is shallow at that location. The alternate easement is shorter and avoids the pipeline but requires substantial removal of trees.

Due to time constraints the remaining agenda is tabled until January 25.

**Motion** to adjourn 8:10 p.m. by Mary Jo Totten with second of Steve Hahn.

Attest:

  
Georgia Jones, Clerk Treasurer

  
James Miller, Council President

## Memorandum of Open-Door Law Compliance

Date: January 10, 2022

Time: 6:00 p.m.

Members Present virtually: Council President James Miller, Councilors Steve Hahn, Greg Jones, Mary Jo Totten.

Also Present Virtually: Attorney Eric Burns, town Supervisor Ron Holloday, Town Marshal Jerry Burk, and Clerk Treasurer Georgia Jones.

Guest Present virtually:

Absent: Matt Coppock

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

Attest:

  
Georgia Jones, Clerk Treasurer