

Battle Ground Town Council
Meeting Minutes, December 20, 2021

Attending virtually: Council President James Miller, Councilors Greg Jones, Matt Coppock, Steve Hahn, Mary Jo Totten. Matt Coppock joined the meeting at 6:45 PM. Also attending: Town Marshal Jerry Burk, Clerk Treasurer Georgia Jones

Guest: Joe Kline.

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

Clerk-Treasurer

Checks that are outstanding more than two years are presented to the council to be declared void.

<u>As of Dec 20, 2021</u>	<u>check #</u>	<u>amount</u>
Ethan Brooke	12078	\$25.39
Yunsi Shang	12128	\$28.53
		2020 receipt total \$ 53.92

<u>As of Jan 1, 2022</u>		
Dana Drenzek	12622	\$ 1.93
Raymond Hassan	12944	\$ 0.49
Willard Merkel	12994	\$18.36
		2021 receipt total \$ 20.78

Motion by Mary Jo Totten to void these outstanding checks, the receipt total of \$74.70. Second of Greg Jones, motion carried with unanimous roll call vote, 4 Aye.

Three billing errors were discovered in the 2021 billing software migration.

Shri Hari LLC sold a property the year the utility was created, and the account was never identified as inactive. The credit balance was transferred to another account, and the refund due is \$761.50.

Battle Ground Golf Course was mistakenly included in the blanket application of storm water utility fee when the utility was created. The refund due at this time is \$293.10.

St. Alexis Church requested water service from the Conservancy, and their account was created with the code for sewage service for which they did not contract or receive. The refund due is \$1200.87.

Motion by Mary Jo Totten to refund the total amount \$2255.47, with second of Greg Jones. Motion carried with 4 Aye votes and one absent.

The implementation of Invoice Cloud online payment options may be delayed, according to the billing software vendor. Muni-Link does not believe they can meet the agreed January 11 "go-live" date, so direct marketing will not be mailed out until a date is confirmed. James Miller advocated escalating the conversation with Muni Link to include the town council. Georgia Jones will coordinate that effort.

Amend Ordinance 2021-604

The town marshal presented wage information specific to the deputies in his department to be listed on the 2022 salary ordinance. The total expense is still under the budget limit.

Motion by Mary Jo Totten to accept the updated information for Ordinance 2021-604 to add the hourly wage amounts. Second of Steve Hahn, motion carried with 4 Aye, one absent.

Utilities and Street Department

The residents on East Street requested the potholes be filled in to make the road smooth. After the Main Street project, the excavation area has settled and needs attention.

The easements for Hawks Nest lift are under review, for ease of access and safety going forward. All existing easements have been built over, making it challenging to select the option least obtrusive to the current residents. One route would provide a benefit to improve a drain that is currently blocked but would be corrected with the build out of an access road.

Redevelopment Commission – no report

Area Plan – there was no committee meeting in December. Building permit requests are now received by the Building Commission, this may change the Battle Ground Development Guide document.

Old Business

The sewer rate study has been distributed. There is a lot of information to consider. A full discussion will be scheduled in January.

The American Recovery Act ARPA grant options were reviewed with respect to the Tomahawk Lane project. There is potential to apply this grant to benefit that neighborhood. A written plan needs to be developed, and the expenditures.

The anticipated growth in commercial enterprise causes an evaluation of town labor and staffing needs. The police department and wastewater plant are priority, with town seasonal employment also a need. Georgia Jones requested that wage and benefits for anticipated staff growth be reviewed no later than May, to be prepared for 2023 budget.

James Miller asked about the status of the Thomas A Hawks proposed store downtown. Mary Jo Totten had a conversation with the owner, who said the project is on hold until a concurrent project in Monon is completed.

The stormwater connection in the new easement at 104 Main Street is on hold until the weather is warm enough for concrete work.

Motion to adjourn 7:13 p.m. by Steve Hahn, second of Mary Jo Totten.



Georgia Jones, Clerk Treasurer



James Miller, Council President

Memorandum of Open-Door Law Compliance

Date: December 20, 2021

Time: 6:00 p.m.

Members Present in person: none

Also Present Virtually: Georgia Jones (Financial Clerk), and Town Marshal Jerry Burk.

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

Guest Present virtually: Joe Kline

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

Attest:



Georgia Jones, Clerk Treasurer