

Battle Ground Town Council

Meeting Minutes, December 10, 2018

Attending: Steve Egly, Council President; Councilors Greg Jones, James Miller, Zach Raderstorf; Clerk Treasurer Georgia Jones, Attorney Zach Williams, Town Supervisor Ron Holladay, Town Marshal Jerry Burk. Mike Bird did not attend.

Guests: Carol Watson, Colin Sullivan, Larry Bickett, Mary Jo Totten

Steve Egly called the meeting to order, 6:00 p.m. and asked if there are additions to the agenda. Council needs to sign annual affidavits for nepotism and conflict of interest. Mike Bird requested an announcement be made that he has rescinded his resignation. There is an applicant, Mary Jo Totten, who is in attendance and received the information.

Guest Comment

Butler Fairman & Seufert - Dave Buck provided a set of maps detailing the Sewage Master Plan and regional lift station concept. The plan proposes using more gravity flow and eventually eliminate older lift stations at Prophets Rock, Northgate, and McDonalds. Initial installation is more expensive but long term operation should have less maintenance cost. It is advised to create a priority list of projects, knowing that alterations might be needed in response to developer interest in the commercial area.

Steve Egly said the council will probably call a special meeting in 2019 to discuss the report. He recommends the council read the report, the first 35 pages contain new information. The remainder is previous reporting and exhibits.

Community Crossings project specifications will be ready in January to advertise for bids. Project bids need to be submitted to INDOT before April 15. This requires communicating with Tippecanoe County for the work on Railroad Street, possibly calling a special meeting to facilitate bids.

Conservancy District - Carol Watson reported the deeds for land transfer were filed and BF&S will do the parcel survey. Financing should be in place before the holiday and tank design can go forward to be ready for bids in February. Carol thanked the Council for attending to the signature requirement.

Department Reports

MVH – The salt barn is full, Ron purchased 60 tons in November. Leaf pick-up will continue a couple more days to clean up a few piles and collect bagged leaves. The Battle Ground mail truck damaged road signs on Prophet's Rock at the foot of CR600 hill. Due to the way the signs were damaged, the replacement post may have to be moved slightly for secure installation on the road shoulder. Tipmont will install town Christmas lights on December 13. Greg Jones requested that the wet pavement on Prophet's Rock be investigated to see where the moisture is coming from.

Sewage Plant – Hawk's Nest lift station check valves were plugged with rags and needed additional cleaning. It is time to clean the clarifiers at the plant.

Police

Traffic contacts are up, especially in the school zone. Typical speeds were 28-40 MPH in a zone marked 20 MPH, but are reducing the longer the patrol is visible. Warnings are given and repeat offenders will receive a citation. The speed signs proposed for the school zone on Main Street are an equipment loan program, to see if they have positive effect on traffic before budgeting for purchase.

There is a tree down at on Liberty Street which the owner has agreed to remove soon.

Town Attorney

Zack Williams presented the Interlocal Agreement between the Tippecanoe County Board of Commissioners and the Battle Ground Town Council. The document specifies terms of the loan transaction and requires the appointment of a joint board. This board will have no responsibility if the demolition proceeds without problems. The receiver has selected a winning bid and the project is estimated to need \$145,000 to complete demolition. The building is to be removed down to the footers and the lot scraped of materials, trees and brush. Mike Wolf will monitor the demolition process for compliance.

Motion by Zach Raderstorf to accept the terms of the Interlocal Agreement. Second of Greg Jones, motion carried. 4 Aye, 0 Nay.

A meeting is planned with Fox Paving in January regarding CR 600 hill pavement. The attorney sent a letter with the boring report and the analysis by Butler Fairman & Seufert. Negotiation is preferred.

Clerk-Treasurer

Minutes - The additions to October minutes are not available at this time. Minutes of November 12 were corrected to remove an error in the year the water barn was constructed. **Motion** by Greg Jones to accept the minutes of November 12. Second of Zach Raderstorf, motion carried. 4 Aye, 0 Nay.

Bonds for Jones, Whitus and Burk were presented for council signature to complete requirements for recording. The 2014-2017 audit expense is \$ 6276.09 which will be deducted from December property tax distribution. Transfers are needed to cover attorney fees budget shortfall, \$43,000 is recommended. In Motor Vehicle fund, the budget line for professional services for Community Crossings application requires additional funds. The Council may move 10% of total budget funds to Rainy Day, up to \$ 88,370.00.

Motion by Greg Jones to adopt Resolution 18-96, Transfer of Funds. Second of James Miller, motion carried. 4 Aye, 0 Nay.

The Clerk-Treasurer is the ADA Coordinator and Title VI Coordinator. The council has an ADA policy from 2012, and also needs to adopt a policy for Title VI to comply with INDOT grant requirements. Both policies implement an annual review and update, to be done in January each year. The annual review must document progress toward improving accessibility and compliance with Title VI. Council will review the policy for discussion at January 2019 meeting.

The ERC for Battle Ground is the only recipient of official communication from INDOT regarding Community Crossings applications. At this time Steve Egly is receiving the email and should forward to the clerk and committee as needed. Greg Jones will complete the process to register as the ERC and would then receive the official email.

The contract with Waste Management was received and uploaded to Gateway immediately.

Motion by Zach Raderstorf to approve the Register of Claims, November 13 to December 11. Second of Greg Jones, motion carried. 3 Aye, 0 Nay, 1 Abstain. James Miller abstains for the reason that he has not been included in any discussions concerning the Taft attorney invoices represented on the claim.

Area Plan

The ordinance committee may meet for 6 months or more on the topic of wind power.

Committees

Communication – No report

Streets and Roads - Community Crossing project bids were mentioned previously.

Sidewalks - Greg Jones will continue in January working on sidewalk plans.

Personnel - no report

Old Business – James Miller would like to arrange a meeting of the council to hear Ellen Shepard of Community Allies consulting firm talk about what her organization could do for Battle Ground using redevelopment ideas and strategic planning. He will coordinate a time after the first of the year.

New Business

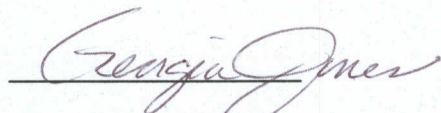
Internal Controls - Zack Raderstorf made recommendations to the council for improving internal controls including creating a council treasurer position. The duties of a council treasurer will be specified in internal controls process documentation.

Motion by James Miller to create a council treasurer position. Second of Greg Jones. Motion carried. 4 Aye, 0 Nay.

Motion by James Miller to provide \$400 annual stipend in 2019 from the general fund for the council member acting as council treasurer. Second of Greg Jones. Motion carried. 4 Aye, 0 Nay. The officer will be elected in January. The question was raised if the treasurer could hold more than one office, such as president or Area Plan representative. It was decided to allow it if needed but preference given to holding only one office at a time.

Motion by James Miller proposed creating a position for part time deputy billing clerk. After discussion it was agreed this topic needs to be addressed at a special meeting when Mike Bird can attend. Motion died for lack of second. December 18 is a tentative date that will be confirmed.

Motion to adjourn by James Miller, 8:04 p.m.



Georgia Jones, Clerk Treasurer



Steve Egly, Council President

