

Battle Ground Town Council

Meeting Minutes, December 18, 2018

Attending: Steve Egly, Council President; Councilors Mike Bird, Greg Jones, James Miller, Zach Raderstorf; Clerk Treasurer Georgia Jones,
Guests: Mary Jo Totten, Dan Gemmecke

Steve Egly called the meeting to order, 6:00 p.m. The purpose of this meeting is to consider the 2019 Salary Ordinance.

Mike Bird spoke on the need to have a part time position to provide backup to the billing clerk, to cover vacation or sick time. The recent State Board of Accounts audit showed a deficiency in internal controls when only one person is in the office, a second position would add a level of review for the cash handling and reporting work.

Zach Raderstorf said he felt the town should include a Town Manager in the salary ordinance in case the council decides to hire someone to oversee potential development. Mary Jo Totten asked if there is enough budget to cover the expense of a full time employee. Steve Egly explained that the position would not be hired right away, and that the wages would be shared with the Sewage Utility. Because of development at I-65 the council believes a manager position is becoming more important.

Zach Raderstorf mentioned that a town manager could make money for the town by increasing property tax values. Georgia Jones indicated that because of maximum levy restrictions, a manager would not really be able to add to revenue in that way. Higher assessed value could change the tax rate, but not total dollars for the budget.

Steve Egly would like the position included in the salary ordinance, as a convenience to save time later in the year if a new hire is accomplished. Mike Bird believes it is time to put someone in place to move on projects such as Storm Water and manage activity related to development in the commercial area.

A draft job description was reviewed, Georgia Jones requested clarification of the "performance bonus" reference and asked the council what funds the salary will be paid from. Steve Egly said that is the bonus that has been called a holiday bonus, which hourly employees have been provided. He also recommended a salary range of \$45,000 to 60,000. The position is suggested to be funded 50% from Sewage and 50% from MVH. Georgia cautioned that MVH budget would not afford it this year, however General Fund could be made to support it if all funds for projects is diverted to wages and benefits.

James Miller asked if any consideration was given to hiring a vendor or third party to provide project management, instead of taking on a full time employee.

Discussion of billing office schedule, wage level, and potential to incorporate a third person for internal controls and backup. Mike Bird recommended the billing clerk position become full time in one utility with a contribution for half the expense from the other. Dan Gemmecke agreed it would be no problem for the Conservancy to do that, more discussion is needed to work out details.

Steve Egly recommended to expedite the salary process at this time using the current ordinance structure for Section II and reviewing potential changes later in the year when more is known about the second position. Due to the use of wage ranges in multiple sections, the ordinance will be passed first, then each employee's hourly wage will be set by motion of the council.

Section I, Clerk Treasurer \$566.12 per week with longevity of \$11.32 per week

Section II, Deputy Clerk range is \$12.00 – 16.00 per hour.

Section III, Police Department budget is \$112,000

Section IV, Town Manager new position, annual salary range \$45,000 – 60,000, benefits and performance bonus, allocated to General Fund and Sewage

Section V, Town Supervisor range is \$12.00 - \$24.00 per hour.

Section VI, Seasonal Labor, add travel time at the discretion of the Town Supervisor

Section VII, Town Council Members, added a Treasurer position \$400 annual paid from General Fund.

Section XI, remove sentence fragment.

The elected officers, Town Marshal and deputies are still specified per hour in the ordinance. The new section for Town Manager is represented in the ordinance but is not budgeted at this time. Steve Egly suggested having the positions in Section VI list the salary fund. Currently the Part-time Labor position assisting the Town Supervisor is paid 50% from Sewage and 50% from MVH.

James Miller asked for clarification of the council vote, is Mike Bird still legal to vote since he had submitted his resignation in November. Since the resignation was not effective until after the end of the year, it is presumed his vote is still legal.

Motion by Zach Raderstorf to approve Ordinance 18-574 An Ordinance Fixing the Maximum Annual Salaries and Compensation for All Employees and Elected Officials of the Town of Battle Ground. Second of Greg Jones, motion carried. 5 Aye, 0 Nay.

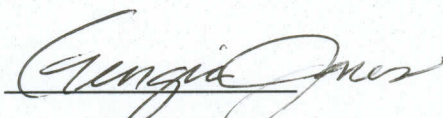
Motion by Steve Egly to approve the wage for deputies 1-4 at \$19.60 per hour and the Town Marshal at \$23.00 per hour. Second of Zach Raderstorf, motion carried. 5 Aye, 0 Nay.

Motion by Steve Egly to set the Billing Clerk wage at \$14.00 per hour, the Town Supervisor at \$20.50 per hour and the Part time Labor position at \$16.00 per hour.
Second of Zach Raderstorf, motion carried. 5 Aye, 0 Nay.

Motion by Steve Egly to approve the annual employee bonus of \$100.00.
Second of Zach Raderstorf, motion carried. 5 Aye, 0 Nay.

Georgia Jones advised the council that the invoice for the State Board of Account's Sewage utility audit was received and would be paid prior to the next meeting.

Motion to adjourn 8:05 p.m. by Mike Bird.



Georgia Jones, Clerk Treasurer



Steve Egly, Council President

