

Battle Ground Town Council

Meeting Minutes, February 11, 2019

Attending: Zach Raderstorf, Council President; Councilors Greg Jones, James Miller, Steve Egly, Clerk Treasurer Georgia Jones, Town Attorney Eric Burns, Street Supervisor Ron Holladay, Town Marshal Jerry Burk. Not attending: Mike Bird

Guests: Buffy Rogers, Ron Evans, Carol Watson, Joanne Kuhn Titolo, Dave Buck, Colin Sullivan, Mary Jo Totten.

Zach Raderstorf opened the meeting at 6:00 p.m.

This meeting is the bid opening for pavement replacement in Harrison Heights subdivision. Project specifications were advertised on Jan 21 and Jan 28 in two publications. Bid packets were available from Butler Fairman Seufert. Three bids were timely submitted and opened in the public meeting by attorney Eric Burns. Dave Buck reported previous questions from bidders concerning the breakout of street segments required to respond to the grant application. All were told the project would be awarded on the total bid and not by segment price. Bids were read aloud:

Reith Riley	\$ 343,975.50
Midwest Paving	\$ 272,135.88
Milestone Contractors	\$294,000.00

Motion by Steve Egly to take the bids under advisement.

Second of Greg Jones, motion carried. 4 Aye, 0 Nay.

Guest Comment:

Dave Buck talked about the bid process for South Railroad Street pavement replacement. A Memo of Understanding (MOU) was presented to detail the coordination required to secure bids concurrent with Tippecanoe County Highway as part of a project to repave North 9th Street Road between town limits and Burnett Road. The work would be scheduled the last 3 weeks of July. Eric Burns commented the MOU provides a means for the town to accept the bid selected by the county or decide to negate the bid and abandon the project. Bid Specifications are designed so the county may proceed in either case. Motion by Steve Egly to accept the MOU and submit to the County Commissioners for the February 19 meeting. Second of Greg Jones, motion carried. 4 Aye, 0 Nay.

Greg Blumhoff requested assistance from the town to reshape a drainage swale in Hawk's Nest that does not function well. Ron Holladay believes that one or more property owners in Shawnee Ridge have changed the drainways in that subdivision that now affect Hawks Nest. Drainage through yards is impeded by fences. Ron will excavate with hand tools first to alleviate the problem. Access for machinery at that location is difficult.

Karah Rawlings of the Indiana Fiddlers Gathering made a request to host a beer garden during the 2019 event at the battlefield. Eric Burns mentioned the town's liability would be minimal since the event is on county park property. If the park board allows the event, the town council is in agreement.

Carol Watson informed the council of water tower construction bid advertising to be published February 21. Progress was made on the land parcel at N Railroad Street.

Sewage Department

Ron Holladay found a source for an underground utility locating device requested by the council. The cost is approximately \$8100.00. Ron will check Ferguson, USA Blue Book and Utility Supply for quotes. An alternative to purchasing the equipment would be to hire a third party such as USIC to locate infrastructure. In prior years the estimates were cost prohibitive, in part due to lack of good as-built maps in several areas of town. Zach asked if there is an ordinance that defines the town's responsibility for mains. Steve said homeowner responsibility starts at the tap, extending to the residence.

The pump at McDonald's lift station has failed and is being repaired, it is a 4 year old motor. There are four connections; the church, a residence, McDonalds and Subway.

Street Department

The 2018 salt purchase contract is fulfilled. Salt inventory is low at this time and another purchase is needed. Ron plans to increase the 2020 contract to 120 tons.

Ron is using a product called Aquafault to patch potholes. It is holding up very well even at the extremely low temperatures.

Four water main breaks have been discovered since the first of the year. West Street, North Railroad, and Main Street have been repaired. The small leak on Tippecanoe Street has not been located, but is being monitored. Buffy Rogers commented on the Main Street patch and the noise created by traffic as the gravel base is worn away. Ron explained that the permanent patch will be applied when the asphalt plants open again for the season. Joanne Titolo was concerned about clearing North Street parking and storm drains during snow events. She also asked about salt use on sidewalks, as downtown property owners are responsible for clearing the sidewalks.

Town Marshal

Jerry Burk distributed the January activity report and notified the council of a grant award of \$30,054.00 to purchase computer and camera equipment for both cruisers. Purchases would be reimbursed after all documentation is submitted. Eric Burns mentioned some of the details of the grant requirements concern communication and compliance with federal immigration.

Motion by Greg Jones to approve the grant expenditures and approve Eric Burns to sign the grant documents. Second of Steve Egly, motion carried. 4 Aye, 0 Nay

The department will apply for a second grant to purchase radios.

Jerry would like to plan a Spring Cleanup Day to encourage town residents to clean up yards and get rid of old autos, furniture and appliances visible from the street. There was discussion about how best to offer assistance and whether volunteers from other organizations could help. If the event is on a Saturday prior to large item pickup, residents could utilize that part of the town waste removal contract.

Town Attorney

Eric Burns reports the hotel is coming down, the excavating company is making progress. On the 600N hill project, there is still no date set for the meeting with Fox Paving.

The agreement with Withered Burns for legal council is updated for 2019 with a new hourly rate. The contract presented is for one year starting February 11. **Motion** by Greg Jones to accept the new rate of \$200.00 per hour. Second of Steve Egly, motion carried. 4 Aye, 0 Nay.

Clerk-Treasurer

Motion by Steve Egly to approve minutes of the January 14 meeting. Second of Greg Jones, motion carried. 3 Aye, 0 Nay, 1 Abstain. James Miller did not attend the January meeting and abstains from voting.

Motion by Steve Egly to approve the register of claims January 15 to February 11. Second of Greg Jones, motion carried. 4 Aye, 0 Nay.

Additional appropriations were advertised and submitted to the council. An additional budget amount of \$100,000 was requested for 245 Rainy Day. Home rule funds reported on the same request are 702 Interlocal \$145,000; 233 Local Law Education \$6,000; 302 Local Road and Bridge Grant \$95,628.

Motion by Steve Egly to approve Resolution 19-98 Additional Appropriations. Second of Greg Jones, motion carried. 4 Aye, 0 Nay.

The office was closed January 30 due to extreme weather conditions. There is no provision in the employee manual to cover payroll in this situation. There is a recommendation to add two Emergency Days to the payroll policy, to allow the council to declare paid days when opening for business is not advisable.

The clerk-treasurer requested council approval to pay the leased storage space at Under Cover Storage using 6 or 12 month invoices instead of monthly. **Motion** by Steve Egly to approve 6 month rental periods. Second of Greg Jones, motion carried. 4 Aye 0 Nay.

Area Plan

An amendment to the Uniform Subdivision Ordinance was approved by the county and submitted to Battle Ground. **Motion** by Greg Jones to approve Ordinance 2019-574 Amendment #11 to Ordinance No. 169 Unified Subdivision Ordinance. Second of Steve Egly, motion carried. 4 Aye, 0 Nay.

Area Plan ordinance committee has recommend that the county not allow wind farms in Tippecanoe County due to population density.

Committees

Communication – No report

Personnel – No report

Streets and Sidewalks- Road repairs on CR 600N using Total Patcher will be needed this year.

Motion by Greg Jones to approve up to \$9000.00 from Tippecanoe County Highway Department, for CR600 North and other road sections to be determined. Second of Steve Egly, motion carried. 4 Aye, 0 Nay.

Annual improvement projects under the ADA Implementation Plan were discussed.

Motion by Greg Jones to approve up to \$15,000 for 2019 projects. Second of

Projects for 2019 are curb ramps on Battleview and Warrior Drive. The plan for 2020 includes accessible curb ramps on Winans (from North Street to Prophet's Rock) and West Street.

Wastewater and Stormwater - Steve Egly would like to plan a special meeting to accept CCMG bid and review the Sewage Master Plan report. Zach will arrange a meeting time.

Storm water rates are in the second year, and it is time to look again at the revenue and capital projects list. Some road work also requires storm water improvements that need to be coordinated.

Old Business

Title VI Implementation Plan was reviewed with updates from the October version. The organizational chart was corrected. Eric Burns verified the codes mentioned in the plan. This plan can be referenced in the resolution adopting the policy for the town.

Motion by James Miller to adopt Resolution 19-99 Title IV Policy. Second of Steve Egly, motion carried. 4 Aye, 0 Nay

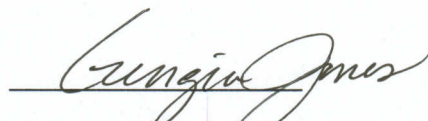
Adoption of the ADA Implementation Plan update for 2019 is tabled until the February special meeting to review and select a vendor for the Harrison Heights paving project. Steve Egly mentioned that the resolution should mention the prior resolution that should be replaced.

Internal Controls - Zach Raderstorf created a resolution to address the repeat findings in the State Board of Accounts audit. The updated internal control process adds documented reviews of receipts, deposits, claims and payroll. It specifies the participation of the Council Treasurer with the Clerk-Treasurer and Deputy to monitor and approve documents. At audit the state will verify the process is followed.

Motion by Greg Jones to adopt Resolution 19-97 Internal Controls. Second of Steve Egly, motion carried. 4 Aye, 0 Nay.

New Business – none.

Motion to adjourn 8:45 p.m. by Greg Jones.



Georgia Jones, Clerk-Treasurer



Zach Raderstorf, Council President