

Battle Ground Town Council

Meeting Minutes, August 12, 2019

Attending: Zach Raderstorf, Council President; Councilors Mike Bird, Greg Jones, James Miller, Steve Egly; Clerk Treasurer Georgia Jones, Attorney Eric Burns, Town Supervisor Ron Holladay, Town Marshal Jerry Burk.

Guests Heather Roth, Mark Kinsey, Ben Wegleitner, David Bisher, Angela Bisher, Bill Jones, Ron Evans, Buffy Rogers, Steve Hancock, Mary Jo Totten

Zach Raderstorf called the meeting to order, 6:00 p.m.

Wastewater treatment master plan -Zach Raderstorf gave the council a spreadsheet of suggested annual investment in sewage infrastructure to consider potential project timelines. The range is 20% to 70% of a five-year average net revenue of \$116,000. Dave Buck will provide scenarios to compare "pay as you go" with waiting for a couple years to save for a larger project.

AccuDig insurance release - Inspection video of the sewer lines after lining repair were reviewed. There is a waiver which may be signed by the council when the invoice is approved. Eric suggested the council approve the execution subject to Ron's approval as soon as it is clear the project is done. He would like to see the project go past the town's insurance company to make sure there is no issue.

Motion by James Miller to approve the property damage release from AccuDig's insurance company, subject to approval by Ron Holladay. Second of Greg Jones, motion carried. 5 Aye, 0 Nay

Dave Buck requested a copy of the signed task order for emergency repairs assistance.

In response to the council's request, Dave presented a new task order for BFS to document sewer installation specifications for lots north of County Road 600N. The cost for the two specifications is \$600 per drainage basin for a total of \$1200.

Motion by Steve Egly to accept the task order and request specifications for two basins, one on each side of SR 43. Second of Mike Bird. James Miller asked if the cost would be billed to developers, and if the request should be in writing. Steve said the cost will be recovered from developers in the future but this action will provide consistent information to all interested parties. Dave added that might include real estate agents. Call for the question, motion carried. 5 Aye, 0 Nay

Indiana Department of Transportation will replace the bridge deck on SR225 at Burnett Creek and install erosion control devices. They requested to use town hall parking as a staging area for the project. Dave Buck and Ron Holladay will request a meeting with INDOT to learn about the project and determine what accommodation could be made. Compensation would be provided for the inconvenience.

Butler, Fairman and Seufert is coordinating an INDOT project to extend 6 lanes on I-65 to the SR 43 interchange. Greg Jones will attend the early coordination meeting.

A sidewalk master plan was discussed in July. Dave was unable to locate a prior report mentioned by Mike Bird. Mike recalls the year may have been 2012 or 2013. Dave recommends that James Miller and Greg Jones meet with the BFS Trail Department. An inventory of sidewalk features and condition similar

to the PASER rating for streets would provide a place to begin. Dave will also meet with Greg to review the CCMG inventory ratings schedule to prepare for the next grant submission.

James Miller asked about the status of the proposed closure of the SR225 bridge over the Wabash. It was announced that the bridge is not scheduled to close.

South Railroad Street is open again and BFS will schedule final inspection of the project.

Department Reports

Ron Holladay received a proposal fromUSIC for locate service. The base fee is \$27.00 per ticket, unless the order is a long distance. That rate is \$1.00 per minute. In the past a typical week would have 5-10 orders, this year locate orders have ranged 35-40 per week. Ron is still reviewing locate devices that might work for sewer lines that don't have tracer wires. A decision was tabled until September.

An alarm for River Bluffs lift station is still under consideration. Ron priced a Sensaphone call unit at \$1200. It would require a CenturyLink phone line, \$60 per month. He still prefers Missions units for the run time and maintenance information they provide. They are more costly than other options. James Miller asked if an energy monitor would give useful information about run times. Steve Egly mentioned using a data logger.

Ron is impressed with the work by Elite Pipelining, and asked the foreman to provide a quote for locations in town including River Bluff subdivision (cracked 8" clay tile), 300 Block of Tippecanoe Street, Main Street, and Hawks Nest (repair is 22' deep). The pipelining process preserves pavement surface and eliminates excessive excavation for the deep lines

Motion by Steve Egly to approve the proposal from Elite to repair sewage leaks in the system up to \$23,000.00. Second of Greg Jones, motion carried. 5 Aye, 0 Nay

The backup pump at Woods Edge does not start on manual or automatic, an issue likely related to the damaged soft start. Mike Bird asked if there is a relay, fuse or breaker that would protect the equipment from future problems in the 3-phase power. Dave Buck mentioned that Tipmont should have a solution for that. Steve Egly will request replacement pump specifications from Butler, Fairman & Seyfert.

Police

Jerry Burk relayed a request from the Methodist Church to close Tipton Street on September 29 from 3:00 p.m. to 7:30 p.m. for a social event and hog roast that is open to the public.

Motion by Greg Jones to approve the closure between Winans and Tipton Street on September 29 from 3:00 p.m. to 7:30 p.m. Second of Steve Egly. Motion carried. 5 Aye, 0 Nay.

The police department would like to purchase a cell phone signal booster (\$140) for the office and two car units (\$250 each) for automatic download of files from the cameras. It would save significant time to close out a shift. Greg Jones offered to loan his signal booster to see if there is good result before a purchase is made.

Motion by Mike Bird to approve up to \$640 for purchase if the booster will work. Second of Steve Egly, motion carried. 5 Aye, 0 Nay. Jerry plans to ask for assistance to test upload/download speeds.

Burk requested a 3% increase in the department salary budget and he would set officer wages for the salary ordinance.

Town Attorney

Eric Burns reported the old hotel properties were taken off the commissioner's advertised tax sale for this year. The owner has until May or June to pay the demolition debt and avoid sheriff sale.

There will be at least one more meeting with Fox Paving to negotiate a solution for CR600 N repairs. The goal is to be sure the town gets full value from the paving project over its expected life.

Minutes

Councilors reviewed the minutes of July 8 regular town council meeting. Zach Raderstorf commented that a statement made in the last paragraph on page 5 is not factual. There is no deed for town hall with the Conservancy name on it, so there should be no mention of ownership. Attorney Eric Burns suggested the July 8 minutes be revised to show an asterisk (*) at the contended point, to be referenced as changed in August minutes from the word "ownership" to "expense".

Motion by Greg Jones to accept the July 8 minutes as amended with reference to August minutes changing the word "ownership" to "expense". Second of Steve Egly, motion carried. 5 Aye, 0 Nay.

Clerk-Treasurer

Register of Claims July 9 to August 12 was presented.

Motion by Steve Egly to approve the claims, with second of Greg Jones. Motion carried, 5 Aye, 0 Nay.

Midwest Paving is requesting the first draw on the CCMG project 1. Retainage is withheld from the total invoice, and the amount to disperse is \$10,128.20.

Motion by Greg Jones to approve the payment to Midwest Paving. Second of Mike Bird, motion carried. 5 Aye, 0 Nay

Transfers within categories will be made to correct instances of overspending budget items.

The sewage operating budget has an investment that gained \$11,988.23. The asset may in the future be treated like a money market account. The clerk recommends making additional investments on other funds: Economic Development (\$170,500); Cum Capital Development (\$118,000); Rainy Day (\$220,800) and Sewage Operating Fund. Zach Raderstorf asked if the funds are FDIC insured. The investment pool is not fully insured by FDIC however the municipal investment is protected against loss.

Motion by James Miller to approve transfers in Fund 444, Fund 402, Fund 245 and Fund 606 for Trust Indiana investment, up to \$909,300. Second of Greg Jones. Motion carried, 5 Aye, 0 Nay.

Dormant Fund - The clerk recommends declaring Fund 701 DNU Payroll a dormant fund and move the balance of \$31,153.41 to the General Fund. A previous transfer resolution to establish funds for the police equipment grant is no longer needed.

Motion by Steve Egly to adopt Resolution 19-103 to declare Fund 701 dormant and rescind the balance transfer to Fund 301. Second of Greg Jones, motion carried. 5 Aye, 0 Nay.

SWU adjustments - A previous request from Steve Egly for a report of total Storm Water adjustments will need to be generated by manual data entry. In 2018, the start of the utility required an adjustment on each account to initiate the fees, which skews the report results. Beth Whitus will be asked to work on this for Steve.

Asset Management - James Miller and Greg Jones comprise the committee for this project. Quotes were received from three vendors for the asset management audit project. The goal is to verify information required to meet the State Board of Accounts deadline of December 31. Lowest cost was Universal Valuation which provides only insured values. Peterson Consulting and Asset Control Solutions also submitted quotes. Peterson supplies an asset management worksheet to track changes in the assets year to year, to make it simple to audit going forward from Dec 31, 2019.

Motion by Steve Egly to accept the committee recommendation to engage Peterson Consulting asset management services with a quote of \$5350. Second of James Miller, motion carried. 5 Aye, 0 Nay

HR Manual - The current employment manual was adopted in 2009, and is not compliant in several areas of employment policy. Georgia Jones has a quote from an HR consultant, New Focus, to create a manual and share the cost with the Conservancy, \$2250 per employer. The company resume includes a client list. The council would like to see other quotes to compare and defers a decision.

Georgia recommends an HR company also be engaged to establish a compliant job description if a town manager is added to the employee roster, and requests more timely communication from council members about topics that potentially affect the budget process and other clerk responsibilities.

Budget - Battle Ground Civil Town 2020 budget projections were distributed. The estimates are based on past experience but have no input yet from the council's work regarding benefits and payroll for 2020. The proposed budget does not include utility budgets, only the eight funds that are reviewed and approved by the Department of Local Government Finance. Georgia noted the town's maximum property tax levy and the state's estimate of revenue for each fund.

The council must agree on the bottom line budget expenditure by August 28, for timely advertisement of the public hearing. The public hearing is September 9, the budget adoption meeting is October 16, and the final budget in Gateway is due November 1. A special meeting of the council will be called to establish budget values.

AIM - James Miller would like to have comparative health policy information from the AIM medical trust. This can be done in September.

Storm Water Utility Loan - Zach Raderstorf explained the process to formalize the transfer of funds loaned from the Sewage Operating Fund used for start-up of the Storm Water Utility. Eric Burns will prepare a transfer resolution allowing the Storm Water Utility Fund 626 to refund startup costs paid from the Sewage Utility Fund 606.

Greg Jones asked Dave Buck if the PASER information will be used with the asset management plan. Dave said road inventory is part of CCMG documentation provided to INDOT. It is important to keep Table 1 and Table 2 five-year rolling capital management plans updated for each grant submission. This information will be one part of the town's capital asset information.

Area Plan

Greg Jones mentioned the ordinance committee had a presentation by Duke Energy about a large scale solar farm.

Committee Reports

Personnel – No Report

Streets, Sidewalks – The PASER review for 2019 is done. James Miller requested a copy be on file in the clerk's office as part of the public documents archive. Georgia Jones mentioned it could be part of the regular file backups to preserve the report locally as well as at BFS offices.

Communication – No Report

Wastewater / Storm Water – No Report

Old Business

Grant of Access License – Eric Burns recommends the Council President sign the final revision of the agreement for Conservancy access to remove the old water tower.

Motion by Steve Egly to accept the grant of access license to the Battle Ground Conservancy District for the purpose of removing the water tower on S Winans Street. Second of Greg Jones, motion carried.

Mike Bird proposed that the water tower be retained as a town landmark. Several opinions were expressed that it might be nice but costly, and presents an insurance hazard.

New Business

Consolidation – Zach Raderstorf said he would attend a meeting of the Conservancy to present information about merging the water and sewage utilities. He has collected quotes from three companies who would research a merger. His recommendation is KSN Consulting rather than Baker Tilley or Community Allies, saying they are more expensive but he feels there is better value. Georgia Jones requested copies of the quotes for file.

James Miller asked for clarification if the council is promoting merging or dissolution of the Conservancy. He does not recall when there was a council vote to establish the plan. He would like to have the list of reasons or rationale why merging is important. The documents presented by the vendors call for an expense of up to \$20,000 for a report that may not be relevant. James wanted a consultant to look at efficiency of all operations and include the Conservancy if the directors are willing to participate, but the focus has turned to consolidation

Motion by James Miller to not consolidate and not move forward with attempted merger with the Conservancy until there is clear communication and agreement of purpose.

Mike asked why merger would be a bad idea. James replied he has not heard any good reasons presented at a public meeting. He is not aware of evidence of any sort or public discussion indicating responsible due diligence on the subject. Zach said he provided information at a previous council meeting. James pointed out the presentation was not part of the agenda that night and there has since been no discussion of the validity of claims in the document he distributed. The Conservancy has disputed many of them.

There has been no motion or vote by the council to support a consolidation or merger. James asked the town attorney if Zach is right to pursue the concept with the Conservancy without council support. The attorney verified that any council member may speak representing their personal views.

James asked if the Conservancy would be made aware that Zach's presentation is his personal view. Steve Hancock said yes, he would do that.

Zach asked if there is a motion to continue research and due diligence on a water merger.

Motion by Steve Egly to continue research to merge the two boards. Second of Mike Bird, motion carried. 4 Aye 1 Nay.

The attorney clarified that the motion by James Miller died for lack of second.

One of the facts James wanted to convey is that there are far more water conservancies serving towns in Indiana that were not represented on the "1BG " document distributed at the May 2nd council meeting. Zach distributed this document to the council as "factual" information to base decisions on.

Bill Jones asked why Zach's name is signed "Zach Raderstorf, Council President" on a petition to dissolve the conservancy when it has not been discussed publicly by the town council. (The petition was found on social media as an informational piece recommending dissolution.) Zach said he is not sure what document, and Georgia offered to print a copy for him.


Georgia Jones expressed concern that a lot of false information is given to town residents about dissolving the Conservancy that appears to have the town council's hand on it. The Council would be better served in a mission to cooperate for the benefit of residents by providing correct information about what would happen if the utilities consolidate. There has been no financial impact study to show residents what they would experience after a merger.

David Bisher mentioned that the public associates the entire utility bill with water, when really there are three utilities. Steve Hancock concurs that sound numbers (in a financial study) could make a difference in how the request to merge is viewed.

Steve Egly moved to adjourn.

David Bisher was trying to be recognized, to ask if the deliveries of stone and gravel product for a project in town would be ticketed. Steve Egly said there is an exception for deliveries in town. David also asked the Council to consider participating with the Fire Department at a fall event in October. A date would be confirmed by September 9, there would be a request for a detour on SR 225 to close North Street on a Saturday afternoon.

Meeting adjourned, 8:39 p.m.



Georgia Jones, Clerk Treasurer



Zachary Raderstorf, Council President