

## Battle Ground Town Council

Meeting Minutes, October 12, 2020

Attending: President James Miller, Councilors Matt Coppock, Steve Hahn, Greg Jones, Mary Jo Totten.  
Also attending: Attorney Eric Burns, Town Supervisor Ron Holladay, Clerk Treasurer Georgia Jones.  
Not present, Jerry Burk.

Guests: Colin Sullivan, Colin Dale, Dave Buck, Joe Kline, Steve Egly, Mike Budzik, Bill Jones

**Call to order**, 6:06 p.m. with additions to the agenda: Resolution to reduce 2020 budget, air sanitizer for town hall, and town response to Halloween activities.

Public hearing on Proposed 2021 Budget was held September 14. There are no changes to the budget as discussed.

### **Contracted Services – Butler Fairman & Seufert**

- 1) Hawks Nest Lift Station - Colin Dale met with Ron Holladay to locate the force main from the plant to Shawnee Ridge, to finalize budget development phase. At this time, other projects are evaluated to see if they are best worked out concurrently. A report is planned for November 9.
- 2) Development Manual – as work continues, Eric Burns mentioned that any changes to fees would need to be advertised in the ordinance process. He asked if any elements require oversight from Area Plan, and Dave Buck does not believe so but sharing the final document would be a good idea
- 3) CR 600N Paving – the vendor has completed some remediation on the eastbound lane. Ron Holladay said Tippecanoe County Highway will bring specialized equipment to shape the ditches in specific locations. Reith-Riley will submit an invoice for partial payment.
- 4) ADA and sidewalk quotes –Dixon Construction will meet with Ron on October 13 at 1:00 p.m. to agree on a schedule. Substantial completion date is November 6 and final inspection by November 20.
- 5) CCMG – 2020-2 – After inspection of the street and cul-de-sac, the determination by BFS is that Tomahawk Lane needs a full reconstruction. Preparation for concurrent projects to replace sewer main and storm water lines is not developed sufficiently to submit a fully researched application and therefore the council decided against pursuing the grant at this time.
- 6) Public Works meetings – Dave Buck asked the council if there is a need for project updates to a public works committee between regular meetings. Council members agreed. The meetings would be public if more than two councilors will attend.

### **Contracted Services – Withered Burns**

1. Sidewalk matching funds – the council will determine a maximum reimbursement that a property may receive, the process to submit a request for reimbursement, and whether the condition of the sidewalk will be a factor. Greg Jones and Ron Holladay will report at the November meeting.

Eric Burns left the meeting at 6:52 p.m.

## Minutes

**Motion** by Mary Jo Totten to approve the minutes of September 14. Second of Steve Hahn, motion carried. 4 Aye, 0 Nay, 1 Abstain. James Miller did not attend the Sept 14 meeting and did not vote.

## Clerk-Treasurer

**Register of Claims** - Motion by Mary Jo Totten to approve the Register of Claims September 15 to October 12 in the amount \$118,509.07. Second of Steve Hahn, motion carried with unanimous vote.

**Resolution 20-109 Budget reduction** – Motion by Mary Jo Totten to approve Resolution 20-109 to reduce fund 245 Rainy Day by \$100,000 and Fund 233 Law Enforcement Continuing Education by \$4,000. Second of Greg Jones, motion carried by unanimous roll call vote.

**Ordinance 2020-586** – Motion by Mary Jo Totten to approve Ord 2020-586 Budget Ordinance with the advertised budget for 2021. Second of Greg Jones, motion carried in unanimous roll call vote.

**Sidewalks** – Motion by Greg Jones to reimburse \$1832.43 to Steve Baker as previously agreed for 1-foot width of new sidewalk at 307 College Street. Second of Steve Hahn, motion carried with unanimous vote.

A mowing lien was filed on a vacant lot on Wappo Court. The property is advertised for tax sale.

The revised Memorandum of Understanding (MOU) was signed by the Conservancy Directors and is now enacted. The Financial Clerk will provide a list of current agreements regarding sharing expenses for review prior to the November meeting.

## Police

Town Marshal Jerry Burk is working a case and could not attend. Clerk Georgia Jones commented that the specifications for a computer to handle video transfer and archive exceed the amount previously estimated and approved. The council agreed to increase the original total for the computer by \$200.00.

## Utilities and Street Department

Both aeration tanks were cleaned. Ron will have a tree service cut back the cottonwood trees that overhang the south tank to reduce the amount of leaves and twigs that fall in.

This year 150 diffusers in the aeration tanks were replaced. The next cleaning is scheduled in three years (2023) and should have a budget to replace all 1500 diffusers in addition to sludge removal.

Leaf vac was painted and the pickup schedule is Monday and Friday for now, increasing to five days a week when needed. Operation continues through the first Friday in December. The snow plows and trucks will be prepped in November in case of early snow.

**Redevelopment Commission** – Greg Jones reported the commission contacted individual land owners and will meet with those who would like to discuss plans.

**Area Plan** – The solar ordinance is still in development. It will cover all types of installations from residential to large utility.

## Committee Reports

- a) Transportation – Greg Jones will update the street PASER ratings. James Miller offered to help.
- b) Public Relations/Communication – The banners were delivered, but since it is so near winter it was agreed to wait for spring to install them.  
Steve Hahn mentioned that people in town want to know if the council will confirm Trick or Treat hours. This year the council prefers to leave this custom to each family to decide whether they will participate. Porch lights turned on Halloween evening will signify participation.
- c) Strategic Plan – James Miller would like to meet with Matt Coppock
- d) Citizen Advisory Group – not active at this time

## Old Business

- a) Town Hall – Georgia Jones requested approval to seek appraisals for properties of adequate size to relocate town hall. If there is any option for a grant, the town must own property first.  
**Motion** by Mary Jo Totten to allocate \$1500 for appraisals on possible land purchase in Battle Ground. Second of Greg Jones, motion carried with unanimous vote.
- b) Grant Writing – no report
- c) Utility billing – Due to the cost estimate for desired customer service options, this project has expanded to include researching other software vendors for the billing program.
- d) Storm Water Utility – Tomahawk Lane project is postponed to allow for research work sessions.

## New Business

James Miller suggested a work session to make progress on projects such as trails and the lift station upgrades. Councilors agreed to Tuesday Oct 20 at 6:00 p.m.

Georgia Jones requested the council purchase a UV-C air sanitizer for town hall. Three models were researched and offered for comparison. Two mobile units are on display at town hall. Costs vary from \$750 to \$2500 for a building the size of town hall.

<u>Company</u>	<u>Type of unit</u>	<u>Method</u>
Energy Harness, Zionsville	ceiling mount	LED sanitizing
Mecko's Heating and Cooling, Lafayette	HVAC duct installation	LED sanitizing
C & N Associates, LLC, Battle Ground	floor, table or shelf unit	LED/peroxide sanitizing

**Motion** by Mary Jo Totten to approve \$1500 for the purchase of an air purifier unit selected by the clerk. Second of Greg Jones, motion carried with unanimous vote. Unit information will be available for council to comment on their opinion of each model before a decision is made.

**Motion** to adjourn by Greg Jones at 7:56 p.m.

  
Georgia Jones, Clerk Treasurer

  
James Miller, Council President