

# Battle Ground Town Council

Meeting Minutes, November 9, 2020

Attending: Council President James Miller, Councilors Matt Coppock, Steve Hahn, Greg Jones, Mary Jo Totten. Also attending: Attorney Patrick Jones, Town Supervisor Ron Holladay, Town Marshal Jerry Burk, Clerk Treasurer Georgia Jones.

Guests: Joe Kline, Andrea Agree, Bill Jones, Colin Sullivan, Colin Dale, Dave Buck, Steve Egly

James Miller called to order at 6:00 p.m. and there were three additions to the agenda: consideration of Ordinance 20-588, Resolution 20-111 and Resolution 20-110 were announced.

## **Contracted Services**

1. CCMG - Final documents for CCMG 600 N project are ready to submit to Battle Ground. Dave Buck recommends final payment to Rieth-Riley with no retainage. Dave commented that there could be a change order to verify the alterations to the CR600N project totals.
2. Sidewalk ramp project – Construction, restoration, and seeding is complete. The final invoice from Dixon Construction was discussed. Ron Holladay has concerns about the amount of street surface removed and does not believe the hand-tamped replacement paving is adequate. It was suggested he talk to Fox Construction if improvement is needed. Ron verified he has already asked Fox to measure and quote the work to patch and roll the areas. Greg Jones agrees the patch area should be milled and rolled for a lasting repair.
3. Hawks Nest Lift project -Colin Dale will provide paper copies of the project description and options. A public works session will be scheduled to hear concerns from the council. To date, the favored route is Option #1 with above-ground pumps. There is still a question how to plan for potential Woods Edge expansion.
4. Development Guide – Colin Dale is completing the final draft, and would like comments from Ron Holladay and Dan Gemmecke. There may be a need to update sewage fees by ordinance, and adopt a new utility service agreement. The goal is to have the completed document ready to adopt at the January meeting.
5. Storm Water - The Tomahawk Lane project is still in process. It is hoped that a CCMG project could be utilized to replace the pavement following drainage improvements.

Dave Buck mentioned that the 600N inspection work looks to be over budget by about \$2,000. He asked if the council would be open to a supplement for the additional work there and for the ADA ramps. There was general agreement that a supplement would be approved if there is need.

## **Attorney**

Ordinance to Petition the Conservancy - Andrea Agree (representing the Water Conservancy) was in attendance to introduce the proposed ordinance which had been drafted by the Conservancy's legal counsel. Andrea explained that the Conservancy was preparing an amendment to its District Plan. The 2014 town ordinance that annexed Shawnee Ridge into the town did not incorporate the annexed area into the Conservancy. The proposed ordinance would support incorporation of Shawnee Ridge within

the Conservancy District and allow the Conservancy board to petition the court to update its District Plan. Andrea explained that in the interim between town annexation and successfully updating the District Plan the residents of Shawnee Ridge had been, and would continue to be, treated as freeholders within the District.

**Motion** by Mary Jo Totten to adopt Ordinance 2020-588, An Ordinance to Petition the Battle Ground Conservancy District to Add Area to the Conservancy District. Second of Steve Hahn, motion carried by unanimous roll call vote.

**Motion** by Mary Jo Totten to suspend the rules for second reading of the ordinance. Second of Steve Hahn, motion carried by unanimous vote.

On second reading of the ordinance, **motion** by Mary Jo Totten to pass Ordinance 2020-588. Second of Steve Hahn, motion carried by unanimous vote.

**Motion** by Mary Jo Totten to reinstate the rules. Second of Steve Hahn, motion carried by unanimous vote. Andrea thanked the council for their support in correcting this oversight.

Salary Ordinance -The council considered the topic of year-end bonus pay and whether to include part time employees. The 2020 salary ordinance would need to be amended if any change is made for the current year. There is opportunity at this time to make a change to the 2021 ordinance. There is general agreement that all employees should be included if a bonus is offered.

Patrick Jones will provide salary ordinance text for Clerk-Treasurer longevity pay.

### **Minutes**

**Motion** by Mary Jo Totten to approve the minutes of October 12 and 27. Second of Steve Hahn, motion carried with unanimous vote.

### **Clerk-Treasurer**

The council discussed the appropriation vouchers, some claims entries show transfer of previously paid invoices to different appropriations in addition to new expenses.

**Motion** by Mary Jo Totten to approve the Register of Claims, October 13 to November 9, in the amount \$192,034.15. Second of Steve Hahn, motion carried by roll call vote, unanimous vote.

**Motion** by Greg Jones to approve Resolution 20-110 Transfer Appropriations in the amount \$44,594 to fund 101001420 Improvements, which is the sidewalk contract and engineering expense. Second of Mary Jo Totten, motion carried by unanimous vote.

**Motion** by Greg Jones to approve Resolution 20-111 A Resolution to Provide for Reimbursement of Public Health and Public Safety Costs with CARES Act Funding, which establishes Fund 150 to receive grant funds to cover expenses related to the pandemic. Second of Steve Hahn, motion carried by unanimous vote.

### **Police**

Tippecanoe School Corporation requested changes in the traffic pattern around Battle Ground Elementary School to accommodate parents who drive their children to school. The school requested



the stop signs at Sherman and Liberty be moved. Jerry Burk considered the overall impact of this request and declined for now and will observe the traffic at the intersection.

The new patrol car was delivered to the shop for installation of lights, siren and equipment mounts.

The radar signs are ordered, for delivery in about six weeks. Jerry is working with Ron to supply posts to mount them.

An order for personal protective equipment including hand sanitizer and dispensers, gloves, face masks, face shields, disinfectant and disposable coveralls is requested to have supplies on hand for the winter. The invoices will be submitted for reimbursement under the CARES act, approximately \$2200. Jerry would like to order two Portable Breath Test units (PBT) that are made so that the officer is shielded from the breath that comes through the sensor. There would be one unit in each patrol car.

**Motion** by Mary Jo Totten to approve an amount not to exceed \$5500 for portable breath test units and PPE for the police department and offices. Second of Greg Jones, motion carried with unanimous vote.

Comcast internet service to the police office is insufficient for their needs. Service is inconsistent and upload time for car cameras is a problem. Georgia recommended to the council that a Wintek internet account would increase the transmission speed and deputies would not spend as much time waiting for shift downloads. There is no installation fee with a 3-year contract.

**Motion** by Mary Jo Totten to approve a three-year contract with Wintek for the police department. Second of Steve Hahn, motion carried with unanimous vote.

#### **Utilities and Street Department**

The UV bulbs were removed for the winter. Ron Holladay plans to replace a bank of bulbs in 2021.

Winans Street will be patched to correct a pothole repair that came loose.

Ron was contacted by the developer at Belle Terre golf course for potential water and sewer service.

#### **Redevelopment Commission**

Greg Jones reported the commission is working on conversations with land owners, to ask about their plans and needs.

#### **Area Plan**

The council reviewed Amendment #98 to the Unified Zoning Ordinance which makes changes to the Discovery Park District Overlay.

**Motion** by Greg Jones to adopt Ordinance 2020-587 An Ordinance Amending Ordinance No. 349-97, Known as the Unified Zoning Ordinance of Tippecanoe County, Indiana. Second of Mary Jo Totten, motion carried by unanimous vote.

#### **Committees**

**Transportation** - Greg Jones is working to complete the 2020 PASER rating for submission to INDOT, and will take a closer look at sidewalk costs and budget.

**Public Relations / Communication** - no report

**Strategic Planning** - James Miller and Matt Coppock will meet with Starr Associates.

**Citizen Advisory Groups** – no report

**Old Business**

Utility Billing: There is support for a new software system to offer online customer account information and provide better internal work tracking and client information. The cost for training/data transfer was quoted at \$10,000 and the monthly fee is \$400, to be shared by all utilities.


**Motion** by Mary Jo Totten to approve sharing Muni Link billing software purchase and data transfer expense, subject to Conservancy approval. Second of Steve Hahn, motion carried by roll call vote, unanimous approval.

**New Business** – none

The council will set a future date for a work session on Hawks Nest and the Development Guide.

**Guest Comment** - withdrawn

**Motion** to adjourn 8:10 p.m. by Steve Hahn.

  
Georgia Jones, Clerk Treasurer  
James Miller, Council President