

Battle Ground Town Council

Meeting Minutes, February 10, 2020

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

Guests: Steve Egly, Buffy Rogers, Ron Evans, Dave Buck, Bill Jones, Joanne Kuhn Titolo

James Miller called the meeting to order at 6:00 p.m.

Contracted Services and Guests

Dave Buck of Butler Fairman & Seufert (BFS) informed the council that the town's application for the CCMG grant could not be submitted because the project scope includes a road segment on CR600N that is not recognized by INDOT as owned by the town. Going forward without a grant for that segment, which is about 1/3 the total project, would be too costly. This situation was discussed to be corrected last year but no action was taken. The council will need to decide what preservation methods can be afforded to extend road life until 2021.

Core samples indicate the CIP recycle method of paving could be used. It is higher cost than aggregate making the total project estimate close to \$600,000 in the 2020 estimate.

Motion by Greg Jones to request a BFS project to update the road inventory, not to exceed \$1500.00. Second of Mary Jo Totten, motion carried. 5 Aye, 0 Nay.

Attorney Eric Burns informed the council that MGM Plaza paid the demolition debt for the old hotel property, and said he would provide owner contact information for council use.

Minutes

Motion by Greg Jones to approve the minutes for January 13 and January 20 meetings. Second of Steve Hahn, motion carried. 5 Aye, 0 Nay.

Clerk-Treasurer

Motion by Mary Jo Totten to approve the Register of Claims January 14 to February 10. Second of Greg Jones, motion carried. 5 Aye, 0 Nay.

Motion by Mary Jo Totten to approve \$1000.00 from Fund 401 Cumulative Capital Improvements for the replacement office computer purchase and installation. Second of Matt Coppock, motion carried. 5 Aye, 0 Nay.

Motion by Mary Jo Totten to approve paying AIM dues for 2021, \$1311.00. Second of Steve Hahn, motion carried. 5 Aye, 0 Nay.

Motion by Greg Jones to approve Clerk-Treasurer travel expense for ILMCT conference in June, estimate is \$1000.00. Second of Matt Coppock, motion carried. 5 Aye, 0 Nay. The cost of training is split between General Fund, Wastewater and Conservancy.

The Council considered how to meet their internal controls responsibility without the office of Treasurer this year. Each fiscal quarter will be reviewed by a different person. Mary Jo Totten has Q1 ending March 31; Steve Hahn has Q2 ending June 30; Greg Jones takes Q3 ending September 30; and Matt Coppock will review Q4 ending December 31, 2020.

Clerk Jones reviewed the list of account adjustments and delinquent accounts. Three property owners were served notice of potential lien and two called to pledge payment. One lien will be filed in February. Payment pledges will be reviewed at the March 9 meeting. Several accounts were submitted to TRECS with the Conservancy to see if Indiana Department of Revenue will be able to collect. A few accounts are too small for that process (minimum \$20.00) or are otherwise uncollectable.

Motion by Mary Jo Totten to write off as bad debt the short list of uncollectable accounts totaling \$82.42. Second of Greg Jones, motion carried. 5 Aye, 0 Nay.

There are five outstanding checks that may now be cleared from the bank reconciliation file.

Motion by Greg Jones to void the checks that are outstanding for two years as of December 31, 2019: Check # 11322, 11417, 11788, 11793 and 18505. The total is \$574.98 returned to Sewage Operating. Second of Matt Coppock, motion carried. 5 Aye, 0 Nay

Police Department

A template for a golf cart ordinance is under review and will be discussed in March.

The police department is planning a town clean-up day in early April. If any volunteers are expected to join the work crew, we should notify the insurance company of a "special event" for liability coverage. Youth volunteers under age 18 must be registered with an organization other than the Town of Battle Ground that will be present and provide insurance and waivers for their participation. Youth may not operate power tools or machinery.

Utilities and Street Department

The sewer cleaning and televising work in January was done by Eco Infrastructure. Ron is pleased with the reports and maps provided by their camera system.

Ron received estimates for confined space retrieval systems with costs up to \$18,935. Steve Hahn asked which model would be Ron's preference. Ron thought he would be able to get what he needs for \$2000.

Motion by Mary Jo Totten to approve the purchase of a retrieval system up to \$2000. Second of Matt Coppock, motion carried. 5 Aye, 0 Nay. Matt has resources to provide training for use of the system. Ron mentioned his gas meter was sent for annual recalibration.

When Eco was doing the camera work, they found a section of pipe from North Street to College Street that is in bad shape. The State Highway Department will work on the area under the 225 bridge this summer. Ron would like to have the damaged sewer lined to provide strength so that section will hold up while the state is working over/around it with heavy equipment. The distance is 150.5 feet, ranging 2.5 to 8 feet deep. Matt asked if excavation would minimize cost, since the area will sustain surface damage during the INDOT work. Ron said the sidewalk would have to be replaced if complete excavation is used. Miller asked if they could table this until the March meeting.

There will be a presentation on replacement lift station options, February 14 at 10 AM at Town Hall.

Ron Evans said there is a tree at Jefferson and Main that is likely to fall. Due to ordinances which place ownership and maintenance of trees on the residents, the town attorney advised the council to not be involved with removal of the tree. It is possible that other residents/neighbors could get involved.

Steve Egly asked about efforts to replace light bulbs on South Railroad Street decorative street lights. Ron Holladay has talked to Huston Electric about changing the wiring to use a less costly style of bulb.

Area Plan

Greg Jones said the committee is still working on a solar ordinance for smaller installations

Committees

- a. Transportation – Greg Jones said Doug Poad will have a sidewalk inventory soon.
- b. Public Relations/ Communication – Mary Jo Totten reported having three volunteers to work on the committee, to be ready to publish a March newsletter.
- c. Strategic Plan – no report
- d. Citizen Advisory Groups – James Miller has talked with two people who are willing to help on special projects.

Old Business

a) James Miller is interested in learning more about residents' attitudes toward town growth and asked if there is interest in having a town meeting. What are the obligations, if any, to "grow" the town and what are people thinking about in regard to growth. Georgia Jones suggested a survey to narrow the potential list of topics to a few primary concerns.

b) The Council agreed it is important to receive more information about the Battle Ground Redevelopment Commission and Tax Increment Financing (TIF) district. A special meeting will be held either Feb 27 or March 2, depending on the speaker's schedule. Larry DeBoer of Purdue University will be contacted to present. He is a specialist in property tax and local government.

c) The sewage plant and collection system need priority decisions. The master plan set out strategic steps for improvements and target areas need to be identified so funding can be allocated. Part of the discussion was the need to set a commercial tap fee and be ready for new development. Hawks Nest lift station concerns are also a priority for discussion. Steve Egly believes new service north of CR600 is a priority. Land has been purchased and cleared, it is expected that some day a call will come in to request service. He estimates a bond to finance expanding infrastructure would require \$150,000 in upfront expenses. Dave Buck mentioned that an ordinance to recover the upfront fees would distribute some of the cost to developers in the area. James Miller questions what obligation, if any, the town has to finance growth.

d) The committee to produce a newsletter is forming now.

e) There has been much discussion about storm water drainage on Tomahawk Lane, and the potential to reduce ponding water prior to pavement repairs. Those involved are still looking for the right solution. Replacing the storm line there may not solve the overall problem of water flow away from the area.

- g) Golf cart ordinance was addressed in the Town Marshal report.
- h) Miller would like to work on a town ordinance and development guide similar to the sample document provided by BFS. It organizes utility and local ordinance information for residential and commercial owners to know the steps and requirements for development. Tap fees would be part of this information. Dave Buck will provide a proposal to the council for assistance with this project.
- i) Administration meetings on Mondays are departmental meetings and won't have minutes but each person can take their own notes. James Miller provided his questions and notes from the Jan 13 and Feb 10 meetings.

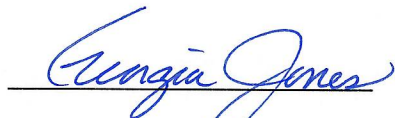
New Business

Georgia Jones talked about changes in weekly staff hours and as a result, the advertised utility office business hours will be changed. The plan is to try 8:00 a.m. to 3:00 p.m. with later hours on Wednesday, maybe noon to 6:00 p.m. It is always possible to make an appointment for a new account or other business at an alternate time. It is highly likely someone would be in the office the from 8 AM to 5 PM or even longer hours on some days but the advertised hours will be limited. We will see how this works for the remainder of the spring and review for the summer.

Guest comment:

Joanne Titolo would like to see minutes from December council meeting on the web site.

Motion to adjourn at 8:03 p.m. by Steve Hahn.



Georgia Jones, Clerk Treasurer



James Miller, Council President