

Battle Ground Town Council

Meeting Minutes, October 23, 2023

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

Guests:

James Miller called the meeting to order at 6:00 p.m. Additions to the agenda include a discussion on Town Manager ideas and the water pipeline to the LEAP project in Lebanon.

2024 Budget Adoption

Mary Jo Totten moved to adopt the advertised budget for 2024, with second of Steve Hahn. Motion carried with unanimous vote.

Asset Management Update

The town and utility asset management records need to be updated for the years 2020-2023. Georgia Jones requested approval for the engagement letter from Peterson Consulting, Inc. to add to their prior work in 2019 and provide data for the interval years plus 2023, not to exceed \$5,000. The Conservancy District Board of Directors approved paying 1/3 of the amount to cover costs for updating the Conservancy assets. The balance would be paid by Town of Battle Ground.

Mary Jo Totten moved to approve the expense paid to Peterson Consulting, Inc. for the four years asset management information. Second of Greg Jones, motion carried with unanimous vote.

Contracted Services

Waste Management provided a contract for services according to their bid accepted earlier this year. James Miller reviewed the document and found items that need to be corrected prior to signature. The contract will be brought again to the November 13 meeting.

The contract from Butler Fairman and Seufert for supplemental engineering services for the Woods Edge project was discussed. Mary Jo Totten moved to accept the contract scope and services not to exceed \$18,700. Second of Steve Hahn, motion carried with unanimous vote.

The Woods Edge lift station replacement was discussed, with Ron Holliday agreeing to revisit the estimated cost with Covalen. This will be brought up again November 13.

Salary ordinance for 2024

A draft ordinance was distributed for consideration. The Juneteenth federal holiday is added, and a new full-time position in Wastewater and Street department. Benefits will be reviewed by a committee comprised of Mary Jo Totten and Georgia Jones.

James Miller shared documentation to help guide development of a town manager job description. The funding for such a role would need to be added to the salary ordinance and budget.

Parking Ordinance Update

Council considered a request to implement parking restrictions on North Street, between Winans and Railroad Street. If approved, the change would be added to the parking ordinance. The desire is to limit parking in that one block to 30 minutes daily, during specified hours. Officer Moyars will help define the limitation so an amendment to the parking ordinance can be created and approved on November 13.

Excess Inventory and Scrap

After reorganizing the police department office, there is some equipment and furniture to be removed from inventory. Mary Jo Totten moved to declare the following list of items scrap or donation. Second of Steve Hahn, motion carried with unanimous vote.

Microwave, Gold Star

Microwave, Samsung

Task desk, vinyl laminate

Computer work station

Black office chair (Qty 2)

Bags of outdated police uniforms (Qty 2) salvaged embroidery emblems

Strands of Christmas lights used on Town Hall last 2years, 1 box of partially lit strands

Job Posting

Ron Holladay and Steve Hahn conducted in-person interviews for the position posting. They could make a selection soon. Officer Moyars will provide a consent form to allow a background check.

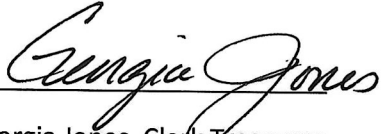
Police Office Development

Officer Moyars provided to the council a list of budget considerations as he sets up personal services and equipment needs for the future.

New Business

Georgia Jones mentioned that the town departments will need to update inventory in each department for audit purposes. The inventory is different from asset management, one difference is no stated minimum cost for items. The list should include everything except supplies.

Motion to adjourn 8:00 p.m. by Mary Jo Totten with second of Steve Hahn.


Georgia Jones, Clerk Treasurer


James Miller, Council President

Memorandum of Open-Door Law Compliance
Battle Ground Town Council

Date: October 23, 2023

Time: 6:00 p.m.

Members Present

in Person: James Miller, Steve Hahn, Mary Jo Totten, Greg Jones, Matt Coppock

Also Present in Person: Ron Holladay, Georgia Jones, BJ Moyars

Also Present virtually:

Guest Present in Person:

Guest Present virtually:

Electronic Means of Communication Used For Members and Public: Zoom.us

Attest:



Georgia Jones, Clerk-Treasurer, Financial Clerk