

Battle Ground Town Council

Meeting Minutes, December 11, 2023

Attending: Council President James Miller, Councilors Steve Hahn, Greg Jones, Mary Jo Totten. Also attending: Attorney Eric Burns, Town Supervisor Ron Holladay, Interim Town Marshal B.J. Moyars, Clerk Treasurer Georgia Jones. Matt Coppock did not attend.

Guests: Colin Sullivan, Chris Limiac, Wendy Starr, Todd Starr, Sooyeon Shin, Fredrick Townsend, Michael Budd, Mark Gosney and Joe Kline (virtual)

James Miller called the meeting to order at 6:00 p.m. One addition to the agenda for a presentation by B.J. Moyars regarding the police department administrative needs.

Minutes

Mary Jo Totten moved to accept the minutes of November 13 and November 20. Second of Steve Hahn, motion carried with unanimous vote, 4 Aye, one absent.

Attorney

Eric Burns confirmed the tenant at 107 Railroad Street was served a notice to terminate the month-to-month lease by December 1. On December 4, Ron Holladay and B.J. Moyars visited the property while an employee was working. They advised the employee that shelf brackets and supports that were bolted to the wall and floor were part of the real estate and should not be removed. A subsequent inspection revealed that this item was removed and Ron asked the attorney what can be done to get it back. Eric would like the photo evidence from the police camera to include with the communication to the tenant.

Access to the Woods Edge sewer main easement from SR43 to Hawks Nest has not been decided yet. Ron Holladay will advise the town what should be done to secure access for maintenance and work with Eric Burns to bring a solution in January. Eric left the meeting after this discussion.

Police Department

James Miller made an exception to re-order the agenda to hear the Police department presentation at this time. BJ Moyars completed a draft of new Police General Orders for the department. Included is an item to reinstate a reserve officers program, which requires an ordinance. The council will review and provide an adoption date.

Moyars presented his department's request to implement a system for evidence management. This requires an investment in equipment, personnel and physical facilities. The approximate cost would be within the \$40,000 budget allocated from the Public Safety fund. The department has a list of needs, the council is learning what resources are critical at this point in time. Fred Townsend, Mark Gosney and Sooyeon Shin offered their experience and support for improving evidence management, equipment and training for the department.

To give the council an opportunity to understand the expenditure requests and the effect on other departments, James Miller recommended referral to a special meeting on December 18 at 6:00 p.m. specifically for further review of the recommendation.

Moyars advised the council that he has received a grant for \$29,000 of equipment from the state of Indiana, the specific equipment and awarding entity were not mentioned.

Contracted Services

Hawks Nest Lift - Chris Limiac reported the Hawks Nest Lift Station project will go forward in January with Midwest Mole, the company responsible for drilling the new main.

Woods Edge - The Woods Edge force main replacement project is moving forward. Recently the vendor for the lift station advised that the current lead time for orders is 6 – 7 months. A project kickoff meeting will be scheduled for the first week in January.

Starr Associates - Todd Starr and Wendy Starr reviewed a proposal that is conditionally approved by the Battle Ground Redevelopment Commission (RDC), to provide a conceptual plan for part of the commercial land at State Road 43. Use of the land could be pivotal for desired development at the “Gateway” area and for the town. The RDC has committed its’ 2024 budget to support the plan however the town council would need to approve additional funds to cover the total cost. Michael Budd, representing the RDC, spoke in support of the conceptual plan. Following discussion, Mary Jo Totten moved to approve up to \$13,300 from the Economic Development Fund for the RDC to complete a contract for the conceptual plan. Second of Steve Hahn, motion carried with 4 Aye.

Clerk-Treasurer

The register of claims in the amount \$100,130.39 was reviewed. Mary Jo Totten moved to approve the claims November 14-December 11, 2023 with second of Greg Jones. Motion carried with unanimous vote. A claim for the repayment of an operating cash loan \$130,000 to the Sewage Fund 6201 was presented as a separate register. Mary Jo Totten moved to approve that claim, with second of Greg Jones. Motion carried with unanimous vote.

To expedite the transfer of funds to savings accounts in 2024, Mary Jo Totten moved to approve the use of TrustINDIANA accounts for these identified funds: General Fund, Motor Vehicle Highway, Riverboat, Rainy Day, Public Safety LIT, Cumulative Capital Improvements, Cumulative Capital Development, Economic Development, Sewage Utility Operating, Sewage Maintenance Reserve, and Storm Water Operating. Second of Steve Hahn, motion carried with unanimous vote.

The Assistant Town Supervisor position has been posted and there is a qualified internal candidate. There will be no changes to the health plan provider this year.

The 2024 Salary Ordinance was brought to the council for approval. Steve Hahn moved to adopt Ordinance 2023-634 Salaries and Wages for 2024. Second of Greg Jones, motion carried with unanimous vote.

The State Board of Accounts 5 year audit is complete. The cost charged to General Fund will be withheld from tax distributions in 2024, and the Utility will be billed. The town has a repeat finding for separation of responsibilities in receiving payments and making bank deposits, and the town council needs to appoint someone to review and sign the Annual Report to the state. Mary Jo Totten volunteered to provide review. Greg Jones moved to appoint Mary Jo to take this responsibility on behalf of the council. Second of Steve Hahn, motion carried with unanimous vote.

As required by statute, the town council submitted disclosures for nepotism and conflict of interest for the 2023 year.

Utilities and Street Department

Ron Holladay reviewed the training provided to temporary employee Jantzen Fields, including backhoe and salt truck experience. Jantzen will receive appropriate inoculations for sewer plant work. Leaf pickup was extended over a weekend to take care of several areas with piles of leaves at the curb. The leaf vac and the chipper will be stored in the barn at 107 Railroad Street to help extend their useful life. Some repairs are needed. The heated building will allow maintenance of these vehicles and the mowers over winter months. One salt truck will be parked there as needed so it is ready for road applications. He mentioned the hill on CR600 is a priority, which receives only salt application rather than plowing. The lighted signs are on a two-week order at this time.

Area Plan

The next update to Unified Zoning will be ready for January approval.

Committees

Redevelopment Commission – The RDC approved using its 2024 operating budget to partially fund a conceptual plan for Northgate that could be used to attract and guide development.

Old Business

Financing – It is likely that lenders for Woods Edge or solar will require a financial review. Georgia Jones will obtain some estimates for this service.

Asset Management – Georgia Jones relayed to the Council that the state auditor found the town's current ordinance for asset management is lacking guidance for handling replacement of infrastructure. The council should address this in an update to the ordinance prior to the end of 2024. A recommendation for obtaining a new asset management software is part of the request for this year.

New Business

The 2023 salary ordinance allows the council the option for a year-end bonus to all employees. Mary Jo Totten **moved** to pay employees a \$250 bonus with appropriate deductions withheld. Second of Steve Hahn, motion carried with unanimous vote. This will be distributed separately from payroll.

Greg Jones commented he is in agreement with the police department requests for equipment however would like to have further discussion about facilities due to the connections with other departments.

James Miller wants to keep the topic of grants at the top of priorities, along with communication.

Motion to adjourn 7:45 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: December 11, 2023

Time: 6:00 p.m.

Members Present

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

Also Present in Person: Ron Holladay, Georgia Jones, B.J. Moyars

Guest Present in Person: Colin Sullivan, Chris Limiac, Todd Starr, Wendy Starr, Sooyeon Shin, Mark Gosney, Fredrick Townsend, Michael Budd.

Guest Present virtually: Joe Kline

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

Attest:



Georgia Jones, Clerk-Treasurer, Financial Clerk