

Battle Ground Town Council

Meeting Minutes, October 28, 2024

Attending: Council President James Miller, Councilors Steve Hahn, Greg Jones. Mary Jo Totten, Matt Coppock.

Also attending: Marshal BJ Moyars, Clerk Treasurer Georgia Jones

Guest attending via Zoom.us; Joe Kline

James Miller called the meeting to order at 6:02 p.m. There was one addition to the agenda to consider use of 107 N Railroad Street.

2025 Budget adoption

Motion by Mary Jo Totten to adopt Ordinance 2024-642 Budget for the year 2025. Second of Greg Jones, motion carried with unanimous vote.

HR Committee

Mary Jo Totten and Steve Hahn reported recent findings relative to employment policy and the 2025 salary ordinance. In summary, the items discussed included:

- Part time employees do not receive holiday pay

- If vacation is allowed for part time employees, it should be offered to all part time.

- Every employee must provide a timecard to the clerk for payroll reporting. The card must be signed by the supervisor and list all hours, regular, overtime, and paid time off.

- Crossing guards should be visible at the crossing during their shift.

- Compost security will continue to be part of the police budget.

There was discussion about ways to obtain needed training with the County Sheriff with no budget expense.

The draft salary ordinance will be reviewed November 12.

Police Department

BJ Moyars reported using funds from his budget to provide refreshments and meals during a training held for Axon equipment. Mary Jo Totten **moved to approve** an expenditure for food items from Meijer in West Lafayette for the police taser training event, to be taken from the education budget. Second of Steve Hahn, motion carried with unanimous vote. The Clerk-Treasurer requested that a purchasing policy be developed, to allow this type of expenditure in the future. The department may also need a per diem established for travel.

The marshal is advised to keep his hours and the deputies' weekly hours under 30, to be consistent with the part time employment status. This includes administrative hours for the marshal. This will cause a reduction in patrol hours until another office is hired.


107 N Railroad Street

The police department would like to use 107 N Railroad Street for convenience and equipment storage. There is an evidence locker obtained on a grant that must be installed somewhere or risk forfeiting the item. There was discussion of the expense involved to move the entire police office to move to the new location. Matt Coppock **moved to allow the building to be used** on interim basis. Second of Steve Hahn, motion carried with 4 Aye and 1 Nay. Mary Jo Totten did not agree with the proposal. There is a possibility that the property will eventually be sold. It is also a concern that the street department will not have easy access to the salt truck during the winter.

Guest Comment

Joe Kline commented that one of the duties of the government unit is to provide oversight of spending within the unit. When a department requests an increase of budget from \$5,000 to \$15,000 it is within the scope of Council members' role to ask questions, whether or not it is needed or had been done in the past.

Motion to adjourn, 6:54 PM by Mary Jo Totten, with second of Steve Hahn. Motion carried.



Georgia Jones, Clerk Treasurer



James Miller, Council President

Memorandum of Open-Door Law Compliance
Battle Ground Town Council

Date:

Time: 6:00 p.m.

Members Present in Person:

James Miller, Councilors Steve Hahn, Greg Jones. Mary Jo Totten, Matt Coppock.

Members Present Virtually:

Also Present in Person: BJ Moyars, Georgia Jones

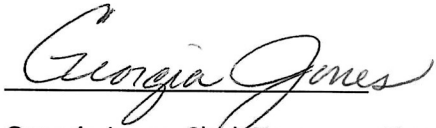
Also Present virtually:

Guest Present in Person:

Guest Present virtually: Joe Kline

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

Attest:

A handwritten signature in cursive script that reads "Georgia Jones". The signature is written in black ink and is positioned above a horizontal line.

Georgia Jones, Clerk-Treasurer, Financial Clerk