

Battle Ground Town Council  
Meeting Minutes, March 11, 2024

Attending: Council President James Miller, Councilors Matt Coppock, Steve Hahn, Greg Jones, Mary Jo Totten. Greg Jones attended via Zoom.us. Also attending: Attorney Eric Burns, Town Supervisor Ron Holladay, Interim Marshal BJ Moyars, Clerk Treasurer Georgia Jones.  
Guests: Kathy Vernon, Chris Limiac, Mark Gosney, Soo Shin, Fred Townsend, Joe Kline (virtual)

James Miller called the meeting to order at 6:02 p.m.

**Minutes**

Mary Jo Totten **moved to accept the minutes of February 12**, with second of Steve Hahn. Motion carried with unanimous roll call vote.

**Attorney**

**Police Reserve Officers** Consideration of ORD 2024-635 on second reading. Mary Jo Totten **moved to approve the ordinance**, with second of Steve Hahn. Motion carried with unanimous roll call vote.

**Easement access** Ron Holladay has selected a preferred route for access to the Woods Edge sewer easement, however has not been able to reach the property owner. He will provide a drawing with supporting information to the attorney.

**Town Festival** Brief discussion of potential summer events in town, such as a street fair. He advised the council to create a formal list of expectations, rules and approvals, request certificates of insurance from participants, and provide event information to the town's carrier for coverage. Food service vendors might need county health department inspection and approval.

**Park Board** Eric Burns responded to the question whether a park board would be required to offer camping for a special event. The board is not a necessity however adequate insurance coverage would be. A Park Board would be approved for funding and a budget, members are appointed and provided a scope of influence and required to report to the town council but not be directed by it.

**Unsafe Building** The police department asked about the process for unsafe building removal. The owner was advised of the need to remove a garage that has mostly fallen down. A county demolition permit is required. If the removal is voluntary, what is the timeline the council will allow to complete the project. The police department can issue a violation notice and ask the property owner to sign an agreement that removal will be complete by a deadline to avoid further action by the council.

Eric Burns left the meeting.

**Contracted Services**

Hawks Nest work has ceased for the season. Matt Coppock said the easement access lane is not open to the public and will be closed when not in use by the town or contractors. The walking path will have wood chips placed where the sod has been removed by truck traffic. Some homeowner questions about the location of the easement have been addressed by BFS and Rock 'n Dirt.

The Woods Edge Lift and Main Replacement project will be ready for April 1 submittal to the State Revolving Fund. Mary Jo Totten **moved to approve Resolution 24-130 Signatory Authorization** to give James Miller signing authority to submit the application. Second of Steve Hahn, motion carried with unanimous roll call vote.

#### **Clerk-Treasurer**

The register of claims in the amount \$ 104,378.05 was reviewed. Mary Jo Totten **moved to approve the claims**, with second of Matt Coppock. Motion carried with unanimous roll call vote.

Mary Jo Totten moved to allow the transfer of MVH restricted funds \$30,000 from 2201 MVH to 2203 MVH Restricted. Second of Steve Hahn, motion carried with unanimous roll call vote.

The IPEP Worker's Compensation insurance job code for police department employees has been corrected and payment will be made on the current claim. Mary Jo Totten **moved to allow the first reimbursement to be paid to the employee** in the amount \$3660.07 minus required deductions. Second of Steve Hahn, motion carried with unanimous roll call vote.

Georgia Jones recommended the council purchase holiday decorations for the downtown light posts and start a community campaign for donations to cover the cost. Lighted wreaths with red bows are on a special promotion during March, at \$348 each, needing 10 to do all the posts. Matt Coppock **moved to approve the purchase, not to exceed \$3800**. Second of Mary Jo Totten, motion carried with unanimous roll call vote.

A resident had a water main leak that involves two billing periods, and requests an exception to the sewage credit to allow an average billing applied to both invoices and credit the difference. Steve Hahn **moved to allow this one-time exception**, with second of Matt Coppock. Motion carried with unanimous roll call vote.

#### **Police**

Interim Marshal Moyars mentioned these items as needs for his department:

- A front door for police department;
- Help clearing the department areas of surplus equipment and lost-and-found items;
- Improved resources for potential incidents in town;
- Lease of 111 Railroad Street property.

Council President James Miller has a conflict of interest with the last item and requested the discussion be tabled until the end of the meeting. He will be excused prior to any presentation or deliberation.

Moyars presented a list of items to be declared surplus and taken off of inventory, saying he would "Look for good homes" for the items and then recycle the rest. Clothing items will have the Battle Ground patch removed and the cloth will be recycled. Computer equipment can be recycled. In the future there will be a system to log the date of lost and found items and move them out after 90 days. Steve Hahn moved to approve the police department list of surplus items, with second of Matt Coppock. Motion carried with unanimous vote.

Steve Hahn asked about the bicycles, the department plan is that most of the surplus would be donated to the Battle Ground Lion's Club auction to support that local organization. Ron Holladay will assist the department moving items to 107 Railroad Street until the auction.

## Utilities and Street Department

The pines at the sewer plant are too tall and twice have damaged the water barn during storms. Ron and crew removed them and arranged with a lumber company to buy the logs. Matt Coppock thought it possible to remove the stumps when the heavy equipment is at the plant for the Hawks Nest sewer main connection. The trees will be replaced with arborvitae which will not grow as tall or damage the barn.

April 1 starts disinfection season and the UV bulbs will be ready for use. Ron has registered for Purdue Road School and the PASER class April 29.

**Area Plan** - no meetings to report

## Committees

**Communication** – Mary Jo Totten and Jim Miller have an estimate from Marcy Robledo for marketing and communication for the town. The cost would be \$8300 for comparison to other options.

**Transportation** – no report

**Strategic Planning** – no report

**Citizen Advisory Groups** – no report

## Old Business

**Asset Management Software** The clerk-treasurer recommends the purchase of an asset management program that would interface with the Keystone FUND program (ledger) and create reports for the state and internal use. This would replace the current relationship with a consultant who charges a fee to update the depreciation tables and prepare the annual state report. Some Council members would like to review a video that shows how the program is used.

**New Town Hall** Andy Switzer, an engineer/architect with ARKOR is evaluating the sites available for a new town hall and will report back in April.

**107 N Railroad** Someone expressed interest in purchasing 107 N Railroad from the town. Council would like to know the market value by appraisal. There was no action at this time.

**April Town Clean-up** The flyer for April 6-13 Battle Ground Spring Clean-Up Week was distributed. Notices are posted in town and will be provided with utility bills.

## New Business

**Security Cameras** James Miller had a conversation with a representative with VERKADA regarding a security camera system, a “Cadillac” system that is beyond our reach or need. We will keep looking for the best source.

**Internet at Wastewater Lab** This location is the last one to still have Comcast internet. The cost would be 50% less to use Wintek fiber service and have Mulberry phone service. There is general agreement in support of changing. The lab will need a new phone for VOIP service.

**Formation of a Park Board** addressed by attorney

**Town Festival in June** addressed by attorney

**Real Estate Lease** Jim Miller left the meeting, having a conflict of interest regarding the lease of real estate in Battle Ground that he owns. Interim Marshal Moyars requested an appraisal be approved for the lease of 111 N Railroad Street. He would like to have the property serve as a new location for the police department, in order to provide more space and better meet the current needs of the department. He mentioned part of the building could be used to generate revenue by hosting training programs for outside agencies taught by Instructors from Battle Ground PD. He would like to see the property renovated to accommodate this. The proposed lease requested by the owner is \$1500 per month for the whole building, including some utilities. The exceptions are phone and internet, and does not include a specific part of the lot.

The proposed interior renovation, requested office setup and a proposed two-car garage and was estimated by Matt Coppock at \$75,000. Matt agreed to look into the cost of a lease appraisal. Mary Jo Totten asked if the property was still for sale. No other action was taken.

### **Guest Comment**

A resident expressed a desire to have another school crossing guard at Sherman and Liberty, and also to have additional staff at town hall to answer the phone.

Joe Kline asked if the State Police had been contacted about sharing space with Battle Ground Police. The request was made, and post command declined that request.

**Motion** to adjourn 8:25 p.m. by Mary Jo Totten with second of Matt Coppock.



Georgia Jones, Clerk Treasurer



James Miller, Council President

Memorandum of Open-Door Law Compliance  
Battle Ground Town Council

Date: March 11, 2024

Time: 6:00 p.m.

Members Present

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

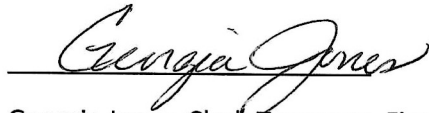
Also Present in Person: Ron Holladay, BJ Moyars,  
Also Present virtually:

Guest Present in Person: Kathy Vernon, Chris Limiac, Soo Chin, Mark Gosney, Fred Townsend

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