

Battle Ground Town Council

Meeting Minutes, June 10, 2024

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

Guests: David Buck, Colin Sullivan, Chris Limiac, and virtual guests Joe Kline, Bill Jones

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

Minutes

Mary Jo Totten moved to **accept the minutes of May 13, May 28, June 3** with second of Steve Hahn. **Motion carried** with 5 Aye, unanimous vote.

Attorney

Eric Burns commented on the potential condemnation for access to the Woods Edge easement. Following discussion, Matt Coppock volunteered to visit with the property owner, to know if the perpetual license right of entry document could be negotiated instead of starting condemnation.

A question was given to the town regarding seasonal retail sales on a vacant lot in town. There is an ordinance for peddler's license, which is the way to document contact information and duration of activity prior to approving a retail operation in town. The attorney recommends creating a permit request document which can fulfill the ordinance requirements. Notice of any retail activity, including food trucks, should be provided to the police department.

The hourly legal fees invoiced to the town will increase with the 2025 budget, to \$235 per hour.

Contracted Services

Trails Master Plan – The steering committee met recently and created a schedule with meetings and decision points. There will be two public open house events, July 11 and August 29, held at the Battle Ground Bible Church. There will also be a resident survey that will likely be provided as a link on the town website and community groups on social media.

Hawks Nest Lift Station –Midwest Mole plans to return to the project at the end of June.

Woods Edge Lift Station – Colin Sullivan reported the project is moving forward even as we wait for comment from the State Revolving Fund about financing options. BFS is using the time to “fine tune” the preliminary engineering design.

Clerk-Treasurer

The May 14 – June 10 **register of claims in the amount \$135,658.01** was reviewed. Mary Jo Totten moved to approve the claims, with second of Steve Hahn. **Motion carried** with unanimous vote.

The Public Safety Fund 2240 requires a transfer of budget appropriation \$34283.47 from 2240001490 Capital Outlay to 2240001362 Equipment to cover purchase orders. Mary Jo Totten so moved, with second of Matt Coppock. Motion carried with unanimous vote.

A review of year to date wastewater revenue shows collections are \$65,000 ahead of projection. Part of the amount was applied to appropriations for wages and benefits and other budget lines, leaving \$25,000 in reserve.

The schedule for 2025 budget approval starts now with department heads providing expenditure estimates for council consideration. The public budget hearing will be September 9 and budget adoption will be October 14.

Police

The council briefly discussed salary ordinance changes for police department vacation accrual. This was deferred to July 8. The advertising deadline for an ordinance change is June 20.

Ordinance violation fines for lawn height and other violations was discussed. There is a grace period after first notice, when property owners may work toward compliance and avoid fines. If a fine is imposed, there will be a document provided to the Clerk's office with the correct information so a notice can be mailed.

Utilities and Street Department

Pump #1 at Prophets Rock Road was sent for repairs that may take 4-6 weeks. The additional time is due to custom machining required to repair the bushings.

June is the start of annual lift station cleaning at a rate of two per month, beginning with Hawks Nest and Woods Edge. Bar screen cleaning will also be completed and the hazardous waste must be taken to Liberty Landfill.

The compost area is busy, and the department has removed three loads of tree stumps from the water barn area.

Ron solicited preferences for a sign designed to alert northbound Prophets Rock Road to the blind intersection at CR 600N. Mary Jo Totten moved to approve up to \$1400 for a lighted sign. Second of Steve Hahn, motion carried with unanimous vote.

Area Plan

Greg Jones advised the council about plans to restrict short term rentals in West Lafayette. If the council wants to pursue the same for Battle Ground, the resolution can be written to include the town. No action was taken.

Committees

Redevelopment Commission -

Transportation – Greg Jones moved to accept the **CCMG 2024-1 bid from Pavement Solutions** in the amount \$187,953.50. Second of Steve Hahn. This amount is higher than the project estimate. The total amount needed from local budget is \$53,500. Call for the question, **motion carried** with unanimous vote.

The new sidewalk grant application was returned by Richard Fudge for replacement sidewalk on Main Street. Greg Jones will complete the required inspection and report to the council.

Public Relations – Town-wide garage sales are advertised for June 28-29.

Strategic Planning – James Miller mentioned that a town manager job description might help with management concerns as turnover of council seats is anticipated in the coming years.

Old Business

Asset Management Software – Council members are asked to complete their review of a Boyce product for asset management.

107 N Railroad – Matt Coppock is obtaining two appraisals.

New Town Hall – A committee comprised of Greg Jones, Matt Coppock and James Miller will move this project forward. There is general agreement that Arkor is a good company to work with for lot and structure design.

Solar PV Funding – There is a desire to know if the original estimate has changed and whether adding town hall to the utility plant site will affect that project.

Park Board – James Miller commented that creating a Park Board would be a way to involve interested residents with town improvements.

Code Book – American Legal Publishing will provide an updated draft for review, incorporating the 2022 ordinances that they omitted in the first draft.

New Business

Solar 101 forum – James Miller is holding an information meeting on June 12 with Solar United Neighbors (SUN).

Live Stream Public Meetings - By July 1, 2025 all public meetings must be available by live stream on the internet. The town was contacted by AV PRO LLC, a vendor for services to set up a system compatible with YouTube live stream for town hall meeting room compliance. The council declined the offer of a demonstration and will seek local assistance.

Guest Comment

Greg Jones, council member representing Ward 3, announced his intent to resign effective January 1, 2025, when he will transition to volunteer status for committee work such as the BG Trails Master Plan.

Motion to adjourn 7:59 p.m. by Steve Hahn with second of Matt Coppock. **Motion** carried.



Georgia Jones, Clerk Treasurer



James Miller, Council President

Memorandum of Open-Door Law Compliance
Battle Ground Town Council

Date: 6/10/2024

Time: 6:00 p.m.

Members Present

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

Members Present Virtually:

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

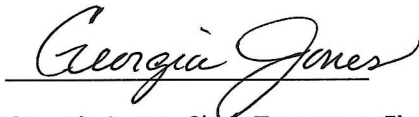
Also Present virtually:

Guest Present in Person: David Buck, Colin Sullivan, Chris Limiac

Guest Present virtually: Joe Kline, Bill Jones

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