**North Liberty Town Council Minutes – November 20, 2023**

The regular meeting of the North Liberty Town Council was held at the North Liberty Community Building. The Pledge of Allegiance was recited, and Will Groves, Jr. gave the Invocation. Vice President Tom England called the meeting to order at 6:00 P.M.

Town Council Members: Tom England, Will Groves, Jr., Joe Reed, Jr., Gerry Brown, Town Attorney Marcel Lebbin, Town Marshal Matt Wilber, Utilities Manager Skip Davidson, Deputy Clerk Jackie James, and Clerk-Treasurer Vicki Kitchen, were in attendance. Randy Lemert was not in attendance. There was one citizen in attendance. The sign-in sheet is on file with the minutes.

The consent agenda was presented for approval. Will Groves, Jr. made a motion to approve the consent agenda which included the Town Council Minutes for November 6, 2023, Payroll Docket #23, Resolution #2023-11 Fund Transfer, October Park Board Minutes, Memorandum of Bid Opening November 13, 2023, and the vouchers as presented. Joe Reed seconded the motion. All voted to approve. Motion passed 4/0.

There was no citizen comment.

Utilities Manager Skip Davidson presented his October Utility Report. A copy is filed with the minutes. He reported leaf pickup is going well.

Town Marshal Matt Wilber reported the family appreciated flags at half-staff for Reserve Officer Byrnes. There was a grief counseling session with 7 professionals from various departments to meet with the police department and family at the North Liberty Community Building. Town Marshal Wilber reported that several local departments reached out to help North Liberty if needed.

Town Marshal Wilber stated that Major Heeter of Notre Dame Police Department would be hosting Shop with a Player for North Liberty Elementary for Notre Dame Player Giveback on December 17, 2023.

The 2024 meeting schedules were distributed in the meeting packet.

There was discussion regarding the sludge and trash bids. Vicki Kitchen requested an ordinance for Payment in Lieu of Taxes (PILOT). The current Republic fee is higher than the rate we are charging customers, so the fund is in the negative. Vicki Kitchen talked to Baker Tilly and this is allowable by statute. She has provided ordinance examples to the town attorney. Joe Reed made a motion for the customer trash rate for 2024 to be $15.00. Gerry Brown seconded the motion. All voted to approve. Motion passed 4/0.

Tom England and Joe Reed provided the information and recommendations regarding Town properties and zoning. They decided they want to adjust the zoning to Town Center Zoning both directions on SR4 (W. Center Street) and SR23 (State Street and Main Street) within the Town limits. Discussion followed. Also included in the discussion were building townhouses on railroad parcel b. Phase 1 and Phase 2, tax abatement, residential lots, appraisals, subdividing, OCRA Housing grants. Joe Reed made a motion to get appraisals on the lot. Will Groves, Jr. seconded the motion. All voted to approve.

The property at 108 W. Harrison was discussed. The photos taken of the property were forwarded to the North Liberty Town Council and the St. Joseph County Building Department. Discussion followed. The matter was tabled until the next meeting.

Tom England then moved to the next agenda item, the construction of a 400,000-gallon elevated tank, submersible mixer, painting/coating, and sidewalk at 27101 State Road 4. (“Contract 2”). Will Groves, Jr. started the conversation with a discussion of the various bids received and stated that, after a review of the references submitted, he felt Chicago Bridge and Iron. (“CBI”) was the most responsible bidder with the lowest bid. Will Groves stressed the importance of getting water service to Potato Creek State Park in time to service the new Inn at Potato Creek State Park. Councilman Groves continued by saying Chicago Bridge and Iron constructed the current 500,000-gallon elevated tower at the Town’s Municipal Water Plant. Councilman Groves also felt, given the size of the project and the financial impact on the Town of North Liberty for cost overruns, the reputation of CBI as a contractor completing projects within its bid was a factor to consider. Councilman Groves noted the letter checking references. Councilman Groves then made a motion to award contract 2 for the construction of a 400,000-gallon elevated tank to Chicago Bridge and Iron, so that North Liberty could provide water service to Potato Creek State Park, to CBI as the most responsible bidder with the lowest bid. The Motion was subject to IFA bid review, funding, and SAM. Joe Reed seconded the motion. A discussion followed where the Council agreed with Mr. Groves that CBI was the most responsible bidder with the lowest Chicago Bridge and Iron bid. All voted to approve. Motion passed 4/0.

Tom England then moved to the next contract item, the construction of a 2,700 SF Booster pump building, a skip pump, 1,000- linear feet of water amin, and site development such as a parking lot and asphalt access drive. This construction shall be at 27101 State Road 4 for water service to Potato Creek State Park (“Contract 3”). Will Groves, Jr. started the conversation with a discussion of the various bids received and stated that, after a review of the references submitted, he felt Selge Construction Company, Inc. (“Selge”) was the most responsible bidder with the lowest bid. Councilman Groves stressed the importance of getting water service to Potato Creek State Park in time to service the new Inn at Potato Creek State Park. Councilman Groves continued by saying Selge’s competence and experience, as evidenced by its reputation and references for the successful completion of many similar projects, was a factor to consider. Councilman Groves noted the letter checking references. Councilman Groves then made a motion to award contract 3 for the booster station, so that North Liberty could service Potato Creek State Park, to Selge as the most responsible bidder with the lowest bid. The Motion was subject to IFA bid review, funding, and SAM. Joe Reed seconded the motion. A discussion followed where the Council agreed with Mr. Groves that Selge was the most responsible bidder with the lowest bid. All voted to approve. Motion passed 4/0.

Tom England then moved to the next contract item on the agenda, the construction of a 50,000-gallon equalization tank, submersible aerator/mixer, lift station, diversion structure and site work. This construction shall be at the North Liberty Municipal Wastewater Plant. (“Contract 5”). Will Groves, Jr. started the conversation with the only bid received for this contract and the previous review of the references submitted, he felt Selge Construction Company, Inc. (“Selge”) was the most responsible bidder with the lowest bid. Councilman Groves stressed the importance of getting wastewater service from Potato Creek State Park to service the new Inn at Potato Creek State Park. Councilman Groves continued by saying Selge’s competence and experience, as evidenced by its reputation and references for the successful completion of many similar projects, was a factor to consider. Councilman Groves then made a motion to award contract 5 for the equalization tank, so that North Liberty could service Potato Creek State Park, to Selge as the most responsible bidder with the lowest bid. The Motion was subject to IFA bid review, funding and SAM. Gerry Brown seconded the motion. A discussion followed where the Council agreed with Mr. Groves that Selge was the most responsible bidder with the lowest bid. All voted to approve. Motion passed 4/0.

Tom England then moved to the last contract agenda item, the decommission and demolition of the Potato Creek State Park Wastewater Treatment Plant and the closure of the wells within Potato Creek State Park. This Notice to Proceed is not scheduled to be issued until January of 2025. All other contracts must be completed beforehand. (“Contract 6”). Will Groves, Jr. stated the conversation with a discussion of the only bid received and stated that, after a review of the references from previous checking for contract 4, he felt Selge Construction Company, Inc. (“Selge”) was the most responsible bidder with the lowest bid. Councilman Groves stressed the importance of getting Potato Creek State Park unto the Town of North Liberty’s Municipal Utilities. Councilman Groves continued by saying Selge’s competence and experience, as evidenced by its reputation and references for the successful completion of many similar projects, was a factor to consider. Councilman Groves also felt, given the size of the project and the financial impact on the Town of North Liberty for cost overruns, the reputation of Selge as a contractor completing projects within its bid was a factor to consider. Councilman Groves then made a motion to award contract 6 for the decommission of the WWTP and the closure of the wells within Potato Creek State Park, to Selge as the most responsible bidder with the lowest bid. The Motion was subject to IFA bid review, funding and SAM. Joe Reed seconded the motion. A discussion followed where the Council agreed with Mr. Groves that Selge was the most responsible bidder with the lowest bid. All voted to approve. Motion passed 4/0.

Gerry Brown reported the Tree Board will resume meeting in the spring.

The year end meeting is December 27, 2023, at 5 PM.

With no further business before the North Liberty Town Council, Gerry Brown made a motion to adjourn at 6:47 P.M. Joe Reed seconded the motion. The vote was unanimous.

Signed:

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Attest:

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Vicki L. Kitchen, Clerk-Treasurer

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