**North Liberty Town Council Minutes – February 3, 2016**

 The regularly scheduled meeting of the North Liberty Town Council was held at the North Liberty Community Building. Gerry Brown called the meeting to order at 7:00 P.M. He led the Pledge of Allegiance and Matthew Peterson gave the Invocation.

 Will Groves, Jr., Joe Combes, and Thomas England Council Members, Town Marshal Michael Sawdon, Utilities Manager Skip Davidson, Town Attorney Marcel Lebbin, and Vicki Kitchen Clerk-Treasurer were in attendance. There were six citizens present and no representation from the press.

Will Groves, Jr. made a motion to approve the consent agenda including January 6, 2016 Minutes, Resolution #2016-03 Void Checks Two Years or Older, Resolution #2015-15 Final 2015 Appropriation Transfer, Encumber 2015 Appropriations into 2016, and vouchers. Tom England seconded the motion. All voted to approve.

Resolution 2016-01 Town Council Assignments was presented. Will Groves, Jr. made a motion for Joe Combes to be over Streets, Sidewalks, Curbs, and Trees. Matthew Peterson seconded the motion. All voted to approve. Joe Combes made a motion for Tom England and Will Groves, Jr. to be over Police, Water, and Wastewater. Matthew Peterson seconded the motion. All voted to approve. Will Groves, Jr. made a motion for Matthew Peterson to be the representative for Area Plan Commission and oversee the zoning. Tom England seconded the motion. All voted to approve. Will Groves, Jr. made a motion for Gerry Brown to be the Clerk-Treasurer Liaison. Matthew Peterson seconded the motion. All voted to approve. Will Groves, Jr. made a motion for Gerry Brown and Tom England to be the representatives for Stellar. Matthew Peterson seconded the motion. All voted to approve.

Town Marshal Michael Sawdon provided the January police report. A copy is filed with the minutes. Town Marshal Sawdon asked about purchasing a 2007 Crown Victoria from the Town of Atlanta for $3,500.00 with additional equipment including radar and radio for $300.00. Town Marshal Sawdon and Chief Deputy Marshal Walls inspected the car. Will Groves, Jr. made a motion to accept Resolution #2016-05 for the purchase of 2007 Crown Victoria for $3,500.00 and additional equipment of $300.00. Matthew Peterson seconded the motion. All voted to approve. Town Marshal Sawdon requested to take the 2007 Crown Victoria to CopsGear for the radar and radio installation, the cars need new GPS units installed for the new county dispatch system, and a push bar and cage for the 2015 Police SUV. Will Groves, Jr. made a motion to have the work done on the police vehicles not to exceed $2,500.00. Joe Combes seconded the motion. All voted to approve.

Skip Davidson received two quotes for water valve exercising, ME Simpson for $3,920.00 and National Water Distribution Services for $4,860.00. Tom England made a motion to accept the low quote of $3,920.00 from ME Simpson. Matthew Peterson seconded the motion. All voted to approve. Skip also reported the implemented rotation minimizing the overtime has worked great since they added Jason Lambright full time.

Snow plowing with no more favoritism was discussed in great length. This discussion was based on West Washington Street when an employee went by a driveway and the property owner pulled out into the street and blocked the road and other special plowing requests from property owners. The resolution to these special plowing requests is to plow from middle of the street to curb splitting the snow in half throughout the Town. Will Groves, Jr. made a motion for the Town employees to move snow at its discretion with no exceptions for personal property. Matthew Peterson seconded the motion. All voted to approve except Gerry Brown who voted nay.

The North Liberty Main Street Merchants approached the North Liberty Town Council regarding 104 N. Main Street. They were concerned with storage of flammable materials and warehousing. Town Attorney Marcel Lebbin will research the town zoning code regarding the warehousing. Skip Davidson and Town Marshal Michael Sawdon will work on contacting the fire marshal for an inspection. Previously Fire Chief Gene Patrick inspected the building and flammable materials were stored there. This is a potential risk to all the properties in downtown.

The Town owned property at 305 S. Main Street was discussed whether to sell it, donate it to Habitat for Humanity or possibly the John Glenn Building Trades and getting it back on the property tax roles. Tom England made a motion to contact Habitat for Humanity regarding the property at 305 S. Main Street. Matthew Peterson seconded the motion. All voted to approve.

 O’Connor Delivery inquired about the Town’s plan to expand business opportunities to expand. Attorney Marcel Lebbin researched the Medlin lots in the Industrial Park and the Becker’s the ten acres on East Center Street. The industrial park lots have federal tax liens for $60,000.00 and the Becker’s property is available for $70,000.00. Discussion followed. Attorney Marcel Lebbin will contact the Medlin attorney to see what details can be worked out.

Attorney Marcel Lebbin explained tax abatement procedure to the O’Connors.

No outlet signs were discussed for Pepper Ridge Drive South in Tamarack Knolls. Vicki Kitchen will contact the developer on a plan to finish the road in phase four of Tamarack Knolls. The outlet signs were tabled until the Town hears back from the developer.

The INDOT School Trail and Tamarack Trails are moving in to the right of way stages, so we can start purchasing right of way in compliance with their regulations.

Donation of two lots in Shamrock Estates for first time home buyers was discussed. Tom England made a motion to approve the donation of lots 27 and 28 in Shamrock Estates to the St. Joseph County Housing Authority for the construction of two first time home buyers upon notice to proceed. Will Groves, Jr. seconded the motion. All voted to approve.

Problem Properties. 135 N. Main Street needs to be contacted regarding the broken window and the awning. Murray porch needs additional quotes to remove the porch. Hardman we are waiting on DLZ to update the specifications since he was allowed to salvage parts of the property and building.

Resolution #2016-04 Material Threshold was presented to the Town Council. Discussion followed. Will Groves, Jr. made a motion to approve Resolution #2016-04 with a cash shortage of $500.00 and non-cash theft items of $1,000.00 to be turned over to the State Board of Accounts. Tom England seconded the motion. All voted to approve.

The Town of North Liberty has received the SAPA annexation paperwork. The Town has been working on this process since 2014. Annexation Ordinance #2016-01 for Voluntary Annexation of a parcel into the Town was presented. Tom England made a motion to adopt Annexation Ordinance #2016-01. Matt Peterson seconded the motion. All voted to approve.

State Board of Accounts Conflict of Interest forms were presented to the North Liberty Town Council. Tom England, Gerry Brown, and Joe Combes completed the forms. Will Groves, Jr. made a motion to approve the completed forms by Gerry Brown, Tom England, and Joe Combes. Matt Peterson seconded the motion. All in favor none opposed.

Matt Peterson made a motion to grant approval of St. Joseph County Parks Department to locate a Geocache in the North Liberty Town Park for the Bicentennial festivities. Tom England seconded the motion. All voted to approve.

With no further business before the North Liberty Town Council, Matthew Peterson made a motion to adjourn at 8:42. Joe Combes seconded the motion. The vote was unanimous.

 Vicki L. Kitchen, Clerk-Treasurer