**North Liberty Town Council Minutes – May 4, 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, Town Attorney Marcel Lebbin, Skip Davidson, Utilities Manager, Jamie Poczekay DLZ, Attorney John Peddycord, and Vicki Kitchen Clerk-Treasurer were in attendance. There were two citizens present and no representation from the press.

Matthew Peterson made a motion to approve the consent agenda including April 20, 2016 Minutes, and April 4, 2016 Park Board Minutes, and vouchers. Joe Combes seconded the motion. All voted to approve except for Gerry Brown who abstained.

The Water Tower Painting Project bids were opened:

Maxcor, Inc. $195,500.00

TMI Coatings $337,000.00

Currents Construction Services, Inc. $378,450.00

Seven Brothers $235,600.00

L C United $217,000.00

Will Groves, Jr. made a motion to take the bids under advisement for DLZ review. Joe Combes seconded the motion. All voted to approve.

Town Marshal Michael Sawdon provided the April police report. A copy is filed with the minutes. Town Marshal Sawdon reported he had been advised a kid hit the cement pile at Rick Klinedinst’s house. Will Groves, Jr. will contact him and request the concrete be removed.

 Skip Davidson gave an update on the wastewater improvement project. The Town obtained three quotes for surveying work. DLZ was the cheapest and could complete all the requirements. Tom England made a motion to approve the DLZ surveying contract of $2,000.00. Matt Peterson seconded the motion. All in favor none opposed. DLZ and Ottenweller submitted a zero effect change order # 1 for the water plant. Will Groves, Jr. made a motion to approve the change order. Joe Combes seconded the motion. All voted to approve. SEA67 was discussed for the 2016 LOIT Distribution. Resolution #2016-08 Establishing the fund and purpose was presented for signature. Joe Combes made a motion to approve Resolution #2016-08. Will Groves, Jr. seconded the motion. All voted to approve.

Stellar Update the AHP Grant, supplemental funding for Shamrock Estates Phase II was submitted. We will know in August regarding the AHP Grant.

Problem properties were discussed. 412 W. Maple Avenue was discussed. Will Groves, Jr. made a motion to start the unsafe building process giving the owner 30 days to completely demolish or a registered architect’s plan for rebuilding the structure as a storage building. 135 N. Main Street time has lapsed to replace the cracked window has passed. The window has been chaulked but it is now cracking in a different place and still deemed unsafe. Will Groves, Jr. made a motion to start the unsafe building process with the St. Joseph County Building Department for the broken window, blocks, and the awning. Matt Peterson seconded the motion. All voted to approve. Murray porch at 110 E. Rupel has been removed. 202 North Lafayette Street clean up is complete.

409 S. State Street Demolition is on hold until the Town’s court date June 22, 2016 to have NIPSCO turn off the utilities. Vicki Kitchen has e-mailed Government Relations to see if they will take the code enforcement ruling. We are waiting on a response.

The Town needs to research options on the current town owned fire station. Discussion wheter the property should be appraised or architectual evaluation should be done. The Town Council determined an architecural assessment should be done. DLZ will send proposal.

Internal Controls requirement was discussed. Umbaugh provided a template that meets the statute. The resolution was approved by Town Attorney Marcel Lebbin. Matt Peterson made a motion to approve Internal Controls Resolution #2016-07. Tom England seconded the motion. All voted to approve.

Personnel Policy tabled until May 18, 2016.

Jayson Kincaid has been updating the Town of North Liberty’s website since he moved. GoDaddy has converted to a new webpage development product and basically the page has to be redesigned from scratch. Discussion followed. Will Groves, Jr. has contacted Rick Hummer regarding website development. Jeff O’Connor said if we need anothes quote his cousin did O’Connor Delivery. Jeff will notify his cousin to contact us. This will be discussed further at the May 18, 2016 meeting.

Habitat for Humanity has had title work done on the property at 305 S. Main Street. The Town of North Liberty needs to do a gift letter to Habitat for Humanity for the property. Town Attorney Marcel Lebbin stated an associate of the firm sits on the Habitat for Humanity Board. He will discuss the gifting with associate.

A question regarding the ownership of the north half of Market Street by the Town Park softball diamond has come up. Attorney John Peddycord has requested title work after St. Joseph County Area Plan Commission reviewed the plat map, the Town map, and MACOG information.

Tom England met with John Dillon regarding the ongoing issues at Liberty Tire. John Dillon showed him compliance paperwork with the EPA. Twice a week they are sending out the bucket brigade to pick up tire shreds along South State Street. The Town Council is in favor of Liberty Tire’s commitment to the community. Tom England was introduced to the on-site manager Mike Kessler for future reference.

O’Connor Delivery has submitted a letter of intent for the purchase of at least two of the three Industrial Park Lots for sale by Karen Medlin. The owner is requesting $61,500 for all three lots. Joe Combes made a motion to obtain the two appraisals required by statute for purchase on a lot by lot basis for the average to come up with a purchase price. Matt Peterson seconded the motion. All voted to approve.

Vicki Kitchen stated The Town of North Liberty Facebook page has received a request for a no-outlet sign in Tamarack Knolls on Pepper Ridge. Discussion followed. Matt Peterson made a motion not to put a no-outlet sign on Pepper Ridge. Will Groves, Jr. seconded the motion. All voted to approve.

The Town of North Liberty has received a request for a donation for the North Liberty Elementary School Summer Reading Program. Discussion followed. Will Groves, Jr. made a motion to donate $500.00 for the North Liberty Elementary School Summer Reading Program. Matt Peterson seconded the motion. All voted to approve.

INDOT and LPA contract for right of way services for Tamarack Trail was presented for approval. Will Groves, Jr. made a motion to approve the contract. Tom England seconded the motion. All voted to approve.

The alley between 307 S. State Street and the future Liberty Township Emergency Facility was discussed. The discussion was whether the alley should be vacated and how far and if a driveway cut should be done aat the Town’s expense for the property at 307 S. State Street. Will Groves, Jr. made a motion to start the process to vacate the alley to the east west alley to the north south alley off Maple Avenue. Joe Combes seconded the motion. All voted to approve except Gerry Brown who abstained.

The Town Council requested an executive session be advertised for one hour prior to the work session regarding roles and staffing.

North Liberty Town community entry signs were discussed. The Town Council instructed Skip Davidson to remove the remnants of the sign base on South State Street.

With no further business before the North Liberty Town Council, Joe Combes made a motion to adjourn at 8:22 P.M. Will Groves, Jr. seconded the motion. The vote was unanimous.

 Vicki L. Kitchen, Clerk-Treasurer