**North Liberty Town Council Minutes – October 21, 2019**

The regular meeting of the North Liberty Town Council was held at the North Liberty Community Building. Gerry Brown, President led the Pledge of Allegiance and Matt Peterson gave the Invocation. The meeting was called to order at 7:00 P.M.

Randy Lemert, Will Groves, Jr. and Tom England, Council Members, and Vicki Kitchen Clerk-Treasurer were in attendance. Town Attorney Marcel Lebbin, Town Marshal Jim Andrews, and Skip Davidson were not in attendance. There were three citizens present. There was no representation from the press.

Will Groves, Jr. made a motion to approve the consent agenda including the October 7, 2019 Minutes, September 16, 2019 Park Board Minutes, and the vouchers as presented. Matt Peterson seconded the motion. All voted to approve.

Ross Hagen, of Baker Tilly, gave a brief overview of the wastewater rate increase in three phases. The average user will see a $7.50 increase per month over the three phases. Ordinance #2019-12 was introduced by title.

There was no police report. Town Attorney Marcel Lebbin via previous phone call requested an executive session be scheduled at 6:30 P.M. prior to the November 4, 2019 meeting.

Will Groves, Jr. reported work continues on the fill station. The water loss and the Itron Meter Reading Equipment Contract are town attorney action items.

The P-Card paperwork for credit limits and restrictions has been sent to the bank.

The 2020 Budget Ordinance #2019-11 was presented for approval. Randy Lemert made a motion to approve. Matt Peterson seconded the motion. All voted to approve.

North Liberty will have a vacancy on St. Joseph County Area Plan Commission. The town council suggested Stan Szymkowiak. Will Groves, Jr. will contact Skip Davidson to discuss. North Liberty or another town within St. Joseph County will also require a representative on the Board of Zoning Appeals starting in 2020.

Problem properties were not discussed.

Tamarack Trail annexation is in process.

Walsh and Kelly completing the Stellar Downtown Improvements project nearly ninety days late was discussed. Tom England made a motion to penalize Walsh and Kelly $500.00 per mathematical days per the contract plus attorney fees. Will Groves, Jr. seconded the motion. All voted to approve.

The substantial completion walk through was October 18, 2019. A substantial completion form prepared by DLZ was presented for signature. A change order for $6,409.29 was presented for signature for the parking lot sign requested by OCRA, a change of the pavement depth. Discussion followed. Gerry Brown signed the change order and the substantial completion paperwork. A copy is filed with the minutes. Vicki Kitchen requested approval for Gerry Brown to sign any documents necessary to complete the Stellar grant close out. Will Groves, Jr. made a motion to have Gerry Brown sign any necessary Stellar close out documents. Randy Lemert seconded the motion. All voted to approve.

Vicki Kitchen will check will Dawn Combes regarding the stone in memory of Joe Combes.

The team is still working on the lease bonds with 1st Source Bank.

Ordinance #2019-08 AN ORDINANCE TO PROMOTE THE BEST INTEREST OF THE TOWN OF NORTH LIBERTY was approved at the September 9, 2019 meeting and the town attorney has revised. The ordinance was signed by the town council.

With no further business before the North Liberty Town Council, Will Groves, Jr. made a motion to adjourn at 7:32 P.M. Tom England seconded the motion. The vote was unanimous.

Signed:

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Attest:

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Vicki L. Kitchen, Clerk-Treasurer