**North Liberty Town Council Minutes – March 5, 2018**

The regularly scheduled meeting of the North Liberty Town Council was held at the North Liberty Community Building. Will Groves, Jr. led the Pledge of Allegiance and Matt Peterson gave the Invocation. The meeting was called to order.

Gerry Brown, Tom England, and Joe Combes Council Members, Town Attorney Pat Primmer, Town Marshal Jim Andrews, and Vicki Kitchen Clerk-Treasurer were in attendance. Utilities Manager Skip Davidson was not in attendance. There were three citizens present and no representation from the press.

Matt Peterson made a motion to approve the consent agenda which included the February 7, 2018 Executive and Regular meeting minutes, Resolution #2018-03 and the vouchers. Joe Combes seconded the motion. All voted to approve.

Rich Warner representing American Legion 365 asked for a donation of $500.00 for flags for the cemetery for Memorial Day. Discussion followed. Will Groves, Jr. made a motion to approve the donation of $500.00 for flags for the American Legion. Matt Peterson seconded the motion. All voted to approve.

Paul Singleton inquired if there was any decision made on the route of Potato Creek Trail. The Town Council informed him that there was no update on Potato Creek Trail to report.

Bonnie Luczyk was in attendance as the vice president of the North Liberty Area Chamber of Commerce to observe.

The North Liberty Town Council By-laws were presented for approval changing the meetings from the first and third Wednesdays to Mondays. Will Groves, Jr. made a motion to approve. Matt Peterson seconded the motion. All voted to approve.

Tom England submitted Conflict of Interest forms for consideration of the North Liberty town council. Will Groves, Jr. made a motion to accept Tom England’s Conflict of Interest. Joe Combes seconded the motion. All voted to approve except Tom England abstained.

Town Marshal Jim Andrews presented bids for upstairs and downstairs waterproofing for the police station. The Town Council concurred to look at other options for waterproofing and wall stabilization. Copies of the proposals are filed with the minutes.

Town Marshal Jim Andrews also spoke of the police pursuit of February 24, 2018.

Will Groves, Jr. reported both new wastewater aerators are installed and operating. Discussion on what to do with the old aerators, the town council concurred to make one back up of the two aerators and scrap the remainder of the other aerator. The wastewater plant fence repair and the water fill station will be completed in 2018.

The Jrayl fence was discussed. Town Attorney Pat Primmer will send another letter giving Jrayl thirty days to move the fence.

Will Groves, Jr. reported Haskins, Inc. will be installing the duck bill valves in Potato Creek Crossings. Three manholes need sealing and a surround wall around the Wolf Street Lift Station to decrease flooding and infiltration of storm water based on the recent flooding.

Will Groves, Jr. made a motion to approve the purchase of the digester pump, previously ordered as emergency purchase, from Team EJP for $2,400.00. Joe Combes seconded the motion. All voted to approve.

Will Groves, Jr. made a motion to approve a three month sewer credit average for the water pipe break based on the documentation provided by the Daube’s. Joe Combes seconded the motion. All voted to approve.

Discussion of purchasing limit for the department heads was discussed. Will Groves, Jr. made a motion to increase the purchasing limit by department heads from $500.00 to $5,000.00. Matt Peterson seconded the motion. Vicki Kitchen will be providing the purchasing procedure policy ordinance to Town Marshal Andrews and Skip Davidson.

Community text alert system was discussed. The town council concurred this is not necessary at this time.

A brief discussion regarding a seasonal employee versus using current employees was discussed. No decision was made at this time.

Potato Creek Crossing sign has been removed and the day care has been closed.

Zoning Ordinance Resolution #2018-02 was signed at the February 7, 2018 meeting. The zoning maps were not available at that meeting. The zoning maps were signed.

Problem property 811 S. State Street was discussed. Town Marshal Jim Andrews will continue to monitor the progress.

The St. Joseph County Recycling program was discussed. The Town will bid the recycling option with the trash and wastewater dumpster options this year since our five year contract expires December 31, 2018.

The triangle property that was purchased in the tax sale was discussed. Vicki Kitchen will obtain two appraisals and approach the real estate agent about purchasing the properties.

EDC appointments were tabled.

There will be a work session to open the Community Crossing bids on March 19, 2018.

DLZ Construction Inspection contract for not to exceed $58,975.00 for Tamarack Trail was presented for signature. Will Groves, Jr. made a motion to accept and execute the contract. Matt Peterson seconded the motion. All voted to approve.

Fair property updated appraisals will be obtained.

Discussion of flipping the Liberty Motors property was discussed.

Tom England inquired about ACH possibilities for utility bill payment.

Gerry Brown wants to re-establish the tree committee.

With no further business before the North Liberty Town Council, Will Groves, Jr. made a motion to adjourn at 7:58 P.M. Matt Peterson seconded the motion. The vote was unanimous.

Vicki L. Kitchen, Clerk-Treasurer