**North Liberty Town Council Minutes – November 2, 2016**

The regularly scheduled meeting of the North Liberty Town Council was held at the North Liberty Community Building. President 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., Tom England, and Joe Combes, Council Members, Town Attorney Marcel Lebbin, Town Marshal Michael Sawdon, Skip Davidson Utilities Manager, and Vicki Kitchen Clerk-Treasurer were in attendance. There was one citizen present and Melinda Antell from Waste Management. There was no representation from the press.

Joe Combes made a motion to approve the consent agenda including approval of October 19, 2016 Minutes and Executive SessionMinutes, Resolution #2016-20 Amend Resolution #2016-01 Town council Assignments, Fund Transfer Resolution #2016-21, and claim vouchers. Matt Peterson seconded the motion. All voted to approve.

Melinda Antell provided different scenarios for the 2017 recycling program. Discussion followed. St. Joseph County Solid Waste has not set the 2017 rate. The solid waste district passed a reolution to add the recycling fees to the property tax bills instead of billing the Town. No action taken on the 2017 recycling.

Town Marshal Michael Sawdon provided the October 2016 Police Report. He reported that Halloween went well and the police department did a Halloween candy xray.

Skip Davidson updated the council on the elevated water tower painting. A utility sewage credit was for Tyler Jaynes for a broken pipe in his crawl space. The customer provided pictures. The town council concurred to approve the sewer credit since the water did not run through the sewer and pictures were provided. Included in the town council packet was a quote from BloodHound on marking all utilities in the Town Park. Over the years accurate records of electric and water lines have not been provided. Discussion followed. Will Groves, Jr. spoke against the utility locates. No further comments were given. The utility locate proposal was tabled. Skip Davidson stated the East Center Street LiftStation is having an erosion problem. Over the last several years different maintenance items have been used to try to stop the erosion but the problem still persists. Vicki Kitchen will get a proposal from DLZ.

Vermillion System Security quote was discussed in detail. The town council will prioritize the areas for the additional cameras. The matter was tabled.

Town of North Liberty internal controls were discussed. Will Groves, Jr. completed the SBOA video and turned in his confirmation. The link will be sent to the town council members. One full time employee needs to complete the required training. Town Attorney Marcel Lebbin has already watched the video.

Vicki Kitchen previously had emailed letters regarding the discontinuance of support for the CompuTrain Software and option on purchasing new software from Boyce Systems. Vicki Kitchen had emailed the quotes to the council. Discussion followed. Tom England made a motion to purchase the desired accounting and utility Keystone Software. Joe Combes seconded the motion. All voted to approve.

The council discussed the plat through the Wabash Tavern property and options of signing the deed of the right of way back to the Wabash Tavern owner. Town Attorney Marcel Lebbin has drawn up the paperwork to deed the land to the Wabash Tavern. The petition was signed and 26 certified mailings of the street were mailed. The public hearing will be November 16, 2016.

Problem properties were discussed including Liberty Lanes, Tamarack Knolls, Pine Street and S.State Street, 811 South State Street, 404 S. State Street and 135 N. Main Street. North Liberty Police will get letters and letters will be sent. 135 N. Main Street was discussed as an unsafe building.

Project Updates – Safe Routes to School Phase II an offer have been made an offer to the Potato Creek Crossing property owner. They have thirty days to respond. Stellar Senior Housing Phase II kickoff meeting will be Novembe 17, 2016. Stellar Potato Creek Trail progress is moving slow.Spray pad at the Town Park is moving forward. Gerry Brown has the Stellar Planning grant for electronic signature. The planning grant includes the facades, greening the alley, kiosk, and way finding signs. Town Attorney Marcel Lebbin has approved the agreement.

The closing on the Medlin Industrial Park lots has been delayed.

With no further business before the North Liberty Town Council, Matt Peterson made a motion to adjourn at 7:35 P.M. Will Groves, Jr. seconded the motion. The vote was unanimous.

Vicki L. Kitchen, Clerk-Treasurer