**North Liberty Town Council Minutes – August 5, 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 and Tom England, Council Members, Town Attorney Marcel Lebbin, Town Marshal Jim Andrews, Utilities Manager Skip Davidson, and Vicki Kitchen Clerk-Treasurer were in attendance. Will Groves, Jr. was not in attendance. There were two citizens present. There was no representation from the press.

Randy Lemert made a motion to approve the consent agenda including the July 1, 2019 Minutes, Resolution #2019-09 Establish Stellar Retainage Fund, and the vouchers as presented. Matt Peterson seconded the motion. All voted to approve.

Town Marshal Jim Andrews presented a new monthly format spreadsheet for a monthly report for comment from the town council. Caliber maintenance price issues are still an open issue with local departments. The 2020 NLPD SUV has still not been received by Oliver Ford. The NLPD Chevy has been at Gene’s for two weeks.

Skip Davidson reported Jason Lambright was awarded a water scholarship for registration and books estimated value $1,200.00. Skip inquired if the Town could give back with a donation to the scholarship fund. Town Attorney Marcel Lebbin said it would be a violation of our bond ordinance.

The water loss due to St. Joseph County was discussed. Town Attorney Marcel Lebbin will follow up with the county attorney or Jessica Clark.

One of the three INDOT Community Crossing Grant contracts has been received. A pre-construction meeting is August 13, 2019. NIPSCO will be doing upgrades in October-December.

The parking at 100 S. Main Street was discussed. The Town will purchase new replacement signs for the fading signs. The owner can place parking signs behind the sidewalk. Matt Peterson made a motion to paint parking lines in front of 100 S. Main Street. Randy Lemert seconded the motion. All voted to approve except Tom England who abstained.

Skip Davidson reported the sub pump in the water plant was replaced. The sludge had to be hand dipped by the utility staff.

CDL physical reimbursement was discussed. Town Marshal Jim Andrews spoke in favor of the Town paying for the utility CDL physicals and update the personnel policy manual. Tom England made a motion for the Town to pay for CDL physicals. Matt Peterson seconded the motion. All voted to approve.

P cards were discussed. Resolution #2019-10 for the Town to enter into an agreement with BMO Harris Bank was presented for approval. Matt Peterson made a motion to approve the Town entering into an agreement for P Cards with BMO Harris Bank. Tom England seconded the motion. All voted to approve. A credit card policy must be drafted and approved.

Problem properties were discussed. Town Marshal Jim Andrews reported the only problem properties are the vacant lots in the two subdivisions. Code violation letters will be sent to both property owners.

JMS Insurance presented an additional cyber insurance policy for consideration. Randy Lemert and Town Attorney Marcel Lebbin have reviewed the policy. Discussion followed. Randy Lemert made a motion to purchase the cyber insurance from Burnham & Flower Insurance Group for $2,253.00. Matt Peterson seconded the motion. All voted to approve.

The annexation of Tamarack Trail properties are going to be more challenging due to the contiguous length to perimeter ratio exceeds the allowable limit of 1:8 as defined by state statute.

Walsh & Kelly Stellar Downtown Improvement delays were discussed. A copy of the contract will be forwarded to Town Attorney Marcel Lebbin to determine if notice is necessary for possbile chargeback delays. The Town had to request an extension from OCRA due to the downtown improvements.

Vicki Kitchen explained the financial aspects of the Stellar Downtown Facades and the decisions that need to made tonight. Currently the facade portion of the grant is under budget by $8,893.20. There currently owner driven changes are $5,819.00, that the owners were informed could be their responsibility. If the Town choses to pay the owner driven changes the balance is $3,074.20 under budget. DLZ stated that Larson and Daniels did a lot of administrative work with the forty change orders that were submitted. The $3.074.20 could be awarded to them or transferred to the Downtown Improvement Stellar project that has pending change orders that will put the work over budget. Discussion followed. Matt Peterson made a motion to have the grant pay the owner driven charges of $5,819.00 and transfer the $3,074.20 balance to the Stellar Downtown Improvement project. Randy Lemert seconded the motion. All voted to approve except Tom England who abstained.

DLZ Stellar Trail report is filed with the minutes. Stellar environmental review public comment period expires today. Stellar Right of way appraisal documents will be signed by Gerry Brown that has been reviewed by Town Attorney Marcel Lebbin.

The Shamrock Run Development with Werner Consulting and Justus Properties tax credit grant application was filed with IHCDA on July 26, 2019. The award date is November 22, 2019.

Town Attorney Marcel Lebbin has reviewed the 2020 Humane Society contract. Matt Peterson made a motion to approve the 2020 Humane Society contract. Tom England seconded the motion. All voted to approve.

The August 19, 2019 town council work session is not needed at this time but meeting was not cancelled at this time.

Discussion of town council availability for the 2020 budget was discussed. The meetings will be October 7, 2019 and October 21, 2019.

The Itron meter reading contract has not been approved by Town Attorney Marcel Lebbin. His comments were sent back to Itron for consideration.

Gerry Brown sent out an email regarding future bike projects. He stated two Walkerton contacts have approached North Liberty about a trail down the old railroad corridor. Discussion followed. The town council concurred to continue discussions with Walkerton for a future trail project.

With no further business before the North Liberty Town Council, Randy Lemert made a motion to adjourn at 7:50 P.M. Matt Peterson seconded the motion. The vote was unanimous.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attest:

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Vicki L. Kitchen, Clerk-Treasurer