**North Liberty Town Council Minutes – September 9, 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 Randy Lemert gave the Invocation. The meeting was called to order at 7:00 P.M.

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

Randy Lemert made a motion to approve the consent agenda including the August 5, 2019 Minutes, Fund Transfer Resolution #2019-11, Resolution #2019-12 CDL Physical Reimbursement, and the vouchers as presented. Will Groves, Jr. seconded the motion. All voted to approve.

Gerry Brown introduced Ben Webb, who will be replacing Matt Peterson on January 1, 2020. Matt Peterson did not seek another term.

Rick Smith inquired about the bid for the alley behind his buildings from Arnt Paving. The town council informed him the bid was higher than the bid fromWalsh and Kelly. The Town has a plan for paving in different phases utilizing Community Crossing Grants. Alleys are not included in the plan at the current time.

Town Marshal Jim Andrews presented his written monthly report. A copy is filed with the minutes.

PSAP information had been forwarded to the town council in their meeting packet. Discussion followed. Town Attorney Marcel Lebbin prepared language for a letter for the town council. Randy Lemert made a motion to approve the PSAP letter. Tom England seconded the motion. All voted to approve. Vicki Kitchen will e-mail the PSAP letter to the St. Joseph County Council, Mishawaka and South Bend City Councils. Randy Lemert will take the letter to Matt Peterson for his signature. Town Marshal Jim Andrews and Vicki Kitchen will present the letter at the St. Joseph County Council meeting.

The NLPD Duty Manual has been sent to the town attorney and the insurance company for their review.

Skip Davidson submitted his written report. A copy is filed with the minutes.

DLZ workorder for NPDES permit renewal for $4,000.00 was sent in the town council packet and was approved by the town attorney. Will Groves, Jr. made a motion to approve the DLZ work order for the NPDES permit for $4,000.00. Randy Lemert seconded the motion. All voted to approve.

The fill station has been received. The live tap is scheduled for September 11, 2019. Water loss was briefly discussed.

Community Crossings update was Rieth Riley is expected to begin wotk on September 23, 2019.

Oliver Ford submitted a quote below the state bid for a 2020 F250 truck. The vehicle is in the capital plan rotation for vehicles. Will Groves, Jr. made a motion to approve the purchase of the 2020 F250 truck for $41,006.00. Tom England seconded the motion. All voted to approve.

The Town received a settlement agreement from Atlas Oil regarding fuel purchased at Lucky Mart. Town Attorney Marcel Lebbin will not approve the settlement. Discussion followed. The town council concurred to sign the settlement agreement. Will Groves, Jr. made a motion to sign the settlement agreement. Randy Lemert seconded the motion. All voted to approve.

Other utility items discussed were the downtown water fountain and well and high service pump replacements.

Alley off Reed Street is still a problem. Property owner adjacent to the alley has put 4x4’s in the alley.

P cards were discussed. Will Groves, Jr. made a motion to approve the Pcard policy pending town attorney approval. Tom England seconded the motion. All voted to approve.

Problem properties were discussed. The clerk’s office has received complaints regarding Jrayl weeds and trash at 106 Stewart Street. Code violation letters will be sent to both property owners.

Annexation of Tamarack Trail is still being reviewed by DLZ. 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.

Promotional Ordinance #2019-08 was presented for approval. Randy Lemert made a motion to approve Ordinance #2019-08 pending Town Attorney Marcel Lebbin’s approval. Tom England seconded the motion. All voted to approve.

Clerk-Treasurer Vicki Kitchen would like to hire Lynne Taylor for the accounts payable position. Salary Ordinance #2019-09 was presented to pay $11.50 per hour for accounts payable. Tom England made a motion to approve Ordinance #2019-09. Randy Lemert seconded the motion. All voted to approve.

Walsh and Kelly is still behind schedule in the Stellar Downtown Improvements. The contract was sent to the town attorney for his review in regards to damages.

A stone in memory of Joe Combes that was discussed at the ribbon cutting will be quoted. The Town is waiting on a saying from the family. Jasper Products was suggested as a vendor.

The town council discussed establishing the North Liberty Redevelopment Authority. Randy Lemert made a motion to approve Ordinance #2019-10 pending town attorney approval. Tom England seconded the motion. All voted to approve. The North Liberty Town Council concurred appointing Tom England, Matt Peterson, and Alan Holderread to the North Liberty Economic Authority. Tom England abstained from the discussion.

The DLZ Right of Way Stellar Trail contract was approved by INDOT and Town Attorney Marcel Lebbin. Randy Lemert made a motion to approve the DLZ contract. Will Groves, Jr. seconded the motion. All voted to approve. A copy of the DLZ Stellar Trail is filed in with the minutes.

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 possible chargeback delays. The Town had to request an extension from OCRA due to the downtown improvements.

The Itron meter reading agreement is still in legal review.

The September 23, 2019 work session was cancelled.

With no further business before the North Liberty Town Council, Randy Lemert made a motion to adjourn at 7:45 P.M. Will Groves, Jr. seconded the motion. The vote was unanimous.

Signed:

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Attest:

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Vicki L. Kitchen, Clerk-Treasurer