**North Liberty Town Council Minutes – January 13, 2020**

The regular meeting of the North Liberty Town Council was held at the North Liberty Community Building. The Pledge of Allegiance was recited and Ben Webb gave the Invocation. Town Attorney Marcel Lebbin called the meeting to order at 7:00 P.M.

Town Attorney Marcel Lebbin opened the nominations for town council president. Tom England made a motion to nominate Randy Lemert for president. Gerry Brown seconded the motion. All voted to approve. The town attorney opened for nominations of vice president. Tom England made a motion to nominate Gerry Brown for vice president. Randy Lemert seconded the motion. All voted to approve. Town Attorney Marcel Lebbin turned the meeting over to Randy Lemert.

Randy Lemert, Gerry Brown, Will Groves, Jr., Tom England, and Ben Webb Council Members, Town Attorney Marcel Lebbin, Utilities Manager Skip Davidson, Town Marshal Jim Andrews, and Vicki Kitchen Clerk-Treasurer were in attendance. There were four citizens present. There was no representation from the press.

Gerry Brown made a motion to approve the consent agenda including the December 30, 2019 Minutes, Fund Transfer Resolution #2019-20,Temporary Loan Resolution #2019-19 and the vouchers as presented. Tom England seconded the motion. All voted to approve.

Kelly Prentkowski, President of the North Liberty Main Street and owner of Tangles, dedicated wayfinding signs on behalf of the North Liberty Main Street Merchants Association. The funding was obtained by VisitSB. Discussion followed regarding the posts for the wayfinding signs.

Kelly Prentkowski stated the North Liberty Main Street Merchants Association wants to work closely with the town council recruiting new busineeses. She also would like to work together to develop incentives to attract new business to North Liberty. The North Liberty Main Street Merchants Association meeting calendar for 2020 was distributed.

Resolution #2020-01 regarding the 2020 town council assignments was discussed. Tom England made a motion to approve Resolution #2020-01 for council assignment with Will Groves, Jr. over streets and utilities, Ben Webb over curbs and sidewalks, Gerry Brown building and zoning, code enforcement, Randy Lemert is the clerk-treasurer liaison, Tom Egnland and Randy Lemert business development, and Gerry Brown over stellar. Gerry Brown seconded the motion. All voted to approve.

Town Marshal Jim Andrews did not have a written report. Town Marshal Andrews stated the new weapons are in and the officers have qualified. He also stated serial numbers will be provided to the clerk-treasurer.

Skip Davidson gave an update on the fill station. Haskins, Inc. was in to set the fill station today. The electric lines, internet, catch basin, and slab still need to be completed for the fill station.

The water loss was discussed. Vicki Kitchen sent the information to the St. Joseph County Commissioner Deb Flemming. She requested copies of ordinances. Town Attorney Marcel Lebbin will follow up with St. Joseph County.

Skip Davidson gave an update on the stellar street lights and parking lot light. He reported a small water leak was found on South State Street.

There was a lengthy discussion regarding landlord vs tenant utility bill discussion. The Prentkowski’s have a rental party and require the tenant to put the municipal utility bill in their name. Tracy O’Connor stated they leave the municipal utility bill in their name. Items discussed were landlords attempting to use the utility bill as an eviction method, collections, property liens, labor savings in the clerk’s office and utility department. This will be an ongoing discussion.

DLZ has sent the geotech information for Stellar Trail. The report indicates unsuitable soil. The boardwalk could be extended by engineering estimate would be $600,000 all at the town’s expense. There is a meeting scheduled with Mr. Winchell to discuss optional alignments so additional engineering, surveying, environmental, and geotech can be scheduled.

The storage units on South State Street were discussed. The aerial zoning map was passed around for town council review. The town attorney reminded the town council that Mr. Feitz had wanted to do a similar storage project on his property. The town council denied his request.

Part Time Wage Ordinance #2019-18 was approved at the December 30, 2019 meeting but the ordinance was not available for signature. Gerry Brown made a motion to sign Ordinance #2019-18. Tom England seconded the motion. All voted to approve except Will Groves, Jr. abstained as he was not in attendance at the year end December meeting.

Utility manager take home vehicle policy was briefly discussed. The information in the personnel policy has been forwarded to the town attorney. He will draft an ordinance.

The clerk-treasurer reviewed for the town council the 2019 encumberances to the town council. A copy had been emailed to them in their council packet. Tom England made a motion to approve. Gerry Brown seconded the motion. All voted to approve.

A resident on south State Street brought in a large piece of tire rubble. Discussion followed. The tire shreds are all the way to Potato Creek Crossings subdivision. Skip Davidson will go talk to them in the morning to see if they will send a crew out for cleanup.

The 2020 conflict of interest forms were given to the elected officials for them to determine if they needed to complete.

Bob Prentkowski asked about paving the south half of the alley in the 100 N. Main Street. The town council and Skip Davidson gave him an update on previous discussions.

With no further business before the North Liberty Town Council, Gerry Brown made a motion to adjourn at 8:00 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