

310 LANE STREET
NORTH JUDSON, IN 46366

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Town Council of the Town of North Judson
Regular Meeting Minutes

July 7, 2025 – 6:30 PM

The North Judson Town Council met in Regular Session at the North Judson Town Hall, 310 Lane Street, North Judson, IN on the above date and time with the following present: Council President Rowe, Lewandowski, and Banks. Clerk-Treasurer Rowe and Town Manager Leszek were present as well.

The Pledge of Allegiance was recited.

Council President Rowe asked for approval of the agenda. Councilmember Lewandowski moved to approve the agenda. Councilmember Banks seconded the motion, and all Councilmembers present concurred.

Council President Rowe asked for approval of the Minutes from the Regular Council Meeting on July 7, 2025. Councilmember Lewandowski moved to approve those Minutes. Councilmember Windbigler seconded the motion, and all Councilmembers present concurred.

Old Business:

Town Schedule of Fees – 2025 Update

Clerk-Treasurer Rowe stated that the Schedule of Fees and Budget Planning items will be discussed together due to their overlap. He mentioned that there would be meetings with the department heads the following day in order to complete the draft Form 1's. This will include comparisons from previous years actual dollars spent, current year budgets and next year appropriation requests.

2026 Budget: Form 1's & Budget Calendar

Clerk-Treasurer Rowe stated that the purpose of department head meeting was to understand variances from year-to-year, evaluate under/over-spending, and potential for reductions, and finalize recommendations for 2026 planning. After all of the Form 1's are completed then the documents will be submitted to Baker Tilly for review and revenue/appropriation projections. Baker Tilly will analyze the first half of the 2025 data and help estimate revenue and expenses for the second half to inform funds availability for 2026.

New Business:

Nothing Presented.

Recognition of Guest

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Anita Goodman was present but had nothing to discuss at this time.

Donna Henry was present on behalf of the Mint Festival Committee. Henry mentioned that their next meeting is scheduled for Monday, July 29th at 6:00 PM.

Bill Ramp was present but had nothing to discuss at this time.

Department /Representative Reports

Clerk-Treasurer - Andrew Rowe

Clerk-Treasurer Rowe stated that the mid-year appropriation reports were emailed out to the Councilmembers for review. No further discussion was recorded on the budget during this time.

Rowe presented the following Special Event Permit Application for Council Approval:
Hope Restored Harvest Hustle 5K at Norwayne Field on Saturday, October 4th.

Councilmember Lewandowski made a motion to approve the following SEPA and wave the \$50.00 fee:
Hope Restored Harvest Hustle 5K at Norwayne Field on Saturday, October 4th.
Councilmember Banks seconded the motion, and all members present concurred.

Rowe mentioned that there was a Special Event inquiry. A veteran-owned food truck business is interested in occasionally operating near the splash pad area in Norwayne Field. As a veteran, the owner is exempt from peddler's license fees per applicable law. The Council confirmed that this would still require a Special Event Permit due to location on town property. Food Stands must show proof of liability insurance and ensure health department compliance. It was noted that there is no current Town Ordinance that comprehensively regulates food truck operations on public or private property. County health regulations require food trucks to be moved and sanitized daily. The owner has tentative interest and may pursue private property options as well. The Council requires specific dates and insurance documentation to proceed with approval.

Councilmember Lewandowski made a motion to approve Doug Wilde's Conflict of Interest Disclosure Forms as the Town's representative on the NJSP School Board. Council Banks seconded the motion, and all members present concurred.

Clerk-Treasurer Rowe presented the 2025 Town Council Meeting Schedule for the remainder of the year for approval. Councilmember Lewandowski made a motion to approve the 2025 Town Council Meeting Schedule. Councilmember Banks seconded the motion, and all members present concurred.

Clerk-Treasurer Rowe then presented the annual agreement between the Town and Peterson Consulting Services who assist with the Town's Annual Financial Report – Capital Asset Reporting update each year. Councilmember Lewandowski made a motion to approve the Peterson Consulting Service Agreement. Councilmember Windbigler seconded the motion, and all members present concurred.

School Board – Doug Wilde
Nothing Presented.

Building Inspector

Town Manager Leszek mentioned that they had two people request information regarding the Building Inspector position. One gentleman was very interested in the position until he was informed that it was only a part-time position. Another interested candidate inquired and will be submitting a resume.

Code Enforcement – Town Marshal Frank Thomas

Town Marshal Thomas explained that approximately 20-25 different individuals have been contacted over the last month for various code matters. There are several issues with trees and fast-growing. Heavy rains recently have increased growth causing more vegetation problems. Officers are attempting friendly outreach to property owners to property owners before administering formal citations. The goal is to prevent further issues and improve the neighborhood's appearance without escalating anything punitive.

Unsafe Hearing

Nothing Presented.

BZA/Planning Commission

Nothing Presented.

Redevelopment Commission

Clerk-Treasurer Rowe stated that the next meeting would be Monday, August 18th.

Park Board – Nick Radtke

Nothing Presented.

Police Department – Town Marshal Frank Thomas

Thomas reported that his department had 450 calls over the last 30 days. Most of the calls included assistance to other agencies, overnight business checks, and extra patrols. He mentioned that there had been so growing concerns regarding businesses operating out of residential properties. Clerk-Treasurer Rowe mentioned reviewing zoning ordinances and business use regulations to compare with surrounding municipalities.

Thomas stated that his understanding of the department's clothing allowance is \$500/year per officer. This has been unchanged over the past 14 years. He reported that costs have significantly increased for their standard uniforms. Thomas is requesting an increase in the clothing allowance during upcoming budget discussions. He also wants to explore cheaper supplies and local embroidery options to help cut costs.

Fire Department – Fire Chief Nathan Henning

Fire Chief Henning reported that his department has remained very busy over the last two weeks. He mentioned that they have had 10-12 calls per day on some days. This included five helicopter responses, hay bale fires and vehicle accidents with entrapment. Henning stated that they held training recently that was very well attended and productive. There are currently four openings at the Fire Department. Three new applicants attended the recent work call to meet the team. All three appeared engaged and asked thoughtful questions. The membership vote for the new applicants will take place at the next department meeting.

Utility Department – Utility Supervisor Kimberly Kapp

Utility Supervisor Kapp explained that her crew is still continuing their work at the Town Park. Some of these tasks included additional cable installations throughout the park, fresh pea gravel spread, and new park signage has been installed. Kapp mentioned that a new sewer lateral is being installed up to the road in the park. The remaining work includes cutting a small section of road to tie in the line. They will be simultaneously installing utility services for use by nearby residential development.

Kapp presented the following Purchase Orders for Council Approval:

P.O. 2839 to Utility Supply Company for Sewer Pipe and Fitting for Park, New Sewer Line, Invoice 1527172, in the amount of \$1,403.76.

P.O. 2843 to BL Anderson for Plant Scada Renewal One Year, Invoice 036040, in the amount of \$1,800.00.

Councilmember Lewandowski made a motion to approve the following Purchase Orders:

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Councilmember Banks seconded the motion, and all members present concurred.

Town Manager – Joe Leszek

Town Manager Leszek stated that the new sign for the Town Hall will be delivered and installed tomorrow. The project is proceeding as scheduled and is a positive aesthetic upgrade for the building and downtown overall. He also brought up the topic of replacing the Town Hall's windows. Several windows of the double-pane windows are fogged and leaking moisture. There are also some windows that have been cracked. Leszek received a quote from Starke County Glass for a total of \$5,100.00 for the replacement of six windows. He explained that quote was for glass only, using the existing frames. The glass will still be tinted, insulated, and double-paned. The second vendor had also visited the site, but they have not sent in their quote yet. They indicated their price would be significantly higher than Starke County Glass. Leszek mentioned that the frames would need reassessed during installation to confirm their structurally sound.

Leszek stated that there was a previously approved Purchase Order for H&T Electric could be cancelled due since the owner of H&T Electric is donating all labor and materials. The Town Council and Employees expressed their deep gratitude for the significant time and value contributed towards the Town's park facilities and festival capabilities.

Town Manager Leszek presented the following Purchase Orders for Council Approval:

P.O. 2840 to O-Zone for T-Shirts (64) and Can Koozies (30), Invoice 400, in the amount of \$848.00.

P.O. 2842 to Town & Country Paving for Paving & Main Street Sidewalk CCMG, Invoice 3690073.1, in the amount of \$324,309.48

P.O. 2841 to Yesteryear's Market for Catering for Summer Employee Picnic, Invoice 1036, in the amount of \$538.39.

Councilmember Lewandowski made a motion to approve the following Purchase Orders for Council Approval:

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Councilmember Banks seconded the motion, and all members present concurred.

Legal Updates – Town Attorney Justin Schramm

Nothing Presented.

Additional Business Deemed Necessary by the Council:

Council President Rowe read aloud a letter from the North Judson Baseball League. The baseball program received a \$2,000 grant from the Northern Indiana Community Foundation to help restore the scoreboards at the Town Park. The total cost for the scoreboard and installation is approximately \$6,000. The program is seeking help from the Town to fund two new scoreboards for the fields. Town representatives will reach out to the Park Board to see if they could use the Park Beautification funds to assist with the cost.

Rowe also brought up the topic of having the StoryWalk sides moved from Norwayne Field to the walking trails at the Town Park. The Council stated that the current storyboard layout feels crowded and awkward. Some boards have been moved for safety and liability reasons. The Council agreed that the trail system would be a much more appropriate and effective location for the boards. Reinstallation along the new walking trail would improve flow, spacing, and purpose. The Library is not currently interested in relocating the boards, due to maintenance concerns. The Park Board approved the initial installation, but Councilmembers felt uninformed and uninvolved in early decision-making. They stated that this is not at all a high-priority, but strong support for future relocation was noted.

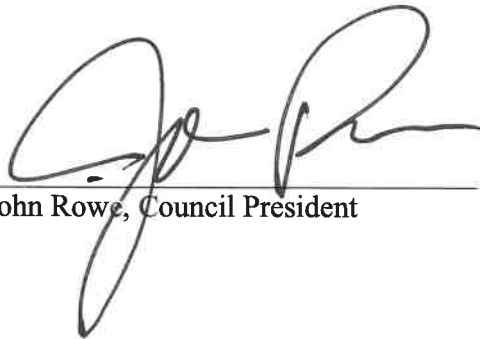
Bill Ramp asked about putting informative signs along the new walking trail to inform people about some of the nature in our area. Clerk-Treasurer Rowe stated that there have been discussions about adding that kind of signage to the park.

Payment of Claims:

Councilmember Lewandowski made a motion to pay Payment of Claims in the amount of \$173,010.01. Councilmember Banks seconded the motion, and all members present concurred.

Councilmember Lewandowski made a motion to adjourn, Councilmember Banks seconded the motion, and all members present concurred.

Meeting adjourned at 7:30 P.M.



John Rowe, Council President

Attest:



Andrew J. Rowe, Clerk-Treasurer

Next regular scheduled meeting – Monday, August 4, 2025, at 6:30 P.M.