



Town Council of the Town of North Judson
Regular Meeting Minutes

February 3, 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 Vice President Brown, and Councilmember and Banks, and Windbigler, Town Manager Leszek and Clerk-Treasurer Rowe present as well.

The Pledge of Allegiance was recited.

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

Council Vice President Brown asked for approval of the Minutes from the Regular Council Meeting on January 20, 2025. Councilmember Lewandowski moved to approve those Minutes. Councilmember Banks seconded the motion, and all Councilmembers present concurred.

Council Vice President Brown asked for approval of the Minutes from the Special Meeting on January 29, 2025. Councilmember Lewandowski moved to approve the Minutes. Councilmember Banks seconded the motion, and all Councilmembers present concurred.

Old Business:

2024 Year End – Gateway Annual Financial Report Update

Clerk-Treasurer Rowe informed everyone that all of the bank reconciliations have been completed for the year. He stated that there will be a small adjustment made to the Local Road and Bridge Matching Grant Fund (457), for which around \$37,000 was received with the Town's matching portion of \$12,000. Rowe explained that the matching funds from the Town would need to be transferred to Fund 457, the fund from which the grant project expenses were all paid totaling just over \$49,000. He stated that Baker Tilly has received all of the documentation for the year-end financials, and they will be present at the February 17th Council meeting where he will be presenting the Annual Financial Report for approval prior to submission.

Building Inspector Interviews & Appointments

Town Manager Leszek stated that they have an interview scheduled at 5 PM on Wednesday, February 5, 2025 with their sole remaining candidate. He explained that they will be interviewing the candidate and considering the appointment if the Council deems them fit for the position at that time.

New Business:

2025 Makers Market & Movies in the Park – Scheduling & Registration

Clerk-Treasurer Rowe stated that Billing Clerk Lewandowski and Deputy Clerk Chaja have been working on updating documentation for the 2025 Makers Market as well as finalizing the schedule. Billing Clerk Lewandowski explained that they will be having a Market on the fourth Thursday of the month from May-August. She informed everyone that they will also be hosting Movies in the Park on the May, June and July dates.

Recognition of Guest

Donna Henry was present on behalf of the Mint Festival committee. She reported that they elected two new members, Christina Alexander and Jennifer Flores, to their committee during their January meeting. Henry stated that their next meeting would be on February 20th at the North Judson – Wayne Town Public Library. She informed the Council that they will be deciding the theme for the upcoming festival during the meeting. Henry asked if she would be able to pick up a Special Event Permit Application. Billing Clerk Lewandowski stated that she would be able to provide her with one. Councilmember Lewandowski asked if he would be able to be sent a list of their current vendors. Henry confirmed that she would be able to get in touch with her committee to have them provide the vendor list for him. Superintendent Kelly Shephard asked if the Mint Festival reached out to the football team to get them involved with the Festival. Henry informed them that she had already emailed Coach Brett Lambert about having the boys serve as the Grand Marshals for the parade and Lambert promptly accepted her offer.

Terry Young was present on behalf of the Mint Festival Committee, as the head of the music pavilion and beer garden. Young stated that they have been working on getting a bigger band for the festival. He stated that he had been able to reach out to three different promoters to try and get more information regarding this process. He informed the Council that he had got in touch with the management of Henry Lee Summers. Summers would be able to perform the main show on Friday night for \$6,000. Young asked if the Town would be willing to share the cost. He stated that they requested a green room and dinner which Young would take care of. He also mentioned that he would be contacting WKVI about featuring Summer on their radio show. Rowe stated that they will be having a Redevelopment Commission meeting on February 17th and the commission would normally be where they would get the funding for this kind of event. Deb Young explained that after the performance, Summers will be signing autographs and have a meet-n-greet with the audience.

Councilmember Lewandowski made a motion to approve the funding of \$3,000 to hire Henry Lee Summers for the 2025 Mint Festival. Councilmember Banks seconded the motion, and all members present concurred.

Deb Young was present on behalf of the Mint Festival Committee.

Scott Krzyzanowski was present but had nothing to discuss.

Kara Lewandowski was present but had nothing to discuss.

Erin Chaja was present but had nothing to discuss.

Anita Goodman was present but had nothing to discuss.

Christina Alexandra was present but had nothing to discuss.

Tori Chessor was present and asked if the Town were planning to adopt the Starke County Multi-Hazard Plan. Leszek stated that he and Fire Chief Jackson have looked over the plan. He stated that Knox was approving the same plan and that approving the plan would help open more FEMA grant opportunities. Rowe stated that he would put it on the agenda for the next meeting and get the information sent to the Council for them to look over the details. Leszek explained that the Council would need a resolution to approve the plan, and he would get the minutes sent over to Chessor.

Crissie Scutchfield was present but had nothing to discuss.

Kelly Shephard was present to give an update on the North Judson – San Pierre School Corporation. He stated that the Girls Basketball team would be going to Oregon-Davis High School to compete in the Sectionals. He also mentioned that he had attended the County Commissioners' meeting in order to try and increase vocational programming for the K-12th schools and adult education. He stated that he wants to grow vocational opportunities to help the workforce development for Starke County. He stated that Doug Wilde's work schedule had changed, making it difficult for him to attend the evening meetings. Shephard explained that he would try his best to attend at least one meeting a month to cover Wilde. He offered to share his phone number if the Council had any questions. Shephard explained that during the winter months, helps officiate basketball games but he would do his best to attend.

Department /Representative Reports

Clerk-Treasurer - Andrew Rowe

Clerk-Treasurer Rowe mentioned that the updated code supplements had arrived from American Legal Publishing, and that they had a total of ten copies. He stated that he would be working on distributing those once the annual financial report is over. Rowe explained that all of the Town's codes had been updated online as well. He mentioned that Baker Tilly would be at the next meeting to go over the Town's year-end financials and updated agreement between the Town & Baker Tilly.

Clerk-Treasurer Rowe presented the following Special Event Permit Applications for Council Approval:
Girl Scout Cookie booth drive-thru at Norwayne Field on Friday, February 7th and 21st.

Kid's Closet Ministry Rummage Sale Fundraiser at the Methodist Church on May 1st – May 3rd and May 8th – 10th.

Councilmember Lewandowski made a motion to approve the following Special Event Permit Applications for the Girl Scout Cookie Booth Drive-Thru and the Kid's Closet Ministry Rummage Sale and waive the fees. Councilmember Banks seconded the motion, and all members present concurred.

Rowe presented the following Purchase Orders for Council Approval:

P.O. 2747 to Baker Tilly Municipal Advisors, LLC for services related to ongoing support per the agreement dated January 31, 2024, Invoice BTMA30288, in the amount of \$3,347.50.

P.O. 2748 to American Legal Publishing for 2025 S-1 Supplement Pages (66), Pages with Tables/Graphics (11), Shipping and Handling, Invoice 40169, in the amount of \$1,381.28.

P.O. 2749 to Bailey's Discount Center for Flooring and Cabinetry for kitchen remodel at Town Hall, Invoice 2501-660990, in the amount of \$898.39.

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

P.O. 2747 to Baker Tilly Municipal Advisors, LLC for services related to ongoing support per the agreement dated January 31, 2024, Invoice BTMA30288, in the amount of \$3,347.50.

P.O. 2748 to American Legal Publishing for 2025 S-1 Supplement Pages (66), Pages with Tables/Graphics (11), Shipping and Handling, Invoice 40169, in the amount of \$1,381.28.

P.O. 2749 to Bailey's Discount Center for Floor and Cabinetry for kitchen remodel at Town Hall, Invoice 2501-660990, in the amount of \$898.39.

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

School Board – Doug Wilde

Superintendent Kelly Shephard gave his report during the guest recognition portion of the meeting.

Building Inspector – Nick Radtke

Clerk-Treasurer Rowe stated that interviewing the potential replacement candidate will take place on Wednesday evening.

Code Enforcement – Town Marshal Frank Thomas

Town Marshal Thomas stated that they are still working on getting the property on High Street cleaned up. He informed the Council that he would be reaching out to Attorney Schramm regarding the process of obtaining an inspection warrant. Schramm explained that he would need to know the date that he was denied entry and that he would need pictures of the property then he would be able to take it on from there.

Unsafe Hearing

Nothing Presented.

BZA/Planning Commission

Clerk-Treasurer Rowe informed the Council that they were working on finding out what they would need to do in order to add Tony Dye to the Planning Commission. He stated that they will be having a meeting in the near future and he's working to resolve the appointment by that time.

Redevelopment Commission

Clerk-Treasurer Rowe informed everyone that the next RDC meeting would be at 6 P.M. on Monday, February 17, 2025.

Park Board – Nick Radtke

Nothing presented.

Police Department – Town Marshal Frank Thomas

Town Marshal Thomas thanked the Council for helping finish the purchase of the 2022 Chevy Tahoe that was budgeted for the current year. He invited the Councilmembers to view the new vehicle whenever they get a chance. He stated that the Tahoe had been outfitted and in service.

Thomas presented the following Purchase Orders for Council Approval:

P.O. 2736 to Bartronics for In Car radio and Installation for 2022 Chevy Tahoe, Invoice 42378, in the amount of \$2,845.80.

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

P.O. 2736 to Bartronics for In Car radio and Installation for 2022 Chevy Tahoe, Invoice 42378, in the amount of \$2,845.80.

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

Fire Department – Fire Chief Todd Jackson

Fire Chief Todd Jackson explained that January had been a slow month for his department. He reported that they had eight medical calls, two motor vehicle accidents, and a couple carbon monoxide incidences. Jackson stated that they have been doing maintenance on their vehicles including changing lights and tires. Councilmember Lewandowski asked about Jacksons proposal for new radios for the Fire Department. Jackson informed him that they did receive the check from the County and Leszek has been in contract with Bartronic's to order eleven new radios.

Utility Department – Utility Supervisor Kimberly Kapp

Utility Supervisor Kapp explained that they had quite a few frozen pipes this year. She informed everyone that they will need to continue to leave their water trickling since the frost line is still low. Kapp stated that her crew had been busy with manhole cleaning and pipping repairs at the Water Department. She also stated that they have finished the kitchenet remodel at the Town Hall. Kapp explained that Leszek was able to provide the Council with three quotes regarding the DR 3900 Analyzer. She asked the Council for the approval to go ahead and order it for the Water Department since it will be mandatory to have it next year.

Councilmember Lewandowski made a motion to approve the USA Bluebook purchase of the DR Analyzer for \$6,646.20. Councilmember Banks seconded the motion, and all members present concurred.

Kapp presented the following Purchase Orders for Council Approval:

P.O. 2737 to USA Bluebook for Lab Supplies for WWTP, Invoice INV00598035, in the amount of \$716.05.

P.O. 2738 to H&G Underground for Sewer Repair on Keller and Sycamore while Town JetVac was down, Invoice 3643, in the amount of \$5,476.00.

P.O. 2739 to Purdue University for Core Class (3) and Category 8 Class (3), Invoice 400183278, in the amount of \$618.00.

P.O. 2740 to IDEM for Annual fee for public water system, Invoice 000376947, in the amount of \$829.35.

P.O. 2741 to Grainger for Sewer pipe for sludge, Invoice 9380497231, in the amount of \$515.56.

P.O. 2742 to Dustin Stamps for 2015 Ford F-250 repair, in the amount of \$955.87.

P.O. 2743 to Republic for Removal of Sludge Dumpsters (3), Invoice 0717-001653073, in the amount of \$5,515.68.

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

P.O. 2737 to USA Bluebook for Lab Supplies for WWTP, Invoice INV00598035, in the amount of \$716.05.

P.O. 2738 to H&G Underground for Sewer Repair on Keller and Sycamore while Town JetVac was down, Invoice 3643, in the amount of \$5,476.00.

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P.O. 2743 to Republic for Removal of Sludge Dumpsters (3), Invoice 0717-001653073, in the amount of \$5,515.68.

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

Town Manager – Joe Leszek

Town Manager Joe Leszek stated that over the last couple weeks he has been able to complete and submit all of the INDOT quarterly reports. He explained that they also helped the Starke County Community Foundation with their “Point in Time” event. He also mentioned that Jackson was gracious enough to allow them to set up their event at the Firehouse for the day and that all members were appreciative.

Leszek informed the Council that he was able to contact the contractor with the lowest quote for the Hill Garage which is in their Redevelopment Plans for the current year. He stated that he would have more details at the next Redevelopment Commission meeting. Leszek brought up the sponsorship form for the Starke Tank that will be held at the North Judson – San Pierre High School. The Council discussed each of the sponsorship options.

Councilmember Lewandowski made a motion to choose the Platinum Sponsorship for \$1,000 for the Starke County Tank. Councilmember Banks seconded the motion, and all members present concurred.

Leszek explained that both himself and Clerk-Treasurer Rowe met with the KIRPC representatives who informed them that the Town’s comprehensive plan is due for updating. He explained that firms have sent them quotes from \$15,000 to \$20,000 to update their current plan. Leszek stated that KIRPC proposed to update the plan for \$5,000 this year.

Councilmember Lewandowski made a motion to accept and move forward with KIRPC’s proposal to update the Town’s 2019 Comprehensive Plan. Councilmember Banks seconded the motion, and all members present concurred.

Leszek presented the following Purchase Orders for Council Approval:

P.O. 2744 to Fleis & Vanderbrink for DES #2003029, Invoice 72292, in the amount of \$598.00

P.O. 2745 to USI Consultants for 2024-1 and 2024-2 CCMG, Invoice 22756, in the amount of \$1,099.00.

P.O. 2746 to Menard’s for Materials for Town Hall, Invoice 02451, in the amount of \$579.83.

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

P.O. 2744 to Fleis & Vanderbrink for DES #2003029, Invoice 72292, in the amount of \$598.00.

P.O. 2745 to USI Consultants for 2024-1 and 2024-2 CCMG, Invoice 22756, in the amount of \$1,099.00.

P.O. 2746 to Menard’s for Materials for Town Hall, Invoice 02451, in the amount of \$579.83.

Councilmember Banks seconded the motion, and all present concurred.

Legal Updates – Town Attorney Justin Schramm

Nothing Presented.

Additional Business Deemed Necessary by the Council:

Council Vice President Brown asked when the next Mint Festival committee meeting. Henry stated that they would be meeting on Thursday, February 20th, at 6:30 P.M. at the North Judson – Wayne Township Public Library. Henry asked if the Town was still planning on sponsoring the fireworks for the festival. Brown informed her that the town is still planning on sponsoring the firework show and that they would be discussing the topic at the next Redevelopment Commission meeting.

Payment of Claims:

Councilmember Lewandowski made a motion to pay Payment of Claims in the amount of \$285,944.67. 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 7:20 P.M.



John Rowe, Council President

Attest:



Andrew J. Rowe, Clerk-Treasurer

Next regular scheduled meeting – Monday, February 17, 2025, at 6:30 P.M.