



Town Council of the Town of North Judson
Regular Meeting Minutes

March 17, 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, Council Vice President Brown, and Councilmember Lewandowski, Banks, and Windbigler, Town Manager Leszek and Clerk-Treasurer Rowe present as well.

The Pledge of Allegiance was recited.

Council President Rowe asked for approval of the agenda. Council Vice President Brown 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 February 17, 2025. Council Vice President Brown moved to approve those Minutes. Councilmember Banks seconded the motion, and all Councilmembers present concurred.

Old Business:

Highland & Pioneer Cemetery Caretaker – Request for Proposals & Agreement for Services Discussion

Clerk-Treasurer Rowe informed the Council that the Highland & Pioneer Cemetery Caretaker – Request for Proposals is going to be advertised in The Leader for the next four weeks. Previous caretakers have been notified to keep an eye out for the advertisement with all of the information. Rowe stated the agreement remains largely unchanged from previous years, except for updated dates and two-year time frame. The new agreement was in the Council's March 3rd meeting packet if they had any further feedback.

Donna Henry – 2025 Mint Festival SEPA

Robin Prater provided the Council with the following timeline for the upcoming Mint Pageant. The event date is set for Saturday, May 17th, set up and decorations will begin at 7 A.M. and parents should be arriving with their children at 9 A.M. They have the official start time at 10 A.M. with the intention of finishing the pageant earlier to allow the families to return home earlier. There was a discussion regarding the PA system at the park, which is portable and can accommodate for the event. They considered the weather and noted that Heartland Christian Center would serve as a backup venue in case of rain.

Council Vice President Brown made a motion to approve the 2025 Mint Festival Pageant SEPA and waive the \$50.00 fee. Councilmember Banks seconded the motion, and all members present concurred.

Donna Henry discussed several Festival updates with the Council. Henry stated that they have received permission to use the whole parking lot at the Catholic Church. Their event setup plans involve closing part of Keller Avenue near the library and police station, leaving the other side open for church parking during the weekend's Masses. They also informed the Council that NIPSCO will be relocating three of their utility poles, two on Keller Avenue and one on Main Street. Henry stated that they are also working on taking part in ACE Hardware's roundup fundraisers in the months of June and July. She also emailed out advertisement proofs to the sponsors as well as invoices to the previous sponsors. The Committee had been looking into finding a carnival for this upcoming festival but ultimately decided that it was too expensive.

Council President Rowe highlighted the importance of enhanced communication between the Town and the Committee, especially given the Town's financial and logistical contributions. Rowe requested that there should be a voting board seat for Councilmember Lewandowski and a liaison position for a local citizen to serve as a communication link. He stressed the importance of communication to ensure the festival continues to grow and improve. Henry agreed to the requests.

Henry stated that their next meeting would be Thursday, March 20th, at the North Judson-Wayne Township Public Library. She explained that after the March 20th meeting, they will be switching the dates of the meetings to every other Tuesday.

Councilmember Lewandowski mentioned that since the Town is planning on replacing the park's picnic tables then they could offer the older ones to the Mint Fest Committee. The Committee could then refurbish the tables and use them as a fundraiser where families or organizations could sponsor a table, which could include a name plaque on it. Christina Alexander offered to store the picnic tables after the festival is over.

Councilmember Lewandowski made a motion to approve the 2025 Mint Festival SEPA and waive the \$50.00 fee. Council Vice President Brown seconded the motion, and all members present concurred.

Town Park Board Member Appointment

Clerk-Treasurer Rowe stated that they will be collecting Letters of Interest until Friday, April 4th, for the Park Board vacancy. He informed the Council that they currently have one interested party. The appointment would be on the agenda for the Monday, April 7th, Town Council meeting.

New Business:

Proposal to Modify Current Town Zoning Ordinances:

-Town Ordinance No. 2025-01: Ordinance Establishing Definitions & Criteria for Dwellings

-Town Ordinance No. 2025-02: Ordinance Establishing Definitions & Criteria for Accessory Structures

-Town Ordinance No. 2025-03: An Ordinance Establishing Definitions & Criteria for Solar Energy System Standards

-Town Ordinance No. 2025-04: An Ordinance Establishing Definitions & Criteria for Commercial Solar Battery Energy Storage System Standards

-Town Ordinance No. 2025-05: North Judson Horizontal Drilling Policy

Council Vice President Brown made a motion to originate the proposal to modify current zoning ordinances (No. 2025-01, No. 2025-02, No. 2025-03, No. 2025-04, and No. 2025-05) and send it to the Planning

Commission for a Public Hearing. Councilmember Lewandowski seconded the motion, and all members present concurred.

Clerk-Treasurer Rowe plans to coordinate a Planning Commission Public Hearing meeting and establish a timeline with Leszek. The Planning Commission will host a Public Hearing on the proposed ordinance changes. Once the Planning Commission votes on the proposed ordinances, they will go back to the Town Council for review and approval, ultimately. If any ordinance includes penalty provisions, they will need to be published for 30 days before being formally approved.

Town Resolution No. 2025-03: A Resolution Authorizing the Transfer of Funds from the General Fund (1101) to the Town Redevelopment Commission Fund (4406) For the Incorporated Town of North Judson, Indiana

Clerk-Treasurer Rowe presented the First Reading of Town Resolution No. 2025-03: A Resolution Authorizing the Transfer of Funds from the General Fund (1101) to Town Redevelopment Commission Fund (4406) For the Incorporated Town of North Judson, Indiana.

Council Vice President Brown made a motion to approve Town Resolution No. 2025-03. Councilmember Banks seconded the motion, and all members present concurred.

Recognition of Guest

Donna Henry was present but had nothing to discuss at that time.

Chad Scutchfield was present but had nothing to discuss.

Robin Prater was present but had nothing to discuss.

Christina Alexander was present but had nothing to discuss.

Department /Representative Reports

Clerk-Treasurer - Andrew Rowe

Clerk-Treasurer Rowe mentioned that he included paper copies of the draft ordinances, and an attachment labeled "Exhibit A" which outlines updated local improvement and permit fees. Rowe informed the Council that the Fee Schedule update is being handled separately from the zoning ordinance modifications, as it doesn't need to go through the Planning Commission. The last fee update was back in 2022, under ordinance No. 2022-06. The new update will follow the same process of hosting a Public Hearing, modify and finalize the draft, approve the changes and then publicize the changes for 30 days before they take effect. Rowe stated that the Public Hearing will most likely take place during a regular Council meeting. He encouraged the Council to review the draft and mentions that they will be kept informed of the scheduling and updates.

Clerk-Treasurer Rowe presented the following Customer Adjustments Requests:

-Account No. 3160026: Utility Customer's meter read wrong for the bill due March 12, 2025, and included the consumption for the bill due February 12, 2025, that included a leak from early January. Clerk-Treasurer/Billing Clerk is requesting to credit their account \$493.86, making their new amount due to \$104.34.

Council Vice President Brown made a motion to approve the following Customer Adjustment Requests:

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

Rowe presented the following Purchase Orders for Council Approval:

P.O. 2770 to American Legal Publishing for Internet Renewal Period: 04/10/2025 – 04/10/2026, Invoice 41107, in the amount of \$550.00.

P.O. 2711 to Baker Tilly Municipal Advisors, LLC for Monthly invoice for BT+ per the agreement dated 12/2/2024 which includes the months of January and February, Invoice BTMA31418, in the amount of \$4,152.50.

Council Vice President Brown made a motion to approve the following Purchase Orders:

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

Rowe mentioned that he had sent out the March Appropriation Report to all of the Councilmembers in order for them to view it and see the current financial standings. He stated that Leszek and himself have scheduled to meet with representatives from First Farmer's Bank, including a new branch manager. The goal is to review the Town's accounts, explore funding options for maintenance and upkeep, and consider financial strategies, especially given uncertainty around future tax revenues.

Rowe informed the Council that quarterly payroll would be coming up for the Fire Chief, Building Inspector, and the Council. Payments will reflect any changes in insurance offerings.

He mentioned that he met with Baker Tilly for a productive financial planning session. The meeting provided insights into future financial projections and goals, with significant participation from Town leadership. Rowe highlighted the value of having more departments involved to ensure transparency and thoroughness. He is eager to see the Annual Financial Management Report, which will outline financial projections for the next five to ten years, for not only the Town's Utility Funds, but now all funds for which the Town maintains and plans.

School Board – Doug Wilde

Nothing presented.

Building Inspector – Todd Jackson

Nothing presented.

Code Enforcement – Town Marshal Frank Thomas

Town Marshal Frank Thomas informed the Council that they are still working on the house on High Street. He also mentioned that he has been addressing cars and smaller issues around town.

Unsafe Hearing

Nothing presented.

BZA/Planning Commission

Clerk-Treasurer Rowe stated that he will be working on scheduling the Public Hearing. He will be getting the Ordinances assessed and passed along to the Council after the Planning Commission's recommendation.

Redevelopment Commission

Clerk-Treasurer Rowe stated that they will be looking into ordering planters and benches for the downtown area. Leszek stated that they would be sending out color options for the benches the following day for the Council's input. Rowe stated that they currently have cedar-colored benches at the parks but there are a few more color options for the downtown.

Park Board – Nick Radtke

Town Manager Leszek stated that he had walked through the parks with Kapp to go over smaller projects that will need to be finished before the park season goes into full swing.

Police Department – Town Marshal Frank Thomas

Thomas presented the following Purchase Orders for Council Approval:

P.O. 2764 to Knox Chevrolet for Oil Change, Brake Pads, and Inspection, Invoice 65214, in the amount of \$740.65.

P.O. 2765 to Caliber Public Safety for Online RMS user/Client Software License, Invoice CPSMN0006023, in the amount of \$5,284.39.

Council Vice President Brown made a motion to approve the following Purchase Orders for Council Approval:

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P.O. 2765 to Caliber Public Safety for Online RMS user/Client Software License, Invoice CPSMN0006023, in the amount of \$5,284.39.

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

Fire Department – Fire Chief Todd Jackson

Nothing presented.

Utility Department – Utility Supervisor Kimberly Kapp

Utility Supervisor Kapp stated that the north clarifier went down due to an electrical issue. H&T was called in to troubleshoot. After draining the system, no clear cause for the malfunction was found, but the clarifier is now back up and running.

Kapp mentioned that both Utility Department employees, Horstmann and Fletcher, earned their Core and Category 8 pesticide licenses on March 14th. Kapp asked for the Council for approval to give them the raises that comes with obtaining the licenses.

Council Vice President Brown made a motion to approve the Horstmann and Fletcher's \$0.50/hour Pesticide Applicators certification raise in pay based on the 2025 Salary Ordinance. Councilmember Lewandowski seconded the motion, and all the members present concurred.

Kapp presented the following Purchase Orders for Council Approval:

P.O. 2766 to Flow Technics, Inc for Evaluation of Headworks pump 300445435 and New Headworks pump ABS 4, Invoice INV000011489 and INV000011496, in the amount of \$10,225.358

P.O. 2767 to Republic for Removal of two Sludge Dumpsters, Invoice 0717-0016573, in the amount of \$3,806.04.

P.O. 2768 to Peerless Midwest for Install new pumping Well 4, Invoice 83709, in the amount of \$16,305.00.

P.O. 2769 to IDEXX for 200pk Vessels, 200pk Gamma Colilert (4), 100pk Quanti Tray, Shipping, Invoice 3170348417, in the amount of \$1,642.44.

Council Vice President Brown made a motion to approve the following Purchase Orders for Council Approval:

P.O. 2766 to Flow Technics, Inc for Evaluation of Headworks pump 300445435 and New Headworks pump ABS 4, Invoice INV000011489 and INV000011496, in the amount of \$10,225.358

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

Town Manager – Joe Leszek

Town Manager Leszek stated that they are preparing for the upcoming INDOT and CCMG projects. The 2025 CCMG project, which includes paving roads and improving the Main Street sidewalk, is expected to begin in late April or early May. Town and County Construction, Inc. are aware of the deadline and plans to complete the work promptly. Leszek mentioned that they have been collaborating with the Mint Festival Committee in order to make sure they are ready for this year's festival and aiding as needed.

Leszek informed the Council that the Town had been awarded two grants, \$5,000.00 from the Starke County Community Foundation and \$10,000.00 from the Hardesty Foundation. They will be using the funds to complete various downtown and Town Park projects this year – mainly amenities like benches, tables and trash receptacles.

Leszek is working on reducing the costs for sludge removal. They have already met with Republic and plan to meet with Waste Management next week to compare pricing. Republic's pricing has remained stable, but they are negotiating to lower it further.

Legal Updates – Town Attorney Justin Schramm

Nothing Presented.

Additional Business Deemed Necessary by the Council:

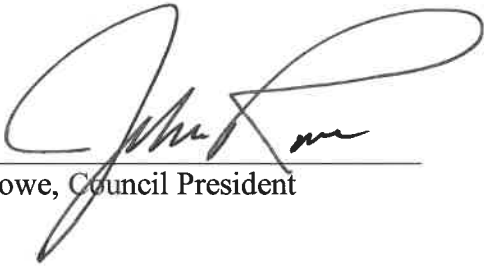
Banks mentioned there are several houses on Sycamore Street that are looking rundown and will need to be cleaned up. Council President Rowe recommended that she speak with Thomas regarding the matter.

Payment of Claims:

Council Vice President Brown made a motion to pay Payment of Claims in the amount of \$111,989.29. Councilmember Windbigler seconded the motion, and all members present concurred.

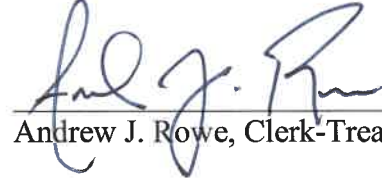
Council Vice President Brown made a motion to adjourn, Councilmember Lewandowski seconded the motion, and all members present concurred.

Meeting adjourned at 7:32 P.M.

A handwritten signature in blue ink, appearing to read 'John Rowe', written over a horizontal line.

John Rowe, Council President

Attest:

A handwritten signature in blue ink, appearing to read 'Andrew J. Rowe', written over a horizontal line.

Andrew J. Rowe, Clerk-Treasurer

Next regular scheduled meeting – Monday, April 7th, 2025, at 6:30 P.M.

