

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, June 12, 2023

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session at 6:00 p.m. on June 12, 2023. The meeting was held in the Council Chambers, on the second floor of the City Building, 124 N. Michigan St., Plymouth, Indiana.

Mayor Senter called the meeting to order. Senter presided for Board Members Duane Culp, Shiloh Milner and Bill Walters who were physically present. Board Member Jeff Houin was absent. City Attorney Surrisi and Clerk-Treasurer Gorski were present. The public was able to see and hear the meeting through Microsoft Teams.

Board Members Culp and Milner moved and seconded to approve the minutes of the regular session of the Board of Public Works and Safety meeting of May 22, 2023. The motion carried.

Utility Superintendent Davidson wished to remind the public that water main flushing is going on currently and they expect it to last another 2 ½ weeks. He explains if you do experience any brown water to let your cold water run for a few minutes and if it doesn't clear up to give the water department a call. He states the next item he has is the Consumer Confidence Report which reports on the water quality of the City of Plymouth. He states that is on the city website currently and they will be sending out a notification in the next water bill so everyone has directions on how to get right to the report.

Fire Chief Holm wished to state on June 2nd they had a joint search group for a woman who wandered away from her house. He explains it was an 87-year-old female with dementia and it was a coordinated effort with the State Police, DNR and Sheriff's Department. He states they later called them in and they had been out there a little bit looking with search dogs out. He states he took "Chevy" Garcia and Justyn Wade with him to aid in the search. He states he would like to give props to them because in just a short time those two actually looked around on their own and found some footprints. He describes they were small footprints in a shuffle walk and were able to determine it could be an elderly female. He states they followed the footprints across a farm field a couple hundred yards and they ended up walking through a couple reeds in a ditch that were 4 ½ to 5 feet high. He explains they called a dog over and he couldn't figure it out as it was worn out. He states they ended up continuing the walk and finding the woman. He states he wanted to let everyone know that they did a really great job as the search had already been going on for an hour to an hour and a half in the same area.

Mayor Senter asks where this was.

Holm responds by stating it was out in Center Township just east of the city.

Police Chief Bacon wished to seek the approval to extend a conditional offer of employment to Jess Fisher. He explains he is an officer with a county department currently and he does have to go through the physical and psychological testing for their pension fund but this would clear the way for that.

Board Members Culp and Walters moved and seconded to approve the Conditional Offer of Employment to Jess Fisher as presented. The motion carried.

Bacon requests to promote Ryan Richey to the position of Sergeant on second shift. He states he has been on that shift since March and he is currently a Corporal. He states he has been a Corporal since 2019. He explains when Joe Deisch retired, he was the second shift Sergeant and the Corporal from that shift had resigned late last year so that shift was left without a supervisor when Deisch left and Richey filled that spot. He states to recognize that and his great job that he would like to promote him to Sergeant. He would like to note that he would like to make that effective June 5, 2023 as that is the first day of their current pay period that we are in.

Board Members Culp and Walters moved and seconded to promote Ryan Richey to Sergeant as presented. The motion carried.

Street Superintendent Marquardt wished to ratify the award of their Street Paving Project to the lowest responsive bidder being Rieth-Riley Construction in the amount of \$482,099.96. He states they have already gone ahead and signed paperwork with them and they are looking to ratify that decision tonight.

Board Members Milner and Walters moved and seconded to ratify the award of 2023 Street Paving Projects to Rieth-Riley Construction. The motion carried.

Marquardt wished to address one more item so everyone else is aware. He states it was advertised in the paper on Saturday for Community Crossings Projects on Gibson Street and LaPorte Street. He states they should be receiving bids at the next meeting and then award those on July 10th.

Airport Manager Sheley wished to remind everyone a week from today that Culver Academy Summer Camp will kick off so the amount of flight training activity that you see will grow immensely over the next six weeks. He states to add to that this coming weekend they will be having a aircraft coming in on a government contract. He states there will be five planes that will be doing gypsy and or spongy moth spraying and they have 60,000 acres in Marshall County yet to spray. He states they would be only be working this area for two days but they will be based out of Plymouth so that will be five planes with three cover planes to make sure nobody is

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getting in their way when they are working so that will add immensely to their traffic. He states if anyone wonders what the planes are doing, that is what they are up to. He states the map he saw is mainly between here and Argos.

Clerk-Treasurer Gorski introduces a Street Closure Request from Promotion of the City

Coordinator Laura Mann. There was no one in attendance for this request.

REQUEST FORM CITY OF PLYMOUTH

Date 05/18/2023

Notice to BOARD OF PUBLIC WORKS AND SAFETY, CITY OF PLYMOUTH, INDIANA

Kindly take care of the following request:

Close Michigan Street from Adams Street to Laporte Street for the

Annual Downtown Tractor Show from 6:00 am until 4:00 pm. This

will allow for set up and clean up of the show that will run

from 8:00 am until 3:00 pm on July 22nd, 2023.

Laura Mann Promotion of the City Coordinator

Signature

124 N. Michigan Street, Plymouth

Address

Phone number 574-936-6717

Phone number

Determination of request:

Approved by Board of Public Works & Safety

June 13, 2023

Return original form to Clerk-Treasurer's
Office after determination is complete.

Signature

Signature

Clerk-Treasurer

Board Members Culp and Milner moved and seconded to approve the Street Closure

Request for the Annual Downtown Tractor Show as presented. The motion carried.

Clerk-Treasurer Gorski introduces a Street Closure Request from Promotion of the City

Coordinator Laura Mann. There was no one in attendance for this request.

REQUEST FORM CITY OF PLYMOUTH

Date 05/18/2023

Notice to BOARD OF PUBLIC WORKS AND SAFETY, CITY OF PLYMOUTH, INDIANA

Kindly take care of the following request:

Close Michigan Street from Laporte Street to Garro Street and Garro Street

from Michigan Street to the west alley for the Downtown Merchants

Block Party and City of Plymouth Birthday Party on June 22nd from

3:00 pm til 8:00 pm to create a safe space for participants and

attendees.

Laura Mann Promotion of the City Coordinator

Signature

124 N. Michigan St., Plymouth, IN

Address

Phone number 574-936-6717

Phone number

Determination of request:

Approved by Board of Public Works & Safety

June 13, 2023

Return original form to Clerk-Treasurer's
Office after determination is complete.

Signature

Clerk-Treasurer

Board Members Milner and Walters moved and seconded to approve the Street Closure

Request for the Block Party and Plymouth Birthday Party as presented. The motion carried.

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Clerk-Treasurer Gorski introduces a request to use the water tower lot during the Blueberry Festival from Dennis Manuwal Jr. Manuwal was in attendance for this request.

REQUEST FORM CITY OF PLYMOUTH

Date 6/5/2023

Notice to BOARD OF WORKS, CITY OF PLYMOUTH, INDIANA

Kindly take care of the following request:

Plymouth-Kilwinning Masoic lodge request to use the water tower lot located on Parkview St. to park cars for Blueberry festival and to use the water area to park golf carts. We have done this for many years.

Dennis Manuwal Jr.
[Signature] JS
Signed Title
109 Water St. Plymouth
Address

Phone number 574-936-2664

Determination of request:

Approved by Board of Public Works - Safety June 12, 2023

Return original form to Clerk-Treasurer's office after determination is complete.

[Signature] Clerk-Treasurer
Signed Title

Culp asks about the parking for golf carts.

Manuwal responds by stating they will be using the fenced in area of the water tower to park the golf carts inside of as they have done for many years.

Mayor Senter asks if that is going to be a problem.

Davidson responds by stating as long as they only park golf carts in there and not vehicles then they should be fine. He states with vehicles they always run the risk of someone running into one of the towers pillars.

Manuwal responds by stating vehicles will not be parked in there.

Board Members Milner and Walters moved and seconded to approve the Use of the Water Tower Lot for the Water Tower Lot as presented. The motion carried.

Surrisi states the proposed Real Property Exchange Agreement which is between the City of Plymouth, Centennial Crossings LLC and Collins Leasing LLC. He states this is a process that is allowed for under IC 36-1-11-9 that properties can be exchanged in manners without following all the normal procedures of having to get appraisals. He states the only condition is under a separate statute which is 36-1-11-16 that participants have to make representations that show they do not have any delinquent taxes as the only real condition on that. He states what this would propose is that Centennial Crossings LLC has an 8.56-acre parcel that is on the north of Price's Pond. He states it is a wooded area that they would give to the city and the Park Board considered this at their meeting last week and were in favor of it. He states because it is wooded that it would not require

any regular maintenance or mowing and would be available at some point in the future if the park wanted to develop a nature area or extend the trail or things like that. He states the exchange from the city's perspective would be a 0.3-acre lot that is at 305 Parkview Street next to the water tower that was recently discussed. He states the Collins Leasing LLC already has those apartments that are right next to Pilgrim Manor and behind KFC. He states their intention would be to build a couple more units in that same design for rental at that location. He states that property is currently under the management of utilities and he has spoken with Utility Superintendent Davidson and he did not see any issue with it. He adds he seemed favorable toward that. He states under the agreement they would have a closing and sometime if this was approved by the end of the month that Collins Leasing would pay the city whatever the prorated taxes that would eventually become due on the Centennial property. He states it seems like it would be a good deal as it is land that is not developable for them but could be used for Park space and some land that has not been developed but the city has could bring some new assessed value with new housing.

Board Members Culp and Walters moved and seconded to approve the Real Property Exchange Agreement between the City of Plymouth, Centennial Crossing, LLC and Collins Leasing LLC as presented. The motion carried.

Surrisi then presents a proposed Memorandum of Understanding between the City of Plymouth, ADDD Equities LLC and Construction Management & Design, Inc. He states these are other companies that are part of the Collins umbrella and he has worked with Alan Collins and their attorney Burke Richeson in discussing this as well as with the Complete Streets Committee and the Plan Commission over the last several months. He states there had been discussions in the Complete Streets Committee about eventually acquiring land to build a sidewalk or trail along Oak Drive at least from US 30 to Jefferson Street. He explains a year and a half to two years ago they amended the zoning ordinance to require a sidewalk unless you come to the Plan Commission and ask for an exception and that would further encourage folks to build sidewalks. He states as part of that the Plan Commission has seen a number of requests from businesses along that Oak Drive corridor since that amendment has been made to make that exception. He states there have been a number of people requesting that exception basically saying there is no sidewalks out here so why should they build sidewalks out in the middle of nowhere. He explains those exceptions have been granted and through the work of the Complete Streets Committee they thought about a way to try to start changing this over here to make it easier for them to get ahold of adequate right-of-way to build a sidewalk out on Oak Drive because the right-of-way is pretty tight. He states this plan came

about as ADDD Equities, LLC, which is the entity that Collins has created for their new Corporate Headquarters north of Teachers Credit Union, filed an application with the Plan Commission asking for an exception from the sidewalk requirements and before that was pending for their meeting the idea came up at the Complete Streets Committee came up to approach them and see if rather than them being granted the exception by the Plan Commission or forcing them to build the sidewalk in the middle of nowhere if they would be willing to grant the city 10-feet of right-of-way along their property so that eventually the city can build a sidewalk there. He states that would be under the idea that eventually the Complete Streets Committee will start approaching other neighboring property owners and see if they would be willing to agree with the same type of agreement of land. He explains in those negotiations with the companies that they were open to that and they still came to the Plan Commission and presented that as a new option and the Plan Commission tabled their request because we could grant this but it is up to the Board of Public Works and Safety if they would be willing to accept this 10-feet of right-of-way. He states there was a Plan Commission meeting last week where the item was still tabled and it was informed to them that they would be coming before you all today to talk about this and then after that decision they can decide for their case. He clarifies this agreement would grant the city 10-feet of right-of-way for the additional sidewalk and it is a similar MOU that the city entered into with Collins Leasing, LLC with the prior project that addresses the financial guarantees for drainage and those matters and in this instance they have paid those guarantees but in consideration of this it would be a refund of those guarantees and they are promising under the MOU that they would be following through with building out the necessary infrastructure. He states they would have this agreement then to fall back on should there be any issues but that is the basics of it.

Board Members Walters and Milner moved and seconded to approve the Memorandum of Understanding between the City of Plymouth and ADDD Equities in regards to 1619 N. Oak Drive. The motion carried.

Surrisi states that eventually their plat document for that property out there once it is finalized will have their surveyor put a signature block on for the Mayor on behalf of the board to accept the right-of-way that they will describe on the plat.

Surrisi states the last thing he has is a Memorandum of Understanding between the Plymouth Police Department and the Plymouth School Corporation for assignment of School Resource Officer. He states this is going to be the third School Resource Officer agreement that they have entered into with the school. He states the last one they entered into was in 2019 and it

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had an option to extend three years after the 2019 school year to be extended in the same terms. He states they have had good success with this program and the Council in this year's budget decided to fund a second School Resource Officer but due to some of the staffing issues they had at the Police Department that they are not ready to move forward with that at this time. He explains this new agreement contemplates during the term of the agreement that a second officer could be added and what that does is increases the rate that the school will pay for the School Resource Officer. He states under the 2019 agreement it was \$37,000/ year and that would increase that to \$50,000/ year and they also shortened the number of years it can be renewed so instead of three years on that same price point they had reduced that down to two years of extension. He states that would allow them to better stay on top of any changing salary needs and things like that based on where the marketplace is. He explains because this is tailored to an actual individual in the job that it describes Bridget Hite continuing on as the School Resource Officer but then it has an addendum to the agreement that could be executed at a later date once they have identified another officer that would specifically be taking that second position. He states that Police Chief Bacon and himself have met with the School Superintendent and their Safety Director Ted Brown a few weeks ago and discussed this. He states the School Board approved this at their meeting last Tuesday so he believes everything is in order.

Culp asks if you do put another School Resource Officer on if that is going to take out of the 25 that is presently employed.

Mayor Senter responds by stating the 25th officer is the second School Resource Officer.

Bacon adds that with the approval tonight they will be at 23 officers so they would still have two more positions to hire and the 25th position is the second School Resource Officer.

Surrisi states the way this is set up is just knowing whoever the second officer is that they may not start at the beginning of the school year so it has a prorated rate for when they actually start their work.

Board Members Culp and Milner moved and seconded to approve the Memorandum between the Plymouth Police Department and the Plymouth School Corporation as presented. The motion carried.

Board Members Milner and Senter moved and seconded to allow the payroll for May 31, 2023 and the claims for June 12, 2023, as entered in Claim Register #2023-11. The motion carried.

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Board Members Walters and Culp moved and seconded to accept the following communications:


- June 12, 2023 Docket
- May 23, 2023 Technical Review Committee Minutes
- 2023-05-26 Plymouth Streets & Sidewalks – Bid Recommendation
- BPWS Memo 6-6-23 – Property Exchange
- 230202 ARBORETU Survey & Legal Description
- 230526 Centennial Quit Claim Deed – Arboretum
- BPWS Memo 6-6-23 – School Resource Officer
- BPWS & Council Memo 6-6-23 – Oak Drive MOU
- Code Enforcement Activity Report – May 2023
- Plymouth Fire Department Activity Report – May 2023

The motion carried.

Bill Walters retirement from the Board of Public Works and Safety was discussed at the start of the following Common Council meeting.

There being no further business, Board Members Milner and Walters moved and seconded to adjourn, Senter declared the meeting adjourned at 6:27 p.m.


Lynn M. Gorski
Clerk-Treasurer

APPROVED:

Mark Senter
Mayor

BUILDING COMMISSIONER

Code Enforcement

Activity Report Summary 2023

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Tall Grass				1	40								41
Owner Complied				1	37								38
City Action (Mowed)					2								2
Action Pending					1								1
Abandoned or Junk Vehicles													
Owner Complied													
City Action (Towed)													
Action Pending													
Debris/Junk on Property				1	3								4
Owner Complied				1	2								3
City Action (Cleaned)													
Action Pending					1								1
Pow/Livestock													
Owner Complied													
City Action													
Action Pending													
Signs in Public Right of Way (Removed)					1								1

