

Be it Remembered that the Common Council of the City of Plymouth, Indiana, met in regular session on February 26, 2024. The meeting was held in the Council Chambers, on the second floor of the City Building, 124 N. Michigan St., Plymouth, Indiana and was called to order at 6:30 p.m.

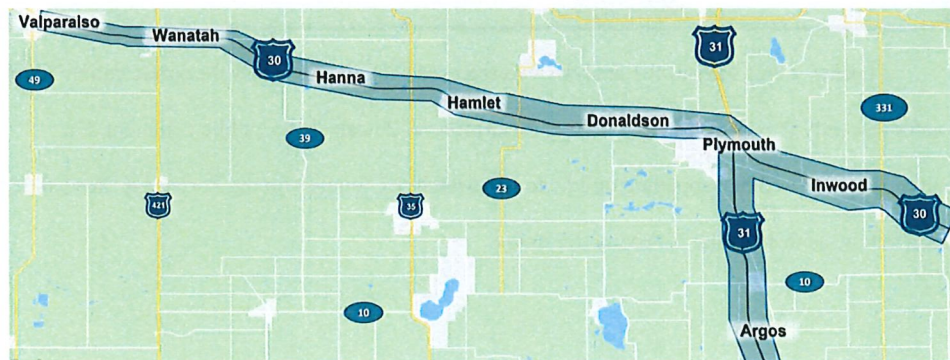
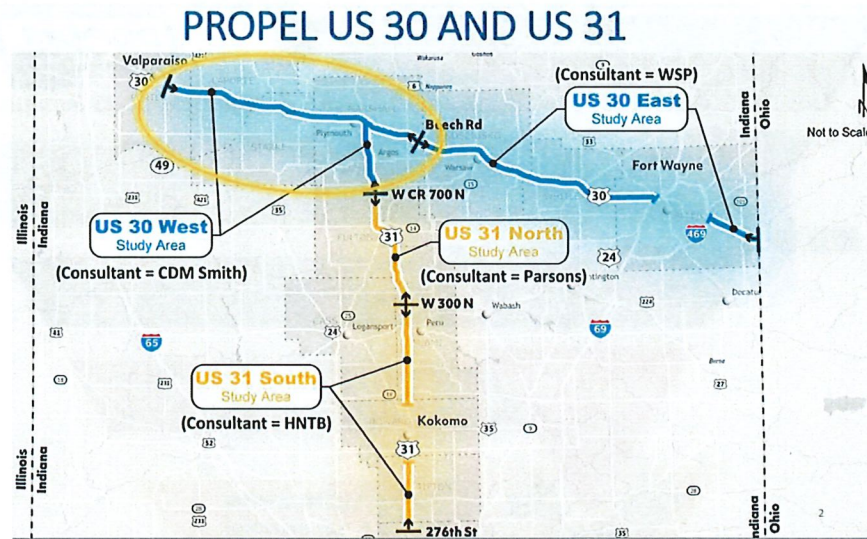
Councilman Ecker offered prayer and Mayor Listenberger lead the Pledge of Allegiance.

Mayor Listenberger presided for Council Members Duane Culp, Don Ecker Jr, Kayla Krathwohl, Shiloh Carothers Milner, Dave Morrow and Linda Starr. Councilman Randy Longanecker attended virtually. City Attorney Houin and Clerk-Treasurer Gorski were present. The public was able to see and hear the meeting through Microsoft Teams.

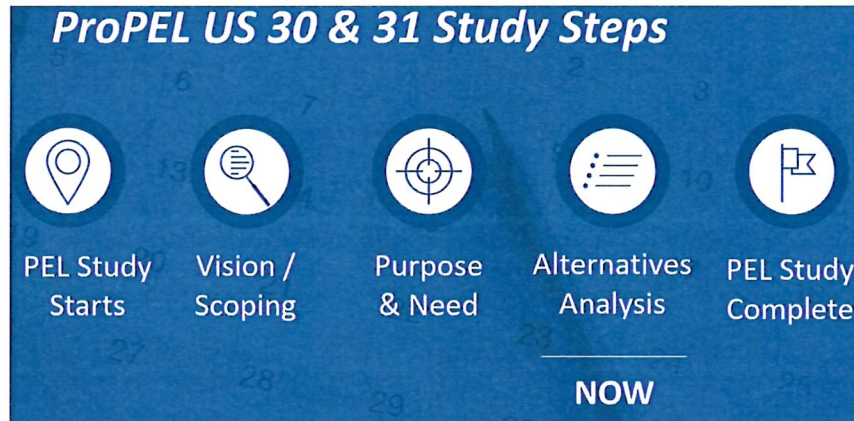
Council Members Ecker and Starr moved and seconded to approve the minutes of the regular session of the Common Council on February 12, 2024 as presented. The motion carried.

Mayor Listenberger introduces Brett Lackey (Project Manager) and Marian Hull (Public Engagement Lead) from the INDOT US 30 West ProPEL Study.

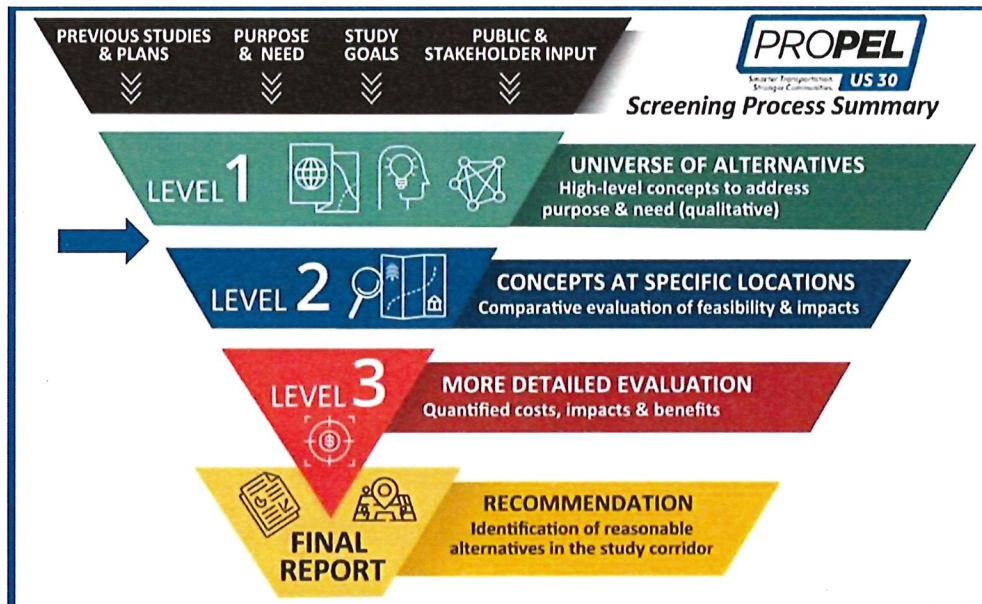
Lackey provides an overview map showing our US 30 West area, along with the three other adjoining ProPEL Study areas.



Lackey states this includes US 30 West from SR 49 in Valparaiso to S. Beech Road here in Marshall County. He states it also includes a portion of US 31 from the US 30 interchange here in Plymouth south to County Road W 700 N in Fulton County. He states our entire corridor is approximately 67 miles long.

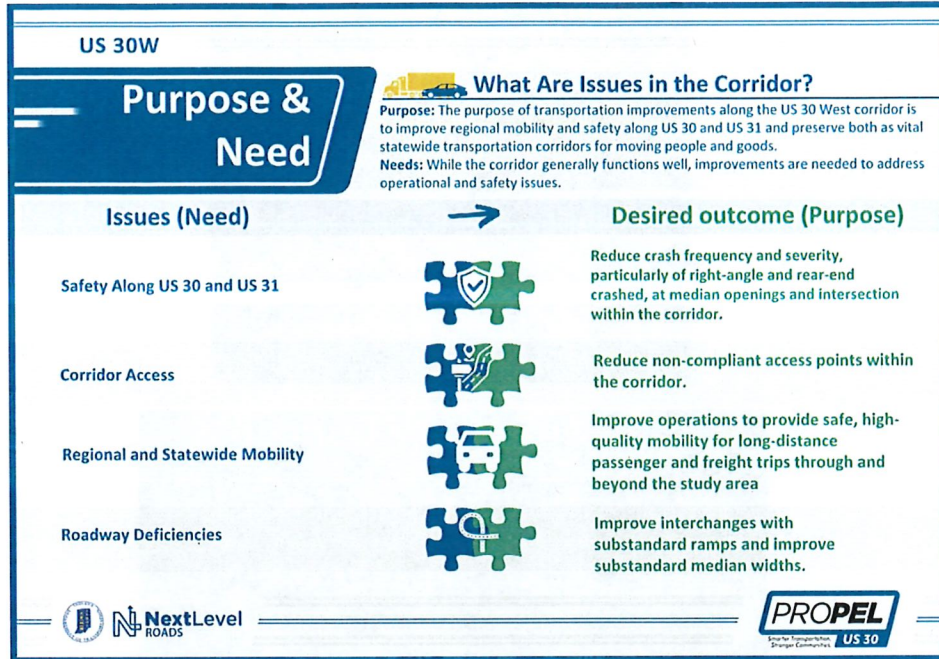


Lackey states we are currently in the Alternatives Analysis phase of the study. He states in this phase, this work will include three levels of screening. The three levels are explained below.

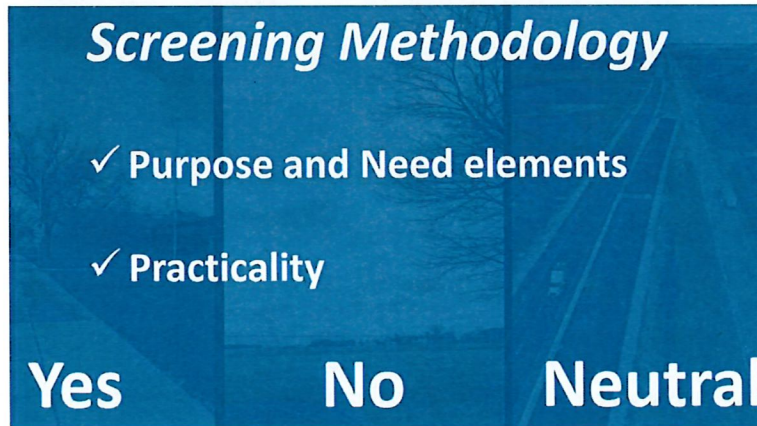


Lackey states the Level 1 analysis was released back in November for public comment. He states currently they are close to releasing the draft level 2 analysis for public comment. He anticipates that will be happening middle to late March. He touches on the Purpose & Need slide as seen below, as this is what is driving this study.





He states at the end of each screening level, there will be smaller number of potential solutions but the level of detail at each step increases. He lists the screening methodologies of level 1 of the alternatives analysis, as seen below.



He states level three will focus on packing or combining these improvements at the secondary locations as well. He states the corridors will be broken into smaller segments and multiple improvement packages will be created for each segment. He states the results of that level three analysis will be published for review and comment in the Summer of 2024. He states at level one, all the teams started with 55 improvement concepts as the master list. He states the four study areas are different but each area is using the same starting list of potential improvements. He states these concepts were put into separate buckets as seen below.

## Primary Concepts

*Access Management*  
*Free Flow*  
*Median Safety Improvements*  
*Add/Lengthen Turn Lanes*  
*Add/Extend Acceleration/Deceleration Lanes*  
*Cross Road Overpass/Underpass*  
*Convert to Interchange*  
*Signalized Intersection Improvements*  
*Unsignalized Intersection Improvements*

## Complementary Concepts

<i>Realign Skewed Intersections</i>	<i>Railroad Crossing Improvement</i>
<i>Intersection Sight Distance Improvements</i>	<i>Spot Roadway Lighting</i>
<i>Auxiliary Lanes</i>	<i>Warning Systems</i>
<i>Bypass</i>	<i>Freight Priority System</i>
<i>Signal Timing Updates</i>	<i>Enforcement</i>
<i>Add Capacity to Movements</i>	<i>Bike/Pedestrian Facilities</i>
<i>Ramp Terminal Intersection Improvements</i>	<i>Non-Motorized Accommodations</i>
	<i>Wildlife Crossing</i>

## Design Elements

<i>Collector Distributor</i>	<i>Gateway/Corridor Treatments</i>
<i>Adjacent Intersection Improvements</i>	<i>Speed Management</i>
<i>Traffic Control Visibility Upgrades</i>	<i>Alternative Fuel/Electric Vehicle Considerations</i>
<i>Pavement Marking Improvements</i>	<i>Demand-Based Services</i>
<i>Roadway Signage Improvements</i>	
<i>Roadway Drainage Improvements</i>	

Lackey states the level 2 screening takes the alternatives that were advanced from level one and applies them about specific major intersections. He states there are 29 major collector intersections and Marshall County has 14 of them, which proportionally is more than any other county in our study area. He lists the intersections in Marshall County under evaluation as seen below at level two.

## Level 2 Intersections – Marshall County

(Classified Major Collectors and Above)

### US 30 Primary Intersections:

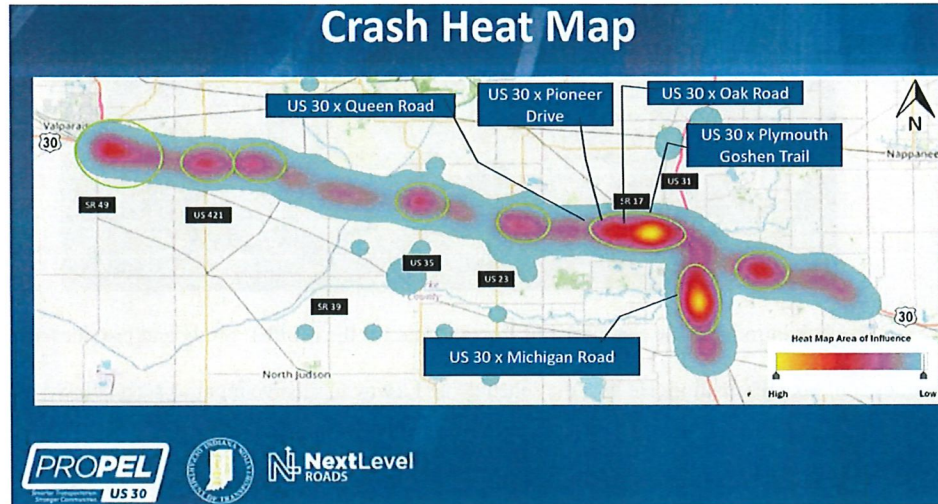
- US 30 x SR 331
- US 30 x Fir Road
- US 30 x King Road / W. 9A Road
  - US 30 x US 31
- US 30 x Plymouth Goshen Trail
  - US 30 x Michigan Street
  - US 30 x Oak Drive
  - US 30 x Pioneer Drive
  - US 30 x Queen Road

### US 31 Primary Intersections:

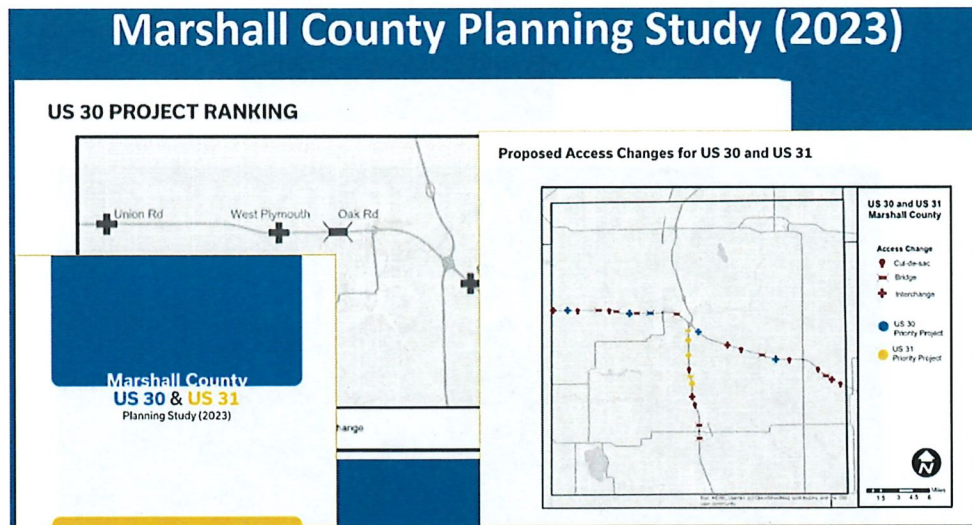
- US 31 x 9A Road
- US 31 x Michigan Road
- US 31 x 13<sup>th</sup> Road / Michigan Road
  - US 31 x SR 10
- US 31 x SR 110 / W. 800 North



He states everything in between will be evaluated at level three. He states we will be looking at another 56 secondary intersections at level three as well and he believes of those 56 secondary intersections, that 13 are within Marshall County. He shares the crash heat map below that shows the high severity crash locations in this area as seen below.










He shares that the Marshall County Planning Study was produced in 2023 for both US 30 and US 31 was presented to them by the Marshall County Planning Office and County Commissioners. He states they are consulting this plan as they move through the alternatives and incorporating the recommendations in that plan, wherever appropriate, as we move through. See plan below.



Lackey shares there are currently four projects in Marshall County occurring on US 31 that are advancing independent of the ProPEL Study and he lists those accordingly as seen below. He believes these projects are expected to go into construction in 2027.

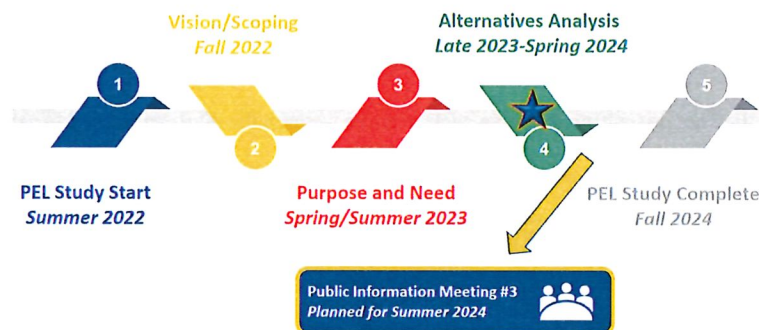
**Marshall County Projects Advancing Independent of the PEL Study:**

-  US 31 at SR 10 – New Interchange
-  US 31 from SR 110 to SR 10 – Access Control
-  US 31 at SR 110 – New Interchange
-  US 31 at CR 700 N – New Overpass





  

Lackey introduces the remainder of the schedule for the ProPEL Study and provides a rundown of his presentation. He lists the schedule and a way to receive input as seen below.

## SCHEDULE



## WE NEED YOUR INPUT— STAY IN TOUCH!

 [www.ProPELUS30.com](http://www.ProPELUS30.com)  
 @PropelUS30  
 Propel U.S. 30  
 @propelus30\_31

Gary Neidig (9663 Meadow Lane, Plymouth, IN 46563)

Neidig expresses that his main concern is that we stay engaged and that if there could be an official representative from the city, as he is working on the same thing with Argos, to try to make



sure someone is involved. He believes it needs to be someone with authority to be able to give the position of the city, towns, and county because this is a very serious topic when discussing the frontage roads and the access because the economic development will all be impacted on how this goes.

Mayor Listenberger states he can say that both Houin and himself have been coming to these meetings over the last year or so since they started the public input meetings. He states we will continue to do that but we really need to reach out to the County Commissioners. He states he also belongs to the US 30 Coalition.

Neidig expresses that he is not casting blame on anyone but he wants to be sure someone is owning it.

City Attorney Houin introduced the Vacation and Abandonment of Easements by the City of Plymouth – Lot 2A of Pilgrim Place Subdivision.

He states this is the parcel between Goodwill and Arby's. He states there is some development proposed there and they have been working on drainage. He explains in the course of locating utilities, they discovered there is an existing easement for electrical lines to run to the advertising billboard that is on US 30. He states they discovered also that the existing electrical line is not in the easement so they are working with the property owner to create a new corrected easement and wish to abandon this existing easement as that is not where the utilities are anyhow. He explains in the course of that, there was some confusion that there is not enough documentation for who would have the right to that easement if it is abandoned so they have asked the City of Plymouth to abandon any rights that we may have to that easement. He states the easement is not currently being used and the city does not have electrical utilities so we would have no interest in an electrical easement. He explains Davidson has confirmed we do not have any city utilities in that area. He adds he has looked at the information they have and he does not see anything that would indicate the city does have a legal interest in that easement. He states to make them comfortable, just in case, they have asked the city to execute this abandonment of easement. He states based on that he would recommend approval so the Mayor can sign this on behalf of the city.

Council Members Ecker and Culp moved and seconded to approve the vacation and abandonment of easements by the City of Plymouth for Lot 2A of Pilgrim Place Subdivision. The motion carried.

Airport Manager Sheley states on the agenda he sees it listed as Sherk Hangar Discussion. He states for those of you who are not aware, we are discussing a shell building that Brad Sherk built

about five years ago that we purchased from him when he decided to move away from the airport. He explains there is no electricity installed and no pavement to the hangar. He states our intentions were to eventually develop the building so we could use it for aeronautical purposes and rent it out. He explains the intentions were to get federal grants for it at some point to do the work. He states when the building was built, our now City Engineer Sellers, was the one who did the engineering work for Sherk so he is familiar with the project. He states two of the items we have to address right away to develop it for immediate possibility of business is pave and install electricity. He explains with paving he had concerns with water detention and the City Engineer said he already looked at all of it and including that water detention in the paving knowing that hard surface was going to be there so that is already taken care of. He states six years ago, some of the work we did to help improve the business at the airport was that we were able to get Culver Academies to move their Summer Camp to Plymouth from Knox. He states the first year they hired their own flight school and it did not go well. He states the second year Dan Marohn and Ken Norris combined to create a new flight school, AlphaFlight, that has done great things for us out at the airport. He explains over the last two years, their work with Culver has diminished considerably and now Alphaflight has received their FAA Part 141 Certification. He states this is a flight school certification that you would see at a college level flight school and with that it makes it difficult for them to deal with a customer like Culver. He states we are talking about 13–16-year-olds that come in for five weeks to fly. He explains the 141 requirements require a flight school to have a very detailed laid out flight program and it is not set up for students to pop in and pop out. He states the Culver program is not fitting the business model for Alphaflight, so he has worked with Culver to help them find another flight school that will work with them during the Summer camp and a little bit of the Spring/ Fall with Culver students. He states because of Culver's insurance requirements, what we started with was a recommendation he made. Republic Airlines, has a large flight school of their own that they created called LIFT Academy. He states LIFT Academy has around sixty airplanes they are using for flight training and they are doing a flight training program that is one of the best in the country so they can get students through their school and into Republic Airlines to help feed their need for pilots. He states LIFT Academy is really excited coming to Plymouth for 8-9 months out of the year to work with Culver but we are out of space. He states his ask tonight is an appropriation of \$60,000, which will take care of getting electric installed in the "Sherk Hangar," as when it goes to the FAA, it will be called Hangar E. He states we call it the Sherk Hangar because Brad Sherk had built and the Sherk family has quite a history of aviation in the Plymouth area. He explains the \$60,000 will get us electric and paving. He



explains it will create initially slightly over \$10,000 of rental income for the airport and in previous years, Culver Summer Camp has flown as much as 700 hours. He states 700 hours using the aircraft that LIFT Academy uses are small general aviation aircraft but they have a diesel engine in there so they actually use jet fuel. He states for the first year in jet fuel sales, we expect that it will also create a couple thousand dollars in income in our jet fuel sales. He states working with the City Attorney, we have written a five-year contract for Culver and their associates to sign. He states what we have written in is a \$600 yearly increase in rent over a five-year period.

Ecker asks for clarification that it will be a \$600 increase per year.

Sheley responds in agreement and states he will be coming to you in the near future for increases to our normal rent at the airport as well as we expect to get our grant later this year to pave our taxiway finally. He states we just recently received notice from the contractor that won the bid on our original quote that is two years old they have agreed that if they were able to do the work this year that they would hold the bid. He states in working with the FAA, they sent us as a high priority for that grant this year so sometime around June or July, we are hoping to see that grant and then we are expecting the paving work would be done quickly because the contractor said if they could do the work this year that they would hold their number. He states what he is looking for is an appropriation of \$60,000 and he has a couple of electrical quotes for putting electric in the buildings, along with paving. He states we have also identified an office area in the airport that is going to be convenient for them that would be the same size as an office trailer and we are including that in the rental agreement we are preparing for them as well.

Ecker asks if he is looking for a potential grant for this expense.

Sheley responds by stating we have considered that last fall when this opportunity for having this customer first came up. He states he was looking at it with our engineering firm that we use but the problem is the grant process would take a year and a half. He states it would add a considerable amount to the project versus what we could get done locally.

Houin wished to clarify a couple things. He states he has a draft lease agreement and is working through some of the language in it but nothing substantive. He states it does call for \$600/month in rent for the hangar, \$250/month for the office space, with an automatic increase of \$50/month each year of the five-year term. He states those are the primary terms of the agreement. He states Sheley mentioned that he is asking for an appropriation but after speaking with the Clerk-Treasurer, we do not believe an additional appropriation is necessary. He explains that Cumulative Capital Development (CCD) funds that come to the city have traditionally been divided three ways,

one part to the fire department, one part to the airport, and one part to the city generally. He states the airport currently has about \$80,000 accumulated in their CCD funds and our budget for this year has sufficient money already allocated that if the airport wishes to use that \$60,000 of the \$80,000 that it has already been appropriated. He states he believes what Sheley is asking for you to do is to simply approve his plan to use those already appropriated CCD funds to make these investments and upgrades so he can pursue the agreement with Culver and LIFT Academy.

Sheley states this came up in the Fall so this was not something we could plan and budget for. He states for a project with a customer like this are things he has been striving for to increase business at the airport. He states these are the type of customers that we need for that.

Ecker asks Sheley if he believes this will be signed once presented.

Sheley responds by stating what he presented to Houin was a conglomeration of different contracts he had worked out with former City Attorney Surrisi over the years and tailored it towards this specific venture. He states as he has been working on it, he has been in discussion with Culver and their liaison and they are all for it. He explains that they are excited partially because when this came about late Summer that Alphaflight was going to be pulling away from the Culver program that they were upset. He states it felt like to them that we pulled property away from Culver that they originally leased to give it to Alphaflight. He explains what the truth was that Ken Norris had been leasing this property all along with the hopes of finding a partner to start the flight school. He states when Culver came in, he was willing to give it up so they could come in and have some space at the airport. He states when Norris and Marohn came in to make the business, the property was leased to Alphaflight because it was theirs to begin with. He states what this agreement will do is create a space for Culver to call their own and not feel like in the future, if this does not work out with this particular flight school, and they have to find another one, then they will still have space that will feel like their own here in Plymouth where they want to be.

Mayor Listenberger asks for clarification that this will be a lease with Culver Academy and not LIFT Academy.

Sheley responds in agreeance and states we have written into our leases in the past at the airport that they will not be able to be sublet but in this case, it is put into the contract that if they want to charge LIFT for the property, they can. He states this will be a lease between Culver and their entities and not between LIFT. He adds he is not privy to the contract that Culver Academies is making with LIFT Academy for being their provider but his guess is that Culver will be covering their rent at the airport. He states LIFT will be purchasing the fuel for their aircraft but for the rental



portion, he is certain it will be Culver because they would want to maintain and keep the property so if things do not work with this flight school, they can go and find another flight school and still feel like they have space in Plymouth that is theirs.

Ecker states that Houin took the time to answer the many questions he had and he appreciates him working on the rental proposal.

Council Members Ecker and Starr moved and seconded to approve the request as presented. The motion carried.

Clerk-Treasurer Gorski introduced Resolution No. 2024-1098, A Resolution of the Common Council of the City of Plymouth to Approve the Application of Rodney Jacobs for a Commercial Revitalization Rebate Program Grant. Tina Jacobs was in attendance for this request.

Morrow asks if the sign will be going under the current sign.

**Tina Jacobs (15378 Menominee Drive, Plymouth, IN 46563)**

Jacobs responds by stating it will be going under the existing tower that is on the property.

Houin states the Commercial Revitalization Rebate Program allows for a rebate to the applicant consisting of Twenty Percent (20%) of the actual cost incurred, not to exceed \$25,000 for any exterior improvements to commercial buildings within the city. She states a replacement to the sign qualifies an exterior improvement. He states the application also calls for two quotes and would be granted to the lower of the two quotes. He states there is some confusion about the total on one of the quotes, but regardless the Vanadco quote is the lower quote so that is the one they are applying for.

Morrow states being new to this program, he thought it was for renovating facades and buildings, regardless of downtown or other areas in the city. He believes there had been a precedent in the past and this does not seem like any renovation but rather an additional feature that they are applying for. He asks if this is normally part of what we do.

Houin responds by stating historically it has been available for any exterior improvements and a very common request is for roof replacement. He states the Clerk-Treasurer is pointing out that the ordinance actually identifies, "such as exterior walls, roofs, facades, signs, awnings, and landscaping." He explains it is a type of improvement that is contemplated by the ordinance.

Mayor Listenberger asks if the sign there currently is digital or older.

Jacobs responds by stating it is one of the old signs where you have the slide the letters in and it is probably twenty years old. She comments that the tool that slides the letter is lost so they have to get a truck and a ladder to change it. She comments that it is dangerous.

Morrow asks for clarification that all they have basically done is add a new face to Christo's old sign. Jacobs agrees.

RESOLUTION NO. 2024-1098

A RESOLUTION OF THE COMMON COUNCIL OF  
THE CITY OF PLYMOUTH TO APPROVE  
THE APPLICATION OF RODNEY JACOBS  
FOR A COMMERCIAL REVITALIZATION REBATE PROGRAM GRANT

WHEREAS, the City has established the Commercial Revitalization Rebate Program to encourage property owners to renovate existing buildings and to make other real property improvements. The encouragement is in the form of a rebate to the property owner of an amount not to exceed twenty percent (20%) of the actual project costs directly related to the eligible improvements, not to exceed Twenty-Five Thousand Dollars (\$25,000.00); and

WHEREAS, Rodney Jacobs/Seasoned Banquet Hall, has made application to the Plymouth Common Council for a Commercial Revitalization Rebate Program grant to assist in the renovation of commercial property at 830 Lincoln Highway East to install a new sign and electric message center. The Council met in a public meeting on February 26, 2024, and heard evidence on the application demonstrating eligible expenses for the renovation with a bid totaling \$30,200.00. The purpose and intent of this resolution is to approve the application as set forth below.

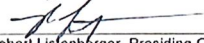
NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Plymouth as follows:

Section 1, Rodney Jacobs/Seasoned Banquet Hall's application for a Commercial Revitalization Rebate Program grant for 830 Lincoln Highway East, Plymouth, Indiana is hereby approved.

Section 2, The Clerk-Treasurer is authorized to disburse from the appropriate fund, and in accordance with established procedure, a rebate to the applicant consisting of Twenty Percent (20%) of the actual cost incurred by the applicant for eligible expenses for the renovation completed on 830 Lincoln Highway East, Plymouth, Indiana. In no event shall the rebate to the applicant exceed Six Thousand Forty Dollars (\$6,040.00).

Section 3, The Clerk-Treasurer is further authorized to transfer money from the City Development Fund to the Community Improvement Fund in an amount necessary to cover the costs of the eligible expenses approved by this resolution.

PASSED AND ADOPTED this 26<sup>th</sup> day of February, 2024.

  
Robert Listenberg, Presiding Officer

ATTEST:

  
Lynn M. Gorski, Clerk-Treasurer

Council Members Culp and Ecker moved and seconded to approve Resolution No. 2024-1098, A Resolution of the Common Council of the City of Plymouth to Approve the Application of Rodney Jacobs for a Commercial Revitalization Rebate Program Grant as presented. The motion passed by roll call vote.

Council Members in Favor: Culp, Ecker, Krathwohl, Longanecker, Morrow, Starr

Council Members Opposed: N/A

Council Members Abstaining: Milner

Houin states for the ONE Marshall County Update that it will still include Stellar updates as there is one remaining Stellar Project within the city and that is the next phase of the Greenways Trail through River Park Square. He explains that Mike Hite is working on getting ahold of the current documents for that and the most recent timeline he has seen is anticipated bid letting in the Fall of 2024 with construction to start in 2025. He states as far as ONE Marshall County that there are some representatives here. He states talks are still ongoing and representatives Ginny Munroe and Bill Davis did present to a meeting of the County Council last week. He states it is available on the county YouTube channel and he recommends at least watching the first part of it as they do a



great job of explaining the goals and purpose of ONE Marshall County. He states you would notice from the discussion that there are still some questions and concerns from the other towns in Marshall County. He states the Steering Committee is working to address those concerns and meet with those representatives and work through the process. He states once they have something decided, he is sure they will update us as they keep the Mayor and himself informed on the process so hopefully we will hear more from them soon.

Houin states for the Comprehensive Plan Update that the Comprehensive Plan Advisory Committee held their second meeting and we are close to finalizing a formal resolution to bring to you in order to create the structure of that committee. He states what we discussed is to create a structure that contains a larger committee but also subcommittees that actually do the work of moving the Comprehensive Plan forward. He states there will be some standing committees such as marketing and membership as there will always be a need for those committees. He states other subcommittees will come and go as they address different strategies within the Comprehensive Plan. He states the first three that were identified are updates to the zoning ordinance, developing the collaboration between the High Schools Building Trades Programs and the City of Plymouth through the Building Commissioner to create projects for rehabilitation throughout the city. He states the third project is to review and recommend updates to commercial revitalization rebate program that was recently discussed tonight. He states they will work on that to prepare recommendations to come to you. He states he really wants to say he is happy with the momentum we are building and carrying through the process. He states we have really impressed MACOG as they were skeptical when the Steering Committee talked about continuing this work through an Advisory Committee but now, they are fully onboard. He states that MACOG continues to support us by participating in those meetings and providing services moving forward. He states he would also like to remind you that during that resolution, he will be asking you to appoint a member of the city council to that Advisory Committee. He states that Don Ecker has been involved in the process of the Steering Committee and the Advisory Committee so he would appreciate your consideration as the council appointee but everyone is still welcome. He states if you would like to be a part of that email distribution, to let him know and he will add you to the list and keep you updated on those meetings. He states marketing committee will be getting to work very soon to broadcast more of what we are doing.

Morrow asks about the Greenways Trail project. He asks if we are taking into consideration curb cuts off of Garro Street on the north going into the south entry of River Park Square for a crosswalk.

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Houin responds by stating he is not certain what the design is.

Marquardt states there is a crosswalk truncated dome coming from the north side of Garro Street now going into River Park Square.

Morrow states there is not a curb cut as it ends at the sidewalk on Garro Street on the north side. He states a handicap individual would not be able to move across that street.

Houin states it was originally built and stopped at the sidewalk but that ramp was added.

Marquardt believes it was added after they closed off River Street. He states we will double check but if anything, it will have to be added to the plans for the trail.

Kevin Berger states Riverside Commons is about 50% full currently and we have just put up a playset this week. He states kids were waiting in line to get on it.

Council Members Ecker and Krathwohl moved and seconded to accept the following communications:

- Minutes of the Board of Public Works and Safety meeting of February 12, 2024
- February 26, 2024 Check Register
- January 2024 Clerk-Treasurer Financial Reports
- 2023 Q4 Council Report – Baker Tilly
- January 9, 2024 Board of Aviation Commissioners Minutes
- January 16, 2024 Redevelopment Commission Minutes
- January 17, 2024 Urban Forest and Flower Committee Minutes
- February 13, 2024 Fire Pension Board Minutes

The motion carried.

There being no further business to come before the Council, Council Members Starr and Longanecker moved and seconded to adjourn, Mayor Senter declared the meeting adjourned at 7:17 p.m.

  
Lynn M. Gorski  
Clerk-Treasurer

APPROVED

  
Robert Listenberger, Mayor