

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, May 9, 2022

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session at 6:00 p.m. on May 9, 2022. 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 Shiloh Milner, Bill Walters, Duane Culp, and Jeff Houin who were physically present. 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 Houin moved and seconded to approve the minutes of both the regular session and executive session of the Board of Public Works and Safety meeting of April 25, 2022. The motion carried.

Mayor Senter wished to announce that one of Plymouth's local schools had a young girl who was eight years old walking to school every day with the same coat all winter long, the same sweatshirt, and the same boots. He states that a local Plymouth Police Department officer observed this over the months and went out and bought her a new sweatshirt, a new coat, and pair of brand-new shoes. He adds that he is not going to give out many names but that was something that struck him as something that he appreciates from this community. He states that he appreciates that officer and what he was able to do.

Utility Superintendent Davidson states that each year by July 1st they are required, since they are a community water service, to provide a Consumer Confidence Report to their customers. He states that they generally mail those out and they are received by the customers prior to the July 1st deadline. He states that they have been looking at new options in which they think will be more efficient and a little less expensive. He adds that this is all within the EPA and IDEM regulations. He states that they are going to provide an insert, with assistance of the Clerk-Treasurer's office, to all of their customers so they can go to a direct website without having to go to the city's website and search between many different layers to find it. He states that they can go directly to the URL and bring up the Consumer Confidence Report and they will have the option of either English or Spanish. He adds that if a customer would still like a paper copy that they can check the form and return a request to the city office or call them and they would be happy to deliver those to them. He states that from the feedback from other communities that this method is well received.

Fire Chief Holm states that after receiving approval last month that they were able to get a contract signed to order a new firetruck. He states that the proposal for the new ambulance

should be back within the next couple weeks so they can see how that looks and see the price range for that. He states that they had an employee who hurt their finger while they were out for vacation that required surgery. He adds that he was off on FMLA and has chosen not to come back to work. He states that with that recent resignation that he would like to seek approval to open up the process to offer an advertisement for that position.

Board Members Houin and Milner moved and seconded to approve the request as presented. The motion carried.

Holm introduces one of his new hires Daren Miller who was with his wife and new baby girl. Holm adds that the birth of Daren's daughter happened right before he started and he has yet to miss a day yet. He states that Miller started as a volunteer back in July of 2013 and has worked very diligently with them throughout that time and his first official day full time was April 27th of 2022.

Clerk-Treasurer Gorski administered the oath of office to Daren Miller.

City Attorney Surrisi states that the final plans for the Hoham Drive Project were distributed to the Board prior to the meeting that were prepared by Lochmueller Engineering and there was a list of all of the plans. He states that he is requesting approval on those so that the Mayor and the Clerk-Treasurer may sign off on them and make them final. He states that this should be let by INDOT sometime in August. He states that there will not be a lot of activity out there until late Spring of next year. He states that this should allow about six months for the utilities to relocate any of their facilities that need to be moved for the construction. He states that a contractor will be selected and things will start moving forward visibly next year once these plans are approved.

Mayor Senter states that this is a project that he went to during his first month of office back in 2008.

Board Members Houin and Walters moved and seconded to authorize these plans and signature. The motion carried.

Accept Proposals to Lease Parking Spaces in the Water Street Parking Lot:

REQUEST FOR PROPOSALS REGARDING LEASE Notice is hereby given that the Board of Public Works and	116 Legals	Safety of the City of Plymouth, Indiana, will accept proposals to lease parking spaces situated in the City's Water Street Parking Lot. Interested persons should submit a proposal and related documents in a sealed envelope marked "Parking Space Lease" and addressed to the City of Plymouth in care of the Clerk-Treasurer, 124 N. Michigan St., Plymouth, IN 46563, by 4:30 p.m. (EDT) on Monday, May 9, 2022. Proposals received prior to this time shall be opened and publicly read at the public meeting scheduled to take place on Monday, May 9, 2022, at 6:00 p.m. in the Plymouth Council Chambers, 124 N. Michigan Street (Garro Street entrance, Second Floor), Plymouth, Indiana. Proposals may be personally delivered to the Board at its meeting no later than 6:00 p.m. on May 9, 2022. Proposals received after that time shall be returned unopened. A copy of the Request for Proposal document may be obtained from Sean Surrisi, Plymouth City Attorney, 124 N. Michigan Street, Plymouth, Indiana, Telephone 574-936-2948, email: cityattorney@plymouthin.com , Lynn M. Gorski, Clerk-Treasurer, April 27, 2022 PNC34488 lrsapap
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City Attorney Surrisi explains that Councilmen Listenberger was approached by the Cantero Family who has an interest in opening a Taco Restaurant in one of the spaces at the corner of Water and Garro Street. He adds that they have a very nice and new food truck that they would like to utilize when they start out. He states that the kitchen that is in their food truck is a more full-service kitchen than the one that is actually in the building space. He states that is their long-term goal to build out that kitchen but for the start that they would like to sell the food out of their food truck and if people would like to dine in that they can still go into the dining room area.

Surrisi adds that this is just part of the lease procedure statutes that requires them to do an advertisement so that it allows contact between the city and the submitters to negotiate items. He explains that he originally got this proposal back on April 13th from Elizabeth and Juan Cantero. He states that since there are no other proposals that the terms that were discussed was a one-year lease for those two spaces at \$40 per month with the entirety of that being paid in one lump sum for \$480. He asks for the Board's permission to enter into a lease with Santiago's Taqueria LLC on those terms. He adds that in the future if the kitchen is not up in running within a year that they may look into smaller increments of time to allow for that to continue if it is working well until they get the kitchen in place.

Board Member Houin asks when the lease would become effective.

Surrisi states that he got the sense from Mr. Cantero that they would like to get this moving as soon as possible so he will reach back out to him the next day to see what his thoughts were. He states that it should be by the first of June.

Board Members Houin and Walters moved and seconded to authorize the City Attorney to prepare a lease agreement according to the terms as described. The motion carried.

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Clerk-Treasurer Gorski presented the Street Closure Request from the Promotion of the City Coordinator Laura Mann for the Annual Lighted Holiday Parade and Christmas Tree Lighting.

Board Members Milner and Walters moved and seconded to approve the Street Closure Request from the Promotion of the City Coordinator for the Annual Lighted Holiday Parade and Christmas Tree Lighting.

REQUEST FORM
CITY OF PLYMOUTH

Date 04/21/2022

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 and Laporte Street
from Michigan Street to Water Street and Water Street from Laporte Street
to Adams Street for the Annual Lighted Holiday Parade and Christmas tree
lighting on November 26, 2022 from 5:45 pm until approximately 8:30 pm.

Laura Mann Promotion of the City Coordinator
Signature Title
124 N. Michigan Street, Plymouth, IN
Address
Phone number 574-936-6717

Determination of request:

Approved by Board of Public Works
Safety on May 9, 2022.

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

Clerk-Treasurer Gorski presented the Street Closure Request from the Marshall County Museum for parking of a food truck for their Annual Dinner.

REQUEST FORM **CITY OF PLYMOUTH**

Date 05/09/2022

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

Kindly take care of the following request:

Block 3 parking spaces on Michigan Street in front of the Marshall County

Museum to facilitate the parking of a food truck for their Annual Dinner.

The truck would be parked in the spaces from approximately 5:00 pm til 8:00 pm
on Thursday, May 12th, 2022.

Sue Irwin, Marshall Co Museum

Typed

123 N. Michigan St., Plymouth, IN

Phone

574-936-2306

Fax

Determination of request:

*Approved by Board of Public Works &
Safety on May 9, 2022.*

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

Sue Irwin
Clerk-Treasurer

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

Request from the Marshall County Museum for parking of a food truck for their Annual Dinner.

The motion carried.

City Attorney Surtisi states that he was visited today by Center Township Trustee Amy Knapp and thought that this should be presented to the Board tonight. He states that she had received a request from the State to either make an amendment or re-execute their fire service contract with Center Township. He states that this would not change any of the terms but this would just add her name and one other member to the existing contract. He adds that the existing contract was originally executed in 2013 and just rolls over from year to year with the Township's responsibility to pay the maximum amount of tax revenue monies that they collect for fire protection. He states that the amount this year is going to be roughly \$189,000 and wouldn't change any of those terms but this would just change her name. He states that he is looking for the Board's permission to go ahead and get it ready for their packet at the next meeting. He adds that he has spoken to Fire Chief Holm on this and there was no objection.

Board Members Houin and Walters moved and seconded to approve the request as presented. The motion carried.

Board Members Culp and Milner moved and seconded to allow the payroll for May 13, 2022 and the claims for May 9, 2022, as entered in Claim Register #2022-9. The motion carried.

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Board Members Houin and Milner moved and seconded to accept the following

communications:

- May 9, 2022 Docket
- April 26, 2022 Technical Review Committee Minutes

The motion carried.

There being no further business, Board Members Milner and Walters moved and seconded

to adjourn, Senter declared the meeting adjourned at 6:18 p.m.


Lynn M. Gorski
Clerk-Treasurer

APPROVED:


Mark Senter
Mayor