

# SPECIAL ZOOM MEETING – September 21, 2021

The Board of Public Works, and Safety of the City of Michigan City, Indiana met in special session on Tuesday morning, September 21, 2021, at the hour of 8:30 a.m., local time, hosted by “ZOOM” and streamed live on “My Michigan City” Facebook page.

The meeting was called to order by President, Andrew White, who presided.

**Noted present:** Andrew White, Virginia Keating, Mayor Duane Parry (3) **Absent:** (0)

## A QUORUM WAS NOTED PRESENT.

Also noted in attendance:

Amber Lapaich-Stalbrink, Corporate Counsel  
Kaleb Goodwin, I.T. Webmaster  
Robin Tillman, Transit Director  
Skyler York, Planning Director  
Chris Yagelski, Mayor’s Administrator

Dawn Debald, Deputy Clerk

### **BUS SHELTER PROGRAM- Robin Tillman, Transit Director, proposals for placement of Michigan City bus shelters**

Corporate Counsel, Amber Lapaich-Stalbrink addressed the Board explaining the contents of the draft contract between the City and Lakefront Associates; advising there is no cost to the City for the bus shelters and the City will receive revenue from the advertising each month; explaining this is a five (5) year contract with the option to renew when the contract expires; asking for feedback from the Board of Works being this is a unique contract; stating Mr. Epstein is available to answer any questions or concerns.

Robin Tillman, Transit Director, addressed the Board stating the project for request for proposals was a way to get bus shelters at a minimal cost.

James Epstein, Lakefront Associates addressed the Board stating his company provides bus shelters with revenue sharing; advising that he wanted to clarify verbiage in the contract that he does not provide snow removal.

Skyler York, Planning Director addressed the Board stating that they have been trying to get additional bus shelters for several years; explaining that himself and Ms. Tillman looked strategically at the heavy routes where a lot of people are riding and getting off and they tried to strategically place the shelters at those locations; advising they also have to look to see if it is physically possible to place a shelter at each location.

Discussion ensued between Vice-President Keating, Mr. York, Ms. Tillman and Mr. Epstein regarding how many locations there are. Mr. Epstein stated there are twelve (12) locations now with the potential of adding additional locations each year. Mr. York stated he would like to see the bus shelters throughout the City. Ms. Tillman stated there could potentially be one hundred (100) shelters in the City.

Discussion ensued between President White and Mr. Epstein regarding the cost for advertising in Michigan City versus Los Angeles. Mr. Epstein added it will cost about \$250.00 for a sign. President White also asked about the creation of the shelters and the maintenance. Mr. Epstein stated that he is a contractor with all of the necessary equipment and the manpower and capabilities to do the required maintenance on the shelters at a lower cost. Counsel Lapaich-Stalbrink addressed the Board explaining that a percentage of the advertising will be dedicated to the City; and the City will be able to share City events on the shelters as well.

Discussion ensued between Counsel Lapaich-Stalbrink, Ms. Tillman, Mayor Parry, and Mr. Epstein regarding snow and ice removal in the contract. Ms. Tillman advised that Transit does not have the manpower to address snow removal, however the City is working on a sidewalk snow removal project; stating the Street and Vector Departments have supported Transit and help clearing the snow at the bus stops on the main streets. Counsel Lapaich-Stalbrink stated she wants to make sure that this is being addressed being Mr. Epstein does not have the manpower for snow and ice removal. Ms. Tillman stated there is currently over 380 bus stops in the City. Mayor Parry asked Mr. Epstein what is done in other communities when the initial snowfall hits. Mr. Epstein stated most cities don’t do anything about it.

Discussion further ensued between President White and Mr. Epstein regarding the bus shelter being solar powered and do they provide heat. Mr. Epstein stated no, they do not.

Discussion continued between Mayor Parry and Mr. Epstein regarding the timing of delivery. Mr. Epstein stated it takes 30-45 days for the bus shelters to be built overseas; so, they are looking at some time after January 2022.

Discussion further continued between Vice-President Keating and Mr. Epstein regarding how frequently the bus shelter will be checked. Mr. Epstein stated the shelters will be checked at least once a week for cleaning and maintenance.

Discussion ensued between Counsel Lapaich-Stalbrink and Mr. Epstein regarding significant snowfall possibly in January and will we have to wait until the weather breaks in March or April before the shelters can be installed. Mr. Epstein stated he is hoping to have them in the ground and up and running in February 2022; advising he would like to get the cement slabs poured before the end of this year.

Mr. York stated that himself and Mr. Epstein need to talk about the bicycle hook ups; advising the shelters are fully ADA equipped.

Mayor Parry commented on population of homeless in Michigan City that will seek shelter wherever they can to get out of the weather.

Discussion ensued between President White and Mr. York regarding what is the time frame for getting approvals to do the work and get this going so Mr. Epstein can proceed? Mr. York stated they have already established the locations; they may have to move them 5-10 feet to make them work in the location; explaining there are rules that come along with the bus stops they need to follow; advising they have not surveyed the areas and do not know what is underground at each one of these locations.

Ms. Tillman added the locations for the bus shelters are on the main streets at Franklin and Michigan Boulevard with the exception on Woodland and U.S. 20; advising when it comes to the homeless population the shelters are on main streets and visible to law enforcement.

Mr. York stated that none of the roads where the bus stops will be located are on state roads; they are all within the City rights-of-ways; advising he may consult with Jeff Wright, City Engineer if he has any questions.

Discussion ensued between Mayor Parry, President White, Counsel Lapaich and Mr. Epstein regarding who determines the advertising on the bus shelters. Mr. Epstein stated that he determines the advertising. President White asked if the City can provide guidance for the advertising. Mr. Epstein stated, absolutely, just give him an outline of things that will not be accepted. Counsel Lapaich-Stalbrink advised on page four (4) section 4.3 states the restrictions on content. Mayor Parry stated the City reserves the right for final review on the advertising. Counsel Lapaich proposed they add provisions into the contract that the contractor would submit all advertising to the City prior to entering into any contracts for the City's approval and the turnaround time should be within forty-eight (48) hours.

Discussion ensued between Mayor Parry and Counsel Lapaich regarding if the seven (7) percent the City will receive for advertising is negotiable if other conditions are increased such as the frequency of cleaning and other components of the agreement.

Discussion ensued between Mr. Epstein, Ms. Tillman regarding who is now maintaining the shelters. Ms. Tillman stated the Street Department, Vector and Transit have provided all of the maintenance on the bus shelters.

President White commented on the Bus Shelter program.

Mayor Parry asked who carries the liability insurance for this program. Mr. Epstein stated that he does.

Discussion further ensued between Ms. Tillman and Mr. Epstein regarding the build time for the shelters once the agreement is signed. Mr. Epstein stated with what is happening with manufacturing and the availability of products, he is hoping to get the shelters in the Country in sixty (60) days.

Ms. Tillman addressed the Board asking if they can use the revenue sharing towards the snow removal so we can contract locally.

President White applauded Ms. Tillman for her input and coming up with this project; stating that thinking outside of the box to figure out a way to do this without making a financial sacrifice was a great idea.

Mayor Parry commented on the seven (7) percent the City will get for advertising and the maintenance on the shelters.

President White further commented on the winter months and snow removal for the shelters; asking if there is a way to potentially get a tractor to plow around the various bus shelters.

Discussion further ensued between Mayor Parry, Counsel Lapaich-Stalbrink, President White and Mr. Epstein regarding provisions in the contract.

Vice-President Keating continued to comment on the use of the seven (7) percent the City will receive for advertising.

Counsel Lapaich-Stalbrink asked Mr. Epstein to review what was talked about today and give the Board his feedback on it; advising this will be the final piece before the contract goes in front of the Board of Public Works and Safety for approval unless the Board wants to have another workshop to finalize it.

## **ADJOURNMENT**

The presiding officer inquired whether there was anything else to be considered by the Board at this time and, there being none, asked for a motion to ADJOURN the meeting at approximately 9:35 a.m. Vice-President Keating made the motion to Adjourn. The motion was seconded by Mayor Parry.

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Gale A. Neulieb, City Clerk