

NEW PLYMOUTH CITY COUNCIL
Regular Meeting Minutes
February 3, 2025 – 6:00 PM
New Plymouth City Council Chambers
215 N Plymouth Avenue

1. The meeting was called to order at 6:00pm.

- Councilwoman Evans, Councilman Martinez and Councilman Hughes were present
Mayor Lisa Grace and Councilman Davis were absent.
- Others in attendance: City Attorney Jill Holinka, City Clerk-Treasurer Marianne Gatchell, Deputy Clerk Suzanna Culpepper, Superintendent of Public Works Beau Ziemer, and City Engineer Andy Gehrke

2. Pledge of Allegiance

3. Approval of Meeting Minutes for January 21st, 2025

- **Motion:** Councilperson Evans to approve the minutes from January 21st
- **Second:** By Councilman Huges
- **Vote:** Approved unanimously

4. Approval of Payables

- **Motion:** Councilperson Evans to approve the payables in the amount of \$47,837.71
- **Second:** By Councilperson Martinez
- **Vote:** Approved unanimously

5. Citizen Comments: none

6. Mayor and Council Comments: none

7. New Business –

a. Tank 9 Recoating Project

- **Discussion:**
 - Three late bids were received after the due date.
 - The city attorney confirmed that a no-bid declaration is allowed in this situation.

- **Motion:** By Councilperson Evans to declare that no bids were received prior to the due date.
- **Second:** By Councilperson Hughes
- **Vote:** Approved unanimously
- **Discussion:**
 - The lowest bid received was from Fossil Coatings at \$247,000.
 - Fossil Coatings has a valid public work license and previously completed a tank coating project for the city.
- **Motion:** By Councilperson Hughes to award the contract to Fossil Coatings for the tank recoating project at \$247,000
- **Second:** By Councilperson Evans
- **Vote:** Approved unanimously
- **Action Item:** Mayor Lisa Grace to sign the contract

b. Contract with Conquest Cleaning and Grounds LLC.

- **Discussion:**
 - Brian Brandon, owner of Conquest Cleaning and Grounds LLC, was present to answer questions.
 - The scope of services was deemed complex.
- **Motion:** Councilperson Evans to award the cleaning contract to Conquest Cleaning and Grounds LLC.
- **Second:** By Councilperson Huges
- **Vote:** Approved unanimously
- **Action Items:**
 - Brian Brandon to sign the contract
 - Mayor Lisa Grace to sign the contract
 - Cleaning services commence on March 1st

8. Department Reports

- **Public Works:**
 - Pond 4 liner project on track for leak test in April.
 - Hamptons subdivision nearing completion with 27 lots coming online in late spring.
 - Harvest Creek subdivision construction is beginning with completion expected in late spring/early summer.
 - All promised work from Project 1 has been completed.

9. Meeting adjourned at 6:15pm

- **Motion:** Councilperson Evans to adjourn
- **Second:** By Councilperson Hughes