

## REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, JUNE 8, 2020

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on June 8, 2020. The meeting was held in the Council Chambers, on the second floor of the city building, 124 N. Michigan St., Plymouth, Indiana.

Mayor Mark Senter called the meeting to order at 6:00 p.m. Senter presided for Board Members Duane Culp, Jeff Houin, Shiloh Milner and Bill Walters. City Attorney Sean Surrisi and Clerk-Treasurer Jeanine Xaver were also present.

Members Culp and Milner moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on May 26, 2020. The motion carried.

Utility Superintendent Davidson notified the board that there have been some issues with getting definitive prices for items related to the Digester Renovation Project. He recommended the board table the review of the guaranteed savings contract until final prices can be locked in.

Board Members Culp and Milner moved and seconded to table the discussion regarding the review of the guaranteed savings contract for the Digester Renovation Project. The motion carried.

Davidson also provided an update on the Sanitary Sewer Extension Project for connection to the new Centennial Crossing subdivision. He said there will be a pump station installed at the west end of the property and a forced main will go from there to the Goshen Road lift station, which is located at Goshen and Michigan Roads. The engineering plans are complete and the IDEM construction permit is being issued soon. He requested the board's permission to advertise for project once he has the completed, approved plans and the approved construction permit.

Board Members Walters and Houin moved and seconded to allow Utility Superintendent Davidson to proceed with the legal advertisement for this project upon receipt of approved plans and construction permit. The motion carried.

Lastly, Davidson requested the board's permission to fill the position of an employee who resigned last week.

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Board Members Houin and Culp moved and seconded to approved the request. The motion carried.

Building Commissioner Keith Hammonds notified the board that legal notices are being published this week and next week regarding the house at 701 Lake Avenue. He anticipates bringing an order before the board at their next meeting for the demolition of the house.

Culp asked if there are any updates on the apartments at 881 Broadway Street. Hammonds said each time he is contacted and does a walk-through with the owner's representatives, he advises what needs to be done to the building and then nothing comes of it. He said that he will be asking the council for additional appropriations because even if they decided to move forward with the demolition, there are not funds in his budget to cover it.

City Attorney Surrisi said he has filed paperwork to take a judgement against the property owner on Jefferson Street for the building that was demolished in 2019. The owner had until the middle of April to respond, which he did not. However, there is a moratorium on court actions until at least July 4<sup>th</sup> due to the COVID-19 pandemic. Surrisi will continue to look into when he can restart the court actions against this property owner.

Fire Chief Rod Miller presented a burn request from Kem McFarling at 1132 Warana Drive to clear small brush on his property near his pond. Miller said he has conducted this burn before.

Board Members Walters and Houin moved and seconded to approved the request. The motion carried.

Miller also presented monthly fire reports for May 2020:

**Plymouth Fire Dept**

**Departmental Activity Report**

Current Period: 05/01/2020 to 05/31/2020, Prior Period: 01/01/2020 to 05/31/2020

00:00 to 24:00

All Stations

All Shifts

All Units

Fire Alarm Responses, Training Classes

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Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
<b>Fire Alarm Situations</b>				
Chemical release, reaction, or toxic	1	0.56	3	3.35
Combustible/flammable spills & leaks	0	0.00	2	21.34
Dispatched and cancelled en route	11	61.15	40	145.08
Electrical wiring/equipment problem	0	0.00	3	18.17
Emergency medical service (EMS) Incident	148	600.15	705	2,066.27
False alarm and false call, Other	6	18.06	16	44.80
Fire, Other	1	2.08	2	10.51
Good intent call, Other	0	0.00	2	12.31
Hazardous condition, Other	0	0.00	2	2.99
Medical assist	2	1.53	16	9.85
Mobile property (vehicle) fire	2	11.91	6	32.43
Natural vegetation fire	0	0.00	3	14.03
Smoke, odor problem	1	1.58	5	13.37
Steam, Other gas mistaken for smoke	0	0.00	1	2.21
Structure Fire	2	12.48	7	84.48
System or detector malfunction	1	61.95	3	67.73
Unintentional system/detector operation	2	4.47	3	6.09
	177	775.92	819	2,555.01
<b>Training</b>				
1403	0	0.00	12	48.00
adult education	0	0.00	2	6.00
AEMT Class	0	0.00	1	1.25
altered mental status	12	24.00	12	24.00
Ambulance Ops	0	0.00	8	8.00
Anaphlaxis	0	0.00	66	78.50
Autisim Disorder	0	0.00	1	1.00
Burns	30	30.00	30	30.00
Chest and Abdominal Injuries	0	0.00	35	35.00
covid-19 online idhs	0	0.00	6	6.00
CPAP ONLINE LMS	0	0.00	29	29.00
CPR Recert	0	0.00	26	52.00
dementia	0	0.00	1	0.00
EMS Audit & Review	0	0.00	2	4.00
EMS Skills	48	177.00	86	289.50
EMT-B	39	100.50	247	883.00
ETCO2 Monitoring	0	0.00	12	12.00
extrication	0	0.00	1	1.00
Fire Search & Rescue	28	98.00	29	106.00
Gas Pipe line Safety	0	0.00	1	1.50
Hazardous Materials Overview	0	0.00	3	3.00
Hazmat Awareness and Operations	0	0.00	2	148.00
Hypothermia	0	0.00	39	39.00
Ice Rescue	0	0.00	26	52.00
Personal Protective Equip.	0	0.00	6	36.00
Pump Operations	9	9.00	9	9.00
respiratory skills	0	0.00	1	2.00
sids	0	0.00	1	1.00
tic training	0	0.00	11	11.00
Truck Company Ops	4	4.00	5	7.00
Volunteer Fire Business Mtg.	0	0.00	87	119.00
	170	442.50	797	2,042.75

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**Plymouth Fire Dept**

**Incidents by District (Summary)**

**Alarm Date Between {05/01/2020} And {05/31/2020}**

District		Count	Pct of Incidents	Est Losses	Pct of Losses
006	Lapaz	1	0.56 %	\$0	0.00 %
007	Plymouth	121	68.36 %	\$10,000	76.92 %
011	Center Twp	21	11.86 %	\$0	0.00 %
019	West Twp	32	18.07 %	\$3,000	23.08 %
30	Argos Ambulance Assist	1	0.56 %	\$0	0.00 %
31	Lapaz Ambulance Assist	1	0.56 %	\$0	0.00 %
Total Incident Count:		177	Total Est Losses:		\$13,000

Police Chief Bacon presented the following monthly reports for May 2020:

**PLYMOUTH POLICE DEPARTMENT**  
**Activity Report Summary 2020**

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Calls for Service, Complaints, Information	660	666	680	553	742								3,301
911 Hang-Up Calls	59	70	106	104	113								452
Alarms	58	47	74	43	60								282
Vehicle Checks	11	7	8	7	12								45
Assist Other Agencies	8	10	2	1	5								26
Animal Complaints	15	13	19	19	36								102
Traffic Stops	245	245	221	61	246								1,018
Citations Issued	102	118	182	20	129								551
Accident Reports	34	40	33	21	17								145
Case Reports	98	101	98	60	94								451
Arrests	36	30	23	13	28								130
Arrests (Adult)	30	19	16	12	23								100
Arrests (Juvenile)	6	11	7	1	5								30

**Code Enforcement****Activity Report Summary 2020**

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
<b>Tall Grass</b>	0	0	0	0	101								101
Owner Complied	0	0	0	0	89								89
City Action (Mowed)	0	0	0	0	11								11
Action Pending	0	0	0	0	1								1
<b>Abandoned or Junk Vehicles</b>	5	11	2	1	22								41
Owner Complied	4	10	2	1	7								24
City Action (Towed)	1	1	0	0	0								2
Action Pending	0	0	0	0	15								15
<b>Debris/Junk on Property</b>	8	8	2	2	42								62
Owner Complied	5	6	2	1	31								45
City Action (Cleaned)	3	2	0	1	10								16
Action Pending	0	0	0	0	1								1
<b>Fowl/Livestock</b>	0	0	0	0	0								0
Owner Complied	0	0	0	0	0								0
City Action	0	0	0	0	0								0
Action Pending	0	0	0	0	0								0
<b>Signs in Public Right of Way (Removed)</b>	5	3	0	0	6								14

Street Superintendent Jim Marquardt requested the board's permission to spend up to \$100,000 from Street and Alley Improvements on street preservation, which will be used for crack sealing and seal coating in 2020. He said he spoke with Clerk-Treasurer Xaver about this and the request is being made because it is a capital expenditure.

Board Members Culp and Houin moved and seconded to approve the request. The motion carried.

City Engineer Gaul presented a request from Comcast for work in the city's right-of-way at 314 Eastwood Drive (UT-20-024). He reviewed the specifications for the project and noted that they will need to place a \$5,000 financial guarantee.

Gaul also presented a request from CenturyLink for work in the city's right-of-way at 830 Gibson Street for Plymouth Community Schools (UT-20-022). He reviewed the specifications of the project and noted that there will be a \$5,000 financial guarantee.

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Board Members Walters and Houin moved and seconded to approve UT-20-024 work in the right-of-way, subject to the terms, notes, and conditions outlined in the correspondence provided by City Engineer Gaul and the placement of the financial guarantee. The motion carried.

Board Members Walters and Milner moved and seconded to approve UT-20-022 work in the right-of-way, subject to the terms, notes, and conditions outlined in the correspondence provided by City Engineer Gaul and the placement of the financial guarantee. Board Member Houin abstained from voting. The motion carried.

City Engineer Gaul provided an update on project UT-20-014 for Windstream KDL, LLC. He said they were working without the placement of a financial guarantee or a fully executed license agreement. They have since placed both of these on file with the Clerk-Treasurer's office and did so quickly. Gaul asked the board if they would like to proceed with a Notice of Violation or if the Warning Notice previously sent is fine. He noted that this is the first time the company has worked with the City of Plymouth.

Board Members Walters and Culp moved and seconded to take no further action. Board Member Houin abstained from voting. The motion carried.

Gaul provided an update on the street and sidewalk projects. They did pull Garro Street from the project list due to the new Habitat for Humanity housing. Construction will be starting soon and there will be street crossings. The city will wait until this project is completed before doing the work here; he anticipates it will be 2021.

Park Superintendent Mike Hite discussed the installation of a new swing set at Freedom Park. The Park Board approved an agreement with The Troyer Group to work on the design. He said the project was in motion when the COVID-19 pandemic hit, but is now asking permission from this board to continue moving forward with the project. The cost is approximately \$89,000.

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There is a donation from the Freedom Park committee through the Marshall County Community Foundation of approximately \$60,000. The city's budget for this project is \$40,000.

Board Members Culp and Walters moved and seconded to move forward with the project. The motion carried.

Board Members Milner and Walters moved and seconded to allow the payroll for June 15, 2020 and the claims for June 8, 2020, as entered in Claim Register #2020. The motion carried.

Board Members Houin and Culp moved and seconded to accept the following communications that were received in the board's packets:

- May 2020 Fire Reports

There being no further business to discuss, Board Members Walters and Culp moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:23 p.m.

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Jeanine M. Xaver, IAMC, CMC  
Clerk-Treasurer

APPROVED:

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Mark Senter  
Mayor

The following requests have been submitted to the proper committee to act:

5/26/2020 – Tree Request: Tree removed from front of house close to the road. The pine needles clog my gutters and grass does not grow. Also the sap makes my deck slippery. S/ Whitney Welling, 719 N 5<sup>th</sup> Street, Plymouth, 574-341-2193

5/23/2020 – Tree Request: 700 N Walnut, the tree between the sidewalk and the street, near the stop sign on the northeast corner of the intersection. It is rotten at the base and has a large center limb at the core of the tree that is dead. Worried it may fall on a person or vehicle. S/ Steven Dimmitt, 11588 19B Road, Argos, 574-274-2479

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6/7/2020 – Tree Request: Tree is located in front of 324 Franklin Avenue between the sidewalk and street at the corner of Franklin Avenue and Fairbanks. S/ Anthony Fisher, 320 Franklin Ave, Plymouth, 574-936-7835

5/22/2020 – Pothole Request: Several potholes: One small, shallow one just near the entrance of the side alley just north of 114 S Liberty St. and then another small, but rather deep, pothole up on the alley just before the chain link fence on the right stops. Then keep driving forward (west) and take a right onto the strip of alley which runs parallel to the river. Here there are 7 very sizable potholes. Thank you for your help and awesome work keeping Plymouth's transportation paths safe and functional! S/ Audrey Blessman, 114 S Liberty Street, Plymouth, 630-822-1208

**Response:** *This alley is not a city right of way. County GIS and old city maps confirms this. The part at the west end that runs parallel with the river is city property that fronts E Laporte by the river. We will fix that limestone. S/ Jim Marquardt, Street Commissioner*