

## REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, APRIL 12, 2021

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on April 12, 2021. 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 Carothers Milner and Bill Walters. As allowed by Governor Holcomb's Executive Orders, Board Members Jeff Houin and Shiloh Carothers Milner attended the meeting electronically. City Attorney Sean Surrisi and Clerk-Treasurer Xavier were also present.

Board Members Culp and Walters moved and seconded to approve the minutes of the Regular Session meeting of March 22, 2021. The motion carried.

The following notice was sent by City Attorney Surrisi/Building Commissioner Hammonds to people known to deal in that class of work.

**Notice to Quoters**  
**City of Plymouth, Indiana**  
**412 W. Garro Street**  
**Demolition Project**

The City of Plymouth, Indiana, is seeking quotes for the "412 W. Garro Street Demolition Project." The project includes the demolition of one structure and associated items as described in the specifications and located at 412 W. Garro Street in Plymouth. Plans and Specifications may be obtained without cost from the Plymouth Clerk-Treasurer between the hours of 8:30 a.m. and 4:30 p.m. Monday through Friday (574-936-2124).

All sealed quotes shall be labeled identifying the project and shall be addressed and delivered to:

City of Plymouth  
 c/o Clerk-Treasurer Jeanne Xaver  
 124 N. Michigan St.  
 Plymouth, IN 46563

Your sealed quotes are due at the above office on or before Monday, April 12, 2021, at 4:30 p.m. or one last call for quotes will be made at the regularly scheduled meeting of the Plymouth Board of Public Works and Safety on Monday, April 12, 2021, at 6:00 p.m., 124 N. Michigan St., Plymouth, IN 46563 (Garro St. Entrance, Council Chambers, Second Floor). Late responses will not be accepted.

No quote shall be withdrawn after scheduled closing time for receipt of quotes for at least forty-five (45) days. The City reserves the right to reject any or all quotes, accept all or any part of any quote received, to waive any and all informalities in quoting, and to accept the lowest and/or best quote.

A pre-quote meeting will be held at 10:00 a.m. on Tuesday, April 6, 2021 at the project site, 412 W. Garro St. Plymouth, IN 46563. All prospective quoters are encouraged to attend.

Pursuant to Indiana Code § 36-7-9-11(c), further notice is provided that this action is to enforce an unsafe building order previously issued by the City of Plymouth to Larry Arroyo, as owner of the identified property. Upon opening of the quotes, a contract is to be let to a licensed contractor to accomplish work to comply with the order. Both the quote price of the licensed contractor who accomplishes the work and an amount representing a reasonable estimate of the cost incurred by the City in processing this unsafe building matter, if not paid, may be recorded after a hearing as a lien against all persons having a fee interest, life estate interest, or equitable interest of a contract purchaser in the unsafe premises. Unsafe Building Enforcement Authority Keith Hammonds may be contacted about this matter at 111 N. Center St., Plymouth, IN 46563, (574) 936-2824.

City of Plymouth

City Attorney Surrisi made a last call for quotes for the demolition of property at 412 W.

Garro St.

## REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, APRIL 12, 2021

Surrisi opened the following sealed quotes:

Chain of Lakes Services LLC, 17690 12 <sup>th</sup> Road, Plymouth, IN 46563	\$15,000.00
Langfeldt Excavating LLC, 6946 Lilac Road, Plymouth, IN 46563	\$10,600.00
Beaver Excavating, 103 Clark St., Walkerton, IN 46563	\$11,750.00
Jackson Demolition Services, 1674 North 750 West, Rochester, IN 46975	\$12,500.00

Surrisi asked for permission to review the quotes along with Building Commissioner

Hammonds, and award the lowest responsive and responsible quote.

Board Members Culp and Walters moved and seconded to allow City Attorney Surrisi to proceed as requested. The motion carried.

Chief of Police Bacon requested the boards permission to start requesting quotes for two new police utility vehicles which were included in the budget for the year.

Board Members Culp and Walters moved and seconded to grant permission for Chief of Police Bacon to request quotes for two new police utility vehicles. The motion carried.

Street Superintendent Marquardt presented the following request:

3/29/21 - Request to close approximately 1 block of Beerenbrook St on both the north and south sides of Jefferson St for Cars and Coffee event from 6 am to 11 am. Hosted at the restored Mobilegas Station owned by Calvin Bailey. Dates: May 1, 2021; June 5, 2021; July 3, 2021; August 7, 2021; September 4, 2021.

John Montgomery was present to talk about his request and answer questions from the board.

Culp asked if they were planning on having security there. Montgomery stated that they had for the past three years and was expecting to have security once again this year. Typically, this was a reserve officer.

Walters stated that he believed that this event had gone smoothly in the past and that he did not know of any problems.

Board Members Walters and Culp moved and seconded to approve the request as presented.

The motion carried.

Street Superintendent Marquardt presented the following request:

"3/31/21 – Wild Rose Moon would like to use its front sidewalk for a live concert featuring musicians from the Moon. We would rope off the performance area at 6ft which would still allow over 8 ½ feet for walkers and wheel chairs. If it rains, we will do this as a webcast. S/George Schricker, 115N Michigan St., 574-276-1185"

Xaver stated that Schricker had informed her that he was planning on having this event from 10 AM to 3 PM on April 24<sup>th</sup>. He would tie off the performance area with orange flags to separate

the performers from the audience. He would like to put folding chairs six feet apart on the side walk as well.

Board Members Culp and Walters moved and seconded to approve the request as presented.

The motion carried.

Street Superintendent Marquardt presented the following request:

3/31/21 – The Heartland Artists Gallery is requesting to close down Michigan Street between Laporte and Washington to hold their 7<sup>th</sup> Annual Art in the Street Festival on Saturday, July 31, 2021 from 10 AM to 3 PM. The event will include artists booths, food vendors, kids' activities, live music and dancing entertainment and a wine and beer tent – all celebrating local and regional art. We would like to request that Michigan St. be closed down from 6 AM-5 PM on the 31<sup>st</sup> to allow for ample time to setup and tear down vendor booths. We are aware that there may be guidelines in place to help protect the community from the spread of COVID-19 and the Heartland Artists Gallery is prepared to make any and all accommodations. S/ Anna Kietzman, 101 N Michigan St. 219-477-0747.

Anna Kietzman was present virtually to talk about her request and answer any questions from the board. She added that they would like to place Port a Johns in a couple of locations. She believes that this would ease the burden on some of the local establishments as well as helping keep people spread out.

Mayor Senter asked if this was a month later than typical. Keitzman stated that this was a month later than usual due to not knowing if they were going to hold the event this year.

Senter asked if they had an application in to INDOT as well for this. Keitzman stated that the application is in progress, but she needed the city's approval for it first.

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

Street Superintendent Marquardt presented the following request:

4/1/21 – I would like to have a handicap parking only sign put by my house. I cannot park in front of my house at times because of other parked cars. I use a cane and have trouble walking. My property is only 40'. I would like the sign placed right on the property line of the city directly in front of the tree, in line with black fence, on Webster Ave. S/ Diana M. Smith, 249 Webster Ave, 574-341-2681

Marquardt stated that after looking at this request he found that they would have to make the spot totally handicap legal. He discussed doing this with Chris Marshall and found that they would need to make the spot wider into the street, or repour the concrete in the terrace. In turn this would require the city to do a lot to make this legal.

Diana M. Smith was present to talk about her request and answer the questions of the board. She stated that many times she was not able to park in front of her house. Parking in front of her house is the shortest distance to her house. Many times, she has to park across the street. Since she

## REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, APRIL 12, 2021

is in and out of the hospital it takes some time to walk across the street and sometimes, she has to stop in the middle to walk any farther. Which was why she was requesting the handicap sign.

Marquardt added that since it takes so much work to make the spot legal, he could see a personal sign being given to her, but it could spark everyone on the street wanting their own sign in front of their house. He stated that there is a garage out back, but there is some distance there too. He was not sure what the solution would be for this.

Senter asked if the property was East or West of Bayless. Marquardt stated that Bayless tees off at her property.

Senter asked if Smith was able to get over the curb okay in front of her house. She stated that she could, but she takes it slow to get over it.

Houin added that he was concerned of the legitimate state of the handicap sign with how narrow the street. The amount of work that will come with putting up the sign was also a concern as this would create quite an expense for the city.

Smith stated that the street was actually quite wide and not narrow.

Senter asked if there was parking on both sides of the street. Marquardt confirmed that there was parking on both sides of the street.

Board Members Houin and Culp moved and seconded to deny the request. The motion passed by roll call vote.

AYES: Senter, Culp, Houin, Milner, Walters  
NAYS: None

City Attorney Surtisi presented Executive Order 2021-02, City of Plymouth, Indiana, Temporary Closure of Center Street.

Surtisi stated that the closure of Center Street was to facilitate the St. Michael Church Vigil Mass on the Saturday before Easter.

Board Members Culp and Walters moved and seconded to ratify Executive Order 2021-02, City of Plymouth, Indiana, Temporary Closure of Center Street as presented. The motion carried.

Board Members Walters and Milner moved and seconded to allow the payroll for April 15, 2021 and the claims for April 12, 2021, as entered in Claim Register #2021. The motion carried.

Board Members Walters and Houin moved and seconded to accept the following communications:

- 04.12.21 Check Register
- 2021-03-23 TRC Meeting Notes
- March 2021 Fire Reports
- Plymouth Sewer 2020 Financial Management Report
- Plymouth Water 2020 Financial Management Report

Plymouth Fire Dept  
Incidents by District (Summary)  
Alarm Date Between (03/01/2021) And (03/31/2021)

District	Count	Pct of Incidents	Est Losses	Pct of Losses
001 Argos	1	2.50 %	\$0	0.00 %
006 Argos	2	1.01 %	\$0	0.00 %
007 Plymouth	124	57.86 %	\$0	0.00 %
011 Center Top	37	16.24 %	\$2,000	100.00 %
020 West Top	24	11.25 %	\$0	0.00 %
12 Argos Fire/Rescue Assist	2	1.01 %	\$0	0.00 %
14 State Co. Fire/Rescue Assist	1	0.50 %	\$0	0.00 %
16 Lakeville/Argos Fire/Rescue Assist	1	0.50 %	\$0	0.00 %
18 Walkerston Fire/Rescue Assist	2	1.01 %	\$0	0.00 %
30 Argos Fire/Rescue Assist	2	1.01 %	\$0	0.00 %
31 Argos Fire/Rescue Assist	2	1.01 %	\$0	0.00 %
32 Colver Ambulance Assist	2	1.01 %	\$0	0.00 %
35 Walkerston Ambulance Assist	2	1.01 %	\$0	0.00 %
Total Incident Count: 197	Total Est Losses:		\$2,000	

Plymouth Fire Dept  
Departmental Activity Report

Current Period: 03/01/2021 to 03/31/2021, Prior Period: 01/01/2021 to 03/31/2021  
00:00 to 24:00  
All Sections  
All Staffs  
All Units  
Fire Alarm Response, Training Classes

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
<b>Fire Alarm Situations</b>				
Chemical release, reaction, or leak	2	1.06	2	1.06
Combustible/flammable solids & liquids	1	1.06	2	3.15
Controlled burning	1	1.55	1	1.55
Dispersed and cancelled en route	15	357.12	44	484.23
Electrical wiring/equipment problem	3	0.09	8	80.26
Emergency medical service (EMS) incident	183	675.19	426	1,066.73
False alarm and false call, Other	2	0.34	8	4.28
Fire, Other	1	1.71	2	14.67
Good house call, Other	1	4.81	3	6.46
Medical assist	3	2.59	13	9.87
Mobile property (vehicle) fire	0	0.00	2	5.91
Natural vegetation fire	5	141.36	8	147.36
Outside rubbish fire	1	0.50	1	0.50
Public service assistance	1	3.25	1	3.25
Rescue, emergency medical call (EMC),	0	0.00	1	1.20
Smoke, odor problem	2	5.12	0	19.73
Special outside fire	1	1.02	1	1.03
Structure fire	0	0.00	2	34.10
System or detector malfunction	0	0.00	2	22.44
Unauthorized system/detector operation	0	0.00	2	3.95
	27	1,146.71	530	1,926.13

<b>Training</b>				
Car Report	0	0.00	31	53.00
Defensive driving	0	0.00	3	3.00
Documentation	0	0.00	13	13.00
EMS Audit & Review	0	0.00	32	99.00
EMS Operations	1	1.00	1	1.00
EMS	11	16.50	11	16.50
FF 1-11	24	52.00	16	32.00
Fire Investigation	0	0.00	2	6.00
Incident Command System	0	0.00	4	8.00
Inspector Training	30	120.00	20	120.00
Obstacles	0	0.00	28	20.00
Staging	0	0.00	23	46.00
Tool Ventilation	4	8.00	1	8.00

\* Staff hours for Fire Alarm responses that have an associated EMS alarm response are considered shared between shared hours are posted only with the EMS alarm responses to avoid duplication of staff hours in totals.

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, APRIL 12, 2021

Plymouth Fire Dept

Departmental Activity Report

Current Period: 03/01/2021 to 03/31/2021, Prior Period: 01/01/2021 to 03/31/2021  
00:00 to 24:00  
All Stations  
All Shifts  
All Units  
Fire Alarm Responses, Training Classes

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
<b>Training</b>				
Ropes & Knots	4	16.00	4	16.00
Sprinkler Systems	12	24.00	12	24.00
STREET PROGS	9	9.00	9	9.00
Trauma Symposium	8	36.00	8	36.00
Volunteer Fire Business Mtg.	23	23.00	47	71.00
	118	305.50	262	588.50

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

*Walters for Culp*  
Jeanine M. Xaver, IAMC, CMC, CPFTM  
Clerk-Treasurer

APPROVED:

*Mark Senter*  
Mark Senter  
Mayor

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

“Tree in Front of my house has hollow knot holes and shoot leaning towards house is threatening my house if it gives way. The root system also is destroying sidewalk. Limbs are hollow enough for racoons and squirrels to be nesting inside! S/Lance Mangun, 407 Pierce St., Plymouth, 574-780-4566.”