

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, OCTOBER 26, 2020

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on October 26, 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 virtually for Board Members Duane Culp (physically present at the meeting) and Jeff Houin and Bill Walters (who were present through virtual Zoom) as allowed by Governor Holcomb's Executive Orders. City Attorney Sean Surrisi was also present. Clerk-Treasurer Xaver attended the meeting virtually.

Board Members Culp and Houin moved and seconded to approve the minutes of the Regular meetings of October 12, 2020. The motion carried.

Street Superintendent Marquardt presented a request from Kevin Berger of Easterday Construction regarding access to Oak Road for a temporary construction entrance for work to be completed at the Coca-Cola Plant. They would like to place asphalt in the gutter of the road to allow for large trucks to come and go from the property. Marquardt had looked at the area and was not comfortable with the asphalt being placed there. He was worried about when winter came if the plows would this out and the possible water buildup on Oak Rd.

Berger was present to talk about his case and to answer any questions. He stated that Coke is adding on to the south side of the building and it is the shortest route to the site of construction. He said this would then cause less land disturbance, and since the location is right across from Pirod he believed that it would be the best location for this entrance. This area is also right next to a storm drain where water should be caught when it rains. He wants to put an asphalt patch just enough to protect the curb from trucks going in and out; he will remove it after the construction is done. Berger said that if a snowplow were to take it out while plowing, he would be able to put it back in and that there should not be any damage because it would just be an asphalt patch. He thinks that this location is the best for traffic due to being further away from the intersection.

Culp asked how long the construction would last at Coke. Berger stated that it should take six months for the worst-case scenario.

Houin asked if there have been any issues with drainage previously. Wastewater Superintendent Donnie Davidson replied that they currently do not have any problems with drainage. With the changes he was not sure as to how this would affect the drainage of this area. Board Members Houin and Culp moved and seconded to approve the request contingent upon if the street department and wastewater department have any problems, the asphalt would be removed. The motion carried.

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Cemetery Superintendent Collins sent quote requests via certified mail the McCormick Motors, Nappanee, Country Auto Center, Plymouth and Tom Naquin, Elkhart. He received a quote from McCormick Motors. City Attorney Surrisi made a last call for quotes.

Surrisi made a last call for quotes, then opened the following sealed quote and read it aloud.

<u>McCormick Motors,</u>	
Chevrolet LCF 3500	\$58,415.00
Trade in: 2008 Chevrolet HD truck	<u>-\$33,781.80</u>
Total cost of the new truck	\$24,633.20

Board Members Culp and Houin moved and seconded to approve the request if it meets the required specifications. The motion carried.

City Engineer Gaul presented UT 2020-031, for Comcast to place coax at 1301 Flora Street. He said that there will be a financial guarantee of \$3,000 and there is not a significant amount of risk for the placement of the coax.

Board Members Culp and Houin moved and seconded to approve the 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.

City Engineer Gaul presented UT 2020-032, for Comcast to place coax for 523 E Jefferson Street. He said that it will cross a few property lines and sidewalk repair or replacement may be needed. There will be a \$5,000 financial guarantee for the placement of this coax.

Board Members Houin and Milner moved and seconded to the 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.

City Attorney Surrisi presented Executive Order #2020-22, Regarding 1210 N Walnut St.

Surrisi reported that this was for the placement of a dumpster for some work that was being done at 1210 N Walnut St. The dumpster was placed the weekend prior to the meeting.

Board Members Houin and Culp moved and seconded to approve Executive Order #2020-22, Regarding 1210 N Walnut St. The motion carried.

City Attorney Surrisi presented Executive Order 2020-23, Modified Operations in Clerk-Treasurer's Office Due to Coronavirus (COVID-19)

Surrisi reported that there are currently two employees who have tested positive in the Clerk-Treasurer's office. In an attempt to keep the public, staff and department heads safe they are doing work from home as they are able, which includes working weekends to keep work done and working with only one staff member in the office at a time.

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Houin then asked if there were any city-wide procedures for increased sanitation and social distancing. Surrisi then replied that there are no city-wide procedures, but some general guidance has been provided to each department on this topic. These standards are what is currently being followed for the critical infrastructure workers.

Houin then added that it would be a good thing to have defined procedures for each department and to have these available to the public. Surrisi then stated that he and the HR Manager will work on getting a basic breakdown and a public statement out later in the week.

Board Members Houin and Culp moved and seconded to approve Executive Order 2020-23. The motion carried.

Clerk-Treasurer Xaver read the following request:

Permission to attach an 8' x 8' barn quilt section on the North side of the City Office. The barn quilt was created by Tom and Connie Kleckner and was paid for by Marshall County Tourism. Submitted by Laura Mann.

Building Commissioner Keith Hammonds explained that as long as a certain percentage of the building is not covered there is no need for a variance.

Board Members Houin and Culp moved and seconded to allow the placement of the quilt on the North side of the City Office. The motion carried.

Board Members Culp and Houin moved and seconded to allow the payroll for October 30, 2020 and the claims for October 26, 2020, as entered in Claim Register #2020. The motion carried.

Board Members Culp and Houin moved and seconded to accept the September 2020 Water Department reports and the September 2020 Wastewater Department reports that were received in the board's packets. The motion carried.

There being no further business, Board Members Culp and Houin moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:28 p.m.

Jeanine M. Xaver, IAMC, CMC
Clerk-Treasurer

APPROVED:

Mark Senter, Mayor

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

10/7/2020 West tree at 216 Pennsylvania Ave in tree lawn has large dead limb. Not sure if whole tree is bad or just that limb. Please take a look at it. S/Keith Gerrard, 209 Baker St. 574-276-5657.