

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, FEBRUARY 11, 2019

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on February 11, 2019, at 6:00 p.m. in the Council Chambers, on the second floor of the City Building, 124 N. Michigan Street, Plymouth, Indiana.

Mayor Senter presided for Board Members Culp, Houin, Milner and Walters. City Attorney Surrisi and City Clerk-Treasurer Xaver were also present.

Board Members Culp and Houin moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on January 28, 2019. The motion carried.

Street Superintendent Marquardt discussed the quotes received for the street department's new 3500 series truck. He said both County Auto and Oliver Ford of Plymouth submitted quotes. Oliver Ford came in as the lowest responsible bidder with a note that the order must be placed by February 13 in order to retain the \$500.00 incentive. Marquardt recommended to board approved the quote from Oliver Ford for \$32,119.00.

Board Members Houin and Milner moved and seconded to award the quote to Oliver Ford for \$32,119.00. The motion carried.

Utility Superintendent Davidson discussed the bids received at the January 28th meeting for the Candy Lane Project. He said since the bids came in higher than anticipated, the city and Umbaugh and Associates would like some additional time to discuss funding and review the best solution before making a recommendation. Davidson recommended that the board table the award of the bid until Umbaugh completes their work for the utility budgets for 2019. He is anticipating have a recommendation at the next board meeting.

Board Members Houin and Walters moved and seconded to table the awards as requested. The motion carried.

Davidson discussed the replacement of skid steer loaders for both the water and sewer departments. He stated that the budget for 2019 did allow for these purchases, they are the most used pieces of equipment for both departments, and the need to upgrade is present. He requested the board's permission to utilize the Southwell Cooperative Purchasing method. This was previously known as the Joint Powers Alliance (JPA) and we are a current member of that organization. This method has been

used in the past by both the sewer and street departments. Davidson said there is \$60,000 budgeted for each department for a loader, however he anticipates a lower cost using this method for purchasing.

Board Members Culp and Milner moved and seconded to allow Davidson to move forward with purchasing the two new skid steer loaders through the Southwell Cooperative Purchasing method. The motion carried.

Building Commissioner Hammonds told the board that he sent a letter out for demolition of 881 Broadway Street. The property owners were notified and receipt of that notification was returned. The owners were told they could attend this meeting and protest the demolition order. The owners were not present to protest the demolition order. He asked that the board affirm the order.

Culp asked about the situation regarding the property ownership. Hammonds said the 3 parcels to the south are owned by a man that lives in Florida. This man has been in contact with Hammonds and noted that he intended to renovate and restore the apartments, however he cannot do that unless he owns the last parcel, which is the farthest parcel to the north and where the deed of the property lies. This last parcel is owned by someone local and has not responded to Building Commissioner Hammonds' correspondence.

Houin asked about the timeline. Hammonds said the property owners will have 60 days from the day they signed the certified letter receipt to take action on the property and if nothing has been done in the amount of time, then the city will move forward with demolishing the structure. Hammonds said this case would need to go before the circuit court and a legal process before demolition.

Board Members Houin and Culp moved and seconded to ratify the Building Commissioner's demolition order for 881 Broadway Street. The motion carried.

Fire Chief Miller discussed the proposed amendment to the pharmaceutical supply agreement with Saint Joseph's Regional Medical Center. He said due to some cost measures, the amount of narcotics that are kept in stock on the ambulances have been cut in half.

Board Members Houin and Walters moved and seconded to approve Amendment No. 1 as presented. The motion carried.

Chief Miller also requested approval of continuing education classes for Chad Kinney, Josh Gaines and Lisa Richards.

Board Members Houin and Milner moved and seconded approve the continuing education classes as presented. The motion carried.

Chief Miller presented the following monthly reports:

**Plymouth Fire Dept
Departmental Activity Report**

Current Period: 01/01/2019 to 01/31/2019, Prior Period: 01/01/2019 to 01/31/2019
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
Fire Alarm Situations				
Chemical release, reaction, or toxic	1	101.12	1	101.12
Combustible/flammable spills & leaks	1	11.51	1	11.51
Dispatched and cancelled en route	20	15.97	20	15.97
Electrical wiring/equipment problem	1	0.96	1	0.96
Emergency medical service (EMS) Incident	163	557.43	163	557.43
Extrication, rescue	1	2.20	1	2.20
False alarm and false call, Other	6	16.72	6	16.72
Fire, Other	2	9.04	2	9.04
Good intent call, Other	1	3.00	1	3.00
Medical assist	9	12.42	9	12.42
Mobile property (vehicle) fire	1	1.30	1	1.30
Public service assistance	1	1.28	1	1.28
Steam, Other gas mistaken for smoke	1	3.93	1	3.93
Structure Fire	2	60.36	2	60.36
System or detector malfunction	1	1.63	1	1.63
Unintentional system/detector operation	3	3.19	3	3.19
	214	802.06	214	802.06
Training				
Allergies	2	2.00	2	2.00
Blood Bourne Pathogens	1	0.50	1	0.50
CPR Recert	37	148.00	37	148.00
EMS Audit & Review	19	35.00	19	35.00
EMT-B	3	12.00	3	12.00
Epi Pens	1	1.00	1	1.00
FF I-II	16	44.25	16	44.25
FF I-II SKILLS	9	36.00	9	36.00
Gas Pipe line Safety	5	12.50	5	12.50
Paramedic School	2	15.50	2	15.50
Volunteer Fire Business Mtg.	25	37.50	25	37.50
	120	344.25	120	344.25

Plymouth Fire Dept
Incidents by District (Summary)
Alarm Date Between {01/01/2019} And {01/31/2019}

District		Count	Pct of Incidents	Est Losses	Pct of Losses
001	Argos	2	0.93 %	\$0	0.00 %
002	Bourbon	1	0.46 %	\$0	0.00 %
006	Lapaz	1	0.46 %	\$0	0.00 %
007	Plymouth	147	68.69 %	\$2,500	33.33 %
011	Center Twp	23	10.74 %	\$0	0.00 %
019	West Twp	30	14.01 %	\$5,000	66.67 %
16	Lakeville/Lapaz Paramedic Assist	4	1.86 %	\$0	0.00 %
18	Walkerton Paramedic Assist	6	2.80 %	\$0	0.00 %
Total Incident Count:		214		Total Est Losses:	\$7,500

Police Chief Bacon requested the board’s permission to begin soliciting bids for the two new squad cars budgeted for 2019.

Board Members Houin and Culp moved and seconded to allow Chief Bacon to begin the bidding process for the police department’s two new squad cars. The motion carried.

Street Superintendent Marquardt addressed Miller Drive by the new aquatic center. He said the road is narrow and currently has a cul-de-sac, but the city knew as the area began to see more traffic, there would be a need for additional traffic signs and roadway restrictions. He suggested making a roundabout with one way traffic. There was additional discussion about posting No Parking signs along Miller Drive as well.

Board Members Walters and Houin moved and seconded to make Miller Drive on both north and south sides of the street No Parking areas, to allow the street department to mark the area as a roundabout, and to allow Superintendent Marquardt to assess the appropriate time to initiate these changes based on the construction schedule for the two new buildings in the area. The motion carried.

City Attorney Surrisi presented the proposed agreement for the preparation of the Indiana Medicaid Freestanding Governmental Ambulance Provider Cost Report for the year ending December 31, 2018 with Rooney & Co LLC.

Board Members Culp and Milner moved and seconded to approve the agreement with Rooney & Co LLC. The motion carried.

Surrisi reported on the Survey Request for the Bradley Harris property regarding the alley dispute with David Barkmeier, 219 Lewis Street. The request is carried over from the September 24, 2018 meeting. Surrisi said that the survey seems to have provided clarity for the owners and seems to have helped the situation.

Houin said the house to the south that was being purchased on land contract said their issue was the tree growing on the side of their house. He asked if the tree was determined to be on the city's property or the private property. Surrisi said more of the tree is on the city's property than originally thought, but the tree is tied up in the foundation of the private property. Marquardt notified the board that the tree has been trimmed away from the house and cut down. The only part remaining is the stump. Houin asked if the city has any responsibility to remove the stump. Marquardt said he thinks the city should take the stump the rest of the way down and that they will get as close to the foundation as they think would be safe.

Surrisi also reported on the state's requirements in regards to the question posed at the last meeting when the cleaning contract with Sharon Dotta was approved. He said the state's E-verify and I-9 paperwork does not apply to self-employed business owners who have no employees.

Clerk-Treasurer Xaver presented the following request:

Novelty and Plum Street (on-street parking) need restrictions for about 30 yards. South side of Novelty in front of 330 Novelty has semi-trailer traffic which is curtailed by on-street parking. MAXX is the new customer of Del Montes Warehouses (aka Frushour Warehousing LLC). S/ Greg Frushour, CEO, 10286 Pretty Lake Tr, Plymouth, 574-936-3813

Mr. Frushour was present to discuss his request. He requested no parking from the corner of Novelty to and Plum Streets back to the alley on the south side of Novelty. He said there is already no parking on the north side. He discussed the current operations in the area and the need for long trailers to maneuver in the area.

Walters asked how many properties this would be affecting. Frushour said there is one house along the proposed restricted area and that property does have space for 3 vehicles to park off-street.

Houin said he has looked at the parking in this area. He confirmed that there are 3 spaces on the property for off-street parking as well as on-street parking on Plum Street. He does not feel this restriction would be a hardship for the resident and thinks it is appropriate for safety reasons. Houin does think the resident and property owner need to be notified, as is standard practice when a change like this is proposed. He suggested tabling the request until the next meeting. Street Superintendent Marquardt said he will contact the resident and property owner about the proposal.

Board Members Houin and Walters moved and seconded to table the request until the next meeting after the property owner and tenant have been notified. The motion carried.

In other business, Wayne Laucis was not present to discuss his outstanding utility bill. City Attorney Surrisi said he does not think formal action needs to be taken. Clerk-Treasurer Xaver said he asked to make payments, but refused to sign an agreement to initiate the payment plan. Xaver was not sure how to handle the situation.

Board Members Houin and Culp moved and seconded to authorize the Clerk-Treasurer Xaver to use her discretion in this matter. The motion carried.

Board Members Walters and Milner moved and seconded to allow the payroll for February 15, 2019 and the claims for February 11, 2019 as entered in Claim Register #2019. The motion carried.

Board Members Houin and Culp moved and seconded to approve the following communications:

- January 2019 Fire Reports

The motion carried.

There being no further business to discuss, Board Members Houin and Culp moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:33 p.m.

Jeanine M. Xaver, IAMC, CMC
Clerk-Treasurer

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, FEBRUARY 11, 2019

APPROVED:

Mark Senter
Mayor