

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on November 13, 2018, at 6:00 p.m. in the Council Chambers, 124 N. Michigan Street, Plymouth, Indiana.

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

Board Members Houin and Milner moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on October 22, 2018. The motion carried.

Utility Superintendent Davidson reviewed the following letter with the board members:

City of Plymouth Utilities

**Wastewater Treatment Facility
900 Oakhill Avenue
Plymouth, Indiana 46563**

**Water Treatment Facility
900 Ledyard Street
Plymouth, Indiana 46563**

DONNIE DAVIDSON
Utilities Superintendent

*Phone (574)936-3017
Wastewater Treatment Facility*

LARRY HATCHER JR.
*Wastewater Assistant Superintendent
Pretreatment Coordinator
Phone (574)936-2368
Industrial Pretreatment*

JEFF YEAZEL
*Water Assistant Superintendent
Phone (574)936 -2543
Water Treatment Facility*

10/11/18

Board of Public Works & Safety

RE: Kokosing Industrial, Inc. -Wastewater Treatment Renovation Project – Retainage Release

Board Members:

Kokosing Industrial, Inc. has requested the release of the remaining retainage related to the Wastewater Treatment Plant Improvements Project. Currently the City is holding \$18,718.14 in retainage and the request is to release the entire amount of \$18,718.14.

We have completed the final inspection of all outstanding punch list items and agree that everything listed has been completed to our satisfaction.

The City of Plymouth also has a 1-year warranty on the project from the substantial completion date of January 30, 2018.

I am requesting approval for the release of \$18,718.14 to Kokosing Industrial, Inc.

Donnie Davidson, Utilities Superintendent
City of Plymouth

Davidson said that all punch list items have been completed. He recommended the retainage be released.

Board Members Houin and Milner moved and seconded to approve the release of all the retainage for the Wastewater Treatment Plant Improvement Project to Kokosing Industrial, in the amount of \$18,718.14. The motion carried.

Davidson presented Change Order No. 1 from Kokosing Industrial, Inc. For the Wastewater Treatment Plant Improvement Project. The change order is a deduct in the amount of \$14,014.55, bring the original contract amount of \$10,852,453.00 to \$10,838,438.45.

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Change Order No. 1

Date of Issuance: 10/24/2018	Effective Date: 10/24/2018
Owner: City of Plymouth	Owner's Contract No.: N/A
Contractor: Kokosing Industrial, Inc.	Contractor's Project No.: N/A
Engineer: Midwestern Engineers, Inc.	Engineer's Project No.: 2015039-00
Project: Wastewater Plant Improvements	Contract Name: Wastewater Plant Improvements

The Contract is modified as follows upon execution of this Change Order:

Description: Deduct for project completion under budget.

Attachments:

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: \$ 10,852,453.00	Original Contract Times: Substantial Completion: 540 days Ready for Final Payment: 600 days days or dates
{Increase}{Decrease} from previously approved Change Orders No. ___ to No. ___: N/A \$ 0.00	{Increase}{Decrease} from previously approved Change Orders No. ___ to No. ___: N/A Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ 10,852,453.00	Contract Times prior to this Change Order: Substantial Completion: 540 days Ready for Final Payment: 600 days days or dates
Decrease of this Change Order: \$ 14,014.55	{Increase}{Decrease} of this Change Order: N/A Substantial Completion: 540 days Ready for Final Payment: 600 days days or dates
Contract Price incorporating this Change Order: \$ 10,838,438.45	Contract Times with all approved Change Orders: Substantial Completion: 540 days Ready for Final Payment: 600 days days or dates

RECOMMENDED: By: <u><i>Mr. M. Aulh</i></u> Engineer	ACCEPTED: By: _____ Owner (Authorized Signature)	ACCEPTED: By: <u><i>[Signature]</i></u> Contractor (Authorized Signature)
Title: CEO/Sr. Project Engineer	Title: _____	Title: <u>Regional Manager</u>
Date: 10/24/2018	Date: _____	Date: <u>11/6/2018</u>

Approved by Funding Agency (if applicable)

By: _____ Date: _____
Title: _____

Board Members Houin and Milner moved and seconded to approve Change Order #1 for a deduct amount of \$14,014.55, bring the contract total to \$10,838,438.45 with Kokosing Industrial, Inc.

Davidson noted that this project had a savings of over \$100,000 in engineering fees.

Superintendent Davidson reported on the meter test report for the high usage at 754 Thayer Street. He said that the meter was tested by M.E. Simpson Company, Inc. and it tested within accuracy limits derived from the American Water Works Association. He said the Water Department has been monitoring the usage on a weekly basis and usage is back within the expected usage.

Davidson presented a proposed agreement between the City of Plymouth and Dixon Engineering, Inc. of Lake Odessa, Michigan in the amount of \$4,000.00 for Technical Specifications and Contract Documents for re-coating the million-gallon Toro Ellipse Elevated Water Tower located on Parkview Street.

Board Members Milner and Houin moved and seconded to approve the contract with Dixon Engineering, Inc. in the amount of \$4,000.00. The motion carried.

Fire Chief Miller presented the following October 2018 reports:

Plymouth Fire Dept

Departmental Activity Report

Current Period: 10/01/2018 to 10/31/2018, Prior Period: 01/01/2018 to 10/31/2018

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				
Bomb scare	0	0.00	1	3.24
Chemical release, reaction, or toxic	0	0.00	2	70.97
Combustible/flammable spills & leaks	1	5.84	18	149.20
Cultivated vegetation, crop fire	0	0.00	2	17.08
Dispatched and cancelled en route	15	18.54	127	161.22
Electrical wiring/equipment problem	0	0.00	7	15.64
Emergency medical service (EMS) Incident	149	286.67	1,471	3,743.46
EMS call where party has been transported	1	0.35	2	0.95
Extrication, rescue	0	0.00	2	42.05
False alarm and false call, Other	1	2.39	37	83.96
Fire in mobile property used as a fixed	0	0.00	2	12.74
Fire, Other	0	0.00	8	41.96
Good intent call, Other	0	0.00	4	95.29
Hazardous condition, Other	0	0.00	5	43.27
Medical assist	11	6.85	74	73.62
Mobile property (vehicle) fire	2	24.45	14	97.24
Natural vegetation fire	0	0.00	9	387.09
Outside rubbish fire	1	5.80	5	18.29
Person in distress	0	0.00	5	29.20
Public service assistance	2	0.46	6	66.16
Service call, Other	0	0.00	4	12.96
Severe Weather & Natural Disaster - Other	0	0.00	1	3.68
Severe Weather & Natural Disaster -	0	0.00	1	7.07
Smoke, odor problem	1	12.53	4	36.23
Special type of incident, other	0	0.00	1	3.70
Steam, Other gas mistaken for smoke	0	0.00	2	5.86
Structure Fire	2	22.57	17	392.13
System or detector malfunction	4	14.11	5	14.65
Unintentional system/detector operation	1	1.04	7	20.45
Water or ice-related rescue	0	0.00	3	53.09
Wrong location, no emergency found	0	0.00	1	0.48
	191	401.60	1,847	5,702.93
Training				
1403	0	0.00	14	112.00
Abulance Opps	0	0.00	1	1.00

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

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Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Training				
AEMT Class	0	0.00	22	137.00
Airway Skills	0	0.00	2	14.00
Allergies	3	3.00	3	3.00
Apparatus / Equipment	0	0.00	16	26.00
Apparatus Drafting	0	0.00	4	8.00
Ariel Operations	0	0.00	2	8.00
Cardiac	1	6.50	10	24.50
Clinical Ride Time	1	8.00	1	8.00
CPR	0	0.00	29	58.00
CPR Devise	0	0.00	42	65.00
Documentation	0	0.00	10	10.00
Emergency Vehicle Operation Course	0	0.00	34	68.00
EMS Audit & Review	4	4.00	48	69.00
EMS Legal Responsibilities	0	0.00	1	5.00
EMS Skills	2	2.00	21	51.00
EMT-B	14	61.50	21	90.00
Extrication	0	0.00	56	110.00
FF I-II	3	12.00	35	100.75
FF I-II SKILLS	0	0.00	33	108.00
Fire Behavior	19	104.50	30	132.00
Fire Investigation Class	0	0.00	38	128.00
Forceable Entry	0	0.00	22	41.00
Gas Pipe line Safety	0	0.00	8	16.00
General Fire Prevention	0	0.00	3	3.00
Hazmat Awareness and Operations	7	23.50	36	139.50
Instructor's Meeting	0	0.00	36	63.00
IV Therapy	0	0.00	1	8.00
Ladders	0	0.00	34	90.00
Marshall County Fire Association Mtg.	4	8.00	11	18.00
Medication Review for Protocols	0	0.00	16	19.00
Narcan Training	0	0.00	7	7.00
Orientation of The EMT/Responder	0	0.00	1	5.00
Paramedic School	1	7.50	17	87.00
Patient Assessment	0	0.00	1	7.00
Pediatric Emergencies	1	4.00	1	4.00
Physical Ability Test	0	0.00	5	10.00

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

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Training				
Preplan	0	0.00	24	48.00
Protocol Review	0	0.00	23	46.00
Public Education	2	11.00	5	17.00
Public Relations	6	15.00	42	150.50
Pump Operations	0	0.00	28	65.00
RESCUE TOOLS	0	0.00	14	10.50
Respiratory System	0	0.00	1	5.00
Ropes & Knots	0	0.00	2	2.00
SEARCH & RESCUE	0	0.00	22	44.00
Sepsis	0	0.00	4	4.00
Sprinkler Systems	0	0.00	30	57.50
Trauma	0	0.00	22	51.00
Volunteer Fire Business Mtg.	22	25.74	243	333.46
	90	296.24	1,132	2,687.71

Plymouth Fire Dept

Incidents by District (Summary)

Alarm Date Between {10/01/2018} And {10/31/2018}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
001 Argos	2	1.04 %	\$0	0.00 %
003 Bremen	1	0.52 %	\$0	0.00 %
006 Lapaz	4	2.09 %	\$0	0.00 %
007 Plymouth	127	66.49 %	\$0	0.00 %
008 Polk	1	0.52 %	\$0	0.00 %
011 Center Twp	19	9.94 %	\$0	0.00 %
019 West Twp	30	15.70 %	\$50,000	100.00 %
12 Argos Paramedic Assist	3	1.57 %	\$0	0.00 %
18 Walkerton Paramedic Assist	4	2.09 %	\$0	0.00 %
Total Incident Count:	191		Total Est Losses:	\$50,000

Police Chief Bacon presented the following October 2018 reports:

PLYMOUTH POLICE DEPARTMENT

Activity Report Summary 2018

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Calls for Service, Complaints, Information	719	679	762	770	940	936	857	959	928	865			8,415
911 Hang-Up Calls	79	69	79	78	116	87	73	82	98	69			830
Alarms	85	42	70	67	66	66	87	92	86	53			714
Vehicle Checks	24	19	39	41	41	32	36	22	14	22			290
Assist Other Agencies	11	4	8	11	9	19	1	5	9	7			84
Animal Complaints	17	11	22	23	44	27	30	36	29	36			275
Traffic Stops	214	256	389	315	405	522	368	405	186	310			3,370
Citations Issued	121	89	228	160	175	292	163	199	111	167			1,705
Accident Reports	43	36	36	34	47	39	52	52	42	52			433
Case Reports	110	94	141	132	145	128	149	182	226	138			1,445
Arrests	35	42	66	64	54	50	58	60	70	48			547
Arrests (Adult)	32	35	53	59	41	47	53	58	60	41			479
Arrests (Juvenile)	3	7	13	5	13	3	5	2	10	7			68

PLYMOUTH POLICE DEPARTMENT

Code Enforcement

Activity Report Summary 2018

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Tall Grass	0	0	0	0	114	63	37	48	40	6			308
Owner Complied	0	0	0	0	99	51	30	36	32	3			251
City Action (Mowed)	0	0	0	0	15	12	7	12	8	3			57
Action Pending	0	0	0	0	0	0	0	0	0	0			0
Abandoned or Junk Vehicles	30	4	19	31	36	62	64	18	28	42			334
Owner Complied	25	3	19	31	34	55	61	16	25	32			301
City Action (Towed)	5	1	0	0	2	7	3	2	3	1			24
Action Pending	0	0	0	0	0	0	0	0	0	9			9
Debris/Junk on Property	11	12	18	23	49	48	36	20	17	25			259
Owner Complied	10	8	14	22	40	39	32	17	14	21			217
City Action (Cleaned)	1	4	4	1	9	9	4	3	3	3			41
Action Pending	0	0	0	0	0	0	0	0	0	1			1
Fowl/Livestock	0	0	0	0	0	0	0	0	0	0			0
Owner Complied	0	0	0	0	0	0	0	0	0	0			0
City Action	0	0	0	0	0	0	0	0	0	0			0
Action Pending	0	0	0	0	0	0	0	0	0	0			0
Signs in Public Right of Way (Removed)	0	0	12	4	3	92	80	21	45	31			288

Street Superintendent Marquardt presented the following Sidewalk Requests:

Sidewalk is sunken and all broken up. S/ Mark Livinghouse, 415 Lake Avenue, Plymouth, IN 46563, 574-930-4575

Marquardt said this section of sidewalk falls low on the MACOG priority list. He will notify Mr. Livinghouse.

City Engineer Gaul reviewed PW-18-053, Comcast request for work in right-of-way at 1001 Pidco Drive (Viking Paper). He requested the board's approval of this request including the financial guarantee and agreement notations.

Board Members Houin and Milner moved and seconded to approve PW-18-053 with notations and a \$5,000.00 financial guarantee. The motion carried.

Gaul reviewed PW-18-054, Hunter Transit / Metronet request for work in right-of-way at E Jefferson Street (St. Joseph Regional Medical Center). He explained that they will only be disturbing about a 5-ft area of sidewalk and will not be near utilities. The cost of the financial guarantee is the estimated cost to repair the sidewalk. He requested the board's approval of this request including financial guarantee and agreement notations.

Board members Milner and Houin moved and seconded to approve PW-18-054 with notations and a \$1,000.00 financial guarantee. The motion carried.

Gaul presented PW-18-055, a request from Comcast to work in the right-of-way at 725 Maple Drive. He requested the board's approval of this request including financial guarantee and agreement notations.

Board Members Houin and Milner moved and seconded to approve PW-18-055 with notations and a \$5,000.00 financial guarantee. The motion carried.

Lastly, Gaul reported on PW-18-035, 2019 Street and Sidewalk Spring Projects. He requested permission to solicit bids. He wants to receive bids at the last meeting in December.

Board Members Houin and Milner moved and seconded to allow City Engineer Gaul to begin soliciting bids for the 2019 Street and Sidewalk Spring Projects. The motion carried.

Clerk-Treasurer Xaver presented the following request:

To whom it may concern: Please find this as a request to have a “handicap” sign or “Kay’s only parking” sign placed in front of my business at 119 E LaPorte St. I own and operate a beauty salon at said address. I have many elderly clients that come in my salon. Looking to make it more convenient for them. Respectfully submitted, Tonda Ellis, Owner/Operator, 119 E LaPorte St., Plymouth, IN

Ms. Ellis was present to discuss the request and answer questions. There was discussion about this request. It was decided that Engineer Gaul and Superintendent Marquardt would survey the area to see if it is qualified as handicapped accessible.

Clerk-Treasurer Xaver presented the following request:

Closing Garro from bridge to Michigan and Water St. from Garro to Adams and up to Michigan St. Starting at 5:40 p.m. until 6:00 p.m. November 24th before Holiday Parade and Tree Lighting. S/ Morris Riddle, MCRC President, 12649 Maple Rd, Plymouth, 574-780-1813

Cameron Riddle was present to discuss the request and answer questions. Marquardt questioned where the street department would be putting barricades. There was additional discussion about where the race will be run and the duration of the closure.

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

Clerk-Treasurer Xaver presented the following request:

Discover Plymouth would like to continue the hours that the city has already asked for on Garro Street. November 24th is Shop Small Saturday and we have planned to have warming stations, crafts, and face painting on Garro starting at 1 pm. S/ Allison Shook, President, 724 N Center St, Plymouth

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

Allie Shook addressed the board regarding the proposed Complete Streets Policy:

Vision and Intent

The City of Plymouth recognizes the role that a connected, accessible, and complete transportation network can play in creating livable, healthy, aesthetic and economically prosperous communities. The City’s transportation network includes roadways, sidewalks, and the Greenway Trails. Complete Streets principals can help realize these quality of life goals while ensuring the transportation network is designed, constructed, and maintained in a manner that enhances safety and mobility for users of all ages, abilities, and modes.

The goals of the City of Plymouth’s Complete Street Policy are:

- To provide safe and accessible multimodal options for people traveling between home, work, school, recreation, and retail.
- To provide mobility options for persons of limited income.

- To encourage and facilitate a community focused on healthy living, beautification, and economic development which attracts new people and businesses.

For these reasons, this Policy will guide and direct decision makers in the City of Plymouth to design, construct, maintain, and improve the transportation network in a manner that provides safe access for all users of all ages and abilities including, but not limited to, pedestrians, bike riders, motorists, people with disabilities, buggy riders, freight and commercial providers, and emergency responders.

1. Definitions

- a. *City* shall mean the City of Plymouth, Indiana.
- b. *Complete Streets* shall mean streets and their associated components that are planned, designed, operated, and maintained with consideration of the needs of all users of all ages and abilities.
- c. *All users* shall mean individuals of all ages and abilities, which may include, but are not limited to, pedestrians, bike riders, motorists, people with disabilities, buggy riders, freight and commercial providers, emergency responders, and adjacent land users.

2. Complete Streets Policy

- a. The City shall provide a transportation network that promotes accessibility, equity, health, economic vitality, and quality of life through safe, convenient, and welcoming streets for all users.
- b. The City's transportation network shall include facilities and amenities contributing to Complete Streets. Such facilities include, but are not limited to, streets, sidewalks, shared-use lanes and paths, lighting, street crossings such as crosswalks and median refuges, signage, accommodations for bicyclists, accommodations for transit, landscaping, street furniture, and drainage facilities.
- c. The Complete Streets Policy shall align with the Comprehensive Plan and zoning ordinances. Complete Streets projects shall be implemented in a way that is sensitive to local context, and flexible in design to ensure the needs of all users are accommodated appropriately.

3. Complete Streets Applicability

- a. All facilities owned by The City and in the public right-of-way shall be designed, constructed, maintained and improved to allow all users of all ages and abilities to travel safely and independently.
- b. All facilities in the public right-of-way, publicly or privately funded, shall adhere to this Complete Streets Policy.
- c. The City shall form partnerships with other organizations to further Complete Streets principles and ensure infrastructure extends when necessary beyond the City's borders. These agencies include, but are not limited to Marshall County, the Indiana Department of Transportation (INDOT), the Michiana Area Council of Governments (MACOG), Marshall County Health Department, and the Plymouth Community School Corporation.
- d. The City shall integrate Complete Streets decisions into all projects and transportation improvement phases for the benefit of all users. These phases include, but are not limited to, planning, programming, design, new construction, reconstruction, rehabilitation, repaving, operations, and maintenance.

4. Exceptions

- a. Any exception to this Policy, including private projects, must be reviewed by the Complete Streets Committee and approved by the Board of Public Works, and be documented in writing with supporting data that indicates the basis for the decision. Exceptions may be granted to the Complete Streets Policy when:
 - i. Specific users are prohibited from using a street or other transportation facility (such as an interstate freeway) by law;
 - ii. Cost or impacts of accommodation are excessively disproportionate to the need or probable use, now or in the future;

- iii. Routine maintenance of the transportation network that does not change the roadway geometry or operations (such as mowing, cleaning, sweeping, spot repair, and other regular or seasonal maintenance);
 - iv. Emergency repairs require immediate, rapid response (such as water main leaks);
 - v. Accommodation is not practically feasible due to severe topographic constraints or significant adverse impacts to the natural environment, historic or cultural resources, or neighboring land uses; or
 - vi. The project is under construction or in the final design stages at the time of the adoption of this policy.
- b. If a project is determined exempt from this Policy, a greater effort shall be made to accommodate affected users elsewhere, including on adjacent streets and on streets that intersect with that street or facility.

5. Design Standards

- a. The city shall follow the best and latest design standards, policies, and guidelines available. Design standards and guidelines include, but are not limited to:
- i. National Association of City Transportation Officials (NACTO)
 - ii. The American Association of State Highway Transportation Officials (AASHTO);
 - iii. The Federal Highway Administration (FHWA)
 - iv. Public Right-of-Way Accessibility Guidelines (PROWAG);
 - v. The Americans with Disabilities Act (ADA);
 - vi. The Institute of Transportation Engineers (ITE);
 - vii. The Indiana Manual on Uniform Traffic Control Devices (MUTCD); and
 - viii. Indiana Design Manual
- b. Due to unique contexts, needs, and community input, the City recognizes that a flexible design approach may be necessary. Innovative, flexible, and balanced options may be considered provided that a comparable level of safety for all users is present.

6. Performance Measures

- a. Complete Streets shall be measured for success, and opportunities for improvement will be identified in an annual report by The City using, but not limited to, the following performance measures:
- i. Pedestrian Accommodations (crosswalks, curb ramps, sidewalk, multi-use paths);
 - ii. Bicycle Accommodations (bike lanes, signed routes, bike parking)
 - iii. Citywide Walk Score;
 - iv. Pedestrian and Bicycle Counts (when available)
 - v. Counts or rates of crashes, injuries, and fatalities by mode
 - vi. Resident/Business Owner surveys; and
 - vii. Economic Impact (assessed value of adjacent property, new businesses, job creation, and increased profit)

7. Implementation

- a. The Complete Streets Committee shall oversee the implementation of the Policy. The team shall consist of members from the Plymouth Board of Public Works, Parks & Recreation, Streets and Sanitation, and Plan Commission.
- b. Other relevant departments, agencies, or advocacy organizations may form as an advisory group of Complete Streets Implementation Partners to guide and assist the Complete Streets Committee in recommending and prioritizing projects.
- c. The City, with assistance from the Implementation Partners, shall consider completion of a Bicycle and Pedestrian Master Plan to better guide active transportation infrastructure investments and establish Complete Streets priorities. An update of the ADA Transition Plan and conducting walking and biking audits may also be used to establish priorities.

- d. The Committee, with assistance from the Implementation Partners, shall create an annual report with updates on the implementation of this Policy, a summary of performance measures, and exemptions granted.
- e. The City shall review, and if necessary revise, existing plans, policies, programs, standards, and manuals to ensure Complete Streets principles are incorporated. This includes, but is not limited to, the Comprehensive Plan, ADA Transition Plans, Snow Removal Policy, the Zoning Ordinance, and the Subdivision Ordinance.
- f. The City shall provide training and educational opportunities to staff and the public, when appropriate, to ensure proper implementation of Complete Streets principles and projects as well as to promote safe utilization of facilities protecting all users.
- g. The City shall continue to seek current and future sources of funding for street improvements and update project selection/ project prioritization processes to better accommodate for Complete Streets projects.
- h. Interdepartmental coordination, and coordination with the County and across other jurisdictional boundaries, shall be promoted by the City for projects that occur within the public right-of-way for the most responsible, efficient, and effective use of resources.

List of Complete Streets Implementation Partners

Plymouth Public Library, Boys & Girls Club, Discover Plymouth, Ancilla College, Marshall County Community Foundation, Marshall County Health Foundation, Plymouth Community School Corporation, Plymouth Fire Department, Plymouth Police Department

Shook reviewed the process towards drafting the Complete Streets Policy. Surrisi said that the goal is to have the Board adopt the policy so it becomes a policy of the city. The zoning ordinance would then reference this policy in the future. Houin said he thinks the other board members should have time to review the policy before making any decisions.

Board Members Houin and Milner moved and seconded to allow the payroll for November 15, 2018, and the claims for November 14, 2018, as entered in Claim Register #2018. The motion carried.

There being no further business to discuss, Members Milner and Houin moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:40 p.m.

Jeanine M. Xaver, IAMC, CMC
Clerk-Treasurer

APPROVED:

Mark Senter
Mayor

The following request has been submitted to the proper committee to act:

Tree Request 10/24/2018: I think I have a dead tree that might belong to the city. Can you please evaluate and inform me what should happen. It's the tree on the NW corner of my lot that sits on the road. S/ Dana Wakeland, Owner, 1221 W Garro St., 574-780-7253