

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, MARCH 23, 2020

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on March 23, 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 and Jeff Houin. City Attorney Sean Surrisi and Clerk-Treasurer Jeanine Xaver were also present. As allowed by Governor Holcomb's Executive Order #20-04, Board Members Shiloh Milner and Bill Walters attended the meeting electronically.

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 March 9, 2020. The motion carried.

Utility Superintendent reviewed the following recommendation:

March 13, 2020

Board of Works & Safety

RE: Recommendation Water Department 3/4 Ton Pick-up Truck

Members:

The Water Department requested quotes for 1 – 3/4 Ton Pick-up Truck from 3 local dealers / 4 different makes:

1. Oliver Ford Lincoln-Mercury 1001 E. Jefferson St. Plymouth, IN (Ford)
2. Martin Country Chevrolet, Inc. 2705 N. Michigan St. Plymouth, IN (Dodge and Chevrolet)
3. Auto Park Buick-GMC 2303 N. Oak Dr. Plymouth, IN (GMC):

**3/4 Ton Pickup Truck (Water Department)**

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<u>Oliver Ford</u>	
Base Quote (Ford F-250 SD)	\$31,108.00
Trade in Value (no trade in)	\$ 0.00
Total Quote Less Trade Ins	<b>\$31,108.00</b>

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<u>Martin Country Chevrolet, Inc.</u>	
Base Quote (Ram 2500)	\$31,228.00
Trade in Value (no trade in)	\$ 0.00
Total Quote Less Trade in	<b>\$31,228.00</b>

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<u>Martin Country Chevrolet, Inc.</u>	
Base Quote (Chevrolet Silverado LT)	\$35,460.00
Trade in Value (no trade in)	\$ 0.00
Total Quote Less Trade in	<b>\$35,460.00</b>

Board Members Houin and Culp moved and seconded to award the quote to Oliver Ford in the amount of \$31,108.00. The motion carried.

Building Commissioner Keith Hammonds requested that the board affirm the following order to take action at 701 W Lake Avenue:

To: Katharine Baldwin  
701 W Lake Avenue  
Plymouth, IN 4656

March 10, 2020

Order to Take Action Regarding 701 W Lake Avenue Plymouth, Indiana

You are hereby notified that as Building Commissioner for the City of Plymouth, Indiana, I have determined that the structure located at 701 W Lake Ave. is an unsafe building pursuant to state law and City ordinance. You are therefore ORDERED to:

- 1) Demolish and remove the structure located at 701 West Lake Avenue to bring the property in compliance with standards for use by statute or ordinance.

You must take this action of repair or rehabilitation within sixty (60) days of your receipt of this Order. A substantial beginning of repairs must, however, begin within thirty (30) days of your receipt of this Order.

This Order to take Action is issued pursuant to authority of I.C. 36-7-9-5(a)(7), and therefore a hearing is set for March 23 at 6:00 p.m. in the City Council Chambers located at 124 North Michigan St., Plymouth, Indiana

If you do not comply with this Order within sixty (60) days, the City of Plymouth may direct a contractor to perform the repairs at your cost and/or may seek enforcement of this Order in the Marshall Superior Court, together

with all costs incurred, including court costs and the assessment of a civil penalty against you in a sum not to exceed Five thousand dollars (\$5000).

Lastly, you are advised pursuant to I.C. 36-7-9-27 of the following:

- (a) A person who has been issued and has received notice of an order relative to unsafe premises and has not complied with that order:
  - (1) must supply full information regarding the order to a person who takes or agrees to take a substantial interest in the unsafe premises before transferring or agreeing to transfer that interest; and
  - (2) must, within five (5) days after transferring or agreeing to transfer a substantial property interest in the unsafe premises, supply the enforcement authority with written copies of:
    - (A) the full name, address, and telephone number of the person taking a substantial property interest in the unsafe premises; and
    - (B) the legal instrument under which the transfer or agreement to transfer the substantial property interest in accomplished.
- (b) If a judgement is obtained against the department, enforcement authority, or other governmental entity for the failure of that entity to provide notice to persons holding an interest in unsafe premises in an action taken by the entity under this chapter, a person who failed to comply with this section is liable to the entity for the amount of the judgement if it can be shown that the entity's failure to give notice was a result of that person's failure.

This Order is issued by: Keith B. Hammonds  
Building Commissioner, City of Plymouth  
111 N. Center St, Plymouth, IN 46563  
Telephone: (574) 936-2824

Board Members Culp and Houin moved and seconded to affirm order to take action at 701

W Lake Avenue. The motion carried.

Clerk-Treasurer Xaver presented the following sidewalk request:

We have had multiple issues (falls and wheelchair accessibility) with both the front walk to the street – ramp/small curb is broken up and with sidewalk end at the alley to the north of our property by Garden Apts. The sidewalk by the alley is the place most people are falling. Thank you for your consideration. S/ Dr. Allison Garmon, 109 N Walnut St, Plymouth, IN 574-936-2272

Xaver also presented Street Superintendent Marquardt's recommendation:

In reference to the sidewalk request at 109 N Walnut St, I went out to check it out & I feel it would be a candidate to put on our program for 2020. It is only 17' of sidewalk with a bad trip hazard at the alley and every other sidewalk around it is in good shape. So, I feel this is a good one and can be worked into the current budget. I would appreciate your approval for this location. S/ Jim Marquardt.

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Houin asked if the work includes the ramp from the sidewalk to the street. He thought that was the property owner's responsibility. Xaver said it should be. Houin suggested the city coordinate with Dr. Garmon so the city's work and her portion of the sidewalk can be done at the same time. He suggested Superintendent Marquardt contact her to work this out.

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

City Attorney Surrisi presented Executive Order 2020-03, Regarding Parking on Gibson Street. He said Plymouth Community School Corporation Superintendent Andy Hartley requested that during their current phase of construction on the new building, the parking restriction on Gibson Street be lifted so faculty can park along the street. Surrisi said he is unsure how relevant this will be now that school is not in session until at least May 1<sup>st</sup>, but it easy to have this order in place should school resume.

Board Members Culp and Milner moved and seconded to ratify Executive Order 2020-03. The motion carried. Board Member Houin abstained.

Surrisi also presented Executive Order 2020-04, Actions Regarding Coronavirus (COVID-19) and Executive Order 2020-05, Public Health Disaster Emergency Declaration.

Board Members Houin and Culp moved and seconded to ratify Executive Order 2020-04 and Executive Order 2020-05. The motion carried.

Clerk-Treasurer Xaver requested the board's permission to purchase a 3-year subscription for security awareness training for all departments at a total cost of \$4,241.15. The company works in conjunction with one of our insurance companies and the package includes home internet security course access. Xaver said there is money in the city's budget to cover this cost.

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Board Members Houin and Culp moved and seconded to approve the request. Houin asked if there are any safeguards in place for our computer system if the city were to get a ransomware attack. Xaver said yes. The motion carried.

Board Members Houin and Culp moved and seconded to allow the payroll for March 31 and the claims for March 23, 2020, as entered in Claim Register #2020. The motion carried.

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

- Water Department February 2020 Report
- Wastewater Department February 2020 Report

The motion carried.

There being no further business to discuss, Board Members Culp and Houin moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:15 p.m.

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Jeanine M. Xaver, IAMC, CMC  
Clerk-Treasurer

APPROVED:

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Mark Senter  
Mayor