

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on June 12, 2017, at 6:00 p.m. in the Council Chambers of the City Building, 124 N. Michigan St., Plymouth, IN.

Mayor Senter presided for Board Members Culp, Fonseca, and Houin. City Attorney Surrisi was also present. Member Grobe was absent.

Board Members Houin and Culp moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on May 22, 2017, with the addition of Board Member Houin abstaining from voting on the Memorandum of Understanding with the Plymouth Community School Corporation. The motion carried.

City Attorney Surrisi made a last call for sealed proposals for the lease of two parking spaces in the southwest corner of the Water Street parking lot. The following sealed proposal was opened and read aloud:

Parking Space Lease Proposal

Emanuel Reese
Reese's Family Ribs
208 Water St.
Plymouth, IN 46563

I propose to lease the two identified parking spaces on a month-to-month basis with the lease beginning on July 1st. At that time, I would make an initial payment totaling the amount of the City's publication costs for the advertisement seeking lease proposals. Rent would be \$10 per month plus applicable property taxes payable in two installments in November and June each year. Further details could be worked out in a written lease to be executed by the parties prior to July 1st.

Emanuel Reese

Surrisi said he can work with Mr. Reese to put together a draft of the lease to present to the board at the next meeting.

Board Members Houin and Fonseca moved and seconded to take the bid under advisement and allow City Attorney Surrisi to negotiate and develop a lease agreement. The motion carried.

Mayor Senter introduced Dave Miller of Van Vactor Farms. He presented the City of Plymouth with a check for \$111,493.00 for the sale of property in the TechFarm, as required in the terms of the Agreement Between the City of Plymouth, Indiana, and Van Vactor Farms, Inc. Regarding the Division of Land Sale Proceeds, dated June 14, 2010. The agreement was accepted by the Board of Public Works and Safety at their meeting on June 14, 2010. The funds will be deposited into the City Monetary Gift Fund, according to the agreement.

Fire Chief Miller presented the May 2017 fire reports:

Plymouth Fire Department
Departmental Activity Report

Current Period: 05/01/2017 to 05/31/2017, Prior Period: 01/01/2017 to 05/31/2017

00:00 to 24:00

All Stations

All Shifts

All Units

Fire Alarm Responses, EMS Alarm Responses, Training Classes

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
EMS Alarm Situations				
No Location Provided	4	9.76	622	1,953.32
	4	9.76	622	1,953.32
Fire Alarm Situations				
Animal problem or rescue	1	1.23	1	1.23
Chemical release, reaction, or toxic	1	2.49	1	2.49
Combustible/flammable spills & leaks	0	0.00	2	0.00
Dispatched and cancelled en route	9	8.23	85	15.14
Electrical wiring/equipment problem	0	0.00	2	0.00
Emergency medical service (EMS) Incident	150	628.83	702	850.05
Extrication, rescue	1	14.55	1	14.55
False alarm and false call, Other	4	9.53	11	9.53
Fire, Other	1	0.00	2	0.00
Good intent call, Other	0	0.00	3	0.00
Hazardous condition, Other	0	0.00	1	0.00
HazMat release investigation w/no HazMat	0	0.00	1	0.00
Medical assist	7	51.25	36	55.03
Mobile property (vehicle) fire	4	19.17	10	24.69
Natural vegetation fire	3	86.59	12	91.20
Outside rubbish fire	0	0.00	4	0.00
Public service assistance	1	27.89	1	27.89
Service call, Other	2	3.88	2	3.88
Smoke, odor problem	2	36.36	8	36.36
Special outside fire	0	0.00	1	0.00
Steam, Other gas mistaken for smoke	0	0.00	1	0.00
Structure Fire	3	53.98	17	53.98
System or detector malfunction	0	0.00	3	0.00
Unintentional system/detector operation	0	0.00	6	0.00
Water or ice-related rescue	1	8.33	1	8.33
Wrong location, no emergency found	0	0.00	1	0.00
	190	952.31	915	1,194.35
Training				
Abulance Opps	0	0.00	3	12.00
Apparatus / Equipment	0	0.00	11	22.00
Training				
Apparatus Drafting	0	0.00	4	8.00
Burns	0	0.00	5	20.00
Class Final	0	0.00	7	26.50
CPR	0	0.00	34	109.00
EMS Audit & Review	0	0.00	14	20.00
EMS Skills	0	0.00	43	185.00
EMT-B	0	0.00	12	42.00
ENvironmental Emergencies	0	0.00	7	23.50
Fire Behavior	0	0.00	19	133.00
Fire Investigation	0	0.00	1	2.50
Forceable Entry	0	0.00	4	14.00
Gas Pipe line Safety	0	0.00	4	11.00
Gastrointestinal Emerg	0	0.00	3	12.00
General Fire Prevention	3	9.00	3	9.00
Helicopter EMS Orintaion	0	0.00	22	44.00
Hose Test	36	84.00	36	84.00
Infants & Children	0	0.00	5	20.00
Instructor's Meeting	0	0.00	22	27.00
Marshall County Fire Association Mtg.	5	10.00	21	35.32
MAYDAY	0	0.00	34	68.00
Neurological Emergencies	0	0.00	2	8.00
Obstetrics	0	0.00	2	8.00
Performance Enhancing Products in student	0	0.00	1	1.00
Physical Ability Test	0	0.00	15	45.00
Public Education	1	2.00	3	3.00
Public Relations	9	36.00	9	36.00
Pump Operations	2	4.00	12	28.00
RIT/FF CPR	0	0.00	52	86.50
SCBA Testing and Filling Procedures	0	0.00	39	71.00
SEARCH & RESCUE	0	0.00	40	80.00
Shock	0	0.00	5	2,252.00
Spine and Neck Injuries	0	0.00	1	4.00
Splinting	0	0.00	2	8.00
STREET DRUGS	0	0.00	6	12.00
Test and Skills	0	0.00	3	12.00
Toxicology	0	0.00	3	12.00

Training Lecture	0	0.00	1	4.00
Trauma	0	0.00	3	12.00
Volunteer Fire Business Mtg.	28	56.00	132	230.75
	<u>84</u>	<u>201.00</u>	<u>645</u>	<u>3,841.07</u>

Plymouth Fire Department
Incidents by District (Summary)
Alarm Date Between {05/01/2017} And {05/31/2017}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
007 Plymouth	129	67.89 %	\$25,000	100.00 %
011 Center Twp	33	17.36 %	\$0	0.00 %
019 West Twp	18	9.47 %	\$0	0.00 %
12 Argos Paramedic Assist	4	2.10 %	\$0	0.00 %
16 Lakeville/Lapaz Paramedic Assist	3	1.57 %	\$0	0.00 %
18 Walkerton Paramedic Assist	3	1.57 %	\$0	0.00 %
Total Incident Count: 190			Total Est Losses: \$25,000	

Miller also requested the board's permission to send two employees to the National Fire Academy in Maryland on July 7-9, 2017. The employees are Travis McVicker and Craig Miller. He said the classes are free but he is requesting approval for payment of travel expenses.

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

Fire Chief Miller recommended that the board offer conditional offers of employment to Brandon Cooper and Joshua Gaines for the two open firefighter/paramedic positions at the fire department.

Board Members Fonseca and Houin moved and seconded to offer conditional offers of employment to Brandon Cooper and Joshua Gaines. The motion carried.

Police Chief Bacon provided an update on the hiring process. Thirty-three applications were received. Twenty-six of them are proceeding to the next level which includes agility and written testing. These tests will take place at the end of June.

Street Superintendent Marquardt said he contacted A&M Construction regarding the brick pillars in the Lincoln Park addition. They will be doing some research and getting back with Marquardt soon.

City Engineer Gaul presented PW-17-036, a request from Comcast Hyper Build Power Supply to work in the city's right-of-way to install a power supply in front of 1800 Jim Neu Drive and across the street from 2901 Miller Drive.

Gaul noted that the city is requiring a financial guarantee of \$3,000.00.

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

Gaul then presented revisions to PW-17-028 for Verizon/Patriot on South Michigan Street from Oakhill Avenue to the corporate boundary. Gaul said the company placing the cable and conduits will be Internet Carrier Networks, not Verizon. Also, Next Generation Communication is the contracting entity because Patriot Cable is a sub-contractor for this company.

Board Members Houin and Culp moved and seconded to approve the revised request for PW-17-028 as presented. The motion carried.

Gaul discussed the Pavement Asset Management Plan, PW-17-022. He said this is a preliminary plan with minor revisions from 2016. There are updates to the 5-year plan, crack seal project

list, and intersection improvement updates. He requested the board add the Oakhill Ave / Soice Street signalization project to the list so an application can be sent to the state for grant funding of the construction portion of the new signalization. The grant funding would be 50/50.

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

Clerk Natalie Ross presented the following request from the Rotary Club:

To close West Garro Street from Michigan Street to the alley, Thursday, July 13, 2017 through Saturday, July 15, 2017 for the Rotary Club Pancake Days. S/ Laurie Sutter, Chair, 409 E Jefferson St, Plymouth, 936-3405

Board Member Houin told Ms. Sutter that he would represent the club should there be any questions regarding the request.

Board Members Culp and Fonseca moved and seconded to approve the request. The motion carried.

Doug Hooten was present to discuss the following request:

Put up duck crossing signs by the pond on Jackson Heights Road. S/ Doug Hooten, 920 Jackson Heights Road, Plymouth, 574-780-6390

Mayor Senter asked for the specific location he would like the requested signs to be placed. Street Superintendent Marquardt said he believes the location would be after the last set of white apartments and before Holloway Drive. Marquardt described where the signs could potentially be installed.

Marquardt said signs were installed on South Michigan Street where the posted speed limit is higher. He feels there are no major costs associated with the installation of duck crossing signs.

Houin asked how much it would cost. Marquardt said based on the last installation of similar signs, the cost could roughly be about \$250.00 with labor and materials. Houin asked if there was money in the street budget to do this installation. Marquardt said he believes there is money in the budget to complete the request.

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

Board Members Fonseca and Culp moved and seconded to allow the payroll for June 15, 2017, and the claims for June 12, 2017, as entered in Claim Register #2017. The motion carried.

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

- PW-17-036 Comcast Hyper Build Power Supply Request
- Rotary Club Pancake Breakfast Request
- Duck Crossing Sign Request

There being no further business to discuss, Members Culp and Houin moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:23 p.m.

Jeanine M. Xaver, IAMC / CMC
Clerk-Treasurer

APPROVED:

Mark Senter
Mayor

The following items were forwarded to the proper committee to act:

5/25/2017 – Tree Request: Please remove a tree located on Gibson St. It is a danger to the school children as well as traffic. I am very concerned about everyone's safety. The tree is the third tree from the corner of Gibson & Liberty. It is rotted. Thank you for your immediate attention. S/ Joann Stratton, Owner, 302 N. Liberty St., Plymouth, 574-936-3106

6/6/2017 – Tree Request: There is a large tree in the tree lawn at the northwest corner of 5th and Laporte Streets. A large part of the top of this tree appears to be dead and if it would fall would do damage to wires and vehicles parked nearby. Would like someone to look at it to see what needs to be done. S/ Bill Walters, 822 W Laporte St., Plymouth, 574-952-5504
Done 6/7/2017 took down tree. S/ Jim Marquardt, Street Superintendent