

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on October 9, 2017, at 6:00 p.m. in the meeting room of the Plymouth Fire Department, 111 N. Center St., Plymouth, IN.

Board Member Culp presided for Board Members Fonseca, and Houin. City Attorney Surrisi and Clerk-Treasurer Xavier were also present. Board Member Grobe arrived at 6:04 p.m. and Mayor Senter was absent.

Board Members Houin and Fonseca moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on September 25, 2017. The motion carried.

The following legal notice was advertised in the Pilot News on September 18 and 25, 2017:

NOTICE TO BIDDERS
CITY OF PLYMOUTH,
INDIANA
PW-17-027 2017
STREET & SIDEWALK FALL PROJECTS

Notice is hereby given that the CITY OF PLYMOUTH, Indiana, by and through its Board of Public Works and Safety, hereinafter referred to as the OWNER, will receive sealed bids for the CITY OF PLYMOUTH - PW-17-027 2017 STREET & SIDEWALK FALL PROJECTS at the office of the Clerk-Treasurer of the City of Plymouth in the City Hall, 124 North Michigan Street (USPS address) - 118 North Michigan Street (temporary location), Plymouth, Indiana, 46563. Sealed bids are invited and may be forwarded by registered mail, addressed to the City, in care of the Clerk-Treasurer by no later than **4:30 PM (local time)** and will be considered by the OWNER at a public meeting called to open such proposals on or after **6:00 PM (local time)** on **October 9, 2017** at the Plymouth Fire Department Meeting Room, 110 North Center Street, (south entrance), Plymouth, Indiana, 46563. Proposals received by the Clerk-Treasurer after 4:30 PM (local time) shall be returned unopened. The bidder shall be responsible to make sure that bids are mailed or otherwise delivered to the Clerk-Treasurer before said time. One final call for bids shall be made prior to the opening of the bids at the subject meeting.

The PW-17-027 2017 STREET & SIDEWALK FALL PROJECTS shall be a street Structural Overlay with Undercut Project, pavement markings, and ADA Ramps/Sidewalks as described in the Specifications.

A complete set of Contract Documents and Specifications may be obtained at the Clerk-Treasurer's Office between the hours of 8:30 a.m. and 4:30 p.m., local time, Monday through Friday. A non-refundable fee of \$50.00 is required at the time of Contract Documents and Specifications package procurement. The fee will be waived, on one set of Bid Documents, for the Bidders of the

Michigan Street (temporary location), Plymouth, Indiana, 46563. Sealed bids are invited and may be forwarded by registered mail, addressed to the City, in care of the Clerk-Treasurer by no later than **4:30 PM (local time)** and will be considered by the OWNER at a public meeting called to open such proposals on or after **6:00 PM (local time)** on **October 9, 2017** at the Plymouth Fire Department Meeting Room, 110 North Center Street, (south entrance), Plymouth, Indiana, 46563. Proposals received by the Clerk-Treasurer after 4:30 PM (local time) shall be returned unopened. The bidder shall be responsible to make sure that bids are mailed or otherwise delivered to the Clerk-Treasurer before said time. One final call for bids shall be made prior to the opening of the bids at the subject meeting.

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cept of bids for at least thirty (30) days. The Board reserves the right to reject any or all bids, to accept all, or any part of any bid received, and to waive any and all informalties in bidding, and to accept the lowest and/or best bid.

Board of Public Works and Safety
 Jeanine M. Xavier
 Clerk-Treasurer
 September 18 & 25, 2017
 PW17-027 7spaxip
 September 18, 25, 2017

City Attorney made a last call for bids for the 2017 Street and Sidewalk Fall Projects. The following sealed bids were opened and read aloud:

Company	Location	Bid Total
E&B Paving, Inc.	Rochester, IN	\$1,252,167.78
Phend & Brown	Milford, IN	\$1,375,406.80
Rieth-Riley	South Bend, IN	\$1,476,699.70
Walsh & Kelly	South Bend, IN	\$1,182,729.05

Board Members Houin and Fonseca moved and seconded for Street Superintendent Marquardt, City Engineer Gaul, and City Attorney Surrisi to review and award the projects to the lowest bidder to get some projects started this year. The motion carried.

Utility Superintendent Davidson notified the board that the Richter Road Water Main Extension project is complete and operational. He said the city is currently withholding the retainage, totaling

\$6,230.25, until all punchlist items have been completed. He requested that the board allow Mayor Senter to sign the Substantial Completion documents.

Board Members Grobe and Houin moved and seconded to allow Mayor Senter to sign the Substantial Completion documents. The motion carried.

Davidson discussed the area around Fourth and Harrison Street. He said there has been a chronic flooding issue at this location. Two properties were purchased in this area and a basin was installed. Davidson suggested the board may want to consider expanding the basin as funding becomes available because while the current basin is expected to help, he does not think it will solve all of the problems in this area.

Culp asked if there is fencing around the basin. Davidson said the basin is 3-feet deep and it does have a positive outlet. He said if it becomes a safety hazard, there is a possibility that fencing will need to be installed.

Building Commissioner Hammonds submitted his 3rd Quarter Report:

Building Commissioners
2017 Third Quarter Report

Type of Construction

Accessory	16	
Commercial Addition	1	
Commercial Renovation	1	<u>Estimated Cost:</u>
Demolition	2	\$3,883,918.07
Fence	9	
Parking Lot	1	
Porch / Deck	5	
Residential Addition	2	
Residential Double Wide	2	
Residential Single Family	8	
Residential Renovation	7	
Roof	4	
Sign	<u>4</u>	
Total	62	

Submitted the 9th day of October 2017

Fire Chief Miller submitted the following September 2017 reports:

Plymouth Fire Dept

Departmental Activity Report

Current Period: 09/01/2017 to 09/30/2017, Prior Period: 01/01/2017 to 09/30/2017

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	0	0.00	623	1,953.98
	0	0.00	623	1,953.98
Fire Alarm Situations				
Animal problem or rescue	0	0.00	1	1.23
Chemical release, reaction, or toxic	1	7.51	2	10.00
Combustible/flammable spills & leaks	0	0.00	6	19.40
Cultivated vegetation, crop fire	0	0.00	1	17.20
Dispatched and cancelled en route	12	40.62	132	198.72
Electrical wiring/equipment problem	1	21.53	5	31.16
Emergency medical service (EMS) Incident	126	1,326.58	1,296	3,967.11
Extrication, rescue	0	0.00	1	14.55
False alarm and false call, Other	4	6.08	29	73.38
Fire in mobile property used as a fixed	0	0.00	1	4.12
Fire, Other	2	65.27	9	144.07
Good intent call, Other	0	0.00	6	4.31
Hazardous condition, Other	0	0.00	3	74.60
HazMat release investigation w/no HazMat	0	0.00	2	3.09
Medical assist	6	22.17	67	117.45
Mobile property (vehicle) fire	2	9.30	18	47.93
Natural vegetation fire	2	4.99	18	107.64
Outside rubbish fire	0	0.00	7	10.78
Overpressure rupture, explosion, overheat,	0	0.00	1	0.39
Public service assistance	0	0.00	1	27.89
Rescue or EMS standby	0	0.00	1	4.00
Rescue, emergency medical call (EMS),	1	23.90	1	23.90
Service call, Other	1	1.29	3	5.17
Smoke, odor problem	2	5.38	11	49.36
Special outside fire	0	0.00	1	0.00
Steam, Other gas mistaken for smoke	0	0.00	2	13.05
Structure Fire	3	45.85	26	233.12
System or detector malfunction	0	0.00	11	24.78
Unintentional system/detector operation	0	0.00	8	1.87
Water or ice-related rescue	0	0.00	1	8.33
Wrong location, no emergency found	0	0.00	1	0.00

* 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.

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, OCTOBER 9, 2017

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Fire Alarm Situations	163	1,580.47	1,672	5,238.60
Training				
Abulance Opps	0	0.00	3	12.00
Advanced Cardiac Life Support	0	0.00	2	8.00
AEMT Class	0	0.00	2	0.00
Airway Management	0	0.00	13	26.00
Apparatus / Equipment	0	0.00	81	146.00
Apparatus Drafting	0	0.00	4	8.00
Ariel Operations	0	0.00	9	30.50
Bleeding Control	5	10.00	5	10.00
Burns	0	0.00	5	20.00
Class Final	0	0.00	7	26.50
CPR	0	0.00	34	109.00
Documentation	0	0.00	36	68.00
Drug Addiction	0	0.00	2	0.00
Emergency Medical Services	2	8.00	2	8.00
EMS Audit & Review	33	56.00	64	108.00
EMS Skills	1	4.00	72	223.00
EMT-B	2	8.00	14	50.00
ENvironmental Emergencies	0	0.00	7	23.50
Extrication	0	0.00	37	94.00
Fire Behavior	29	72.50	48	205.50
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	0	0.00	3	9.00
Hazmat Awareness and Operations	10	20.00	10	20.00
Helicopter EMS Orintaion	0	0.00	22	44.00
Hose Test	0	0.00	60	108.00
Human Body A&P	0	0.00	2	8.00
Infants & Children	0	0.00	5	20.00
Instructor's Meeting	0	0.00	22	27.00
IV Theropy	9	18.00	13	28.00
Marshall County Fire Association Mtg.	1	1.00	22	36.32

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Training				
MAYDAY	0	0.00	34	68.00
Medical on-going Assessment	0	0.00	2	8.00
Meical-legal-Ethical issues	0	0.00	2	8.00
Neurological Emergencies	0	0.00	4	16.00
Obstetrics	0	0.00	2	8.00
P H T L S	8	46.00	8	46.00
PEPP & PALS Hybrid Coarse	0	0.00	3	15.00
Performance Enhancing Products in student	0	0.00	1	1.00
Physical Ability Test	0	0.00	15	45.00
Public Education	0	0.00	8	14.00
Public Relations	10	15.00	84	185.00
Pump Operations	0	0.00	14	32.00
RESCUE TOOLS	0	0.00	15	45.00
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	9	2,268.00
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
Tower Prep	1	2.00	1	2.00
Toxicology	0	0.00	3	12.00
Training Lecture	0	0.00	1	4.00
Trauma	2	8.00	19	48.00
Volunteer Fire Business Mtg.	29	29.00	235	352.43
	142	297.50	1,221	4,966.75

Plymouth Fire Dept

Incidents by District (Summary)

Alarm Date Between {09/01/2017} And {09/30/2017}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
002 Bourbon	1	0.61 %	\$0	0.00 %
006 Lapaz	1	0.61 %	\$0	0.00 %
007 Plymouth	108	66.25 %	\$1,000	4.76 %
008 Polk	1	0.61 %	\$0	0.00 %
011 Center Twp	24	14.72 %	\$0	0.00 %
019 West Twp	21	12.88 %	\$20,000	95.24 %
12 Argos Paramedic Assist	1	0.61 %	\$0	0.00 %
16 Lakeville/Lapaz Paramedic Assist	1	0.61 %	\$0	0.00 %
18 Walkerton Paramedic Assist	4	2.45 %	\$0	0.00 %
19 Other - Paramedic Assist	1	0.61 %	\$0	0.00 %
Total Incident Count:	163		Total Est Losses:	\$21,000

Miller also notified the board about a check from Notre Dame University for \$3,080.00 that is to be receipted into the City Monetary Gift Fund.

Police Chief Bacon presented the following month reports:

PLYMOUTH POLICE DEPARTMENT

Code Enforcement

Activity Report Summary 2017

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Tall Grass	0	0	0	0	120	44	55	21	0				240
Owner Complied	0	0	0	0	110	38	40	12	0				200
City Action (Mowed)	0	0	0	0	10	6	15	9	0				40
Action Pending	0	0	0	0	0	0	0	0	0				0
Abandoned or Junk Vehicles	16	12	4	26	67	45	25	16	11				222
Owner Complied	15	7	3	17	60	39	22	14	4				181
City Action (Towed)	1	0	1	0	7	6	3	2	1				21
Action Pending	0	5	0	9	0	0	0	0	6				20
Debris/Junk on Property	21	21	8	36	65	22	28	33	6				240
Owner Complied	14	18	4	26	58	17	21	24	4				186
City Action (Cleaned)	7	0	2	4	7	5	7	9	0				41
Action Pending	0	3	2	6	0	0	0	0	2				13
Fowl/Livestock	0	0	0	0	0	0	0	0	0				0
Owner Complied	0	0	0	0	0	0	0	0	0				0
City Action	0	0	0	0	0	0	0	0	0				0
Action Pending	0	0	0	0	0	0	0	0	0				0

PLYMOUTH POLICE DEPARTMENT

Activity Report Summary 2017

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Calls for Service, Complaints, Information	816	750	818	853	868	914	894	943	1,083				7,939
911 Hang-Up Calls	90	69	87	87	112	106	92	109	104				856
Residential Security Checks	113	183	184	145	58	6	1	1	6				697
Alarms	58	57	56	55	68	91	49	56	54				544
Vehicle Checks	17	23	32	25	30	42	27	22	19				237
Assist Other Agencies	5	8	10	11	12	6	6	10	7				75
Animal Complaints	20	17	19	25	22	37	35	17	24				216
Traffic Stops	334	399	439	237	339	390	344	509	408				3,399
Citations Issued	148	271	317	141	154	213	133	295	232				1,904
Accident Reports	33	46	55	42	50	49	33	35	60				403
Case Reports	135	163	134	110	126	160	132	153	155				1,268
Arrests	49	74	59	51	42	64	33	47	52				471
Arrests (Adult)	42	65	49	47	36	55	31	46	43				414
Arrests (Juvenile)	7	9	10	4	6	9	2	1	9				57

Bacon also notified that board that Plymouth Wesleyan Church submitted a donation of \$1,100.00 from their First Responders Run, which has been applied to the City Monetary Gift Fund.

City Attorney Surrisi presented Resolution No. 2017-769, A Resolution of the Board of Public Works and Safety to Write-Off Delinquent and Uncollectable Water, Wastewater, Garbage and Stormwater Bills.

Board Members Houin and Grobe moved and seconded to approve Resolution No. 2017-769, A Resolution of the Board of Public Works and Safety to Write-Off Delinquent and Uncollectable Water, Wastewater, Garbage and Stormwater Bills. It passed by roll call vote.

AYES: Culp, Fonseca, Grobe, Houin
 NAYS: None
 ABSENT: Senter

Dave Miller, of VanVactor Farms, addressed the board with a PowerPoint presentation regarding the TechFarm Land Sale Agreement. He reviewed a history of the land and agreements with the city. Miller requested that the board consider amending the current agreement to state that proceeds donated to the city from future land sales be used in or adjacent to the TechFarm for infrastructure or price reductions for potential buyers. He also asked that a board be established comprised of members from both VanVactor Farms and city representatives, to decide how the donations to the city should be spent within the TechFarm.

City Attorney Surrisi said this is not an action item for tonight and that he has received a draft agreement from Mr. Miller's lawyer that he has not yet had a chance to review.

Grobe asked if there is any monetary gain for VanVactor Farms after the sales are finalized. Miller said no. VanVactor Farms no longer has a construction company and land purchasers are free to choose contractors as they wish. He said the landowners do have to comply with covenants and CCR's that are in place.

Clerk-Treasurer Xaver presented the following request:

Please allow the masonry company doing work on the Rees Cinema building to block the East Laporte Street sidewalk along the side of the building at 100 N Michigan Street. They will also need to use the parking spots along the south side of the building for an aerial bucket truck. Work will begin the week of October 16th and will take three weeks, depending on the weather. The contractor will provide the necessary barricades. S/ Randy Danielson, 1000 N Michigan Street, Plymouth, 574-936-2829

Mr. Danielson explained the request and was present to answer questions. He said the contractor may need to use a roll-off dumpster on site as well. Houin asked if the dumpster would be placed in the parking spaces along the side of the building.

Board Members Houin and Fonseca moved and seconded to approve the request with the addition of the roll-off dumpster in the parking spaces on the road. The motion carried.

Board Members Houin and Fonseca moved and seconded to allow the payroll for October 13, 2017, and the claims for October 9, 2017, as entered in Claim Register #2017. The motion carried.

There being no further business to discuss, Members Houin and Grobe moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:41 p.m.

Jeanine M. Xaver, IAMC, CMC
Clerk-Treasurer

APPROVED:

Mark Senter
Mayor

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

10/2/2017 – Tree Request: Maple tree at 407 Pierce St. on road needs trimmed/removed. Large branch over house with large rotten knot hole, several on tree, unsafe! S/ Lance Mangun, 407 Pierce St, Plymouth, 574-952-2366