

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, JULY 8, 2019

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on July 8, 2019. The meeting was held in the Council Chambers, 124 N. Michigan St., Plymouth, Indiana. Mayor Senter called the meeting to order at 6:00 p.m.

Mayor Senter presided for Board Members Culp, Houin, Milner, and Walters. City Attorney Surrisi and 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 June 24, 2019. The motion carried.

Utility Superintendent Davidson reported on the Candy Lane Storm Sewer Improvement Project. He requested the board's approval of the Certificate of Substantial Completion for Selge Construction Co. Inc.

Board Members Walters and Culp moved and seconded to approve the Certificate of Substantial Completion for Selge Construction Co. Inc., for the Candy Lane Storm Sewer Improvement Project. The motion carried.

Davidson also presented Change Order #1 for Selge Construction Co., Inc. for an increase in the contract in the amount of \$829.40. He explained that this is after unit quantities have been totaled and it is less than 1% of the bid project. He is satisfied with this amount.

Board Members Milner and Houin moved and seconded to approve Change Order #1 to Selge Construction for \$829.40. Walters questioned the calculation of the original contract price plus the change order amount totaling the new contract price. Davidson said the original contract price was \$1,069,471.65, not \$1,067,471.65, so there is a typographical error on the change order. The final total of \$1,070,577.05 is the correct amount. The motion carried.

Lastly, Davidson asked the Board to approve the release of the retainage to Selge Construction for the Candy Lane Storm Sewer Improvement Project in the amount of \$53,487.38. The punch list items are complete and there is a one-year warranty on the project.

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Board Members Houin and Culp moved and seconded to approve the release of the retainage to Selge Construction. The motion carried.

Davidson noted that the inspection on the project was conducted internally, which saved about \$45,000 for the project.

Fire Chief Rod Miller presented the following monthly reports:

Plymouth Fire Dept

Departmental Activity Report

Current Period: 06/01/2019 to 06/30/2019, Prior Period: 01/01/2019 to 06/30/2019

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	2	2.31	4	104.50
Combustible/flammable spills & leaks	1	0.91	5	28.20
Cultivated vegetation, crop fire	0	0.00	1	39.42
Dispatched and cancelled en route	14	10.36	95	144.84
Electrical wiring/equipment problem	1	1.34	6	12.22
Emergency medical service (EMS) Incident	148	320.34	919	2,267.22
Extrication, rescue	0	0.00	1	2.20
False alarm and false call, Other	6	31.76	20	74.43
Fire in mobile property used as a fixed	1	3.90	1	3.90
Fire, Other	0	0.00	6	24.73
Good intent call, Other	0	0.00	2	6.54
Hazardous condition, Other	1	4.57	1	4.57
Medical assist	3	1.35	40	248.99
Mobile property (vehicle) fire	3	17.02	6	29.85
Natural vegetation fire	0	0.00	3	8.24
Outside rubbish fire	1	1.35	4	7.12
Public service assistance	0	0.00	1	1.28
Rescue or EMS standby	0	0.00	1	0.89
Rescue, emergency medical call (EMS),	0	0.00	1	1.91
Severe Weather & Natural Disaster -	0	0.00	1	0.00
Smoke, odor problem	0	0.00	2	10.27
Steam, Other gas mistaken for smoke	0	0.00	5	23.51
Structure Fire	0	0.00	8	162.64
System or detector malfunction	1	6.38	3	8.09
Unintentional system/detector operation	0	0.00	6	10.19
Wrong location, no emergency found	0	0.00	1	1.55
	182	401.59	1,143	3,227.30
Training				
Abulance Opps	1	0.50	1	0.50
Advanced Cardiac Life Support	0	0.00	7	18.00
Airway Management	0	0.00	22	30.00
Allergies	0	0.00	2	2.00
Anaphlaxis	0	0.00	2	2.00
Ariel Operations	18	36.00	18	36.00
Bleeding Control	0	0.00	12	12.00

* 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				
Blood Bourne Pathogens	0	0.00	5	5.00
Cardiology	0	0.00	21	51.00
Communications Equipment	0	0.00	1	1.00
CPR	0	0.00	10	10.00
CPR Recert	0	0.00	37	148.00
Cric/needle cric	11	203.00	11	203.00
EMS Audit & Review	14	28.00	59	85.67
EMS Skills	0	0.00	15	6.00
EMT-B	0	0.00	10	28.00
Epi Pens	0	0.00	1	1.00
Epinephrine Administraton	2	1.50	2	1.50
ESO	0	0.00	40	49.00
FF I-II	1	1.00	67	157.00
FF I-II SKILLS	8	20.00	49	234.50
Fire Behavior	12	36.00	12	36.00
Gas Pipe line Safety	0	0.00	24	50.50
General Building Construction	0	0.00	4	8.00
Hand Hygiene	0	0.00	1	1.00
Hazardous Materials Overview	0	0.00	1	2.00
Hazmat Awareness and Operations	0	0.00	3	12.00
Hose Lays	18	36.00	18	36.00
Ice Rescure	0	0.00	13	39.00
Infection Control	0	0.00	1	1.00
Instructor Training	0	0.00	9	44.00
Marshall County Fire Association Mtg.	0	0.00	4	8.00
Mega Code	0	0.00	15	25.00
NIMS MADATORY	0	0.00	3	6.00
P H T L S	0	0.00	12	96.00
Paramedic School	0	0.00	7	46.00
Pediatric Emergencies	1	0.50	8	7.50
PEPP & PALS Hybrid Coarse	0	0.00	3	12.00
Physical Ability Test	0	0.00	5	20.00
PPE	0	0.00	1	3.00
Protocol Review	0	0.00	5	6.00
Public Relations	0	0.00	4	12.00
Ropes & Knots	0	0.00	25	47.00

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Training				
SEARCH & RESCUE	0	0.00	22	77.00
Sepsis	0	0.00	12	12.00
Shock	0	0.00	1	1.00
Solar Power Safety	0	0.00	12	24.00
Strategic and Tactical Operations	0	0.00	3	3.00
STREET DRUGS	0	0.00	21	42.00
Suicide Prevention	0	0.00	1	1.00
Toxicology	0	0.00	5	10.00
Volunteer Fire Business Mtg.	21	24.57	115	191.07
	107	387.07	762	1,960.24

Plymouth Fire Dept

Incidents by District (Summary)

Alarm Date Between {06/01/2019} And {06/30/2019}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
001 Argos	5	2.74 %	\$0	0.00 %
006 Lapaz	1	0.54 %	\$0	0.00 %
007 Plymouth	121	66.48 %	\$18,000	30.51 %
008 Polk	1	0.54 %	\$0	0.00 %
011 Center Twp	21	11.53 %	\$30,000	50.85 %
019 West Twp	29	15.93 %	\$11,000	18.64 %
16 Lakeville/Lapaz Paramedic Assist	2	1.09 %	\$0	0.00 %
18 Walkerton Paramedic Assist	2	1.09 %	\$0	0.00 %
Total Incident Count:	182		Total Est Losses:	\$59,000

Police Chief Dave Bacon presented the following monthly reports:

PLYMOUTH POLICE DEPARTMENT

Code Enforcement

Activity Report Summary 2019

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Tall Grass	0	0	0	0	45	47							92
Owner Complied	0	0	0	0	40	45							85
City Action (Mowed)	0	0	0	0	5	2							7
Action Pending	0	0	0	0	0	0							0
Abandoned or Junk Vehicles	7	9	13	13	6	8							56
Owner Complied	6	9	12	13	6	4							50
City Action (Towed)	1	0	1	0	0	1							3
Action Pending	0	0	0	0	0	3							3
Debris/Junk on Property	2	12	22	15	5	7							63
Owner Complied	2	8	16	15	5	5							51
City Action (Cleaned)	0	4	6	0	0	1							11
Action Pending	0	0	0	0	0	1							1
Fowl/Livestock	0	0	0	0	0	0							0
Owner Complied	0	0	0	0	0	0							0
City Action	0	0	0	0	0	0							0
Action Pending	0	0	0	0	0	0							0
Signs in Public Right of Way (Removed)	0	1	2	0	0	13							16

PLYMOUTH POLICE DEPARTMENT

Activity Report Summary 2019

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Calls for Service, Complaints, Information	694	654	679	747	908	924							4,606
911 Hang-Up Calls	69	80	57	69	78	89							442
Alarms	89	64	64	60	56	80							413
Vehicle Checks	11	12	16	13	23	25							100
Assist Other Agencies	6	13	9	6	10	16							60
Animal Complaints	19	10	22	21	22	44							138
Traffic Stops	333	296	291	292	469	470							2,151
Citations Issued	141	84	146	115	311	289							1,086
Accident Reports	50	36	22	24	51	55							238
Case Reports	122	128	135	126	140	154							805
Arrests	46	52	65	35	56	50							304
Arrests (Adult)	41	43	52	30	46	44							256
Arrests (Juvenile)	5	9	13	5	10	6							48

Street Superintendent Marquardt reviewed the sidewalk request from Jeffery Hostetler at 133 E Harrison Street. He said he inspected this area. It falls low on the MACOG list in category 1C. There are a couple of bad spots, but it is fairly level. The second request is from Tori Kisther at 300 Charles Street. He said the sidewalk is torn up but falls even lower on the MACOG list. There are several sections that have large dips in them; Marquardt said those can be patched. Lastly, Aleeshia Fisher requested the sidewalk be reviewed at 800 Miner Street, along Alexander Street. Marquardt said that this area is high on the list and is categorized as a 3E. Adjacent sidewalks have already been replaced and feels this section could be done in 2020.

Marquardt recommended that the 800 Miner Street request be added to the 2020 sidewalk project list and they will wait to work on the other two requests.

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City Engineer Gaul presented UT-19-022, a request to work in the city's right-of-way from CenturyLink for Hoham Drive from Western to Markley. He reviewed the details and noted that there is a \$5,000 financial guarantee. The company will also need permission from the Marshall County Surveyor.

Board Members Culp and Milner moved and seconded to approve the work in the right-of-way, subject to the terms, notes, and conditions outlined in the correspondence provided by City Engineer Gaul and the placement of the financial guarantee. The motion carried.

Gaul also discussed the Community Crossing Matching Grant. He requested that street work for several locations be added to the list for street improvements using the city's share of funds leftover from previous grants. The grant application is due to the state by the end of July. The areas for the street improvements include Ferndale from Liberty to East Street, as well as Airport Road from Michigan to the dead end.

Houin asked if the driveway to the airport is considered a city street. City Engineer Gaul said yes, it is a city street that is located on airport property with another property owner being served by that street. Houin asked if there were still discussions about moving that drive. Sheley said that is at least eight years out.

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

City Attorney Surrisi presented Executive Order 2019-03, Regarding Plymouth Community Ambulance Service.

EXECUTIVE ORDER 2019-03

CITY OF PLYMOUTH, INDIANA

REGARDING PLYMOUTH COMMUNITY AMBULANCE SERVICE

WHEREAS, within the interval between the last and the upcoming Plymouth Board of Public Works and Safety meeting, the Plymouth Community Ambulance Service received a request to serve in the medical detail for Vice President Pence's upcoming travel from Grissom Air Force Base to Marshall County. It is a great honor for the skilled men and women of the Plymouth Community Ambulance Service to be recognized for this special service to our country. The purpose of this order is to authorize their participation in this task.

NOW, THEREFORE, by virtue of the authority vested in me as the Mayor of the City of Plymouth, in order to insure the efficient government of the City, pursuant to Indiana Code § 36-4-5-3(7) and all other applicable law, it is hereby ordered as follows:

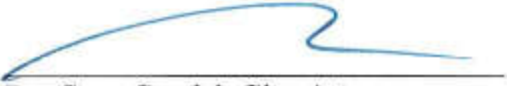
1. The Plymouth Community Ambulance Service is authorized to travel by ambulance to and from Grissom Air Force Base to assist with Vice President Pence's medical detail during his upcoming travel to Marshall County in the days surrounding Independence Day.

DATED this 2nd day of July, 2019.

CITY OF PLYMOUTH, INDIANA


By: Mark Senter, Mayor

APPROVED AS TO FORM AND LEGALITY:


By: Sean Surrisi, City Attorney

Board Members Houin and Culp moved and seconded to ratify Executive Order 2019-03, Regarding Plymouth Community Ambulance Service. The motion carried.

Clerk-Treasurer Xaver presented the following requests:

Request check in advance to pay "Autumn Leed & the River City Band" on 7/27/19 for Downtown Tractor Show event. S/ Laura Mann, Promotion of the City Coordinator, 124 N Michigan St, Plymouth, 574-936-6717

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Request check in advance to pay “MGB Band” on 7/12/19 for Downtown 2nd Friday event.
S/ Laura Mann, Promotion of the City Coordinator, 124 N Michigan St, Plymouth, 574-936-6717

Board Members Milner and Walters moved and seconded to approve both requests as presented. The motion carried.

Board Members Houin and Walters moved and seconded to allow the payroll for July 15, 2019 and the claims for July 8, 2019 as entered in Claim Register #2019. The motion carried.

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

- Notice of Adoption of a Declaratory Resolution of the Plymouth Redevelopment Commission and of a Public Hearing With Respect Thereto
- June 2019 Fire Department Reports

The motion carried.

There being no further business to discuss, Board Members Culp and Milner moved and seconded to adjourn the meeting. Mayor Senter declared the meeting adjourned at 6:18 p.m.

Jeanine M. Xaver, IAMC, CMC
Clerk-Treasurer

APPROVED:

Mark Senter, Mayor

The following requests were forwarded to the proper committee to act upon:

6/21/2019 – Tree Request: Large bee hive inside the main trunk of the tree, possibly causing it to be hollow. Located on the parkway next to the drive way. Evaluate if needs cut down. Large dead tree across the street on William on the parkway of a vacant lot. Please cut it down. S/ Shauna L. Golba, 500 Miner Street, 630-397-1302

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6/21/2019 – Tree Request: About 3’ up the tree there’s a hole in the tree, possibly caused by termites. Location at 1009 Elm St. Please inspect ASAP. S/ Michael Guard, neighbor, 1013 Elm St, 574-936-7247

6/24/2019 – Tree Request: Trim lower limbs off tree in tree lawn over side walk – I think it’s a pear tree – it’s the only tree in front of house. S/ Lois Krathwohl, 607 Randolph St, 936-7928

6/26/2019 – Tree Request: A big tree in back yard hanging over power lines. S/ Tori Kistler, 300 Charles St, 574-551-5165

7/1/2019 – Tree Request: Dead tree in terrace next to drive. West of driveway. S/ John Wraight, owner, 700 Ferndale St, 574-767-0466

7/2/2019 – Tree Request: Ash tree in boulevard at 618 Thayer St Plymouth. It is half dead and there are signs of insect activity. We can immediately burn the dead wood in our fire pit if it would prove dangerous to move off property. We would like to save the tree if possible and protect the other ash tree in the boulevard. S/ Valerie Harris, 618 Thayer St, 574-935-4967