

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, JANUARY 27, 2020

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on January 27, 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, Jeff Houin, Shiloh Milner and Bill Walters. City Attorney Sean Surrisi and Clerk-Treasurer Jeanine Xaver were also present.

Members Culp and Milner moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on January 13, 2020. The motion carried.

Building Commissioner Keith Hammonds notified the board that the State of Indiana just adopted a new residential code. The last update was in 2003. He is going through the book now to review changes that have gone into effect.

Street Superintendent Marquardt requested permission to seek quotes for a new ¾ ton pickup truck and a 4500 series dump truck chassis.

Board Members Houin and Walters moved and seconded to approve the request to begin soliciting quotes. The motion carried.

Cemetery Superintendent Mike Collins requested permission to seek quotes for a new dump truck. This would be replacing the department's 1990 dump truck.

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

City Engineer Rick Gaul presented the Engineering Department's annual report:

RE: Engineering 2019 Yearly Summary Report
SW-20-001

Please find below the 2019 Yearly Summary Report for the Engineering Department.

2019 Time Breakdown Per Area

City Engineer Time is funded by the Stormwater Utility (75%) and City Taxes (25%). There are four basic areas that require time; Stormwater, Public Works, Planning [Technical Review Committee (TRC) items], and Utility (Work in the ROW).

Area – City Engineer time for 2019:

- Public Works (Streets, LPA (federal funded) Projects, etc) – 56% - (63% in 2018)
- Storm Water (Drainage & MS4) – 32% - (35% in 2018)
- Utility (Work in the ROW) – 10% - (new area; time in Public Works in 2018)
- Planning, TRC Meetings, & Plan Commission – 2% - (2% in 2018)

GIS/Engineering Tech time is funded by the Utilities: Wastewater (1/3), Water (1/3), and Stormwater (1/3). There are five basic areas that require time; GIS, Stormwater, Public Works, Planning [Technical Review Committee (TRC) items], and Utility (Work in the ROW).

Area – GIS/Engineering Tech time for 2019:

- GIS (Utility updates, non-utility Department Maps, etc) – 48% (40% in 2018)
- Public Works (Streets, LPA (federal funded) Projects, etc) – 42% (48% in 2018)
- Planning, TRC Meetings, & Plan Commission – 6% (3% in 2018)
- Storm Water (Drainage & MS4) – 3% (9% in 2018)
- Utility (Work in the ROW) – 1% (new area; time in Public Works for 2018)

2019 Time Breakdown Per Department/Entity

for the 2019 Engineering Department time major projects:

- Street Department Projects – 33% (33% in 2018)
 - 2019 Street & Sidewalk Fall Projects
 - 2019 Street Contracted Construction Operations Report
 - 2019 Street & Sidewalk Capital Asset Calculations
- Public Work/ Engineering Projects – 25% (27% in 2018)
 - East Laporte Street Footbridge – Restoration PE
 - Hoham Drive – Reconstruction PE
 - Greenways Trail Construction CN & CE
 - Community Crossings Projects - Applications & Closeouts
 - Street inventory / Pavement Asset Management Program
 - LPA Project Reviews & Quarterly Reports
- Work in the Right of Way – 15% (7% in 2018)
 - Research
 - Policy preparation - Small Cell Facilities in ROW
 - Underground Utility Plan Reviews, Meetings and Final Inspections
 - With the Utility Superintendent and the Street Superintendent
- MS4 Projects – 9% (15% in 2018)
 - Stormwater Pollution Prevention Plans (SWPPP) Reviews & Site Inspections
 - Stormwater Outlet Inspections & Testing
 - IDEM MS4 Permit Renewals, & Reports,
 - Six Minimum Control Measure requirements, etc
- Stormwater Drainage – 7% (10% in 2018)
 - Stormwater Drainage Reviews & Project Research
 - Stormwater Inspections

- Technical Review Committee Items – 5% (3% in 2018)
 - Project Research
 - Meetings, Agendas, Meeting Notes.

The remaining 6% (5% in 2018) of the projects cover a wide range of items with several different departments.

2019 Project Time Breakdown

The following projects required the most combined Engineering Department project time in 2019:

- PW-19-008 2019 STREET & SIDEWALK FALL PROJECTS [13 %]
 - Local Street Projects - General design, contract, bidding, misc inspections, contract administration
- PW-19-038 2019 STREET & SIDEWALK CCMG PROJECTS, PW-19-007 CCMG APPLICATIONS, & PW-19-006 STREET INVENTORY [6 %]
 - Performing street inventories and Pavement Asset Management Plans
 - Preparing applications & designs for CCMG projects
 - Bidding
- PW-18-062 SMALL CELL FACILITIES STANDARDS & SPECS [4 %]
 - Research of FCC Reports & Orders; and Indiana State Laws
 - Preparing policies, procedures, and accessory forms
- PC-19-001 TRC MEETING ITEMS 2019 [4 %]
 - Project Research
 - Meetings, Agendas, Meeting Notes, & Distribution.
- PW-18-035 2019 STREET & SIDEWALK SPRING PROJECTS [3%]
 - CCMG Projects construction & contract administration
 - Began Closeout documents

The above five projects accounted for 30% of the Engineering Department project time breakdown in 2019.

A total of 195 (121 in 2018) projects were addressed, in varying degrees, this year and accounted for most of the remaining Engineering Department Time. There were 47 Public Works Projects; 38 Stormwater Projects; 11 Planning Projects; and 35 Utility Projects received in 2019.

Because of the workload; the Drainage & SWPPP reviews and some inspections needed to be performed by a consultant. Approximately \$10,000.00 [\$18,000.00 in 2018] was used for these services. Funding was from the Stormwater Utility Budget.

If you have any questions or desire further information/details, please advise.

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Gaul notified the board that he has met with Verizon regarding small cell facilities requests. They are looking at submitting three projects: Center/Jefferson Street, Jefferson/Lincolnway East split and by the Webster Center. There is a 10-day time frame to review the requests.

City Attorney Surrisi requested ratification of Executive Order 2020-01 regarding the temporary closure of Stanley Drive. Mayor Senter added that the closure was to allow the delivery of equipment to AK Industries' newly purchased building on this road.

Board Members Culp and Walters moved and seconded to ratify of Executive Order 2020-01. The motion carried.

Board Members Houin and Milner moved and seconded to allow the payroll for January 31 and the claims for January 27, 2020, as entered in Claim Register #2020. The motion carried.

There being no further business to discuss, Board Members Milner and Senter moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:08 p.m.

Jeanine M. Xaver, IAMC, CMC
Clerk-Treasurer

APPROVED:

Mark Senter
Mayor