

## REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, AUGUST 9, 2021

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on August 9, 2021. The meeting was held in the Council Chambers, on the second floor of the City Building, 124 N. Michigan St., Plymouth, Indiana.

Mayor Senter called the meeting to order. Senter presided for Board Members Bill Walters, Jeff Houin and Shiloh Milner who were physically present. City Attorney Sean Surrisi and Clerk-Treasurer Xaver were also present. Board Member Duane Culp was absent. The public was able to see and hear the meeting through Microsoft Teams.

Board Members Walters and Houin moved and seconded to approve the minutes of the Regular Session and Executive Session meetings of July 26, 2021. The motion carried.

Utility Superintendent Davidson updated the council on several projects. He stated that they will be replacing a well at the Ledyard plant. They were currently on phase two of this which was to drill test wells and then pump it. This was due to one of the current wells having a very high level of manganese. Manganese is found in the water naturally, but in that well there was such a high level it was very hard to treat. They expect this to be completed in the next month.

Davidson addressed the digester renovation / Guaranteed Savings Project which is coming to an end soon. They had discovered that there was a gear box that needed to be replaced. The gear box was a custom-made gear box which caused the project to be pushed back. They would still be realizing a savings with this project from the budget that was given.

The sewer lining project had started earlier that day on Kingston and Highland. The project had been completed before the start of the meeting. The next portion would be on West Monroe Street. After the completion of that portion would be an alley sewer between Lake and Sycamore Street to be relined.

The conversation is still continuing with JPR Engineering about expanding to accept wastewater from portions of the county that are in need. Davidson stated that they had recently sent some questions to them about the project, and that if the board had questions to let him know so that they could get those addressed. He added that this would be hinging on Marshall County moving forward.

Senter asked what was being done over at Washington Discovery Academy. Davidson stated that this was a storm sewer pipe that was being replaced in conjunction with the work the school system had planned for their drainage. This work had been completed earlier in the day.

City Engineer Gaul reviewed UT21-015: Comcast- 2225 N. Michigan Speedway Coax – Work in the Right of Way. He stated that everything was in line except the depth of the line. This

would need to be corrected to 35 inches rather than the current 24 inches. There has not been a response from the contractor yet. There would also be a \$5,000.00 Financial Guarantee for the project. Gaul asked for the board to conditionally approve the work in the right of way pending the changes as he had previously mentioned.

Board Members Houin and Walters 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 pending the change in depth as requested previously. The motion carried.

City Engineer Gaul reviewed UT-21-011 NIPSCO Circuit Rebuild WO#51677-912. He stated that NIPSCO had been working on relocating poles. After a few meetings with city officials and the request for a schedule of work, there had still not been any updates to the city on the work or a schedule. There had been contact by Police Chief Bacon and Fire Chief Holm to someone at NIPSCO and they would be getting a schedule together soon. Gaul asked for the board's approval of UT-21-011 pending NIPSCO providing the city a schedule of work.

Board Members Houin and Walters moved and seconded to approve UT-21-011 NIPSCO Circuit Rebuild WO#51677-912 pending on NIPSCO providing the city a schedule of the work. The motion carried.

City Engineer Gaul reviewed the work being done on the Laporte St. Footbridge. The Design Engineer had run into some problems with the support columns. This in turn required more research to be done in order to solve these issues. In turn, they had found three items that did not have to be performed which included: detailing what the properties have on them, Right of Way Engineering, and Right of Way staking. The cost of these three items was \$3,850.00 which they were requesting that be moved to the bridge design portion of the contract. This in turn would need to be reviewed by INDOT. Gaul stated that he had a call in with INDOT already, and was looking for approval to move the funds over to this part of the contract pending approval of INDOT.

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

City Engineer Gaul updated the council on the Street and Sidewalk projects. He stated that there would be a pre-construction meeting on the 16<sup>th</sup>. After this they expect that insurance papers and the bonds for the work.

Senter asked Utility Superintendent Davidson if he had noticed the standing water on the corner of Hillcrest. Davidson stated that there had been water standing at the property on Hillcrest

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by Garden Court. They were looking into it and seeing if they could relandscape it to prevent this from happening.

City Attorney Surrisi presented Executive Order 2021-05: Blocking Parking Spaces Near 115 N. Michigan Street for consideration by the Board of Public Works and Safety. He stated that this was for Wild Rose Moon to do some work on the façade of their building. He asked for the board to ratify the Executive Order.

Houin stated that he noticed that there was still stuff there. He asked if they had any plans for this. Surrisi stated that he had not followed up with them yet, but they did seem to be a bit behind. They may have to do another executive order for the upcoming week.

Board Members Walters and Milner moved and seconded to ratify Executive Order 2021-05: Blocking Parking Spaces Near 115 N. Michigan Street. The motion carried.

Clerk-Treasurer Xaver presented the following requests to the Board of Works:

8/3/21 - Plymouth-Kilwinning Masonic Lodge requests to use the water tower lot located on Parkview Street to park cars for Blueberry Festival and to use the water tower area to park golf carts. We have done this for many years. S/ Steve Pletcher, Jr, 109 Water St, Plymouth

Xaver stated that they are required to provide proof of insurance to do this.

Davidson stated that they had worked with them closely in the past. Their main concerns would be to keep people from hitting the legs on the tower.

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

Xaver noted that the pre-payment for one of the performers for the Mayor's Month of Music that the board had approved on June 14<sup>th</sup> had been voided. She asked the Board to approve pre-payment to the replacement performer, Cornfield Mafia, under the same terms and conditions.

Board Members Milner and Walters moved and seconded to approve the pre-payment to Cornfield Mafia under the same terms and conditions put forth for the previous performer. The motion carried.

Clerk-Treasurer Xaver noted that the city had received proposals from FSS Technologies for security improvements to several departments. The proposals from FSS includes terms of a 50% deposit due in advance. She stated that since they do not typically do this, it would still fall under the preapproval of claims. This would run at about \$8,500.00 for four departments.

Houin asked what this project was. Xaver stated that this was in part for the utilities, and part for the city building. The work would entail adding additional cameras, and securing the buildings a bit more.

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Board Members Houin and Walters moved and seconded to approve the 50% deposit to FSS Technologies for security improvements. The motion carried.

Clerk-Treasurer Xaver stated that a couple of the departments did not submit invoices to her office in order to meet the filing requirements of State Code. She asked the board to consider approval of two invoices to Ceres Solutions totaling \$735.27, two invoices to Kabelin Ace Hardware totaling \$103.65 and seven invoices to Smith Farm Store totaling \$84.54 in addition to the claims information that was provided to them in their packet.

Board Members Houin and Milner moved and seconded to allow the payroll for July 30, 2021, two claims for Ceres Solutions totaling \$735.27, two invoices to Kabelin Ace Hardware totaling \$103.65, and seven invoices to Smith Farm Store totaling \$84.54 in addition to the claims for August 9, 2021, as entered in Claim Register #2021. The motion carried.

Board Members Senter and Milner moved and seconded to accept the following

communications:

- 08.09.21 Check Register
- July 27, 2021 Technical Review Committee Meeting Notes
- Fire Department Activity Report for July 2021

PPD

Departmental Activity Report

Current Period: 07/01/2021 to 07/31/2021, Prior Period: 01/01/2021 to 07/31/2021					
00:00 to 24:00					
All Stations					
All Shifts					
All Units					
Fire Alarm Responses, EMS Alarm Responses, Training Classes, Activities (Non-Incident), Equip Maint/Testing, Departmental Events					
Category	Current Period		Prior Period		
	Count	Staff Hrs	Count	Staff Hrs	
<b>Fire Alarm Situations</b>					
Chemical release, reaction, or toxic condition	0	0.00	5	7.33	
Compressible/flammable spills & leaks	1	0.49	9	15.06	
Controlled burning	0	0.00	1	1.58	
Dispatched and cancelled en route	6	2.36	88	532.63	
Electrical wiring/equipment problem	3	7.25	16	104.94	
Emergency medical service (EMS) Incident	132	214.79	1,062	2,357.12	
Extrication, rescue	0	0.00	2	4.44	
False alarm and false call, Other	5	7.41	24	43.10	
Fire in mobile property used as a fixed structure	0	0.00	3	27.66	
Fire, Other	2	10.36	7	27.68	
Good intent call, Other	0	0.00	7	11.18	
Hazardous condition, Other	0	0.00	3	10.95	
HarMat release investigation w/no HarMat	0	0.00	1	3.60	
Medical assist	7	10.98	47	86.96	

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Mobile property (vehicle) fire	0	0.00	7	31.97
Natural vegetation fire	0	0.00	19	182.33
Outside rubbish fire	0	0.00	3	7.68
Public service assistance	0	0.00	1	3.25
Rescue, emergency medical call (EMS), other	0	0.00	1	1.20
Smoke, odor problem	2	22.96	9	42.09
Special outside fire	0	0.00	3	10.29
Special type of incident, other	0	0.00	1	1.80
Steam, Other gas mistaken for smoke	0	0.00	2	10.69
Structure Fire	2	22.91	7	69.46
System or detector malfunction	0	0.00	8	24.99
Unintentional system/detector operation (no fire)	1	1.23	10	10.94
Wrong location, no emergency found	1	21.00	1	21.00

Training				
accused documentation	0	0.00	2	3.00

\* 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.

08/05/2021 11:55

PFD

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All Stations  
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All Units  
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Maint/Testing, Departmental Events

Category	Current Period		Prior Period	
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Training				
Ambulance Ops	0	0.00	5	5.00
Ariel Operations	2	4.00	2	4.00
cardiovascular emergencies	0	0.00	3	3.00
Communications Equipment	2	8.00	2	8.00
CPR Recert	0	0.00	31	93.00
Critic/needle critc	0	0.00	3	3.00
Documentation	0	0.00	15	15.00
EMS Audit & Review	18	36.00	55	110.00
EMS Operations	0	0.00	1	1.00
EMS Skills	0	0.00	9	18.00
ESO	0	0.00	11	16.50
EMOC	0	0.00	21	118.00
extirpation	4	16.00	4	16.00
FE I-II	11	39.00	32	219.00
Fire Behavior	0	0.00	16	48.00
Fire Investigation	0	0.00	2	6.00
General Fire Prevention	6	24.00	6	24.00
Incident Command System	3	12.00	7	20.00
Instructor Training	0	0.00	52	211.00
MAYDAY	18	45.00	18	45.00
Obseverics	0	0.00	20	20.00
pediatric resuscitation	0	0.00	12	24.00
Preplan	6	12.00	29	58.00
Public Relations	2	5.00	2	5.00
Pump Operations	2	1.16	2	1.16
roof ventilation	0	0.00	4	8.00
Ropes & Knots	0	0.00	4	16.00
SEARCH & RESCUE	0	0.00	34	77.50
Sprinkler Systems	0	0.00	12	24.00
STREET DRUGS	0	0.00	9	9.00
Stroke Training	0	0.00	10	10.00
Trauma Symposium	0	0.00	8	36.00

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08/05/2021 11:55

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Maint./Testing, Departmental Events

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Training				
Volunteer Fire Business Mtg.	24	48.00	113	165.75
	98	250.16	576	1,440.91

The motion carried.

There being no further business, Mayor Senter declared the meeting adjourned at 6:18 pm.

APPROVED:

Jeanine M. Xaver  
Jeanine M. Xaver, IAMC, CMC, ACPFIM  
Clerk-Treasurer

Mark Senter  
Mark Senter  
Mayor

The following requests have been submitted to the proper committee to act:

07/26/21 – The Sidewalk in front of house is becoming dangerous especially after dark. Tree roots have caused the sidewalk in 2 areas to rise about 4 inches. The sidewalk on the North side of house is collapsing inward. Large tree facing 4<sup>th</sup> street is dead at top and losing a lot of bark plus tree roots are pushing up sidewalk. S/Kathryn Nine, 801 W. Washington St. (574)-952-4728

07-27-21 – Would like to have a Locust tree trimmed at 705 W. Garro St. S/Joe Snyder, 705 W. Garro St. (574)-780-3206

08/03/21- Look at Trees in front of house by street. Tell us what needs to be done with them. S/Betty Miller, 1532 Kenwood Ave. (574)-780-8781

08/09/21 – Remove two trees on both sides of east driveway at 200 Charles Street and replant two new trees. Also remove third tree to the west of driveway and replant new tree. S/James W. Standley, 200 Charles St. (574)-292-1888