

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, FEBRUARY 8, 2021

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on February 8, 2021. The meeting was held in the Council Chambers, 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 and Bill Walters. As allowed by Governor Holcomb's Executive Orders, Board Members Jeff Houin and Shiloh Carothers Milner attended the meeting electronically. Clerk-Treasurer Jeanine Xaver and City Attorney Surrisi were also present.

Members Culp and Walters moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on January 25, 2021, as presented. The motion carried.

City Engineer Rick Gaul presented PW 17-106, Historic Footbridge 2022 LPA-Update.

Gaul stated that at the last meeting the board had approved the proposal. Earlier that day he had received an amendment to the contract. A copy of the amendment was given to City Attorney Surrisi and Clerk Treasurer Xaver. Gaul requested approval of the contract for the Historic Footbridge 2022 LPA.

Members Milner and Walters moved and seconded to approve of the contract for PW 17-106, Historic Footbridge 2022 LPA. The motion carried.

City Attorney Surrisi presented the Written Determination that reasonable effort has been made to obtain service and approving service by publication for the unsafe building at 701 West Lake Avenue. He stated that under the statutory provisions for collecting the unpaid costs of the demolition we have to provide notice to the property owner. Typically, this is done through the mail or personal service. In order to make publications, reasonable efforts have to be made to deliver the notice. If this is unsuccessful the city is able to publish the notice after approval from the board. In this case a letter was sent by mail to the last address that was known for the owner which was a family member's house. The formal address for the owner was the demolished house. He then asked for approval for the publication of the written determination that was provided to the board previously.

Board Members Houin and Walters moved and seconded to approve the publication of the written determination. The motion carried.

Clerk Treasurer Xaver presented Dustin's Place Join the Journey 5K Race Request.

Dustin's Place Join the Journey 5K Race. 2nd annual event with same race path as last year. Professional timer with chip start for social distance and staggered race line. Race

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, FEBRUARY 8, 2021

date set for April 17, 2021 starting at Dustin's Place then west into town on Pennsylvania Ave. through the side houses and back to Dustin's Place. S/Viki L Brown 11802 Lincoln Hwy Plymouth, 574-529-0528

Viki Brown was present on Zoom to talk about the request. This is the second year for the race and they asked for permission to do the same path as last year. The path would start at Dustin's Place and follow Lincolnway down to Pennsylvania to Liberty to Kingston which would then go to Lincolnway back to Dustin's Place.

Culp asked if they would need any assistance with traffic or anything for the race. Brown stated that her husband is on the County Sheriff's Department so they pull in two of their reserve officers for Lincolnway and Dustin's Place Volunteers for the other intersections.

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

Clerk Treasurer Xaver presented a request by A&M to place park benches around the downtown.

A&M: Place park benches throughout the city with our information on them. We would pay for the benches, logos, and any upkeep. To beautify our sidewalks and have a place to rest while waiting. S/Laura Anderson 602 E Jefferson St. Plymouth, 574-855-1050

Laura Anderson was present on Zoom to talk about the request. She stated that they were interested in donating and maintaining park benches to provide seating in front of downtown shops and eateries. A&M would purchase and maintain these benches and if for some reason they would need removed they would commit to removing the benches as well. Some of the locations they were considered were City Building, corner next to BP, Mary B's, and the Library.

Houin stated that he was concerned if this would need to be presented to the BZA in terms of the signage and placement. Surrisi stated that he believed it may need to go to the BZA for the signage, but the board could approve the placement as long as it is in the city right of way.

Culp stated that he had received a phone call from some of the owners of businesses down town. They stated that they were concerned due to the fact that about 25 years ago they tried to this. Within two months people had started to loiter and litter. They were also concerned about advertising for a different business being in front of their business. Surrisi stated that more investigating would need to be done in order to talk further about this request.

Board Members Walters and Milner moved and seconded to table the request until further investigation was done on the topic. The motion carried.

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, FEBRUARY 8, 2021

Members Walters and Culp moved and seconded to allow the payroll for February 12,

2021 and the claims for February 8, 2021 as entered in Claim Register #2021. The motion carried.

Board Members Culp and Walters moved and seconded to approve the following

communications:

- 02.08.21 Check Register
- January 2021 Fire Reports
- SW-21-001 Year End Report 2020
- 02.02.21 Fire Pension Board Minutes
- Aquatic Center Memo 02.03.21
- 701 W. Lake Ave. Publication Written Determination

DEPARTMENT OF ENGINEERING
PUBLIC WORKS - STORMWATER MANAGEMENT
CITY OF PLYMOUTH, INDIANA

900 OAKHILL AVENUE - P. O. BOX 492
 PLYMOUTH, IN 46563

PHONE 574-936-3614
 FAX 574-936-3017

Philip R. Rick' Gaul PE
 City Engineer

DATE: February 8, 2020

TO: Board of Public Works & Safety

Mayor Mark Senier

Duane Culp

Shiloh Milner

Jeff Houlin

Bill Walters

FROM: Rick Gaul

COPY: Jeanine M. Xavier

Greg Compton

Don Ecker

Robert Listenberger

Randy Longenecker

Donnie Davidson

Jim Marquardt

RE: Engineering 2020 Yearly Summary Report
 SW-21-001

Please find below the 2020 Yearly Summary Report for the Engineering Department.

2020 Time Breakdown Per Area

City Engineer Total 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 Total Time for 2020:

- Public Works (Streets, LPA (federal funded) Projects, etc) – 51% - (56% in 2019)
- Storm Water (Drainage & MS4) – 35% - (32% in 2019)
- Utility (Work in the ROW) – 12% - (10% in 2019)
- Planning, TRC Meetings, & Plan Commission – 2% - (2% in 2019)

GIS/Engineering Tech Total 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 Total Time for 2020:

- GIS (Utility updates, non-utility Department Maps, etc) – 49% (48% in 2019)
- Public Works (Streets, LPA (federal funded) Projects, etc) – 30% (42% in 2019)
- Planning, TRC Meetings, & Plan Commission – 5% (6% in 2019)
- Storm Water (Drainage & MS4) – 13% (3% in 2019)
- Utility (Work in the ROW) – 3% (1% in 2019)

2020 Time Breakdown Per Department/Entity

for the 2020 Engineering Department Project Time:

- Public Work/ Engineering Projects – 28% (25% in 2019)
 - East Laporte Street Footbridge – Restoration PE
 - Hoham Drive – Reconstruction PE & ROW
 - Greenways Trail Construction - CE
 - Community Crossings Projects – Design, Applications & Closeouts
 - Pioneer Drive CCMG Project - Construction
 - 2019 Street & Sidewalk CCMG Projects - Construction
 - Street Inventory / Pavement Asset Management Program
 - LPA Project Reviews & Quarterly Reports
- Street Department Projects – 23% (33% in 2019)
 - 2019 Street & Sidewalk Fall Projects
 - 2020 Street Contracted Construction Operations Report
 - 2020 Street & Sidewalk Capital Asset Calculations
- MS4 Projects – 15% (9% in 2019)
 - Stormwater Pollution Prevention Plans (SWPPP) Reviews & Site Inspections
 - Stormwater Outlet Inspections & Testing
 - Stormwater Utility ERU Updates
 - IDEM MS4 Biennial Report,
 - Six Minimum Control Measure requirements, etc
- Stormwater Drainage – 13% (7% in 2019)
 - Stormwater Drainage Reviews & Project Research
 - Stormwater Inspections
- Work in the Right of Way – 10% (15% in 2019)
 - Research
 - Policy preparation - Underground Work in ROW
 - Underground Utility Plan Reviews, Meetings and Final Inspections
 - With the Utility Superintendent and the Street Superintendent
- Technical Review Committee Items – 7% (5% in 2019)
 - Project Research
 - Meetings, Agendas, Meeting Notes.

The remaining 4% (6% in 2019) of the Project Time covers a wide range of items with several different departments.

****THIS SECTION INTENTIONALLY LEFT BLANK****

2020 Project Time Breakdown

The following projects required the most combined Engineering Department Project Time in 2020:

- PW-20-012 2020 SUMMER STREET & SIDEWALK PROJECTS [20 %]
 - Local Street Projects - General design, contract, bidding, misc inspections, contract administration
- PW-19-037 PIONEER DRIVE RECONSTRUCT CCMG [6 %]
 - Preparing applications for CCMG projects
 - Design and Bidding Reviews
 - Construction Reviews
- SW-20-011 2020 STORMWATER UTILITY UPDATES [5 %]
 - Updating Utility Billing ERU with 2019 Orthos
- PW-16-072 HOHAM DRIVE RECONSTRUCTION LPA [5%]
 - City Representative for Consultant's Contract Agreement, Designs, Public Hearing, Right of Way, & Invoicing
 - City Representative for INDOT & FHWA Requirements: Agreements & Supplemental Agreements, Funding Requests, Reimbursement Claims and MACOG & INDOT Quarterly Reports
- PC-20-001 TRC MEETING ITEMS 2019 [4 %]
 - Project Research
 - Meetings, Agendas, Meeting Notes, & Distribution.

The above five projects accounted for 40% of the Engineering Department Project Time breakdown in 2020.

A total of 184 (195 in 2019) projects were addressed, in varying degrees, this year and accounted for most of the remaining Engineering Department Time. There were 42 Public Works Projects, 33 Stormwater Projects, 7 Planning Projects, and 33 Utility Projects received in 2020.

Because of the workload, the Drainage & SWPPP reviews needed to be performed by a consultant. Approximately \$22,600.00 (\$10,000.00 in 2019) was used for these services. Funding was from the Stormwater Utility Budget & Engineering Budget.

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

Thank You.

Rick Gaul

****THIS SECTION INTENTIONALLY LEFT BLANK****

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, FEBRUARY 8, 2021

Plymouth Fire Dept
 Departmental Activity Report

Current Period: 01/01/2021 to 01/31/2021. Prior Period: 01/01/2021 to 01/31/2021
 00:00 to 24:00
 ALL STAFFS
 ALL STAFFS
 Fire Alarm Responses, Training Classes

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Fire Alarm Situations				
Control/Alarm/Alarmable Sprinklers & Detectors	1	1:37	1	1:37
Missed/Not and completed on scene	12	14:36	12	14:36
Electrical wiring/equipment problem	3	24:48	3	24:48
Emergency medical services (EMS) response	152	222:23	129	222:23
False alarm and false on 1, other	2	4:34	2	4:34
False other	1	12:31	1	12:31
Good intent call, other	1	0:00	1	0:00
Medical service	4	2:19	4	4:14
Mobile property transferred from	1	3:16	1	4:14
Service, other problem	2	4:00	3	4:05
Workplace fire	1	2:30	1	3:30
System or detection malfunction	4	22:08	4	22:02
Unintentional system/detector activation	1	1:24	1	5:33
Training	191	412:27	104	413:07
Fire Recruit	41	23:05	22	37:00
Fire Academy Unit	1	4:00	1	1:00
EMS Recruit & Service	52	44:00	22	44:00
	56	100:00	56	145:00

Plymouth Fire Dept
 Incidents by District (Summary)

Alarm Date Between (01/01/2021) And (01/31/2021)

District	Count	% of Total Incidents	Est. Losses	% of Total Est. Losses
000 Plymouth	131	67.53%	30	0.00%
011 Central Twp	39	18.05%	97	0.00%
019 West Twp	24	12.37%	30	0.01%
10000 Plymouth Acadia	2	1.02%	20	0.00%
15000000 Plymouth Acadia	1	0.51%	30	0.04%
160000000 Plymouth Acadia	1	0.51%	30	0.04%
Total Incident Count: 194			Total Est. Losses: 98	

There being no further business to discuss, Board Members Walters and Culp moved and seconded to adjourn the meeting. The motion carried and Mayor Senter declared the meeting adjourned at 6:30 p.m.

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, FEBRUARY 8, 2021

Jeanine M. Xavier

Jeanine M. Xavier, IAMC, CMC, CPFM
Clerk-Treasurer

APPROVED:

Mark Senter

Mark Senter, Mayor

The following request was forwarded to the proper committee to act:

Southeast corner of Oakhill Ave. and Elm Street. The limbs hang lower than the street sign. In a bigger vehicle, like a bus, you can hardly see East. S/Alan Hall, 701 Berkley St.574-767-0699