

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, SEPTEMBER 27, 2021

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session at 6:00 p.m. on September 27, 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, Duane Culp, Jeff Houin and Shiloh Milner who were physically present. City Attorney Sean Surrisi and Clerk-Treasurer Xaver were also present. The public was able to see and hear the meeting through Microsoft Teams.

Board Members Houin and Culp moved and seconded to approve the minutes of the Regular Session meeting of September 13, 2021. The motion carried.

Utility Superintendent Davidson stated that he had submitted the new job descriptions for the 2022 salary ordinance to HR for review.

Utility Superintendent Davidson informed the board that he would be submitting two grant applications to IPEP for two safety items. One was for the water department for a trench box for safety during excavations. The other was for the wastewater treatment plant for arc flash kits. A total commitment for these would be \$11,079.60. The city's portion would be \$2,215.92. He asked the board for approval to proceed with the submission of the application as he had already discussed this with the Clerk-Treasurer and there would be funds available for the city's portion of the grant.

Board Members Culp and Houin moved and seconded to approve the submission of the two applications to IPEP. The motion carried.

Street Superintendent Marguardt presented the following request.

9/9/21 – No parking sign. Tired of people parking blocking the entrance of my driveway going into garage and alleyway. S/ Max and Rebecca Hatfield, 200 Alexander St. (574)-780-0486

Marguardt stated that he had driven by the house numerous times and did not see anyone blocking this area. Senter added that the owner of that property could just call the police when someone was parked there. Police Chief Bacon stated that they had been called to the property a few times now. The first time was in June and another time in August. Both of these times, the car that was parked there was not in violation of any parking ordinances. The most recent time, there was a car parked illegally and the vehicle owners were asked to move their car.

Houin asked if the two times that they were not in violation if the car was in any way blocking or hindering the alleyway. Bacon stated that it was not, but after talking to the lady, he found that she was worried that she would clip the cars parking between the alley and the driveway.

Board Members Culp and Walters moved and seconded to deny the request as presented.

The motion carried.

Marquardt introduced Adam Thada to talk about tactical urbanism as member of the complete streets committee. Mr. Thada stated that they had been working on a tactical design for a safer pedestrian crossing on Jefferson Street. This would all be temporary to see how well this would work. Marquart added that all the materials would be provided by MACCOG and if it were all approved by the board the work would start on the upcoming Sunday.

Surrisi added that this would be temporary for the month of October. Houin added that they would be monitoring how this would affect traffic, users, and allow for feedback from resident and businesses nearby. That way they could decide if this would be a good idea, or if adjustments would need to be made.

Board Members Culp and Milner moved and seconded to approve the request as presented.

The motion carried.

City Engineer Gaul reviewed some information for Surf Broadband Solutions' Work in the Right of Way. He stated that this would branch out much further and would work to bring fiber to residents.

Pat McCauley and Patrick Wheeland and were present to talk about this work in the right of way. He stated that for the past few months they had been working to try to bring fiber to the residents within city limits. They asked for the board's approval of their work.

Houin asked what their timeline would be. McCauley stated that he believed that 1,500-2,000 homes this year, and would hope to get the rest in the next year.

Houin asked if they had done this in other cities. McCauley stated that they were working on finishing up the City of Laporte and the City of Goshen. He added that they just broke ground in the previous month in Elkhart.

Senter asked how this would be marketed to the clients. McCauley stated that they put signs up, and reach out to as many HOA's as they can. He stated that they are working with Choicelight and Marshall County Fiber.

Gaul stated that one of the concerns that was addressed at the TRC were the signs in the right-of-way as this was against one of the ordinances of the city and would need approval of the board. The second item would be the "flowerpots" which are not traffic rated, and as the city believes that since these are in the right-of-way, that these items should be traffic rated in case someone goes off the road. He asked for the board to consider these items.

Houin asked if the signs in the right-of-way would be a zoning issue. Surrisi stated that this was an ordinance, and that he would caution against granting a waiver, so that they would not be sending mixed signals, allowing waivers for some people but not others.

Houin asked what the concerns were about the flowerpots. McCauley stated that the flowerpots are rated for a lawnmower, but not a car. The reasoning behind the flowerpots was the cost of these items as getting a traffic rated handhole more than doubles the cost of these items. They would work to place these close to the poles and would be less than an inch below the surface.

Houin asked what they had been using in other cities. McCauley stated that they had been using the flowerpots in the other cities.

Surrisi stated that he did not see much issue with these as if these were to be broken, Surf Broadband Solutions would be responsible for fixing them.

Walters asked if each of the flowerpots would have their name and contact information on them so if they were to get damaged that people would know who to contact about it. McCauley stated that they do put their name and contact information on these flowerpots.

McCauley asked if the city would allow for them to go door to door or hang things on the doors of the residents. Surrisi stated that he did not believe this would fall under the ordinance addressing transient merchants, as they were not selling anything, but handing out the pamphlets and going door to door may be the best option.

Board Members Houin and Milner moved and seconded to not put signs in the right of way, but allow for the flowerpots to be put in the right of way as long as they are put in by the poles. The motion carried.

City Attorney Surrisi presented Resolution No. 2021-970, A Resolution of the Plymouth Board of Public Works and Safety Establishing the Date and Time for Halloween 2021.

Surrisi stated that the date and time for Halloween would be set for October 31st from 5-7:00 pm.

Board Members Culp and Milner moved and seconded to pass Resolution No. 2021-970, A Resolution of the Plymouth Board of Public Works and Safety Establishing the Date and Time for Halloween 2021, as presented. The motion carried.

Sender stated that downtown trick or treating had been changed. This year it would be a trunk or treat at River Park Square from 3-5 on Saturday, October 30th.

Clerk-Treasurer Xaver presented the following request:

9/23/21 - To block the sidewalk off for a maximum of 5 consecutive weekdays to paint the awning and windows at 213 N Michigan Street. Second, a parking permit for clients to use

during their sessions for extended parking. My clients' portrait session and order can be 3-4 hours for newborns and it would be wonderful to not have them worry about parking or be in the alley to use the back door of the studio. S/ Rebecca M. Furry, 213 N Michigan St., 585-230-3560

Rebecca Furry was present to talk about her request and answer the questions of the board.

She stated that she was in the middle of turning the old Anco building into a photography studio.

She was asking the board to be able to close a portion of the sidewalk for five days to paint the trim and the awning.

Senter asked how much of the sidewalk they would be taking up. Furry stated that it would just be in front of the building.

Houin asked if they would need to close the sidewalk all the way or if they could leave an area for people to pass. Furry stated that they would leave space for people to pass.

Board Members Houin and Culp moved and seconded to approve the blocking of the sidewalk for five days for the painting of the trim and the awning. The motion carried.

Furry asked if they would need to come it off or what they would need to do. Marquardt stated that they could come it off or they could put up caution tape to block off the area.

Furry stated that her second request was that since she does family and newborn sessions she was wondering if the city would give her a parking permit so that her clients would not need to stop in the middle of their session and move their cars as downtown is a two-hour parking area.

It was noted that it had been done for Dr. Plumlee and for the Women's Center in the past.

Houin asked how the one for Dr. Plumlee worked. Police Chief Bacon stated that it was a placard that the client would hang in their car. Houin stated that their only concern would be that once they approve this, he would be worried that every downtown business would ask for one.

Furry asked that they consider this as she would only ever have one client at a time.

Board Members Culp and Milner moved and seconded to approve the request as presented pending review after one year. The motion carried.

Clerk-Treasurer Xaver stated that in addition to the invoices that are on the docket, Superintendent Davidson received an invoice from 120 Water in the amount of \$20,100.00 for implementation of regulatory monitoring for lead and copper as mandated by the state. The company had asked for prepayment of the invoice. Xaver stated that this was allowed by statute as long as the board approved it.

Board Members Houin and Culp moved and seconded to approve the prepayment of the invoice as presented. The motion carried.

Board Members Houin and Senter moved and seconded to allow for the payroll for

September 30, 2021 and the claims for September 27, 2021, as entered in Claim Register #2021.

The motion carried.

Board Members Houin and Culp moved and seconded to accept the following

communications:

- 09.27.21 Check Register
- PFD Activity Report August 2021
- IDEM AIR Permit Memo

Plymouth Fire Dept.

Departmental Activity Report

Current Period: 08/01/2021 to 08/31/2021, Prior Period: 01/01/2021 to 08/31/2021
 00:00 to 24:00
 All Stations
 All Shifts
 All Units
 Fire Alarm Responses, EMS Alarm Responses, Dispatch/Remote Responses, Training Classes,
 Activities (Non-Incident), Equipc Maint/Testing, Departmental Events

| Category | Current Period | | Prior Period | |
|---|----------------|-----------|--------------|-----------|
| | Count | Staff Hrs | Count | Staff Hrs |
| Dispatch/Remote Station Incidents* | | | | |
| EMS Incidents | 0 | 0.00 | 0 | 0.00 |
| WFRS Incidents | 0 | 0.00 | 0 | 0.00 |
| | 0 | 0.00 | 0 | 0.00 |
| Fire Alarm Situations | | | | |
| Chemical release, reaction, or toxic condition | 0 | 0.00 | 5 | 7.33 |
| Combustible/flamable spills & leaks | 1 | 11.78 | 10 | 25.84 |
| Controlled burning | 0 | 0.00 | 1 | 1.58 |
| Dispatched and cancelled en route | 14 | 13.17 | 102 | 545.80 |
| Electrical wiring/equipment problem | 7 | 22.45 | 23 | 127.39 |
| Emergency medical service (EMS) Incident | 170 | 511.17 | 1,232 | 2,868.29 |
| Excavation, rescue | 0 | 0.00 | 2 | 4.44 |
| False alarm and false call, Other | 10 | 48.28 | 34 | 91.38 |
| Fire in mobile property used as a fixed structure | 0 | 0.00 | 3 | 27.66 |
| Fire, Other | 1 | 61.23 | 8 | 88.91 |
| Good intent call, Other | 1 | 3.04 | 8 | 14.22 |
| Hazardous condition, Other | 2 | 4.29 | 5 | 15.24 |
| Hazmat release investigation w/no Hazmat | 0 | 0.00 | 1 | 3.60 |
| Medical assist | 7 | 5.48 | 54 | 52.44 |
| Mobile property (vehicle) fire | 0 | 0.00 | 7 | 31.97 |
| Natural vegetation fire | 0 | 0.00 | 19 | 182.33 |
| Outside rubbish fire | 6 | 35.16 | 9 | 42.34 |
| 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 | 15.49 | 11 | 57.58 |
| Special outside fire | 0 | 0.00 | 3 | 10.29 |
| Special type of incident, other | 0 | 0.00 | 1 | 1.80 |
| Steam, Other gas misapken for smoke | 0 | 0.00 | 2 | 10.59 |
| Structure fire | 1 | 1.08 | 8 | 70.54 |
| System or detector malfunction | 3 | 6.70 | 11 | 31.69 |
| Unintentional system/detector operation (no fire) | 3 | 12.13 | 13 | 28.07 |

* Staff hours for Fire Alarm responses that have an associated EMS alarm record are considered shared hours. Shared hours are posted only when the EMS alarm responses to avoid duplication of staff hours in totals.

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Plymouth Fire Dept.
Departmental Activity Report

Current Period: 08/01/2021 to 08/31/2021, Prior Period: 01/01/2021 to 08/31/2021
00:00 to 24:00
All Sections
All Shifts
All Units
Fire Alarm Responses, EMS Alarm Responses, Dispatch/Remote Responses, Training Classes,
Activities (Non-Incident), Equip Maint/Testing, Departmental Events

| Category | Current Period | | Prior Period | |
|------------------------------------|----------------|---------------|--------------|-----------------|
| | Count | Staff Hrs | Count | Staff Hrs |
| Fire Alarm Situations | | | | |
| Water or ice-related rescue | 1 | 19.26 | 1 | 19.26 |
| Wrong location, no emergency found | 0 | 0.00 | 1 | 21.00 |
| | <u>229</u> | <u>770.71</u> | <u>1,576</u> | <u>4,422.53</u> |

| Category | Current Period | | Prior Period | |
|----------------------------|----------------|-----------|--------------|-----------|
| | Count | Staff Hrs | Count | Staff Hrs |
| Training | | | | |
| accused documentation | 0 | 0.00 | 2 | 3.00 |
| Ambulance Ops | 0 | 0.00 | 5 | 5.00 |
| Axlel Operations | 0 | 0.00 | 2 | 4.00 |
| cardiovascular emergencies | 0 | 0.00 | 3 | 3.00 |
| Communications Equipment | 0 | 0.00 | 2 | 8.00 |
| OPR Recert | 0 | 0.00 | 31 | 93.00 |
| Cric/needle cric | 0 | 0.00 | 3 | 3.00 |
| Documentation | 0 | 0.00 | 15 | 15.00 |
| EMS Audit & Review | 0 | 0.00 | 55 | 110.00 |
| EMS Operations | 0 | 0.00 | 1 | 1.00 |
| EMS Skills | 0 | 0.00 | 9 | 18.00 |
| ES0 | 0 | 0.00 | 21 | 16.80 |
| EVOC | 0 | 0.00 | 21 | 118.00 |
| expirication | 0 | 0.00 | 4 | 16.00 |
| FF I-II | 0 | 0.00 | 52 | 219.00 |
| Fire Behavior | 0 | 0.00 | 16 | 48.00 |
| Fire Investigation | 0 | 0.00 | 2 | 6.00 |
| Fire Search & Rescue | 5 | 20.00 | 5 | 20.00 |
| Forcible Entry | 5 | 15.00 | 5 | 15.00 |
| General Fire Prevention | 0 | 0.00 | 6 | 24.00 |
| Hose Test | 18 | 54.00 | 18 | 54.00 |
| Incident Command System | 0 | 0.00 | 7 | 20.00 |
| Inspector Training | 0 | 0.00 | 52 | 211.00 |
| MAYDAY | 0 | 0.00 | 12 | 45.00 |
| Observances | 0 | 0.00 | 20 | 20.00 |
| pediatric resuscitation | 0 | 0.00 | 12 | 24.00 |

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Plymouth Fire Dept.
Departmental Activity Report

Current Period: 08/01/2021 to 08/31/2021, Prior Period: 01/01/2021 to 08/31/2021
00:00 to 24:00
All Sections
All Shifts
All Units
Fire Alarm Responses, EMS Alarm Responses, Dispatch/Remote Responses, Training Classes,
Activities (Non-Incident), Equip Maint/Testing, Departmental Events

| Category | Current Period | | Prior Period | |
|------------------------------|----------------|---------------|--------------|-----------------|
| | Count | Staff Hrs | Count | Staff Hrs |
| Training | | | | |
| Physical Ability Test | 9 | 22.50 | 9 | 22.50 |
| Preplan | 0 | 0.00 | 29 | 58.00 |
| Public Relations | 0 | 0.00 | 2 | 5.00 |
| Pump Operations | 0 | 0.00 | 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 |
| Volunteer Fire Business Mtg. | 20 | 40.00 | 133 | 205.75 |
| | <u>57</u> | <u>151.50</u> | <u>633</u> | <u>1,592.41</u> |

The motion carried.

There being no further business, after a proper motion and second to adjourn, Senter declared the meeting adjourned at 6:40 p.m.

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

APPROVED:

Mark Senter
Mark Senter
Mayor

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

09/27/21- Need Maple Tree Trimmed. S/Nancy Rhodes, 1410 Kenwood Ave. (574)-767-0386.