

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, FEBRUARY 12, 2018

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on February 12, 2018, at 6:00 p.m. in the meeting room of the Plymouth Fire Department, 111 N. Center St., Plymouth, IN.

Mayor Senter presided for Board Members Culp, Grobe, Houin and Milner. 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 January 22, 2018 and the executive session of the Board of Public Works and Safety on January 29, 2018. The motion carried.

Police Chief David Bacon sent requests for quotes to the following businesses for police vehicles:

- Oliver Ford, Attn: Police Fleet Sales, 1001 E. Jefferson St., Plymouth, IN 46563
- Auto Park Ford of Bremen, Attn: Police Fleet Sales, 1203 W Plymouth St., Bremen IN 46506
- Rochester Ford Lincoln, Attn: Police Fleet Sales, 119 E Fourth St., Rochester, IN 46975

City Attorney Surrisi made a last call for quotes. The following sealed quotes were opened and read aloud:

Business	Location	Quote	Trade-Ins	Total
Oliver Ford Lincoln	Plymouth, IN	\$28,158.00 per unit (x2 2018 Ford AWD Utility Interceptors)	\$1,500.00 for 2011 Crown Victoria \$2,500.00 for 2013 Dodge Charger	\$52,316.00

Bacon asked that the board consider awarding the quote at this time due to limited-time incentives that Ford is currently offering. Steve Kaiser, salesman for Oliver Ford Lincoln, was present and said the order would have to be made by February 15th to ensure this discounted rate.

Board Members Culp and Milner moved and seconded to award the quote to Oliver Ford Lincoln for \$52,316.00. The motion carried.

Utility Superintendent Davidson discussed the following IPEP Grant Application request:

RE: Grant Application - IPEP

Members:

I am requesting approval to submit grant applications for the 2019 Indiana Public Employees Plan (IPEP) Safety Grant Program. If selected IPEP would provide funding up to 80% of the purchase price for safety equipment or safety programs.

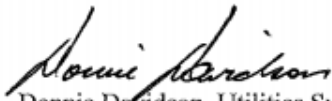
This year the Water Utility would like to apply for a 7' Tripod with a 150' retrieval wench, which will allow personnel to enter confined space areas such as underground vaults safely and in accordance with OSHA regulations. The cost of the unit is \$4,614.50 with potential grant participation being \$3,691.60 (80%) with the Water Utility's responsibility of \$922.92 (20%). The utility currently has the 20% in the budget to cover the costs if awarded.

This year the Wastewater Utility would like to apply for a 2-way radio system, which would allow for improved traffic control when lane closures and flagmen are necessary during required maintenance, construction, use during the operations of our sewer cleaners and underground communications while working in confined spaces such as manholes, vaults and backwash tanks, where the ability to visually monitor the entrants does not exist.

The cost of the equipment is \$7,000.00 with potential grant participation being \$5,600.00 (80%) and the Wastewater Utility's responsibility of \$1,400.00 (20%). The utility currently has the 20% in the budget to cover the costs if awarded.

Both utilities were awarded grants in 2016 for the following items:

Wastewater	\$2,064.49 (80%) for "2- Four-way Gas Monitors" used for atmosphere testing prior to personnel entering confined spaces such as manholes and underground vaults.
Water	\$6,540.80 (80%) for "1 -Set of Inflatable Shoring Equipment" used for the securing of trench walls during entries into excavations.



Donnie Davidson, Utilities Superintendent
City of Plymouth

Board Members Houin and Grobe moved and seconded to allow Superintendent Davidson to proceed with the IPEP Grant Application submission. The motion carried.

Davidson also requested approval of Substantial Completion for Kokosing Industrial on the Wastewater Plant Improvement Project, effective January 30, 2018. Approval would allow Mayor Senter to sign off on the document. He said Kokosing has not requested the release of their retainage at this time, which is \$590,000.00. He does anticipate the release of the retainage with their next pay application. A final punch-list has not yet been compiled.

Board Members Grobe and Culp moved and seconded to approve the Substantial Completion for Kokosing Industrial on the Wastewater Plant Improvement Project and allow Mayor Senter to sign the document. The motion carried.

Fire Chief Miller presented the following monthly reports for January 2018:

Plymouth Fire Dept

Departmental Activity Report

Current Period: 01/01/2018 to 01/31/2018, Prior Period: 01/01/2018 to 01/31/2018

00:00 to 24:00

All Stations

All Shifts

All Units

Fire Alarm Responses, EMS Alarm Responses, Training Classes

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Fire Alarm Situations				
Combustible/flammable spills & leaks	1	27.88	1	27.88
Dispatched and cancelled en route	11	28.04	11	28.04
Electrical wiring/equipment problem	1	0.40	1	0.40
Emergency medical service (EMS) Incident	145	340.51	145	340.51
False alarm and false call, Other	6	18.87	6	18.87
Fire, Other	2	5.86	2	5.86
Good intent call, Other	1	0.26	1	0.26
Hazardous condition, Other	3	36.38	3	36.38
Medical assist	8	4.42	8	4.42
Mobile property (vehicle) fire	2	22.14	2	22.14
Service call, Other	1	3.91	1	3.91
Smoke, odor problem	1	8.77	1	8.77
Structure Fire	1	18.49	1	18.49
Unintentional system/detector operation	1	2.31	1	2.31
	<u>184</u>	<u>518.24</u>	<u>184</u>	<u>518.24</u>
Training				
AEMT Class	15	97.00	15	97.00
Extrication	24	24.00	24	24.00
Gas Pipe line Safety	8	16.00	8	16.00
Instructor's Meeting	17	27.50	17	27.50
Medication Review for Protocols	6	9.00	6	9.00
Sprinkler Systems	30	57.50	30	57.50
Volunteer Fire Business Mtg.	27	40.50	27	40.50
	<u>127</u>	<u>271.50</u>	<u>127</u>	<u>271.50</u>

PLYMOUTH POLICE DEPARTMENT

Code Enforcement

Activity Report Summary 2018

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Tall Grass	0												0
Owner Complied	0												0
City Action (Mowed)	0												0
Action Pending	0												0
Abandoned or Junk Vehicles	30												30
Owner Complied	14												14
City Action (Towed)	0												0
Action Pending	16												16
Debris/Junk on Property	11												11
Owner Complied	8												8
City Action (Cleaned)	1												1
Action Pending	2												2
Fowl/Livestock	0												0
Owner Complied	0												0
City Action	0												0
Action Pending	0												0
Signs in Public Right of Way (Removed)	0												0

Bacon requested the board’s permission to make the following appointments effective March 1st with a probationary period of 6 months:

- Tim Taberski – promotion to Sergeant
- Ray West – promotion to Sergeant
- Bob DeLee – promotion to Corporal
- Ryan Richie – promotion to Corporal

Board Members Culp and Houin moved and seconded to approve Chief Bacon’s request and promotions. The motion carried.

Bacon also notified the board that probationary Patrolman Nicholas Kindig resigned from his position. He requested the board’s permission to extend a conditional offer of employment to Jarrod Arnold.

Board Members Grobe and Milner moved and seconded to extend a conditional offer of employment to Jarrod Arnold. The motion carried.

City Engineer Gaul presented PW-18-008, a request from CenturyLink to work in the right-of-way at Farm Bureau. He noted that there are quite a few water and sewer main crossings in this area, so there will be a \$5,000 financial guarantee required.

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

Gaul discussed the US 30 Baker Ditch Crossing ramp detour. INDOT will be making bridge repairs and desires to utilize Hoham and Oak Drives for traffic detours for the SR17 Plymouth exit ramps during the closure of the bridges. There will be two different detours (flow of traffic) along the same route, one for each bridge. In previous discussions with INDOT they were open to limiting the restrictions for the Blueberry Festival. He said there will be more information to come.

Gaul reviewed his engineering time summary:

RE: Engineering 2017 Yearly Summary Report
SW-18-001

Please find below the 2017 Yearly Summary Report for the Engineering Department.

2017 Time Breakdown Per Area

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

Area – City Engineer time for 2017:

- Public Works (Streets, LPA (federal funded) Projects, etc) – 79% - (62% in 2016)
- Storm Water (Drainage & MS4) – 16% - (33% in 2016)
- Planning, TRC Meetings, & Plan Commission – 5% - (5% in 2016)

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

Area – GIS/Engineering Tech time for 2017:

- Public Works (Streets, LPA (federal funded) Projects, etc) – 56%
- Utility GIS Items (Updates, non-utility Department Maps, etc) – 36%
- Storm Water (Drainage & MS4) – 5%
- Planning, TRC Meetings, & Plan Commission – 3%

2017 Time Breakdown Per Department/Entity for the 2017 Engineering Department time:

- Street Department Projects – 45% (22% in 2016)
 - 2016 Street & Sidewalk Fall Projects
 - 2017 Street & Sidewalk Spring Projects
 - 2017 Microsurface Spring Projects
 - Oakhill & Michigan Intersection Improvements
 - 2017 Street & Sidewalk Fall Projects
- Public Work/ Engineering Projects – 24% (24% in 2016)
 - Baker Street - Safe Routes to School
 - Greenways Trail
 - Hoham Drive - Reconstruction
 - Community Crossings
 - Street inventory / Pavement Asset Management Program
 - Misc LPA Reviews & Reports
- MS4 Projects – 6% (13% in 2016)
 - Stormwater Pollution Prevention Plans (SWPPP) Reviews & Site Inspections
 - IDEM MS4 Permit Renewals, Reports, & Audits
 - Six Minimum Control Measure requirements, etc
- Stormwater Drainage – 6% (12% in 2016)
 - Stormwater Drainage Reviews & Project Research
- Work in the Right of Way – 6%
 - Research
 - Underground Utility Plan Reviews, Meetings and Final Inspections
 - W/ the Utility Superintendent and the Street Superintendent
- Technical Review Committee Items – 6%
 - Project Research
 - Meetings, Agendas, Meeting Notes.
- The remaining 7% of the projects cover a wide range of items with several different departments.

2017 Project Time Breakdown

The following projects required the most combined Engineering Department project time in 2017:

- PW-17-027 2017 STREET & SIDEWALK FALL PROJECTS [18 %]
 - General design, contract, bidding, misc inspections, contract administration
- PW-16-073 2017 MICROSURFACE SPRING PROJECTS [9 %]
 - General design, contract, bidding, misc inspections, contract administration

- PW-17-021 2017 COMMUNITY CROSSINGS PROJECTS [9 %]
 - General design, estimating, INDOT application
- PW-16-074 2017 STREET & SIDEWALK SPRING PROJECTS [9 %]
 - General design, estimating, INDOT application
- PW-13-037 GREENWAYS TRAIL II LPA PROJECT [5 %]
 - FHWA Funding Request, Documentation, PE Reports, INDOT Requirements

The above five projects accounted for 50% of the Engineering Department project time breakdown.

A total of 167 (169 in 2016) projects were addressed, in varying degrees, this year and accounted for most of the remaining Engineering Department Time. There were 109 Public Works Projects; 38 Stormwater Projects; and 16 Planning Projects received in 2017.

Because of the workload; the Drainage & SWPPP reviews and some inspections needed to be performed by a consultant. Approximately \$25,000 was used for these services. Funding was from the Stormwater Utility and the Engineering Department Budget.

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

Thank You,

Rick Gaul

Next, Gaul reviewed the Street Ratings Summary:

CITY OF PLYMOUTH ENGINEERING DEPARTMENT Public Works – Stormwater Management	Project #: Project Name: Subject:	PW-18-006 Fall Street Inventory PASER Ratings Yearly Inventory Comparisons	Date: Computed By: Checked By:	2018-02-12 -- PRG
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The City of Plymouth is utilizing the PASER rating system to determine the street quality. Ratings from 10 to 1 are given according to the condition of the street. The following is a list of the ratings, condition description, and a proposed general treatment.

<u>Rating</u>	<u>Condition</u>	<u>Proposed repairs</u>
10	Good	New Street or Structural Repair - repairs not required
9	Good	Recently overlayed repaired street - repairs not required
8	Good	Recently crack seal or patch or seal coat – <u>Crack Seal</u>
7	Fair	Crack Sealing & Seal Coats
6	Fair	Sealcoats
5	Fair	Sealcoats or Non-Structural Overlay (< 2" HMA Surface)
4-3	Poor	Structural repair (> 2" HMA Surface) with Base HMA undercut & fill or wedge & level
2-1	Poor	<u>Reconstruction</u>

The attached spreadsheet contains the City of Plymouth ratings for the Yearly Fall conditions report, utilizing the above scale, for the 2008, 2013, 2015, & the 2017 inventory/inspections. Another inventory/inspection is scheduled for the Fall of 2018.

The Poor-Fair-Good Scale is the scale the Indiana Local Technical Assistance Program (LTAP) in their summary reports to the State Legislature.

The percentage values are the percentage of lane miles that has a given a specific rating within the City of Plymouth.

The INDIANA LOCAL ROAD & BRIDGE CONDITIONS REPORT gives the typical percentage of streets rated in Poor Condition (PASER Rating 1-4); Fair Condition (PASER Rating 5-7); and Good Condition (PASER Rating 8-10) in the LTAP ratings sample of Indiana Cities.

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City of Plymouth
2017 Fall Inventory Yearly Comparisons

		Poor			Fair				Good				
												AVERAGE RATING	
2008		1	2	3	4	5	6	7	8	9	10		
FA		0%	1%	8%	15%	18%	15%	23%	9%	10%	2%		
		0.0000	0.0208	0.2292	0.5891	0.9181	0.8924	1.6093	0.6951	0.8902	0.1831		6.03
		23%			56%				20%				
2013		1	2	3	4	5	6	7	8	9	10		
FA		0%	2%	18%	18%	15%	13%	19%	8%	7%	0%		
		0.0000	0.0317	0.5370	0.7073	0.7550	0.7765	1.3207	0.6446	0.6646	0.0335		5.47
		37%			47%				16%				
2015		1	2	3	4	5	6	7	8	9	10		
FA		0%	2%	15%	15%	10%	12%	21%	9%	6%	10%		
		0.0000	0.0497	0.4503	0.6013	0.4855	0.7091	1.4434	0.7545	0.5537	0.9740		6.02
		33%			42%				25%				
2017		1	2	3	4	5	6	7	8	9	10		
FA		0%	2%	17%	11%	9%	11%	9%	18%	20%	3%		
		0	0.0308223	0.5039848	0.4367793	0.4673945	0.6594014	0.6548824	1.4135485	1.8366398	0.2970095		6.30
		29%			30%				41%				
INDIANA LOCAL ROAD & BRIDGE CONDITIONS REPORT												by:	Indiana LTAP
12-2016													
CITY		Poor = 26%			Fair = 59%				Good = 15%				
City of Plymouth Asset Management Plan - Goal													
The City of Plymouth's expected pavement Level of Service is to maintain 50% of the street ratings as Good.													

Lastly, Gaul provided an update on the Greenways Trail Phase II project. He said the project was bid and the agreement letter was signed and returned to INDOT so the project could continue. It was then discovered that the low bidder had an unbalanced bid, which is slowing down the process. The bid has been forwarded to SEH Engineering for review and he is awaiting further notification. Gaul asked for the board's ratification of the bid agreement letter that was returned to INDOT.

Board Members Houin and Milner moved and seconded to ratify the letter confirming the city's intent to move forward with the project. The motion carried.

Clerk-Treasurer Xaver presented the following request:

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P-Town Cruz'n Car show request: This is our 8th annual car show. We are hoping for it to be bigger and better than ever. This show is being put on by a small group of car enthusiasts as a way to help bring people downtown for a day of fun in our community. This also helps benefit our downtown merchants and allows us to raise money for local charities. Over the last 7 years we have raised over \$17,000 for local charities. We have given the Marshall County Humane Society \$10,975. We have also given the local Boys Scouts, Girl Scouts, and Boys and Girls Club, along with the Plymouth Police Department K9 Fund a total of \$6,132. Recently we have the Humane Society \$400 when their furnace decided to quit on New Years Day, when the temperature was 66 degrees. For June 9, 2018 from 6:00 am to 4:00 pm we would like to have the downtown area, as described in attached map, closed to put on the P-Town Cruz'n Car Show. This request is the same as previous years. Thank you. S/ Steve Harper, 574-935-0100.

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

Clerk-Treasurer Xaver presented the following request:

Please review water bill for Phi Delta Kappa fraternity and meter reading. Our bill has consistently been in \$30-\$35/month range for many years. Was told our Jan. bill will be over \$750.00 or 25x normal!! Inspector told us we have a leaky toilet? If it is the leak is barely discernible. Would request a 2nd opinion and inspection of our meter. Thank you. S/ Joe Clinton, President, 1300 W. Harrison Street, 574-276-9574

Joe Clinton was present to discuss the request. He reviewed a timeline of events including speaking with the Clerk-Treasurer's office on February 7th and meeting with the water department on February 8th concerning the finding of excessive usage in January. He confirmed that the meter did stop spinning when the water was shut off to that toilet. The organization is requesting the testing of the meter. Utility Superintendent Davidson discussed the usage. He did say the usage is alarming and there is a procedure for investigating a meter dispute, which he has discussed with the customer. He agrees that this warrants the testing of the meter by a third party to ensure it is working correctly. Davidson said the third party can test the meter tomorrow and results can be provided to the board for review at their meeting on February 26th.

It was decided to have the meter checked and discuss at the February 26th meeting.

Board Members Houin and Milner moved and seconded to allow the payroll for February 15, 2018, and the claims for February 12, 2018, as entered in Claim Register #2018. The motion carried.

There being no further business to discuss, Members Culp and Houin moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:32 p.m.

Jeanine M. Xaver, IAMC, CMC
Clerk-Treasurer

APPROVED:

Mark Senter
Mayor