

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, July 24, 2023

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session at 6:00 p.m. on August 14, 2023. 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 Duane Culp, Don Ecker Jr., Jeff Houin and Shiloh Milner who were physically present. City Attorney Surrisi and Clerk-Treasurer Gorski were present. The public was able to see and hear the meeting through Microsoft Teams.

Board Members Culp and Ecker moved and seconded to approve the minutes of the regular session of the Board of Public Works and Safety meeting of July 24, 2023. The motion carried.

Mayor Senter announces that next Monday Plymouth Patrolman Matthew Emenhiser will be sworn in as Assistant Police Chief. He states prior to starting his career at the Plymouth Police Department (PPD), Emenhiser was a member of the Marion Indiana Police Department for two years. He adds he currently has ten years at our department. He states Emenhiser is currently the Drug Abuse Resistance Education (D.A.R.E.) Officer for PPD and holds a Bachelor's Degree from Ball State University and has been a member of the Indiana National Guard since 2009 as an Infantry Officer Captain he manages 180 soldiers under his command. He states he would like to congratulate a very dedicated officer who will be sworn in on Monday morning August 21st.

Utility Superintendent Davidson states he has several projects in which he wished to update the board on. He states his first project will be his last update on the Wastewater Solar Project. He explains the project is physically complete and the total cost of the project was \$1,167,000 roughly and they expect to get 40% of that back in credits from the Inflation Reduction Act which would bring the end cost to approximately \$700,000. He reminds the board the cost was split three ways between the Redevelopment Commission, cash on hand from the utility and ARPA funds. He explains they are starting to receive some monthly evaluations of the production of the solar arrays. He states in June their energy consumption from NIPSCO was down 40% and in July it was 40%. He states they are still working with NIPSCO to get their credit back from what they returned to the grid. He adds these months it will be most effective and things will start heading down once days get shorter.

Ecker asks what the budget was for it and how did it compare.

Davidson responds by stating \$1.2 million was the budget and it came in under. He adds it will come in considerably under with the credits.

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, July 24, 2023

Houin states there was some talk at one point about putting some sort of dashboard on the city's website. He asks if that is still a possibility.

Davidson responds by stating he is still working with Solar Resources who installed it and they also manage the apps they are allowed to access so they can monitor the system. He states they are still working on a way of incorporating that potentially on the city website.

Houin understands that is not the priority.

Davidson states it is good for people to see what is happening. He states the next item is the new water well has been drilled at the Ledyard Water Treatment Plant. He states it is a sixteen inch well that was drilled to 212 feet, the casing has been installed and the well has been developed and tested. He states it is ready for a new well vault to be installed and connections to be made and then they can start using it. He states the actual well volume exceeded their expectations as they were hoping for 1,150 gallons a minute and it will pump up to 2,000 gallons a minute. He states the water quality was also good and the drilling of the well ended up being about \$108,000 and they have some requests for some proposals to finish the well vault and make the connections. He adds they will probably be doing a lot of that in house just to save some money so hopefully by the end of the year they will have it up and running.

Davidson states the next item is their lead service line inventory. He states they were required by IDEM to get an inventory of all the lead service drinking lines entering people's homes. He states they have 98% of them complete and they still have 76 of them remaining and they will probably have to dig those up as people will not allow them access into their homes so they will have to do some hydrovacating at the mains and at the curb stop to determine whether there is any lead present or not. He states they have to have that complete and turned into IDEM in October of 2024 so they are in pretty good shape. He states there is still a lot to be determined by IDEM as far as what is going to be considered a lead line. He explains what they are looking at now is a possibility of a lead gooseneck, which is a two-foot piece of lead that comes off the main and allows flexibility of the line so it does not break. He states if they were to consider that and it is followed by galvanized then the entire line will have to be removed and replaced and they could be looking at a huge sum.

Davidson states the next project is the flood control project at Plum and Garro Streets at the old Eagles building. He states they are currently doing environmental testing on a potential for asbestos which could possibly be in the heating, cooling, flooring and roof tiles. He adds he has not received the results back and it has been ongoing for a few months now. He states as

soon as they receive the results and if they do not have to do any remediation to it then he would hope to proceed right into the demolition. He states hopefully they will have it down by the end of the year.

Davidson states the next item is Fire Chief Holm and himself have been working on a possibility of using an online auction to dispose of some older equipment that they have. He states Holm has a vehicle and he has four from the utilities. He believes this may be the best option that they have and he was wanting to try this to see how well it worked and then if it does work proper then maybe they could go into a bigger online auction with other departments but for now they just want to start small. He states the first step of this is they have to provide information to the auction house for review and then they drop a contract. He states they will then bring this to the board for approval as well as approval from the City Attorney. He states if approved it will have to be advertised in the newspaper and after 15 days of public notice the items will go online for sale. He explains they hope to have that done by next month so it can be advertised and then they can dispose of the property then.

Ecker asks if they will have the right to refuse.

Davidson responds in agreement and states they can put a limit on the dollar amount they want to receive. He adds their equipment is pretty worn out and the only value probably in most of them is the engines as the rest of the vehicle is pretty rotted out. He adds some of it is also specialty vehicles such as applying biosolids to a farm field so it is a specialty item so a lot of people wouldn't be interested in those aside from the engines.

Davidson states the last item he has is the 2024 Water Projects and in their ten-year master plan they have identified several areas that they wanted to improve and now they are getting to the bottom of the list. He states included in one of those projects is the East Jefferson Street Main Replacement Project. He states this area has a 4" diameter section of pipe and they want to improve that to a 12" diameter section. He explains this would improve several things such as fire protection, circulation within the system and improvements in water quality. He states the second item would be SR 17 and bore under the railroad tracks. He states they always knew they had water mains running under the Yellow River from Bowen Printing which used to be old Water Plant. He states the old water tower used to sit there and it used to go under the river towards Lake Avenue. He states they discovered two years ago during low flow in the Yellow River they discovered the water main is actually only a couple inches under the water level so that was not an ideal situation and rather it is a potential accident waiting to happen so

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, July 24, 2023

they wanted to move that up the list to replace that. He states they would want to abandon the lines under the river and complete the loop over on SR 17 where DAC Enterprises is located and go under the railroad tracks and tie into LaPorte Street along with some other replacement lines which will be affected. He states the last item would be the sand blasting and recoating of the Water Tower on PIDCO Drive. He states the cost of the project went up considerably. He explains originally, they thought they could recoat it for \$370,000 but during the last inspection they determined it would have to be sandblasted, recoated and some improvements made on the water tower. He explains the price jumped up over \$1 million. He states they had each of these scheduled for 2024-2026 but there is an opportunity to maybe group the projects and that is why Shannon McLeod is here. He states they are looking at an OCRA Grant and maybe she could answer some questions in regards to that.

McLeod introduces herself and states her company is Priority Project Resources. She states they are federal grant writers and administrators and they have been honored to have the opportunity to work with the city in the past. She states in most recent years it has been through the Stellar Communities application process. She states she helped with the Rees Theatre Project and Phase Two of River Park Square. She explains around the same time those two were going on Davidson had contacted them and asked in regards to these utility needs and if any of these may be eligible for grants. She replied by stating they would be but standalone water line replacement by itself because it was somewhat scattered as they were not replacing every water line in town so in turn you would probably have to isolate and do income surveys in those areas. She asked what else he had and he responded with the water tower. She stated that water tower benefits the entire community so in turn if they package those together that it would be more competitive and you would qualify under the national objective of low to moderate income population because your city as a whole qualifies on that. She states that is what they did and they pulled these things together and on that back page you could see they have a \$2.5 million cost for these water mains and the water tower. She states what they would be looking at is trying to acquire a \$700,000 grant through OCRA and you are now eligible from the standpoint as the other two projects are officially closed without any issues. She states now they can apply for another and they are looking at for a project schedule the next application round would be coming up this Fall. She states it is a two-phase process and for the first phase you have to put together a proposal that would be due in October and then the full application would be due in December a couple days before Christmas. She adds there would have to be a few public

hearings. She states one prior to the proposal stage and one prior to the application stage. She states she would in turn put these applications together on your behalf and she will require a bunch of support documentation so be prepared for that as it is a very competitive program. She states if all goes well and they get through their public hearings and get the applications in then they will be looking at project awards in the first part of next year so either late January or early February. She states then they can start that finalizing design and try to get this bid out next Spring with work then beginning soon thereafter and substantially complete it sometime next year. She states that would knock off all those projects originally identified as needs.

Davidson states on the project itself he would like to add that he has been in contact with Baker Tilly to be sure these fits within our planned budget. He states these have all been on their ten-year plan and they have basically been saving up for these projects and they currently have \$4.5 million in their depreciation fund and they are required to keep a minimum of \$775,000 in their fund. He states in discussions with Baker Tilly they did indicate for the first two years they would be at a negative cash flow and that would be because they did move the projects up but they did feel confident that they could do the projects under their current standing.

Ecker asks what kind of variance he anticipates between the cost and estimates.

Davidson responds by stating it is pretty volatile right now.

McLeod states it is hard to say.

Davidson states they used the best guess from projects that have just been completed as far as the only things they have to go by. He states some of the materials are becoming more available and some of the prices are going down so that is a good sign.

McLeod states that she and Davidson meet with the engineering firm about two weeks ago and she told them given the fact that these costs have been all over that some of these costs affiliated with the water lines were prepared a year ago so she asked them to take a fine tune look at those just again because she would rather be prepared if those go up a little bit that they better be prepared for the worst-case scenario. She explains it has been a moving target as far as bidding and they did feel really confident they were in the ballpark here.

Houin asks in this stage of the process if this was informational for them or if they were looking for approval to start the process.

Davidson states he was looking for approval to start the grant application process.

Board Members Houin and Ecker moved and seconded to allow Davidson to start the grant application process. The motion carried.

Fire Chief Holm wished to explain that at the last meeting the Mayor brought up August 25th and at that time he couldn't say much about it. He states this last legislative session the state passed a bill to help fund an initiative throughout the State for Fire Training and they are moving forward with that throughout the whole state. He states the State Fire Training Academy and Governor Holcomb chose Plymouth to be the backdrop for the announcement so the Governor will be here on the 25th at 2 o'clock out at their training tower here with everyone to make that announcement about the State funding. He expresses that we are honored they chose us to do that with so we have some preparations for that to get ready for over the next couple of weeks.

Police Chief Bacon states he is seeking your approval tonight to extend a couple conditional offers of employment to Lance Balsley and Jesse Witkowski. He explains that Balsley is academy certified and was a member of the 77 fund and Witkowski is not. He explains Witkowski will still need to go through the physical and psychological testing for the 77 fund. He states to give you a timeline of what they may be looking at is Balsley can start immediately due to his qualifications but Witkowski will not. He states their last conditional offer of employment was Fisher in June and he is still waiting on word from the 77 fund on his but hopefully they are expecting that this week. He states that to give a timeline of how long it may take for Witkowski to get into the 77 fund.

Houin states he saw in your email that this would bring the Plymouth Police Department up to full staff.

Bacon states this would be officers 24 and 25 so they will be done hiring for a while hopefully.

Houin asks out of those 25 if they have identified another School Resource Officer.

Bacon responds by stating they will not be able to do the School Resource Officer until the second semester due to manpower on the street. He explains he will leave that up to the next administration.

Houin asks for clarification if there are training requirements to become a School Resource Officer.

Bacon responds by stating there are some training requirements as well. He states they do have in this hiring process a strong third candidate that did go through the interviews. He states the internal board did recommend him as well for his opening when he retires. He explains he will address that later with you in the year. He states what they would be looking at is to get his process started sooner so that when he is done at the end of February, the next person could roll right into

starting as it is such a long process when you rely upon physical testing, psychological testing and approval from the 77 fund.

Mayor Senter asks if Emenhiser will still stay on as the D.A.R.E. officer.

Bacon responds by stating Emenhiser and Hite will still be their D.A.R.E. officers.

Mayor Senter adds that the Plymouth Police Department has been at 24 officers for a long time.

Bacon wished to explain that in under a year they have hired nine officers and that has never been done. He states normally they go through the interviews but he was allowed to do those internally. He explains in his email that he stayed out of the internal interview process because he wanted them to take ownership on who they wanted to work with in the future as he will not be there. He states he wanted his voice out of it and to go with what they thought. He believes they did a great job and Matthew Emenhiser handled the hiring as far as physical agility and written testing in the beginning and Detective's Workman and McIntyre did all the backgrounds. He states they all did an outstanding job and they had several officers and supervisors on the internal board who provided their time for the interviews and gave their opinions. He explains it has been a long process and it is good to be at the end of it and hopefully he does not have to hire anyone else.

Board Members Ecker and Milner moved and seconded to approve the conditional offers of employment extended to Lance Balsley and Jesse Witkowski. The motion carried.

Street Superintendent Marquardt states they have met with Rieth-Riley Construction and hopefully they will be starting their paving projects in the next couple weeks. He states they had a goal of being done mid-September with out projects so we will see how that falls with weather and if they fall behind on any other projects. He states he spoke to E&B Paving on the Community Crossings Projects and they are looking at calendars. He states they actually have until the end of next school summer vacation to finish and he does not believe they can do it all in just summer vacation next year. He states they are going to try to figure out where they are. He states they know they are booked into June and September for E&B Paving so they will try to schedule when they start our Community Crossings Projects. He states they could start parts of it, do a little here and there or do one street and not the other. He states paving companies are well aware of the school schedules. He states there is a little bit out at Riverside on Baker Street so they are aware of timeframes and they will not be touching it around Blueberry like their original schedule said. He states last Wednesday they had a meeting on Hoham Drive and they will have one tomorrow as well. He states the Subcontractor for NIPSCO is putting it back a bit farther each time on the gas

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, July 24, 2023

mains so Milestone is concerned on how much they can get done before weather gets too cold. He states on the good side there was locates today that came in for Milestone to start doing water and sewer lines tomorrow so hopefully they hear better news tomorrow about that.

Cemetery Superintendent Collins asks for permission to do another open burn at the cemetery. He states last storm they had a couple weeks ago caused damage to three large trees and their brush pile is very large again.

Board Members Ecker and Milner moved and seconded to approve the open burn request for the Cemetery Department. The motion carried.

Airport Manager Sheley states they have a seasonal job position that they have written. He states they basically had a part-time position written on the salary ordinance and rewrote it as seasonal. He explains that seasonal work can work a full 40-hour week and also, they wrote this with their High School Aviation Program in mind. He states for part of their requirements it would require some college education in Aviation and this way they can hire someone for seasonal summer time and get them some actual Airport experience on their resume moving forward from college. He states their Aviation Commission had already passed this job description but if you will pass this tonight that Surrisi will be sure to add it to the new salary ordinance.

Houin states one thing he noticed is that it states you must be of 16 years of age. He doubts a 16-year-old is going to have these qualifications that are listed.

Sheley responds by stating that is a carryover from the part-time positions that were written in the past.

Houin states if that technically opens it up to the possibility of 16-17-year-old if our insurance carrier is going to have a problem.

Human Resources Manager Klingerman responds by stating it will not as she has already spoken to our insurance carrier about that.

Board Members Houin and Ecker moved and seconded to approve the Airport Laborer/Maintenance Seasonal Job Description as presented. The motion carried.

Clerk-Treasurer Gorski introduces a request from Promotion of the City Coordinator Laura Mann to have checks available to pay bands at the Latino Festival. Laura Mann was not in attendance for this request.

Ecker asks how much they are looking at.

Gorski responds by stating she had not looked at the purchase orders to get the exact amount but she is aware they are under \$2,000.

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, July 24, 2023

REQUEST FORM
CITY OF PLYMOUTHDate 08/03/2023

Notice to BOARD OF PUBLIC WORKS AND SAFETY, CITY OF PLYMOUTH, INDIANA

Kindly take care of the following request:

Please have checks to St. John Evangelist Catholic Church Folklorico Dancers and

Hector Hugo Diaz-Gonzalez from Grupo Prestigio ready to be presented at the time of

their performances at the Latino Festival on Saturday, September 16, 2023. They need to be

paid prior to taking the stage.

Laura Allen Promotion of the City Coordinator

Title

124N Michigan Street, Plymouth, IN

Address

Phone 574-936-6717

Fax

Fax number

Determination of request:

Approved by Board of Public Works & Safety on
August 14, 2023Return original form to Clerk-Treasurer's
Office after determination is complete.Joseph D. Gorski, Clerk-Treasurer

Board Members Ecker and Milner moved and seconded to approve the request from Laura Mann for Latino Festival payment for bands as presented. The motion carried.

Board Members Milner and Ecker moved and seconded to allow the payroll for July 31, 2023 and August 15, 2023 along with the claims for August 14, 2023, as entered in Claim Register #2023-15. The motion carried.

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

communications:

- August 14, 2023 Docket
- July 25, 2023 Technical Review Committee Minutes
- August 8, 2023 Technical Review Committee Minutes
- Plymouth Fire Department Activity Report – June 2023
- Plymouth Fire Department Activity Report – July 2023

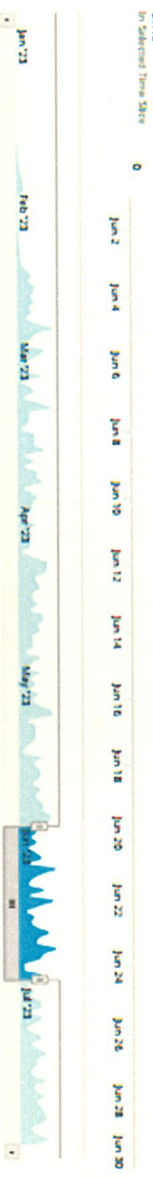
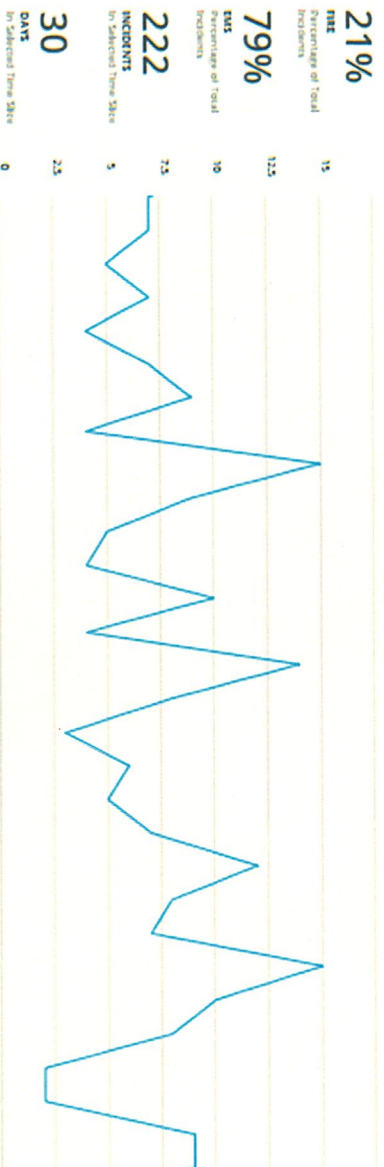
The motion carried.

There being no further business, Board Members Milner and Houin moved and seconded to adjourn, Senter declared the meeting adjourned at 6:30 p.m.

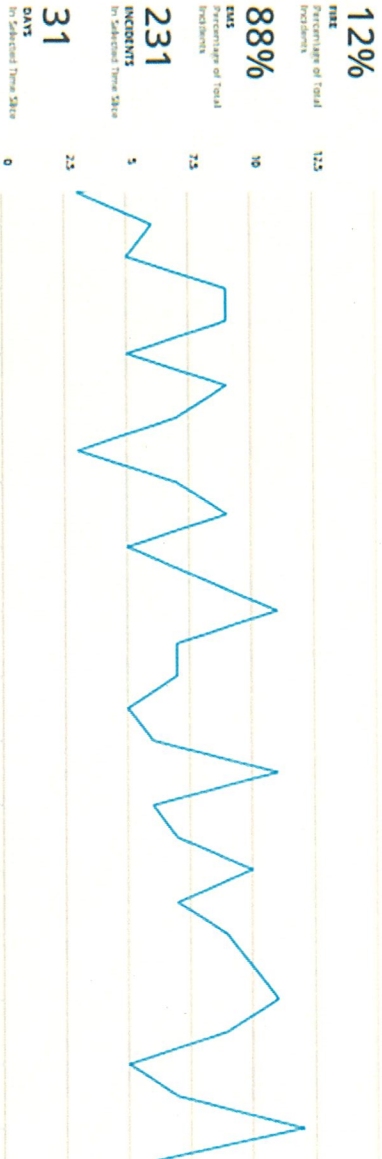
APPROVED:

Lynn M. Gorski
Lynn M. Gorski
Clerk-Treasurer

Mark Senter
Mark Senter
Mayor

[illegible]

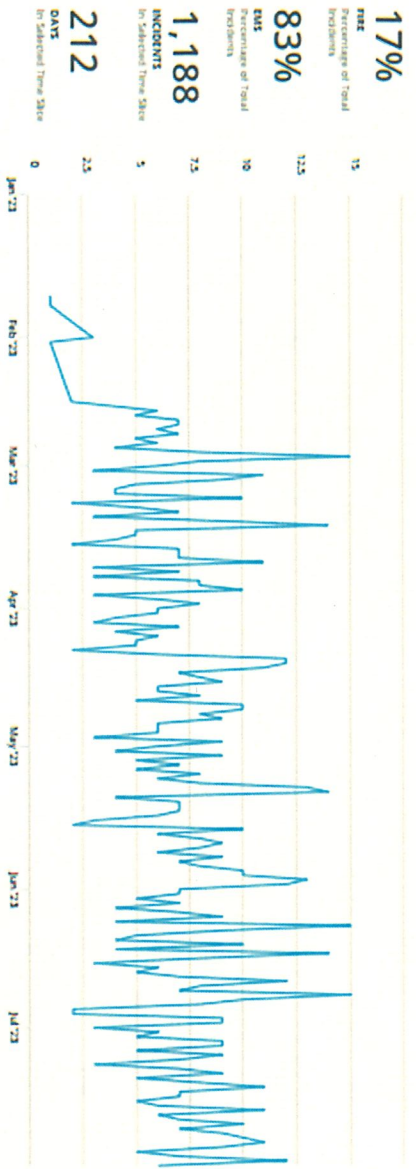
Custom v Jul 1, 2023 • Jul 31, 2023 v



Counts	% Rows	% Columns	% All											
Week Ending	7/2/23	7/9/23	7/16/23	7/23/23	7/30/23	8/6/23	8/13/23	8/20/23	8/27/23	9/3/23	9/10/23	9/17/23	9/24/23	Total
(10) Fire, other		1			1									2
(11) Structure Fire					1									1
(14) Natural vegetation fire		1												1
(15) Outside rubbish fire		1												1
(31) Medical assist				1										1
(32) Emergency medical service (EMS) incident	7	40	50	47	52	5								201
(38) Rescue or EMS standby					1									1
(41) Combustible/... spills & leaks	1													1
(44) Electrical wiring/equipm. problem		1			1									2
(55) Public service assistance		1			2									3
(61) Dispatched and canceled en route	1		3	2	2									8
(70) False alarm and false call, other			1	1	4	1								7
(73) System or detector malfunction		1												1
(74) Unintentional system/detector operation (no fire)		1												1
Total	9	47	54	52	63	6								231

eso ANALYTICS
Total Record Volume By Incident Type

Custom v Jan 1, 2023 - Jul 31, 2023 v



17%

Percentage of Total Incidents

83%

Percentage of Total Incidents

1,188

INCIDENTS

In Selected Time Slice

212

DATE



Counts

% Rows

% Columns

% All

	Jan '23	Feb '23	Mar '23	Apr '23	May '23	Jun '23	Jul '23	Aug '23	Sep '23	Oct '23	Nov '23	Dec '23	Jan '24	Total
(10) Fire, other			2		3	3	2							10
(11) Structure Fire	1	2	2	1	3	1	1							11
(13) Mobile property (vehicle) fire			1	2	4	3								10
(14) Natural vegetation fire		1		4	5	3	1							14
(15) Outside rubbish fire				1	1	2	1							5
(20) Rescue, medical call (EMS), other		2	4	3	3	4								16
(31) Medical assist							1							1
(32) Emergency medical service (EMS) incident	2	77	159	162	198	171	201							970
(34) Search for lost person						1								1
(38) Rescue or EMS standby							1							1
(40) Flammable gas or liquid container, other			2	1	1	2								6
(41) Combustible/liquids, & leaks			3	2	1	2	1							9
(42) Chemical release, reaction, or toxic condition			1	1		1								3
(44) Electrical wiring/equipment problem			1			1	2							4
(50) Service call, other						1								1
(53) Smoke, odor problem			1											1
(55) Public service assistance			1	3	2	2	3							11
(61) Dispatched and canceled en route		10	15	21	9	14	8							77
(62) Wrong location, no emergency found					1									1
(63) Steam, gas, mist/smoke for smoke		1												1
(70) False alarm and false call, other		1	2	1	2	7	7							20
(73) System or detector malfunction				1	1	1	1							4
(74) Unintentional system/detector operation (no fire)			1	2	3	3	1							10
(90) Special type of incident, other			1											1
Total	3	94	196	205	237	222	231							1,188