

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on May 29, 2019, at 6:00 p.m. in the Council Chambers, on the second floor of the City Building, 124 N. Michigan Street, Plymouth, Indiana.

Mayor Senter presided for Board Members Culp, Houin, Milner and Walters. 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 May 13, 2019. The motion carried.

Utility Superintendent Davidson presented the following monthly reports:

**CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety
April 2019 Monthly Report**

PLANT OPERATIONS

Water Treated – Ledyard Water Treatment Plant	12,415,221 gallons
Water Treated – Pine Water Treatment Plant	<u>24,465,014 gallons</u>
Water Treated - Total	36,880,235 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	413,841 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>815,500 gallons</u>
Water Treated – Daily Average – Combined	1,229,341 gallons

- Backwashed filters at Ledyard Water Treatment Plant 10 times for a total of 462,000 gallons.
- Backwashed filters at Pine Water Treatment Plant 13 times for a total of 1,248,000 gallons.
- Total backwash usage for the month was 1,710,000 gallons.

MAINTENANCE WORK ORDERS COMPLETED

- 11 – Ledyard Water Treatment Plant Maintenance
 - Cleaned both detention tanks.
 - Peerless Midwest installation of new liner on well 1-A.
 - Repaired pre-chlorine feed on east detention tank.
 - Repaired various electrical issues in the plant.
 - Repaired maintenance building overhead door.
- 6 – Pine Water Treatment Plant Maintenance
 - Cleaned fence row.
- 21 – Mobile Equipment
 - Completed servicing W-17.
 - Completed repairs to W-7 - starter & batteries.
 - Completed repairs to W-34.
 - Completed repairs to W-24.
 - Completed repairs to W-5.
 - Completed repairs to W-7.

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required.
- 60 Distribution system chlorine residual samples, IDEM required.
- 8 Fluoride samples, ISDH required.
- 256 Process control samples and analysis at the Ledyard Water Treatment Plant 1 samples include Ferrous Iron, Total Iron, Manganese, and Chlorine.
- 360 Process control samples and analysis at the Pine Water Treatment Plant samples. Includes Ferrous Iron, Total Iron, Manganese and Chlorine.
- 0 THM's – Sample for 4th quarter.
- 0 HAA5's – Sample for 4th quarter.
- 0 VOC's sets.
- 2 Radionuclide (1) ea. Ledyard Plant and Pine Plant.
- 1 IOC & Sodium.
- 0 Lead & Copper Samples
- 0 Extra Sampling.

SERVICE

Locates	227
Total Number of Work Orders	258
Service Disconnects	22
Service Disconnects for non-pay	29
Service Reconnects for non-pay	81
Blue Tags “Service Notice” left on door	3
Pink Tags “Insufficient Funds Notice” left on door	5
New Radio Read / Meter Installations	0
Accuracy Checks	107
After Hours Call Outs	0
Meters Repaired	0

CONSTRUCTION ACTIVITIES

- (1) **Curb Stops Repaired / Replaced / Installed**
04-02-2019 308 N. Liberty St. – Replaced ¾” curb stop, box & rod.
- (1) **Old Curb Stops Located / Capped Off at Valves**
04-01-2019 Ferndale St. from Highland Ct. to Lincolnway East- Retired old main.
- (1) **New Taps Installed**
04-22-2019 1125 Ferndale St.- Installed new 1” tap for Candy Ln. project. (future tap
- (2) **New Mains Completed**
04-08-2019 Ferndale St. & Kingston St. - Reinstalled 40’ of 4” ductile iron pipe that was removed for the installation of the new storm sewer.
04-22-2019 Ferndale St. between Highland Ct. & Lincolnway East- Assisted with the installation of the new 4” water main.
- (2) **Valves / Valve Boxes / Repaired / Replaced / Installed**
04-02-2019 Becknell Dr. & Randolph St.- Repaired broken valve stem (K7V009).
04-26-2019 Berkley St. & Randolph St. – Repaired 2 - valve boxes damaged by milling crew.
- (0) **Hydrants Repaired / Replaced / Installed / Serviced / Painted**
- (0) **Valve Exercised**
- (3) **Main Breaks and Leaks Repaired**
04-25-2019 2125 Western Ave. – repaired 6” main break.
04-25-2019 Airport Road & N. Michigan St. – repaired 6” main break.
04-26-2019 2000 Walter Glaub Dr.- repaired 12” main break.

(4) Service Lines / New / Repaired

- 04-09-2019 217 Klinger St. – raised meter pit.
- 04-09-2019 1227 Hoham Dr.- raised meter pit.
- 04-10-2019 1277 Ed Cook Blvd.- assisted homeowner with a leak on their service line.
- 04-23-2019 1660 N. Michigan St. (Girls fastpitch restroom) plumbed in a backflow preventer.

MISCELLANEOUS

- CDL training.
- Pot holed for Candy Ln. Storm Sewer Improvements Project.
- Started unidirectional water main flushing.
- Completed restorations on winter digging projects.
- Three employees attended Northern Indiana Operators meeting in Ft. Wayne.
- Trenching & shoring training video 4/18.
- Fire extinguisher inspection completed 4/18.

CITY OF PLYMOUTH WASTEWATER DEPARTMENT
Board of Public Works and Safety
April 2019 Monthly Report

PLANT OPERATIONS:

1. Total flow in gallons	70,655,050
2. Average daily flow in gallons	2,355,168
3. Rainfall	6.48”
4. Monthly average in BOD removal	97.8%
5. Monthly average in TSS removal	94.4%
6. Monthly average in Ammonia removal	99.3%
7. General plant maintenance	
8. Work orders completed:	

➤ 268 – Wastewater Treatment Plant

- Continuing with troubleshooting of the ultra violet disinfection system including ballast replacement and bulb-socket replacement.
- Removed sludge loading station fill pipe.
- Cleaned and inspected the hydro-gritter and installed new flush line.
- Cleaned the methane collection/distribution lines.
- Replaced polymer feed pump #1 on the gravity belt thickener.

➤ 25 – Vehicle/Mobile Equipment

- Replaced all the brakes on T-1.
- Completed various repairs to T-20.
- Installed new fuel gauge in gator.
- Replaced the seat switch and light assembly on the New Holland tractor.

➤ 52 – Lift Stations

- Corrected several electrical issues with the Briarwood lift station control panel.
- Replaced contactors and corrected electrical issue in the Clark & Rose lift station control panel.
- Installed a complete control system that syncs in with the city’s SCADA system at the Centennial Park lift station.

➤ 7 - Collection System

- 0 - Eliminated structures
 - a.
- 0 – Replaced structures
 - a.

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- 3 – Replaced / adjusted castings
 - a. 1515 Kenwood Ave. (H7M125)
 - b. 1615 Kenwood Ave. (H7M102)
 - c. 1123 Sycamore St.(I7M022)
- 0 – GIS data collection points
 - a.
 - 1– New structure
 - a. Boys & Girls Club in alley.
- 1 – Mainline sewer new construction / replacement.
 - a. Installed 60’ of HDPE storm sewer at 1901 Walter Glaub Dr. under driveway.
- 2 – Miscellaneous
 - a. Cleaned the air release valves on the 30/Pioneer Dr. lift station force main.
 - b. Candy Ln. Storm Sewer Improvements Project is continuing.

COLLECTION SYSTEM:

1. Cleaned 27,122 feet of sewer lines.
 - 608 feet during service calls.
 - 26,514 feet during preventive maintenance.
2. Televised 2,409 feet of sewer lines.
3. Mechanically removed roots from 674 feet of sewer lines.
4. Removed approximately 13.56 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 70,550 gallons of potable water during sewer cleaning.
6. Performed routine maintenance on 10 CSO’s and 16 pumping station.

MISCELLANEOUS

- Elizabeth Getz retired on 4/29/19 as laboratory supervisor/technician. Jeremy Cleveland has been promoted from laborer to laboratory technician.
- Received facility inspection from the city’s risk management provider, CHUBB on 4-1-19.
- Four employees attended pretreatment meeting in Ft. Wayne on 4/10/19.
- Received training on MyGov building permitting software.
- Received trenching & shoring safety training on 4/18/19.

Utility Superintendent Davidson provided an update on the Candy Lane Project. He said the no parking signs have been removed and detours eliminated. Paving is scheduled to occur on Friday, weather permitting. They should be done within two weeks. The contractor will be flagging during this portion of the project, not closing the streets.

Fire Chief Miller made a recommendation that the Board of Works authorize him to make a conditional offer of employment to Paul Mathewson. The offer is contingent on the applicant being approved by the 1977 Pension Plan.

Board Members Culp and Walters moved and seconded to authorize the request as presented. The motion carried.

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Street Superintendent Marquardt updated the board on the city's paving projects. He said the asphalt and concrete work is completed and punchlist items will be reviewed soon.

Airport Manager Sheley told the board that AlphaFlight recently had an open house at the Plymouth Municipal Airport for the students that were accepted into the flight school program. They had 38 applicants and have accepted 32 students into the program. They will begin school on August 7th.

City Engineer Rick Gaul asked the board to approve the 2018 Annual Operational Report for Local Roads and Streets. He said that cities with a population of 15,000 and all municipalities receiving Community Crossings Grant funds are required to submit the report.

Board Members Houin and Milner moved and seconded to approve the 2018 Annual Operational Report for Local Roads and Streets. The motion carried.

City Engineer Rick Gaul reviewed UT-19-018, Hunter Transit's request on behalf of Metronet to work in the city's right-of-way at 2740 Miller Drive for the aquatic center. He said this agreement includes a \$5,000 financial guarantee to be placed at the Clerk-Treasurer's office.

Board Members Walters and Culp 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. The motion carried.

City Attorney Surrisi asked the board to ratify Executive Order 2019-02, Temporary Closure of West Jefferson Street for Plymouth Memorial Day Ceremony.

Members Walters and Milner moved and seconded to ratify Executive Order 2019-02, Temporary Closure of West Jefferson Street for Plymouth Memorial Day Ceremony. The motion carried.

City Attorney Surrisi opened discussion on the Michigan Street Railroad Viaduct Project and Proposed Street Closures. He introduced Brent Martin to discuss the project. Martin said he and

local business owner, Paul Schoberg, have been discussing the project. The work would consist of cleaning, prepping, and re-painting the north and south faces of the viaduct. The project would not include any work with the limestone on the east and west sides, as that is a larger and more costly endeavor. Martin said the plan is to have volunteers help with the project and the hope is to complete it over two weekends: June 29 – 30 and July 6 – 7. The plan is to close one side of Michigan Street in one direction the first weekend and switch to the opposite side the second weekend. The paint color will be deep red and is similar to the color on the River Gate South development.

Martin said the project donations and funding are all going through the Marshall County Community Foundation. Citizens are able to donate any monetary amount to help fund the project. They have already contacted the railroad regarding the project. An insurance rider is required and is already in place.

City Attorney Surrisi said he and Clerk-Treasurer Xaver met and discussed this with the city's insurance agency. The city does have the proper insurance coverage in place for this project. All volunteers working on the bridge will need to be at least 18 years of age. There will be a roster of those volunteers on file and they will be asked to sign a liability waiver. There will be coverage under the city's insurance policy for all rostered volunteers and for liability for any issues that may arise from the project.

Mayor Senter asked if traffic will be detoured or if traffic will be redirected to a two-way lane under the bridge.

Street Superintendent Marquardt said he feels it will be safer to detour the closed direction of traffic rather than condensing one side of the viaduct to two-way traffic. Closures and detours will be from Saturday morning (around 6:00 a.m.) through Sunday when work is done for the day.

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Traffic will then be normal again throughout the week and closures would begin again the following weekend.

Mike Delp asked if the railroad will require a flagman to be present during the work. Martin said the initial word from the railroad is that it will not be required. There was discussion about knowing the train schedule and that workers should be able to drop their lifts, leave their work area while the train passes, and come back up once it has passed.

Walters asked if Martin had the permit in-hand from the railroad. Martin said no, he does not, but he has been in contact with the railroad representative that is reviewing the application. Martin understands that the project does hinge on the railroad's final approval of the application.

Board Members Culp and Milner moved and seconded to approve the Michigan Street Railroad Viaduct Project and Proposed Street Closures for June 29 – 30 and July 6 – 7. The motion carried.

Clerk-Treasurer Xaver presented the following request:

Request to have checks for Mayor's Month of Music entertainers issued prior to performance so performers can be paid the night of their performance. Performances on August 2, 9, 16, 23, and 30 of 2019. S/ Laura Mann, Promotion of the City Coordinator, 124 N Michigan St, Plymouth, 574-936-6717

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

Board Members Houin and Culp moved and seconded to allow the payroll for May 31, 2019 and the claims for May 29, 2019 as entered in Claim Register #2019. The motion carried.

Board Members Walters and Milner moved and seconded to approve the following communications:

- Water Department – April 2019 Report
- Wastewater Department – April 2019 Report

The motion carried.

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There being no further business to discuss, Board Members Culp and Walters moved and seconded to adjourn the meeting. Mayor Senter declared the meeting adjourned at 6:20 p.m.

Jeanine M. Xaver, IAMC, CMC
Clerk-Treasurer

APPROVED:

Mark Senter, Mayor

The following requests were forwarded to the proper committee to act upon:

5/23/2019 – Tree Request: Trim two maple trees along road. S/ Douglas Klapp, owner, 1531 Kenwood Ave, Plymouth, 574-780-0494

5/21/2019 – Tree Request: Dead Cottonwood tree directly across from 1110 Sycamore Street. It's on the city property and could fall at any time. This tree is a hazard to my automobiles, front porch, kids out playing, and daycare on the north side of Sycamore St. Just depends on which direction it falls. S/ Grant Ellabarger, owner, 1110 Sycamore St, Plymouth, 574-229-9353