

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on November 26, 2018, at 6:00 p.m. in the Council Chambers, 124 N. Michigan Street, Plymouth, Indiana.

Mayor Senter presided for Board Members Houin, Milner and Walters. City Attorney Surrisi and Clerk-Treasurer Xaver were also present. Member Culp was absent.

Board Members Milner and Houin moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on November 13, 2018. The motion carried.

Utility Superintendent Davidson presented the following October 2018 utility reports:

**CITY OF PLYMOUTH WASTEWATER DEPARTMENT  
October 2018 Monthly Report**

**PLANT OPERATIONS:**

- |  |            |
|--|------------|
| 1. Total flow in gallons   | 54,768,920 |
| 2. Average daily flow in gallons   | 1,766,739  |
| 3. Rainfall  | 6.50"      |
| 4. Monthly average in BOD removal  | 99.3%      |
| 5. Monthly average in TSS removal  | 96.6%      |
| 6. Monthly average in Ammonia removal  | 98.7%      |
| 7. General plant maintenance   |            |
| 8. Work orders completed:  |            |
| ➤ <u>326 – Wastewater Treatment Plant</u>  |            |
| ➤ Completed installation of the plant's new effluent flow meter.   |            |
| ➤ Completed sampling/monitoring grate hatches at the return sludge wet well structure.   |            |
| ➤ Continuing the replacement of interior lighting in the pipe storage building.  |            |
| ➤ Installed new VFD on the sludge thicken feed pump.   |            |
| ➤ Completed multiple C.I.P.'s on the centrifuge unit.  |            |
| ➤ Cleaned methane collection lines on the anaerobic digester and removed trapped water in the collection lines and flame arrester. |            |
| ➤ Completed repairs to heater on auto sampler #6.  |            |
| ➤ Rebuilt primary sludge pump #1.  |            |
| ➤ Completed maintenance on the pretreatment and secondary control wet wells that were seized.                                      |            |
| ➤ Cleaned boiler tubes on the methane boiler.  |            |
| ➤ Replaced transducer at the raw sewage wet well.  |            |
| ➤ Repaired safeties on the south final clarifier to allow to disconnect if the unit binds.   |            |
| ➤ Installed new antenna on the plant's communication tower.  |            |
| ➤ Preventative maintenance completed by Cummins Crosspoint on 10/29/18 on the WWTP's auxiliary generator.                          |            |
| ➤ Installing updated electrical identification tags on new equipment and updating the facility's Lock Out / Tag Out program.       |            |
| ➤ All of the WWTP's backflow prevention devices have been tested and certified.  |            |
| ➤ Plant winterizing.   |            |
| ➤ <u>65 – Vehicle/Mobile Equipment</u>   |            |
| ➤  |            |
| ➤ <u>41 – Lift Stations</u>  |            |

- a. 1 - Preventative maintenance completed on auxiliary generator at the Goshen Rd. lift station.
- b. Completed repairs to heaters and replaced alternator on the Centennial Park lift station.
- 38 - Collection System
  - 1 - Eliminated structures
    - a. N. 3<sup>rd</sup> St. & W. Adams St. (I6C341)
  - 4 – Replaced structures
    - a. N. 3<sup>rd</sup> St. & W Adams St. (I6C342 & I6C343).
    - b. E. Jefferson St. replaced structure (K6C312 & K6C325).
  - 24 – GIS data collection points
    - a. 24 at various locations
  - 3 – Point repair
    - a. 1411 Pidco Dr. (Pregis) 24” culvert repair after damaged by Comcast.
    - b. W. Lake Ave. & Crest Ln. replace cone section on manhole (G7M203) for entrance to Autumn Trace.
    - c. 720 Magnetic Parkway (Conservation Club House) installed 4” poly drain line for east patio.
  - 1– New structure
    - a. 120 Lemler Ln. (inlet).
  - 1 – Mainline sewer new construction / replacement.
    - a. 800 Blk. Of E. Jefferson St. installed 200’ of 15” corrugated storm sewer.
  - 4 – Miscellaneous
    - c. Smoke tested the Shady Rest Facility for infiltration/inflow.
    - d. Removed the old overflow control box at CSO-010.
    - e. Preventative maintenance completed on auxiliary generator at the Goshen Rd. lift station.
    - f. Removed nozzle from the inverted syphon at the river crossing north of E. Garro St.

**COLLECTION SYSTEM:**

1. Cleaned 16,332 feet of sewer lines.
  - 0 feet during service calls.
  - 16,332 feet during preventive maintenance.
2. Televised 0 feet of sewer lines.
3. Mechanically removed roots from 2,546 feet of sewer lines.
4. Removed approximately 8.17 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 50,500 gallons of potable water during sewer cleaning.
6. Performed routine maintenance on 10 CSO’s and 16 pumping station.

**MISCELLANEOUS**

- Employees attended IPEP safety seminar at Swan Lake Resort on 10/17/18.
- Provided open house of the Wastewater Treatment Facility on 10/20/18.
- Staff meeting on the City’s health insurance.
- Several employees received the city provided flu shots.

**CITY OF PLYMOUTH WATER DEPARTMENT  
October 2018 Monthly Report**

**PLANT OPERATIONS**

Water Treated – Ledyard Water Treatment Plant	23,447,640 gallons
Water Treated – Pine Water Treatment Plant	<u>14,224,624 gallons</u>
Water Treated - Total	37,672,264 gallons

Water Treated – Daily Average – Ledyard Water Treatment Plant	756,375 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>458,859 gallons</u>
Water Treated – Daily Average – Combined	1,215,234 gallons

- Backwashed filters at Ledyard Water Treatment Plant 9 times for a total of 756,000 gallons.
- Backwashed filters at Pine Water Treatment Plant 14 times for a total of 1,344,000 gallons.
- Total backwash usage for the month was 2,100,000 gallons.

### **MAINTENANCE WORK ORDERS COMPLETED**

- 11 – Ledyard Water Treatment Plant Maintenance
  - Installing new electric service to north water tower.
  - Completed repairs to east detention tank.
  - Completed repairs to well 1A and high service pump.
  - Trouble shoot north water tower’s telemetry, which was causing overfilling of the tank.
  - Completed the flushing of the chlorine analyzer.
  - B.L. Anderson in to adjust settings on sodium permanganate pumps.
  - Completed repairs to #1 pressure filter.
  - Cummins Crosspoint completed annual preventative maintenance on the plant’s auxiliary generator.
  - Winterizing plant.
  - Installed well houses.
- 5 – Pine Water Treatment Plant Maintenance
  - Completed repairs to well 4D.
  - Completed flushing and changing filter on the chlorine analyzer.
  - Cleaned chlorine injectors.
  - Installed well houses on wells 5E and 6F.
  - Repaired exterior lighting.
  - Cleaned detention tanks.
  - Winterizing plant.
  - Cummins Crosspoint completed annual preventative maintenance on the plant’s auxiliary generator.
- 24 – Mobile Equipment
  - Complete repairs to W-6.
  - Completed repairs to W-14.
  - Completed repairs to W-17 – welded skid loader mounting bracket.

### **WATER SAMPLING**

- 10 Distribution system bacteria samples, IDEM required.
- 62 Distribution system chlorine residual samples, IDEM required.
- 8 Fluoride samples, ISDH required.
- 339 Process control samples and analysis at the Ledyard Water Treatment Plant 1 samples include Ferrous Iron, Total Iron, Manganese, and Chlorine.
- 339 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.
- 0 Radionuclide (1) ea. Ledyard Plant and Pine Plant.
- 0 IOC & Sodium.
- 0 Lead & Copper Samples

- 5 Extra Sampling.

**SERVICE**

Locates	153
Total Number of Work Orders	252
Service Disconnects	29
Service Disconnects for non-pay	34
Service Reconnects for non-pay	39
Blue Tags “Service Notice” left on door	11
Pink Tags “Insufficient Funds Notice” left on door	5
New Radio Read / Meter Installations	1
Accuracy Checks	121
After Hours Call Outs	0
Meters Repaired	1

**CONSTRUCTION ACTIVITIES**

**(4) Curb Stops Repaired / Replaced / Installed**

- 10-04-2018 Becknell Dr. & Randolph St. – Installed new curb stop for new 2” service.
- 10-08-2018 River Park Square- Installed new 1” curb stop with (2) new yard hydrants.
- 10-18-2018 301 Webster St. – Replaced curb stop, box & rod.
- 10-18-2018 303 Webster St. – Replaced curb stop, box & rod.

**(1) Old Curb Stops Located / Capped Off at Valve**

- 10-29-2018 315 E. Jefferson St. – Capped off artesian well.

**(3) New Taps Installed**

- 10-10-2018 2680 Miller Dr.- Contractor installed (1) 2” Main tap.
- 10-11-2018 2680 Miller Dr.- Contractor installed (2) 2” Taps that separates building with approximately 220’ of 2” Copper service line.
- 10-17-2018 2740 Miller Dr. -Installed a 6” tap with 4” domestic – 6” fire service and PIV fire system valve.

**(3) New Mains Completed**

- 10-03-2018 Randolph St. & Becknell Dr.- Centennial Park bored in 150’ of 2” poly main to complete loop & metering.
- 10-03-2018 E. Laporte St. & River St. – River Park Square bored in 140’ of 1” poly main for new yard hydrants.
- 10-31-2018 Pierce St. between S. Plum St. & S. Walnut St. – Bored in 350’ of 2” poly to replace current ¾” galvanized line that serves 2 homes.

**(1) Valves / Valve Boxes / Repaired / Replaced / Installed**

- 10-11-2018 111 S. 2<sup>nd</sup> St. – Replaced box and rod.

**(521) Hydrants Repaired / Replaced / Installed / Serviced / Painted**

- October 2018 – Serviced 521 Fire Hydrants.

**(0) Valve Exercised**

**(1) Main Breaks and Leaks Repaired**

- 10-01-2018 N. Michigan St. & Baker St.- Repaired a 6” main break.

**(0) Service Lines / New / Repaired**

**MISCELLANEOUS**

- Staff meeting on the City’s health insurance.
- River Gate South water system has been tested with satisfactory results.
- Completed GPS of recent repairs and installations in the distribution system.
- Attended IPEM safety seminar at Swan Lake Resort, 8 attendees.
- Indiana State Board of Health in to inspect the city’s fluoride system.
- Several employees received city provided flu shots.

- Assisted Park Department with 1 employee and skid loader/breaker breaking up concrete basketball supports.
- Completed fire flow test at Randolph St. & Goshen Tr.

Fire Chief Miller requested the board's permission to apply for a Marshall County Community Foundation grant to update equipment in the exercise room, which all city employees have the benefit of utilizing.

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

City Attorney Surrisi presented Executive Order 2018-08, Temporary Closure of West Jefferson Street for the Veterans Day Ceremony.

Board Members Houin and Milner moved and seconded to ratify Executive Order 2018-08, Temporary Closure of West Jefferson Street for the Veterans Day Ceremony. The motion carried.

City Attorney Surrisi presented a request for BIS Digital for prepayment of hardware for the new Council Chambers recording system.

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

City Attorney Surrisi presented a request from the Promotion of the City Coordinator for prepayment of a claim to Denver and the Mile High Orchestra for the Christmas Show on Tuesday, November 27<sup>th</sup>. The check will be given to them after the concert, but authorization is required for the Clerk-Treasurer to write the check before the performance.

Board Members Walter and Milner moved and seconded to approve the prepayment as requested. The motion carried.

City Attorney Surrisi presented the following request:

We would like to place a dumpster on the street in front of 214 N Fourth St. We would like to have it from 11/27/2018 for one week. Thank you in advance for your consideration. S/ Angie Birchmeier, 11100 Shadylane Dr, Plymouth, 574-780-1309

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

City Attorney Surrisi discussed the Complete Streets Policy and the associated resolution for this policy, Resolution No. 2018-833, Resolution of the City of Plymouth Adopting a Complete Streets

Policy. Allie Shook was present to discuss the policy and answer questions. She said there are no additions since the last board meeting and reiterated that this will be a policy that is adaptable and an on-going policy. There was addition discussion about how this policy will be integrated into the city's current plans for street projects.

Board Members Walters and Houin moved and seconded to approve Resolution No. 2018-833, Resolution of the City of Plymouth Adopting a Complete Streets Policy. The motion carried.

Board Members Houin and Milner moved and seconded to allow the payroll for November 30, 2018, and the claims for November 26, 2018, as entered in Claim Register #2018. The motion carried.

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

- October 2018 Wastewater Department Report
- October 2018 Water Department Report
- Kokosing Industrial Letter of Commendation Dated October 29, 2018

Mayor Senter and Board Member Houin discussed the Kokosing Industrial Letter of Commendation. Mayor Senter read the letter aloud:

Mayor Mark Senter  
City of Plymouth  
124 N. Michigan Street  
Plymouth, IN 46563

Re: Letter of Commendation for Mr. Donnie Davidson and the Wastewater Treatment Plant Staff

Dear Mayor Senter,

As you are aware, Kokosing Industrial has been your General Contractor and GSC Provider for comprehensive upgrades at the Wastewater Treatment Plant. This work, which was begun in summer 2016, currently has all systems substantially complete and in use by the WWTP staff. The full project will be closed out by the end of this year. We, as Kokosing Industrial, count the WWTP Improvements Project as one of our most successful projects and one that we use to highlight our capabilities to future customers. A project like this is always challenging because we touched every part of the wastewater treatment process while operations were maintained. We are proud of the work done in your community and recognize a main reason for the project success is Mr. Donnie Davidson and the staff of your Wastewater Treatment Plant. When we describe for other communities the value to be gained by working collaboratively, Plymouth WWTP is the project pointed to as proof. When we talk a role model for how to work collaboratively, Donnie is the one we hold up as a standard. He took a vested interest in our work, proactively providing information we needed in order to protect plant personnel and processes. When a problem occurred, he critically considered all the information and options and then decisively acted. This saved the project and the City countless hours lost on other projects to indecision. Donnie also thoughtfully worked with our superintendent and staff to plan for challenging phases of the work, such as shut downs, to ensure they went as smoothly as possible. We were honored when Donnie and his staff began emulating some of our safety practices, showing us that they not only carefully listened, they critically watched.

With this letter, Kokosing Industrial commends Donnie Davidson for his leadership and partnership through the Wastewater Improvements project and express our gratitude to all members of the WWTP staff who worked safely and productively side-by-side with our crew.

Sincerely,



Todd A. Lemen  
Assistant Vice President and Principal-in-Charge  
Kokosing Industrial

The motion to approve the communications passed.

There being no further business to discuss, Mayor Senter declared the meeting adjourned at 6:18

p.m.

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Jeanine M. Xaver, IAMC, CMC  
Clerk-Treasurer

APPROVED:

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Mark Senter  
Mayor