

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, MARCH 25, 2019

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on March 25, 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 Milner moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on March 11, 2019. The motion carried.

Utility Superintendent Davidson updated the board on the Candy Lane Storm Sewer Project. Barricades are up in the area and the construction crew is hoping to begin removing pavement on March 26th.

Davidson also presented the following monthly reports:

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

PLANT OPERATIONS

Water Treated – Ledyard Water Treatment Plant	19,628,993 gallons
Water Treated – Pine Water Treatment Plant	<u>17,033,311 gallons</u>
Water Treated - Total	36,662,304 gallons

Water Treated – Daily Average – Ledyard Water Treatment Plant	701,035 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>608,333 gallons</u>
Water Treated – Daily Average – Combined	1,309,368 gallons

- Backwashed filters at Ledyard Water Treatment Plant 8 times for a total of 672,000 gallons.
- Backwashed filters at Pine Water Treatment Plant 12 times for a total of 1,152,000 gallons.
- Total backwash usage for the month was 1,824,000 gallons.

MAINTENANCE WORK ORDERS COMPLETED

- 7 – Ledyard Water Treatment Plant Maintenance
 - Completed repairs to unit heater in office garage.
 - Repaired well 4D entry doors.
 - Completed repairs to #2 chlorine booster pump.
 - Completed flushing #2B well.
 - NOBI in to inspect security system.
- 5 – Pine Water Treatment Plant Maintenance
 - Completed relocation of surveillance monitors in laboratory.
 - Completed plumbing repairs in filter room.
 - Completed repairs to security system.
 - NOBI in to inspect security system.

- Upgrading electric in the storage building to accommodate welder.
- 18 – Mobile Equipment
 - Completed servicing W-17.
 - Completed repairs to W-3.
 - Completed repairs to W-23.
 - Completed repairs to W-5.
 - Completed repairs to W-14.
 - Completed repairs to 3” & 4” trash pumps.

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required.
- 56 Distribution system chlorine residual samples, IDEM required.
- 8 Fluoride samples, ISDH required.
- 282 Process control samples and analysis at the Ledyard Water Treatment Plant 1 samples include Ferrous Iron, Total Iron, Manganese, and Chlorine.
- 248 Process control samples and analysis at the Pine Water Treatment Plant samples. Includes Ferrous Iron, Total Iron, Manganese and Chlorine.
- 4 THM’s – Sample for 4th quarter.
- 4 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
- 0 Extra Sampling.

SERVICE

Locates	93
Total Number of Work Orders	196
Service Disconnects	16
Service Disconnects for non-pay	26
Service Reconnects for non-pay	39
Blue Tags “Service Notice” left on door	6
Pink Tags “Insufficient Funds Notice” left on door	2
New Radio Read / Meter Installations	1
Accuracy Checks	96
After Hours Call Outs	5
Meters Repaired	5

CONSTRUCTION ACTIVITIES

- (1) **Curb Stops Repaired / Replaced / Installed**
02-14-2019 601 W. Lake Ave. – Replaced a ¾” curbstop.
- (0) **Old Curb Stops Located / Capped Off at Valve**
- (1) **New Taps Installed**
02-14-2019 2915 Commerce Dr.- Harrington Noodle Factory- Installed a new 1” tap with meter pit.
- (0) **New Mains Completed**
- (1) **Valves / Valve Boxes / Repaired / Replaced / Installed**
02-21-2019 823 W. Harrison St.- Repaired box and meter pit.
- (3) **Hydrants Repaired / Replaced / Installed / Serviced / Painted**

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- 02-08-2019 1440 Stanley Dr.- Replaced HYD-331 (Damaged by vehicle).
- 02-12-2019 W. Lake Ave. & Kenwood Ave.- Repaired HYD-072 (Damaged by vehicle).
- 02-13-2019 1440 Stanley Dr.- Installed a hydrant extension kit to new hydrant -HYD-331.

(0) Valve Exercised

(6) Main Breaks and Leaks Repaired

- 02-01-2019 1440 Western Ave. – Repaired 8” Main break.
- 02-01-2019 1116 W. Harrison St. – Repaired 8” Main break.
- 02-01-2019 1409 W. Jefferson St. – Repaired 4” Main break.
- 02-04-2019 902 W. Adams St. – Repaired 4” Main break.
- 02-06-2019 810 Mansfield St. – Repaired 8” Main break.
- 02-07-2019 2121 Walter Glaub Dr. – Repaired leak on 6” tapping sleeve.

(1) Service Lines / New / Repaired

- 02-19-2019 1233 W. Washington St. -Repaired leak on service line.

MISCELLANEOUS

- Installed new beacon on top of the west water tower (Pidco Dr.)
- Collected/update GIS data.
- Lost phone and internet service due to the sever cold.
- M.E. Simpson repaired frozen meter at the Bay Valley Foods building on Western Ave.
- Modified pole trailer to transport water main materials to the job site.
- Completed health screenings on 2/26 and 2/27.
- Dixon Engineering completed structural inspection of the north tower (Parkview St.) for antenna improvements for AT&T.

**CITY OF PLYMOUTH WASTEWATER DEPARTMENT
Board of Public Works and Safety, February 2019 Monthly Report**

PLANT OPERATIONS:

- | | |
|--|------------|
| 1. Total flow in gallons | 59,291,700 |
| 2. Average daily flow in gallons | 2,117,561 |
| 3. Rainfall | 1.79” |
| 4. Monthly average in BOD removal | 98.9% |
| 5. Monthly average in TSS removal | 95.5% |
| 6. Monthly average in Ammonia removal | 99.3% |
| 7. General plant maintenance | |
| 8. Work orders completed: | |
| ➤ <u>324 – Wastewater Treatment Plant</u> | |
| ➤ Installed controls on methane and natural gas boilers to automatically switch over and reset. | |
| ➤ Replaced the water line and solenoid on the hydro gritter. | |
| ➤ Blew out all plant variable speed drives. | |
| ➤ Removed excess grease from stems on all telescopic valves and re-lubricated. | |
| ➤ Installed new lower gasket seal on #1 primary sludge pump. | |
| ➤ Painting raw sewage building and touch-up sludge thickening building. | |
| ➤ Installing updated electrical identification tags on new equipment and updating the facility’s Lock Out / Tag Out program. | |
| ➤ <u>61 – Vehicle/Mobile Equipment</u> | |
| ➤ Repairing wire motor and wiring harness on T-5. | |
| ➤ Repaired safety van box and floor. | |

- Repairing floor saw.
- Straightened tube rack on the rear of T-20.
- 51 – Lift Stations
 - Installed new high-level float, transducer and secured transducer stilling basin in wet well on Goshen Rd. lift station.
 - Temporary electric ran to Showland lift station when original failed.
 - Re-mounted SCADA antenna that blew over during heavy winds at the 30/17 lift station.
 - Started pre-wiring control panels of the following lift stations:
 1. Briarwood
 2. Centennial Park
 3. Ferndale
 4. S. Oak
 5. Jail
- 3 - Collection System
 - 0 - Eliminated structures
 - 0 – Replaced structures
 - 2 – Replaced / adjusted castings
 - a. Kingston Ave. & Ferndale St. (K7M106).
 - b. Kingston Ave. & LWE (K6M314).
 - 0 – GIS data collection points
 - 1 – Point repair
 - a. Repaired broken sewer lateral at the intersection of W. Adams St. & N. Walnut St.
 - 0– New structure
 - 0 – Mainline sewer new construction / replacement.
 - 0 – Miscellaneous

COLLECTION SYSTEM:

1. Cleaned 433 feet of sewer lines.
 - 393 feet during service calls.
 - 40 feet during preventive maintenance.
2. Televised 0 feet of sewer lines.
3. Mechanically removed roots from 0 feet of sewer lines.
4. Removed approximately 0.22 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 4,250 gallons of potable water during sewer cleaning.
6. Performed routine maintenance on 10 CSO's and 16 pumping station.

MISCELLANEOUS

- Jeremy Cleveland is continuing in training as replacement for Liz Getz as laboratory supervisor/technician.
- Completed rate study on the impact of the Candy Ln. Storm Sewer Project will have on the utility.

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Assistant Fire Chief Steve Holm addressed the board. He asked permission to submit grant applications to two entities:

- Marshall County REMC Operation Round Up for new CPR Training Equipment
- FireHouse Subs for 25 Tactical Protection Vests

Holm explained that the grants would cover about \$5,000 for the CPR Training Equipment and \$15,000 for the protective vests.

Board Members Houin and Culp moved and seconded to allow the Plymouth Fire Department to apply for both grants. The motion carried.

Holm also presented a donation of \$125.00 to the City Monetary Gift Fund from the American Legion. It was accepted by consensus.

Street Superintendent Marquardt discussed the sidewalk request for 738 Thayer Street from Kenneth and Anita Snyder:

Our front sidewalk has buckled and broke at the alley edge. The steps leading from the curb to the main walk are broken. We are concern someone may trip on these broken edges & fall. We are 82 yrs old plus friends who visit us are 94 yrs old, one uses a walker & the other one a cane. Both neighbor's sidewalks have been replaced but not ours. Thank you for your attention to the above matters. S/ Anita Snyder, 738 Thayer St, 574-936-6412

He explained that the intersection of Thayer and Nursery Streets is on the plan to be done this year.

Marquardt updated the board on the light pillars in the Lincoln Park area. He said the street department has already started work on the pillar that was taken down by a vehicle, as well as the corner by Lincoln Junior High School.

City Engineer Rick Gaul reviewed UT-19-008, the request from Comcast to conduct work in the right of way at 1169 Hoham Drive. He explained that changes to the drawings were requested, so he asked that the agreement be approved contingent upon receipt of those updated drawings. There will be a \$5,000 financial guarantee.

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Gaul also presented UT-19-011, another request from Comcast for work in the right of way. This is for a replacement line at 925 Dora Lane and also includes a financial guarantee of \$5,000.

Houin asked for a status update on the revisions to the policies regarding work in the right of way. Gaul said it was originally attached to the ordinance regarding small cell facility permitting, but has since been removed. City Attorney Surrisi explained that combining the two was complicating the small cell policy, so he will be presenting this to the board separately in the near future.

Board Members Culp and Milner 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, including the revised drawings, and the placement of the financial guarantee. The motion carried.

Gaul requested permission to deem the utility department's current plotter worthless. There is no trade-in value and he does have a company that will haul the plotter away. A new wide-format plotter has been purchased to replace the useless, out-of-date plotter.

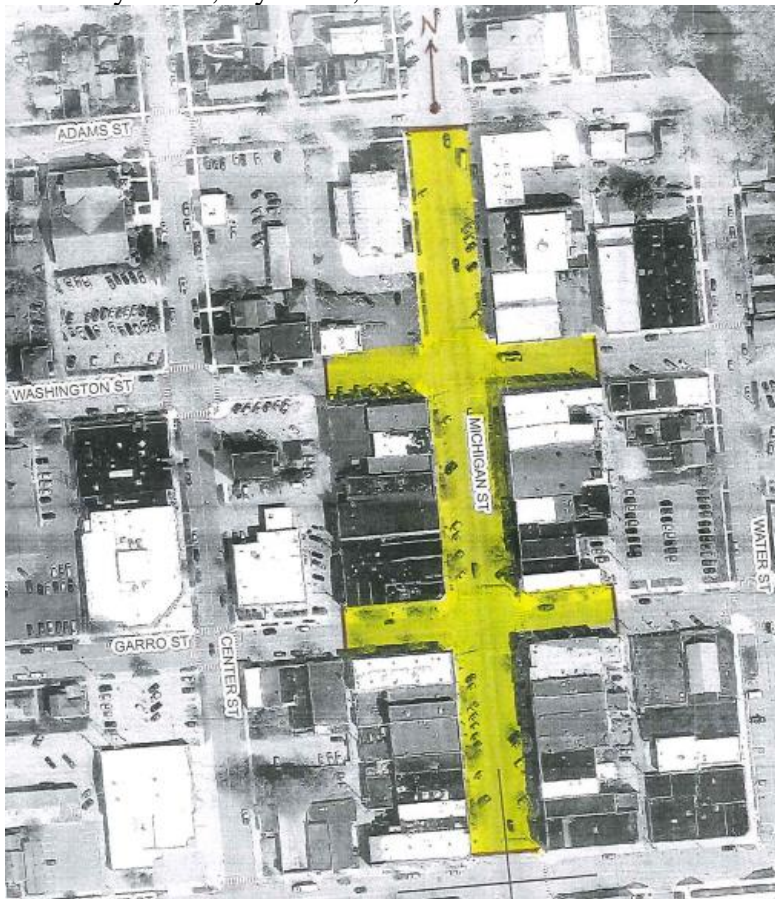
Board Members Houin and Walters moved and seconded to declare the plotter as worthless property. The motion carried.

Gaul provided an update on the Community Crossings Matching Grant project for 2019. He said there was a pre-construction meeting and they are currently waiting on an E-Verify case number. Once this is received, Mayor Senter can sign the agreement and the plan is begin work around April 15th. The expected completion is mid-May. The streets on the list include Randolph, Stanley, Walnut, Madison, Kingston, Lemler, and Chester.

Gaul also told the Board that they will be working on getting the following items in place for the small cell facilities: facility application, work in right-of-way permit application, and a completion affidavit. He is hoping to have those documents ready for the next board meeting.

Clerk-Treasurer Xaver presented the following request:

P-Town Cruz'n Car Show Request. This is our 10th annual show. We are hoping for bigger and better than ever. This show is put on by a small group of 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 9 years we have raised over \$21,000 for local charities. We have given the Marshall County Humane Society \$13,975. We have also given \$7,132 divided between our local Boy Scouts, Girl Scouts, Boys and Girls Club, FOP#195 Show with a Cop, and Plymouth Police Department K-9 Fund. For June 8, 2019 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, Chairperson, 1030 Bayless St, Plymouth, 574-935-0100



Mr. Harper was present to discuss his request. He will be asking the state for permission if he receives approval at this meeting.

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

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Board Members Culp and Walters moved and seconded to allow the payroll for March 29, 2019 and the claims for March 25, 2019 as entered in Claim Register #2019. The motion carried.

Board Members Houin and Culp moved and seconded to approve the following communications:

- Water Department February 2019 Report
- Wastewater Department February 2019 Report

The motion carried.

There being no further business to discuss, Board Members Walters and Milner moved and seconded to adjourn. The meeting was declared adjourned at 6:17 p.m.

Jeanine M. Xaver, IAMC, CMC
Clerk-Treasurer

APPROVED:

Mark Senter, Mayor

The following request was forwarded to the proper committee to act:

03/11/2019 – Tree Request: Two trees in front of my house at 910 Lake Ave. I would appreciate if someone could determine if they are bad enough that they may need removed. They both concern me that they are dead. Thank you. S/ Michael Berger, homeowner, 910 Lake Ave, 574-933-2978