

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on September 12, 2016, at 6:00 p.m. in the Council Chambers of the City Building, 124 N. Michigan St., Plymouth, IN.

Mayor Senter presided for Board Members Delp, Fonseca and Houin. City Engineer Gaul, City Attorney Surrisi and Clerk-Treasurer Xaver were also present. Board Member Grobe was absent.

Board Members Delp and Houin moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on August 22, 2016, as presented since they have been reviewed and found to be correct. The motion carried.

Utility Superintendent Davidson presented the monthly reports for the Wastewater and Water departments.

**CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety
AUGUST 2016 Monthly Report**

PLANT OPERATIONS

Water Treated August – Ledyard Water Treatment Plant	28,990,961 gallons
Water Treated August – Pine Water Treatment Plant	<u>25,426,480 gallons</u>
Water Treated - Total	54,417,441 gallons

Water Treated – Daily Average – Ledyard Water Treatment Plant	935,192 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>847,594 gallons</u>
Water Treated – Daily Average - Combined	1,782,786 gallons

- Backwashed filters at Ledyard Water Treatment Plant 8 times for a total of 688,000 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 1,936,000 gallons

MAINTENANCE WORK ORDERS COMPLETED

- 23 – Ledyard Water Treatment Plant Maintenance
 - Recorded bearing temperature readings on Ledyard high service pumps and motors
 - Inspected wells and detention tanks
 - Completed generator test and inspection
 - Cleaned influent and effluent chlorine injectors and flushed supply lines
 - Inspected north and west towers
 - Replaced dusk to dawn sensor for strobe on west tower
 - Installed new mop sink in garage area
 - Installed new communications wire in new office areas
- 22 – Pine Water Treatment Plant Maintenance
 - Cleaned and inspected chlorine analyzer, replaced filter and inspected
 - Cleaned influent and effluent chlorine injectors and flushed supply lines
 - Completed generator test and inspected
 - Flushed supply lines to 4” main lines
 - Recorded bearing temperature readings on all pumps and motors
 - Flushed supply lines to filter air release system
 - Replaced data card on plant SCATA system after lightning strike on 8-29-16
 - Replaced electrolyte solenoid and tip cap on C12 sensor
 - Cleaned and inspected detention tanks
 - Repaired #2 permanganate pump
 - Inspected wells
- 16 – Mobile Equipment
 - Installed new brushes on power broom

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 62 Distribution system chlorine residual samples, IDEM required

- 8 Fluoride samples, ISDH required
 - 414 Process control samples and analysis at the Ledyard Water Treatment Plant samples include Ferrous Iron, Total Iron, Manganese, and Chlorine
 - 397 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 2nd quarter
 - 4 HAA5's – Sample for 2nd quarter
 - 0 VOC's sets
 - 0 SOC's
 - 0 Radionuclide
 - 2 IOC / Nitrates (1) Set for each plant
 - 23 Extra sampling
- Note: Extra samples taken off new 6" water main on West Washington St.
Extra samples were taken on water system at the Blueberry Festival during set up.

SERVICE

Locates	136
Total Number of Work Orders	177
Service Disconnects	17
Service Disconnects for non-pay	35
Service Reconnects for non-pay	30
Blue Tags "Service Notice" left on door	5
Pink Tags "Insufficient Funds Notice" left on door	5
New Radio Read / Meter Installations	1
Accuracy checks	72
After Hours Call Outs	3
Meters repaired	2

CONSTRUCTION ACTIVITIES

- (4) Curb Stops Repaired / Replaced / Installed**
 08-02-2013 701 W. Lake Ave. – replaced 3/4" curb stop, box and rod
 08-05-2016 300 block of Crimson Ln. dead end – installed 2" blow off
 08-12-2016 209 N. Plum St. – replaced 3/4" valve box and rod
 08-17-2016 738 Freeman St. – replaced 3/4" curb stop, box and rod
- (1) Old Curb Stops Located / Capped Off at Valve**
 08-09-2016 119 Franklin St. – retired at corporation stop (house demolished)
- (15) New Taps Installed- All being installed on New 6" water main on West Washington St.**
 08-31-2016 1" taps for the following addresses on W. Washington St. 1100, 1115, 1120, 1125, 1217, 1221, 1126, 1202, 1210, 1216, 1224, 1229, 1233 and 1232
 08-31-2016 2845 Jack Greenlee Dr. (INDOT project) 8" D.I. hot tap
- (1) New Mains Completed -**
 725' of 6" Ductile Iron, 1100 Block of West Washington St.
- (6) Valves / Valve Boxes / Repaired or Replaced / Valve Boxes Repaired or Replaced**
 08-03-2016 104 N. Michigan St. – installed new casting around curb stop
 08-03-2016 106 N. Michigan St. – installed new casting around curb stop
 08-19-2016 1000 E. Jefferson St. – repacked 4" gate valve
 08-31-2016 Beerenbrook St. & W. Washington St. - replaced 4" gate valve I6V057
 08-31-2016 Beerenbrook St. & W. Washington St. - installed new 6" gate valve
 08-31-2016 W. Washington St. & Park Jefferson Apts. – installed new 4" gate valve
- (1) Hydrants Repaired / Replaced / Installed / Serviced / Painted**
 08-31-2016 New hydrant and 6" riser at 1125 W. Washington St. HYD-503
- (0) Valves Exercised**
- (2) Main Breaks and Leaks Repaired**
 08-23-2016 Angel St. & Webster Ave. – clamped 3/4" service line, which supplies 600 Mansfield St.
 08-31-2016 1660 N. Michigan St. – repaired 2" galvanized line that had tent stake drove through during Blueberry Festival set-up
- (1) Service Lines / New / Repaired**

08-03-2016 638 S. Michigan St. - replaced 10' of ¾" service line replaced the curb stop, box and rod

MISCELLANEOUS

- Cleaned out entire pole building for future renovation
- 2 employees starting AWWA operator training school I Mishawaka, IN

WATER DEPARTMENT IMPROVEMENT PROJECTS

- August Division 1 – Ledyard Water Treatment Plant Improvements
 1. Substantial completion was approved on July 11, 2016
 2. Punch list has 60 days from substantial completion to be completed or September 9, 2016

**CITY OF PLYMOUTH WASTEWATER DEPARTMENT
Board of Public Works and Safety
August 2016 Monthly Report**

PLANT OPERATIONS:

1. Total flow in gallons 74,732,620
2. Average daily flow in gallons 2,410,730
3. Rainfall 9.16"
4. Monthly average in BOD removal 98.4%
5. Monthly average in TSS removal 97.4%
6. Monthly average in Ammonia removal 96.9%
7. General plant maintenance
8. Work orders completed:
 - 364 – Wastewater Treatment Plant
 - Repaired 2" supernatant pump on south slurry store
 - Repaired west bio-tower influent isolate valve stem
 - Installed and dialed in VFD on sludge thickener interface
 - 66 – Vehicle/Mobile Equipment
 - Repaired asphalt roller
 - Installed new auxiliary generator on CCTV van
 - 31 – Lift Stations
 - Upgrades to lift station controllers at Clark & Rose and US 30 stations
 - Replaced seals on Showland lifts station pumps
 - 7 - Collection System
 - 0 - Eliminated structures
 - a.
 - 0 – Replaced structures
 - a.
 - 0– Repaired structure
 - a.
 - 3 – Replaced/adjusted castings
 - a. Alexander St. (K7M226, K7M225 and K7M215)
 - 0 – GIS data collection points
 - a.
 - 2 – Point repair
 - a. Becknell Dr. next to tennis courts
 - b. 821 W. Jefferson St. in alley – 12' of 8" PVC
 - 0– New structure
 - a.
 - 0 – Mainline sewer new construction / replacement
 - a.
 - 2 – Miscellaneous
 - a. 701 Lake Ave. – installed 4" shut off on sewer lateral, non-pay
 - b. 805 & 809 W. Harrison St. – removed structures and sealed sanitary sewer services

COLLECTION SYSTEM:

1. Cleaned 41,875 feet of sewer lines
 - 100 feet during service calls
 - 41,775 feet during preventive maintenance
2. Televised 6,906 feet of sewer lines
3. Mechanically removed roots from 1,474 feet of sewer lines
4. Removed approximately 20.94 tons of silt and debris during cleaning and inspections of sewers

lines

5. Used approximately 59,000 gallons of potable water during sewer cleaning
6. Performed routine maintenance on 10 CSO's and 16 pumping station
7. O'Neil Construction has completed the installation of the 8" sanitary sewer to the new INDOT facility located on Jack Greenlee Dr.

MISCELLANEOUS

- 8-8-16 and 8-12-16 staff meeting for the coordination of plant shut down during construction

WASTEWATER TREATMENT RENOVATION PROJECT

- Footers are currently being installed for the dewatering facility
- Overhead electric has been relocated with coordination with City of Plymouth, Kokosing and NIPSCO
- Relocation of aeration effluent pipe has started

Davidson discussed a change in the processing and handling method of bio-solids as part of the Wastewater Treatment Facility update. Due to this change, the Wastewater department will be in need of a dump trailer. It was decided that it is unjustifiable to purchase a new dump trailer for between \$70,000 and \$80,000. Davidson has found a used dump trailer in Virginia for \$25,000. The plan is to send the department's most experienced truck driver out to inspect the trailer and make the final decision as to whether or not it meets the requirements. Davidson requested the board's permission to approve the payment.

City Attorney Surrisi explained that state statute requires that goods and services be rendered or received before payment can be made; by signing the accounts payable voucher (claim form) the department head is certifying that he is in receipt of the product or the service has been provided. State statute does allow claims to be prepaid if an ordinance is in place allowing such transactions that are pre-approved by the board. This will be addressed in more detail in Ordinance 2016-2104.

Board Members Houin and Delp moved and seconded to approve the pre-approval for payment of the trailer contingent upon council approving related ordinance at the next meeting. The motion carried.

Davidson also requested the board's authorization to sign seven updated contracts with NIPSCO for the electricity to the city's lift stations. He said that these are basically take-it or leave-it contracts, as there are no other options. Surrisi noted that he reviewed the contracts and they are essentially the same contracts we previously held with NIPSCO only with updated rates.

Board Members Delp and Fonseca moved and seconded to authorize Superintendent Davidson to sign the agreements with NIPSCO. The motion carried.

Fire Chief Miller requested the board's permission to begin the hiring process for a new firefighter/paramedic.

Board Members Houin and Fonseca moved and seconded to allow Chief Miller to begin the hiring process. The motion carried.

Miller also presented Clerk-Treasurer Xaver with a \$2,200 donation check from Notre Dame University for the ambulance service coverage of their off campus football practice at Culver Military

Academy. At the July 25, 2016 Board of Public Works and Safety meeting, the board members approved accepting the donation into the City Monetary Gift Fund.

Miller discussed the problem of turning emergency vehicles north onto Plum Street off of West Jefferson Street. He said that he and Street Superintendent Marquardt have discussed the fire department's concerns. Marquardt received the following letter from business owner Eric Foster:



August 17, 2016

Jim Marquardt
Commissioner Streets and Sanitation
2124 Western Avenue
Plymouth, IN 46563

RE: Plum street parking

Dear Mr. Marquardt,

I appreciate you stopping by my office to discuss the parking along Plum Street which is adjacent to my office. I have had more time to consider what we discussed and still hold to the opinion that I gave you. I believe no parking for the first 10 feet on the northeast side of Plum Street would ease some of the congestion and difficulty turning onto the road. I do not believe it would be fair to eliminate parking all the way up to my driveway. There are 10 providers that work for me within this office which leads to numerous clients parking in our parking lot as well as along Plum Street. We do have numerous clients that have physical limitations or are elderly and requiring them to park further away would be difficult, especially during the winter when sidewalks are not always cleared quickly north of my building. Furthermore, I have been here for 17 years and do not recall there ever being an accident that was created or enhanced by parking. Parking availability is vital to my business and taking that away would not be right. Please let me know if you would like to discuss this further.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Foster", is written above the typed name.

Eric Foster, MA, LMHC, NCP

Miller suggested painting a center line that will direct traffic between two lanes on the west side of the street rather than allowing vehicles to sit in the middle of that lane and block traffic from turning right. Marquardt noted that parking on the west side of the street in that area is not an issue because the curb is painted yellow. He suggested also painting the east of Plum Street yellow to indicate no parking in that area.

Board Members Delp and Houin moved and seconded to approve the temporary solutions discussed this evening to try and alleviate the problem and consider widening the street in the spring of 2017 during the street and sidewalk projects. The motion carried.

Miller also presented the monthly report for the fire department.

**Plymouth Fire Department
Departmental Activity Report**

Current Period: 08/01/2016 to 08/31/2016, Prior Period: 01/01/2016 to 08/31/2016

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
EMS Alarm Situations				
No Location Provided	180	778.40	1,445	6,365.71
	180	778.40	1,445	6,365.71
Fire Alarm Situations				
Accident, potential accident	1	0.00	1	0.00
Chemical release, reaction, or toxic	0	0.00	3	0.00
Combustible/flammable spills & leaks	1	0.00	7	0.00
Controlled burning	0	0.00	2	0.00
Dispatched and cancelled en route	11	0.00	91	0.00
Electrical wiring/equipment problem	1	0.00	4	0.00
Emergency medical service (EMS) Incident	137	0.00	1,096	0.00
False alarm and false call, Other	5	0.00	32	0.00
Fire, Other	0	0.00	3	0.00
Good intent call, Other	1	0.00	8	0.00
Hazardous condition, Other	0	0.00	3	0.00
Medical assist	15	0.00	99	0.00
Mobile property (vehicle) fire	1	0.00	7	0.00
Natural vegetation fire	0	0.00	17	0.00
Outside rubbish fire	0	0.00	5	0.00
Overpressure rupture from air or gas (no	0	0.00	1	0.00
Public service assistance	1	0.00	4	0.00
Service call, Other	1	0.00	5	0.00
Severe Weather & Natural Disaster -	1	0.00	2	0.00
Smoke, odor problem	1	0.00	4	0.00
Special outside fire	0	0.00	2	0.00
Special type of incident, other	0	0.00	1	0.00
Steam, Other gas mistaken for smoke	0	0.00	4	0.00
Structure Fire	1	0.00	19	0.00
System or detector malfunction	0	0.00	6	0.00
Unintentional system/detector operation	2	0.00	17	0.00
Wrong location, no emergency found	0	0.00	2	0.00
	180	0.00	1,445	0.00
Training				
12 lead Acquisition/transmission	0	0.00	4	2.00

* Staff hours for Fire Alarm responses that have an associated EMS alarm record are considered shared hours. Shared hours are posted only with the EMS alarm responses to avoid duplication of staff hours in totals.

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Fire Alarm Responses, EMS Alarm Responses, Training Classes

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Training				
Active Shooter	0	0.00	1	3.00
Advanced Cardiac Life Support	0	0.00	5	40.00
Alternative Fuel	0	0.00	2	20.00
Apparatus / Equipment	20	40.00	35	85.00
Cardiac Assessment	0	0.00	6	12.00
Chest and Abdominal Injuries	0	0.00	2	8.00
CHF vs. COPD	0	0.00	1	1.00
CPR	0	0.00	32	69.25
Crude by Rail	0	0.00	2	11.00
Diabetics	0	0.00	2	8.00
Drug Addiction	0	0.00	1	1.00
Emergency Medical Services	0	0.00	1	4.00
EMS Audit & Review	0	0.00	37	36.75
EMS Skills	0	0.00	14	26.00
EMT-B	0	0.00	24	90.00
ENvironmental Emergencies	0	0.00	2	8.00
EOC OPERATIONS	0	0.00	3	25.00
Extrication	0	0.00	26	65.00
FF I-II	6	12.50	21	43.00
Fire Behavior	0	0.00	21	165.50
Fire Investigation	0	0.00	5	12.00
FIRE OFFICER 1	0	0.00	2	8.00
Fire Preplan	0	0.00	2	1.50
Forceable Entry	0	0.00	24	48.00
Gas Pipe line Safety	0	0.00	11	33.00
Geriatric Emergencies	0	0.00	2	8.00
Glucometer Training/Skills Blood	0	0.00	4	2.00
Hazardous Materials Overview	0	0.00	1	4.00
Hose Lays	0	0.00	6	6.00
Hose Test	0	0.00	51	102.00
Infants & Children	0	0.00	1	1.00
Instructor Training	0	0.00	4	20.00
IV Therapy	0	0.00	2	1.00
Knowing Your Smoke	0	0.00	8	64.00
Leadership	0	0.00	3	26.00
Marshall County Fire Association Mtg.	0	0.00	3	4.50

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Departmental Activity Report**

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00:00 to 24:00
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Fire Alarm Responses, EMS Alarm Responses, Training Classes

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Training				
Medication Review for Protocols	0	0.00	18	18.00
Narcan Training	0	0.00	40	54.50
Obstetrics	0	0.00	2	8.00
P H T L S	0	0.00	17	129.50
Patient Assessment	0	0.00	6	17.00
Pediatric Emergencies	0	0.00	2	8.00
Pension Board Meeting	0	0.00	28	4.04
PEPP & PALS Hybrid Coarse	0	0.00	5	747.50
Physical Ability Test	0	0.00	10	30.00
Preplan	0	0.00	30	60.00
Public Education	0	0.00	5	15.00
Public Relations	20	20.00	37	88.00
Pump Operations	0	0.00	16	32.00
Risk Managment	0	0.00	1	9.00
SEARCH & RESCUE	0	0.00	45	115.00
Self Rescue	28	112.00	28	112.00
Smart Triage	0	0.00	8	18.00
Trauma	0	0.00	4	16.00
Trauma Symposium	0	0.00	1	8.75
Virtual Dementia Tour	0	0.00	13	26.00
Volunteer Fire Business Mtg.	26	26.00	218	290.76
Water Supply	0	0.00	4	13.00
	100	210.50	909	2,884.55

**Plymouth Fire Department
Incidents by District (Summary)**

Alarm Date Between {08/01/2016} And {08/31/2016}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
001 Argos	1	0.55%	\$0	0.00%
006 Lapaz	3	1.66%	\$0	0.00%
007 Plymouth	116	64.44%	\$400	0.20%
011 Center Twp	30	16.66%	\$0	0.00%
019 West Twp	17	9.44%	\$200,000	99.80%
12 Argos Paramedic Assist	3	1.66%	\$0	0.00%
15 Culver Paramedic Assist	3	1.66%	\$0	0.00%
16 Lakeville/Lapaz Paramedic Assist	3	1.66%	\$0	0.00%
18 Walkerton Paramedic Assist	4	2.22%	\$0	0.00%
Total Incident Count:	180		Total Est Losses:	\$200,400

Street Superintendent Marquardt notified the board that, weather permitting, the work on the Jefferson Street railroad at the gas station will begin on September 19th around 8:30 a.m. and continue through September 20th. The street will be closed to traffic.

Board Member Delp asked about the signs around parking lot next to the police department.

Marquardt stated that there was a washout in this area. The area is closed until a permanent solution can be formulated.

City Engineer Gaul reviewed the following letter regarding 2016 Street and Sidewalk Fall Projects.

DEPARTMENT OF ENGINEERING
PUBLIC WORKS – STORMWATER MANAGEMENT
CITY OF PLYMOUTH, INDIANA
900 OAKHILL AVENUE - P.O. BOX 492
PLYMOUTH, IN 46563

Philip R. 'Rick' Gaul, P.E.
City Engineer

PHONE 574-936-3614
FAX 574-936-3017

DATE: September 12, 2016

TO: Board of Public Works & Safety
Mayor Mark Senter
Mike Delp
Shiloh Fonseca
Shawn Grobe
Jeff Houin

FROM: Rick Gaul

COPY: Jeanine M. Xaver
Gary Cook
Duane Culp
Don Ecker
Sean Surrisi
Donnie Davidson (e-mail)
Jim Marquardt (e-mail)

RE: PW-16-033 Street & Sidewalk Fall Projects
Project List
PW-16-033

The below list is a list of projects to be let this fall:

PW-16-046	Hoham Dr: Oak Dr to (350' west) Western Ave [PlymouthCCMG1]
PW-16-039	Jim Neu Dr: Pioneer Dr to Oak Dr [PlymouthCCMG2]
PW-16-041	Walter Glaub Dr: Jim Neu Dr to Jim Neu Dr [PlymouthCCMG3]
PW-16-045	Pilgrim Ln: Oak Dr to Western Ave [PlymouthCCMG7]
PW-16-059	Washington St: Dead End to Beerenbrook St
PW-13-055	Alexander St – Bayless St to Angel St
PW-13-046	Ewing St – Bayless St to Angel St
PW-15-025	Special Unit Price for Undercut & Backfill

We are planning on bidding or receiving proposals for Crack Seal Projects this fall:

PW-16-052	Michigan St: Corp Limits to Oakhill Ave [PlymouthCCMG12]
PW-16-053	Markley Dr: Oak Dr to Shamrock [PlymouthCCMG13]
PW-16-060	Harrison St: Oak Dr to First St
PW-16-061	Hillcrest: Red Oak to SR 17
PW-16-062	Water St: Laporte St to Adams St

The remainder of the Community Crossing Matching Grant Projects will be let in the winter of 2017. For construction in the spring.

Thank You,


Rick Gaul

Board Members Delp and Houin moved and seconded to approve the projects as presented. The motion carried.

City Engineer Gaul reviewed the following letter regarding a request from PirTano Construction Company on behalf of Comcast at 865 E Jefferson Street for Martin's Supermarket.

DEPARTMENT OF ENGINEERING
PUBLIC WORKS – STORMWATER MANAGEMENT
CITY OF PLYMOUTH, INDIANA
900 OAKHILL AVENUE - P.O. BOX 492
PLYMOUTH, IN 46563

Philip R. 'Rick' Gaul, P.E.
City Engineer

PHONE 574-936-3614
FAX 574-936-3017

DATE: September 12, 2016

TO: Board of Public Works & Safety
Mayor Mark Senter
Mike Delp
Shiloh Fonseca
Shawn Grobe
Jeff Houin

FROM: Rick Gaul

COPY: Jeanine M. Xaver
Gary Cook
Duane Culp
Don Ecker
Sean Surrisi
Donnie Davidson (e-mail)
Jim Marquardt (e-mail)
Keith Hammonds (e-mail)
Chief Bacon (e-mail)
Chief Miller (e-mail)
Kevin Mullins – PirTano Construction (e-mail)
Adriana Candia (e-mail)
Rick Walstra – Comcast (e-mail)

RE: Baker Street –
CATV – 865 E Jefferson
Project Notations Summary
PW-16-019

PirTano Construction Company on behalf of Comcast is requesting the City of Plymouth Board of Public Works and Safety for permission to perform work in the City's Right of Way to install CATV at a proposed depth of 36" across Columbus Drive and west along the south side of Berkley Street to the 865 E Jefferson St north property line via directional boring. Special note: to pothole and locate the water and sewer lines in the Columbus Drive and Berkley Street right of way.

Various City Department Superintendents have reviewed the project and found the plan to be acceptable. It is requested that the Board of Public Works and Safety approve the request with the following stipulations.

FINANCIAL GUARANTEES

Financial Guarantees and their release are being addressed in the License Agreement for the CATV placement and stipulates the work to be performed and that Comcast / PirTano Construction will indemnify the City of Plymouth regarding any claims/damages resulting from the project. Furthermore, a cash financial guarantee for this project is requested in the amount of \$5,000.00 for approval by the Board of Public Works & Safety.

APPROVAL NOTATIONS

1. Comcast / PirTano Construction and/or their Representatives shall contact the Utility Superintendent [574-936-3017] in writing five days prior to the beginning of work and by telephone a minimum of two days prior to the beginning of work.
2. Comcast / PirTano Construction and/or their Representatives shall identify the areas requiring utility locates with white paint. Comcast / Pirtano Construction Co, and their Representative(s) are responsible for the location of all Utilities within the construction area as per Indiana Law. Contact 1-800-382-5544 or 811 two working days prior to construction for utility locates.
3. Once Utility locates are performed and prior to the beginning of work activities; Comcast / PirTano Construction and/or their Representatives shall lay out the proposed line placement location at the site. Comcast / Pirtano Construction and/or their Representatives shall notify the following Departments two working days prior to the meeting to discuss installation location, depth, and traffic control items:

Utilities	Donnie Davidson	574-936-3017
Street	Jim Marquardt	574-936-2017
Police	Chief Dave Bacon	574-936-2126
Fire	Chief Rod Miller	574-936-8291
Engineering	Rick Gaul	574-936-3614
4. Comcast / PirTano Construction and/or their Representatives shall 'pot hole' and locate all City utilities crossings and all adjacent City utilities within 3' of the proposed installation to insure the proper depth and clearance of the proposed bore. Notify the Utility Superintendent if the utility is not visually identified. If the 'pot hole' is in a paved area contact the Street Superintendent (574-936-2017) to obtain a Street Cut Permit.
5. Comcast / PirTano Construction and/or their Representatives shall provide traffic control during site operations. All operations are scheduled to be in the Right of Way outside the pavement.
6. All damage by Comcast / PirTano Construction and/or their Representatives to City of Plymouth infrastructure shall be repaired to equal or better condition.
7. Comcast / PirTano Construction and/or their Representatives shall contact the City of Plymouth Building Commissioner (574-936-2824) regarding permits required for work on private property.
8. Upon completion of the project Comcast / PirTano Construction and/or their Representatives shall provide 'as-built drawings' and notify the City Engineer [574-936-3614] to schedule departmental inspections. The release of the financial guarantees does not release Comcast / PirTano Construction and/or their Representative(s) from repairing 'latent damages'.

See the attachments for more information; E-mail, License Agreement, a drawing of the planned installation.

It is being requested that the Board approve the above request pending the signing of the License Agreement, placement of the cash Financial Guarantees and agreement to perform the above Notations.

Thank You,

Rick Gaul

Board Members Houin and Delp moved and seconded to approve as presented with the approval notations and the placement of a \$5,000 Financial Guarantee.

City Attorney Surrisi presented Resolution No. 2016-703, A Resolution of the Plymouth Board of Public Works and Safety Establishing the Date and Time for Halloween 2016. The residential time will be on October 31 from 5:00 p.m. to 7:00 p.m.

Board Members Delp and Fonseca moved and seconded to approve Resolution No. 2016-703, A Resolution of the Plymouth Board of Public Works and Safety Establishing the Date and Time for Halloween 2016. It passed by roll call vote.

AYES: Senter, Delp, Fonseca, Houin
NAYS: None
ABSENT: Grobe

City Attorney Surrisi presented Resolution No. 2016-704, A Resolution of the Plymouth Board of Public Works and Safety to Write off Delinquent and Uncollectable Water, Wastewater, Garbage and Stormwater Bills.

Board Members Houin and Delp moved and seconded to approve Resolution No. 2016-704, A Resolution of the Plymouth Board of Public Works and Safety to Write off Delinquent and Uncollectable Water, Wastewater, Garbage and Stormwater Bills. It passed by roll call vote.

AYES: Senter, Delp, Fonseca, Houin
NAYS: None
ABSENT: Grobe

City Attorney Surrisi presented Resolution No. 2016-705, A Resolution of the Plymouth Board of Public Works and Safety to Adopt a Commercial Driver's License Training Reimbursement Agreement.

Board Members Delp and Fonseca moved and seconded to approve Resolution No. 2016-705, A Resolution of the Plymouth Board of Public Works and Safety to Adopt a Commercial Driver's License Training Reimbursement Agreement. It passed by roll call vote.

AYES: Senter, Delp, Fonseca, Houin
NAYS: None
ABSENT: Grobe

City Attorney requested the ratification of Executive Order 2016-02 regarding the use a portion of the sidewalk near the mayor's office in the alley. Given the three week interval between meetings, the mayor received this request and approved it. The request is from a not-for-profit organization that asked to set up a table during the Blueberry Festival parade to sell tickets for a fundraiser for Pedro Vasquez.

Board Members Houin and Fonseca moved and seconded to ratify Executive Order 2016-02. The motion carried.

Clerk-Treasurer Xaver introduced Cori Humes whom had the following request:

We are requesting to block off west Garro St. from the corner of Michigan St. to the post office alley for Indiana's Bicentennial Experience exhibit on wheels. The date is Tuesday, October 4 – arrival time will be 3:00 p.m. and will leave around 9:00 p.m. A copy of the Mobile Visitors Center is attached. S/ Linda Rippey, Torch Relay Co-chair, 123 N. Michigan St, Plymouth, 574-936-2306

Board Members Delp and Fonseca moved and seconded to approve the request as presented. The motion carried.

Cori Humes also presented the request from the Chamber of Commerce.

Discover Plymouth requests Michigan Street be closed between Washington to Laporte from 4:30 p.m. – 7:00 p.m. on October 4th for the Torch Relay Celebration. This event is the official Marshall County Torch Relay Celebration. S/ Connie Holzward, Secretary Discover Plymouth, 574-936-2323

There was discussion regarding both Michigan Street and Garro Street being closed during this time since it is during a weekday. Chief Bacon did not have any concerns and thought traffic could easily be re-routed down Center Street. Superintendent Marquardt noted that the Street Department will also block off alleyways so people cannot drive through them during the event.

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

Humes also presented a request from Discover Plymouth.

The Plymouth Chamber of Commerce requests Michigan Street between Adams and LaPorte be closed on October 29th, 2016 from 12:30 p.m. – 3:30 p.m. for Plymouth Downtown Trick or Treat. S/ Connie Holzwart, Director Plymouth Chamber, 574-936-2323

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

Board Member Delp and Houin moved and seconded to allow the payroll for September 15, 2016, and the claims for September 12, 2016, as entered in Claim Register #2016. The motion carried.

Brian Montgomery requested a variance of development standards to match the width of the sidewalks that have been installed in Eastwood Estates at 4 feet rather than the required 5-foot sidewalk. City Attorney Surrisi stated that the development standard was changed several years ago to include ADA requirements. A 5-foot sidewalk provides enough room for two wheelchairs to safely pass each other while traveling along the sidewalk. Passing blisters can be installed every two hundred feet in order to meet the ADA requirements. Should the board approve this variance, because the sidewalk standards are also in the city ordinance, it will also need to be passed as an exemption through the Common Council.

Board Members Delp and Fonseca moved and seconded to grant the request. The motion carried.

Roy Roush of 2400 West Jefferson Street addressed the board. Roush stated that the shoulder near his home keeps washing out when it rains. Even when the street department grades the area and fills it in with dirt it continues to wash out. He is requesting a more permanent solution.

Street Superintendent Marquardt said that they have put millings and limestone there in the past, however it is a steep hill. His suggestion to solve the problem would be paving or concrete. Marquardt and Gaul will review the request and suggest solutions at a later date.

There being no further business to discuss, Members Houin and Fonseca moved and seconded to adjourn the meeting. The motion carried. And the meeting was declared adjourned at 6:50 p.m.

S/Jeanine M. Xaver
Clerk-Treasurer

APPROVED:

S/Mark Senter
Mayor

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

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, SEPTEMBER 12, 2016

8/23/16 – I wanted to check if a tree against my fence is my property or city's. I live on a curb so there is no sidewalk there. The bottom of tree is rotting, so checking to see whose tree it is. Thanks. S/ Kim Tuetle, 701 Beerenbrook St, Plymouth, 574-933-3256

9/8/16 – 2 shade trees for replacement of 2 taken out last spring. Corner of Webster and Miner. S/ Patty Moberly, 111 Webster Ave, Plymouth, 574-780-2643

9/8/16 – Ash tree in front of fire hydrant. S/ Barbara Dreibelbis, 327 Brook Ave, Plymouth, 574-936-4725