

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on January 22, 2018, at 6:00 p.m. in the meeting room of the Plymouth Fire Department, 111 N. Center St., Plymouth, IN.

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

Board Members Houin and Milner moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on January 8, 2018. The motion carried.

Utility Superintendent Davidson presented the following December 2017 monthly reports for the Water and Wastewater Departments:

CITY OF PLYMOUTH WASTEWATER DEPARTMENT
Board of Public Works and Safety
December 2017 Monthly Report

PLANT OPERATIONS:

- | | |
|---------------------------------------------------------------------|------------|
| 1. Total flow in gallons | 53,087,910 |
| 2. Average daily flow in gallons | 1,712,513 |
| 3. Rainfall | 0.31" |
| 4. Monthly average in BOD removal | 98.6% |
| 5. Monthly average in TSS removal | 95.8% |
| 6. Monthly average in Ammonia removal | 98.7% |
| 7. General plant maintenance | |
| 8. Work orders completed: | |
| ➤ <u>59 – Wastewater Treatment Plant</u> | |
| ➤ Repaired sandblaster. | |
| ➤ Serviced air releases at the secondary and raw sewage pumps. | |
| ➤ Removed skimmers on the primary and secondary clarifiers. | |
| ➤ Servicing the ultra violet disinfection system. | |
| ➤ Replaced the packing on #3 return sludge pump. | |
| ➤ Rebuilt the anaerobic sludge re-circulating pump. | |
| ➤ Installed the odor bed media supports. | |
| ➤ <u>59– Vehicle/Mobile Equipment</u> | |
| ➤ Replaced the main ram on T-20 (combination sewer cleaner). | |
| ➤ <u>25 – Lift Stations</u> | |
| ➤ Installed new floats in the Carriage Green lift station. | |
| ➤ Replaced 1 pump in the Centennial Park lift station. | |
| ➤ Installed new controller in the Ferndale lift station. | |
| ➤ Installed new battery back-up in the Carriage Green lift station. | |
| ➤ Installed new no-clog pump in the Candy Ln. lift station. | |
| ➤ <u>3- Collection System</u> | |
| ➤ 0 - Eliminated structures | |
| a. | |
| ➤ 2 – Replaced structures | |
| a. W. Jackson St. & Center St. (J6C045 & J6C046) | |
| ➤ 0– Repaired structure | |

- a.
 - 0 – Replaced/adjusted castings
- a.
 - 0 – GIS data collection points
- a.
 - 1 – Point repair
 - a. 405 S. Liberty St. – Replaced section of 15” VCP and tap with PVC.
- 0– New structure
 - a.
 - 0 – Mainline sewer new construction / replacement.
- a.
 - 0 – Miscellaneous
- a.

COLLECTION SYSTEM:

1. Cleaned 474 feet of sewer lines.
 - 474 feet during service calls.
 - 0 feet during preventive maintenance.
2. Televised 0 feet of sewer lines.
3. Mechanically removed roots from 0 feet of sewer lines.
4. Removed approximately 0.24 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 2,900 gallons of potable water during sewer cleaning.
6. Performed routine maintenance on 10 CSO’s and 16 pumping station.

MISCELLANEOUS

- Completed end of year inventory.

WASTEWATER TREATMENT PLANT RENOVATION PROJECT

- Start-up of #1 pista grit system.
- Start-up of grit classifier.
- Start-up of the hazardous gas detection system at the pretreatment structure.
- Completed the install of concrete around fire hydrant.
- Completed the install of the mag meter on the return sludge pump discharge.
- Grading the site.
- Completed the installation of unit heaters in the old generator and blower rooms.
- Completed painting of the secondary build generator, electrical and blower rooms.
- Completed painting or the new chemical feed building.

**CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety
December 2017 Monthly Report**

PLANT OPERATIONS

Water Treated – Ledyard Water Treatment Plant	20,245,421 gallons
Water Treated – Pine Water Treatment Plant	<u>16,150,851 gallons</u>
Water Treated - Total	36,396,272 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	653,078 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>520,995 gallons</u>
Water Treated – Daily Average – Combined	1,174,073 gallons

- Backwashed filters at Ledyard Water Treatment Plant 8 times for a total of 744,000

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 1,992,000 gallons.

MAINTENANCE WORK ORDERS COMPLETED

- 7 – Ledyard Water Treatment Plant Maintenance
 - Living Water inspected and repaired chlorine feed system on 12/11/17.
- 6 – Pine Water Treatment Plant Maintenance
 - Living Water inspected and repaired chlorine feed system on 12/12/17.
 - Freezing issues at wells 5E and 6F due to the severe cold and our heat tape failure.
 - Repairing copper piping leaks at the treated water supply inside the plant.
 - Repaired hanging heaters in maintenance shop.
 - Constructed new well weather protection structures for well 5E and 6F.
- 14 – Mobile Equipment
 - Repaired tilt deck on tandem trailer.

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required.
- 62 Distribution system chlorine residual samples, IDEM required.
- 10 Fluoride samples, ISDH required.
- 337 Process control samples and analysis at the Ledyard Water Treatment Plant samples include Ferrous Iron, Total Iron, Manganese, and Chlorine.
- 359 Process control samples and analysis at the Pine Water Treatment Plant samples. Includes Ferrous Iron, Total Iron, Manganese and Chlorine.
- 1 THM's – Sample for 4th quarter.
- 1 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	64
Total Number of Work Orders	201
Service Disconnects	8
Service Disconnects for non-pay	40
Service Reconnects for non-pay	45
Blue Tags "Service Notice" left on door	5
Pink Tags "Insufficient Funds Notice" left on door	6
New Radio Read / Meter Installations	2
Accuracy Checks	66
After Hours Call Outs	0
Meters Repaired	0

CONSTRUCTION ACTIVITIES

(1) Curb Stops Repaired / Replaced / Installed

12/05/2017 718 Pearl St.- Replaced ¾" curb stop and install a new meter pit.

- (0) Old Curb Stops Located / Capped Off at Valve**
- (1) New Taps Installed**
 - 12/21/2017 1122 Richter Rd. – Install a new 1” service tap with meter pit.
- (0) New Mains Completed**
- (3) Valves / Valve Boxes / Repaired / Replaced / Installed**
 - 12/19/2017 S. Michigan St. & Williams St. – Repaired valve box (HYD-494 valve box).
 - 12/19/2017 N. Center St. & W. Harrison St.- Repaired valve box (J6V020)
 - 12/19/2017 Gary Dr.- Repaired valve box (E4V001)
- (0) Valve Exercised**
- (2) Hydrants Repaired / Replaced / Installed / Serviced / Painted**
 - 12/14/2017 Hillcrest Ave. & Fairfield Blvd.- Repaired hydrant (HYD-058)
 - 12/15/2017 Baker St. & Grand St. Replaced hydrant (HYD-204)
- (6) Main Breaks and Leaks Repaired**
 - 12/06/2017 712 Jackson Heights Rd. – Repaired ¾” service line leak.
 - 12/13/2017 W. Madison St. & Richards Dr.- Repaired 6” main break.
 - 12/20/2017 Beerenbrook St. & W. Madison St.- Repaired 8” main break.
 - 12/28/2017 Green St. & S. Michigan St.- Repaired 8” main break.
 - 12/30/2017 Kingston Rd. & Lincolnway East - Repaired 4” main break
 - 12/31/2017 Flora St. & W. Harrison St. – Repaired 8” main break.
- (0) Service Lines / New / Repaired**

MISCELLANEOUS

- Insulate meter pit – city wide (approximately 200).
- GPS data collection
- Indiana State Board of Health inspected and approved the City’s fluoride program at both plants.
- Update emergency response plans.

Fire Chief Miller requested the board’s permission to send Mike Jernstrom and Jesus Garcia to a Fire Investigator I class. The cost per participant is \$684.13 including the class and materials.

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

Police Chief Bacon requested permission to solicit quotes for two new police vehicles. There are funds budgeted in the Riverboard Wagering Fund for two vehicles and associated equipment.

Board Members Houin and Culp moved and seconded to allow Chief Bacon to solicit quotes for two new police vehicles. The motion carried.

Bacon also requested the board’s permission to allow the Plymouth Police Department to submit a grant application to the Marshall County Community Foundation for a K-9 grant. Bacon said the department has relied solely on donations to fund the K-9 unit, which will cost approximately \$16,000. The department is hoping to fund this cost through donations and grant funding.

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

Lastly, Bacon notified the board that there are two corporals and two sergeant positions that need to be filled within the Plymouth Police Department. He requested the board's permission to conduct interviews for these open positions. He said there are 8 candidates interested in interviewing.

Board Members Milner and Houin moved and seconded to have an executive session of the Board of Public Works and Safety on Monday, January 29, 2018 at 6:00 p.m. in the fire station meeting room to interview for these open positions. The motion carried.

Street Superintendent Marquardt discussed the fuel bids. Rates were locked in with Ceres Solution at \$2.40/gallon for 84 gasoline and \$2.695/gallon for diesel fuel. He said the estimated fuel cost for 2018 is \$137,437.50.

Marquardt requested permission to solicit quotes for a street sweeper to replace the street department's 2000 Johnson street sweeper and quotes for a hotbox patch machine. Both items are budgeted.

Board Members Houin and Milner moved and seconded to give Marquardt permission to begin soliciting quotes. The motion carried.

City Engineer Gaul reviewed the three options discussed at the last board meeting for the Plum and Jefferson Street intersection. Eric Foster, 322 W Jefferson Street, asked Gaul to clarify the moving of the sidewalk. Gaul said one of the proposals, which would include a survey to determine elevations, would be extending the road towards the east and allowing two parking spots along the east side of Plum Street between Jefferson Street and Foster's driveway on Plum Street. Foster said he appreciates them considering the parking spaces along Plum Street.

Houin clarified that he sees three options. Option one would be restriping. Option two is cutting the curb back in addition to restriping. Option three adds the extension of parking spaces to the east side on Plum Street. Foster asked why the fire department doesn't just take Garro Street to Plum Street and cross Jefferson Street directly from the south. Chief Miller said that this is an option, however it is not the fastest route to take. He explained the challenges with blocking out routes and restricting the department's ability to take the fastest, most effective route to get to a scene.

Board Members Houin and Culp moved and seconded to direct the street department to move forward with scenario #1 as laid out in the proposal, in addition to installing signage by the sidewalk indicating no parking by the crosswalk, as soon as the weather allows and then consider other changes in the future.

Mr. Foster said he was fine with this solution and agrees that signage should be installed so that there are only two parking spaces between Jefferson Street and his driveway.

The motion carried.

Scenario #1 as outlined by City Engineer Gaul is as follows:

Scenario 1

- Action: Place Pavement Markings
 - Stop Bar
 - Crosswalk
 - Centerline
 - Plum SB lane would be 10' wide
 - Add a dashed centerline extension markings crossing Jefferson between Plum north and Plum south of Jefferson
- Results: for Pavement Marking placement
 - This Scenario would work if there was no parking on the east side of the street
 - No Parking would need to be instituted on the east side of the street
 - The centerline would be offset between Plum north of Jefferson and Plum south of Jefferson; however the west curb lines would still be in the same alignment between north and south Jefferson.
 - The added dashed centerline would help guide the traffic across Jefferson
 - The draw back would be that the right rear wheel would be jumping the curb and running over the curb ramp
 - Overtime this would break up the sidewalk and possibly damage the curb and/or the vehicle

City Engineer Gaul discussed the Baker Street Safe Routes to School and ADA survey issues.

Per the Contract the City of Plymouth was to provide the survey for the Troyer Group design of the project. A survey had been prepared a couple of years prior and was utilized by us for a preliminary layout design and was later used in preparing the request for federal funding.

During the construction, project elevation problems were encountered that affected the drainage. These problems were isolated to two flat areas on the project (River Park main entrance and the Baker and Randolph intersection). In both instances the Troyer Group informed the City as soon as the discrepancies were discovered.

In order to keep the project moving forward, Troyer was required to re-survey these areas in a timely fashion and resolve these discrepancies. The time spent on this work was document on the employees' time sheets.

We feel it is appropriate to pay the Troyer Group for the requested funds since:

- Per the Contract, the City was to provide the survey for the project.
- We were informed of both survey problems as soon as they were realized.
- The Consultant provided time sheets documenting the time spent on addressing these problems.

We are requesting the Board to approve the payment of \$5,292.81 from the Engineering Budget line item for Special Engineering Services.

Board Members Houin and Culp moved and seconded to pay the Troyer Group \$5,292.81 for special engineering services. The motion carried.

Gaul discussed INDOT quarterly report for the Safe Routes to Schools path and ADA along Baker Street from Columbus through the Randolph intersection.

City Engineer Gaul reviewed drawings from Troyer Group/INDOT for their review. He explained that INDOT desires to utilize Hoham Drive and Oak Drive for traffic detour for the SR 17 Plymouth Exit Ramps during the closure of the bridges. There will be two different detours (flows of traffic) along the same route one for each bridge. In previous discussions with INDOT, they were open to limiting the restrictions for the Blueberry Festival.

City Attorney Surrisi presented Executive Order 2018-01, Temporary Closure of East Garro Street for City Hall Construction. Surrisi explained that the original order was for closure on January 1st, however the contractor ended up closing the street on several other dates when they were installing a steel beam via crane.

Board Member Houin and Milner moved and seconded to ratify Executive Order 2018-01. The motion carried.

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Clerk-Treasurer Xaver referred to the proposed agreement with Lisa Rooney for the 2018 Medicaid Cost Report submission, which is due May 31, 2018. She said that the city has entered into this agreement for the past several years and she is requesting the city again utilize these services for Fiscal Year 2017.

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

Mayor Senter presented the following request:

The Rees Theater Committee requests to use 5 parking spaces near and south of 100 N Michigan Street for a film session on Tuesday 1-23-18 beginning at 6:15 pm. This includes 3 spots on E. Laporte St as well. The spaces would have to be coned in the morning to make it work effectively. S/ Randy Danielson, 574-286-2391.

Board Members Culp 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 January 31, 2018, and the claims for January 22, 2018, as entered in Claim Register #2018. The motion carried.

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

- Wastewater Dept – Dec 2017 Monthly Report
- Water Dept – Dec 2017 Monthly Report

There being no further business to discuss, Members Culp and Houin moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:40 p.m.

Jeanine M. Xaver, IAMC, CMC
Clerk-Treasurer

APPROVED:

Mark Senter
Mayor

The following items were forward to the proper committee to act:

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1/17/2018 – Sidewalk Request: There is a large tree forcing the sidewalk up. It is becoming quite dangerous. My daughter fell the other day due to the upheaval in the walk. I am also concerned about the tree which is very old and I am afraid it will fall soon. Thank you. S/ George and Robyn Keller, 410 Conger Street, Plymouth, IN 46563, 574-540-7309