

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on April 22, 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 Walters moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on April 8, 2019. The motion carried.

The following legal notice was advertised on April 2, 2019:

116 Legals	116 Legals	116 Legals
<p>REQUEST FOR PROPOSALS REGARDING LEASE</p> <p>Notice is hereby given that the Board of Public Works and Safety of the City of Plymouth, Indiana, will accept proposals to lease parking spaces situated in the City's Water Street Parking Lot. Interested persons should submit a proposal and related documents in a sealed envelope marked "Parking Space Lease" and addressed to the City of Plymouth in care of the Clerk-Treasurer, 124 N. Michigan St. Plymouth, IN 46563, by 4:30 p.m. (Local Time) on Monday, April 22, 2019. Proposals received prior to this time shall be opened and</p>	<p>publicly read at the public meeting scheduled to take place on Monday April 22, 2019, at 6:00 P. M. in the Plymouth Council Chambers, 124 N. Michigan Street (Garro Street entrance, Second Floor), Plymouth, Indiana. Proposals may be personally delivered to the Board at its meeting no later than 5:00 p.m. on April 8, 2019. Proposals received after that time shall be returned unopened. A copy of the Request for Proposal document may be obtained from Sean Surrisi, Plymouth City Attorney, 124 N. Michigan Street, Plymouth, Indiana, Telephone</p>	<p>574-936-2948, email: HYPERLINK "mailto:cityattorney@plymouthin.com" cityattorney@plymouthin.com Jeanine M. Xaver, IAMC, Clerk-Treasurer April 2, 2019 PN298404 hspaxlp</p>

City Attorney Surrisi made a final call for proposals. There were no proposals submitted for the Lease of Spaces in Water Street Parking Lot. Surrisi explained that Lori and Mike Faylor withdrew their request because they purchased property at another location where they can conduct their food truck business.

Utility Superintendent Davidson presented the following utility reports for March 2019:

**CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety**

March 2019 Monthly Report

PLANT OPERATIONS

Water Treated – Ledyard Water Treatment Plant	12,996,905 gallons
Water Treated – Pine Water Treatment Plant	<u>24,671,268 gallons</u>
Water Treated - Total	37,668,173 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	419,255 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>795,847 gallons</u>
Water Treated – Daily Average – Combined	1,215,102 gallons

- Backwashed filters at Ledyard Water Treatment Plant 9 times for a total of 378,000 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 1,626,000 gallons.

MAINTENANCE WORK ORDERS COMPLETED

- 8 – Ledyard Water Treatment Plant Maintenance
 - Completed air supply lines to the administration garage and storage barn.
 - Peerless Midwest removed well #1A for planned maintenance.
 - Replaced battery back-up on UPS controller.
 - Well #1A was CCTV and a hole were discovered in the casing, which will require a new liner to be installed at an additional cost of \$37,498.
 - Installed individual chlorine cylinder tie downs per IDEM requirements.
 - Cleaned chlorine injectors, solenoid valve and analyzer.
 - Completed repairs to #2 chlorine booster pump.
- 5 – Pine Water Treatment Plant Maintenance
 - Flushed sample valves.
 - Changed chlorine analyzer filters.
 - Repaired front entry gate.
- 20 – Mobile Equipment
 - Completed servicing W-6.
 - Completed repairs to W-9.
 - Completed repairs to W-16.
 - Completed repairs to W-22.
 - Completed repairs to W-14.

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required.
- 62 Distribution system chlorine residual samples, IDEM required.
- 10 Fluoride samples, ISDH required.
- 273 Process control samples and analysis at the Ledyard Water Treatment Plant 1 samples include Ferrous Iron, Total Iron, Manganese, and Chlorine.
- 354 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
- 0 Extra Sampling.

SERVICE

Locates	165
Total Number of Work Orders	233
Service Disconnects	22
Service Disconnects for non-pay	24
Service Reconnects for non-pay	44
Blue Tags "Service Notice" left on door	8
Pink Tags "Insufficient Funds Notice" left on door	0
New Radio Read / Meter Installations	1
Accuracy Checks	125
After Hours Call Outs	2
Meters Repaired	3

CONSTRUCTION ACTIVITIES

(2) Curb Stops Repaired / Replaced / Installed

- 03-19-2019 1515 W. Lake Ave. – Replaced curb stop and installed meter pit.
- 03-22-2019 823 W. Harrison St. – Installed new a ¾" curb stop before meter pit.

(0) Old Curb Stops Located / Capped Off at Valves

(4) New Taps Installed

- 03-11-2019 1000 blk. Of Jim Nelson Dr. – Bored 200' of 2" poly main.
- 03-12-2019 800 blk. of Angel St. (Ledyard St.) – 2" Tap for future main extension.
- 03-12-2019 800 blk. of Angel St. (Ewing St.) - 2" Tap for future main extension.
- 03-13-2019 1020 Jim Nelson Dr.- New 1" tap and bore with meter pit.

(2) New Mains Completed

- 03-13-2019 1000 blk. of Jim Nelson Dr.- Bored in 200' poly for new main extension.
- 03-29-2019 Installed 220' of the new 6" D.I. water main on Grand St., from Klinger St. to park pool.

(2) Valves / Valve Boxes / Repaired / Replaced / Installed

- 03-25-2019 Ferndale St. & Kingston Rd.- Cut out old 4" main. Installed 2 main valves for Candy Lane Storm Sewer Improvements Project.
- 03-15-2019 306 Webster Ave.- Replaced residential valve box.

(7) Hydrants Repaired / Replaced / Installed / Serviced / Painted

- 03-01-2019 Airport Rd. – Repaired HYD219
- 03-01-2019 Angel St.- Repaired HYD048
- 03-01-2019 Freeman St. – Repaired HYD019
- 03-04-2019 Poplar St.- Rebuilt HYD015
- 03-04-2019 Felix Pl.- Rebuilt HYD053
- 03-08-2019 Pearl St. – Rebuilt HYD032
- 03-14-2019 N. Michigan St. – Rebuilt HYD228 (Hit by Car).

(0) Valve Exercised

(4) Main Breaks and Leaks Repaired

- 03-07-2019 800 W. Jefferson St. – Repaired leak before curb stop.
- 03-07-2019 802 W. Jefferson St. – Repaired leak before curb stop.
- 03-11-2019 412 Webster St. – Repaired leak on service line.
- 03-20-2019 2121 Walter Glaub Dr. – Repaired leak on fire system valve bonnet.

(4) Service Lines / New / Repaired

- 03-07-2019 800 W. Jefferson St. - Installed ¾” service line from meter pit to house.
- 03-19-2019 401 N. Michigan St. – Leak on homeowner side- homeowner replaced ¾” service line.
- 03-19-2019 1515 W. Lake Ave.- Homeowner replaced service line from house to curb stop.
- 03-22-2019 1065 Lincolnway East. - Installed meter pit with 1” meter setter.

MISCELLANEOUS

- Staff meeting 3/8/19.
- New Kubota skid steer loader was delivered 3/19/19.
- AY McDonald provided demonstration on new brass fittings for service lines and main line repairs.

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

PLANT OPERATIONS:

- | | |
|---|------------|
| 1. Total flow in gallons | 62,904,190 |
| 2. Average daily flow in gallons | 2,029,167 |
| 3. Rainfall | 3.63” |
| 4. Monthly average in BOD removal | 98.7% |
| 5. Monthly average in TSS removal | 95.7% |
| 6. Monthly average in Ammonia removal | 98.7% |
| 7. General plant maintenance | |
| 8. Work orders completed: | |
| ➤ <u>265 – Wastewater Treatment Plant</u> | |
| ➤ Completed inspection of conveyor, polymer feed system and dewatering drum on centrifuge. | |
| ➤ Installed ultra violet disinfection system, prepare it for disinfection season including replacement of bulb sockets and ballast replacement. | |
| ➤ Cleaned boiler tubes in natural gas boiler. | |
| ➤ Completed painting of all 4 floors of raw sewage pumping building. | |
| ➤ <u>47 – Vehicle/Mobile Equipment</u> | |
| ➤ Installed new 5 th wheel on the semi-tractor T-23. | |
| ➤ Replaced starter on T-23. | |
| ➤ Installed new mud flaps that were tore off while dumping load T-23. | |
| ➤ Completed repairs to floor saw. | |
| ➤ Completed repairs to CCTV camera. | |
| ➤ Replaced counter on T-20. | |
| ➤ Replaced flexible vacuum tube on T-20. | |
| ➤ <u>52 – Lift Stations</u> | |
| ➤ Removed #2 pump at industrial park lift station and removed pipe plug that | |

- lodged in the impeller.
- Continuing wiring new controllers for 5 lift station panels.
- Vacuumed debris from all 16 lift station wet wells.
- 14 - Collection System
 - 0 - Eliminated structures
 - a.
 - 3 – Replaced structures
 - a. N. Kingston Rd. & E. Jefferson St. – J6C324.
 - b. Randolph St. – J6C331.
 - c. N. Walnut St. & Monroe St. – J6C208.
 - 7 – Replaced / adjusted castings
 - a. S. Kingston Rd. & Ferndale St. – K7M105.
 - b. W. Madison St. – J6M209.
 - c. Removed concrete ring from manholes on Kingston Rd. K6M320, K6M321, K6M310 and unmarked casting.
 - d. N. Oak Dr. & Pidco Dr. – H5C206.
 - 0 – GIS data collection points
 - a.
 - 0 – Point repair
 - a.
 - 0– New structure
 - a.
 - 1 – Mainline sewer new construction / replacement.
 - a. Installed 12” RCP culvert with end sections on Stanley Dr. prior to street paving.
 - 3 – Miscellaneous
 - a. Turn bio-filter (odor control) on at 6th St. trunk line.
 - b. Pot holed utilities along the route of the Candy Ln. storm sewer project.
 - c. Candy Ln. Storm Sewer Improvements Project started on 3/20/19

COLLECTION SYSTEM:

1. Cleaned 14,022 feet of sewer lines.
 - 259 feet during service calls.
 - 13,763 feet during preventive maintenance.
2. Televised 0 feet of sewer lines.
3. Mechanically removed roots from 3,608 feet of sewer lines.
4. Removed approximately 7.01 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 38,075 gallons of potable water during sewer cleaning.
6. Performed routine maintenance on 10 CSO’s and 16 pumping station.

MISCELLANEOUS

- Elizabeth Getz retired on 3/29/19 as laboratory supervisor/technician. Jeremy Cleveland has been promoted from laborer to laboratory technician.
- Four employees attended pretreatment meeting in Angola on 4/27/19.
- Received training on MyGov building permitting software.

PLYMOUTH POLICE DEPARTMENT

Code Enforcement

Activity Report Summary 2019

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Tall Grass	0	0	0										0
Owner Complied	0	0	0										0
City Action (Mowed)	0	0	0										0
Action Pending	0	0	0										0
Abandoned or Junk Vehicles	7	9	13										29
Owner Complied	6	9	10										25
City Action (Towed)	1	0	1										2
Action Pending	0	0	2										2
Debris/Junk on Property	2	12	22										36
Owner Complied	2	8	14										24
City Action (Cleaned)	0	4	5										9
Action Pending	0	0	3										3
Fowl/Livestock	0	0	0										0
Owner Complied	0	0	0										0
City Action	0	0	0										0
Action Pending	0	0	0										0
Signs in Public Right of Way (Removed)	0	1	2										3

Street Superintendent Marquardt discussed the following sidewalk request:

I just purchased my home in November 2018. The sidewalks are very uneven & not safe for my grandchildren to ride, or walk on. There are also school children that use the sidewalk to walk to school. S/ Stacey Erickson, 423 Miner Street, 574-930-6241

Marquardt said this section of sidewalk is more than halfway down the MACOG priority list. He said the engineering department is working on designing new sidewalks along Williams Street and this could potentially be part of that project, though it would not be this year as the budget does not allow for any additional sidewalk work in 2019. Marquardt will contact Ms. Erickson to give her this information.

Marquardt also reviewed the following pothole request:

I live on the corner of William St and Miner St. William St is totally over run with potholes. Size of pothole is small (less than 12 inches across) and is creating a traffic hazard. S/ Stacey Erickson, 423 Miner St, 574-299-9393

Marquardt said the street department will be working on this and will probably fulfill the request in the fall.

Clerk-Treasurer Xaver asked the board's pleasure on the ratification of the Memorandum of Understanding with Michiana Area Council of Governments (MACOG).

MEMORANDUM OF UNDERSTANDING

THIS AGREEMENT is made and entered into by and between the City of Plymouth and the Michiana Area Council of Governments, hereinafter referred to as "MACOG".

WITNESSETH:

WHEREAS, MACOG has developed a long-range Active Transportation Plan that provides a comprehensive strategy for the region, ensuring all users of the transportation network are able to move around in a safe, connected, and accessible environment.

WHEREAS, the Active Transportation Plan states goals and objectives intended to enhance bicycle and pedestrian mobility and safety in the region; and

WHEREAS, MACOG has identified a need for a liaison and partnerships to focus on all five E's (Education, Encouragement, Enforcement, Engineering, and Evaluation) to work toward improving enhance bicycle and pedestrian mobility and safety in the region; and

WHEREAS, MACOG currently maintains a traffic data program for the purpose of traffic related statistics, planning, and other project selection that will be expanded to include data collection for active transportation; and,

WHEREAS, the Active Transportation Plan is based on and consistent with local planning efforts and was developed with the input of various stakeholders including local government staff and elected officials; and

WHEREAS, the City of Plymouth desires to engage the services of MACOG to furnish technical and professional assistance in enhancing bicycle and pedestrian mobility and safety; and

WHEREAS, MACOG has indicated a willingness to provide such technical and professional services to the region;

IT IS THEREFORE AGREED by and between the City of Plymouth and MACOG as follows:

1. MACOG will employ an Active Transportation Planner to serve as a liaison for bicyclists and pedestrians in the region, and works toward improving infrastructure, programs, and services that are available to cyclists and pedestrians.
2. MACOG, in partnership with other communities and organizations in the region, will develop educational and promotional resources, programs, campaigns and events.

3. MACOG will work with the City of Plymouth, and other participating communities, to identify locations to conduct bicycle and/or pedestrian counts.
4. Data collected by MACOG as part of a Regional Active Transportation Count Program will be made available to the City of Plymouth within 30 days of the date collected. Additionally, this data will be posted to MACOG's website to make it available for public use.
5. MACOG will provide technical assistance to the City of Plymouth, and other participating communities, seeking help on active transportation issues and concerns.
6. MACOG will coordinate efforts of public and private groups that support active transportation, and encourage continued and increase support throughout the region.
7. Under this Memorandum of Understanding, the City of Plymouth agrees to provide the MACOG \$5,000 each year for three years (total of \$15,000). These funds will be paid to the MACOG no later than June 30, 2019 in the first year and annually the following two years by June 30, 2020 and June 30, 2021.
8. This Memorandum of Understanding may be declared null and void if:
 - A. Either party fails to abide by the intent of this Memorandum of Understanding or;
 - B. Both parties mutually agree to end this partnership.
9. The effective dates for this Memorandum of Understanding will by July 1, 2018 through June 30, 2021 with provision for renewal.

IN WITNESS WHEREOF, the City of Plymouth and MACOG, through the undersigned officials, have hereunto affixed their signatures.

Michiana Area Council of Governments

City of Plymouth

By: 
James Turnwald, Executive Director

By: 
Mayor Mark Senter

Date: 8/1/18

Date: Aug. 10, 2018

Board Members Houin and Milner moved and seconded to ratify the Memorandum of Understanding between the City of Plymouth and Michiana Area Council of Governments. The motion carried.

Clerk-Treasurer Xaver asked that all future agreements be brought to the public meetings. She did not know about this until she received the invoice.

Clerk-Treasurer Xaver presented the following request:

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, APRIL 22, 2019

Propose to close approximately 1 block of Beerenbrook Street on both the north and south sides of Jefferson Street for Cars and Coffee event from 6:00am to 11:00am. Hosted at the restored mobile gas station owned by Calvin Bailey. Dates: May 4th, June 1st, July 6th, August 3rd, September 7th, 2019. S/ John Montgomery, 10548 King Road, 574-780-6885

John Montgomery was present to discuss his request. He said the request is the same as his requests in the past except the times of the event, which have been extended by one hour. He does have security already scheduled.

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

Mayor Senter presented the following request, stating it is the same as in the past:

Close Michigan Street/SR17 from the corner of Laporte and Center Streets to the intersection of Michigan/SR17 and Adams Street for the Annual Downtown Tractor Show on July 27, 2019 from 6:00 am until 4:00 pm. Traffic will detour using Center Street or Water Street. INDOT permit has been secured. Closure will ensure safety of attendees and participants of the event. S/ Laura Mann, Promotion of the City Coordinator, 124 N Michigan St, 574-936-6717

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

Xaver presented the following contract for cleaning services of the first floor of city hall:

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, APRIL 22, 2019

CLEANING CONTRACT

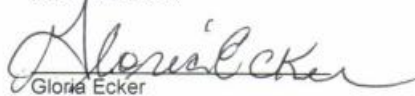
This agreement entered into this 22nd day of April, 2019, between the City of Plymouth, by and through its Board of Works and Safety, hereinafter referred to as Owner, and Commercial Clean of Plymouth, Inc., hereinafter referred to as Contractor.

The Parties agree as follows:

1. Services: Contractor agrees to perform the attached specific services (See attached Exhibit A).
2. Compensation: Owner will pay the Contractor the sum of \$100.00 per week for the services.
3. Terms of Agreement: This agreement shall run from April 1, 2019, and shall continue thereafter until terminated by either party giving thirty (30) days prior written notice of such termination.
4. Equipment and Materials: Owner shall furnish all necessary equipment and materials required in performing the said services.
5. Schedule of Work: Contractor shall perform the said services during the hours designated by the Owner, and shall perform services so as to avoid inconvenience to the Owner's operations.
6. Assignment: This agreement shall not be assigned by the Contractor without the prior written consent of the Owner.

IN WITNESS WHEREOF the parties have hereunto set their hands and seals the date first above written.

CONTRACTOR:


Gloria Ecker

OWNER:

Board of Public Works and Safety

EXHIBIT A

Clean main floor of City Building, 124 N. Michigan Street, Plymouth, weekly as follows:

1. Clean restroom
 - Toilet
 - Sink
 - Mirror
 - Sweep and mop floor
 - Refill paper towels, toilet tissue and hand soap
 - Clean walls and doors as needed
 - Clean door handles with disinfectant
2. Clean kitchen
 - Sink
 - Countertops
 - Clean walls and doors as needed
 - Sweep and mop floor
 - Wipe down refrigerator, tables and chairs

3. Clean Offices / Storage Area
Sweep and mop floor
Dust all window sills
Dust desks and chairs
Dust file cabinets
Dust bookcases and tables
Computer Screens with approved cleaner
Wash inside windows
Clean walls and doors as needed
Clean other surfaces as needed
Clean door handles with disinfectant
4. Entryways
Sweep and mop floors
Wash inside and outside doors
Clean walls and doors as needed
Clean door handles with disinfectant
5. Empty all trash cans and recycling bins
Clean trash can and recycling bin as needed
6. Take dirty cleaning rags, mop heads, etc., home to clean; return.

Xaver noted that this is the same dollar amount of the contract with the previous contractor who cleaned the city office; she received a quote from another commercial contractor and that quote was a minimum of \$130/week.

Houin stated that the company should follow e-verify regulations since this is with a corporation. Xaver apologized for the error and said the contract is incorrect, it is not with Commercial Clean of Plymouth, Inc., rather it is with an individual, Gloria Ecker.

Board Members Houin and Culp moved and seconded to approve the contract with the amendment to remove "Commercial Clean of Plymouth, Inc." and replace with the individual's name, "Gloria Ecker". The motion carried.

Board Members Walters and Milner moved and seconded to allow the payroll for April 30, 2019 and the claims for April 22, 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 March 2019 Report
- Wastewater Department March 2019 Report

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, APRIL 22, 2019

The motion carried.

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