

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on December 27, 2017, 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 Duane Culp, Shawn Grobe and Shiloh Carothers Milner (formerly Shiloh Fonseca). Clerk-Treasurer Xaver was also present. Board Member Jeff Houin and City Attorney Surrisi were absent.

Board Members Culp and Grobe moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on December 11, 2017. The motion carried.

The following legal notice was advertised in the Pilot News on December 13 and 20, 2017:

| 116<br>Legals  | 116<br>Legals   |
|--|---|
| <p>December 31, 2018 for gasoline and diesel fuel until 6:00 p.m. on Wednesday, December 27, 2017, in the Meeting Room of the Fire Station, 111 N. Center Street, Plymouth, IN, (south east entrance) at which time all bids will be opened and read aloud. Bids may be delivered until 4:30 p.m., December 27, 2017, to the Clerk-Treasurer's temporary office at 118 N. Michigan Street, Plymouth, if the bidder so desires.</p> <p>Item #1 – 22,500 gallons more or less ultra low sulfur diesel fuel (for on-highway use) delivered by tank truck as needed. Price to include the cost of winterization for months of November through March.</p> <p>Item #2 – 32,000 gallons more or less 87 octane E10 Plus unleaded gasoline</p> <p>Bids shall be submitted on Form 95, copies of which may be obtained from the Clerk-Treasurer's Office, all parts of which shall be properly filled out and accompanied by a bid bond, certified check or cashier's check in the amount of not less than five (5%) percent of the bid. E-Verify employment documentation, City Nepotism documentation and Doing Business with Iran documentation shall be completed and submitted with the bid</p> | <p>documentation. Separate prices shall be stated for each item of material or work. Please provide fixed or guaranteed pricing. Please provide price before taxes and fees; provide taxes and fees; and the total cost including taxes and fees. The City reserves the right to reject any and all bids or to waive any informalities in the bids or to award the contract to the bidder deemed in the best interest of the City without explanation. No bidder may withdraw his bid for a period of thirty (30) days after the date set for opening of bids. Any bid received after the designated time will be returned unopened.</p> <p>Jeanine M. Xaver<br/>Clerk-Treasurer<br/>City of Plymouth, Indiana<br/>December 13 &amp; 20, 2017</p> <p>December 13, 20, 2017<br/>PN276241 hepaspj</p> |

**NOTICE TO BIDDERS  
FOR FUEL  
SUPPLIES – 2018  
CITY OF PLYMOUTH,  
INDIANA**

Notice is hereby given that the Board of Public Works and Safety of the City of Plymouth, Indiana, for its various department will receive sealed proposals or bids to be good until

Street Superintendent Marquardt made a last call for bids for 2018 Fuel Supplies. He noted that the bid was for fixed pricing only. The following sealed bids were opened and read aloud:

1) Co-Alliance LLP, 5250 E US Hwy 36, Ste 1000, Avon, IN 46123

| <u>Quantity</u> | <u>Unit</u> | <u>Description</u>     | <u>Unit Price</u> |
|-----------------|-------------|------------------------|-------------------|
| 1               | gallons     | 87 Plus Gasoline       | \$1.86            |
|                 |             | State Excise           | \$0.28            |
|                 |             | <u>Margin/Markup</u>   | <u>\$0.229</u>    |
|                 |             | Total Price Per Gallon | \$2.369           |

| <u>Quantity</u> | <u>Unit</u> | <u>Description</u>     | <u>Unit Price</u> |
|-----------------|-------------|------------------------|-------------------|
| 1               | gallons     | Premium on-road diesel | \$2.085           |
|                 |             | State Excise           | \$0.47            |
|                 |             | <u>Margin/Markup</u>   | <u>\$0.229</u>    |
|                 |             | Total Price Per Gallon | \$2.784           |

Price includes all taxes, margin/markup, winterization & inspection fees. Contract starts January 1, 2018 through December 31, 2018.

2) Ceres Solutions Co-Op, 2025 S Wabash Street, Wabash, IN 46992

| <u>Item No.</u> | <u>Quantity</u> | <u>Unit</u> | <u>Description</u>                           | <u>Unit Price</u> |
|-----------------|-----------------|-------------|--|-------------------|
| 1               | 22,500          | gallons     | CountryMark #2 Diesel On Road                | \$2.156           |
|                 |                 |             | Ultra Low Sulfur- On Road                    |                   |
|                 |                 |             | Fuel to be delivered in transport truck lots |                   |
|                 |                 |             | State Road Tax                               | \$0.260           |
|                 |                 |             | Indiana IFTA Surcharge Tax                   | \$0.210           |
|                 |                 |             | Inspection Fee                               | \$0.010           |
|                 |                 |             | L.U.S.T. Tax                                 | <u>\$0.001</u>    |
|                 |                 |             | Net Transport Bid Price                      | \$2.637           |

During winter months, Premium Dieselelex-4 Winter On Road, please add .065 to above price.

| <u>Item No.</u> | <u>Quantity</u> | <u>Unit</u> | <u>Description</u>                           | <u>Unit Price</u> |
|-----------------|-----------------|-------------|--|-------------------|
| 2               | 32,000          | gallons     | CountryMark 87 E-10                          | \$1.991           |
|                 |                 |             | Gasoline – 87 Octane Unleaded                |                   |
|                 |                 |             | Fuel to be delivered in transport truck lots |                   |
|                 |                 |             | State Excise Tax                             | \$0.280           |
|                 |                 |             | Inspection Fee                               | \$0.010           |
|                 |                 |             | L.U.S.T. Tax                                 | <u>\$0.001</u>    |
|                 |                 |             | Net Transport Bid Price                      | \$2.282           |

Board Members Culp and Milner moved and seconded to allow Street Superintendent Marquardt to review the bids, watch prices and award the bid in January to begin buying off the contract in February. The motion carried.

The following legal notice was advertised in the Pilot News on December 13 and 20, 2017:

**NOTICE TO BIDDERS  
FOR STREET  
MATERIALS - 2018  
CITY OF PLYMOUTH,  
INDIANA**

Notice is hereby given that the Board of Public Works and Safety of the City of Plymouth, Indiana, for its various department will receive sealed proposals or bids for street materials for the year 2018 until 6:00 p.m. on Wednesday, December 27, 2017, in the

Price per ton F.O.B. plant location loaded on City Trucks.

**Item No. 2** - 3,500 tons more or less ice sand. Price per ton F.O.B. plant location loaded on City trucks.

**Item No. 3** - 2,500 tons more or less fill dirt. Price per ton F.O.B. plant location loaded on City trucks.

**Item No. 4** - 2,500 tons more or less fill sand. Price per ton F.O.B. plant location loaded on City trucks.

**Item No. 5** - 5,000 tons more or less #53 Crushed Limestone and #73 Crushed Limestone. Price per ton F.O.B. plant location loaded on City trucks.

All loads of material are to be accompanied with weight tickets.

Any bid received after the designated time will be returned unopened. Bids shall be submitted on Form 95, copies of which may be obtained from the Clerk-Treasurer's Office, all parts of which shall be properly filled out and accompanied by a bid bond, certified check or cashier's check in the amount of not less than five (5%) percent of the bid. Separate prices shall be stated for each item of material or work.

The City reserves the right to reject any and all bids or to waive any informalities in the bids or to award the contract to the bidder deemed in the best interest of the City without explanation. No bidder may withdraw his bid for a period of thirty (30) days after the date set for opening of bids.

Jeanine M. Xaver  
Clerk-Treasurer  
City of Plymouth, Indiana  
December 13 & 20,  
2017

December 13, 20, 2017  
PN276242 hspaklb

Street Superintendent Marquardt made a last call for bids for 2018 Street Materials. The following sealed bids were opened and read aloud:

IMI - Plymouth Plant, 10988 11th Road, Plymouth, IN 46563

| <u>Item No.</u> | <u>Unit</u> | <u>Description</u> | <u>Unit Price</u> |
|-----------------|-------------|--------------------|-------------------|
|-----------------|-------------|--------------------|-------------------|

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2 ton No. 23, No. 24 - Natural Sand \$7.85

We propose to furnish Sand and Gravel as per requisition and meeting Indiana State Highway Specifications, loaded on City of Plymouth Trucks at our IMI Plymouth Sand & Gravel located at our Plymouth, IN plant for the following prices. CAPP approved source #982107

All prices bid to Board of Public Works for City of Plymouth for 2018 include a \$0.25/ton environmental fee.

| <u>Item No.</u> | <u>Unit</u> | <u>Description</u> | <u>Unit Price</u> |
|-----------------|-------------|--------------------|-------------------|
| 4               | ton         | Fill Sand          | \$6.30            |

We propose to furnish Sand and Gravel as per requisition and meeting Indiana State Highway Specifications, loaded on City of Plymouth Trucks at our IMI Plymouth Sand & Gravel located at our Plymouth, IN plant for the following prices. CAPP approved source #982107

All prices bid to Board of Public Works for City of Plymouth for 2018 include a \$0.25/ton environmental fee.

| <u>Item No.</u> | <u>Unit</u> | <u>Description</u>             | <u>Unit Price</u> |
|-----------------|-------------|--------------------------------|-------------------|
| 5               | ton         | #53 & #73 Commercial Limestone | \$18.25           |

We propose to furnish Crushed Limestone as per requisition and meeting Indiana State Highway Specifications, loaded on City of Plymouth Trucks at our IMI Plymouth Sand & Gravel located at our Plymouth, IN plant for the following prices. CAPP approved source #982107

All prices bid to Board of Public Works for City of Plymouth for 2018 include a \$0.25/ton environmental fee.

| <u>Item No.</u> | <u>Unit</u> | <u>Description</u>         | <u>Unit Price</u> |
|-----------------|-------------|----------------------------|-------------------|
| 5               | ton         | #53 & #73 Commercial Stone | \$7.35            |

We propose to furnish Crushed Limestone as per requisition and meeting Indiana State Highway Specifications, loaded on City of Plymouth Trucks at our IMI Peru Quarry located in Peru, IN plant for the following prices. CAPP approved source #972027

All prices bid to Board of Public Works for City of Plymouth for 2018 include a \$0.25/ton environmental fee.

Board Members Grobe and Milner moved and seconded to take all bids under advisement. The motion carried.

Mayor Senter announced that the Webster Center will be a warming station due to cold weather from now until January 2, 2018.

Utility Superintendent Davidson provided the following reports for November 2017 utilities:

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

**PLANT OPERATIONS:**

|                                       |            |
|---------------------------------------|------------|
| 1. Total flow in gallons              | 74,305,420 |
| 2. Average daily flow in gallons      | 2,476,847  |
| 3. Rainfall                           | 5.30"      |
| 4. Monthly average in BOD removal     | 98.1%      |
| 5. Monthly average in TSS removal     | 94.8%      |
| 6. Monthly average in Ammonia removal | 94.9%      |
| 7. General plant maintenance          |            |
| 8. Work orders completed:             |            |

➤ 235 – Wastewater Treatment Plant

- Repair heater in inventory barn.
- Servicing ultra violet disinfection unit.
- Service 4 clarifiers.
- Installed polymer mixer.
- Rotated centrifuge feed sludge sampling port.
- Painting building's interior/exterior after construction.
- Re-assembled final clarifier after painting.
- Winterizing all equipment.

➤ 60– Vehicle/Mobile Equipment

- Coolant leak on T-12.
- Repaired electrical issue on E-41.
- Repaired CCTV generator.

➤ 29 – Lift Stations

- Removing disposal wipes from Ferndale and Us30/17 lift stations.
- Installed no-clog pump at Candy Ln. lift station.
- Installed new ground and transducer on Ledyard and Carriage Green lift stations.

➤ 4- Collection System

- 0 - Eliminated structures
  - a.
- 0 – Replaced structures
  - a.
- 0– Repaired structure
  - a.
- 0 – Replaced/adjusted castings
  - a.
- 0 – GIS data collection points

- a.
- 3 – Point repair
  - a. 520 N. Michigan St. – storm sewer sink hole.
  - b. US 30/Pioneer Dr. lift station wet well – chemically grouted leak in wet well.
  - c. Showland lift station wet well – chemically grouted leak in wet well.
- 0– New structure
  - a.
- 1 – Mainline sewer new construction / replacement.
  - a. 8” sanitary sewer at S.R. 17 – to serve Carey Day Care and 2 other properties.
- 0 – Miscellaneous
  - a.

### **COLLECTION SYSTEM:**

1. Cleaned 1,173 feet of sewer lines.
  - 0 feet during service calls.
  - 1,173 feet during preventive maintenance.
2. Televised 0 feet of sewer lines.
3. Mechanically removed roots from 480 feet of sewer lines.
4. Removed approximately 0.59 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 1,950 gallons of potable water during sewer cleaning.
6. Performed routine maintenance on 10 CSO's and 16 pumping station.

### **MISCELLANEOUS**

- Del Monte Foods ceased production on 11/10/17.
- Bay Valley Foods ceased production on 11/30/17.

### **WASTEWATER TREATMENT PLANT RENOVATION PROJECT**

- Trouble shoot centrifuge on 11/15/17.
- Installed new membrane and media support in new odor control unit.
- Received delivery on new forklift.
- Completed start-up of bio-roughing tower distributors.
- Completed re-assembling of the north final clarifier.
- Project is approximately 89.4% complete according to pay claims.
- E.I.F.S. board installed on bio-roughing towers.
- Continuing with landscaping around the plant after construction.
- Asphalt paving complete.
- Completed new 6” water main at WWTP.
- Completed the installation of chemical feed lines.
- Replaced all 4 knife gate valves in raw sewage building.
- Installed new Parshall flume at storm water retention basin.

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

**PLANT OPERATIONS**

|   |                           |
|---|---------------------------|
| Water Treated – Ledyard Water Treatment Plant | 21,047,196 gallons        |
| Water Treated – Pine Water Treatment Plant    | <u>18,391,073 gallons</u> |
| Water Treated - Total                         | 39,438,269 gallons        |

|   |                        |
|---|------------------------|
| Water Treated – Daily Average – Ledyard Water Treatment Plant | 725,765 gallons        |
| Water Treated – Daily Average – Pine Water Treatment Plant    | <u>613,036 gallons</u> |
| Water Treated – Daily Average – Combined                      | 1,338,801 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**

- 6 – Ledyard Water Treatment Plant Maintenance
  - Winterizing plant and water towers.
  - Repaired exterior lighting.
  - Repaired shop heater.
  - Replaced solenoid valve on pre-chlorine feed system.
  - Repaired anchor brackets on well houses.
  - Replaced level indicator on backwash waste tank.
- 5 – Pine Water Treatment Plant Maintenance
  - Replaced filter building overhead light lenses.
  - Winterizing wells 5-E and 6-F.
- 19 – Mobile Equipment
  -

**WATER SAMPLING**

- 10 Distribution system bacteria samples, IDEM required.
- 60 Distribution system chlorine residual samples, IDEM required.
- 8 Fluoride samples, ISDH required.
- 350 Process control samples and analysis at the Ledyard Water Treatment Plant samples include Ferrous Iron, Total Iron, Manganese, and Chlorine.
- 324 Process control samples and analysis at the Pine Water Treatment Plant samples. Includes Ferrous Iron, Total Iron, Manganese and Chlorine.
- 2 THM's –Sample for 4th quarter.

- 2 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  | 128 |
| Total Number of Work Orders                        | 264 |
| Service Disconnects                                | 14  |
| Service Disconnects for non-pay                    | 51  |
| Service Reconnects for non-pay                     | 61  |
| Blue Tags "Service Notice" left on door            | 3   |
| Pink Tags "Insufficient Funds Notice" left on door | 3   |
| New Radio Read / Meter Installations               | 3   |
| Accuracy Checks                                    | 138 |
| After Hours Call Outs                              | 0   |
| Meters Repaired                                    | 0   |

**CONSTRUCTION ACTIVITIES**

- (2) **Curb Stops Repaired / Replaced / Installed**  
 11/01/2017 401 W. Lake Ave.- Replaced ¾" curb stop.  
 11/03/2017 1700 Western Ave. - Replaced ¾" curb stop.
- (1) **Old Curb Stops Located / Capped Off at Valve**  
 11/09/2017 609 E. Jefferson St. - Retired abandoned feed line for 611 E. Jefferson St.
- (6) **New Taps Installed**  
 11/08/2017 1715 W. Lake Ave- Install a 1" tap with meter pit. Old Underground Railroad  
 11/08/2017 1717 W. Lake Ave. Installed 1" tap with meter pit. (New day care)  
 11/08/2017 1715 W. Lake Ave. Installed 1" tap for blow off valve for end 2" poly main.  
 11/08/2017 900 Oakhill Ave. - Installed & hook up 2" Tap for WWTP Centrifuge Building  
 11/08/2017 900 Oakhill Ave. - Installed & hook up 2" tap for WWTP Thickener Building.  
 11/08/2017 900 Oakhill Ave. - Installed & hooked up 2" tap for WWTP Maintenance Building.
- (2) **New Mains Completed**  
 11/06/2017 1700 Blk. of W. Lake Ave. - Bored in two" poly service mains with wire.  
 11/09/2017 900 Oakhill Ave. – Assisted in installing new 6" DI Water main 550'



- (5) **Valves / Valve Boxes / Repaired / Replaced / Installed**  
11/01/2017 1117 N. Michigan St. - Debris in box with meter change out.  
11/01/2017 314 E. Jefferson St – Replaced Street Box (contractor damage)  
11/15/2017 910 W. Jefferson St. - Debris in box  
11/15/2017 512 Webster Ave. - Debris in box  
11/20/2017 2050 N. Oak Dr. - Debris in box (turned and operated)
- (0) **Valve Exercised**
- (3) **Hydrants Repaired / Replaced / Installed / Serviced / Painted**  
11/08/2017 900 Oakhill Ave. - Assisted in installing new fire hydrant.  
November 516 Hydrants serviced. 20 problems (repaired).  
11/27/2017 N. Michigan St. & W. Jefferson St. – replaced broken bonnet for HYD-153.
- (2) **Main Breaks and Leaks Repaired**  
11/16/2017 921 N. Center St. ¾” Service line leak (contractor damage 2 service line.)  
11/16/2017 925 N. Center St. ¾” Service line leak
- (0) **Service Lines / New / Repaired**

**MISCELLANEOUS**

- Insulate meter pit – city wide (approximately 200).
- 50 service disconnects due to for non-pay.
- Fire flow test performed on Shamrock Dr.
- Fabricated hydrant repair tool.

Fire Chief Miller notified the board that he received the following donations for the City

Monetary Gift Fund:

- \$500.00 from Rick and Barb Miller
- \$500.00 from The Zone Sports Plex
- \$50.00 from Small Wonders Daycare

Police Chief Bacon notified the board that the two new police officers, David Finn and Nicholas Kindig, will start on January 8, 2018.

Bacon requested the board's permission to allow the Plymouth Police Department to apply for a Narcan grant through the Indiana State Health Department.

Board Members Grobe and Milner moved and seconded to approve the grant application. The motion carried.

Street Superintendent Marquardt reviewed Change Order #1 from Walsh & Kelly, which results in an increase of \$1,369.25, for the 2017 Street & Sidewalks Spring Projects (PW 16-074). The contract

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amount before this change was \$431,432.25. The total contract amount after this change order is \$432,801.51.

Board Members Grobe and Milner moved and seconded to approve Change Order #1 from Walsh & Kelly for the 2017 Street & Sidewalks Spring Projects. The motion carried.

Marquardt presented the 2017 Community Crossings Matching Grant Projects Contracts between the city and INDOT:

| <u>DES #</u> | <u>Grant Name</u>                        | <u>Description of Project</u>                  | <u>State</u> |
|--------------|--|--|--------------|
| 1702867      | Local Road &<br>Bridge<br>Matching Grant | Intersection of Michigan<br>St and Oakhill Ave | \$129,922.76 |

Signal and turn lane installation, concrete curb, gutter, curb ramps and sidewalk, paved berm, pavement markings

|         |  |                   |             |
|---------|--|-------------------|-------------|
| 1702869 | Local Road &<br>Bridge<br>Matching Grant | Road Preservation | \$84,628.74 |
|---------|--|-------------------|-------------|

Webster from Michigan to Angel and Randolph from Jefferson to the Yellow River Bridge: Microsurface, ADA upgrades, sidewalk, curb, gutter curb ramps and pavement markings

|         |  |                   |             |
|---------|--|-------------------|-------------|
| 1702870 | Local Road &<br>Bridge<br>Matching Grant | Road Construction | \$90,323.90 |
|---------|--|-------------------|-------------|

Liberty from Webster to Pennsylvania and Center from Jefferson to Monroe: Structural overlay with undercut curb and sidewalk, ADA upgrades and pavement markings

|         |  |                   |              |
|---------|--|-------------------|--------------|
| 1702885 | Local Road &<br>Bridge<br>Matching Grant | Road Preservation | \$214,163.86 |
|---------|--|-------------------|--------------|

Various Streets in the city: Structural overlay and ADA upgrades and pavement markings:

|   |   |   |
|---|---|---|
| Jefferson<br>Plymouth-Goshen<br>Western<br>Council<br>Hehr<br>North | Walnut<br>Michigan (SR 17)<br>US 30 BR<br>Western<br>Stanley<br>Western | BR 187<br>BR 152 IR 233 AHD<br>Hoham<br>dead end<br>Oak<br>Michigan (SR 17) |
|---|---|---|

Board Members Culp and Grobe moved and seconded approve the contracts. The motion carried.

Marquardt notified the board that the Safe Routes to Schools punch-list items have been finished. He requested the board accept the project and allow Mayor Senter sign off that the project is complete.

Board Members Grobe and Culp moved and seconded to accept the completion of the Safe Routes to Schools project. The motion carried.

In other business, Street Superintendent Marquardt discussed the Plum Street traffic situation. He said the curb was painted yellow along Plum Street by Foster's property. Some temporary lines were put down, but are no longer there. He said in the spring, lines can be painted again to narrow the southbound lane on Plum Street which will leave a little more room on the east side of the street for traffic.

Bill Walters asked how far from the corner of Jefferson and Plum is the yellow curb supposed to extend down Plum Street on the east side. Marquardt said they took it back around 20-feet. He said they wanted to leave at least one parking space before the driveway for the business on the corner.

Culp asked if there was a parking lot behind the business. Marquardt said there is a small parking lot and he is unsure how many of those are designated for staff.

There was discussion about moving the curb back, which Marquardt advised could be a costly endeavor. Other intersections with similar problems were also discussed.

Audience Member Mike Delp said he thinks the curb could be moved on the west side of the street, at some expense, but he believes there is enough room on that side to move the curb. It was decided to wait until City Engineer Rick Gaul was available to discuss the engineering of moving the curb on the west side of the street.

Marquardt said that Gary Drive by the truck stop was designed to be three lanes and there are semis trucks that are parking along Gary Drive rather than pulling into the truck stop parking lot. He requested that the board allow the street department to add "No Parking" signs on Gary Drive.

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Board Members Grobe and Culp moved and seconded to approve adding "No Parking" signs on Gary Drive. The motion carried.

Board Members Grobe and Milner moved and seconded to allow the payroll for December 31, 2017, and the claims for December 27, 2017, as entered in Claim Register #2017. The motion carried.

Board Members Culp and Grobe moved and seconded to accept the following communications:

- Water Department November 2017 Report
- Wastewater Department November 2017 Report

There being no further business to discuss, Members Grobe and Culp moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:27 p.m.

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Jeanine M. Xaver, IAMC, CMC  
Clerk-Treasurer

APPROVED:

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Mark Senter  
Mayor