

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, JUNE 23, 2014

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on June 23, 2014, 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 Culp, Ecker, Grobe and Smith. City Engineer Gaul, City Attorney Surrisi and Clerk-Treasurer Hutchings were also present.

Board Members Ecker and Culp moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on June 9, 2014, as presented since they have been reviewed and found to be correct. The motion carried.

The following legal notice was advertised on June 6 and 13, 2014:

<p>NOTICE TO BIDDERS CITY OF PLYMOUTH, INDIANA PW-14-006 2014 STREET & SIDEWALK PROJECTS</p> <p>Notice is hereby given that the CITY OF PLYMOUTH, Indiana, by and through its Board of Public Works and Safety, hereinafter referred to as the OWNER, will receive sealed bids for the CITY OF PLYMOUTH PW-14-006 2014 STREET & SIDEWALK PROJECTS at the office of the Clerk-Treasurer of the City of Plymouth in the City Hall, 124 North Michigan Street, Plymouth, Indiana, 46563. Sealed bids are invited and may be forwarded by registered mail, addressed to the City, in care of the Clerk-Treasurer by no later than 4:30 PM (local time) and will be considered by the OWNER at a public meeting called to open such proposals on or after 6:00 PM (local time) on JUNE 23, 2014 at the City Hall, 124 North Michigan Street, Plymouth, Indiana, 46563. Proposals received by the Clerk-Treasurer after 4:30 PM (local time) shall be returned unopened. The bidder shall be responsible to make sure that bids are mailed or otherwise delivered to the Clerk-Treasurer before said time. One final call</p>	<p>for bids shall be made prior to the opening of the bids at the subject meeting. The PW-14-006 2014 STREET & SIDEWALK PROJECTS shall be the street milling and hot mix asphalt placement project with ADA Ramps as described in the Specifications. A complete set of Contract Documents and Specifications may be obtained at the Clerk-Treasurer's Office between the hours of 8:30 a.m. and 4:30 p.m., local time, Monday through Friday. A non-refundable fee of \$50.00 is required at the time of Contract Documents and Specifications package procurement. This fee will be waived for the Contractors who placed bids for the 2014 Mill and Fill Projects. A pre-bid meeting will be held at the City of Plymouth - Wastewater Treatment Plant; 900 Oakhill Avenue 8:00 AM on Thursday June 12, 2014. All bids received at the Office of the Clerk-Treasurer or delivered to the meeting by 6:00 PM local time will be opened publicly and read aloud by the Board at the Board of Public Works and Safety Meeting; 124 North Michigan Street (Garro Street Entrance) at the above time. Bids are to be submitted on Indiana Form</p>	<p>No. 96 and shall be accompanied with the appropriate financial statement. Each bid shall be accompanied by a certified check or acceptable bid bond, in a sum of not less than five percent (5%) of the total bid amount. Bids shall be in sealed envelopes, marked with the name and place of business of the bidder. E-Verify employment documentation, City Nepotism documentation and Doing Business with Iran documentation shall be completed and submitted with the bid documents. A performance bond equal to the contract price and a payment bond to insure the payment of subcontractors, contract laborers, material suppliers, and persons furnishing services will be required upon award of contract. No bid shall be withdrawn after scheduled closing time for receipts of bids for at least thirty (30) days. The Board reserves the right to reject any or all bids, to accept all, or any part of any bid received, and to waive any and all formalities in bidding, and to accept the lowest and/or best bid. Board of Public Works and Safety Toni L. Hutchings Clerk-Treasurer June 6 & 13, 2014 PN1432 hspaxlp</p>
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City Attorney Surrisi opened the following sealed bids:

PW 14-006 2014 Street & Sidewalk Projects					
	E & B Paving	Niblock	Phend & Brown	Rieth-Riley	Walsh & Kelly
Hillcrest Ave	37,637.86	38,700.00	37,165.00	39,400.00	53,000.00
Pennsylvania Ave	69,992.03	62,000.00	61,160.00	63,875.00	76,350.00
Water St	32,942.78	33,500.00	36,985.00	32,375.00	42,200.00
Adams St	14,424.13	16,000.00	13,590.00	13,375.00	17,750.00
Orchid Court	22,026.88	19,700.00	19,480.00	19,375.00	23,650.00
Novelty St	50,781.05	42,000.00	50,230.00	45,125.00	62,650.00
First St	35,221.05	31,300.00	31,672.00	30,715.00	34,250.00
Madison St	12,482.27	13,000.00	12,989.00	11,975.00	18,650.00
Liberty St - Phase I	22,218.96	22,500.00	22,960.00	22,275.00	37,625.00

Liberty St - Phase II	24,368.35	7,000.00	25,468.00	23,275.00	35,850.00
Marigold Ct	<u>14,197.70</u>	<u>13,600.00</u>	<u>15,737.00</u>	<u>11,975.00</u>	<u>24,200.00</u>
Subtotal for Projects	336,293.06	299,300.00	327,436.00	313,740.00	426,175.00
Undercut/Backfill #2	10,115.00	9,750.00	6,000.00	5,000.00	12,500.00
Undercut/Backfill #53	<u>10,122.50</u>	<u>10,250.00</u>	<u>6,250.00</u>	<u>5,000.00</u>	<u>11,250.00</u>
Total Undercut Backfill	20,237.50	20,000.00	12,250.00	10,000.00	23,750.00
Total Price	356,530.56	319,300.00	339,686.00	323,740.00	449,925.00

Board Members Smith and Grobe moved and seconded to take the bids under advisement.

The motion carried.

Board Member Smith referred to a letter from the local emergency planning committee regarding a meeting on disasters and chemical emergencies. He said that he asked Marshall County Emergency Management Director Avery to send notices to city councilmen when meetings are held.

Utility Superintendent Davidson presented his reports for the month of May:

**CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety
MAY 2014 Monthly Report**

PLANT OPERATIONS

Water Treated May – Ledyard Water Treatment Plant	33,234,750 gallons
Water Treated May – Pine Water Treatment Plant	<u>15,905,326 gallons</u>
Water Treated - Total	49,140,076 gallons

Water Treated – Daily Average – Ledyard Water Treatment Plant	1,072,089 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>530,178 gallons</u>
Water Treated – Daily Average - Combined	1,602,267 gallons

- Backwashed filters at Ledyard Water Treatment Plant 10 times for a total of 530,000 gallons
- Backwashed filters at Pine Water Treatment Plant 12 times for a total of 756,000 gallons
- Total backwash usage for the month was 1,286,000 gallons
- Started operating well #2B on 5-21-14 after renovations

MAINTENANCE WORK ORDERS COMPLETED

- 23 - Ledyard Water Treatment Plant Maintenance
 - Installed new antenna and cable on communication tower
 - Completed the monthly water tower inspections and flushed telemetry supply lines
 - Drained and cleaned permanganate day tanks
 - Pressure washed detention tanks preparing for painting
 - Cleaned chlorine injectors
 - Assisted Cummins - Onan on generator inspections
 - Cadmus Engineering performed energy audit on #3C well VFD for NIPSCO to confirm requirements associated with incentive program
 - Installed well identification signage
 - Power outage 5-20-14 / 8:00 PM -10:30 PM
 - Removed well houses
 - Installed new roof coating on maintenance building
- 15 – Pine Water Treatment Plant Maintenance
 - Repaired circulation line on ‘V’ strainer to the chlorine analyzer
 - Drained, cleaned, and drilled out both drain back holes on intake lines to aerators
 - Readjusted level indicator sensors and refilled both detention tanks
 - Cleaned chlorine injectors and analyzer
 - Installed repair parts on permanganate pump #2
 - Met with Cummins-Onan for general inspection
 - Cleaned and replaced membrane and electrolyte solution on chlorine analyzer
 - Installed well identification signage
 - Repaired water leak in ceiling at Pine Water Plant
- 19 – Mobile Equipment

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 10 Fluoride samples, ISDH required
- 360 Process control samples and analysis at the Ledyard Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine
- 414 Process control samples and analysis at the Pine Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese and Chlorine
- 4 THM's
- 4 HAA5's
- 0 VOC sets
- 21 Extra tests at wells and high service pumps and filters
- 2 Bacteria samples on new 8" service installation at the Garmong Building site
- 62 Distribution system chlorine residual samples

SERVICE

_Locates	129
Total Number of Work Orders	162
Service Disconnects	26
Service Disconnects for non-pay	31
Service Reconnects for non-pay	30
"Service Notice" left on door (Blue Tags)	6
"Insufficient Funds Notice" left on door (Pink Tags)	6
New Radio Read / Meter Installations	2
Accuracy checks	29
After Hours Call Outs	1
Meters repaired	7
Hydrants Serviced	0
Hydrants Sandblasted and Painted	0

CONSTRUCTION ACTIVITIES

(4) Curb Stops Replaced/Installed

- 05-07-14 710 E. LaPorte St. – Replaced ¾" curb stop, box and rod
- 05-07-14 509 ½ E. Garro St. – Replaced ¾" curb stop, box and rod
- 05-07-14 710 E. LaPorte St. – Replaced ¾" curb stop, box and rod
- 05-27-14 319 S. Michigan St. – Replaced ¾" curb stop, box and rod

(3) Old Curb Stops Found and Capped Off at Valve

- 05-01-14 Novelty St. – Retired abandoned fire system
- 05-12-14 211 E. Garro St. – Retired ¾" service at corporation stop
- 05-22-14 River Park Square – Retired and plugged artesian well

(0) New Taps Installed

(0) New Mains Completed

(7) Valve Repaired or Replaced / Valve Boxes Repaired or Replaced

- 05-05-14 206 Fife St. – Straightened and repaired telescopic box
- 05-05-14 731 Poplar St. – Replaced telescopic box and rod
- 05-07-14 900 Ledyard St. – Replaced telescopic box and rod
- 05-08-14 Water St. and Garro St. – Adjusted valve boxes for paving crew
- 05-09-14 S. Michigan St and Lemler Ln. – Repaired valve box hit by paving crew
- 05-17-14 5th St. and Washington St. – Repaired leaking valve and replaced bonnet bolts
- 05-27-14 742 S. Michigan St. – Adjusted meter pit casting

(5) Hydrants Repaired/Replaced/Installed

- 05-12-14 Gibson St. in back of Christo's – Installed flushing hydrant and 8" valve for new
- 05-14-14 S. Michigan St. and William St. – Installed new flushing hydrant off of 14" main
- 05-19-14 305 S. Plum St. – Installed new flushing hydrant off of 14' main
- 05-20-14 LaPorte St. and 7th St. – Installed new flushing hydrant off of 14" main
- 05-21-14 LaPorte St. and 4th St. – Installed new flushing hydrant off of 14" main

(0) Main Breaks Repaired

(3) Service Lines Repaired, Replaced or Retired

- 05-05-14 1210 N. Walnut St. – Replaced ¾" service line from main to curb stop
- 05-21-14 801 W. LaPorte St. – Installed new pit for garden hydrant
- 05-27-14 Centennial Park – Repaired ¾" galvanized service line (shuffle board area)

MISCELLANEOUS

- Throughout May – GPS – pictures, other duties
- Asphalt repairs to various dig sites throughout the city

- Provided stockpiling area for millings from street projects
- Water department staff attended AWWA Northwest section meeting, conducted at Cristo's Banquet Center on 5-17-14
- Installed drinking fountains downtown
- Throughout May – Restoration of dig sites, plant maintenance, vehicle maintenance, distribution maintenance and plant maintenance
- Distributed 2014 Consumer Confidence Report (CCR)
- Meter reading completed on 5-30-14

**CITY OF PLYMOUTH WASTEWATER DEPARTMENT
Board of Public Works and Safety
MAY 2014 Monthly Report**

PLANT OPERATIONS:

- | | |
|--|------------|
| 1. Total flow in gallons | 68,720,398 |
| 2. Average daily flow in gallons | 2,216,787 |
| 3. Rainfall | 5.02" |
| 4. Monthly average in BOD removal | 98.7% |
| 5. Monthly average in TSS removal | 96.8% |
| 6. Monthly average in Ammonia removal | 98.8% |
| 7. Land Applied 427,400 gallons / 37.83 dry tons on 27.64 acres of local farm ground | |
| 8. Review of Wastewater buildings – Travelers Insurance | |
| 9. General plant maintenance | |
| 10. Work orders completed: | |
| • <u>277 – Wastewater Treatment Plant</u> | |
| ➢ Rebuilt sprinkling system on bio-filter (odor bed) | |
| ➢ Completed the return sludge pump controller | |
| ➢ Installed new antennas on all controller equipment | |
| ➢ Clean and inspect methane boilers and gas transfer lines | |
| ➢ Replaced exhaust fan on roof of the old administration building | |
| • <u>63 – Vehicle/Mobile Equipment</u> | |
| • <u>57 – Lift Stations</u> | |
| • <u>10 – Collection System</u> | |
| ➢ 0 - Eliminated structures | |
| ➢ 1 – Replaced structures | |
| ➢ 7 – Replaced/adjusted castings | |
| ➢ 0 – GIS data collection points | |
| ➢ 0 – Point repair | |
| ➢ 0 – New structure | |
| ➢ 2 – Mainline sewer replacement | |
| 1. Skylane culvert replacement (10" PVC) | |
| 2. Western Ave. – American Containers (12" PVC) | |

MEETINGS ATTENDED:

- 05-12 Board of Public Works and Safety
05-20 TRC – Eagle Craft proposed expansions
05-20 Redevelopment Commission
05-27 Board of Public Works and Safety

COLLECTION SYSTEM:

1. Cleaned 1,250 feet of sewer lines
 - 1,250 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 0.6 tons of silt and debris during cleaning and inspections of sewers lines
5. Used approximately 9,200 gallons of potable water during sewer cleaning
6. Performed routine maintenance on 10 CSO's and 15 pumping station
7. Installed 250' of 12" PVC storm sewer main, one new manhole and reconnected all service laterals the 2500 block of Western Ave.
8. Installed (slip lined) 60' of 10" PVC culvert under Skylane Dr.

Davidson reported that the Beerenbrook / Jefferson Street Storm Sewer Project has been advertised and the bids will be opened at the July 14th meeting.

Davidson said that the water department will begin flushing water mains on June 30th and expect it to last four weeks. He said that they will contact the media with the areas to be flushed so residents can prepare for that.

Fire Chief Miller reported that the new ambulance should be in service by July 1st.

Police Chief Bacon reported that the city's newest police officer, Stuwart Krynock, was sworn in on June 16th.

City Engineer Gaul reported that he received notice from INDOT that the city has received funding in the amount of \$324,000 for the Safe Routes to School project and that requests for Letters of Interest were distributed.

City Attorney Surrisi made a final call for Letters of Interest, and then opened the following Letters of Interest for the engineering on the Baker Street Safe Routes to School Project.

Jacobi, Toombs & Lanz, Inc.	1829 E. Sprint St., Ste 201, New Albany, IN 47150
Lawson-Fisher Associates, PC	526 W. Washington Ave., South Bend, IN 46601
Primera Engineers, Ltd.	9200 Calumet Ave., Munster, IN 46321
Weaver Boos Consultants	4085 Meghan Beeler Ct., South Bend, IN 46628
Triad Associates	5835 Lawton Loop E. Dr., Indianapolis, IN 46216
VS Engineering, Inc.	4275 North High School Rd., Indianapolis, IN 46254
The Troyer Group	550 Union St., Mishawaka, IN 46544

Gaul said that he would review the information received to see if they meet all of the qualifications in the Request for Proposals, after which time Mayor Senter, Councilman Duane Culp and Street Superintendent Jim Marquardt will review the Letters of Interest.

City Attorney Surrisi presented Resolution No. 2014-612, Resolution of the Plymouth Board of Public Works and Safety Accepting the Transfer of Tax Certificates from the Marshall County Commissioners. He said that there are two vacant parcels next to the Yellow River at the end of LaPorte Street and one vacant parcel next to some parcels on South Plum Street that the city recently purchased with FEMA funds. He said that the parcels came up for tax sale over a year ago; the county commissioners have the certificates and would like to deed the properties to the City of Plymouth.

Board Members Ecker and Smith moved and seconded to adopt Resolution No. 2014-612, Resolution of the Plymouth Board of Public Works and Safety Accepting the Transfer of Tax Certificates from the Marshall County Commissioners. It passed by roll call vote.

AYES: Senter, Culp, Ecker, Grobe and Smith
NAYS: None

Clerk-Treasurer Hutchings presented the following requests:

6/5/14 - Pennsylvania Ave. between 3:00 PM to 4:00 PM is difficult and unsafe to drive on. Cars are parking on both sides of the street resulting in bottleneaking and congestive traffic flow. School lets out at this time and many children are in this area. Suggesting no parking between 3-4 pm signs be posted on Pennsylvania Ave. S/ Eric Carlson, 627 Ferndale St., Plymouth, IN, 574-780-3662

Board Members Ecker and Culp moved and seconded to table the request for further review; the motion carried.

6/11/14 - Autism Resources of Marshall County will be hosting a 5K Autism Walk fundraiser on September 20, 2014 starting at 1:00 pm. The walk will start at and end at Water Street in front of River Park Square. We request to have a police officer available to get walkers across the intersection of Michigan Street and Jefferson Street. The walk will start at 109 Water St., Masonic Lodge, going north to Adams St, left on Adams to Michigan, right on Michigan crossing the intersection of Michigan and Jefferson then turn right on Jefferson, left on Polk St. to Left on Sering St. to Greenways trail, follow greenways trail to Randolph; take Randolph north to across the bridge making a right onto greenways trail, follow greenways trail then go around sled hill to

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, JUNE 23, 2014

Becknell Dr, make left on Randolph and back track to lodge. S/ Keith Hammonds, Co-Chair, 109 Water St., Plymouth, IN, 574-936-2664

Police Chief Bacon said that if the officers on duty get a call; they will have to leave the intersection and respond to the call.

Board Members Ecker and Smith moved and seconded to approve the request; the motion carried.

6/23/14 - We would like to place a dumpster on the street in front of 308 and 310 W. Washington St. The dumpster will be delivered June 24, 2014 if possible and will only be there for one week. Thank you. S/ Jeffory A. Birchmeier, owner, 11100 Shadylane Dr., Plymouth, IN, 574-780-1309

Board Members Smith and Culp moved and seconded to approve the request; the motion carried.

Members Smith and Ecker moved and seconded to allow the salaried payroll for June 1-15, 2014 and the claims for June 23, 2014, as entered in Claim Register #2014. The motion carried.

There being no further business to discuss, Board Members Grobe and Culp moved and seconded to adjourn the meeting. Motion carried. The meeting was declared adjourned at 6:32 p.m.

S/Toni L. Hutchings, IAMC, CMC, CPFA
Clerk-Treasurer

APPROVED:

S/Mark Senter, Mayor

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

6/17/14 – Please cut down the large tree at the corner of Alexander St & Miner – more on Miner St. S/ Margaret A. Hatfield, 200 Alexander St., Plymouth, 574-540-9517

6/23/14 – Please look at the tree located at 253 Elliott Ave. This is the tree that on 5-20-14 the storm took half of the tree down. S/ Dan Roth, 253 Elliott Ave. 936-5262