

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on June 26, 2017, 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, Fonseca, Grobe, and Houin. City Attorney Surrisi and Clerk-Treasurer Xaver were also present.

Board Members Houin and Culp moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on June 12, 2017 and the executive session of June 8, 2017. The motion carried.

The following legal notice was published on June 2 and June 9, 2017:

<p><b>NOTICE TO BIDDERS CITY OF PLYMOUTH, IN</b> Notice is hereby given that the Board of Public Works and Safety of the City of Plymouth, IN, will receive bids for a 2017 Type I Walk-Through ambulance remount until 6:00 p.m. on Monday, June 26, 2017. in the</p>	<p><b>116 Legals</b> Council Chambers of the City Building, 124 N. Michigan Street (Garro Street entrance), Plymouth, Indiana, at which time all bids will be opened and read aloud. Any bid received after the designated time will be returned unopened. Bids may be delivered until 4:30 P.M. on Monday, June 26, 2017, to the Clerk-Treasurer's office at 124 N. Michigan Street if the bidder so desires. There will be one final call for bids at the meeting. Bids shall be submitted on the State Board of Accounts for No. 95 (Revised 1987), copies of which may be obtained from the office of the Clerk-Treasurer, 124 North Michigan Street, Plymouth, Indiana, all parts of which shall be properly filled out and accompanied by a bid bond or cash-</p>	<p><b>116 Legals</b> er's check in the amount of not less than five (5%) per cent of the bid. Detailed specifications and instructions to bidders are on file at the Clerk-Treasurer's office. For further information, contact Fire Chief Rod Miller, telephone no. 574-936-2156. The City reserves the right to reject any or all bids or to waive any informalities in the bids or to award the contract to any 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 the opening of bids. Jeanine M. Xaver Clerk-Treasurer City of Plymouth, IN June 2 and 9, 2017 June 2, 9, 2017 PN265858 hspaxlp</p>
--	---	--

City Attorney Surrisi made a last call for sealed bids for the Fire department ambulance chassis.

The following sealed proposals were opened and read aloud:

- Donley Safety of Indianapolis, IN – \$189,700.00
- Crossroads Ambulance Safety & Service, LLC of Middlebury, IN – \$186,806.00

Board Members Culp and Fonseca moved and seconded to take the bids under advisement.

The motion carried.

Utility Superintendent Davidson presented the May 2017 reports for the water and wastewater departments:

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

**PLANT OPERATIONS:**

1. Total flow in gallons	88,434,120
2. Average daily flow in gallons	2,852,714
3. Rainfall	5.50"
4. Monthly average in BOD removal	98.9%
5. Monthly average in TSS removal	96.6%
6. Monthly average in Ammonia removal	96.8%

7. General plant maintenance
8. Work orders completed:
  - 250 – Wastewater Treatment Plant
    - Replaced drop ceiling in secondary control building (mini-laboratory).
    - Replaced light at influent wet well.
    - Repaired supernatant pump at the south slurry tank.
    - Repaired VFD on slurry tank pump.
    - Replaced the expansion tank on the plant boiler system.
    - Living Waters rebuilt the plant's chlorine feed system.
  - 20– Vehicle/Mobile Equipment
    - Replaced air ag on the suspension of the semi-tractor.
  - 10 – Lift Stations
    -
  - 15 - Collection System
    - 0 - Eliminated structures
      - a.
    - 1 – Replaced structures
      - a. N. Michigan St. and Jefferson St. replaced structure J6C245
    - 0– Repaired structure
      - a.
    - 12 – Replaced/adjusted castings
      - a. Replace casting on F4C006
      - b. Adjusted castings on Oakhill Ave. I8M015, I8M014, I8M013, I8M116, I8M102, I8M101, I8M004, I8M005, and I8M006
      - c. Replaced casting at 1995 N. Oak Dr. H5M009
      - d. Replaced casting at 523 E. Jefferson St. K6M209
    - 0 – GIS data collection points
      - a.
    - 0 – Point repair
      - a.
    - 1– New structure
      - a. (1) Jackson Hts. & Colony Ct.
    - 0 – Mainline sewer new construction / replacement
      - a.
    - 1 – Miscellaneous
      - a. Ditch line cleaned at Markley Dr. and Western Ave. west of Menser's building.

**COLLECTION SYSTEM:**

1. Cleaned 4,612 feet of sewer lines.
  - 0 feet during service calls.
  - 4,612 feet during preventive maintenance.
2. Televised 687 feet of sewer lines.
3. Mechanically removed roots from 0 feet of sewer lines.
4. Removed approximately 2.31 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 6,175 gallons of potable water during sewer cleaning.
6. Performed routine maintenance on 10 CSO's and 16 pumping station.

**MISCELLANOUS**

- Completed and submitted job classification information.
- Completed insurance wellness screening.
- Two employees attended wastewater training session in Akron, IN.

**WASTEWATER TREATMENT PLANT RENOVATION PROJECT**

- Installing concrete rubbings on structures.
  - Continue the install of piping and cutting in valves for the return sludge lines from the final clarifiers.
  - Completed installation of baffles on the final clarifier.
  - Installed roof drains for dewatering building.
  - Installed by-pass piping for east bio-tower.
  - Painting completed on south primary clarifier.
  - Completed concrete work for return sludge splitter box.
  - Completed installing bio-solids conveyors in the dewatering building.
  - Plant personnel assisted in by-pass pumping of the bio-roughing towers during pipe connections to the towers.
  - Plant personnel completed the handrail at the new aeration basin.
- Plant personnel re-assembled south primary clarifier after painting.

**Board of Public Works and Safety  
May 2017 Monthly Report**

**PLANT OPERATIONS**

Water Treated – Ledyard Water Treatment Plant	25,106,720 gallons
Water Treated – Pine Water Treatment Plant	<u>21,644,097 gallons</u>
Water Treated - Total	46,750,817 gallons

Water Treated – Daily Average – Ledyard Water Treatment Plant	809,894 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>698,197 gallons</u>
Water Treated – Daily Average – Combined	1,508,091 gallons

- Backwashed filters at Ledyard Water Treatment Plant 9 times for a total of 774,000 gallons.
- Backwashed filters at Pine Water Treatment Plant 14 times for a total of 1,344,000 gallons.
- Total backwash usage for the month was 2,118,000 gallons.

**MAINTENANCE WORK ORDERS COMPLETED**

- 19 – Ledyard Water Treatment Plant Maintenance
  - Inspected north and west water towers.
- 11 – Pine Water Treatment Plant Maintenance
  - Flushed all sample taps and inspected filters.
  - Inspected wells.
  - Cleaned and inspected chlorine injectors.
  - Cleaned and inspected chlorine analyzer.
- 1 – Mobile Equipment
  -

**WATER SAMPLING**

- 10 Distribution system bacteria samples, IDEM required
- 62 Distribution system chlorine residual samples, IDEM required
- 8 Fluoride samples, ISDH required
- 329 Process control samples and analysis at the Ledyard Water Treatment Plant samples include Ferrous Iron, Total Iron, Manganese, and Chlorine
- 332 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
- 10 Extra Sampling

**SERVICE**

Locates	169
Total Number of Work Orders	170
Service Disconnects	6
Service Disconnects for non-pay	39
Service Reconnects for non-pay	36
Blue Tags "Service Notice" left on door	13
Pink Tags "Insufficient Funds Notice" left on door	5
New Radio Read / Meter Installations	2
Accuracy checks	59
After Hours Call Outs	0
Meters repaired	0

**CONSTRUCTION ACTIVITIES**

**(0) Curb Stops Repaired / Replaced / Installed**

**(2) Old Curb Stops Located / Capped Off at Valve**

05-12-2017 Michigan St. & E. Washington St. – Capped off old drinking fountain service line.  
05-12-2017 314 E. Jefferson St. – Capped an old artesian well.

**(2) New Taps Installed**

05-05-2017 2001 N. Michigan St. – (New Kroger Gas Station) Installed new tap into existing meter pit (full 3/4 meter)  
05-12-2017 1400 Pidco Dr. - Installed new 10" fire tap and 450' of 10" ductile main (Haskins Inc.).

**(0) New Mains Completed**

05-01-2017 Webster Ave. & Angel St. - Installed new 6" interconnect valve.

This connects a 14" to a 4" main.

**(3) Valves / Valve Boxes / Repaired / Replaced / Installed**

05-01-2017 Webster St. & Angel St. - Installed new 6" interconnect valve.  
05-04-2017 1050 Bayless St. - Replaced service box.  
05-15-2017 109 W. Washington St. - Replaced service box.

**(328) Valve Exercised**

19 problems, 5 boxes need of replacement, 5 rounded operating nuts, 9 packing leaks.

**(1) Hydrants Repaired / Replaced / Installed / Serviced / Painted**

05-03-2017 N. Michigan St. & E. Washington St. - Replaced HYD155

**(1) Main Breaks and Leaks Repaired**

05-24-2017 1350 E. Jefferson St. - Leak on customers side of service line.  
Stone Excavating repaired it.

**(0) Service Lines / New / Repaired**

**MISCELLANEOUS**

- CDL training.
- Employee wellness health screening has been completed.
- Received utility locating device training from factory representative.
- New Song Church and fire system at 1400 Pidco Dr. has successfully completed bacteria and hydrostatic line testing requirements.
- Completed fire flow testing for the City Hall and the Rees Theater.
- Meter testing has begun for large users in the customer base.
- Chris Stults – maintenance has resigned.

Street Superintendent Marquardt updated the board on the street projects. Microsurfacing began last week on Oakhill Avenue and will continue this week with Oak Drive from Jefferson to State Road 17. The start date for the paving projects has not been determined yet.

City Engineer Gaul discussed the Pavement Asset Management Plan for 2017, which will be sent to Purdue University for inclusion in their Indiana Local Technical Assistance Program (LTAP) Directory. Houin asked Gaul to explain a non-structural overlay. Gaul said it is anything less than 2 inches of asphalt overlay.

Gaul requested the board approve the plan for the Community Crossings program.

Board Members Houin and Grobe moved and seconded to approve the updated Pavement Asset Management Plan.

Gaul also discussed the Pavement Asset Management Tables and 5-year plan. He said it is broken down by street and project and specifically notes the functional classification, which the state reviews for justification and funding. Gaul said the Community Crossings state match is still 50/50.

Gaul discussed funding options. He and Clerk-Treasurer Xaver have discussed potentially using up to \$870,000 from the Rainy Day fund and \$130,000 earmarked from MVH Funds for the intersection project on Oakhill Avenue. This would be the city's match for INDOT's grant, which has a \$1,000,000 maximum annual award.

City Engineer Gaul requested the board to authorize the mayor to sign a funds availability agreement for the grant project.

Board Members Houin and Culp moved and seconded authorize the mayor to sign the agreement contingent on council's approval of the resolution to adopt Resolution 2017-747 to create the new fund. The motion carried.

City Engineer Gaul presented the following request for permission to work in the right-of-way:

- PW-17-037, Comcast Hyper Build – Oak Drive North of Jim Neu Drive
- PW-17-038, Comcast Hyper Build – Walter Glaub Drive
- PW-17-039 Comcast Hyper Build – Pidco Drive from Oak Drive to Flora Street
- PW-17-040, Comcast Hyper Build – Pioneer and Miller Drives
- PW-17-041, Comcast – 7564 N Michigan Road Coax
- PW-17-042, Comcast – 1800 Jim Neu Drive CATV Pedestal

Each of the requests have a \$5,000 financial guarantee and the applications and letters are on file in the Clerk-Treasurer's office.

Board Members Culp and Grobe moved and seconded to approve the requests as presented.

The motion carried.

City Attorney Surrisi presented the following proposed lease with Emanuel Reese:

### **Parking Space Lease**

The City of Plymouth, Indiana, ("City") by its Board of Public Works and Safety, and Emanuel Reese, d/b/a Reese's Family Ribs, ("Tenant") enter this Parking Space Lease and agree as follows:

1. Leased Premises. The City leases to Tenant two parking spaces located in the southwest corner of the City's Water Street parking lot as pictured below.

V



2. Lease Term. The lease shall begin on July 1, 2017, and shall be month-to-month.

3. Rent. The Tenant agrees to pay the City an initial payment on or before July 1, 2017 in the amount of \$18.29 to cover the newspaper publication costs of this lease. Rent shall be \$10.00 per month plus applicable property taxes. Rent payments shall be made twice per year, before the last day of the month each November and June. All payments shall be made at the Plymouth Clerk-Treasurer's Office, 124 N. Michigan Street, Plymouth, IN 46563.

4. Use of Premises. The leased premises shall be used only for purposes in support of the Tenant's adjacent restaurant (located at 208 Water Street, Plymouth, IN 46563), including but not limited to the placement of barbeque grills. The Tenant shall have the right to quiet enjoyment of the leased premises. However, he acknowledges that the leased premises is located within a public parking lot. As such, the Tenant agrees that he and his invitees shall conduct themselves with proper decorum while upon the leased premises. The Tenant agrees not to display signs, sculptures, or other expressive works on the leased premises.

5. Assignment. The Tenant may not assign this lease or sublet any part of the leased premises.

6. Maintenance and Condition. The Tenant agrees to maintain the leased premises in a neat and tidy condition, and agrees to return the leased premises to the City at the conclusion of the lease in a reasonably similar condition, ordinary wear-and-tear excluded.

7. Insurance. The City does not provide any renters insurance, property insurance, liability insurance, or other coverage associated with the leased premises for the Tenant's benefit.

8. Termination. Either party may terminate this lease with thirty (30) day's written notice.

9. Default. The Tenant agrees to vacate the leased premises upon termination as stated above. Upon default of any the terms of this lease, the Tenant agrees to vacate the leased premises. Time is of the essence in the performance of the terms of this lease. If any court action is necessary to enforce the terms of this lease, the Tenant agrees to pay the City's reasonable attorney's fees and any other costs associated with enforcement.

10. Miscellaneous. The City and the Tenant agree that the Tenant is an independent business operator. The Tenant operates his business wholly on his own accord and not in any partnership or joint venture with the City.

SO AGREED, on this \_\_\_\_\_ day of June, 2017.

CITY

TENANT

\_\_\_\_\_  
Mark Senter  
Mayor/Presiding Officer of  
Plymouth Board of Public Works and Safety

\_\_\_\_\_  
Emanuel Reese  
d/b/a Reese's Family Ribs

Surrisi explained that it will be a month-to-month agreement. The first payment, due by July 1<sup>st</sup>, is \$18.29 to cover the cost of the newspaper publication for the public hearing. After that, the rent will be \$10.00 per month, payable twice per year, plus the property taxes due in November and June of each year. Surrisi requested the board' approval of the lease agreement.

Board Members Grobe and Fonseca moved and seconded to approve the lease agreement with Emanuel Reese. The motion carried.

City Attorney requested the board ratify Executive Order 2017-02, Permitting the Heartland Artists Gallery to Decorate Downtown Planters. He said this was a request that came in between meetings so the executive order was executed. The gallery wanted to post flyers for their Art in the Streets event.

Board Members Fonseca and Houin moved and seconded to ratify Executive Order 2017-02. The motion carried.

City Attorney provided an update on the mayor's wayfinding sign committee. He showed the design and proposed location of the signs. Mayor Senter thanked Shelly Heiden for all her help with signage over the last four years, as well as all the other committee members.

Board Members Houin and Fonseca moved and seconded to allow the payroll for June 30, 2017, and the claims for June 26, 2017, as entered in Claim Register #2017. The motion carried.

Board Members Grobe and Fonseca moved and seconded to approve the following communications:

- Water Department May 2017 Report
- Wastewater Department May 2017 Report

There being no further business to discuss, Members Grobe and Fonseca moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:42 p.m.

\_\_\_\_\_  
Jeanine M. Xaver, IAMC, CMC  
Clerk-Treasurer

APPROVED:

---

Mark Senter  
Mayor

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

3/24/2017 – Tree Request: Single tree in front of house between sidewalk and street curb. S/ Dustin Underwood, 1207 N Center St., Plymouth, 574-780-0897  
*Done 6/20/2017 S/ Jim Marquardt, Street Superintendent*

6/20/2017 – Tree Request: There is a tree on my property that has a wide V in it and is starting to drop branches more often, not sure if it is sick or just old. Also, just south of my property is an even larger tree that is dying from top down. There are many visible bare trunks about 50ft up and during heavy winds sections fall off, some several inches thick up to a hand span. Please would someone come out and look. Thanks. S/ Christopher R. Berdahl, 805 S Michigan St., Plymouth, 574-540-1422

6/21/2017 – Tree Request: Check tree at 800 S Michigan St. cross street Nursery. Branches have broken off during wind storms. S/ LeAnn Myer, 800 S Michigan St, 206-724-1056