

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on September 23, 2019. The meeting was held in the Council Chambers, 124 N. Michigan St., Plymouth, Indiana. Mayor Senter called the meeting to order at 6:00 p.m.

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

Board Members Houin and Walters moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on September 9, 2019. The motion carried.

City Attorney Surrisi noted that the opening of quotes for the demolition of 400 E Jefferson Street will be received at the October 14th board meeting.

City Engineer Rick Gaul announced that Rieth-Riley is the low bidder in the amount of \$467,814.00 for the 2019 Street and Sidewalk Fall Projects (PW-19-008). He asked that the board award the bid to the low bidder contingent upon approval of the additional appropriation by the Common Council.

Board Members Walters and Milner moved and seconded to award the low bid for the 2019 Street and Sidewalk Fall Projects to Rieth-Riley Construction in the amount of \$467,814.00, contingent upon approval of additional appropriations. The motion carried.

Utility Superintendent Donnie Davidson presented the following monthly reports:

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

PLANT OPERATIONS:

- | | |
|--|------------|
| 1. Total flow in gallons | 48,570,000 |
| 2. Average daily flow in gallons | 1,566,774 |
| 3. Rainfall | 2.88" |
| 4. Monthly average in BOD removal | 98.7% |
| 5. Monthly average in TSS removal | 92.8% |
| 6. Monthly average in Ammonia removal | 98.9% |
| 7. General plant maintenance | |
| 8. Work orders completed: | |
| ➤ <u>281 – Wastewater Treatment Plant</u> | |
| ➤ Installed flushing mechanism and gauges on de-gritter. | |
| ➤ Rotated to south final clarifier on 8/23. | |
| ➤ Completed repairs to methane waste burner. | |
| ➤ <u>56 – Vehicle/Mobile Equipment</u> | |
| ➤ Adjusted brakes on tractor/trailer. | |
| ➤ Repaired hydraulic leak on T-6. | |
| ➤ <u>38 – Lift Stations</u> | |
| ➤ Continuing with the replacement of the Ledyard lift station. | |
| ➤ Completed the installation of the new controller at the Briarwood lift station including a new radar level controller. | |
| ➤ Completed the installation of the new controller at the Jail lift station including a new radar level controller. | |
| ➤ Radar level controller installed in the 30/17 lift station. | |
| ➤ Installed timers and alternators in the Park lift station. | |

- Physically located the 4” cast iron force main at the Ledyard lift station.
- 23 - Collection System
 - 1 - Eliminated structures
 - a. (I6C355)
 - 3 – Replaced structures
 - a. Replaced structure (I6C358), (I6C354), (I6C357).
 - 15 – Replaced / adjusted castings
 - a. Replaced castings at structure (K7M015), (J7M331), (H5C127), (I6M340), (I6M343), (I6M337), (I6M330), (I7M107), (I6M345), (I6M346), (I6C358), (J6M233), (I6M344), (I6C354), (I6C357)
 - 0 – GIS data collection points
 - a.
 - 0– New structure
 - a.
 - 4 – Miscellaneous
 - a. Culy Contracting installed 36” x 6’ fiberglass pipe patch on 36” storm sewer pipe in the 700 block of Ferndale St.
 - b. Grouted structure (I6C359)
 - c. Lowered alley at 823 W. Harrison St. and drained into retention pond.
 - d. Installed back water valve on inlet (at alley on N. 5th St. between W. Harrison St. and Corbin St.

COLLECTION SYSTEM:

1. Cleaned 43,341 feet of sewer lines.
 - 166 feet during service calls.
 - 43,507 feet during preventive maintenance.
2. Televised 150,564 feet of sewer lines.
3. Mechanically removed roots from 0 feet of sewer lines.
4. Removed approximately 21.67 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 106,805 gallons of potable water during sewer cleaning.
6. Performed routine maintenance on 10 CSO’s and 16 pumping station.

MISCELLANEOUS

- Chubb performed boiler inspection on the natural gas and methane gas boilers.

**CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety
August 2019 Monthly Report**

PLANT OPERATIONS

Water Treated – Ledyard Water Treatment Plant	30,600,383 gallons
Water Treated – Pine Water Treatment Plant	<u>19,770,328 gallons</u>
Water Treated - Total	50,370,711 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	987,109 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>637,753 gallons</u>
Water Treated – Daily Average – Combined	1,624,862 gallons

- Backwashed filters at Ledyard Water Treatment Plant 9 times for a total of 756,000 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 2,004,000 gallons.

MAINTENANCE WORK ORDERS COMPLETED

- 7– Ledyard Water Treatment Plant Maintenance
 - Repaired security sensors on overhead doors.
 - Calibrated chlorine analyzers.
 - Cleaned chlorine injector and sample valves.
 - Completed repairs to chlorine feed system.
 - Inspection and adjustments to security system.
- 5 – Pine Water Treatment Plant Maintenance

- Cleaned chlorine injector and sample valves.
- Inspection and adjustments to security system.
- Completed chlorine feed system.
- Completed well drawdown testing on wells 5E and 6F.
- Completed repairs to well 4D.
- 16 – Mobile Equipment
 - Completed repairs to W-2, W-3, W-13, W-16 and T-1.
 - Completed replace of hydraulic cylinder on W-14 (backhoe).

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required.
- 62 Distribution system chlorine residual samples, IDEM required.
- 10 Fluoride samples, ISDH required.
- 354 Process control samples and analysis at the Ledyard Water Treatment Plant 1 samples include Ferrous Iron, Total Iron, Manganese, and Chlorine.
- 351 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.
- 2 Radionuclide (1) ea. Ledyard Plant and Pine Plant.
- 2 IOC & Sodium.
- 0 Lead & Copper Samples
- 0 Extra Sampling.

SERVICE

Locates	181
Total Number of Work Orders	345
Service Disconnects	15
Service Disconnects for non-pay	49
Service Reconnects for non-pay	51
Blue Tags “Service Notice” left on door	12
Pink Tags “Insufficient Funds Notice” left on door	5
New Radio Read / Meter Installations	3
Accuracy Checks	208
After Hours Call Outs	2
Meters Repaired	0

CONSTRUCTION ACTIVITIES

- (2) **Curb Stops Repaired / Replaced / Installed**
 - 08-16-2019 1029 W. Jackson St.- Replaced curb stop and meter pit.
 - 08-29-2019 333 Ewing St.- Replaced curb stop.
- (2) **Old Curb Stops Located / Capped Off at Valves**
 - 08-09-2019 816 W. Garro St. – Replaced curb stop.
 - 08-28-2019 Pierce St. & S. Walnut St.- (NW Corner) Retired 1 ½” service line that served 408 & 412 Pierce St.
- (4) **New Taps Installed**
 - 08-01-2019 N. 4th St. & W. Jackson St. – Tied in a new 2” water main to existing 6” water main.
 - 08-02-2019 Broadway St. & W. Jackson St. – Tied in new 2” water main to existing 4” water main.
 - 08-02-2019 815 Broadway St.- New ¾” tap of a new 2” main.
 - 08-02-2019 827 Broadway St.- New ¾” tap off a new 2” main
- (0) **New Mains Completed**
- (8) **Valves / Valve Boxes / Repaired / Replaced / Installed**
 - 08-07-2019 130 Jackson Heights Rd.- Repaired curb box after contractor paved over box.
 - 08-07-2019 206 Jackson Heights Rd.- Repaired curb box after contractor paved over box.
 - 08-07-2019 300 Jackson Heights Rd.- Repaired curb box after contractor paved over box.
 - 08-07-2019 310 Jackson Heights Rd.- Repaired curb box after contractor paved over box.

- 08-07-2019 320 Jackson Heights Rd.- Repaired curb box after contractor paved over box.
- 08-07-2019 330 Jackson Heights Rd.- Repaired curb box after contractor paved over box.
- 08-07-2019 Berkley St. Villas - Uncovered Main Valve in landscaping.
- 08-14-2019 N. 5th St. & W. Harrison St.- Repaired valve box in alley.

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

08-28-2019 Gary Dr. & Pioneer Dr.- Repaired Hyd397 (hit and run).

(0) Valve Exercised

(1) Main Breaks and Leaks Repaired

08-02-2019 807 Angel St.- Repaired leak on old 1” water main.

(6) Service Lines / New / Repaired

- 08-19-2019 301 W. Lake Ave.- Replaced (bored) service line from main to new curb stop.
- 08-20-2019 723 W. Adams St.- Replaced meter pit and service line.
- 08-20-2019 717 W. Adams St.- Replaced meter pit and service line.
- 08-20-2019 412 Pierce St. – New tap and service line off a new 2” water main.
- 08-21-2019 407 Pierce St.- New tap and service line off a new 2” water main.
- 08-22-2019 408 Pierce St.- New tap and service line off a new 2” water main.

MISCELLANEOUS

- AT&T continuing upgrading antennas on the north tower.
- Derrick Collins and Chris Bittinger started AWWA water training courses in Mishawaka.
- Flushed private water system in the Briarwood development after numerous complaints and inaction from the owner.
- Set up water services for the Blueberry Festival.
- Welder, started fabricating and installing modifications to the north water tower located on Parkview St.
- GPS distribution system installs and repairs.
- Completed the installation of switches on both water towers, which converts electric service from battery back up to line power in the event of battery backup failure.

Building Commissioner Keith Hammonds notified the board that he and City Attorney Sean Surrisi attended the Marshall County Unsafe Building Board meeting on September 19th to discuss a house on Manor Drive. It was decided that the City of Plymouth needed a representative on that board, as all other entities in the county had representation other than the City of Plymouth. The county is working with their attorney to locate the ordinance that established the Unsafe Building Board so they can name the representatives to the board. Until that is resolved, Hammonds will continue to attend those meetings.

Fire Chief Rod Miller presented the following monthly reports:

Plymouth Fire Dept

Departmental Activity Report

Current Period: 08/01/2019 to 08/31/2019, Prior Period: 01/01/2019 to 08/31/2019
00:00 to 24:00
All Stations
All Shifts
All Units
Fire Alarm Responses, Training Classes

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, SEPTEMBER 23, 2019

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Fire Alarm Situations				
Chemical release, reaction, or toxic	0	0.00	4	104.50
Combustible/flammable spills & leaks	3	15.37	8	43.57
Cultivated vegetation, crop fire	0	0.00	1	39.42
Dispatched and cancelled en route	12	7.77	111	154.32
Electrical wiring/equipment problem	1	6.99	7	19.21
Emergency medical service (EMS) Incident	149	1,045.69	1,218	3,654.85
Extrication, rescue	0	0.00	1	2.20
False alarm and false call, Other	4	5.62	25	103.50
Fire in mobile property used as a fixed	0	0.00	2	21.41
Fire, Other	2	95.65	10	240.93
Good intent call, Other	1	0.34	3	6.88
Hazardous condition, Other	0	0.00	1	4.57
Medical assist	9	11.36	58	265.50
Mobile property (vehicle) fire	1	0.50	8	38.61
Natural vegetation fire	3	5.98	7	14.61
Outside rubbish fire	2	4.45	6	11.57
Public service assistance	0	0.00	1	1.28
Rescue or EMS standby	0	0.00	1	0.89
Rescue, emergency medical call (EMS),	1	4.66	2	6.57
Severe Weather & Natural Disaster -	0	0.00	1	0.00
Smoke, odor problem	0	0.00	2	10.27
Steam, Other gas mistaken for smoke	0	0.00	5	23.51
Structure Fire	2	66.77	11	230.14
System or detector malfunction	0	0.00	3	8.09
Unintentional system/detector operation	1	1.46	8	13.31
Wrong location, no emergency found	0	0.00	1	1.55
	191	1,272.61	1,505	5,021.26
Training				
Abulance Opps	0	0.00	1	0.50
Advanced Cardiac Life Support	0	0.00	7	18.00
Air Bags	0	0.00	8	16.00
Airway Management	0	0.00	22	30.00
Allergies	0	0.00	2	2.00
Anaphlaxis	0	0.00	2	2.00
Apparatus / Equipment	18	36.00	18	36.00
Ariel Operations	0	0.00	18	36.00
Bleeding Control	0	0.00	12	12.00
Blood Bourne Pathogens	0	0.00	5	5.00
Cardiology	0	0.00	21	51.00
Communications Equipment	0	0.00	1	1.00
CPR	0	0.00	10	10.00
CPR Recert	0	0.00	37	148.00
Cric/needle cric	0	0.00	11	203.00
EMS Audit & Review	3	3.00	64	93.67
EMS Skills	0	0.00	17	14.00
EMT-B	0	0.00	10	28.00
Epi Pens	0	0.00	1	1.00
Epinephrine Administraton	0	0.00	2	1.50
ESO	0	0.00	40	49.00
FF I-II	23	78.00	90	235.00
FF I-II SKILLS	0	0.00	49	234.50
Fire Behavior	0	0.00	12	36.00
Gas Pipe line Safety	0	0.00	24	50.50
General Building Construction	0	0.00	4	8.00
Hand Hygiene	0	0.00	1	1.00
Hazardous Materials Overview	0	0.00	1	2.00
Hazmat Awareness and Operations	0	0.00	3	12.00
Hose Lays	0	0.00	18	36.00
Hyperthermia	12	12.00	12	12.00
Ice Rescure	0	0.00	13	39.00
Infection Control	0	0.00	1	1.00
Instructor Training	0	0.00	9	44.00
LVAD	0	0.00	9	9.00
Marshall County Fire Association Mtg.	0	0.00	4	8.00
Mass casualty	36	36.00	36	36.00
Mega Code	0	0.00	15	25.00
NIMS MADATORY	0	0.00	3	6.00
Obstetrics	0	0.00	13	13.00
P H T L S	0	0.00	12	96.00
Paramedic School	0	0.00	7	46.00
Pediatric Emergencies	0	0.00	8	7.50

PEPP & PALS Hybrid Coarse	0	0.00	3	12.00
Physical Ability Test	0	0.00	5	20.00
PPE	0	0.00	1	3.00
Protocol Review	0	0.00	5	6.00
Public Education	0	0.00	2	6.00
Public Relations	0	0.00	4	12.00
Pump Operations	0	0.00	33	57.50
Ropes & Knots	0	0.00	25	47.00
SEARCH & RESCUE	0	0.00	22	77.00
Sepsis	0	0.00	12	12.00
Shock	0	0.00	1	1.00
Smart Triage	28	56.00	28	56.00
Solar Power Safety	0	0.00	12	24.00
Strategic and Tactical Operations	0	0.00	3	3.00
STREET DRUGS	0	0.00	21	42.00
Suicide Prevention	0	0.00	1	1.00
Toxicology	0	0.00	5	10.00
Volunteer Fire Business Mtg.	26	26.00	165	241.07
	<u>146</u>	<u>247.00</u>	<u>1,001</u>	<u>2,345.74</u>

Plymouth Fire Dept

Incidents by District (Summary)

Alarm Date Between {08/01/2019} And {08/31/2019}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
001 Argos	3	1.57 %	\$0	0.00 %
004 Culver	1	0.52 %	\$0	0.00 %
007 Plymouth	128	67.01 %	\$0	0.00 %
011 Center Twp	18	9.42 %	\$0	0.00 %
019 West Twp	31	16.23 %	\$77,500	100.00 %
12 Argos Paramedic Assist	2	1.04 %	\$0	0.00 %
16 Lakeville/Lapaz Paramedic Assist	3	1.57 %	\$0	0.00 %
18 Walkerton Paramedic Assist	5	2.61 %	\$0	0.00 %
Total Incident Count: 191			Total Est Losses: \$77,500	

Street Superintendent Marquardt provided an update on the stoplight at the intersection of Jefferson and Center Streets. The price to work on the controller, replace the light head, and update the wiring is \$25,600.00. This is within budget. He said he has discussed with Michiana Contracting the need to update the controller so it has adjustable timers. The idea is to have the light be green longer for Jefferson Street traffic and shorter for Center Street traffic. The anticipated time until this gets fixed is 4-6 weeks. Marquardt said the state is willing to work with the city to coordinate the timer with the intersection at Michigan and Jefferson Streets so traffic flows more smoothly. He asked if Michiana Contracting should be contacted to make temporary arrangements in the meantime or if the red-flashing 4-way stop is sufficient until the work can be done.

Walters said he does not feel there is an urgency to make temporary arrangements at an additional cost, especially when citizens are stating that they prefer the flashing lights over the stoplight. Houin also feels that it is worth waiting the 4-6 weeks.

City Engineer Gaul presented a work in the city's right-of-way request from CenturyLink (UT-19-030) at 1800 N Oak Drive. He discussed their plans and noted that there is also a \$5,000.00 financial guarantee.

Board Members Houin and Walters moved and seconded to approve the work in the right-of-way for UT-19-030 to CenturyLink at 1800 N Oak Drive, subject to the terms, notes, and conditions outlined in the correspondence provided by City Engineer Gaul and the placement of the \$5,000.00 financial guarantee. The motion carried.

Clerk-Treasurer Xaver presented the following request:

Place a dumpster on street to remove household furniture, etc. from the house at 1210 N Walnut Street. Request is for September 28th and 29th. S/ Chris Biddle, 574-242-0997

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

Clerk-Treasurer Xaver presented the following request:

I represent (as a trustee) First United Methodist Church at 400 N Michigan St. and our second building at 121 E Adams Street. The alley between the buildings has created water damage into both buildings on numerous occasions because the alley is crowned in the center and so the water flows to the buildings. The water then will find its way into the basement of both buildings. We are requesting that the alley be inverted so that water runs towards the center of the alley and then would discharge in the adjoining street. S/ Michael Stump, Trustee for First United Methodist Church, 2004 Felix Pl, Plymouth.

Street Superintendent Marquardt said the he and City Engineer Gaul went and looked at the alley. He said it is relatively flat and maybe leans slightly to the east. They looked at the education building (east building), which has down spouts that are dumping rainwater right by the alleyway, but he is not sure how the water flows once it comes out of the spout. He also noted that there is a parking lot to the north that drains into the alley, but they are also unsure where the water flows from there.

There was discussion regarding the analysis of the water flow the next time there is rainfall. Mr. Stump noted that the church does have plans to repave their parking lot in the future. Houin asked if the street department has any plans to pave this alleyway soon. Marquardt said no. Stump mentioned that if the city was not going to pave the alley that the church might be interested in doing it if they are allowed.

Board Members Walters and Houin moved and seconded to table the request until after the Street Superintendent and City Engineer can analyze the water flow. The motion carried.

In other business, Rebecca Palmer provided her 60-day update to the board regarding “Caring Cupboards”, which was a previously approved request to install food pantry boxes at the police and fire stations. She discussed donations, media attention, and a wave of interest from this community and surrounding communities. She said that a local body shop is donating

their time to paint the boxes. At this time, the boxes have not been installed. She requested another 60-days to report back to the board.

Board Members Houin and Milner moved and seconded to give Caring Cupboards another 60-day window and provide an update after that time period. The motion carried.

Members Houin and Walters moved and seconded to allow the payroll for September 30, 2019 and the claims for September 23, 2019 as entered in Claim Register #2019. The motion carried.

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

- August 2019 Water and Wastewater Department Monthly Reports
- August 2019 Fire Department Monthly Report

There being no further business to discuss Mayor Senter declared the meeting adjourned at 6:25 p.m.

Jeanine M. Xaver, IAMC, CMC
Clerk-Treasurer

APPROVED:

Mark Senter, Mayor