

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on July 11, 2016, 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 Delp and Houin. City Engineer Gaul, City Attorney Surrisi and Clerk-Treasurer Xaver were also present. Board Member Grobe was absent. Board Member Fonseca arrived immediately after roll call.

Board Members Delp and Houin moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on June 27, 2016, as presented since they have been reviewed and found to be correct. The motion carried.

Utility Superintendent Davidson presented his department reports for the month of June.

**CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety
June 2016 Monthly Report**

PLANT OPERATIONS

Water Treated June – Ledyard Water Treatment Plant	23,958,515 gallons
Water Treated June – Pine Water Treatment Plant	<u>33,830,951 gallons</u>
Water Treated - Total	43,682,225 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	921,481 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>1,127,698 gallons</u>
Water Treated – Daily Average - Combined	2,049,179 gallons

- Backwashed filters at Ledyard Water Treatment Plant 6 times for a total of 301,000 gallons
- Backwashed filters at Pine Water Treatment Plant 16 times for a total of 768,000 gallons
- Total backwash usage for the month was 1,069,000 gallons

MAINTENANCE WORK ORDERS COMPLETED

- 21 – Ledyard Water Treatment Plant Maintenance
 - Recorded bearing temperature readings on Ledyard high service pumps and motors
 - Flushed all sample taps and inspected filters
 - Inspected wells and detention tanks, installed new permanganate feed lines
 - Completed generator test and inspection
 - Installed new level transducer on west detention tank
 - Cleaned and inspected chlorine analyzer and installed inline filter system
 - Cleaned suction filters and inspected #1 and #2 permanganate pumps
 - Cleaned influent and effluent chlorine injectors and flushed supply lines
 - Replaced outlets and switches in customer service room
 - Repaired surge protector
 - Replaced filter and inspected diesel tank
- 10 – Pine Water Treatment Plant Maintenance
 - Cleaned and inspected chlorine analyzer, replaced filter and inspected
 - Cleaned influent and effluent chlorine injectors and flushed supply lines
 - Completed generator test and inspected
 - Flushed supply lines to 4” main lines
 - Repaired water leak in permanganate room
 - Connect or disconnect well 4D exhaust fan
- 20 – Mobile Equipment
 - Inspected all mobile equipment

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 60 Distribution system chlorine residual samples, IDEM required
- 8 Fluoride samples, ISDH required

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- 797 Process control samples and analysis at the Ledyard Water Treatment Plant samples include Ferrous Iron, Total Iron, Manganese, and Chlorine
- 492 Process control samples and analysis at the Pine Water Treatment Plant samples include Ferrous Iron, Total Iron, Manganese and Chlorine
- 0 THM's – Sample for 2nd quarter
- 0 HAA5's – Sample for 2nd quarter
- 0 VOC's sets
- 0 SOC's / Nitrates (1) Set for each plant for 1st quarter
- 0 Radionuclide (1) ea. Ledyard Plant and Pine Plant
- 0 IOC & Sodium
- 60 Distribution samples

Notes: Extra sampling was done to adjust new chemical feed pumps at the Ledyard Plant

SERVICE

Locates	172
Total Number of Work Orders	167
Service Disconnects	38
Service Disconnects for non-pay	56
Service Reconnects for non-pay	52
Blue Tags "Service Notice" left on door	4
Pink Tags "Insufficient Funds Notice" left on door	1
New Radio Read / Meter Installations	4
Accuracy checks	39
After Hours Call Outs	0
Meters repaired	4

CONSTRUCTION ACTIVITIES

(0) Curb Stops Repaired / Replaced / Installed

(1) Old Curb Stops Located / Capped Off at Valve

06-22-2016 SE Corner of N. Plum St. and W. Harrison St. –

(0) New Taps Installed

(0) New Mains Completed

(5) Valves / Valve Boxes / Repaired or Replaced / Valve Boxes Repaired or Replaced

06-02-2016 Ledyard St. and Mansfield St. – Repaired valve (K7V022) broken operating nut
06-10-2016 1011 W. Jefferson St. – Repaired damaged telescopic box
06-10-2016 200 Shalley Dr. – Replaced old buffalo curb box
06-30-2016 N. Michigan St and North St. – Replaced leaking valve (J6V082)
06-30-2016 UDF 33 valve boxes - Cleaned out debris in all boxes

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

06-2016 237 hydrants flushed

(0) Valves Exercised

(1) Main Breaks and Leaks Repaired

06-16-2016 302 N. 3rd St. – Repaired 5' of ¾" galvanized service line

(4) Service Lines / New / Repaired

06-06-2016 705 W. Lake Ave. – Replaced entire ¾" service with curb stop – bored in across street
06-07-16 Gill Park – Repaired meter pit
06-15-16 1809 Jim Neu Dr. – Replaced 1" service line, curb stop, box and rod
06-29-16 209 West St. – Bored in 160' of ¾" service line with new curb stop, box and rod

MISCELLANEOUS

- 57 service disconnects for non-pay on 6-15-16
- Unidirectional water main flushing
- Replaced (2) manhole risers at the Ledyard plant for new asphalt

WATER DEPARTMENT IMPROVEMENT PROJECTS

- June Division 1 – Ledyard Water Treatment Plant Improvements
 1. 6-13-16-16 Progress Meeting
 2. Main line from filter plant connected to distribution system

3. Chemical feed system has had start-up
4. Pavement has been completed
5. Punch list has been generated and contractor is currently working on the completion
6. Laboratory has been completed

**CITY OF PLYMOUTH WASTEWATER DEPARTMENT
Board of Public Works and Safety
June 2016 Monthly Report**

PLANT OPERATIONS:

- | | |
|----------------------------------------------------------------------------------------|------------|
| 1. Total flow in gallons | 64,747,240 |
| 2. Average daily flow in gallons | 2,158,241 |
| 3. Rainfall | 3.37" |
| 4. Monthly average in BOD removal | 99.0% |
| 5. Monthly average in TSS removal | 96.7% |
| 6. Monthly average in Ammonia removal | 99.4% |
| 7. General plant maintenance | |
| 8. Work orders completed: | |
| ➤ <u>334 – Wastewater Treatment Plant</u> | |
| ➤ Replace needed parts and recalibrate 3 intermediate pumps | |
| ➤ Repaired ultra violet disinfection unit | |
| ➤ Replaced actuator in electrical room | |
| ➤ Repaired broken 16" valve and valve stand on east bio-roughing tower | |
| ➤ Relocated sludge meter from the return sludge pumps to the sludge thickener | |
| ➤ <u>61 – Vehicle/Mobile Equipment</u> | |
| ➤ Replace 2 hydraulic hoses on backhoe | |
| ➤ 28 – Lift Stations | |
| ➤ <u>7 - Collection System</u> | |
| ➤ 0 - Eliminated structures | |
| ➤ 1 – Replaced structures | |
| a. E. Jefferson St. & Indiana Ave. (K6204) | |
| ➤ 0 – Replaced/adjusted castings | |
| ➤ 0 – GIS data collection points | |
| ➤ 0 – Point repair | |
| ➤ 3– New structure | |
| a. Alley south of W. Jefferson St. and east of Beerenbrook St. - 2 | |
| b. Behind Bowen Printing 200 S. Michigan St. - 1 | |
| ➤ 2 – Mainline sewer new construction / replacement | |
| a. Alley south of W. Jefferson St. and east of Beerenbrook St. 175' – 8" PVC | |
| b. Behind Bowen Printing 200 S. Michigan St. 22' of 8" PVC and 20' of 8" slotted drain | |
| ➤ 1 – Miscellaneous | |
| a. Repaired inlet on Oakhill Ave. (I8C013) | |

COLLECTION SYSTEM:

1. Cleaned 18,981 feet of sewer lines
 - 0 feet during service calls
 - 18,981 feet during preventive maintenance
2. Televised 0 feet of sewer lines
3. Mechanically removed roots from 0 feet of sewer lines
4. Removed approximately 9.49 tons of silt and debris during cleaning and inspections of sewers lines
5. Used approximately 12,600 gallons of potable water during sewer cleaning
6. Performed routine maintenance on 10 CSO's and 16 pumping station

He reported that the water main flushing was completed last week.

Davidson said that on July 25th, Hoham Drive from Michigan Street to Western Avenue will be closed for the installation of a storm sewer.

Davidson asked permission to replace an employee who is no longer with the wastewater treatment plan.

Board Members Houin and Delp moved and seconded to authorize Davidson to replace the employee. The motion carried.

Police Chief Bacon presented his department report for the month of June.

PLYMOUTH POLICE DEPARTMENT
Activity Report Summary 2016

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Information	451	470	568	559	524	634							3,206
Complaint	446	460	427	508	594	469							2,904
911 Calls	76	108	130	141	173	140							768
Residential Security Checks	139	102	128	91	34	10							504
Alarms	67	77	70	71	82	54							421
Vehicle Checks	34	22	28	29	41	39							193
Assist Other Agencies	10	9	22	18	16	13							88
Animal Complaints	18	16	27	21	30	37							149
Code Enforcement	40	23	28	58	100	65							314
Traffic Stops	281	294	383	322	367	290							1,937
Citations Issued	174	196	209	184	247	185							1,195
Accident Reports	39	42	37	38	48	42							246
Case Reports	106	99	136	141	131	123							736
Arrests	46	38	55	80	51	40							310
Arrests (Adult)	38	29	35	72	40	34							248
Arrests (Juvenile)	8	9	20	8	11	6							62

Board Member Delp asked if the city had received a price to survey the alley behind 702 Dickman Street per Nancy Young’s request at the June 13, 2016 meeting.

Street Superintendent Marquardt said that he had not yet received a price, but will to follow up with the surveyor.

Board Member Delp asked if anyone had contacted INDOT regarding the cross walks at Baker and Michigan Streets as requested by Mrs. Husband at the April 11, 2016, meeting.

Marquardt said that he had called, his call was transferred, he left a message, but never received a return call.

Delp said that if INDOT is doing work on State Road 17 during 2017, it would be nice if they would include the pedestrian crossing at that intersection during construction.

Delp voiced his displeasure with the inefficiency of the traffic signal at Michigan and Jefferson Streets. He believes the problem to be with the loops or controller and said he hopes INDOT will replace all of the loops and concrete detector housings.

Delp said that he would be happy to call the city’s INDOT contact person.

Utility Superintendent Davidson said that he has received notice from INDOT about a utility relocation plan for the scheduled repavement in 2017. He said that he will forward the project engineer’s contact information to Board Member Delp and Superintendent Marquardt.

Board Member Houin asked Marquardt if he had gotten prices and information on the street light on Baker Street as requested by Marlene Swank and Karen Delp at the May 23, 2016, meeting.

Marquardt said that he had not yet done so.

City Engineer Gaul reviewed the Pavement Asset Management Plan with the board.

Board Members Houin and Delp moved and seconded to authorize Gaul to submit the plan as presented. The motion carried.

Gaul then presented a listing of proposed street projects to be included in the Community Crossing Projects grant match with the state.

Board Members Delp and Fonseca moved and seconded to approve Gaul to forward the proposed projects for the Community Crossings Grant. The motion carried.

Clerk-Treasurer Xaver presented the following request:

7/1/16 – Discover Plymouth: Requesting North Michigan Street be closed on the following date: Saturday, July 30, 2016 from 7:30 am to 4:00 pm, between West Washington Street and LaPorte Street for the Discover Plymouth Tractor Show and BBQ Contest. S/ Josh Walker, President of Discover Plymouth, 110 Ewing St., Plymouth IN 574-935-3921

Mayor Senter noted that they will have to get permission from INDOT as well.

Board Member Houin voiced concern regarding any damage to the downtown streets during the tractor pull.

Board Member Houin made a motion to approve the request contingent on the requirement of receipt of permission from the state and there being no damage to the streets. Fonseca seconded the motion. The motion carried.

Board Member Delp and Houin moved and seconded to allow the payroll for July 15, 2016, and the claims for July 11, 2016, as entered in Claim Register #2016. The motion carried.

Mark Sullivan of Midwestern Engineers addressed the board regarding the Ledyard Water Treatment Plant project. He reviewed the Plymouth Water as-built quantities on the filter building roof replacement. He explained that the Ledyard Water Treatment Plant Improvements Project was bid as a lump sum project with the exception of an allowance cost to replace the existing roof system on the filter building. The contract allowed an allowance of \$35,000 for roof replacement with the understanding that Thieneman, the plant contractor, would solicit a roof study and pricing to replace the roof. Their estimate to replace the roof was \$70,420.

Sullivan explained that their own investigation indicated that they felt the roof could be replaced at a lesser price. It was decided through consultation with Superintendent Donnie Davidson to not pursue the roof work under the water contract and take the deduct in contract price associated with the allowance. He said they did, however, authorize some minor repairs to the roof resulting in \$1,920 being paid to the contractor from the allowance. The left over allowance resulted in a contract deduction of \$33,080.

Sullivan recommended the City of Plymouth obtain competitive quotes for the roof replacement and proceed with this work in the near future.

Sullivan presented and reviewed Change Order #1 for the Ledyard Water Treatment Plant – Division I improvements project. The change order results in a decrease in the amount of \$14,232.53.

Superintendent Davidson noted that the bids for the Randolph Street Water Main Project are to be opened at the July 25th meeting. After that time, they will be able to evaluate how much cash is left on hand from the water bond issue, so they will know which funds to use to replace the roof.

Sullivan presented a proposed Substantial Completion Certificate with a date of June 28, 2016 which lists the responsibilities of the owner and the contractor. The owner takes over the responsibility for the security, operations, safety, maintenance, heat, utilities and insurance. There will be a one year warranty from the date of the substantial completion. Sullivan noted that there is a punch list attached to the Certificate of Substantial Completion. The total value of the punch list is \$24,400. By contract, that number is doubled and withheld. He said that there is currently a little over \$156,000 in retainage. He said that all of that will but \$48,800 will be released to the contractor, upon his request.

Board Members Delp and Houin moved and seconded to accept Change Order #1 and the Certificate of Substantial Completion for the Ledyard Water Plant. The motion carried.

There being no further business to discuss, Members Houin and Fonseca moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:36 p.m.

Jeanine M. Xaver
Clerk-Treasurer

APPROVED:

Mark Senter
Mayor

The following request has been submitted to the proper committee to act:

5/25/16 – Calvary Lutheran Church requests the removal of (5) trees on city property due to salt damage, including stump removal. Please utilize annual tree replacement program to install 93 trees in the fall that are appropriate to road salt conditions. New trees will be in new locations within easement. S/ Robert Roach, Church Trustee, 1314 N. Michigan St., 574-767-0418

7/6/16 – Remove 1 or both trees in front of my home located at 518 N. Michigan St. The one nearest the driveway is full of insect holes and bark is falling off. I do not want these trees falling on my or the neighbor's home in a storm. S/ William D. Creech, 518 N. Michigan St, Plymouth, 574-315-5734

7/11/16 – We would like the part of the curb that curves out in front of our house removed because it has popped a couple of our truck tires. S/ Holly & Cassidy Harner, 808 Ferndale St., Plymouth, IN, 574-316-2120

7/13/16 – Oxygen room at Pilgrim Manor, 222 Parkview St, has no ventilation in the room. S/ Tammy Herring (Complaint received via email to clerk-treasurer's office, forwarded to city attorney, mayor, building commissioner, fire chief and chief of police. Building Commissioner Hammonds to forward to the state inspector.)