

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on August 28, 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 Culp and Houin moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on August 14, 2017. The motion carried.

Utility Superintendent Davidson presented the following monthly reports:

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

**PLANT OPERATIONS**

Water Treated – Ledyard Water Treatment Plant	27,538,540 gallons
Water Treated – Pine Water Treatment Plant	<u>22,335,590 gallons</u>
Water Treated - Total	49,874,130 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	888,340 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>720,503 gallons</u>
Water Treated – Daily Average – Combined	1,608,843 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**

- 15 – Ledyard Water Treatment Plant Maintenance
  - Replaced faucets in laboratory.
  - Morris Roofing started the roof replacement project on the filter building.
  - Removed and disposed of spoils that have accumulated at the facility from construction repairs and new installations.
- 14 – Pine Water Treatment Plant Maintenance
  - Cummins Crosspoint completed the preventative maintenance on the plant’s auxiliary generator.
- 22 – Mobile Equipment
  - Inspected Equipment
  - Repair the operating valve on T-6 (Vactor).
  - Completed repairs to Case backhoe – hydraulic leak.

**WATER SAMPLING**

- 10 Distribution system bacteria samples, IDEM required.
- 62 Distribution system chlorine residual samples, IDEM required.
- 8 Fluoride samples, ISDH required.
- 312 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.
- 0 THM’s –Sample for 4th quarter.
- 0 HAA5’s – Sample for 4th quarter.
- 0 VOC’s sets.
- 0 Radionuclide (1) ea. Ledyard Plant and Pine Plant.
- 0 IOC & Sodium.
- 4 Extra Sampling.

**SERVICE**

Locates	165
Total Number of Work Orders	218
Service Disconnects	10
Service Disconnects for non-pay	48
Service Reconnects for non-pay	63
Blue Tags “Service Notice” left on door	11
Pink Tags “Insufficient Funds Notice” left on door	10
New Radio Read / Meter Installations	1
Accuracy Checks	140
After Hours Call Outs	1
Meters Repaired	4

**CONSTRUCTION ACTIVITIES**

- (0) Curb Stops Repaired / Replaced / Installed**
- (0) Old Curb Stops Located / Capped Off at Valve**
- (4) New Taps Installed**
  - 07/18/2017 2450 Hillcrest Ave. – 1” tap with meter pit.
  - 07/18/2017 2470 Hillcrest Ave. – 1” tap with meter pit.
  - 07/18/2017 2011 Felix Pl. – 1” tap with meter pit.
  - 07/26/2017 2475 Hillcrest Ave. – 1” tap with meter pit
- (0) New Mains Completed**
- (8) Valves / Valve Boxes / Repaired / Replaced / Installed**
  - 07/10/2017 – 07/28/2017 33 valve boxes cleaned from asphalt contractors
  - 07/13/2017 1000 N. Michigan St. - replaced curb stop valve box.
  - 07/17/2017 3 valve boxes cleaned – 827 N. 7<sup>th</sup> St., 801 N. Walnut St. & 300 Klinger St.
  - 07/19/2017 North St. & N. Michigan St.- replaced top bonnet & internal parts for valve (J6V082) – broken stem.
  - 07/21/2017 700 W. Jefferson St. replaced buffalo box in street – Norwayne Lumber.
  - 07/25/2017 N. Michigan St. & Franklin St. – replaced broken 4” valve (J7V032).
- (0) Valve Exercised**
- (1) Hydrants Repaired / Replaced / Installed / Serviced / Painted**
  - 07/14/2017 Hillcrest Ave. and Fairfield Blvd.HYD-058 – replaced seat.
- (0) Main Breaks and Leaks Repaired**
- (2) Service Lines / New / Repaired**
  - 07-20-2017 311 Nursery St. – repaired and replaced leak on lead gooseneck.
  - 07-24-2017 113 E. Washington St. – Service line leak on poly line.

**MISCELLANEOUS**

- Jacob Sharp completed requirements for his CDL.
- Completed annual water main flushing program.
- Updated IDEM contact lists.
- UPS undeliverable CCR were hand delivered to customers.
- Received bids for the Richter Rd. water main extension project on July 10, 2017.
- Awarded contract for the Richter Rd. water main extension project to Haskins Underground on July 24, 2017.
- Staff meeting on July 20, 2017.

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

**PLANT OPERATIONS:**

- |                                                                                                                                                                                       |            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1. Total flow in gallons                                                                                                                                                              | 88,817,440 |
| 2. Average daily flow in gallons                                                                                                                                                      | 2,865,079  |
| 3. Rainfall                                                                                                                                                                           | 9.31”      |
| 4. Monthly average in BOD removal                                                                                                                                                     | 98.7%      |
| 5. Monthly average in TSS removal                                                                                                                                                     | 96.6%      |
| 6. Monthly average in Ammonia removal                                                                                                                                                 | 96.3%      |
| 7. General plant maintenance                                                                                                                                                          |            |
| 8. Work orders completed:                                                                                                                                                             |            |
| ➤ <u>271 – Wastewater Treatment Plant</u>                                                                                                                                             |            |
| ➤ Repaired the variable frequency drive on the sludge thickener.                                                                                                                      |            |
| ➤ Replaced 2 ballast on the ultra violet disinfection system.                                                                                                                         |            |
| ➤ Repaired the 4” main electrical feed conduit.                                                                                                                                       |            |
| ➤ By-passed several areas of the plant while construction was being performed.                                                                                                        |            |
| ➤ Installed two runs of 2” conduits to the CSO storage units and across the river to a CSO unit and odor control unit. To be used to carry fiber optics for data and process control. |            |
| ➤ Install a new motor on the exhaust fan for the thickener building.                                                                                                                  |            |
| ➤ <u>6– Vehicle/Mobile Equipment</u>                                                                                                                                                  |            |
| ➤ Installed 3 <sup>rd</sup> axle lift on sludge trailer.                                                                                                                              |            |
| ➤ Installed hat valves on combination sewer cleaner (T-17) water pump.                                                                                                                |            |
| ➤ <u>23 – Lift Stations</u>                                                                                                                                                           |            |
| ➤ Replaced control floats in Ledyard lift station.                                                                                                                                    |            |
| ➤ Replaced cutter heads in Ferndale lift station.                                                                                                                                     |            |
| ➤ Replaced pump at the Centennial Park lift station.                                                                                                                                  |            |
| ➤ Replaced control float in the Showland lift station.                                                                                                                                |            |

- 9- Collection System
  - 0 - Eliminated structures
    - a.
  - 2 – Replaced structures
    - a. Baker St. bridge J6C139 and J6C140.
  - 4– Repaired structure
    - a. Warana Dr. L6C212, L6C213, L6C214 and L6C215
  - 0 – Replaced/adjusted castings
    - a.
  - 0 – GIS data collection points
    - a.
  - 1 – Point repair
    - a. Alley behind 100 N. Michigan St. (Reese Theater) – communication conduit drilled through main line sewer.
  - 0– New structure
    - a.
  - 1 – Mainline sewer new construction / replacement
    - a. Installed approximately 60' of 24" storm sewer on Skylane Dr.
  - 1 – Miscellaneous
    - a. Completed repairs to the CCTV camera and operating system.

**COLLECTION SYSTEM:**

1. Cleaned 1,323 feet of sewer lines.
  - 458 feet during service calls.
  - 865 feet during preventive maintenance.
2. Televised 0 feet of sewer lines.
3. Mechanically removed roots from 0 feet of sewer lines.
4. Removed approximately 0.66 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 8,100 gallons of potable water during sewer cleaning.
6. Performed routine maintenance on 10 CSO's and 16 pumping station.

**MISCELLANEOUS**

- Five employees attended training seminar on Hach data processing equipment.

**WASTEWATER TREATMENT PLANT RENOVATION PROJECT**

- Completed the installation of the polymer feed pump, conveyors, variable frequency drives and valve actuators in the dewatering building.
- Completed start-up of the sludge dewatering centrifuge.
- Completed the install of piping and cutting in valves for the return sludge lines from the final clarifiers.
- Completed start-up of the final clarifier.
- Removed the old auxiliary generator.
- Completed the block work and installed the roof on the chemical feed building.
- Began the demolition on the east bio-roughing tower.
- Underground fuel storage tanks have been removed.
- Project is approximately 72% complete according to pay claims.

Fire Chief Miller presented the following donations for the City Monetary Gift Fund:

- \$50.00 from Charlotte Moerke and Mary Border
- \$30.00 from Donna and Robert Whitmer
- \$215.00 from the Calvary and Emmanuel Lutheran Churches

Miller said he also authorized a training course for Joshua Gaines, Lisa Richards and Michael Jernstrom. He originally thought it was free training, but the course was \$16.95 each, totaling \$50.85.

Miller requested the board's permission to upstaff the department for the upcoming Marshall County Blueberry Festival.

Board Members Houin and Grobe moved and seconded to approve the upstaffing of the fire department for the upcoming Marshall County Blueberry Festival. The motion carried.

City Engineer Gaul presented Change Order #1 for PW-16-033, the 2016 Street and Sidewalk Fall Projects that was awarded to Phend & Brown, Inc. The overall change is a reduction in cost by \$9,039.40. He reviewed the changes in more detail with the board members. The new total cost for the project is \$665,822.60.

Board Members Culp and Grobe moved and seconded to approve Change Order #1 for PW-16-033 for the contract with Phend & Brown, Inc. The motion carried.

City Attorney Surrisi presented Resolution No. 2017-764, A Resolution of the Plymouth Board of Public Works and Safety Transferring Equipment from the Clerk-Treasurer's Office to Wastewater Utility and Transferring Equipment from the Clerk-Treasurer's Office to the Plymouth Park Department.

Clerk-Treasurer Xaver explained that the computers were purchased in 2004 and the city office has outgrown their capacity. The wastewater department will be using the computers as viewing stations with minimal data processing. She said the city office also has an old cash drawer from Staples that was used with the old software system and is now obsolete with the new software system. The park department would like to use this cash drawer.

Board Members Houin and Culp moved and seconded to approve Resolution No. 2017-764, A Resolution of the Plymouth Board of Public Works and Safety Transferring Equipment from the Clerk-Treasurer's Office to Wastewater Utility and Transferring Equipment from the Clerk-Treasurer's Office to the Plymouth Park Department. The motion carried.

Clerk-Treasurer Xaver presented the following request:

St. Michael Church requests the closure of the 600 block of North Center St. between Monroe Street and the entrance to the county parking lot on Sunday, September 24, 2017, between 8:30 am and 5:30 pm for our annual parish picnic. We intend to use both the church grounds on the west side of Center Street and the school grounds on the east side of Center Street and are concerned about safety. We are requesting barricades from the street department. Thank you. S/ Donna Chaney / Norma Rodriguez, co-chairs, 612 N Walnut Street, Plymouth, 574-936-4935

Houin asked if this is the same area that is being blocked off for previous requests. Clerk-Treasurer Xaver said yes.

Board Members Houin and Grobe moved and seconded to approve the request as presented. The motion carried.

Clerk-Treasurer Xaver presented the following request:

Please install stop signs for southbound and westbound vehicles in the alley between Baker and Franklin Streets. My concern is the possibility of an accident involving bicyclists. I personally know of two significant accidents at that very spot because of a blind view. S/ Dawn Seifer, 1220 Solomon Ct, Plymouth, 574-935-0386

Ms. Seifer was present to discuss her request and answer questions. Mayor Senter went to the location and took pictures for the board to review. Street Superintendent Marquardt said the bushes/trees could be trimmed in the area, but he is unsure if it would really help with the obstructed view down the alley. Marquardt said he could discuss options with the homeowners in the area, but the city typically does not have stop signs in alleyways.

Houin said he is unsure if the board can even have a stop sign installed in an alleyway because the city does not have right-of-way like they do in a street. He said he's not sure where it would be installed because it would either be on private property or obstructing the alley.

It was decided that Street Superintendent would talk with the homeowner and get back to the board with some options.

Clerk-Treasurer Xaver presented the following request:

Propose to close approximately 1 block of Beerenbrook Street on both the north and south sides of Jefferson Street. This is on Saturday, September 2<sup>nd</sup> from 5 am to 12:00

noon for the last Cars and Coffee event for 2017. Hosted at the restored mobile gas station owned by Calvin Bailey. S/ John Montgomery, 10548 King Rd, Plymouth, 574-780-6885

John Montgomery was present to discuss the request and answer questions. He said the last event was successful with approximately 130 cars participating. He said this is the same closure as previously requested. The sheriff reserves are not available for this event because they will be patrolling for the Marshall County Blueberry Festival. Montgomery asked if there are other options to help with patrons crossing the street.

There was discussion about contacting other reserves or having someone internally work as a crossing guard. Houin and Grobe both expressed concerns over increased traffic in town for the Blueberry Festival.

Board Members Grobe and Culp moved and seconded to approve the request subject to having a crossing guard in place to help foot traffic across Jefferson Street. The motion carried.

Board Members Fonseca and Grobe moved and seconded to allow the payroll for August 31, 2017, and the claims for August 28, 2017, as entered in Claim Register #2017. The motion carried.

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

- Water Department July 2017 Report
- Wastewater Department July 2017 Report
- St. Michael's road closure request
- Seifer stop sign request
- Montgomery road closure request

There being no further business to discuss, Members Houin 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

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

8/11/2017 – Tree Request: Remove tree that is causing the street walk and my driveway to uproot. Between the sidewalk and street. S/ Brian Deacon, 126 Louisa Street, Plymouth, 574-780-8681

8/14/2017 – Tree Request: Tree located on easement across from Bible Baptist Church, 601 S Michigan St. Address of parking lot, 545 S Michigan Street. Tree is on Webster road side, between parking lot and street across from church's stain glass window. S/ Donna S. Loew, 102 Webster Ave, Plymouth, 614-598-1606

8/23/2017 – Tree Request: A crab apple tree in front yard. The apples are rotting and falling to the ground. There are a ton of bees and flies swarming the apples on the ground. This morning I got stung by a bee by the tree taking out the trash. My daughter is allergic to bees. I have to rake them up just to mow the yard and they are also all over the sidewalk and road. S/ Rachel McCarty, 207 N Walnut St, Plymouth, 574-780-8780