

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on March 27, 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 and Houin. City Attorney Surrisi and Clerk-Treasurer Xaver were also present. Member Fonseca arrived after roll call and Member Grobe was absent.

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 March 14, 2017, as presented since they have been reviewed and found to be correct. The motion carried.

City Attorney Surrisi made a last call for bids for the Oakhill / Soice at Michigan Street Intersection Signalization Improvements. The following sealed bids were opened and read aloud:

CITY OF PLYMOUTH, INDIANA PW-16-023 Oakhill/Soice & Michigan Intersection Signal						
BID TABULATION BIDS RECEIVED: March 27, 2017 BIDS TABULATED: April 10, 2017						
	MICHIANA CONTRACTING Plymouth, IN	HAWK ENTERPRISES Crown Point, IN	MARTELL ELECTRIC South Bend, IN	PEMBERTON DAVIS ELECTRIC Mishawaka, IN		
Bid Schedule	YES			YES		
Acknowledgement of Addenda Receiver	YES			YES		
Form No. 96 w/Non-Collusion Affidavit	YES					
Financial Statement	YES					
E-Verify Documentation	YES					
Nepotism Policy Documentation	YES					
Doing Business with Iran Documentation	YES					
Bid Bond	YES			YES		
Tier 1 Certification (reqd @ agreement)	YES					
DESCRIPTION	PRICE	PRICE	PRICE	PRICE	PRICE	PRICE
TOTAL BID	\$ 261,940.52			\$ 294,912.50		
ALTERNATE 1	\$ 7,360.00			\$ 5,000.00		

Board Members Houin and Culp moved seconded to take all bids under advisement to review and award at the next meeting. The motion carried.

Utility Superintendent Davidson provided the Water and Wastewater Department's monthly reports for February 2017 at the previous Board of Public Works and Safety meeting.

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

PLANT OPERATIONS

Water Treated February – Ledyard Water Treatment Plant	14,841,832 gallons
Water Treated February – Pine Water Treatment Plant	<u>26,340,966 gallons</u>
Water Treated - Total	41,182,798 gallons

Water Treated – Daily Average – Ledyard Water Treatment Plant	706754 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>940749 gallons</u>
Water Treated – Daily Average – Combined	1,647,503 gallons

- Backwashed filters at Ledyard Water Treatment Plant 5 times for a total of 430,000 gallons.
- Backwashed filters at Pine Water Treatment Plant 12 times for a total of 1,152,000 gallons.
- Total backwash usage for the month was 1,582,000 gallons.

MAINTENANCE WORK ORDERS COMPLETED

- 24 – Ledyard Water Treatment Plant Maintenance
 - Inspected north and west water towers
 - Peerless Midwest cleaned, CCTV and disinfected well 1A
 - Living Water Co. installed new controls for the chlorine feed system
 - Inspected and repaired pressure relief valve on #4 pressure filter
 - B.L. Anderson Co. replaced all Marlow-Watson chemical feed pumps due to a software issue
 - Installing compressed air lines in pole building located at NW area of the plant
 - Re-painted restroom and furnace rooms in Ledyard Plant administration building
- 18 – Pine Water Treatment Plant Maintenance
 - Flushed all sample taps and inspected filters
 - Inspected wells
 - Installed new light above security touch pad
 - Living Water Co. installed new controls for the chlorine feed system
 - Replaced copper water feed line to chlorine analyzer
- 13 – Mobile Equipment
 - Major repairs to the service vehicle

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 56 Distribution system chlorine residual samples, IDEM required
- 8 Fluoride samples, ISDH required
- 239 Process control samples and analysis at the Ledyard Water Treatment Plant samples include Ferrous Iron, Total Iron, Manganese, and Chlorine
- 327 Process control samples and analysis at the Pine Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese and Chlorine
- 4 THM's – Sample for 4th quarter
- 4 HAA5's – Sample for 4th quarter
- 0 VOC's sets
- 0 Radionuclide (1) ea. Ledyard Plant and Pine Plant
- 0 IOC & Sodium
- 6 Extra Sampling

SERVICE

Locates	134
Total Number of Work Orders	160
Service Disconnects	52
Service Disconnects for non-pay	36
Service Reconnects for non-pay	33
Blue Tags "Service Notice" left on door	6
Pink Tags "Insufficient Funds Notice" left on door	5
New Radio Read / Meter Installations	1
Accuracy checks	60
After Hours Call Outs	0
Meters repaired	2

CONSTRUCTION ACTIVITIES

- (2) Curb Stops Repaired / Replaced / Installed**
 - 2-16-2017 400 Nursery St. – New curb stop, box rod.
 - 2-22-2017 103 S. Liberty St. – New curb stop, box rod.
- (1) Old Curb Stops Located / Capped Off at Valve**
 - 2-23-2017 300 E. Jefferson St. – Retired ¾ services at Corporation stop. (Building to be demolished for new Boys & Girls Club).
- (1) New Taps Installed**
 - 2-24-2017 1292 Baker St. - 6" Domestic/Fire system tap.
- (0) New Mains Completed**
- (3) Valves / Valve Boxes / Repaired / Replaced / Installed**
 - 2-16-2017 701 Thayer St. – Replaced buffalo box.
 - 2-17-2017 612 E. Jefferson St. – Repaired curb box (Raised 6")
 - 2-17-2017 2130 Fairbanks Ave. – Repaired telescope box.
- (0) Hydrants Repaired / Replaced / Installed / Serviced / Painted**
- (0) Valves Exercised**
- (1) Main Breaks and Leaks Repaired**
 - 2-23-2017 717 Rex St. – Repaired leak on ¾" service line.
- (1) Service Lines / New / Repaired**
 - 2-22-2017 103 S. Liberty St. – Replaced ¾ copper service from main to curb stop.

MISCELLANEOUS

- Safety meeting on rigging and the use of chains and straps 2/21/17

- Safety meeting CPR, provided by Plymouth Fire Department 2/22/17
- Safety meeting on respirators 2/28/17
- New desktop computer installed in assistant superintendent's office
- Demonstration provided on Sensus water meters
- Continuing to organizing procedural steps in the city's Unidirectional Flushing of all city mains
- Updating records on all customer's service line curb stops (shut off valves)
- Received safety grant on 2/21/17 from IPEP for inflatable shoring
- Adam Hudson provided his resignation on 2/27/17, last day of work 3/10/17
- Kellie Marshall was hired as Secretary/Laborer – first day of employment was 2/27/17

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

PLANT OPERATIONS:

- | | |
|---|------------|
| 1. Total flow in gallons | 64,527,630 |
| 2. Average daily flow in gallons | 2,304,558 |
| 3. Rainfall | 1.83" |
| 4. Monthly average in BOD removal | 98.8% |
| 5. Monthly average in TSS removal | 94.5% |
| 6. Monthly average in Ammonia removal | 98.9% |
| 7. General plant maintenance | |
| 8. Work orders completed: | |
| ➤ <u>238 – Wastewater Treatment Plant</u> | |
| ➤ Continuing fabricating replacement parts for the south primary clarifier - repairs to be completed spring | |
| ➤ Replaced fan and shaft on the odor control blower fan | |
| ➤ Cleaned methane gas transfer lines | |
| ➤ Cleaned and adjusted impeller clearance on the slurry Vaughn Chopper pump | |
| ➤ Replaced hanging heater in the slurry pump house | |
| ➤ Serviced new automatic bar screen | |
| ➤ Replaced the laboratory water heater | |
| ➤ Replaced VFD in the slurry pump house | |
| ➤ <u>38– Vehicle/Mobile Equipment</u> | |
| ➤ Repaired oil leak on fork lift | |
| ➤ Installed 5 th wheel hitch block on Simi tractor | |
| ➤ Assembled new snow blower and mounted to John Deere tractor | |
| ➤ <u>31 – Lift Stations</u> | |
| ➤ Continuing installing upgrades to US 30 and SR 17 lift station SCATA / controllers | |
| ➤ Adjusted the impeller clearance on pump #1 at the Industrial Park lift station | |
| ➤ <u>13 - Collection System</u> | |
| ➤ 0 - Eliminated structures | |
| a. | |
| ➤ 0 – Replaced structures | |
| a. | |
| ➤ 1– Repaired structure | |
| a. K6C344 E. Jefferson St. | |
| ➤ 2 – Replaced/adjusted castings | |
| a. H4C301Pilgrim Ln. – mastic casting | |
| b. J6M001 Franklin St. – replaced casting | |
| ➤ 10 – GIS data collection points | |
| a. | |
| ➤ 0 – Point repair | |
| a. | |
| ➤ 0– New structure | |
| a. | |
| ➤ 0 – Mainline sewer new construction / replacement | |
| a. | |
| ➤ 0 – Miscellaneous | |

COLLECTION SYSTEM:

1. Cleaned 7,929 feet of sewer lines
 - 344 feet during service calls
 - 7,585 feet during preventive maintenance
2. Televised 0 feet of sewer lines
3. Mechanically removed roots from 0 feet of sewer lines
4. Removed approximately 3.96 tons of silt and debris during cleaning and inspections of sewers lines
5. Used approximately 3,250 gallons of potable water during sewer cleaning
6. Performed routine maintenance on 10 CSO's and 16 pumping station

MISCELLANOUS

- Safety Meetings
 - 2/1/17 Confined Space Entry Permits
 - 2/3/17 Proper use of Confined Space Entry equipment
 - 2/6/17 Fire Extinguisher training
 - 2/8/17 Safety Data Sheets

- 2/13/17 Ladder Safety
- 2/15/17 Rigging Safety – Chain and straps
- 2/22/17 CPR Training – provided by Plymouth Fire Department
- 2/27/17 Respirator Training
- Received IPEP grant check for hazardous gas detecting equipment 2/21/17

WASTEWATER TREATMENT PLANT RENOVATION PROJECT

- Completed final concrete pour on the exterior wall on the final clarifier
- Completed installing the concrete fillet in the corner of the floor of the aeration basin
- Installing conduits for the fiber loop
- Steel framework for the de-watering building has been erected and side panels are being installed
- Installing conduits and wiring from the main transformer to the new auxiliary generator
- Continuing with the forming and pouring of concrete for the suspended concrete troughs in final clarifier
- Erected the steel framework at the pretreatment headworks structure
- Temporarily rerouted electric and water lines in preparation of the return sludge line cut ins
- Installed foundation and reinforcing steel for the new final clarifier flow diversion chamber

Fire Chief Miller requested the board's permission to send several assistants to the Indiana State Health Department's Medical Director's Conference. The cost is \$50.00 and the conference is being held at the end of April.

Board Members Culp and Houin moved and seconded to approve the request. The motion carried.

Miller also requested the board's permission to spend between \$750 and \$1,000 to send up to 15 employees to the annual FDIC (Fire Department Instructor's Conference) in Indianapolis.

Board Members Houin and Fonseca moved and seconded to approve the request. The motion carried.

Don Ecker addressed the board. He said the fire department has lost several employees recently, not due to career changes, but rather to surrounding departments with higher compensation. A committee was formed to discuss the current situation and formulate solutions to help retain current employees and attract new employees. Ecker reviewed a PowerPoint presentation outlining the salaries and number of employees in surrounding communities as compared to the City of Plymouth.

The committee's recommendation is to increase the base salary of both firefighters and paramedics to \$52,000 with an effective date to be determined by the Common Council. In addition, they recommend an additional stipend of \$2,500 to paramedics due to the additional skilled training and education required to meet this level of employment. Also, the committee recommended a reimbursement program for paramedics with a commitment of 3 to 5 years of employment, which can be discussed in detail at a later time.

The committee feels the department is severely understaffed and they would recommend a gradual increase of employees based on budgetary limits with an increase of four more employees in 2018, two in 2019, and two more in 2020 with continued surveillance beyond that year. Ecker noted that there was discussion of creating a recruitment video with the help of the Plymouth Community School Corporation's broadcasting department. In addition, the committee recommended volunteer pay be increased from \$12 per call to \$15 per call, which has not been changed since 2004.

They also feel it is important to review compensation for the fire and police department employees on a bi-annual basis to ensure competitive pay. Ecker said the committee feels strongly that the current building either needs to be expanded, with the potential of combining the police and

fire departments, or a second station constructed in order to adequately oversee the current population.

Street Superintendent Marquardt reviewed his proposed list for the 2017 Sidewalk Projects per ADA Transition Plan. Houin asked when the ADA Transition Plan began and where we are at in the process now.

**City of Plymouth Street Dept.
2124 Western Avenue, Plymouth, In. 46563-1044
Phone 574-936-2017 Fax 574-936-3551
2017 SIDEWALK LIST PER ADA TRANSITION PLAN**

3E Priority Level

N. Center St. and W. Monroe St. Involves 612, 625, 700, 701, 705, and 709 N. Center Concrete and 6 Truncated Domes \$6,634.14
Labor 4 people 450 hr. x \$28 = \$12,600.00
Total \$19,234.14

2E Priority Level

Indiana St. and E. Jefferson St. Involves 502, 508, 520 and 550 E. Jefferson Concrete \$2,640.00
Labor 4 people 130 hr. x \$28 = \$3,640.00
Total \$6,280.00

1D Priority Level

N. Water St. and E. Garro St. Involves 201 E. Garro, 208 and City Parking Lot on W. Water Concrete \$5,160.00
Labor 4 people 400 hr. x \$28 = \$11,200.00
Total \$16,360.00

3D Priority Level

S. Michigan St. and Green St. Involves 810, 900, 906, 914, 920 and 928 S. Michigan Concrete and 2 Truncated Domes \$5,786.18
Labor 4 people 400 hr. x \$28 \$11,200.00
Total \$16,986.18

3E Priority Level

Thayer St. and Green St. Involves 808, 814, 815, 900, 902 and 914 Thayer Concrete and 3 Truncated Domes \$3,401.67
Labor 4 people 200 hr. x \$28 \$5,600.00
Total \$9,001.67

Handicap Child Request

Miner St and Ewing Involves 820 Miner and 115 Ewing Concrete and 1 Truncated Dome \$1,393.06
Labor 4 people 55 hr. x \$28 \$1,540.00
Total \$2,933.06

3D Priority Level

S. Michigan and Ewing St. Involves 819, 825, 905, 909, 925 and 933 Michigan Concrete and 2 Truncated Domes \$4,046.18
Labor 4 People 300 hr. x \$28 \$8,400.00
Total \$12,446.18

1D Priority Level

S. Michigan St. and Charles St. involves 601, 607, 613, 701, 719 and 727 S. Michigan Concrete and 6 Truncated Domes \$3,558.54
Labor 4 People 200 hr. x \$28 \$5,600.00
Total \$9,158.54

Sand to place under walks Est. \$3,000.00

Total Materials Cost \$35,619.77
Total Labor Cost \$59,780.00

**Thank You
Jim Marquardt**

City Attorney Surrisi and Superintendent Marquardt explained that the project began in 2012 and the city is currently down to the third or fourth level based on priorities.

Houin questioned the life expectancy of the concrete. Marquardt estimated between 30 and 40 years. Houin said he is only asking the question to ensure that the project can ultimately be completed before we have to start over again at the beginning.

Mike Delp addressed the board. He complimented the Street Department's work on the intersections and sidewalks, noting that this work is much better quality than work in previous years and should ultimately hold up longer. He also requested the board consider putting sidewalks on the south side of town leading up to Webster Elementary School.

Member Culp also asked for an estimate to put sidewalks in between Beerenbrook and Oak Drive on Harrison Street. Marquardt said he can look into this.

Members Culp and Fonseca moved and seconded to approve the 2017 Sidewalk List Per ADA Transition Plan as presented. The motion carried.

City Engineer Gaul provided an update on the microsurfacing and street and sidewalks projects. He said the bid advertisement will run April 3rd and 10th. There will be a pre-bid meeting held on April 11th and bids will be received at the April 24th Board of Works meeting. Gaul noted that these projects are part of the Community Crossing Grant.

Dave Miller of Vanco Development addressed the board. He reviewed the following request:



VANCO DEVELOPMENT, LLC

* HERITAGE PARK * PINE CREEK CENTER * PINE CREEK PLAZA *
* VAN VACTOR PARK * THE TECHFARM *

Request to the City of Plymouth Board of Works

March 27, 2017

History:

In 2011, Vanco agreed to split the net proceeds of lot sales in the techFarm with the City of Plymouth in exchange for their support of the infrastructure project serving the techFarm and adjacent development.

The City is to receive its share of the proceeds through the Monetary Gift Fund, under the authority of the Plymouth Board of Works.

Vanco's original intent was that those proceeds be used to further support the development of the tech park and surrounding development, thus benefitting future businesses and the City of Plymouth.

Current Situation:

After the infrastructure improvements were completed in the development, US FEMA issued new Flood Maps for the County. These new maps identified what FEMA considered Flood Zones that effect the salability of lots in the techFarm, the adjacent development, and other area in the City of Plymouth.

Vanco Development has spent over \$15,000 on engineering studies to identify the problems and solutions regarding the FEMA designations.

According to a Banning Engineering Study, one of the major causes of the potential flooding is the culvert under Pioneer Drive, which is owned by the City of Plymouth and the State of Indiana (the Right of Way), and is under the auspices of the Marshall County Drainage Board.

The Solution:

The primary solution is to replace the culvert under Pioneer Drive with a larger pipe. Banning Engineering estimates that cost to be approximately \$100,000.

The State of Indiana and the Marshall County Drainage Board have both given their approval to replace the culvert, but offer no funding to do such.

The City of Plymouth Redevelopment Commission has approved the replacement of the culvert and has placed it on the Approved Project List for the Economic Development Area, but to date have not authorized funding.

Additionally, different City Boards and Commissions have requested that a “Down Stream Study” be commissioned in order to assess the effects of the culvert replacement further east of the project area.

The original authors of the Flood Zone study, Banning Engineering, referred Vanco to LFA Engineering out of South Bend, to complete the Down Stream Study. LFA’s bid to perform the Study is at a “Not to Exceed” fee of \$34,600.

The Request:

In December, 2016, Vanco sold 11 acres in the techFarm to CTE Technology for \$250,000. Vanco’s net proceeds on the sale (minus realtor’s commission and closing costs) were \$221,748.09. The City’s 50% of that amount is \$110,874.04.

Vanco is requesting that the Board of Works allow Vanco to retain the proceeds of the recent land sale and use those funds to partially pay for the Down Stream Study and the replacement of the culvert under Pioneer Drive.



Miller said the ultimate request is that the City of Plymouth take \$34,600 of the \$110,874.04 given to the Monetary Gift Fund, after Vanco sold property to CTE Solutions, and reinvest the money into the techFarm project by funding the Down Stream Flood Study.

Member Houin asked for clarification on the last paragraph because it states that Vanco will retain proceeds from the recent land sale, not that the city has received these funds and pay for the flood study. Miller said it does not matter whether all the funds are given to the city, who then pays for the flood study, or whether the funding to the city is reduced by the \$34,600 and Vanco pays for the flood study. Vanco agreed to pay for the study if the city funds from the land sale are reduced.

Houin asked if there were any restrictions on funding going in and out of the monetary gift fund. Clerk-Treasurer Xaver said that since these funds are not tax dollars, it would not have to go through the budgeting process.

Miller discussed the need for this study on a level bigger than just the area Vanco Development owns. This will be needed for other businesses and property owners in the area looking to expand and develop in Plymouth.

Houin said he likes this proposal better than the original proposal from 2016. He would like to see additional information regarding the Redevelopment Commission’s plans and what role the Board of Public Works and Safety will play in this project.

Board Members Houin and Culp moved and seconded to further investigate the proposal. The motion carried.

Board Members Fonseca and Culp moved and seconded to allow the payroll for March 31, 2017, and the claims for March 27, 2017, as entered in Claim Register #2017. The motion carried.

Members Culp and Fonseca moved and seconded to accept the following communications:

- City Attorney Surrisi Memo for Request of Vanco Development, LLC;
- Lawson-Fisher Associates P.C. - Schuh Ditch Hydrologic & Hydraulic Study Proposal for Engineering Services

There being no further business to discuss, Members Culp and Houin moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:57 p.m.

Jeanine M. Xaver, IAMC
Clerk-Treasurer

APPROVED:

Mark Senter
Mayor

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

3/23/2017 – Tree Request: Single tree in front of house between sidewalk and street curb. S/ Dustin Underwood, 1207 N Center St, Plymouth, 574-780-0897

3/13/2017 – Tree Request: A tree branch looks to me like it will fall onto S. Michigan Street. It is cracked almost all the way through. It is between the sidewalk and the street in front of 801 S. Michigan Street. S/ Barb Rockaway, 801 S Michigan Street, Plymouth, 574-933-3505

*Determination of Request: Take down one tree, done 3/27/2017 S/ James Marquardt, Street Superintendent