

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on March 26, 2018, at 6:00 p.m. in the meeting room of the Plymouth Fire Department, 111 N. Center St., Plymouth, IN.

Mayor Senter presided for Board Members Culp, Houin and Walters. City Attorney Surrisi and Clerk-Treasurer Xaver were also present. Board Member Milner arrived at 6:30 p.m.

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 12, 2018. The motion carried.

City Engineer Gaul requested that the board affirm his decision to award the bid for the 2018 Surface Treatment Spring Projects to Pavement Solutions, Inc (PW-17-085). He said the decision was made to drop Randolph Street from the project and only move forward with Webster Avenue from Michigan to Angel Street. That brings the total project to \$128,625.86. Pavement Solutions, Inc. was the only bidder for the project.

Board Members Culp and Houin moved and seconded to affirm the award of the bid to Pavement Solutions, Inc. for \$128,625.86. The motion carried.

Gaul also requested that the board affirm the award of the bid to Walsh & Kelly for the 2018 Street and Sidewalk Spring Projects (PW-17-086). They were the lowest responsive and responsible bidder for a total project cost of \$157,829.40.

Board Members Culp and Walters moved and seconded to affirm the award of the bid to Walsh & Kelly for \$157,829.40 for the 2018 Street and Sidewalk Spring Projects. The motion carried.

Gaul presented a request from CenturyLink / ElectriCom for work in the city's right-of-way at 212 Eastwood Drive. They would like to install an underground communication line beginning at CenturyLink's pedestal located within the right-of-way on the north side of Evergreen Drive, then north perpendicular to the street to the right-of-way line. This agreement includes a financial guarantee of \$5,000.

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

Utility Superintendent Davidson presented the following February 2018 reports:

**CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety
February 2018 Monthly Report**

PLANT OPERATIONS

Water Treated – Ledyard Water Treatment Plant	17,003,201 gallons
Water Treated – Pine Water Treatment Plant	<u>17,018,326 gallons</u>
Water Treated - Total	34,021,527 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	607,257 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>654,551 gallons</u>
Water Treated – Daily Average – Combined	1,261,808 gallons

- Backwashed filters at Ledyard Water Treatment Plant 7 times for a total of 588,000 gallons.

- Backwashed filters at Pine Water Treatment Plant 11 times for a total of 1,056,000 gallons.
- Total backwash usage for the month was 1,644,000 gallons.

MAINTENANCE WORK ORDERS COMPLETED

- 7 – Ledyard Water Treatment Plant Maintenance
 - Repaired sodium permanganate chemical feed pumping system.
 - Inspect pressure filters and collected core samples of the filter media.
- 6 – Pine Water Treatment Plant Maintenance
 - Installed new chlorine feed system.
 - Inspect pressure filters and collected core samples of the filter media.
- 19 – Mobile Equipment
 - Repairs completed to T-17.
 - Completed repairs to W-8
 - Repaired portable de-humidifier.

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required.
- 56 Distribution system chlorine residual samples, IDEM required.
- 8 Fluoride samples, ISDH required.
- 251 Process control samples and analysis at the Ledyard Water Treatment Plant 1 samples include Ferrous Iron, Total Iron, Manganese, and Chlorine.
- 278 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.
- 0 Lead & Copper Samples
- 0 Extra Sampling.

SERVICE

Locates	60
Total Number of Work Orders	233
Service Disconnects	27
Service Disconnects for non-pay	33
Service Reconnects for non-pay	44
Blue Tags “Service Notice” left on door	9
Pink Tags “Insufficient Funds Notice” left on door	1
New Radio Read / Meter Installations	0
Accuracy Checks	116
After Hours Call Outs	4
Meters Repaired	1

CONSTRUCTION ACTIVITIES

- (1) **Curb Stops Repaired / Replaced / Installed**
02-26-2018 - 1004 Ferndale Ave. – Replaced 3/4" Curb stop, box and rod.
- (2) **Old Curb Stops Located / Capped Off at Valve**
02-05-2018 – Fairfield Ave. - Located and I.D. missing curb stops.
02-15-2018 – 322 N. Michigan St. – Located and I.D. missing curb stop.
- (0) **New Taps Installed**
- (0) **New Mains Completed**
- (1) **Valves / Valve Boxes / Repaired / Replaced / Installed**
2018 Flood- Marked all curb stops in flood zone.
- (0) **Hydrants Repaired / Replaced / Installed / Serviced / Painted**
- (0) **Valve Exercised**
- (1) **Main Breaks and Leaks Repaired**
02-18-2018 - 908 W. Adams St. – Repaired 4” main break.
- (2) **Service Lines / New / Repaired**
02-22-2018 - 414 W. Adams St. - Replaced service line from main to including curb stop.

02-26-2018 - 623 Pennsylvania Ave. – Installed (bored) new service line from main to curb stop.

MISCELLANEOUS

- GPS data collection.
- Wellness reviews were completed with all full-time employees.
- Addressed several issues with flood damages.
- Removed snow from fire hydrants to assure access.
- 2 employees attended training in Ft. Wayne on “Generators and Switch Gears”.

CITY OF PLYMOUTH WASTEWATER DEPARTMENT
Board of Public Works and Safety
February 2018 Monthly Report

PLANT OPERATIONS:

- | | |
|---------------------------------------|------------|
| 1. Total flow in gallons | 89,283,560 |
| 2. Average daily flow in gallons | 3,188,699 |
| 3. Rainfall | 7.81” |
| 4. Monthly average in BOD removal | 98.5% |
| 5. Monthly average in TSS removal | 94.8% |
| 6. Monthly average in Ammonia removal | 99.2% |
- 7. General plant maintenance
 - 8. Work orders completed:
 - 206 – Wastewater Treatment Plant
 - Replaced cabling on grease trap winch.
 - Organizing inventory areas.
 - Replaced mechanical seal and bearings on Vaughn chopper pump used for thickener feed system.
 - Completed inspections and adjustments on centrifuge.
 - Installed new sleeve on Wemco circulating pump.
 - Completed repairs on automatic samplers.
 - Continue centrifuge training for operators.
 - Completed rewiring of ventilation fan for chlorine room.
 - Repaired VFD on Vaughn chopper pump for thickener feed system.
 - Replaced trough box for electrical in pretreatment building.
 - Installed electric to water heater in the centrifuge building.
 - Removed various equipment from flood areas to prevent damages.
 - Completed painting interior primary and secondary control buildings and the replacement of ceiling tiles.
 - Completed ceiling tiles replacement in administration building.
 - Completed rebuild of the wiper system on the ultra violet disinfection system.
 - 63– Vehicle/Mobile Equipment
 - Completed general preventative maintenance on vehicles.
 - 24 – Lift Stations
 - Replaced level control float at Clark & Rose lift station.
 - Replaced breakers in the 30/17 & Goshen Rd. lift stations.
 - Attempted replacing pump at 30/Pioneer lift station, but manufacture shipped motor wiring for wrong voltage.
 - Assist MC REMC on electrical feed short to the Showland lift station.
 - 8- Collection System
 - 0 - Eliminated structures
 - 0 – Replaced structures
 - 0– Repaired structure
 - 4 – Replaced/adjusted castings
 - a. William St. & S. Liberty St. (K7M044)
 - b. Pioneer Dr. & Gary Dr. (N) (F4M207)
 - c. Charles St. & S. Michigan St. (J7M346 & J7M347)
 - 4 – GIS data collection points
 - a. All structures listed above.
 - 0 – Point repair
 - 0– New structure
 - 0 – Mainline sewer new construction / replacement.
 - 0 – Miscellaneous

COLLECTION SYSTEM:

1. Cleaned 710 feet of sewer lines.
 - 368 feet during service calls.
 - 342 feet during preventive maintenance.
2. Televised 0 feet of sewer lines.
3. Mechanically removed roots from 0 feet of sewer lines.
4. Removed approximately 0.36 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 3,300 gallons of potable water during sewer cleaning.
6. Performed routine maintenance on 10 CSO's and 16 pumping station.

MISCELLANEOUS

- Completed wellness reviews.
- 2 employees attended training seminar in Ft. Wayne on "Generators and Switchgears".
- Four operators attended NIOA meeting on electrical safety and VFD operations in Milford, IN on 2/14/18.

WASTEWATER TREATMENT PLANT RENOVATION PROJECT

- Completed start-up on the second pista grit system, HVAC system for pretreat structure, dissolved oxygen probes and Toric SCATA controls.
- Started the installation of the chain link fencing.
- Installed water meter in centrifuge building.
- Addressing punch list items.

Street Superintendent Marquardt reviewed the 2018 Sidewalk List for ADA Transition Plan. He said the street department will work on these items and add more projects this summer and they are planning a meeting with MACOG to review the city's ADA transition plan.

*City of Plymouth Street Dept.
2124 Western Avenue, Plymouth, In. 46563-1044
Phone 574-936-2017 Fax 574-936-3551
2018 SIDEWALK LIST FOR ADA TRANSITION PLAN*

2018 Flood damage walk

E. Jefferson St. between the Yellow River Bridge and Cleveland St. on the South Side.

<i>Concrete</i>	<i>\$665.50</i>
<i>Labor 4 People 16 hr. x \$35</i>	<i><u>\$560.00</u></i>
<i>Total</i>	<i>\$1,225.50</i>

3D Priority Level

S. Michigan and Ewing St. Involves 819, 825, 905, 909, 925 and 933 Michigan

<i>Concrete and 2 Truncated Domes</i>	<i>\$4,372.00</i>
<i>Labor 4 People 250 hr. x \$35</i>	<i><u>\$8,750.00</u></i>
<i>Total</i>	<i>\$13,122.00</i>

1D Priority Level

S. Michigan St. and Charles St. involves 601, 607, 613, 701, 719 and 727 S. Michigan

<i>Concrete and 6 Truncated Domes</i>	<i>\$4,827.50</i>
<i>Labor 4 People 200 hr. x \$35</i>	<i><u>\$7,000.00</u></i>
<i>Total</i>	<i>\$11,827.50</i>

1C Priority Level

Randolph Dr. and Berkley St. South West Corner to Finish Intersection, involves 611 Randolph, 401 E. Jefferson (rear lot) and 618 Memory Ct.

<i>Concrete and 1 Truncated Dome</i>	<i>\$4,155.75</i>
<i>Labor 4 People 150 hr. x \$35</i>	<i><u>\$5,250.00</u></i>
<i>Total</i>	<i>\$ 9,405.75</i>

Sand to place under walks Est. \$3,500.00

<i>Total Materials Cost</i>	<i>\$17,520.75</i>
<i>Total Labor Cost</i>	<i>\$21,560.00</i>

*Thank You
Jim Marquardt*

Board Members Houin and Walters moved and seconded to approve the plan as presented. The motion carried.

Marquardt notified the board that there are residents in the area of Harrison and Beerenbrook Streets that are complaining about semi-trucks that are coming down Beerenbrook and turning on Harrison to get to Flora Street. In the process, the trucks are driving on and damaging private properties in the area. Marquardt suggested installing two 'no semi trucks' signs at the corner of Beerenbrook and Madison Streets to help deter semis from taking this route to the north.

Councilman Ecker suggested adding a weight limit to city streets so trucks of this nature cannot travel routes that they should not be taking. Houin said the problem may not just be the weight of the truck, but the size of the trailer.

Walters suggested also installing signs at the corner of Harrison Street to deter the traffic heading to the south.

Board Members Culp and Houin moved and seconded to approve the request to install 'no thru semis' signs at Beerenbrook and Madison Streets for northbound traffic and at Flora and Harrison Streets for southbound traffic. The motion carried.

Mayor Senter asked Marquardt about the crack seal at the far end of Hillcrest and State Road 17. Senter said it is very thick. Marquardt will look into it.

City Attorney Surrisi discussed the proposed sale of the Bowen Printing building located at 200 S. Michigan Street and the following memo:

MEMO

TO: Board of Public Works and Safety
FROM: Sean Surrisi
DATE: March 21, 2018
SUBJECT: Bowen Printing Building – 200 S. Michigan Street

The City owns the property located at 200 S. Michigan Street and has leased it to Bowen Printing since the 1980s. The building sustained significant damage during the recent flooding. Bowen obtained an estimate from JR Builders, LLC to do the needed repair work totaling \$48,522. Under our lease, those repairs would be the City's responsibility. We carry flood insurance on the property, but that policy has a \$100,000 deductible. In light of the relatively small amount of rent the City receives under the lease, investing in the repairs doesn't make financial sense for the City. Bowen would like to continue to do business at the property and has inquired about purchasing the building and making the improvements at their own expense.

We've been talking with Bowen over the last week and believe that we've come to suitable terms to sell the building. Generally, there are a number of steps that the city must follow to sell real estate, including appraisals and notice to the public and adjacent property owners. At this time, while we are under the Governor's emergency disaster declaration, we have some flexibility to sell the property without following those procedures. I've attached a copy of the Governor's executive order and the applicable statute. Indiana Code § 10-14-3-17(j)(5)(b) provides that in the event of such an emergency declared by the Governor that a municipality may waive the procedures and formalities usually required when entering into contracts. Moving under this authority, are some negotiation, we've come to an agreement in principle to sell the property for \$2,500, with the land to be replatted so that the City could retain the back half of the property, and with Bowen granting the City a utility easement over the entirety of the front half of the property. The parties would split survey and closing costs. Here's a view of the lots as they currently exist from the GIS.



It's important to obtain the utility easement for the property. This site formerly served as the City's Water Department. Records are unclear as to any remaining water lines that might be running under the property that may not have been retired. The easement would allow the City access to any such lines if they are discovered in the future.

Selling the property on such terms will allow a longstanding business to remain in the downtown and will save the City a good deal of immediate expense. If we were to decide not to make the repairs and notify Bowen that we were terminating the lease, we'd likely be faced with an expense of around \$20,000 to demolish the building and clear the site. Please let me know if you have any questions.

Surrisi said the proposal is that Bowen Printing will pay \$2,500 for the reconfigured version of the property and Bowen Printing and the City of Plymouth will split the survey, re-platting, and closing costs. He said the replat will have the building and front half of the parking lot on one parcel and the back half of the lot to the river will remain the property of the city. The agreement will include an easement for the entire property.

Dawn Smith, owner and operator of Bowen Printing, said the building had 14 inches of water during the flood. The walls and floors have been gutted. The business has operated from this location for 36 years and they would like to continue operations here.

Surrisi said the most recent tax assessment from the county has the land valued at \$60,200, in which the city would retain about half of the land. The structure is valued at \$44,000. Houin asked how they arrived at a value of \$2,500. Surrisi said the city has negotiated with Bowen Printing and tried to assess the value of the property prior to the flooding and take into account the damage that the building incurred. He said the original offer to Bowen was \$7,500, but Smith countered with \$2,500 after calculating additional expenses she has incurred since the flooding. Smith added that when her father owned the building, he had added a significant amount of building space at his own expense.

Walters said he thinks if there is no particular reason for the city to own the building, then the city should sell. Surrisi said the survey results and cost are not back at this time, but he is confident that the selling price of \$2,500 will cover the city's share of the survey, re-platting, and closing costs so there is no additional expense on the city's end.

Utility Superintendent Davidson said there are a lot of unknowns about the lines under the property, but as long as the city has easements for access to those then he thinks it is fine.

Board Members Houin and Walters moved and seconded to approve the sale on the terms presented, \$2,500 for reconfigured version of the property and a split between the city and Bowen Printing for survey, re-platting, and closing costs. The motion carried.

The following request was presented at the March 12th meeting and was tabled at that time:

I received a parking ticket for leaving my car in front of my business over night. I asked a policeman 2 years ago if this was ok and he said it was fine. Is it not ok to park in front of your own place? Not paying ticket! S/ James Ruggles, Owner, 107 Water St., Plymouth, 574-780-4022

The requestor was not present. Clerk-Treasurer Xaver confirmed that a letter was sent to him requesting his presence at this meeting.

Board Members Houin and Culp moved and seconded to take the request off the table. The motion carried.

Board Members Houin and Walters moved and seconded to deny the request. The motion carried.

Clerk-Treasurer Xaver presented the following request:

Request to close Garro Street, west of Michigan Street and east of the alley for "2nd Friday" events sponsored by the Downtown Merchant's Group. Events will be held on May 11, June 8, July 13, August 10, and September 14, 2018. Area will be blocked off with cones to insure the safety of the attendees. S/ Laura Mann, Promotion of the City Coordinator, 124 N Michigan Street, Plymouth, 574-936-6717

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

Clerk-Treasurer Xaver presented the following request:

The Heartland Artists Gallery is collaborating with Moontree Studio on a project for the "Earth Hug Boogie" downtown. We would like to do a project where we paint the sidewalk around the water fountain in front of our gallery. This is a "Celebrate our water" educational project and would involve students from LJH and would take place on Sunday, April 15th. S/ Anna Kietzman, President of Heartland Artists, 101 N Michigan Street, Plymouth, 574-936-9515

Ms. Kietzman was present to discuss the request and answer questions. Jayne Jacobson was also present to discuss the request. She said they would like to use acrylic paint and render artwork from the side of the Heartland Artist building down along the sidewalk and around the water fountain. Jacobson said the paint would hopefully last through the week but will eventually wear off.

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

Clerk-Treasurer Xaver presented the following request:

My name is Diane Anderson and I would like to host a 6K walk/run with World Vision to bring clean water to children in developing countries. The event is on Saturday, May 19th at 9:15 a.m. at the LifePlex here in Plymouth. Attached is a map and detailed description of where we would like to walk/run with your permission. S/ Diane Anderson, 108 Shalley Drive, Plymouth, 574-286-0388

Ms. Anderson was present to discuss the request and answer questions. She said the request is to allow participants on Miller and Pioneer Drive. Culp asked how many participants they are expecting. Anderson said they had 21 participants last year, but she is hoping with the change of location and additional advertising that they will have at least 50 people.

There was discussion about past requests to use Pioneer Drive and the safety concerns in that area. Anderson said sidewalks would be utilized where they are available. Pioneer Drive does have a large berm area that they would use. Houin said the biggest concern would be crossing Pioneer Drive to get back to Miller Drive. He asked if anyone would be posted there to help participants across the street. Anderson said yes, they have volunteers from the church on hand to help.

Mayor Senter suggested she contact the Marshall County Sheriff's Reserves to see if they have anyone on hand to help that day.

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

In other business, Mayor Senter told the board that they need appoint a representative to the Plymouth Plan Commission to replace Shawn Grobe.

Board Members Houin and Milner moved and seconded to appoint Bill Walters to the Plymouth Plan Commission as the representative from the Board of Public Works and Safety. The motion carried.

Board Members Houin and Culp moved and seconded to allow the payroll for March 29, 2018, and the claims for March 26, 2018, as entered in Claim Register #2018. The motion carried.

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

February 2018 Wastewater Report and February 2018 Water Report

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 6:40 p.m.

Jeanine M. Xaver, IAMC, CMC
Clerk-Treasurer

APPROVED:

Mark Senter, Mayor

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

Tree Request 2/23/2018: Please removed soft maple tree on boulevard in front (south/west) of 209 Webster Avenue. I have purchased this property and need to make improvements. This tree is over growing the boulevard and I would like to put in a driveway near its location because my husband had a stroke and needs to use the front entrance of the house. S/ Cyndi Bumpus, property owner, 1021 Miner Street, Plymouth, 574-933-1397

Sidewalk Request 3/12/2018: Been asking about fixing sidewalk for the last 7 years. I have a daughter the fell on supposedly sidewalk what's left of it. Didn't have to go to emergency but something serious could happen. S/ Jesus Rosas, 332 Nursery Street, Plymouth, 574-952-0445