

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

Board Members Delp and Fonseca moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on December 12, 2016, as presented since they have been reviewed and found to be correct. The motion carried.

Street Superintendent Marquardt reported that the city locked in on a fixed rate price with North Central Co-Op for the 2017 Fuel Supplies at \$1.992/gallon (\$2.182/gallon with taxes) for low lead and \$2.05/gallon (\$2.221/gallon with taxes) for diesel.

Board Members Delp and Fonseca moved and seconded to ratify the award of the 2017 Fuel Supplies bid to North Central Co-Op. The motion carried.

Street Superintendent Marquardt said that historically the city has awarded the bid for street materials to both bidders, IMI and Stockberger Trucking, because they carry different materials that the city uses. He recommended awarding the quote to all three bidders and allowing the departments to get materials as needed.

Board Members Grobe and Delp moved and seconded to award the bid for 2017 Street Materials to both IMI and Stockberger Trucking. The motion carried.

Lastly, Marquardt discussed the quote for the Police Station Parking Lot. One quote was received from Langfeldt Excavating, LLC. After reviewing the submission and discussing the budget with Clerk-Treasurer Xaver, Marquardt feels the quote is acceptable for the project and recommended the board award the quote to Langfeldt Excavating, LLC.

Board Member Delp and Grobe moved and seconded to award the quote for the Police Station Parking Lot to Langfeldt Excavating, LLC in the amount of \$33,720.00.

Board Member Delp brought before the board a complaint he received regarding the vans that are parked at River Park Square. Delp stopped by Pathfinders and asked them to move their vans to another parking lot. The business said they would move their vans.

Utility Superintendent Davidson presented the monthly reports for the water and wastewater departments:

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

**PLANT OPERATIONS**

Water Treated November – Ledyard Water Treatment Plant	23,594,563 gallons
Water Treated November – Pine Water Treatment Plant	<u>19,629,929 gallons</u>
Water Treated - Total	43,224,492 gallons

Water Treated – Daily Average – Ledyard Water Treatment Plant	786485 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>654,331 gallons</u>
Water Treated – Daily Average – Combined	1,440,816 gallons

- Backwashed filters at Ledyard Water Treatment Plant 7 times for a total of 602,000 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 1,850,000 gallons

**MAINTENANCE WORK ORDERS COMPLETED**

- 27 – Ledyard Water Treatment Plant Maintenance
  - Inspected north and west water towers
  - Cleaned and inspected back wash tanks
  - Changed oil and inspected air wash motor
  - Cleaned and prepared unit heaters
  - Repaired sump pump in pit of well #1A
  - Cleaned and inspected back wash tank
  - Inspected detention tanks
  - Replaced exhaust fan and housing on #5-unit heater
  - Living Waters performed annual maintenance on chlorine feed system
  - Repaired pre-chlorine valves at both detention tanks
  - Installed winterizing structures over pre-chlorine valve systems on both detention tanks
  - Installing improvements to west pole barn
  - Installed pipe and equipment identification labeling in the filter room
  - Installed electric for the diesel storage tank next to the plant auxiliary generator
  
- 24 – Pine Water Treatment Plant Maintenance
  - Replaced liquid head assembly on #1 fluoride pump
  - Repaired #2 permanganate pump
  - Cleaned and inspected back wash tanks
  - Cleaned and inspected permanganate room back flow preventer
  - Connected/disconnected well #4D heaters
  - Repaired #1 fluoride pump
  - Living Waters performed annual maintenance on chlorine system
  - Installed winterizing structures over wells 5E and 6F
  
- 21 – Mobile Equipment
  - Inspected all mobile equipment
  - Backhoe repairs

**WATER SAMPLING**

- 10 Distribution system bacteria samples, IDEM required
  - 60 Distribution system chlorine residual samples, IDEM required
  - 8 Fluoride samples, ISDH required
  - 314 Process control samples and analysis at the Ledyard Water Treatment Plant samples include Ferrous Iron, Total Iron, Manganese, and Chlorine
  - 325 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
  - 2 SOC's / Nitrates (1) Set for each plant for 1<sup>st</sup> quarter
  - 0 Radionuclide (1) ea. Ledyard Plant and Pine Plant
  - 0 IOC & Sodium
  - 11 Extra Sampling
- Note: Extra samples taken off new main for new first section of Plymouth / Goshen Trail

**SERVICE**

Locates	115
Total Number of Work Orders	225
Service Disconnects	87
Service Disconnects for non-pay	57
Service Reconnects for non-pay	54
Blue Tags "Service Notice" left on door	10
Pink Tags "Insufficient Funds Notice" left on door	7
New Radio Read / Meter Installations	0
Accuracy checks	49
After Hours Call Outs	0
Meters repaired	0

**CONSTRUCTION ACTIVITIES**

- (4) **Curb Stops Repaired / Replaced / Installed**
  - 11-02-2016 419 Clark St. – replaced ¾" curb stop, box and rod
  - 11-16-2016 Centennial Park (Wooden Playground) - replaced 1" curb stop for drinking fountain
  - 11-29-2016 400 Clark St. – installed new ¾" curb stop, box and rod
  - 11-29-2016 1106 S. Michigan St. – replaced ¾" curb stop, box and rod
  
- (3) **Old Curb Stops Located / Capped Off at Valve**
  - 11-01-2016 229 E. Lake Ave. – retired service line at corporation stop (main)
  - 11-30-2016 225-227 – retired two (2) 1" service lines at corporation stops (main)
  
- (1) **New Taps Installed**
  - 11-23-2016 2910 Commerce Dr. - Pretzel Inc. – installed new 3" tap
  
- (0) **New Mains Completed**

**(3) Valves / Valve Boxes / Repaired or Replaced / Valve Boxes Repaired or Replaced**

- 11-01-2016 308 E. Jefferson St. – repaired telescopic box
- 11-01-2016 W. Lake Ave. and Walnut St. - replaced 6" valve
- 11-02-2016 Hoham Dr. – repaired auxiliary valve box for HYD-303

**(505) Hydrants Repaired / Replaced / Installed / Serviced / Painted**

- 11-14-2016 HYD-167 – replaced brake flange on hydrant on S. Walnut St.
- 11-14-2016 HYD-099 – 1013 W. Garro St. – replaced broken break flange
- 11-14-2016 HYD-397 – Gary Dr. – Pioneer Dr.- replaced broken brake flange
- 11-15-2016 HYD-504 – 1000 block of W. Washington St. (installed 6" hydrant extension)
- November Serviced and inspected 504 hydrants

**(0) Valves Exercised**

**(1) Main Breaks and Leaks Repaired**

- 11-18-2016 Centennial Park (dog park meter pit) repaired leak – installed new bollard

**(5) Service Lines / New / Repaired**

- 11-16-2016 122 North St. – repaired leak on ¾" service line
- 11-17-2016 404 Klinger St. – replaced ¾" service line from main to curb stop
- 11-18-2016 714 N. 4<sup>th</sup> St. – replaced service line and installed meter pit, new curb stop, box and rod
- 11-21-2016 1911 Western Ave. – installed meter pit
- 11-22-2016 121 Louisa St. – installed new meter pit, curb stop, valve box and rod

**MISCELLANEOUS**

- Staff meeting on 11-16-16
- November – assisted on Plymouth-Goshen Trail 12" water main extension project with contractor - Haskins Underground
- Collected GPS information for the utility's GIS
- Installed bollards at tennis court, dog park and meter pit
- Leak detection of the NW section – M.E. Simpson

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

**PLANT OPERATIONS:**

1. Total flow in gallons 71,159,160
2. Average daily flow in gallons 2,371,972
3. Rainfall 4.47"
4. Monthly average in BOD removal 98.9%
5. Monthly average in TSS removal 95.8%
6. Monthly average in Ammonia removal 99.1%
7. Land applied 1,277,100 gallons / 144.02 dry tons of bio-solids on local farm fields
8. General plant maintenance
9. Work orders completed:
  - 222 – wastewater treatment plant
    - Completed winterizing the treatment plant and lift stations
    - Completed repairs on the iron works in north primary clarifier prior to contractor painting
  - 54 – Vehicle/Mobile Equipment
    - Replaced transfer case on Big-A land application vehicle
  - 20 – Lift Stations
    - Continuing installing upgrades to US 30 and SR 17 lift station SCATA / controllers
    - Completed Park lift station improvements
  - 4 - Collection System
    - 0 - Eliminated structures
      - a.
    - 0 – Replaced structures
      - a.
    - 0– Repaired structure
      - a.
    - 0 – Replaced/adjusted castings
      - a.
    - 0 – GIS data collection points
      - a.
    - 1 – Point repair
      - a. Repaired sinkhole at structure H6C301 in Packard Woods
    - 1– New structure
      - a. Inlet at Oakhill Ave. and Nutmeg Rd. SE
    - 1 – Mainline sewer new construction / replacement
      - a. Installed approximately 100' of 10" PVC storm sewer at the SE corner of Oakhill Ave. and Nutmeg Rd.
    - 1 – Miscellaneous

- a. Repaired CSO-010 weir overflow control box

**COLLECTION SYSTEM:**

1. Cleaned 5,316 feet of sewer lines
  - 0 feet during service calls
  - 5,316 feet during preventive maintenance
2. Televised 6,570 feet of sewer lines
3. Mechanically removed roots from 130 feet of sewer lines
4. Removed approximately 2.66 tons of silt and debris during cleaning and inspections of sewers lines
5. Used approximately 13,900 gallons of potable water during sewer cleaning
6. Performed routine maintenance on 10 CSO's and 16 pumping station

**MISCELLANOUS**

- 11-21-16 Staff Meeting

**WASTEWATER TREATMENT RENOVATION PROJECT**

- Floor, underground plumbing and electrical conduits in the sludge dewatering control room is complete
- Sandblasting and recoating of the north primary clarifier is complete
- Floor, underground plumbing and electrical conduits in the pretreatment building is complete
- Exterior walls of the new aeration basin are complete
- Excavation for the final clarifier is complete

City Engineer Gaul discussed Amendment No. 1 to the engineering services agreement with Donohue & Associates for PW 16-023, the Oakhill & S Michigan Street Traffic Signal. He said everything falls into line with what was previously approved and signed except there is a \$500 increase for labor at the turn of the year.

Board Member Delp asked about the \$25,500 original contract price. Gaul explained that this original price was just the surveys and traffic counts in the area. Delp understands the charges, but feels that is a high price for those services.

Delp also asked if the contract included right-of-way acquisitions. City Attorney Surrisi said that the city already owns the north side of Soice Street. Over time, the south side of the street has migrated to the south, partially onto school property. Surrisi has had discussions with school representatives, who seem to be agreeable to the plan for the new intersection and stop light. Surrisi said that our surveyor has prepared a legal description for the portion of the school property that the street currently sets on. He said that with that, he will prepare a deed and present it to the Plymouth Community School Board at their February school board meeting and formally request that they grant the land to the city to clean up the property records.

Delp said he feels the project timing may be tighter than they are anticipating. In his experience with ordering and delivery of traffic signal poles, his opinion is that the project will not be done before the beginning of the 2017-2018 school year.

Delp also questioned the street signs. Street Superintendent Marquardt said that it was discussed with him and the decision was that the street department would make the signs.

Board Members Delp and Grobe moved and seconded to approve Amendment No. 1 to the Donohue & Associates Engineering Services Agreement. The motion carried.

Gaul updated the board on the MS4. Data will be available at the next meeting, but he said that 25% of outlets were inspected in 2016. There was a decent return on the storm water surveys at 19%.

City Attorney Surrisi told the board that he has a solution to Mr. Reese's request regarding the parking lot next to his barbeque restaurant. He has not had a chance to discuss it with Reese, so he will

get some information together and bring it before the board at their next meeting. Mayor Senter said that property owner Jim Vinall offered the use of his property if it is needed.

Board Members Grobe and Fonseca moved and seconded to allow the payroll for December 30, 2016 and the claims for December 27, 2016 as entered in Claim Register #2016. The motion carried.

There being no further business to discuss, Members Grobe and Delp moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:17 p.m.

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Jeanine M. Xaver, IAMC  
Clerk-Treasurer

APPROVED:

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Mark Senter  
Mayor