

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session at 6:00 p.m. on February 26, 2024. The meeting was held in the Council Chambers, on the second floor of the City Building, 124 N. Michigan St., Plymouth, Indiana.

Mayor Listenberger called the meeting to order. Listenberger presided for Board Members Don Ecker Jr, Duane Culp, Shiloh Milner and Dave Morrow who were physically present. City Attorney Houin and Clerk-Treasurer Gorski were present. The public was able to see and hear the meeting through Microsoft Teams.

Board Members Morrow and Milner moved and seconded to approve the minutes of the regular session of the Board of Public Works and Safety meeting of February 12, 2024. The motion carried.

Utility Superintendent Davidson states he is happy to report that OCRA has awarded the City of Plymouth \$700,000 for the Water Improvement Projects. He states they have a meeting scheduled this week to coordinate various tasks that many of us in this room have to participate in to get the project kicked off.

Davidson would like the board's permission to apply for a grant through Indiana Finance Authority to assist the City of Plymouth in determining some of the unknowns in our water service line program. He believes this could help us as there is no match requirements so he would appreciate approval for this. He states this would help us reach our goal by October 16th, 2024 as far as the deadline for having the inventory complete.

Ecker asks what the potential for the grant amount would be.

Davidson responds by stating you can apply for up to \$10,000 and that is what he would like to apply for.

Mayor Listenberger asks if this is to help identify or replace the lines.

Davidson responds by stating this is to help identify. He explains there are certain lines that are extremely difficult to reach as we cannot get the hydro excavator to it. He states what we are hoping to do is to use some modeling, through their assistance, to get patterns throughout various neighborhoods when they were installed which would allow us to assume that the lines are not lead. He explains at this point we have not found any lead lines in the last two months. He states over the years they were systematically removed. He states since he has been at the Water Department since 2010, he has only seen three that they were aware of and they were replaced. He explains it is fortunate that we do not have problem like Jackson, Mississippi, Benton Harbor, Michigan, and Flint, Michigan.

Board Members Ecker and Milner moved and seconded to approve application for the Indiana Finance Authority grant as presented. The motion carried.

City Engineer Sellers updates the board on the Commerce Street Paving Projects. He states this is the project that is funded by the Redevelopment Commission and we plan on having a preconstruction meeting tomorrow morning and should know more about the schedule for construction then and most of the paperwork is finalized.

Fire Chief Holm states last week we interviewed and tested three applicants for our position opening. He explains he was happy with the three really great applicants as their interviews were great, marked high on their testing, etc. He states we had one who was most qualified for the position per certifications, who is a Paramedic/ Firefighter and has been for almost four years. He adds that he currently works for Goshen Fire Department so he would like to extend a conditional offer of employment to John Kauffman. He explains he is already a part of the pension and it would be a lateral transfer for that and he is ready to move both departments and residence. He adds he has a son that lives in the area and goes to Plymouth schools so he is ready to be near him in Plymouth.

Board Members Culp and Ecker moved and seconded to extend a conditional offer of employment to John Kauffman. The motion carried.

Police Chief Weir states we held our promotion process last Monday where Sergeants West, Taberski, and Richey spent the morning interviewing potential prospects for the Corporal position. He states they gave the results to him and Assistant Police Chief Emenhiser. He states from that list, Corporal Travis Schieber will be assigned to midnight shift, Corporal Ben McIntyre will be assigned to day shift, and Corporal Joshua Baker will be assigned to second shift. He states Derek Workman will be the Detective, and Richard Ayala will be Assistant Detective. He explains he has opened up a position for School Resource Officer (SRO) and K-9 position. He states he will receive responses back from that tomorrow as it is the final day. He explains he made an offer of employment for the Police Aide position and she comes to us with several years of experience from Marshall County. He explains she helped start the CAD system for Marshall County Emergency Services and has already been certified in various programs used in the Law Enforcement system. He believes she will be a good asset to the team and Becky Carswell will be assisting in her training at our department.

Weir adds there will be two employees retiring this Thursday. He states Dave Bacon started his career at Plymouth Police Department on May 1st, 1991 and moved up the ranks rather

quickly to Sergeant. He explains Bacon was his midnight Sergeant when he first got hired in 1999 and then former Police Chief Jim Cox appointed him to Assistant Police Chief. He states in 2013, he was appointed Police Chief by former Mayor Mark Senter. He states Bacon helped with getting the CAD system in place along with our body worn cameras and enacted our take-home car policy and also designed our Plymouth Police Department arm patches to get away from the basic statewide use patch. He adds Becky Carswell will also be retiring. He states Carswell started as a Part-Time Dispatcher in 1992 under former Police Chief Ron Babcock. He states she started Parking Enforcement back in 1999 and in January of 2022, former Police Chief Tom Chamberlin hired her in as Full-Time as a multi-task person. He states when 911 took over, her position was changed to be Police Aide. He states she has served under six Police Chiefs during her career and we are going to miss her smiling face every day along with her breakfast casserole that she would bring in for everybody. He states overall she was one of us and will be truly missed. He states the retirement party for her and Dave Bacon will be on February 29, 2024 this Thursday from 10:00 AM – 1:00 PM at the Police Station.

Mayor Listenberger comments that Weir has been extremely busy since becoming Police Chief on February 1st, 2024.

Culp asks if he heard that he would be starting the process for a second SRO.

Weir responds in agreeance and states that he was going to wait until we got our next two officers hired but the SRO school is in June so he cannot wait that long.

Culp asks what that does to his staff as there are 25 scheduled. He explains he has heard in the past that there were complaints about being short-handed on the road and now we are going to let another officer go to the school.

Weir responds by stating Bacon had got a 25th person assigned, as we have been a 24 maned department for 20+ years. He states the 25th person was meant to be second SRO.

Culp asks if that means you will be short on the road. He states he wants to ensure that you will be supplied with the men that you need or if you will need another person for 2026.

Weir responds by stating they did have 25 officers but one was taken away from us back in 2002 during Clyde Avery's reign as Police Chief. He states we have made it but we struggle sometimes. He explains there are three officers that are in the military right now so when they leave or go away, especially when they are deployed for a time, that it is very short-handed.

Culp suggests that we may need to decide if we need to add more and see what we can do for next year or later on this year. He states he understands what it is like at 34 years of Law Enforcement running short on the road that it makes it dangerous on a lot of occasions.

Weir states he would like to look into along with a lot of other things.

Street Superintendent Marquardt states from the Complete Streets Committee meetings with the school representatives, we have spoken about the location where kids cross at the soccer field. He comments there are currently signs there that show crosswalk and they originally wanted place one a sign similar to when they did the tactical urbanism out on Jefferson Street that spoke about yielding to pedestrians out in the right of way. He states they wanted to see if it was permissible to put out there in that intersection during soccer events. He states another topic during the tactical urbanism was a couple items they were thinking about. He states one of the items was speed tables and they have some up in South Bend. He comments that South Bend said they had some through MACOG, that if we wanted to borrow that we could use one to try it, but come Summer, he doubts South Bend would have one available due to events around their city. He states the school is looking to acquire a speed table as it is not a cheap endeavor. He states he told them before they go purchasing anything to make sure the board is good with this being placed right where that crosswalk is across Baker Street. He states with that there would come signs on each side of it that would reference the speed table.

Mayor Listenberger asks if this would be permanent.

Marquardt responds by stating this would be temporary. He states this would be in the summer or during soccer only. He states it would be picked up because it is made out of heavy rubber sections out of old recycled materials. He adds it all snaps together.

Mayor Listenberger asks if it designed to be wide enough for pedestrians to walk across.

Marquardt responds by stating the center would be wide enough that you could walk across it like a crosswalk and it raises up the most three inches. He states it ramps up to three inches and you have a flat table across it.

Culp asks if signs would have to go up before and after the speed table.

Marquardt responds by stating signs we would put up some temporary signs but he would not want to put any signs in the ground because there are enough signs. He states if we put a sign heading east that it would be in the way of where trams turn around. He states we would do some temporary signage with it and see how this works out. He explains it will not be his budget and the school is looking to possibly acquire one so we would like to see if it is permissible to try

this out this summer and through soccer season. He adds it would be removed before winter. He states you do see speed tables in South Bend around Potawatomi Zoo where they are concreted in. He adds that they do slow traffic down.

Ecker states he does not believe it is worth waiting on this request. He believes with soccer and other factors in that area that he would like to move forward with the request.

Culp asks if some will also be borrowed from South Bend.

Marquardt states that South Bend has a few according to our MACOG representative on the Complete Streets Committee but he really does not see South Bend parting with them with all their events.

Ecker comments that it would be the school acquiring this and not the city.

Marquardt states that was part of the conversations with the school as he stated he did not have the money to do this.

Houin responds to Culp's question and states he has been in contact with the public works department in South Bend and they said they would love to show us what they are doing and they would be happy to let us borrow any equipment that they are not using. He states it would be very unlikely that there would be a time that they are not using the temporary equipment that they have because they move it around the city, like we have done with tactical urbanism. He explains they use it as a trial to see where it works versus where it does not work before, they make any decisions on permanent installation. He states if it happens, they have some they are not using, that we can borrow them but we do not expect it.

Councilman Randy Longanecker states he lives on Baker Street and states there is more than an issue just there. He states the speed table would be annoying for him and the other issue is that the kids do not cross at the new sidewalk crossing that we put at Baker and Columbus Streets. He states the crossing guard crosses them at the other side and the parents park in the gravel along the field so we need to address that with the school as well. He states he understands the safety of the kids and would want this to be temporary. He states his other concern is that we have a lot of people run the three-way stop there at Baker and Columbus Streets.

Marquardt states when he emails the school back that he will bring up that concern. He states he has not been out there at school time because he is not all that crazy to go out there at that time because he has no need to be out there.

Longanecker states with all the junior league sports, people still park along the no-parking side as well and it is not just the gravel side. He adds there are multiple issues out there.

Culp asks if it would be good for the Police Chief to order some additional patrols out there during school events.

Longanecker responds by stating he spoke to former Police Chief Bacon before about the junior league sports before and he had it taken care of but it continues to be an issue.

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

Marquardt states as far the Gibson and LaPorte street projects that they spoke to E&B Paving and they have not come up with their scheduling yet. He states the City Engineer has been in contact with them to get some other paperwork so hopefully we will get a preconstruction meeting with them as well.

City Attorney Houin Executive Order 2024-01, Authorizing Installation of Water Monitoring Gage Box at LaPorte Street Bridge.

Houin states he was contacted by USGS and they currently have a water monitoring box and some equipment at the LaPorte Street Footbridge and you could see from the information in the packet that they requested to add additional monitoring equipment to expand what they can monitor there. He states they want to put a box on the east end of the bridge and they wanted to start installation of that today before your meeting. He states he spoke with the Mayor and he spoke with Ecker, so the Executive Order was prepared to grant that permission to start that installation. He states he is asking tonight to ratify this Executive Order.

EXECUTIVE ORDER 2024-01

CITY OF PLYMOUTH, INDIANA

**AUTHORIZING INSTALLATION OF WATER MONITORING
GAGE BOX AT LAPORTE STREET BRIDGE**

Within the interval between the last and the upcoming Board of Public Works and Safety meeting, the United States Geological Survey (USGS) requested permission to install a second gage box to expand water monitoring at the LaPorte Street foot bridge. A gage box is currently installed on the East end of the bridge, and USGS wishes to install a duplicate gage box on the West end with conduit underneath the bridge to connect the two gages. The new gage box will have a 4" pvc pipe extending into the water to house a water quality monitor that will track turbidity (water clarity in response to suspended sediment) and water temperature. The 1-1/2" conduit connecting the new gage box to the existing box will be run underneath the bridge using I-beam clamps to keep it out of sight to pedestrians. USGS has requested to begin installation on February 26, 2024, prior to the Board of Public Works and Safety meeting on that same date.

THEREFORE, by virtue of the authority vested in me as the Mayor of the City of Plymouth, in order to ensure the efficient government of the City, pursuant to Indiana Code § 36-4-5-3(7) and all other applicable law, it is hereby ordered as follows:


1. USGS is granted permission to install a new water monitoring gage on the West end of the LaPorte Street foot bridge, USGS site 05516500 Yellow River at Plymouth, IN. Installation is anticipated to begin on February 26, 2024.
2. Appropriate notice of this order shall be provided to the Plymouth Park Department.

DATED February 20, 2024.

CITY OF PLYMOUTH, INDIANA


By: Robert Listonberger, Mayor

APPROVED AS TO FORM AND LEGALITY:


By: Jeffrey Houin, City Attorney

Board Members Ecker and Morrow moved and seconded to ratify Executive Order 2024-01, Authorizing Installation of Water Monitoring Gage Box at LaPorte Street Bridge. The motion carried.

Culp states for the LaPorte Street Bridge that the lights there are really nice and asks if there would be any possibility of having a committee look into doing the other bridge across on the south to match.

Houin responds by stating we could certainly look into that as it is probably a good discussion to have with the Park Superintendent and Longanecker as he is familiar with what is installed with that. He states he will look into that. He explains with some of the other projects planned in the area that it would really enhance that area.

City Attorney Houin introduces a Fire Training Tower Hydrant Agreement.

He states this is for a hydrant installation at the fire training facility out at the county jail property. He states this is something that Fire Chief Holm requested as he had some grant money to install a fire hydrant and do some additional training there. He states in discussing it with Utility Superintendent Davidson that it would make more sense to tap into the existing line for the fire suppression at the jail instead of running a new service line. He states we talked to the County Commissioners and we prepared the agreement that is in your packet just to allow the city to connect to the existing line. He states that it guarantees that the county will not be charged for any water usage to the hydrant and it will not interfere with their current fire suppression system. He explains he presented this agreement to the County Commissioners at their last meeting and they approved it unanimously so all we need is your approval for this to move forward.

Board Members Culp and Milner moved and seconded to approve the Fire Training Tower Hydrant as presented. The motion carried.

Board Members Milner and Ecker moved and seconded to allow the payroll for February 15, 2024 and the claims for February 26, 2024, as entered in Claim Register #2024-4. The motion carried.

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

- February 26, 2024 Docket
- Plymouth Fire Department Activity Report – January 2024
- Plymouth Water Department Activity Report – January 2024
- Plymouth Wastewater Department Activity Report – January 2024

**CITY OF PLYMOUTH WASTEWATER DEPARTMENT
Board of Public Works and Safety
January 2024 Monthly Report**

PLANT OPERATIONS:

1. Total flow in gallons	68,642,220
2. Average daily flow in gallons	2,214,265
3. Rainfall	5.06"
4. Monthly average in BOD removal	98.9%
5. Monthly average in TSS removal	91.7%
6. Monthly average in Ammonia removal	98.3%
7. Monthly average in Phosphorus removal	78.0%
8. General plant maintenance	
9. Work orders completed:	

368 – Wastewater Treatment Plant

- Exercised 113 plant valves.
- Completed cleaning, painting and organizing the maintenance supervisor's office.
- Calibrated both rain gauges for CSO reporting.
- Inspected, power washed belt and repaired the gravity belt thickener.
- Installed new hanging heater in the breakroom.
- Repaired polymer feed pump for gravity belt thickener.
- Replaced grinder on #1 primary pump.
- Repaired frozen methane gas flare and frozen final sampler.
- Collection system crew is servicing small equipment and trailers.

33– Vehicle/Mobile Equipment

- Repaired T-20 hydraulic heater and replaced tires.
- Had the frame on T-25 inspected.
- Completed realignment on T-6.

39 – Lift Stations

- Repaired radar level controller at Carraige Green lift station.

2 - 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.
- 0 –New structure
 - a.
- 0 – Point Repairs
 - a.
- 2 – Miscellaneous
 - a. Gripp & Associates inspected CSO-003 and informed that the flow velocity sensor needed replaced.
 - b. Serviced the 6th St. odor control blower.

COLLECTION SYSTEM GENERAL:

1. Cleaned 400 feet of sewer lines:
 - 0 feet during service calls
 - 400 feet during preventive maintenance
2. Televised 1,194 feet of sewer lines.
3. Mechanically removed roots from 0 feet of sewer lines.
4. Removed approximately 0.20 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 350 gallons of potable water during sewer cleaning.
6. Performed routine maintenance on 10 CSO's and 17 pumping station.

MISCELLANEOUS

- Four employees attended "Pipeline Awareness for Excavator Operations", sponsored by Paradigm on 1/9/24.
- Completed safety training for "Chemical Labels & SDS" on 1/12/24.
- Completed safety training "Slips, Trips and Falls" on 1/23/24.
- Completed laboratory safety training at the WWTP on 1/26/24 for "Laboratory Safety & Acid/Bases".
- Completed safety training for "Forklift Safety" on 1/31/24.
- Preparing for IDEM, EPA Industrial Pretreatment and CSO audits.

**CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety
January 2024 Monthly Report**

PLANT OPERATIONS

Water Treated – Ledyard Water Treatment Plant	22,747,020 gallons
Water Treated – Pine Water Treatment Plant	<u>17,893,097 gallons</u>
Water Treated - Total	40,640,117 gallons

Water Treated – Daily Average – Ledyard Water Treatment Plant	733,775 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>577,197 gallons</u>
Water Treated – Daily Average – Combined	1,310,972 gallons

- Backwashed filters at Ledyard Water Treatment Plant 9 times for a total of 756,000 gallons.
- Backwashed filters at Pine Water Treatment Plant 14 times for a total of 1,344,000 gallons.
- Total backwash usage for the month was 2,100,000 gallons.

MAINTENANCE WORK ORDERS COMPLETED

- **11 - Ledyard Water Treatment Plant Maintenance**
 - Completed auxiliary generator test.
 - Completed temperature checks on high service pumps.
 - Cleaned and inspected chlorine injectors.
 - Inspected both water towers.
 - Repair 1A well heater.
 - Repaired level transducer on #2 detention tank.
 - Relocated well #2B to the new well site 2B-R, and took well pump and motor in for rebuild.
 - Replaced HACH laboratory spectrophotometer.
- **10 - Pine Water Treatment Plant Maintenance**
 - Completed auxiliary generator test.
 - Completed temperature checks on high service pumps.
 - Cleaned and calibrated chlorine analyzer.
 - Cleaned chlorine injector.
 - Repair chlorine scale.
 - Completed repairs to the chlorine feed system.
 - Cleaned and stripped and waxed floors in plant.
- **6 - Mobile Equipment**
 - W-6 and T-17.

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 62 Distribution system chlorine residual samples, IDEM required
- 4 Fluoride samples, ISDH required
- 172 Process control samples and analysis at the Ledyard Water Treatment Plant include Ferrous Iron, Total Iron, Manganese, and Chlorine
- 657 Process control samples and analysis at the Pine Water Treatment Plant Samples Includes Ferrous Iron, Total Iron, Manganese and Chlorine
- 0 THM's Sets.
- 0 HAA5's Sets
- 0 VOC's sets
- 0 SOC/2nd Annual 1 for each plant sets
- 0 Radiomulide
- 0 IOC- Metals-Radon
- 0 Lead & Copper Samples
- 0 Nitrate/Sampling for each Plant (sets)
- 0 Extra Sampling
- 0 Hardness/Corrosion
- 0 Set IDEM required PFAS sampling on all 6 wells

SERVICE

Utility Locates	164
Total Number of Work Orders	371
Service Disconnects	29
Service Disconnects for non-pay	77
Service Reconnects for non-pay	67
Blue Tags "Service Notice" left on door	2
Pink Tags "Insufficient Funds Notice" left on door	10
New Radio Read / Meter Installations	17
Accuracy Checks	165
After Hours Call Outs	8
Meters New/Repaired	3
Consumer Confidence Report Requested Hand Delivery	0

CONSTRUCTION ACTIVITIES

- (1) **Curb Stops Repaired / Replaced / Installed**
01-04-2024 1011 Hoham Dr. - Replaced curb stop & installed a meter pit.
- (1) **Old Curb Stops Located / Capped Off at Valves**
01-08-2024 2130 N. Oak Dr.- Retired service line at curb stop.
- (2) **New Taps Installed**
01-08-2024 821 Ledyard. - New 1" tap & installed a meter pit.
01-08-2024 300 Juniper Ln.-New 1" tap & installed a meter pit.
- (0) **New Mains Completed**
- (0) **Valves / Valve Boxes / Repaired / Replaced / Installed**
- (3) **Hydrants Repaired / Replaced / Installed / Serviced / Painted**
01-02-2024 S. Plum St. & W. Lake Ave.- Repaired HYD-038 (Hit by car).
01-03-2024 Baker St.- Repaired HYD-191.
01-10-2024 S. Plum St. & W. Lake Ave.- Replaced HYD-038.
- (0) **Valve Exercised**
- (5) **Main Breaks and Leaks Repaired**
01-08-2024 725 Poplar St.- Repaired 4" main break.
01-15-2024 S. Walnut St. & Lewis St.-Repaired 4" main break.
01-25-2023 E. Garro St. & River St.- Repaired a 4" main break.
01-25-2024 Chester St.- Repaired 4" main break.
01-27-2024 300 Lynn St.- Repaired 4" main break.
- (0) **Service Lines / New/ Repaired**

MISCELLANEOUS

- GPS data collection.
- Continuing lead service line inspections.
- Working with Commonwealth Engineers on certifying the department's asset management plan.
- Interviewed 2 potential candidates for the maintenance position. Extended an offer, which was accepted.
- Indiana State Board of Health performed fluoride application inspection.
- Four employees attended "Pipeline Awareness for Excavator Operations", sponsored by Paradigm on 1/9/24.
- Completed safety training for "Chemical Labels & SDS" on 1/12/24.
- Completed laboratory safety training at the WWTP on 1/26/24 for "Laboratory Safety & Acid/Bases".
- Completed safety training for "Forklift Safety" on 1/31/24.
- Repaired backflow prevention device at the Street Department.