

## REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, March 13, 2023

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session at 6:00 p.m. on March 13, 2023. The meeting was held in the Council Chambers, on the second floor of the City Building, 124 N. Michigan St., Plymouth, Indiana.

Duane Culp called the meeting to order. Culp presided for Board Members Jeff Houin, Shiloh Milner and Bill Walters who were physically present. Mayor Senter was absent. City Attorney Surrisi and Clerk-Treasurer Gorski were present. The public was able to see and hear the meeting through Microsoft Teams.

Board Members Houin and Milner moved and seconded to approve the minutes of the regular session of the Board of Public Works and Safety meeting of February 27, 2023. The motion carried.

Building Commissioner Hammonds would like to introduce Dennis Manuwal who will be taking his place as the new Building Commissioner for the City of Plymouth.

Clerk-Treasurer Gorski presented a request for Dustin's Place to hold their 4<sup>th</sup> Annual Join the Journey. Viki Brown was present to speak on the request.

Brown states they are preparing to run their 4<sup>th</sup> Annual Join the Journey 5k + 1 mile race. She states all proceeds will go to Dustin's Place and the route for this will be the same as prior years. She explains they did bump it to a 9:00 A.M. start time as they said the 8:00 A.M. start time was very cold.

Houin asks for clarification that she has the Sheriff's Department for security.

Brown responds by stating they have two reserve Sheriff's Department officers who will be directly in front of Dustin's Place on Lincoln Highway with two off-duty officers that are there as well to control the traffic in and out of the parking lot.

Houin asks how the attendance has changed over the years.

Brown responds by stating that it has stayed the exact same for the past two years with 123 racers. She states they are hoping to increase it this year even a little bit but it hasn't made much progress.

Board Members Houin and Milner moved and seconded to approve the request from Dustin's Place as presented. The motion carried.



## REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, March 13, 2023

REQUEST FORM  
CITY OF FARMINGTONDate: 3/11/2023

Notice to BOARD OF PUBLIC WORKS AND SAFETY, CITY OF FARMINGTON, INDIANA

Request review of the following request:

Duckies Race, 4<sup>th</sup> Avenue from the  
honey 5k 1 mile race on Saturday  
April 15<sup>th</sup> at 9am. The race route  
will remain the same as years past  
will use 5000 and finish in Duckies  
Race. Please find attached the route  
picture.

Signed: Nick Bra Phone Number: 574-594-0538Print Name: Nick L Bra Address: 11802 Lincoln Hwy  
Farmington, IN 46731In Office Only:  
Recommendation of Board:Approved by: Jo Fisher, Public Works and Safety, March 14, 2023

Return original form to City Treasurer's office after determination is complete.

Signed: Jo Fisher Title: City Treasurer

Clerk-Treasurer Gorski presented a request for Jo Fisher for Work Zone Awareness Flags. Jo Fisher was present to speak on the request.

Fisher explains that April is considered national work zone awareness week. She states that she has petitioned through Senator Braun's Office to make it a month instead of a week. She believes that will be decided sometime this month. She states that it won't happen this year but it may happen next year. She states for the city, what she would like to do is, put flags on the poles similar to the Veteran's Banners. She was wondering if she could have something like the image below put up. She states at the bottom it would have the sponsor which is just a logo and it would go on all the poles if they could do that. She states the other request would be to have ribbons attached to either the trees or the lampposts on north and south Michigan Street to bring up awareness for work zones. She states they would be orange with the silver.

Houin asks if she would provide those flags for the poles. Fisher agrees. Houin asks if she has spoken to the Street Superintendent about coordinating that. Fisher agrees.

Street Superintendent Marquardt states they did talk about those at one time and he knows that Bowen Printing has their banner sizes. He states as long as they can go on like any other banners then he is okay with this.

Fisher explains that she has also approached the Parks Department and they have also approved them to do River Park Square as well:

Houin asks if the banners would be put up by the Street Department.

Marquardt responds by stating they would put the flags up like they do all the other banners they are given. He hopes the banners are provided a decent amount of time beforehand and they will go and install them like they did the veteran's banners. He is aware there are some poles in the park set that way but he advise that she talk to the park about their poles.

Houin asks about the ribbons she is requesting.

Fisher responds by stating originally, they just wanted to tie orange ribbons around the trees or lampposts on Michigan but she got to thinking that was wasteful. She states since they are green, she thought about the corrugated ribbon signs that would look like the image attached and she said those could be attached to the poles.

Marquardt states that it would depend how they are attached, like if they had zip ties on them. He states he would recommend they stay away from doing that on trees. He states that trees vary on size anyway so you would need multiple zip ties to just secure it around the tree.

Houin asks what poles they are talking about and where they would be attached.

Marquardt responds by stating the decorative light poles.

Houin asks if it would be every pole or staggered.

Fisher responds by stating they could do it however. She states they could stagger them.

Culp clarifies this would include the downtown and north and south Michigan Street. Fisher agrees.

Houin asks if that is something they would also need the Street Department workers to install and then take down or if there would be volunteers.

Fisher responds by stating that is up to them.

Marquardt states that whenever it has come to poles that others have handled that and they haven't.

Houin believes that the banners make sense but as far as putting up ribbons on poles that it would be a lot of work to ask the Street Department to do.

Marquardt states that in the past it had been up to the person doing it.

Houin states that his only concern would be the ribbon signs getting pulled down and creating litter and allowing the zip ties to end up in the yards. He states that he is fine with going along with this as long as that concern is kept in mind. He states that if it does become a problem then they will take that into consideration in the future.



## REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, March 13, 2023

REQUEST FORM  
CITY OF PLYMOUTHDate: 02/23/23

Notice to BOARD OF PUBLIC WORKS AND SAFETY, CITY OF PLYMOUTH, INDIANA

Kindly review of the following request:

For the month of April 2023-  
Work Zone Awareness Pole Flags  
Display (photo attached)  
Ribbons (image) attached to light posts  
4 on trees on N + S. Michigan St.

Signature [Signature] Phone Number (574) 780-6802

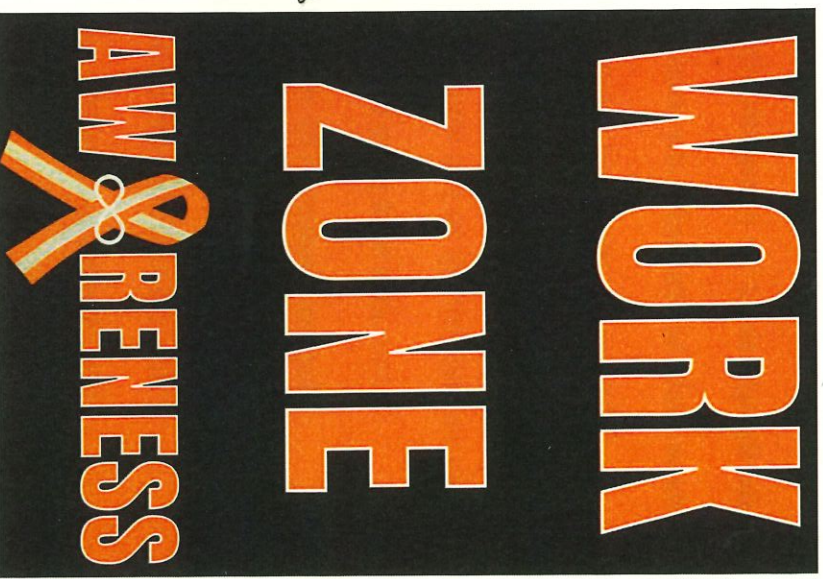
Print Name Jo Lohrse Address 121 E. Leare Ave. #203  
Ap. IN 46323

In Office Only:  
 Determination of Request

Approved by the Board of Public Works & Safety, March 13, 2023  
Street Department to install banners on clean team route.  
Volunteers to install ribbons on others.

Return original form to Clerk/Treasurer's office after determination is complete.

Signed [Signature] Title Clerk-Treasurer



Board Members Houin and Milner moved and seconded to approve the request for Work Zone Awareness Banners as presented. The motion carried.

Board Members Walters and Milner moved and seconded to allow the payroll for February 28, 2023 and the claims for March 13, 2023, as entered in Claim Register #2023-5. The motion carried.

Board Members Milner and Walters moved and seconded to accept the following communications:

- March 13, 2023 Docket
- February 28, 2023 Technical Review Committee Minutes
- Plymouth Wastewater Department Activity Report – February 2023
- Plymouth Water Department Activity Report – February 2023

The motion carried.

There being no further business, Board Members Houin and Milner moved and seconded to adjourn, Senter declared the meeting adjourned at 6:09 p.m.

APPROVED:

[Signature]  
 Lynn M. Gorski  
 Clerk-Treasurer

[Signature]  
 Mark Senter  
 Mayor

CITY OF PLYMOUTH WASTEWATER DEPARTMENT  
Board of Public Works and Safety  
February 2023 Monthly Report

PLANT OPERATIONS:

1. Total flow in gallons	56,277,290
2. Average daily flow in gallons	2,009,903
3. Rainfall	4.65"
4. Monthly average in BOD removal	99.1%
5. Monthly average in TSS removal	96.7%
6. Monthly average in Ammonia removal	97.6%
7. General plant maintenance	
8. Work orders completed:	

294 – Wastewater Treatment Plant

- Exercised 64 plant valves.
- Continuing work on the chemical feed system for phosphorus removal project, currently waiting on parts.
- Solar project was commissioned and is in operation. There are still some punch list items that need to be completed, including fence and 1 inverter activation.
- Replaced ball check valve and replace check valves in primary sludge pumps.
- Inspected both primary macerators.
- Replaced the rubber skimmers on the final clarifiers outside ring.
- Serviced hydro gritter.
- Replaced 6" waste valve in basement of secondary.
- Replaced 2" drain in pretreat from the SWRB.
- Replaced heater on #5 sampler.
- Replaced LED light fixture in thickener building.
- Replacing lights above welding bench with LED's.
- Changing bulbs on ultra violet disinfection system, preparing for disinfection season April 1.

70– Vehicle/Mobile Equipment

- Replaced check valves on water pump on T-20.
- Repaired bows on semi-trailer.

33 – Lift Stations

- Recalibrated level controller on wet well at Carriage Green lift station numerous times.

4 – Collection System

- 0 - Eliminated structures<sup>a.</sup>
- 0 – Replaced structures<sup>a.</sup>
- 0– Repaired structure
- 4– Replaced / adjusted castings<sup>a.</sup>
  - a. L6M207, 18M103, 16M216 and L6C024
- 0 – GIS data collection points<sup>a.</sup>
- 0 – New structure<sup>a.</sup>
- 0 – Point Repairs<sup>a.</sup>
- 0 – Miscellaneous<sup>a.</sup>

COLLECTION SYSTEM:

- 1. Cleaned 20,652 feet of sewer lines
  - 569 feet during service calls
  - 20,083 feet during preventive maintenance
- 2. Televised 0 feet of sewer lines
- 3. Mechanically removed roots from 0 feet of sewer lines
- 4. Removed approximately 10.33 tons of silt and debris during cleaning and inspections of sewers lines
- 5. Used approximately 39,865 gallons of potable water during sewer cleaning
- 6. Performed routine maintenance on 10 CSO's and 17 pumping station

MISCELLANEOUS

- Provided solar project update to the Rotary Club on 2-13-23.
- Completed safety module on "Routes of Entry" on 2-21-23.



CITY OF PLYMOUTH WATER DEPARTMENT  
Board of Public Works and Safety  
February 2023 Monthly Report

PLANT OPERATIONS

Water Treated – Ledyard Water Treatment Plant	19,868,334 gallons
Water Treated – Pine Water Treatment Plant	16,125,981 gallons
Water Treated - Total	35,994,315 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	709,583 gallons
Water Treated – Pine Water Treatment Plant	575,928 gallons
Water Treated – Daily Average – Combined	1,285,511 gallons
• Backwashed filters at Ledyard Water Treatment Plant 9 times for a total of 756,000 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 1,908,000 gallons.	

MAINTENANCE WORK ORDERS COMPLETED

- 12- 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.
  - Work on chlorine analyzer.
  - Repair several hanging heaters in the plant.
  - Completed cleaning/inspecting pressure relief valves on the high-pressure filters.
  - Installed new floor in breakroom.
- 14 – Pine Water Treatment Plant Maintenance
  - Completed auxiliary generator test.
  - Completed temperature checks on high service pumps.
  - Cleaned and calibrated chlorine analyzer.
  - Cleaned chlorine injector.
  - Modifying chlorine feed system.

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 62 Distribution system chlorine residual samples, IDEM required
- 4 Fluoride samples, ISDH required
- 373 Process control samples and analysis at the Ledyard Water Treatment Plant include Ferrous Iron, Total Iron, Manganese, and Chlorine
- 292 Process control samples and analysis at the Pine Water Treatment Plant Samples include 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 Radionuclide
  - 0 IOC- Metals-Radon
  - 0 Lead & Copper Samples
  - 0 Nitrate/Sampling for each Plant (sets)
  - 0 Extra Sampling
  - 0 Hardness/C corrosion

SERVICE

Utility Locates	207
Total Number of Work Orders	202
Service Disconnects	13
Service Disconnects for non-pay	38
Service Reconnects for non-pay	35
Blue Tags "Service Notice" left on door	10
Pink Tags "Insufficient Funds Notice" left on door	5
New Radio Read / Meter Installations	6
Accuracy Checks	92
After Hours Call Outs	1
Meters New/Repaired	2
Consumer Confidence Report Requested Hand Delivery	0

CONSTRUCTION ACTIVITIES

- (2) Curb Stops Repaired / Replaced / Installed
  - 02-06-2023 412 Center St. - Replaced curb stop.
  - 02-14-2023 1006 W. Washington St. - Replaced curb stop & relocated meter to a meter pit.
- (0) Old Curb Stops Located / Capped OFF at Valves
- (0) New Taps Installed
- (0) New Mains Completed
- (1) Valves / Valve Boxes / Repaired / Replaced / Installed
  - 02-14-2023 1625-1635 N. Michigan St.- Replaced curb stop valve box.
- (0) Hydrants Repaired / Replaced / Installed / Serviced / Painted
- (0) Valve Exercised
- (0) Main Breaks and Leaks Repaired
- (1) Service Lines / New/ Repaired
  - 02-15-2023 1303 Fairbank Ave.- Adjusted meter pit.
  - 02-27-2023 109 S. Third St. – Replaced service line from main to new curb stop.

MISCELLANEOUS

- Service line inspection for lead is ongoing.
- Toured Warsaw water well system, for ideas on our new well installation.
- Received 1 of 2 new dehumidifiers.
- Completed safety module on "Routes of Entry" on 2-17-23.