

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session at 6:00 p.m. on August 28, 2023. The meeting was held in the Council Chambers, on the second floor of the City Building, 124 N. Michigan St., Plymouth, Indiana.

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

Board Members Culp and Houin moved and seconded to approve the minutes of the regular session of the Board of Public Works and Safety meeting of August 14, 2023. The motion carried.

Utility Superintendent Davidson asks the board's permission to hire two maintenance personnel for the Wastewater Department. He states they normally have three maintenance personnel but with one that resigned August 3rd, that had three years of experience, and he was informed last week that his head of maintenance will be retiring at the end of the year. He states if he can get enough applicants to hire that he would like to get them on as soon as possible so he could at least provide some training to them and not load up the remaining maintenance person he has and chase him off.

Board Members Ecker and Milner moved and seconded to approve the request to hire two maintenance personnel for the Wastewater Department as presented. The motion carried.

Police Chief Bacon explains this morning they swore in Jess Fisher and Lance Balsley to the Police Department. He states they will be going through a couple days of training as they have both have academy training.

Street Superintendent Margardt states last week some questions came up about E. LaPorte Street and tree removal. He wants to be sure the Board is aware of it. He states in our Community Crossings Project for Gibson and LaPorte Street that there are quite a few trees that will be coming out because of the new sidewalk. He states they discussed this in Complete Streets a little but they talked more about Gibson Street than LaPorte Street. He states they talked about this in the Tree Committee and they are all aware as well and want to plant trees once construction is done so they can get proper trees in the width that will be there. He explains they did try to talk to some of the homeowners first. He states one gentleman did not like it but understood. He states every day they are out there they get pictures taken of them and the last day they were out there they were told they

were committing “vandalism.” He states after that phone calls started but he wants everyone to be aware they have taken down four-five now and there are six more to go.

Mayor Senter asks if they will be moving any.

Marquardt responds by stating they looked at some of the smaller ones to move but the Tree Committee discovered the cost for moving one tree they could plant a lot more.

Park Superintendent informs those who are unaware that the Blueberry Festival is this weekend so they are preparing for that.

Clerk-Treasurer Gorski introduces a request from the Blueberry Cottage to decorate the downtown trees. Lynn Gee was in attendance for this request.

Gee clarifies this will be the trees along Michigan Street and not the Christmas trees in the planters. She states they will be doing Yarn Bombing and provides an example as seen below.



Gee states they do a lot of knitting and she has brought a couple students here. She introduces them and states they have an awfully good time with yarn. She states after school they start at 3:30 and go after 5:00. She explains this is scrap yarn that is knitted and it would be really knit to see along Michigan Street. She states their hesitation is the trees will have lights strung in them as she is unaware if the lights go around the trunk.

Marquardt states they do not go around the trunk. He states they will get touched up higher this Fall.

Mayor Senter states he knitted a dish rag with Gee last year so anybody can do it if they try. Gee adds that Randy Danielson also knitted this Spring. She states this would be in time for Christmas hopefully and there will be no hammering into the tree trunk as it is hung from the top down so there is no damage to the trees. She adds that they will be warmer with a scarf around it and the yarn is all donated.

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, August 28, 2023

REQUEST FORM
CITY OF PLYMOUTHDate: 8-28-23Notice to BOARD OF PUBLIC WORKS AND SAFETY, CITY OF PLYMOUTH, INDIANA
Kindly review of the following request:

I AM WORKING WITH CHILDREN AGES 4-10
TEACHING THEM HOW TO KNIT AT BLUEBERRY
COTTAGE, 109 N. MICHIGAN ST. THE CHILDREN
WOULD LIKE TO BE ABLE KNIT CHRISTMAS
SCARVES TO DECORATE THE DOWNTOWN
CHRISTMAS TREES THIS YEAR.

Signed

Phone Number 574-767-0577Print Name LYNN GEEAddress 302 NOBLE CTY # 112In-Office Only:
Determination of Request

Approved Yearly Meeting on downtown trees by the
Board of Public Works & Safety, August 28, 2023

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

Shirley Gorski
 Signed

Clerk-Treasurer
 Title

Board Members Houin and Ecker moved and seconded to approve the request from Lynn Gee to Decorate the Downtown Trees as presented. The motion carried.

Clerk-Treasurer Gorski introduces a street closure request from the Rees Theatre. Kathryn Anders was in attendance for this request.

Anders states she has brought the flyer, event description, permit from INDOT, their proposed setup and a letter from the Chief of Police informing you they have had contact as well. She states for those of you who have not been to the Rees Theatre that they have been really busy this past year. She explains September 30th is going to be a Celebration of the Arts similar to their Grand Opening event that they did on October 1st, 2022. She states they are really fortunate as they will be bringing Passafire into the Rees Theatre. She states they will have the street fenced in with some food trucks, a selfie station from the Heartland Artists Gallery and Homemade Conspiracy, which is a local band in the city, that will be performing in the street. She states Opies will have an area roped off for 21+. She states at noon, Passafire will be performing inside the Rees Theatre so that moves their free street event into a paid ticket event for their fundraising efforts for the one-year anniversary of the Rees. She states they will begin the street portion at 4:00 p.m. and they would like from 12-4 to set up for food trucks and the stage. She states from 4-8 they will disperse the street portion and by 10 the street will be cleaned up and active again.

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REQUEST FORM
CITY OF PLYMOUTHDate 8/16/23Notice to BOARD OF PUBLIC WORKS AND SAFETY, CITY OF PLYMOUTH, INDIANA
Kindly take care of the following request:

The REES Theatre has an approved INDOT
Permit to close Michigan St from LaPorte
Street to Grape Street) on
September 30th 2023. The road will
be closed from Noon to 10 PM.

Inf. Ole Artistic + Educational
(REES) 100 N Michigan St. Director
Theatre) Ann Arbor 574-952-1292

Determination of request:

Approved by Board of Public Works & Safety
on August 28, 2023

Return original form to Clerk-Treasurer's
Office after determination is complete.

Shirley Stroh
Chad Newman

Board Members Ecker and Milner moved and seconded to approve the street closure request from the Rees Theatre as presented. The motion carried.

Clerk-Treasurer Gorski introduces a street closure request from R. Yoder Construction. Eric Parcell was in attendance for this request.

Parcell explains that currently they have Center Street southbound closed for storage of materials and protection around the side of the building as well as they are working on that side. He states from September 11th to September 15th they would like to close northbound traffic as well. He states they are looking at setting five rooftop units on the roof and removing three existing ones. He explains they have to get in 140-150 foot 90-ton crane that will be booming units up and bring old units down. He states there are a few days of work in there and they are pressing to try for two but they say four is worst case so they are planning for that. He states they can try to work with the post office to get them access out either south or north. He states general traffic and emergency traffic personnel would still need to reroute from September 11th to September 15th.

Aviation Manager Sheley states on the INDOT aviation website there is a crane permit and it is no cost but he recommends Parcell acquires one. Parcell agrees.

Ecker asks where the equipment is going to be.

Parcell responds by stating it will be on the northbound side of the road. He explains currently the southbound side is closed down with a dumpster and a storage container. He states they are talking about the entire street for four days.

Mayor Senter asks if the postal service could use the alley to the east.

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Parcell responds by stating they should be able to use that no problem and they can even get them in and out of their parking lot either south or north. He states they can set their crane favoring either direction for whatever works best for them.

Houin asks if they had closed the entire street once before on this project.

Parcell responds by stating they only closed southbound. He explains it may have been the previous contractor who did the roof last year.

Ecker asks for clarification that it would take approximately four days.

Parcell responds by stating four days as they have to account for weather and he explains he does not want to tell you two and they have to request more.

Mayor Senter asks that the INDOT permit gets acquired. Parcell agrees.

REQUEST FORM
CITY OF PLYMOUTH

Date: Aug. 25th, 2023

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

Kindly review of the following request:

we are hoping to close down North corner St. At
801 N Center St. we are renovating the property. Plan
on setting RTU's for the AC upgrade. Talking
with the crane operator the safest route
to take is the east side of the building.
We hope to be granted this over the days
of Sept. 1st-14th. We could make the 12th, 14th
work but would like extra time to ensure safety.

Signed: Jason Heward Phone Number: (609) 831-7027

Print Name: Jason Heward Address: 419 E. Elm St. Meramec IN 4680

In-Office Only:
Determination of Request: Approved by Board of Public Works & Safety 8/28/23

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

Signed: Donna H. Hark Title: Clerk-Treasurer

Board Members Ecker and Houin moved and seconded to approve the street closure request from R. Yoder Construction as presented. The motion carried.

City Attorney Surrisi presented a revision to the Memorandum of Understanding (MOU) between the City of Plymouth and ADDD Equities for the property located at 1619 N. Oak Drive. He states there was some confusion on how Burke Richeson, who is the attorney for ADDD Equities, and himself drafted the original MOU as it did not reflect how the Complete Streets Committee proposed as it resulted in less right-of-way to the City of Plymouth and not the full length of sidewalk that was originally intended. He explains Councilman Houin had worked on negotiations with ADDD Equities and is unsure if he would like to speak to this process.

Houin states he doesn't want to go into major detail about everything that has come up with this but the bottom line and the reason for this revision in the MOU is the language for what was

approved back in June was measuring ten feet from the front of the curb. He explains that would basically absorb the existing of about 4 ½ feet of right-of-way that is already there and the intent was to increase the right-of-way available so it should have been measured from the property line. He explains he had spoken to Richeson about it and he understood and agreed. He states this revision just changes that language to measure that right-of-way easement to be 10 feet from the property line.

Surrisi states this agreement had been previously introduced to the Plan Commission and all of this process happened after considering this granting of the right-of-way after ADDD Equities had filed an application with the Plan Commission earlier this year to request a variance from the process to build a sidewalk. He states in recent months there has been a little bit of confusion among the Plan Commission members and what was going on with the scope of this MOU. He states they have since tried to rectify that and make sure they have a good understanding of what is going on. He states they have since proposed this amendment and eventually there will be a final survey drawing which shows this right-of-way to be dedicated which the board has already approved accepting and all of the process with the Plan Commission would get finalized.

Ecker asks Houin if this is consistent with the letter that was sent to the Plan Commission.

Houin responds by stating the letter that he sent addressed to the Plan Commission was really just trying to explain some of the confusion. He states this really came about as ADDD Equities requested a variance from the sidewalk requirements due to the limited space there and they were still going to have to build a sidewalk on private property. He explains there has been a lot of discussions out at the Complete Streets Committee for years now about what they can do about Oak Drive to add sidewalks on one or both sides of the street. He states the suggestion they came up with is if they are already going to request to not build a sidewalk right away, like some other property owners have done, then in exchange for that, they could give the City an additional amount of right-of-way. He states this would be for when they do have a plan for Oak Drive and they are ready to move forward that they already have plenty of space to put in a sidewalk or even a trail, like a Greenways Trail, to attract additional grant funding for that. He states he approached Richeson and he was agreeable then they were able to go to the Plan Commission meeting where their request was originally heard and explained that suggestion to the Plan Commission and they seemed agreeable. He explains this is just the approval that if the Plan Commission has worked this out and approves it that we would accept that dedication of the right-of-way.

Culp asks if that suggestion is for just there or all the way up and down Oak Drive.

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Houin responds by stating for now it would just be there but the Complete Streets Committee is hopeful that this would be a catalyst for them to go to other property owners. He explains if this were to go through then they would not have to require any property owners to put in sidewalks at their own expense.

Board Members Ecker and Milner moved and seconded to approve the Revision of the MOU for 1619 N. Oak Drive as submitted. The motion carried.

Board Members Houin and Milner moved and seconded to allow the payroll for August 31, 2023, along with the claims for August 28, 2023, as entered in Claim Register #2023-16. The motion carried.

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


- August 28, 2023 Docket
- August 22, 2023 Technical Review Committee Minutes
- Plymouth Wastewater Department Activity Report – July 2023
- Plymouth Water Department Activity Report – July 2023
- Letter to Plan Commission – Complete Streets Committee

The motion carried.

There being no further business, Board Members Culp and Milner moved and seconded to adjourn, Senter declared the meeting adjourned at 6:22 p.m.

APPROVED:


Lynn M. Gorski
Clerk-Treasurer


Mark Senter
Mayor

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

PLANT OPERATIONS:

1. Total flow in gallons	50,791,790
2. Average daily flow in gallons	1,638,445
3. Rainfall	5.56"
4. Monthly average in BOD removal	98.9%
5. Monthly average in TSS removal	97.5%
6. Monthly average in Ammonia removal	99.6%
7. General plant maintenance	
8. Work orders completed:	

494 – Wastewater Treatment Plant

- Exercised 119 plant valves.
- Replaced the sensor wiper sleeve, quartz seal and refilled cleaning acid in all banks.
- Replaced the HMI screen in the secondary control building.
- Completed repairs/adjustments to the plants SCADA system.
- Completed bio-monitoring testing, facility passed IDEM required testing.
- Replaced ballast in overhead light at thickener building.
- Replaced battery back-up in the intermediate controller.
- Completed amp & meg of plant electrical.
- Replaced broken breaker in the return sludge control area.
- Completed repairs on exhaust fan in phosphorous building.
- Installed flushing system on the centrifuge conveyor system.
- Repaired leak on the west tank of the phosphorous removal chemical tank.
- Started feeding poly aluminum chloride (PAC) to the aeration effluent for the removal of phosphorous, which will allow the facility to meet IDEM's NPDES permit requirement that starts 8/1/23.

79– Vehicle/Mobile Equipment

- Replaced the exhaust on semi tractor.
- Replaced the shoe on the auto rewind on T-20.
- Repairs completed on the portable generator.

53 – Lift Stations

- Daily removal of rags from the Centennial Crossing and 30/17 lift stations.
- Completed adjustments of the back-up float levels on several lift stations.
- Replaced the transducer in the Packard Woods lift station.

9 - Collection System

- 0 - Eliminated structures
 - a.
- 1 – Replaced structures
 - a. J5M303.
- 1– Repaired structure
 - a. Completed repairs to manhole (18M115) on Oakh ill Ave.
- 0– Replaced / adjusted castings.
 - a.
- 0 – GIS data collection points.
 - a.
- 0 – New structure
 - a.
- 6 – Point Repairs
 - a. Repaired sink hole at detention basin at N. 4th St. & W. Harrison St.
 - b. Repaired damaged field tile at E. Jefferson St. & N. Liberty St.
 - c. Completed 3 repairs to sewer line on west side of ally off Hope Blvd.
 - d. Completed repair of broken tile on Louisa St.
- 1 – Miscellaneous
 - a. Installed new sewer tap at 421 W. Garro St. – Habitat home.

COLLECTION SYSTEM GENERAL:

- 1. Cleaned 4,796 feet of sewer lines:
 - 996 feet during service calls
 - 3,800 feet during preventive maintenance
- 2. Televised 2,632 feet of sewer lines.
- 3. Mechanically removed roots from 0 feet of sewer lines.
- 4. Removed approximately 5.55 tons of silt and debris during cleaning and inspections of sewers lines.
- 5. Used approximately 10,100 gallons of potable water during sewer cleaning.
- 6. Performed routine maintenance on 10 CSO's and 17 pumping station.

MISCELLANEOUS

- Katie Jung successfully completed testing and received her Class 1 municipal wastewater certification license.
- Jack Doheny demonstrated a sewer line root cutter.

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

PLANT OPERATIONS

Water Treated – Ledyard Water Treatment Plant	28,299,486 gallons
Water Treated – Pine Water Treatment Plant	<u>22,059,666 gallons</u>
Water Treated - Total	50,359,152 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	912,887gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>711,602 gallons</u>
Water Treated – Daily Average – Combined	1,624,489 gallons
• Backwashed filters at Ledyard Water Treatment Plant 8 times for a total of 672,000 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 1,920,000 gallons.	

MAINTENANCE WORK ORDERS COMPLETED

- 17-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.
 - Peerless Midwest has completed drilling new 16" well – 212' deep, which will replace well 2B. Next step will be to install the well vault and make the final connections and testing.
- 15 – Pine Water Treatment Plant Maintenance
 - Completed auxiliary generator test.
 - Completed temperature checks on high service pumps.
 - Cleaned and calibrated chlorine analyzer.
 - Cleaned chlorine injector.
 - Repaired fluoride pump.
- 12 – Mobile Equipment
 -

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 62 Distribution system chlorine residual samples, IDEM required
- 5 Fluoride samples, ISDH required
- 374 Process control samples and analysis at the Ledyard Water Treatment Plant include Ferrous Iron, Total Iron, Manganese, and Chlorine
- 374 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 Radionuclide
 - 0 IOC - Metals-Radon
 - 0 Lead & Copper Samples
 - 0 Nitrate/Sampling for each Plant (sets)
 - 1 Extra Sampling
 - 0 Hardness/Corrosion
 - 1 Set IDEM required PFAS sampling on all 6 wells

SERVICE

Utility Locates	261
Total Number of Work Orders	258
Service Disconnects	17
Service Disconnects for non-pay	45
Service Reconnects for non-pay	44
Blue Tags "Service Notice" left on door	8
Pink Tags "Insufficient Funds Notice" left on door	7
New Radio Read / Meter Installations	12
Accuracy Checks	132
After Hours Call Outs	2
Meters New/Repaired	1
Consumer Confidence Report Requested Hand Delivery	13

CONSTRUCTION ACTIVITIES

- (0) Curb Stops Repaired / Replaced / Installed
- (0) Old Curb Stops Located / Capped Off at Valves
- (4) New Taps Installed
 - 07-07-2023 800 Discovery Lane- Installed a new 1" tap with meter pit.
 - 07-10-2023 806 Discovery Lane- Installed a new 1" tap with meter pit.
 - 07-11-2023 820 Discovery Lane- Installed a new 1" tap with meter pit.
 - 07-11-2023 830 Discovery Lane- Installed a new 1" tap with meter pit.
- (1) New Mains Completed
 - 07-19-2023 Started Nunweg Rd. extension project.
- (9) Valves / Valve Boxes / Repaired / Replaced / Installed
 - 07-10-2023 W. Garro St. & N. Plum St. - Repaired valve J7V003.
 - 07-10-2023 N. Center St. & Novelty St. - Repaired valve J6V002.
 - 07-11-2023 N. Michigan & E. Adams St. - Repaired valve J6V057.
 - 07-11-2023 W. Adams St. & N. Plum St. - Repaired valve J6V050.
 - 07-13-2023 Rex St. & N. Liberty St. - Repaired valve K6V023.
 - 07-17-2023 708 N. Plum St.- Replaced curb stop box for new sidewalk.
 - 07-18-2023 Ewing St. & Miner St.- Replaced 4" main valve (K7V025).
 - 07-19-2023 N. 5th St. & W. Madison St. - Repaired valve J6V021
 - 07-20-2023 1100 Pido St. - Installed an 8" Inserta Valve™.
- (0) Hydrants Repaired / Replaced / Installed / Serviced / Painted
- (0) Valve Exercised
- (2) Main Breaks and Leaks Repaired
 - 07-06-2023 1010 W. Adams St. - Leak on service line (Replaced line and curb stop).
 - 07-18-2023 1016 Elm St. - Leak on service line (Clamped).
- (0) Service Lines / New/ Repaired

MISCELLANEOUS

- GPS data collection.
- Lead service line inspections.