

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, November 13, 2023

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session at 6:00 p.m. on November 13, 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 Don Ecker Jr., Jeff Houin and Shiloh Milner who were physically present. Board Member Duane Culp was absent. Clerk-Treasurer Gorski and City Attorney Surtisi were present. The public was able to see and hear the meeting through Microsoft Teams.

Board Members Ecker and Houin moved and seconded to approve the minutes of the regular session of the Board of Public Works and Safety meeting of October 23, 2023. The motion carried.

Utility Superintendent Davidson states he has one item which is an update on the flood control project at Plum and Garro Streets. He adds this is the old Eagles building. He explains the environmental testing is completed for asbestos and they have the okay to proceed with demolition. He states they anticipate start of demolition right after Thanksgiving or the first week of December. He states they hope to have that done in approximately two weeks. He hopes to have conceptual drawings yet this year provided by Troyer Group laying out what we would like to do for your opinions. He explains they do not want to just create a whole in the ground but rather somewhat attractive to the neighborhood. He states hopefully before the first of the year they will have drawings available for you and we can make a decision on what route they want to go. He explains their anticipation is go with a design and then manage the project from within instead of having multiple contracts work on it through phases. He adds this way would save in costs.

Ecker asks if we have the estimates on what it is going to take to bring this to completion. Davidson responds by stating a lot is going to depend upon how they end up designing it. He explains one of the ideas was doing a softer side slope into the pond to where you would not have to have a fence necessarily. He adds he is not exactly a fan of that but we will see what they come up with. He states first and foremost they want safety for the public. He states once they have some conceptual drawings in, they can put together some numbers together as far as anticipated final cost.

Mayor Senter asks if the wall that went up on Lake Avenue was Dennis Cripe that did that or us. Davidson responds by stating it was Cripe. Mayor Senter asks if that will affect anything. Davidson responds by stating it will not.

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Building Commissioner Manuwal states he wanted to let the Board know that he did meet with the contractor on River Gate South. He explains they are out there and they are working on stepping up all the railings. He states he met with the property manager and walked through pointing out some other issues but their concerns are the railings right now and then they will look at the other issues.

Police Chief Bacon states this morning they swore in Jesse Witkowski and he is the 25th Police Officer. He states they will be at full staff for a few months and then he will create a vacancy by retiring. He states to provide an update on where they are at with training and where the officers are that they have two officers at the Law Enforcement Academy currently, Lovely and Mark, who have been there since late August. He states they will graduate mid-December and then they will be back with us working the road. He states they have another officer in the field training program currently, Balsley, and then Wikowski will have to be in the field training program and attend the Academy next year as well. He states there is still some time until they are all certified and fully trained.

Clerk-Treasurer Gorski introduces a request to relocate curbside pickup services to from the parking lot to the north to the south of the library from the Plymouth Public Library. Brandon Richie spoke on behalf of this request.

REQUEST FORM
CITY OF PLYMOUTHDate: 11/1/23

Notice to BOARD OF PUBLIC WORKS AND SAFETY, CITY OF PLYMOUTH, INDIANA
Kindly review of the following request:

The Plymouth Public Library is requesting two designated parking spaces in the city parking lot located just south of library at the corner of Guro & Center streets. These spots will be utilized for the curbside services the library offers. These spots will be utilized during the renovation of the north end of library. The requested spots will be needed starting 11/15/23

Signed [Signature]Phone Number 574-936-2481Print Name Brandon RichieAddress 201 N. Clark St. Plymouth, INIn-Office Only:
Determination of Request

Approved by Board of Public Works - Safety, November 13, 2023

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

Signed [Signature] Clerk-Treasurer
Title

Houin asks which two parking spaces.

Richie responds by stating any two you would like to provide for us. He explains it is usually two up near the front closest to the library there.

Houin states he not sure he has a preference. He states he knows the ones on the east side are two-hour parking and the rest of the spots in that lot are not. He asks it is a question of whether or not they want to tie up the two-hour parking or parking that is often used for overnight parking.

Ecker states he does not have a preference either way. He states he would propose they go with the overnight.

Houin asks if those are the two in the northwest corner. Ecker agrees.

Board Members Ecker and Houin moved and seconded to approve the request to provide the two parking spots in the northwest corner. The motion was later amended after discussion.

Richie states any two parking spots are fine as well as they are close enough. He explains their staff will be walking across the street to deliver so anything up close to the street would be great.

Marquardt asks if they would be better off to provide two spots off of Garro Street. He adds all they need are temporary signs. He explains going into Winter there are no grass areas in that parking lot so they would have to put the temporary sign on a bucket. He states the two spots beside the library would be ideal.

Gorski asks for clarification if he is talking about the north side right along the library side.

Marquardt responds by stating just along the south side of the library in the street.

Richie adds those would be more convenient by far for staff.

Mayor Senter asks if that is open now.

Marquardt responds by stating Garro Street is open but Center Street still has some closure.

Houin asks how many spots are there along the street.

Marquardt responds by stating he believes there are about three.

Houin asks if one of those are handicap.

Marquardt responds by stating the first one is handicap and then the next two can be curbside pickup.

Ecker asks for clarification they are talking about Garro Street on the north side.

Marquardt responds in agreeance and states they already have temporary signs now in the other lot they can move over.

Ecker wishes to amend his motion to reflect that. Houin still seconds.

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Board Members Ecker and Houin moved and seconded to approve the request to provide the two parking spots along the north side of Garro Street directly following the handicap spot near the front entrance. The motion carried.

Clerk-Treasurer Gorski introduces a street closure request from R. Yoder Construction. Erik

Parcell spoke on behalf of this request.

REQUEST FORM
CITY OF PLYMOUTH

Date: 11/7/2023

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

Kindly review of the following request:

R. Yoder Construction is requesting to close the North bound
lane of N. Center St. between W. Washington St and W. Garro St.
The road would need to be closed 11/28-11/29, and the
post office will be able to enter and exit from the
south end of N. Center St. RYC + Ideal Consolidated
will be using a crane to remove existing RTU's and
install new RTU's.

Signed [Signature] Phone Number 574-536-8391

Print Name Erik Parcell Address Parcell@ryoderconstruction.com

In Office Only:
Determination of Request

Approved by Board of Public Works Safety, November 13, 2023

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

Signed [Signature] Title Clerk-Treasurer

Parcell states this will be the final full road closure on November 28th – 29th to set the remaining Roof Top Units (RTU) on the north side. He states they would only like to close down the northbound lane to all traffic through but they would allow the post office to operate out of the southbound for coming and going into their parking lot. He restates this limited access will be just for the Post Office but everyday traffic will be shut off from the 28th to the 29th but the road will be back up and running on the 30th.

Mayor Senter asks if on the 30th it will be open completely both ways.

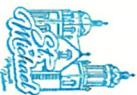
Parcell responds by stating it will be open completely again. He states they worked with the Post Office last time to get them in and out heading north. He states they will be setting a crane out in the middle of the road. He explains last time it was brought up to get a FAA Tall Structures permit so they applied for that but they were told they did not meet the requirements to even need one. He states he still has the email from the last time if anybody needs that.

Board Members Ecker and Milner moved and seconded to approve the request as presented.

The motion carried.

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Clerk-Treasurer Gorski introduces a street closure request from the St. Michael Catholic Church. Jeanine Xaver spoke on behalf of this request.



St. Michael Catholic Church and School
612 N Walnut St.
Plymouth, IN 46563

REQUEST FORM

CITY OF PLYMOUTH

Date: November 7, 2023

Notice to BOARD OF WORKS, CITY OF PLYMOUTH, INDIANA

Kindly take care of the following request:

St. Michael Church will conduct a holy procession walk in honor of the Virgin Mary beginning at the Plymouth Columbus Club building and ending at St. Michael Church. The walk will take place on December 3, 2023, and we ask for the permission to use the following streets from 10:00 a.m. to 11:00 a.m., Berkley Street, Polk Street, East Jefferson Street and North Center Street.

Signed: [Signature] Title: Pastor
Address: 612 N. Walnut St. Plymouth, IN 46563
Phone Number: 574-936-4933

Determination of request:

Approved by Board of Works & Safety, November 13, 2023

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

Signed: [Signature] Title: Clerk-Treasurer

Board Members Houin and Ecker moved and seconded to approve the request as presented.

The motion carried.

Clerk-Treasurer Gorski introduces a street closure request from the Downtown Merchants

Group. Sandra Saenz spoke on behalf of this request.

REQUEST FORM

CITY OF PLYMOUTH

Date: 11/7/23

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

Kindly review of the following request:

The Downtown Merchant Group would like to
request closing of Main Street between Michigan St
and the alley for our 2nd annual Candlelight
Christmas Shopping event to be held Nov 30, Dec 1, 4, & 8
We are currently planning Nov 30th to host our vendors,
as well as a drive thru hot chocolate. Dec 1, 4, & 8
will be serving hot chocolate plus a raffle drawing
awards. Due to vendor setup we are requesting about
between 3pm-7pm on Nov 30th, 9:30pm-11pm on Dec
7, 11, & 21.

Signed: Sandra M Saenz Phone Number: 574-532-3937

Print Name: Sandra Saenz Address: 100 W. Grand St.
Plymouth

In-Office Only:
Determination of Request

Approved by Board of Works & Safety, November 13, 2023

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

Signed: [Signature] Title: Clerk-Treasurer

Saenz apologizes for any confusion by not having this request to the City Office. She states the Downtown Merchants Group would like to hold a candlelight Christmas shopping on the four

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Thursdays leading up to Christmas to help encourage people to visit our downtown so we can show our downtown. She adds we have a wonderfully growing downtown.

Mayor Senter states he loves this group but he doesn't know about the Smore Station as he is not a Smore fan.

Saenz states he said that last year too. She states they are still working out some details with the Fire Department. She states the House of Prayer Church is going to help them with hot chocolate again and Expression Dance Studio has offered to have some dance routines on all four of the Thursday's there in the Garro Street area. She states on November 30th, they plan to open it up to some vendors this year and invite some crafters in the area. She explains she has already provided them with information they will be having a 10x10 space and we will not be able to provide them with heat or power. She states that will be something for them to figure out. She states they felt that on November 30th that it will still be daylight the longest and hopefully the weather will be cooperative with them.

Board Members Ecker and Milner moved and seconded to approve the request as presented.

The motion carried.

Board Members Houin and Milner moved and seconded to allow the payroll for October 31, 2023, along with the claims for November 13, 2023, as entered in Claim Register #2023-21.

The motion carried.

Board Members Ecker and Houin moved and seconded to accept the following


communications:


- November 13, 2023 Docket
- October 24, 2023 Technical Review Committee Minutes
- Plymouth Fire Department Activity – October 2023
- Plymouth Water Department Activity Report – October 2023
- Plymouth Wastewater Department Activity Report – October 2023

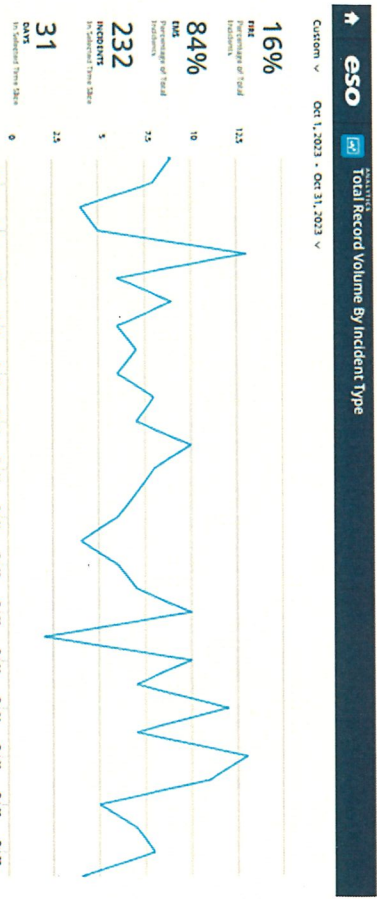
The motion carried.

There being no further business, Board Members Milner and Houin moved and seconded to adjourn, Senter declared the meeting adjourned at 6:15 p.m.

APPROVED:


Lynn M. Gorski
Clerk-Treasurer


Mark Senter
Mayor



Counts	% Rows	% Columns	% All											
Week Ending	10/1/23	10/8/23	10/15/23	10/22/23	10/29/23	11/5/23	11/12/23	11/19/23	11/26/23	12/3/23	12/10/23	12/17/23	12/24/23	Total
(10) Fire, other														1
(12) Fire in mobile structure														1
(13) Fire in mobile structure used as a fixed structure														1
(14) Fire in mobile structure used as a fixed structure														1
(15) Fire in mobile structure used as a fixed structure														1
(16) Fire in mobile structure used as a fixed structure														1
(17) Fire in mobile structure used as a fixed structure														1
(18) Fire in mobile structure used as a fixed structure														1
(19) Fire in mobile structure used as a fixed structure														1
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(22) Fire in mobile structure used as a fixed structure														1
(23) Fire in mobile structure used as a fixed structure														1
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(27) Fire in mobile structure used as a fixed structure														1
(28) Fire in mobile structure used as a fixed structure														1
(29) Fire in mobile structure used as a fixed structure														1
(30) Fire in mobile structure used as a fixed structure														1
(31) Fire in mobile structure used as a fixed structure														1
(32) Fire in mobile structure used as a fixed structure														1
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(34) Fire in mobile structure used as a fixed structure														1
(35) Fire in mobile structure used as a fixed structure														1
(36) Fire in mobile structure used as a fixed structure														1
(37) Fire in mobile structure used as a fixed structure														1
(38) Fire in mobile structure used as a fixed structure														1
(39) Fire in mobile structure used as a fixed structure														1
(40) Fire in mobile structure used as a fixed structure														1
(41) Fire in mobile structure used as a fixed structure														1
(42) Fire in mobile structure used as a fixed structure														1
(43) Fire in mobile structure used as a fixed structure														1
(44) Electrical wiring/equipm. problem														1
(45) Good other														1
(46) Dispatched en route														20
(47) Veracity alarm														1
(48) False alarm														6
(49) Unintentional operation (no fire)														3
Total	9	51	53	45	62	12								232

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

PLANT OPERATIONS

Water Treated - Ledyard Water Treatment Plant	21,726,099 gallons
Water Treated - Pine Water Treatment Plant	20,448,576 gallons
Water Treated - Total	42,174,675 gallons
Water Treated - Daily Average - Ledyard Water Treatment Plant	700,842 gallons
Water Treated - Daily Average - Pine Water Treatment Plant	659,631 gallons
Water Treated - Daily Average - Combined	1,360,473 gallons
Backwashed filters at Ledyard Water Treatment Plant 9 times for a total of 756,000 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 2,004,000 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.
 - Completed all deficient items noted on IDEM's sanitary survey.
 - Peerless Midwest completed inspections on all wells, high service pumps and calibrate all flow meters.
 - Cummins Sales & Service completed the annual service and inspection on the plant generator.
 - Replaced #1/A well motor which failed.
 - Winterizing.
- 16 - Pine Water Treatment Plant Maintenance
 - Completed auxiliary generator test.
 - Completed temperature checks on high service pumps.
 - Cleaned and calibrated chlorine analyzer.
 - Cleaned chlorine injector.
 - Completed all deficient items noted on IDEM's sanitary survey.
 - Peerless Midwest completed inspections on all wells, high service pumps and calibrate all flow meters.
 - Cummins Sales & Service completed the annual service and inspection on the plant generator.
 - Winterizing.

- 10 - Mobile Equipment
 - W-15.

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 62 Distribution system chlorine residual samples, IDEM required
- 4 Fluoride samples, ISDH required
- 308 Process control samples and analysis at the Ledyard Water Treatment Plant include Ferrous Iron, Total Iron, Manganese, and Chlorine
- 272 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
 - 2 Nitrate/Sampling for each Plant (sets)
 - 1 Extra Sampling
 - 0 Hardness/Corrosion
 - 0 Set IDEM required 1 PFAS sampling on all 6 wells

SERVICE

Utility Locates	335
Total Number of Work Orders	387
Service Disconnects	57
Service Disconnects for non-pay	78
Service Reconnects for non-pay	79
Blue Tags "Service Notice" left on door	11
Pink Tags "Insufficient Funds Notice" left on door	3
New Radio Read / Meter Installations	2
Accuracy Checks	154
After Hours Call Outs	1
Meters New/Repaired	2
Consumer Confidence Report Requested Hand Delivery	0

CONSTRUCTION ACTIVITIES

- (2) **Curb Stops Repaired / Replaced / Installed**
 - 10-04-2023 317 Alexander St. -Replaced broken curb stop.
 - 10-11-2023 326 Brook St.- Replaced broken curb stop.
- (1) **Old Curb Stops Located / Capped Off at Valves**
 - 10-04-2023 1100 N. Michigan St. - Retired old service line at corp.
- (0) **New Taps Installed**
- (0) **New Mains Completed**
- (3) **Valves / Valve Boxes / Repaired / Replaced / Installed**
 - 10-11-2023 Louisa St. & S. Michigan St.- Repaired damaged valve box (paving crew).
 - 10-11-2023 E. Harrison St. & Bailey St.- Repaired 2 damaged boxes (paving crew).
- (0) **Hydrants Repaired / Replaced / Installed / Serviced / Painted**
- (0) **Valve Exercised**
- (0) **Main Breaks and Leaks Repaired**
- (3) **Service Lines / New/ Repaired**
 - 10-09-2023 1927 Jim Neu Dr. - Replaced service line, relocated meter pit.
 - 10-11-2023 117 E. Monroe St. - replaced old curb stop & added a meter pit.
 - 10-23-2023 1068 LWE- Replaced lead gooseneck.

MISCELLANEOUS

- GPS data collection.
- Lead service line inspections.
- Winterized all meter pits.
- Serviced all fire hydrants.
- Assisted the wastewater in the replacement of a 6" plug valve on their Centennial Crossing lift station forced main.
- Jon Yenzel completed the American Waterworks Association (AWWA) operator training course and successfully tested on his Distribution System Large (DSL) and received his IDEM certification.
- Drained the north water tower (Prideo Dr.) for cleaning and inspection by Dixon Engineering.
- Two employees attended the Indiana Finance Authority (IFA) in Napppance. Attendance is required to be eligible for any State Revolving Funds (SRF) funding.
- Completed safety training module on "Slips, trips & falls - Inspection" on 10-25-23.

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

PLANT OPERATIONS:

1. Total flow in gallons	46,848,410
2. Average daily flow in gallons	1,476,449
3. Rainfall	5.71"
4. Monthly average in BOD removal	99.4%
5. Monthly average in TSS removal	95.6%
6. Monthly average in Ammonia removal	99.7%
7. Monthly average in Phosphorus removal	77.8%
8. General plant maintenance	
9. Work orders completed:	

379 – Wastewater Treatment Plant

- > Exercised 91 plant valves.
- > Winterizing plant and lift stations.
- > Changed ballast four overhead cobra lights.
- > Installed 4-20 PLC control card in the centrifuge, which we have been waiting on for 18 months (supply chain issues).
- > Replaced insulation in secondary control room breaker box.
- > Repaired leaking 3" non-potable water feed line to the sludge thickener.
- > Installed new tank measuring system on the chemical feed for phosphorus removal system.
- > Replaced 2 of the 3 cards in the incoming power surge suppression system.
- > Cleaned and inspected all 3 final clarifiers.
- > Relocated hydrogen sulfide sensor in basement of pretreatment.

81 – Vehicle/Mobile Equipment

>

51 – Lift Stations

- > Repaired multiple gas leaks on the Pioneer Dr. lift station generator gas feed in conjunction with NIPSCO.
- > Serviced Carriage Green lift station generator.
- > Replaced 6" plug valve on Centennial Crossing lift station forced main.
- > Replaced the block heater on the Carriage Green lift station generator.
- > Replaced level float on Clark & Rose lift station.

4 – Collection System

- > 0 - Eliminated structures
 - a. Replaced structures
- > 1 – Repaired structure
 - a. Illinois St. & Wilson Circle – repaired inlet (L6C017)
- > 0 – Replaced / adjusted castings.
 - a. 0 – GIS data collection points.
- > 1 – New structure
 - a. Elliot St. & Fairbanks Ave. storm sewer project.
- > 1 – Point Repairs
 - a. 1071 Highland Ct. in easement - removed roots and root cutter.
- > 1 – Miscellaneous
 - a. 385' of 12" PVC storm sewer at Fairbanks Ave. & Elliot St.

COLLECTION SYSTEM GENERAL:

- 1. Cleaned 10,673 feet of sewer lines:
 - 200 feet during service calls
 - 10,473 feet during preventive maintenance
- 2. Televised 19,427 feet of sewer lines.
- 3. Mechanically removed roots from 1,048 feet of sewer lines.
- 4. Removed approximately 5.34 tons of silt and debris during cleaning and inspections of sewers lines.
- 5. Used approximately 19,360 gallons of potable water during sewer cleaning.
- 6. Performed routine maintenance on 10 CSO's and 17 pumping station.

MISCELLANEOUS

- > Completed safety training module on "Slips, trips & falls - Inspection" on 10-26-23.
- > Damaged to pretreatment truck due to deer running into the side.
- > Two employees attended Indiana Finance Authority (IFA) mandatory meeting in Nappanee. This is required to be eligible for any State Revolving Funding.
- > Completed 4 inspections on permitted industrial dischargers 1. Culver Tool 2. Zenitis.
- > Two new employees started, Justin Clark and Rodrigo Nuna.