

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on April 27, 2020. The meeting was held in the Council Chambers, on the second floor of the city building, 124 N. Michigan St., Plymouth, Indiana.

Mayor Mark Senter called the meeting to order at 6:00 p.m. Senter presided for Board Members Duane Culp and Bill Walters. City Attorney Sean Surrisi and Clerk-Treasurer Jeanine Xaver were also present. As allowed by Governor Holcomb's Executive Order #20-04 and 20-09, Board Members Jeff Houin and Shiloh Milner attended the meeting electronically.

Members Culp and Walters moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on April 13, 2020. The motion carried.

Utility Superintendent Davidson presented the following monthly reports:

**CITY OF PLYMOUTH WASTEWATER DEPARTMENT
Board of Public Works and Safety
March 2020 Monthly Report**

PLANT OPERATIONS:

- | | |
|---|------------|
| 1. Total flow in gallons | 69,600,290 |
| 2. Average daily flow in gallons | 2,245,171 |
| 3. Rainfall | 2.53" |
| 4. Monthly average in BOD removal | 99.0% |
| 5. Monthly average in TSS removal | 96.2% |
| 6. Monthly average in Ammonia removal | 99.1% |
| 7. General plant maintenance | |
| 8. Work orders completed: | |
| ➤ <u>326 – Wastewater Treatment Plant</u> | |
| ➤ Completed installation of baffles on south final clarifier. | |
| ➤ Prepared ultra violet disinfection system for seasonal start-up. | |
| ➤ Flushed and cleaned methane gas lines on primary digester. | |
| ➤ Repaired 3" PVC non-potable water line that feeds gravity belt thickener. | |
| ➤ Completed repairs to 1-ISCO automatic samplers. | |
| ➤ Repaired valve in thickener building. | |
| ➤ Installed new rubber skimmers on final clarifiers. | |
| ➤ Rotated operations from north final clarifier to the south final clarifier. | |
| ➤ Installed rebuilt motor on raw sewage pump #4. | |
| ➤ Repaired seal water line on #1 return sludge pump. | |
| ➤ Replaced all spray nozzles, cleaned brush, changed hydraulic fluid and filters on the gravity belt thickener. | |
| ➤ Repaired rubber roof on secondary digester. | |
| ➤ Repaint basement of secondary digester. | |
| ➤ Leveled up fuel tanks and install power access point on exterior of building. | |

- 68– Vehicle/Mobile Equipment
 - Repaired brakes on fork lift.
 - Repaired E-25 lawn mower.
- 58 – Lift Stations
 - Installed 3 new floats in Industrial Park lift station.
 - Rebuilding auxiliary generator for placement at the Carriage Green lift station.
 - Installed housing and auxiliary generator at the Ferndale lift station.
 - Updating lift station schematics.
- 6- Collection System
 - 0 - Eliminated structures
 - a.
 - 0 – Replaced structures
 - a.
 - 2 – Replaced / adjusted castings
 - a. J7M312 and L6M301
 - 2 – GIS data collection points
 - a. K7M243 and J7C306
 - 0– New structure
 - a.
 - 1 – Point Repairs
 - a. Repaired sink hole at 5th St. & W. Washington St.
 - 0 – Mainline sewer new construction / replacement.
 - a.
 - 1 – Miscellaneous
 - a. All 16 lift stations had the grease and debris removed with combination sewer cleaner.

COLLECTION SYSTEM:

1. Cleaned 11,846 feet of sewer lines.
 - 0 feet during service calls.
 - 11,846 feet during preventive maintenance.
2. Televised 0 feet of sewer lines.
3. Mechanically removed roots from 406 feet of sewer lines.
4. Removed approximately 5.90 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 23,995 gallons of potable water during sewer cleaning.
6. Performed routine maintenance on 10 CSO's and 16 pumping station.

MISCELLANEOUS

- Design meetings on the Centennial Crossing lift station and force main.
- Requested RFQ's for the Guaranteed Savings Contract for the Water and Wastewater departments.

**CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety
March 2020 Monthly Report**

PLANT OPERATIONS

Water Treated – Ledyard Water Treatment Plant	19,077,318 gallons
Water Treated – Pine Water Treatment Plant	<u>18,351,727 gallons</u>

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Water Treated - Total	37,429,045 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	615,397 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>591,991 gallons</u>
Water Treated – Daily Average – Combined	1,207,388 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

- 6– Ledyard Water Treatment Plant Maintenance
 - Flush chlorine analyzer and clean injectors.
 - Completed repairs to security system at Ledyard Plant.
 - Repaired front gate opener.
 - Repaired air compressor.
 - Inspected north and west water towers.
 - M.E. Simpson completed pitot testing both production flow meters.
- 5 – Pine Water Treatment Plant Maintenance
 - Flush chlorine analyzer and clean injectors.
 - Repaired chlorine room door.
 - Repaired hanging heater in fluoride room.
 - M.E. Simpson completed pitot testing both production flow meters.
- 19 – Mobile Equipment
 - Completed repairs to W-4, W-5, W-9, W-13, W-14, W-23 W-30 and W-33.

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required.
- 62 Distribution system chlorine residual samples, IDEM required.
- 8 Fluoride samples, ISDH required.
- 295 Process control samples and analysis at the Ledyard Water Treatment Plant 1 samples include Ferrous Iron, Total Iron, Manganese, and Chlorine.
- 252 Process control samples and analysis at the Pine Water Treatment Plant samples. Includes Ferrous Iron, Total Iron, Manganese and Chlorine.
- 0 THM's – Sample for 4th quarter.
- 0 HAA5's – Sample for 4th quarter.
- 0 VOC's sets.
- 0 Radionuclide (1) ea. Ledyard Plant and Pine Plant.
- 0 IOC & Sodium.
- 0 Lead & Copper Samples
- 0 Nitrate/Sampling for each Plant (sets)
- 1 Extra Sampling.

SERVICE

Locates	150
Total Number of Work Orders	212
Service Disconnects	16
Service Disconnects for non-pay	32
Service Reconnects for non-pay	47

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Blue Tags "Service Notice" left on door	0
Pink Tags "Insufficient Funds Notice" left on door	1
New Radio Read / Meter Installations	0
Accuracy Checks	100
After Hours Call Outs	0
Meters New/Repaired	2

CONSTRUCTION ACTIVITIES

(2) Curb Stops Repaired / Replaced / Installed

03-02-2020 724 W. Jackson St.- Relocated curb stop to right of way and added meter pit.

03-10-2020 1930 N. Michigan St.-Cut in new 1" curb stop and meter pit (Long John Silvers).

(2) Old Curb Stops Located / Capped Off at Valves

03-10-2020 720 W. Jefferson St.- Retired ¾" curb stop that was old service for Tri-County beverage.

03-24-2020 1431 W. Jefferson St.- Retired service at meter pit (demolition).

(1) New Taps Installed

03-11-2020 720 W. Jefferson St. – Relocated tap to Madison St. (New 1" tap with meter pit).

(0) New Mains Completed

(1) Valves / Valve Boxes / Repaired / Replaced / Installed

03-12-2020 E. Adams St. & Simon St.- Kerf cut valve box J6V062 (Snowplow damage).

(1) Hydrants Repaired / Replaced / Installed / Serviced / Painted

03-24-2020 611 Berkley St.- (High School Administration Building) replaced HYD183 and added auxiliary valve.

(308) Valve Exercised

03-01-2020 Valve exercising - 308- total valves exercised in March.

(0) Main Breaks and Leaks Repaired

(2) Service Lines / New / Repaired

03-17-2020 1371-1393 Holloway Dr.- (Leak) Replaced 2" tee before out 1 ½" valves.

03-17-2020 1401-1423 Holloway Dr.- (Leak) Replaced 2" tee before out 1 ½" valves.

MISCELLANEOUS

- GIS data collection.
- Pot holing for upcoming projects.
- COVID-19 split shifts. Part of crew works from 7:30 AM – 11:30 AM, other part 12:00 PM – 4:00 PM. All areas are disinfected after each shift.
- Assisted the wastewater department repairing a 3" PVC main break on their non-potable water line.
- Performed fire flow testing at Dora Ln. and Richter Dr. for development.

Davidson also updated the board on the Guaranteed Savings Contract for General Water and Wastewater Capital Maintenance Projects. He said the committee reviewed the proposals from Bowen Engineering and Kokosing Industrial and is recommending the board award the project to Kokosing Industrial. Davidson would like to begin finalizing the exact scope of work with

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Kokosing with a not-to-exceed guaranteed price, with the exception of the required work that will be discovered during the project which is outside of the final scope. He requested the board's permission to commence negotiations with Kokosing Industrial.

Members Culp and Walters moved and seconded to allow Superintendent Davidson to commence negotiations with Kokosing Industrial for this project. The motion carried.

Street Superintendent Marquardt provided an update on the Community Crossings project. He said Rieth-Riley and the street department have begun work on Ferndale Street.

City Attorney Surrisi discussed the Wiers International Trucks / Navistar Settlement Agreement for release of the fire department ambulance. He has reviewed it and feels it is appropriate. He recommended the board approve the settlement agreement.

Members Walters and Culp moved and seconded to approve the settlement agreement with Wiers International Trucks / Navistar. The motion carried.

Airport Manager Bill Sheley addressed the board regarding his request at the April 13th meeting to waive three months' rent for AlphaFlight, which totals \$5,830.50. He presented a new proposal, which is to only forgive the office rent, which is \$650.00 per month and totals \$1,950.00 for the three-month term. The remaining rent is for hangar space. Sheley said since the offices are not currently being used, the city has no expense in terms of the office space overhead.

Culp asked if this will hurt the airport's budget. Sheley said it will not. He did receive confirmation that the Plymouth Municipal Airport was awarded a \$30,000 federal grant from the CARES Act to help with shortfalls and expenses for the airport during this slow time. He feels that helps offset the waiving of this office rent.

Board Members Walters and Culp moved and seconded to approve the amended request as presented.

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Houin stated that there should be a discussion regarding how the city will move forward if other entities should begin requesting relief in the aftermath of COVID-19. Sheley said there are two other commercial airport leases, one company leases through AlphaFlight and the other is Gary Cleveland. He discussed this proposal with Mr. Cleveland and he did not have an issue with it. Mr. Cleveland's commercial rent is only \$40 per month.

Houin asked City Attorney Surrisi if there are potentially other situations in other departments where requests for relief could start coming in. Surrisi said the city does not have very many contracts for individual leases outside of the Park Department. He noted that the city has hangar rent lease agreements and the lease for the old firehouse. Clerk-Treasurer Xaver said there is \$4,900 in unpaid utility bills that normally would have been shut off for non-pay on April 15th.

Surrisi said he feels AlphaFlight is a business that has brought enough revenue to the city over the years that they are in a different category than the other lease agreements that have been mentioned.

The motion to approve waiving AlphaFlight's office rent for the next three months carried.

City Engineer Gaul presented a request from Comcast for work in the city's right-of-way at 308 W Monroe Street for a coax line with a \$1,000 financial guarantee (UT-20-019). He also presented a request from Comcast for coax line in the alley behind 423 S Plum Street with a \$5,000 financial guarantee (UT-20-020). Next, he presented a request from Comcast for coax line in the alley behind 122 Franklin Avenue with a \$3,000 financial guarantee (UT-20-021). Lastly, he presented a request from CenturyLink for directional boring at 2701 N Michigan Street with a \$5,000 financial guarantee (UT-20-015).

Members Culp and Milner moved and seconded to approve all four requests as presented, subject to the terms, notes and conditions outlined in the correspondence provided by City Engineer Gaul and the placement of the financial guarantees. The motion carried.

Gaul also presented the list of potential 2020 street projects (PW-20-012):

PW-20-012 2020 STREET & SIDEWALK SUMMER PROJECTS

Board of Public Works & Safety 4-27-2020

Potential 2020 Street Projects

- Berkley St. – Curve (River) to Randolph [*Current PASER Rating, 2*]
 - Continue sidewalk on north side between Memory Ct. and the curve.
 - Install curb on north side.
- W. Garro St. – 3rd to Plum [*Current PASER Rating, 2*]
 - Crosswalks at Garro & Fourth
 - Skip Railroad Parking / Drive area
 - Sidewalks – Front of RR property & Cripe property
- Fairbanks Ave. – Baker to School [*Current PASER Rating, 3*]
 - Crosswalk at Fairbanks & Franklin
 - Crosswalk at Fairbanks & Klinger
 - Widen Intersection Radius Only, Hold on Intersection Design
 - Sidewalks- replace sidewalks from Alley to Klinger
- Columbus Dr. – Jefferson to Baker [*Current PASER Rating, 4*]
 - Problem area near Widner & Co. (950 Columbus Dr.)
 - Crosswalk at Columbus & Berkley
 - Sidewalks-no sidewalk placement/replacement
- Sixth St. – Lake to Laporte [*Current PASER Rating, 2*]
 - Crosswalk at Sixth & Laporte
 - Sidewalks- no sidewalk added due to trees
- Washington St. – Liberty to Simon [*Current PASER Rating, 2*]
 - Sidewalk across Alley, north
 - Crosswalk at Washington & Indiana
 - Sidewalks- No sidewalks
- Adams St. – Third to Plum [*Current PASER Rating, 3*]
 - Sidewalk RR tracks crossing, north & south
 - Sidewalks-Partial sidewalk placement north & south
- Methodist Church Alley [Drainage Issues]
 - Lower Street – invert alley
 - Questionable outcome – no guarantees

Potential City Facilities

- Police / Library Parking
 - Funding

Gaul requested permission to begin the design work on these proposed projects.

Board Members Culp and Walters moved and seconded to approve the projects as presented. The motion carried.

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Lastly, Gaul presented a “no parking” request along Ferndale Street from May 13 to June 28 for the 2019 Street & Sidewalk Fall project. The construction company will work on notifying the neighbors in the area during the progression of the project.

Board Members Walters and Houin moved and seconded to approve the “no parking” request. The motion carried.

City Attorney Surrisi presented Executive Orders 2020-11, 2020-12, and 2020-13; all related to the COVID-19 response.

Board Members Culp and Walters moved and seconded to ratify Executive Orders 2020-11, 2020-12, and 2020-13. The motion carried.

Clerk-Treasurer Xaver discussed her recommendation to establish a hiring freeze and capital spending freeze. She said that she has provided board members with several new resources detailing anticipated economic effects on local governments due to COVID-19 travel restrictions, business closings, and the delays in property tax payments. Ball State University studied the fiscal effects of COVID-19 on Indiana’s Local Tax Revenues and shows that the economy closure could cost local governments more than \$200 million across the State. Fuel purchases and therefore the accompanying tax that funds the street department – both the street improvements and the operations – paying the employees, their insurance and running the department – has dropped an estimated 40%. This does not include the losses due to the drop in price of fuel. We will begin to see those losses in May. And they will continue until two months after travel restrictions are lifted and only if travel and fuel prices return to normal – it may not return to normal with businesses closing and if people can’t afford to travel.

My understanding of property taxes is that, while they are still due on May 11th, non-escrowed property tax payers will not be penalized for paying through early to mid-July. It is estimated that 30-40% of property taxes state-wide are in escrow. I am unsure if the county will

distribute the taxes collected through May 11th at the end of June or if they will wait until the end of August to distribute everything they have collected. If we get our 1st tax draw in June, which should be close to \$3.5 million; if we only get 40% of that, our draw will only be \$1.2 million. Property taxes fund the following departments and is nearly of our income, excluding the water and wastewater departments. Property taxes are the sole source of income for the TIF funds. Riverboat gaming revenue is expected to be down. Xavier reviewed which city departments are funded through these tax-related revenues and noted that the two ways to cut expense: cut personnel or cut capital expenses.

Surrisi said that the outcome of the department head meeting showed that everyone was in agreement that the hiring freeze and capital spending freeze were prudent. Department heads will bring new hires or capital spending requests before the board. Surrisi said that it would be challenging to draft a freeze that excludes all the of current projects in motion, such as the Community Crossings and sidewalk projects.

Walters said he understands Xavier's concerns and stated that he does not want to see a reduction in workforce in any department. He expressed approval of using reserves from the Rainy-Day fund to help cover shortfalls, but only if it is absolutely necessary. Walters said he is hesitant to put an absolute spending freeze in place. He feels it would be premature to implement a spending freeze today and thinks that department heads will be cognizant of only spending what is necessary.

Houin said he feels calling it a freeze may not be the correct term and thinks instituting a policy where the board approves the hiring of employees and capital expenditures is more appropriate.

Houin and Culp moved and seconded to institute a city policy for all departments to present requests to the board regarding the hiring of employees and capital expenditures (purchases over \$5,000) that are not currently in progress.

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There was discussion regarding the process for purchase orders, which are required for purchases over \$299. The Clerk-Treasurer and Mayor both review and must sign off on those purchases before they can be made. Councilman Ecker questioned whether the head count for a department would be modified if someone leaves their position or if the replacement of that employee would just be on hold. Xavier said positions would not be eliminated. Houin said his intention is not to make permanent changes, but to make sure the board is monitoring and aware of spending. The motion carried.

Board Members Culp and Walters moved and seconded to allow the payroll for April 30 and the claims for April 27, 2020, as entered in Claim Register #2020. The motion carried.

Board Members Walters and Milner moved and seconded to accept the following communications that were received in the board's packets:

- March 2020 Water and Wastewater Reports
- March 2020 Fire Reports
- Ball State Study Preliminary Fiscal Effects of COVID-19 on Indiana's Local Tax Revenues
- USA Today: State, City Workers Could Be Next Wave of Layoffs as Tax Revenue Dries Up

There being no further business to discuss, Board Members Walters and Milner moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:50 p.m.

Jeanine M. Xavier, IAMC, CMC
Clerk-Treasurer

APPROVED:

Mark Senter
Mayor