

## REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, MAY 24, 2021

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on May 24, 2021. 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, Shiloh Milner, Jeff Houin and Bill Walters. City Attorney Sean Surrisi and Clerk-Treasurer Xaver were also present.

Board Members Culp and Walters moved and seconded to approve the minutes of the Regular Session meeting of May 10, 2021. The motion carried.

Utility Superintendent Davidson announced that water main flushing will be starting on June 1<sup>st</sup> at about 7 a.m. it will begin at the Ledyard plant and will take about one month to complete. If anyone has issues with discolored water, Davidson advised they should run their cold water only in the bathtub for a little while. If the coloring of the water persists, the water department should be called to come and inspect for issues.

Street Superintendent Marquardt stated that the city had been contacted by NIPSCO about the street light replacement program. A few years back they placed LED lightbulb samples around town, and have now decided on what type of bulb they would like to use. The city received notice that work on this project will be starting on June 1<sup>st</sup>.

Street Superintendent Marquardt addressed the following sidewalk request:

5/11/21- I would like to know if my sidewalk qualifies for replacement at 221 Elliott Street. It was in this condition when we moved here in 2012. I'm sure there are some that are worse condition in town, so I don't mind being put on a waiting list. Thank you for considering. S/ Fred Collins, (574)-540-2520

Marquardt stated that he recently went out and looked at this sidewalk and found that it falls about mid-way through the ADA plan. The sidewalk was old and rough, but still pretty level.

Houin added that he had talked to Collins about this, the surface is level but is extremely rough. Collins told him that each winter he goes through at least one snow shovel a year trying to keep the sidewalk clear. When Houin was asked he explained to Collins that the best thing to do was to speak for Marquardt and to put in a request to the clerk-treasurer's office to come before the board.

Marquardt stated that he will reach out to Collins and explain where he is at on the list.

Mayor Senter asked Superintendent Marquardt to look into the sidewalk at 300 Charles

Street.

Cemetery Superintendent thanked Utility Superintendent Davidson for quickly fixing the water leaks at their building earlier in the day.

## REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, MAY 24, 2021

City Engineer Gaul reviewed UT 21-008 Choicelight-Pretzels Incorporated. Gaul stated that the city was requesting a financial guarantee of \$4,000 to be placed before work was started.

City Engineer Gaul reviewed UT 21-009 Choicelight-Washington Discovery Academy.

Gaul stated that the city was requesting a financial guarantee of \$5,000 to be placed before work was started for this project. He added that work done from the traffic island on Oak and State Road 17 would be within the state right-of-way most of the way.

City Engineer Gaul reviewed UT-21-010 Choicelight- Webster Elementary. Gaul stated that work will be done from the southwest corner of Michigan Street and Oakhill. Work will end up being done in areas will a lot of traffic signals. In turn, the city was requesting a financial guarantee of \$6,000 for this project.

Gaul addressed an addition to the work in the right-of-way agreements, which were shared with the Board of Works members through their packets sent prior to the meeting.

Board Members Walters and Houin moved and seconded to approve the work in the right of way for UT-21-008, UT-21-009, and UT-21-010, subject to the terms, notes, and conditions outlined in the correspondence provided by City Engineer Gaul and the placement of the financial guarantee. The motion carried.

Gaul stated that a contractor had previously gotten onto private property as to which they had several discussions with the contractor about that. Marquardt stated that earlier that afternoon they were working on moving the work to the corrected area. Neither the contractor nor the location were identified at the meeting.

City Engineer Gaul reviewed SW-21-015 Dollar General – Jefferson and Kingston, Detention Pond Fencing Determination. Gaul stated that currently this project is in the preliminary stages of review and they noticed in the drainage plan that the detention pond where this would drain to was going to have an 8-foot bank. He asked the board if they believe that a fence around the detention pond would be warranted in this area due to the proximity to the subdivision and the height of the steep bank. Gaul referred to Storm Drainage and Sediment Control Ordinance #97-1690.

Houin asked if the fence would be all the way around the pond, or just on the side with the steep bank. Gaul stated that he believed that they should look at one being all the way around the pond.

Mayor Senter asked what Gaul would suggest in this case. Gaul stated that he would like to see a fence all the way around the detention pond with a gate for access. This would be due to the proximity to the subdivision.

Board Members Houin and Milner moved and seconded to adopt City Engineer Gaul's recommendation and require the developer to install a fence to be erected all the way around the detention pond. The motion carried.

Clerk-Treasurer Xaver presented the following request to the Board of Works:

5/8/21 - Close Michigan Street from LaPorte to Adams Streets for the Downtown Tractor Show. INDOT permit has been approved. The Downtown Tractor Show will be held July 24<sup>th</sup> from 8:00 am to 3:00 pm. The street will be closed from 6:00 am to 4:00 pm. Parking will be restricted on Garro Street and Washington Street for food trucks and other vendors. No parking signs will be posted 24 hours prior to the event. S/ Laura Mann, Promotion of the City Coordinator, 124 N. Michigan St., Plymouth (574)-933-4106

Laura Mann was present to discuss her request. She stated that this was the 5<sup>th</sup> year for this event.

Culp asked that if in the past they had made contact with the stores where this event would be located outside of. Mann stated that they were all aware and that they love it.

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

The motion carried.

Clerk-Treasurer Xaver presented the following request to the Board of Works:

5/12/21 - On Monday, May 31, 2021 close Center Street from Madison to Jefferson Street and Jefferson Street from Center to Walnut Street from 9:55 until approximately 10:15 am for the annual Memorial Day Ceremony on the Courthouse lawn in ensure the safety of the participants and the attendees.

Close Michigan Street between Laporte Street and East Lake Avenue from 10:10 am until approximately 10:40 am. Participants will be dropping a wreath into the Yellow River from the bridge. S/ Laura Mann, Promotion of the City Coordinator, 124 N. Michigan St., Plymouth (574)-936-6717

Laura Mann was present to discuss her request. She stated that this is the same event that has occurred previously. The city just recently got involved with this event and they were hoping to help them with this event. The noise tends to be the biggest issue around the courthouse which is why she had reached out about closing the streets in this area. She had already talked to the Fire Chief, Police Chief and Street Superintendent about closing off the bridge for a short amount of time. This would be to protect the participants.

Board Members Houin and Walters moved and seconded to approve the request as presented. The motion carried.

Clerk-Treasurer Xaver Presented the following request to the Board of Works:

5/13/21 - Sidewalk music series, 10am – noon on the following dates: May 22<sup>nd</sup>, June 5<sup>th</sup>, July 3<sup>rd</sup>, Aug 7<sup>th</sup>, and Oct 9<sup>th</sup>. Saturday mornings to concur with the farmer's market. Artist will be solos,

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, MAY 24, 2021

duos, or trios, and will be minimally amplified. S/ Matt Scutchfield, Wild Rose Moon, 115 N. Michigan St., (574)-276-1185

Houin asked if the sidewalk music series had occurred on May 22<sup>nd</sup> since this was prior to the meeting.

Milner stated that a similar event had occurred previously, and that people seemed to have enjoyed the event.

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

The motion carried.

Board Members Culp and Milner moved and seconded to allow for the payroll for May 28, 2021 and the claims for May 24, 2021, as entered in claim register #2021. The motion carried.

Board Members Culp and Walters moved and seconded to accept the following

communications:

- 05.24.21 Check Register
- 2021-05-11 TRC Meeting Notes
- 2021-04-27 TRC Meeting Notes Rev-2
- 418 Charles St. Complaint (forwarded to the proper committee to act)
- April 2021 Water Utility Report
- April 2021 Wastewater Utility Report

**CITY OF PLYMOUTH WATER DEPARTMENT**  
**Board of Public Works and Safety**  
**April 2021 Monthly Report**

**PLANT OPERATIONS**

|   |                           |
|---|---------------------------|
| Water Treated – Ledyard Water Treatment Plant   | 22,611,259 gallons        |
| Water Treated – Pine Water Treatment Plant  | <u>12,837,783 gallons</u> |
| Water Treated - Total   | 36,449,042 gallons        |
| Water Treated – Daily Average – Ledyard Water Treatment Plant                                 | 753,709 gallons           |
| Water Treated – Daily Average – Pine Water Treatment Plant                                    | <u>427,926 gallons</u>    |
| Water Treated – Daily Average – Combined  | 1,181,635 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**

- **10- Ledyard Water Treatment Plant Maintenance**
  - Completed auxiliary generator test.
  - Completed temperature checks on high service pumps.
  - Cleaned and inspected chlorine injectors.
  - Repaired plumbing on the chlorination system.
  - Inspected both water towers.
  - Fire extinguisher inspection 4/22/21.
  - Repaired various security lighting and the security system.
- **5- Pine Water Treatment Plant Maintenance**
  - Completed auxiliary generator test.
  - Completed temperature checks on high service pumps.
  - Fire extinguisher inspection 4/22/21.
  - Completed the replacement of solenoid on pressure filter that failed.
  - Cleaned and inspected chlorine injectors.
  - Inspect wells #4D, #5E and #6F.
- **21- Mobile Equipment**
  - Completed repairs to W-1, W-2, W-3, W-4, W-5, W-6, W-7, W-9, W-10, W-11, W-13, W-14, W-16, W-17, W-18, W-22, W-23, W-28 and W-29.

**WATER SAMPLING**

- 10 Distribution system bacteria samples, IDEM required.
- 60 Distribution system chlorine residual samples, IDEM required.
- 10 Fluoride samples, ISDH required.
- 313 Process control samples and analysis at the Ledyard Water Treatment Plant 12 samples include Ferrous Iron, Total Iron, Manganese, and Chlorine.
- 336 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 & Metals
  - 0 Lead & Copper Samples.
  - 0 Nitrate/Sampling for each Plant (sets)
  - 0 Extra Sampling
  - 0 Hardness/Corrosion

**SERVICE**

|  |     |
|--|-----|
| Locate   | 180 |
| Total Number of Work Orders                        | 231 |
| Service Disconnects                                | 10  |
| Service Disconnects for non-pay                    | 50  |
| Service Reconnects for non-pay                     | 70  |
| Blue Tags "Service Notice" left on door            | 1   |
| Pink Tags "Insufficient Funds Notice" left on door | 6   |
| New Radio Read / Meter Installations               | 0   |
| Accuracy Checks                                    | 92  |
| After Hours Call Outs                              | 0   |
| Meters New/Repaired                                | 1   |

**CONSTRUCTION ACTIVITIES**

- (0) **Curb Stops Repaired / Replaced / Installed**
- (2) **Old Curb Stops Located / Capped Off at Valves**
  - 04-08-2021 Alexander St. & Bayless St.- Retired 1 ½" from Bayless St.
  - 04-08-2021 800 block of Dickman St.- Retired 1" Galvanized main.
- (3) **New Taps Installed**
  - 04-05-2021 Ewing St. & Bayless St.- New 2" tap for new main project.
  - 04-08-2021 Alexander St. & Bayless St.- New 2" tap for new main project.
  - 04-19-2021 W. Jackson St. & Beerenbrook St. - New 6" tap for new main project.
- (3) **New Mains Completed**
  - 04-01-2021 800 block of Bayless St.- Directional drilled approximately 350' of 2" poly line to replace 1 ½" galvanized line.
  - 04-21-2021 1100 block of W. Jackson St.- Installed 185' of 6" ductile iron main.
  - 04-22-2021 1547 Pilgrim Ln.- New 6" tap with approximately 250' of 6" main & 250' of 2" poly service line.

- (2) **Valves / Valve Boxes / Repaired / Replaced / Installed**
  - 04-20-2021 2154 Mandley Dr. - New box.
  - 04-20-2021 341 Crumson Ln. - New box.
- (1) **Hydrants Repaired / Replaced / Installed / Serviced / Painted**
  - 04-21-2021 1100 block of W. Jackson St. - Installed new fire hydrant (Main project).
- (0) **Valve Exercised**
- (5) **Main Breaks and Leaks Repaired**
  - 04-01-2021 818 Bayless St. - Leak hit by boring machine.
  - 04-12-2021 2001 Felix Pl. - Customer service line leak.
  - 04-12-2021 600 Blk. of S. Plum St. - Repaired leak on 1/2" service line.
  - 04-19-2021 803 Beerenbrook St. - Repaired leak on service line.
  - 04-30-2021 718 W. Lake Ave. - Customer service line leak.
- (8) **Service Lines / New / Repaired**
  - 04-06-2021 818 Bayless St. - Connected to new main.
  - 04-07-2021 312 Alexander St. - Connected to new main.
  - 04-08-2021 812 Bayless - Connected to new main.
  - 04-09-2021 805 Dickman St. - Connected to new main.
  - 04-20-2021 1255 Ed Cook Blvd. - New house (Installed new service with meter pit).
  - 04-22-2021 1547 Pilgrim Ln. - New 6" tap with approximately 250' of 2" poly domestic service line.
  - 04-23-2021 1109 W. Harrison St. - Repaired leak on service line. (Hit by contractor).
  - 04-27-2021 216 N. Plum St. - Repaired leak on 1/2" lead service line.

**MISCELLANEOUS**

- GIS data collection.
- Sexual Harassment Training / Human Resource Director 4/9/21.
- Submitted the EPA and IDEM Risk Assessment Summary Report on 4/15/21.
- Continuing meter accuracy verifications and large meter testing.
- Continuing the testing and certifying the city properties backflow preventors.
- Completed restoration of previous dig sites.
- Attended IWEA webinar on lead & copper rules update 4/8/21.

**CITY OF PLYMOUTH WASTEWATER DEPARTMENT**  
**Board of Public Works and Safety**  
**April 2021 Monthly Report**

**PLANT OPERATIONS:**

- 1. Total flow in gallons 51,805,090
- 2. Average daily flow in gallons 1,726,836
- 3. Rainfall 3.15"
- 4. Monthly average in BOD removal 99.1%
- 5. Monthly average in TSS removal 96.6%
- 6. Monthly average in Ammonia removal 99.4%
- 7. General plant maintenance
- 8. Work orders completed:

**233 - Wastewater Treatment Plant**

- Continuing working on dewatering the south slurry store.
- Valve exercising.
- Cleaned and inspected centrifuge.
- Completed a load test on the plant's auxiliary generator.
- Equipment representatives trouble shooting the facility's grit removal / hydro gritter system to improve performance.
- Kokosing Industrial coordinated equipment start-up on the gas mixing project on 4/6 and 4/7.
- Experimenting with nutrient additives (urea) to improve settling of the bacteria at the plant.
- Completed painting the control room of the primary digester.
- Roof replacement completed on the control buildings of the primary and secondary digester.
- Serviced all facility water heaters.
- Purchased new de-humidifier for the primary control building.

67 – Vehicle/Mobile Equipment

- T-1, T-6, T-16 and T-23.

37 – Lift Stations

- Inspect cathodic protection at the Goshen Rd. lift station.
- Replaced impellers on the Briarwood lift station.
- Installed new ABS non-clog pumps in the jail lift station.
- Adjusted impeller clearance on 7 lift stations pumps.
- Load tested portable generator.

0 – Collection System

- 0 - Eliminated structures
  - a. ➤ 0 – Replaced structures
- 0 – Replaced / adjusted castings
  - a. ➤ 0 – GIS data collection points
- 0 – New structure
  - a. ➤ 0 – Point Repairs
- 0 – Miscellaneous
  - a. ➤ 0 – Replaced structures

COLLECTION SYSTEM:

1. Cleaned 29,720 feet of sewer lines.
  - 0 feet during service calls.
  - 29,720 feet during preventive maintenance.
2. Televised 78,578 feet of sewer lines.
3. Mechanically removed roots from 2,938 feet of sewer lines.
4. Removed approximately 14,86 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 45,920 gallons of potable water during sewer cleaning.
6. Performed routine maintenance on 10 CSO's and 17 pumping station.

MISCELLANEOUS

- Sexual Harassment Training / Human Resource Director 4/9/21.
- Terry Weaver successfully completed testing on his IDEM Class 2 Municipal Wastewater certification license.

There being no further business, Board Members Milner and Walters moved and seconded to adjourn. The motion carried and Mayor Senter declared the meeting adjourned at 6:19 p.m.

Jeanine M. Xaver  
Jeanine M. Xaver, IAMC, CMC, CPFIM  
Clerk-Treasurer

APPROVED:

Mark Senter  
Mark Senter  
Mayor

The following requests have been submitted to the proper committee to act:

5/6/21 - I have three trees in the front of my house. The one on the South side is dead, and the one on the North side is almost dead. S/Kathleen Olivarez, 214 North Plum Street (574)-933-1989

## REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, MAY 24, 2021

4/23/21 – I live on the southwest corner of Charles and Miner Streets. I've brought this to your attention before, and have been content to let the system play out, but now I need to provide a little more information in the form of some pictures. The maple trees in the tree yard are starting to shed logs. They have been shedding small branches and bark for a long time, but I believe what we have now is a liability. This is not the result of any wind storm, as the logs fall in all types of weather. What you are seeing are the pictures from two different dates. Your very efficient crew picked up the April 11 detritus before the April 17 picture was taken. My neighbor reports that he sustained damage to his work truck due to a large branch falling on its roof. Next time it could be a neighborhood child. S/Sue and Jim Irwin, 126 Charles St.