

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on February 11, 2013, at 6:00 p.m. in the Council Chambers of the City Building, 124 N. Michigan St., Plymouth, IN.

Mayor Senter presided for Board Members Culp, Ecker, Grobe and Smith. City Engineer Gaul, City Attorney Surrisi and Clerk-Treasurer Hutchings were also present.

Board Members Ecker and Culp moved and seconded to approve the minutes of the last regular session and the executive session of the Board of Public Works and Safety on January 28, 2013, as presented since they have been reviewed and found to be correct. The motion carried.

Superintendent Davidson presented his monthly reports to the board:

CITY OF PLYMOUTH WASTEWATER DEPARTMENT
Board of Public Works and Safety
JANUARY 2013 Monthly Report

PLANT OPERATIONS:

- | | |
|---------------------------------------|------------|
| 1. Total flow in gallons | 59,869,748 |
| 2. Average daily flow in gallons | 1,931,282 |
| 3. Rainfall | 4.97" |
| 4. Monthly average in BOD removal | 99.1% |
| 5. Monthly average in TSS removal | 94.9% |
| 6. Monthly average in Ammonia removal | 99.3% |
7. General plant maintenance
 8. Michiana Contractors is continuing the installation of equipment for the CSO – Influent Headwork's Control Project
 9. Continuing to assist multiple city departments in the installation and programming of the city's new time recording system.
 10. Provided a plant tour for the Marshall County Leadership Group on 1-9-13
 11. Completed budget reviews
 12. Work orders completed:
 - 242 – Wastewater Treatment Plant
 1. Completed replacement of interior lighting
 2. Connected servers in the administration office to auxiliary power system
 3. Removing loft storage area from pole barn
 4. Starting to remove Aquatrol System from primary building area
 - 109 – Vehicle/Mobile equipment
 1. Serviced and rebuild applicators
 2. Rebuilt CCTV generator
 - 27 – Lift Stations
 - 0 – Collection System
 1. 0 - Eliminated structures
 2. 0 – Replaced structures
 3. 0 – Replaced/adjusted castings
 4. 0 – Point repairs
 5. 0 – GIS data collection points

MEETINGS ATTENDED:

- 01-08 Indiana Pipeline Awareness Association – Excavator Damage Prevention Training
01-11 New City web site training meeting
01-14 Board of Public Works and Safety
01-15 TRC Meeting – Pine View Estates (Del Wenzel)
01-15 Redevelopment Commission (RDC)
01-17 Update meeting with Bryan Baker, ComControl on utility communications
01-22 EGA – Jack Leicht on the upgrade/addition of energy efficient equipment to the utilities facilities and possible grant options
01-23 Tour of the Union Station and discussion on the MetroNet
01-28 Board of Public Works and Safety
01-29 Update meeting with Bryan Baker, ComControl on utility communications

COLLECTION SYSTEM:

1. Cleaned 6,731 feet of sewer lines
 - 300 feet during service calls
 - 6,431 feet during preventive maintenance
2. Televised 0 feet of sewer lines
3. Mechanically removed roots from 0 feet of sewer lines
4. Removed approximately 3.4 tons of silt and debris during cleaning and inspections of sewer lines
5. Used approximately 25,950 gallons of potable water during sewer cleaning
6. Performed routine maintenance on 10 CSO's and 15 pumping station

**CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety
JANUARY 2013 Monthly Report**

PLANT OPERATIONS

Water Treated January– Ledyard Water Treatment Plant	30,645,318 gallons
Water Treated January – Pine Water Treatment Plant	<u>13,826,904 gallons</u>
Total	44,472,222 gallons

Water Treated – Daily Average – Ledyard Water Treatment Plant	988,559 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>460,897 gallons</u>
Water Treated – Daily Average - Combined	1,434,588 gallons

- Backwashed filters at Ledyard Water Treatment Plant 9 times for a total of 540,000 gallons
- Backwashed filters at Pine Water Treatment Plant 8 times for a total of 484,000 gallons
- Total backwash usage for the month was 1,024,000 gallons

MAINTENANCE WORK ORDERS COMPLETED

- 29 - Ledyard Water Treatment Plant Maintenance
 - Removed old conduit and electric wire from filter plant
 - Repaired block heater on auxiliary heater
 - Removed obsolete telephone wires from buildings
 - Installed new humidifier and corrected electrical issues on furnace
- 14 – Pine Water Treatment Plant Maintenance
 - Installed in-line filter on plant air compressor
 - Installed new air dryer unit on plant air compressor
 - Disassembled and prepped chemical room for painters
- 13 – Mobile Equipment

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 62 Distribution system chlorine residual
- 8 Fluoride samples, ISDH required
- 274 Process control samples and analysis at the Ledyard Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine
- 160 Process control samples and analysis at the Pine Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine
- 20 Pine Filters – Top 2 / Bottom 2
- 40 Ledyard Filters – Top 4 / Bottom 4
- 0 THM's and HAA5's
- 0 VOC Sets –

SERVICE

Locates	34
Total Number of Work Orders	113
Service Disconnects	21
Service Disconnects for non-pay	30
Service Reconnects for non-pay	26
“Service Notice” left on door (Blue Tags)	2
“Insufficient Funds” notice left on door (Pink Tags)	9
New Radio Read / Meter Installations	2
Accuracy checks	33
After Hours Call Outs	9
Meters repaired	0
Hydrants Serviced	0
Hydrants Sandblasted and Painted	0

CONSTRUCTION ACTIVITIES

- (2) Curb Stops Replaced/Installed**
 - 01-04-13 920 Miner St. – Replaced 1” corporation stop and 1” curb stop
 - 1-10-13 1110 Lake Ave. – Replaced ¾” curb stop and box and rod
- (0) Old Curb Stops Found and Capped Off at Valve**
- (0) New Taps Installed**
- (0) New Mains Installed**
- (0) Valve Repaired or Replaced / Valve Boxes Repaired or Replaced**
- (0) Hydrants Repaired or Replaced**
- (3) Main Breaks Repaired**
 - 01-05-13 301 Lynn St. – 4” Main break
 - 01-23-13 Klinger Ave. and Grand Ave. – 4” C.I. Main break
 - 01-25-13 1009 Elm St. – 4” C.I. Main break

- (1) **Service Lines Repaired, Replaced or Retired**
 01-25-13 500 W. Jefferson St. - Located valve and shut off for contractor to repair leak

MISCELLANEOUS

- Painting and renovating Ledyard Water Treatment Plant equipment garage, utility room and restroom
- 1201 Markley Dr. – Reseated 8” valve and insulated inside fire system
- Identified left turn valves in distribution system
- Received new cabinets and shelving for Ledyard Water Treatment Plant shop
- Created new sampling scheduled

Fire Chief Miller presented his monthly report to the board:

Plymouth Fire Department
 Departmental Activity Report
 Current Period: 01/01/2013 to 01/31/2013, Prior Period: 01/01/2013 to 01/31/2013
 00:00 to 24:00
 All Stations
 All Shifts
 All Units
 Fire Alarm Responses, EMS Alarm Responses, Training Classes

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
EMS Alarm Situations				
No Location Provided	177	875.89	177	875.89
	<u>177</u>	<u>875.89</u>	<u>177</u>	<u>875.89</u>
Fire Alarm Situations				
Chemical release, reaction, or toxic condition	1	0.00	1	0.00
Dispatched and cancelled en route	9	0.00	9	0.00
Electrical wiring/equipment problem	1	0.00	1	0.00
Emergency medical service (EMS) Incident	135	0.00	135	0.00
False alarm and false call, Other	8	0.00	8	0.00
Good intent call, Other	1	0.00	1	0.00
Medical assist	16	0.00	16	0.00
Mobile property (vehicle) fire	1	0.00	1	0.00
Structure Fire	2	0.00	2	0.00
Unintentional system/detector operation (no fire)	1	0.00	1	0.00
Water problem	1	0.00	1	0.00
	<u>176</u>	<u>0.00</u>	<u>176</u>	<u>0.00</u>
Training				
Apparatus / Equipment	4	4.50	4	4.50
Disaster MGMT	5	15.00	5	15.00
EMS Audit & Review	31	42.00	31	42.00
Ice Rescue	4	4.00	4	4.00
Instructor Training	36	144.00	36	144.00
Leadership	3	21.00	3	21.00
Paramedic School	9	36.00	9	36.00
Preplan	29	87.00	29	87.00
Pump Operations	2	3.00	2	3.00
Respiratory System	13	26.00	13	26.00
SCBA Inspection, Care, and Cleaning	2	2.00	2	2.00
Training Lecture	1	6.00	1	6.00
	<u>139</u>	<u>390.50</u>	<u>139</u>	<u>390.50</u>

Plymouth Fire Department
 Incidents by District (Summary)
 Alarm Date Between {01/01/2013} And {01/31/2013}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
004 Culver	1	0.57%	\$0	0.00%
006 Lapaz	3	1.70%	\$0	0.00%
007 Plymouth	110	62.50%	\$0	0.00%
011 Center Twp	17	9.66%	\$500	100.00%
019 West Twp	31	17.61%	\$0	0.00%
12 Argos Paramedic Assiat	1	0.57%	\$0	0.00%
14 Starke Co. Paramedic Assiat	1	0.57%	\$0	0.00%
15 Culver Paramedic Assiat	2	1.14%	\$0	0.00%
16 Lakeville/Lapaz Paramedic Assiat	3	1.70%	\$0	0.00%
18 Walkerton Paramedic Assiat	4	2.27%	\$0	0.00%
19 Other - Paramedic Assiat	2	1.14%	\$0	0.00%
20 Other Locations	1	0.57%	\$0	0.00%
Total Incident Count:	176		\$500	
		Total Est Losses:		

Chief of Police Bacon presented the monthly report for the police department:

TYPE OF CALL	January 2013
Information	698
Security Check	324
Complaint	200
911	168
Traffic Stop	133
Investigation	127
Service	105
Charges Signed	64

Animal	48
Accident P.D.	40
Assist	40
Alarm	39
Restraining Order	31
Suspicious Vehicle	31
\$2 Parking Ticket	29
Civil Matter	29
Disabled Vehicle	21
DARE Detail	20
K9 Use	19
Criminal Arrest	18
Escort	17
Dispatch	17
Warrant Service	16
Suspicious Person	16
Extra Patrol	14
Theft	14
Traffic Arrest	13
Parking Enforcement	11
Vehicle Check	11
Juvenile Complaint	10
Local Ordinance	7
Open Doors / Window	6
Welfare Check	6
Unwanted Guest	5
Battery	4
Training Detail	4
Court Detail	3
Domestic Fight	2
Lockout	2
Trespassing	1
Accident	1
Code Enforcement	1

Chief Bacon asked the board’s permission to solicit quotes for the squad cars that are budgeted in this year’s budget.

Board Members Ecker and Culp moved and seconded to approve the request. The motion carried.

Street Superintendent Marquardt requested permission to begin the bid process for the street sweeper that was appropriated in the 2013 budget.

Board Members Smith and Culp moved and seconded to approve the request. The motion carried.

City Attorney Surrisi presented the following:

LEASE AGREEMENT FOR OLD FIRE STATION

This lease agreement entered into this 11th day of February, 2013, between the City of Plymouth, Indiana, by and through its Board of Public Works & Safety, hereinafter referred to as Lessor, and Veterans Therapeutic Art Center, Inc., hereinafter referred to as Tenant.

The parties agree as follows:

1. Leased Premises: Tenant agrees to lease, and Lessor agrees to lease, the second floor of the Old Fire Station, 220 N. Center Street, Plymouth, Indiana.
2. Term of Lease: This lease shall run from March 1, 2013 to and including February 28, 2014. To continue the lease, the parties shall sign a new lease agreement thereafter on a yearly basis.
3. Rent: The rent for the term of this lease is Three Hundred Dollars (\$300.00) per month, payable without demand or notice on the 1st day of each and every month of the term, beginning on the 1st day of March, 2013, and each subsequent month thereafter at the City Clerk-Treasurer’s Office, 124 N. Michigan Street, Plymouth, IN 46563.
4. Use of Premises: The use of the premises shall be for art studio and art display purposes, and gathering, meeting, and office purposes.
5. Assignment: Tenant may not assign this lease or sublet any part of the premises without the written consent of Lessor.

6. Lessor's Maintenance: The Lessor hereby agrees to keep the entire exterior portion of the premises in good repair and maintenance.
7. Tenant's Maintenance: The Tenant agrees to maintain the interior portion of the premises in good repair at all times. The Tenant acknowledges its intent to make improvements to the interior of the leased premises and, by and through this lease, the Lessor provides its written consent to the Tenant to make alterations, additions or structural improvements to the interior of the leased premises, subject to necessary applicable permitting, if any, as issued by the Plymouth Building Commissioner or other applicable authority. Any such alterations, additions or structural improvements shall remain a part of the premises at the conclusion of the term of this lease and therefore be the property of Lessor.
8. Insurance: The Tenant agrees to carry adequate public liability insurance maintaining sufficient protection against any injuries or damages sustained by individuals for those activities of the Tenant. Lessor shall maintain adequate liability insurance for the real estate and the common areas of the leased premises. However, all personal property placed or moved into the premises by Tenant shall be at the risk of the Tenant, and Lessor shall not be liable for any damages to personal property caused by any source whatsoever, and whether it be from any act of negligence of any co-tenant or other occupants of the premises or of any other person or event whatsoever, including the bursting or leaking of water pipes, et cetera. Also, the Tenant acknowledges that if, at the time of execution of this lease, it has, or at any later time during the term of this lease, it has employees subject to Indiana's Worker's Compensation laws, that all such employees are covered by an adequate worker's compensation insurance policy. The tenant shall provide the City Clerk-Treasurer with all applicable certificates of insurance at the time the lease is signed and, in the event of any changes in said coverages, shall notify the City Clerk-Treasurer immediately.
9. Utilities: Lessor shall pay the utilities for the premises including electric, gas, water and sewer. Tenant shall pay for any telephones, internet, other services and the monthly billings for the same.
10. Termination of Lease: Tenant agrees to deliver to Lessor the premises at the termination of this lease in the same condition as it was originally leased, authorized improvements and ordinary wear and tear excepted.
11. Default: Tenant agrees to vacate the premises upon termination of the lease as stated above. Upon default of any of the agreements in this lease, Tenant agrees to likewise vacate the premises. Time is of the essence of this agreement. If any court action is necessary to enforce any conditions of this lease agreement, Tenant agrees to pay Lessor's reasonable attorney fees and any other costs associated with enforcing the terms and conditions of this lease agreement.

IN WITNESS WHEREOF the parties have hereunto set their hands and seals the date first written above.

Mayor Senter introduced Larry Balmer, CEO of Veterans Therapeutic Art Center, Inc.

Mr. Balmer explained that they are a not-for-profit organization that provides an outreach to area veterans and their families for therapeutic hobbies and endeavors to rebuild their lives after serving in wartime environments. He said that they are willing to provide the labor do some of the maintenance work that needs done in the building. Pending approval, they would move in March first.

Clerk-Treasurer Hutchings said that any expenses they incur for supplies could be applied against their rent. She noted that the building was last modified with grant funds, so they cannot change anything structurally in the building.

Surrisi noted that they would need to be properly permitted through Building Commissioner Hammonds regarding any projects that would require a building permit.

Board Member Smith and Ecker moved and seconded to approve the agreement. The motion carried.

Clerk-Treasurer Hutchings presented the following request:

2/6/13 – Hold "procession" (or cruise) from farmers' market location to LifePlex/Fitness Forum facility between 8 and 9 AM on Sat. 4/13/13. Don't need traffic detained or streets cordoned off. S/ Alan Eisenhour, VP., Marshall County Builders Assn., PO Box 414, Plymouth 574-892-9009

Board Members Ecker and Smith moved and seconded to table the request. The motion carried.

Board Members Smith and Ecker moved and seconded to allow the salaried payroll for January 16-31, 2012 and the claims for February 11, 2013, as entered in Claim Register #2013. The motion

carried.

Board Member Smith referred to an email he received from Brent Martin regarding the condition of the old station house. He asked if there were funds in the budget for repairs to the building.

Clerk-Treasurer Hutchings noted that it was not brought up for the 2013 budget.

Mayor Senter said that he intends to appropriate funds in the 2014 budget for exterior repairs.

There being no further business to discuss, Board Members Grobe and Ecker moved and seconded to adjourn the meeting. Motion carried. The meeting was declared adjourned at 6:11 p.m.

S/Toni L. Hutchings, IAMC/CMC/CPFA
Secretary and Finance Officer

APPROVED:

S/Mark Senter
Mayor