

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on October 13, 2014, 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 Xaver were also present.

Board Members Grobe and Culp moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on September 22, 2014, as presented since they have been reviewed and found to be correct. The motion carried.

Utility Superintendent Davidson presented his monthly reports:

**CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety
SEPTEMBER 2014 Monthly Report**

PLANT OPERATIONS

Water Treated September – Ledyard Water Treatment Plant	32,668,415 gallons
Water Treated September – Pine Water Treatment Plant	<u>17,966,911 gallons</u>
Water Treated - Total	50,635,326 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	1,088,947gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>598,897 gallons</u>
Water Treated – Daily Average - Combined	1,687,844 gallons

- Backwashed filters at Ledyard Water Treatment Plant 11 times for a total of 660,000 gallons
- Backwashed filters at Pine Water Treatment Plant 15 times for a total of 945,000 gallons
- Total backwash usage for the month was 1,605,000 gallons

MAINTENANCE WORK ORDERS COMPLETED

- 21 - Ledyard Water Treatment Plant Maintenance
 - Inspected North and West towers
 - Cleaned cooling coils on AC unit
 - Cleaned supply lines to east and west venturi meters
 - Cleaned influent and effluent injectors
 - Peerless Midwest performed well and high service pump performance testing/preventative maintenance on 9-16
 - Midwestern Engineers started field work on the Ledyard Water Treatment Plant improvements and 12" water main extension on the west side of the city

- 25 – Pine Water Treatment Plant Maintenance
 - Peerless Midwest performed well and high service pump performance testing/preventative maintenance on 9-17
 - L.D. Dosca Construction Co. completed warranty items on 9-5 at the Pine Water Treatment Plant
 - Square D replaced control board on #2 high service pump on 9-11, warranty
 - Lightning caused \$6,077.64 worth of damage on 9-20
 - Flushed coils on AC unit
 - Repaired air release system on well #4D
 - Repaired water leak in permanganate room
 - Replaced discharge valve and tested back flow preventer in permanganate room
 - Repaired leak to permanganate pump
 - Cleaned out influent and effluent injectors
 - Flushed drain line and replaced pipe insulation on dehumidifier
 - Replaced heater hoses on generator
 - Replaced electrolyte solution for chlorine sensor

- 20 – Mobile Equipment

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 8 Fluoride samples, ISDH required
- 305 Process control samples and analysis at the Ledyard Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine
- 357 Process control samples and analysis at the Pine Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese and Chlorine
- 21 Extra samples - distribution, plant and wells

SERVICE

Locates	213
Total Number of Work Orders	124
Service Disconnects	25
Service Disconnects for non-pay	31
Service Reconnects for non-pay	27
Blue Tags "Service Notice" left on door	5
Pink Tags "Insufficient Funds Notice" left on door	6
New Radio Read / Meter Installations	4
Accuracy checks	45
After Hours Call Outs	7
Meters repaired	2
Hydrants Serviced	0
Hydrants Sandblasted and Painted	0

CONSTRUCTION ACTIVITIES

(4) Curb Stops Replaced/Installed

09-02-14	606 W. Lake Ave. (VFW) – Cut in new 1" valve, new box and rod
09-09-14	301/303 W. Jefferson St. - Replaced ¾" curb stop
09-15-14	1207 W. Madison St. – Replaced ¾" curb stop / contractor damage
09-24-14	323 N. 3 rd S. – Replaced ¾" curb stop – Installed new pit

(2) Old Curb Stops Found and Capped Off at Valve

09-15-14	1850 Walter Glaub Dr. – Retired old service at main
09-22-14	1222 N. Center St. – Retired old pit at corporation stop

(1) New Taps Installed

9-26-14	6 th St. City property – Tapped 1" line from 6" main, installed new pit for Wastewater odor control unit
---------	---

(1) New Mains Completed

09-05-14	908 Markley Dr. – Tapped an 8" line on a 10" main – installed 130' of 8" fire system
----------	--

(1) Valve Repaired or Replaced / Valve Boxes Repaired or Replaced

09-26-14	116 W. LaPorte St. – Replaced buffalo box
----------	---

(0) Hydrants Repaired/Replaced/Installed

(0) Main Breaks Repaired

(6) Service Lines Repaired, Replaced or Retired

09-02-14	300 E. Jefferson St. – Replaced ¾" service from main to curb stop due to leak
09-03-14	422 Charles St. – Moled in new ¾" service and installed meter pit outside
09-09-14	520 W. Jefferson St. – Replaced ¾" service line (Pak-A-Sac)
09-17-14	713 N. Michigan St. – Replaced ¾" service from main to curb stop – installed new meter pit from corporation stop to house
09-17-14	920 N. Center St. – New curb stop – land owner replaced ¾" service with ¾" copper
09-22-14	708 Colony Ct. – Repaired leak on ¾" service line

MISCELLANEOUS

- City wide asphaltting of previous construction sites
- City wide restoration of dig areas
- Three employees attended the Northwest District AWWA fall meeting in Valparaiso on 9-19
- Ricardo Luva started as laborer on 9-8-14
- Performed well draw down/recovery on 9-11/9-12 at the Pine Water Treatment Plant
- Kenwood / Lake Ave. – Hydro-excavated for 4" mystery main in alley (Did not locate)
- Started Lincolnway East project – Phase 4 of 5 – Installed 1100' of 8" DI main, 2 hydrants, 5 tie-ins. (Still Active)

**CITY OF PLYMOUTH WASTEWATER DEPARTMENT
Board of Public Works and Safety
September 2014 Monthly Report**

PLANT OPERATIONS:

1. Total flow in gallons	68,711,983
2. Average daily flow in gallons	2,290,399
3. Rainfall	6.48"
4. Monthly average in BOD removal	99.2%
5. Monthly average in TSS removal	96.8%
6. Monthly average in Ammonia removal	98.4%
7. General plant maintenance	
8. Work orders completed:	

- 331 – Wastewater Treatment Plant
 - Clean digester methane transfer piping in secondary digester
 - Continuing the assembling of the odor control unit on S. Sixth St.
 - Installing new control system on the Candy Ln. lift station
 - Replace temperature sensor at the storm water retention basin
 - Repairing the bio-roughing tower automatic sampler
- 66 – Vehicle/Mobile Equipment
- 53 – Lift Stations
- 2 – Collection System
 - 0 - Eliminated structures
 - 1 – Replaced structures
 - 1 – Replaced/adjusted castings
 - 0 – GIS data collection points
 - 0 – Point repair
 - 0 – New structure
 - 0 – Mainline sewer replacement

MEETINGS ATTENDED:

- 09-03 Inspection of Zentis (S.I.U.)
- 09-08 Board of Public Works and Safety
- 09-12 Metronet – Pidco Dr. Water Tower junction
- 09-16 TRC – 1) PIDCO/INDOT development 2) Jernstrom Subdivision 3) The Church of Jesus Christ of Latter Day Saints
- 09-16 Redevelopment Commission
- 09-17 Northern Indiana Operators Association September meeting hosted by the WWTP
- 09-22 Board of Public Works and Safety
- 09-25 Midwestern Engineers, Indianapolis – Review of the WWT Master Plan
- 09-26 Bay Valley – Billing review
- 09-30 IACT, Webinar “Operating and Billing for Municipal Utilities”

COLLECTION SYSTEM:

1. Cleaned 14,491 feet of sewer lines
 - 0 feet during service calls
 - 14,491 feet during preventive maintenance
2. Televised 7,942 feet of sewer lines
3. Mechanically removed roots from 160 feet of sewer lines
4. Removed approximately 7.25 tons of silt and debris during cleaning and inspections of sewers lines
5. Used approximately 60,400 gallons of potable water during sewer cleaning
6. Performed routine maintenance on 10 CSO's and 15 pumping station

Utility Superintendent Davidson updated the board on the Beerenbrook / Jefferson Street Storm Sewer Project. He said a short section of the main line and a few storm inlets remain to be installed. He expects the trench line will be asphalted in about two weeks and the entire street will be milled and overlaid with asphalt towards the end of the month.

Mayor Senter asked about the Holzwart property on the southwest corner of Jefferson and Fifth Streets.

Davidson replied that he checked the line this morning and Haskins Underground was in the process of reconnecting the lateral and it should be backfilled by now.

Building Commissioner Hammonds presented his quarterly report:

Building Commissioners
2014 Third Quarter Report

TYPE OF <u>CONSTRUCTION</u>		<u>ESTIMATED</u>		<u>R/C</u>
		<u>COST</u>	<u>COST</u>	
Accessory	8	\$7,176,692.00	\$6,618.00	C 14
Addition	9			R 42
Deck	7			
Demolition	1			
Fence	3			
Foundation	2			
New construction	1			
Renovation	8			
Roof	1			

Sign	4
Sign temporary	1
Single family dwelling	10
Swimming pool	1
TOTAL	56

Submitted the 13 day of October 2014

2013 Third Quarter Report

75 - permits issued

Fire Chief Miller presented his monthly reports for September:

**Plymouth Fire Department
Departmental Activity Report**

Current Period: 09/01/2014 to 09/30/2014, Prior Period: 01/01/2014 to 09/30/2014
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	193	1,336.23	1,647	9,461.61
	193	1,336.23	1,647	9,461.61
Fire Alarm Situations				
Accident, potential accident	0	0.00	1	0.00
Chemical release, reaction, or toxic	1	0.00	7	0.00
Combustible/flammable spills & leaks	0	0.00	13	0.00
Dispatched and cancelled en route	11	0.00	89	0.00
Electrical wiring/equipment problem	1	0.00	7	0.00
Emergency medical service (EMS) Incident	148	0.00	1,262	0.00
Extrication, rescue	0	0.00	1	0.00
False alarm and false call, Other	3	0.00	33	0.00
Fire, Other	0	0.00	1	0.00
Good intent call, Other	3	0.00	19	0.00
Hazardous condition, Other	0	0.00	1	0.00
HazMat release investigation w/no HazMat	0	0.00	4	0.00
Medical assist	17	0.00	92	0.00
Mobile property (vehicle) fire	2	0.00	10	0.00
Natural vegetation fire	0	0.00	11	0.00
Outside rubbish fire	2	0.00	6	0.00
Overpressure rupture, explosion, overheating,	0	0.00	1	0.00
Person in distress	0	0.00	1	0.00
Public service assistance	0	0.00	6	0.00
Rescue, emergency medical call (EMS),	0	0.00	2	0.00
Service call, Other	0	0.00	4	0.00
Severe Weather & Natural Disaster - Other	0	0.00	1	0.00
Severe Weather & Natural Disaster -	0	0.00	3	0.00
Smoke, odor problem	0	0.00	5	0.00
Special outside fire	0	0.00	6	0.00
Steam, Other gas mistaken for smoke	2	0.00	8	0.00
Structure Fire	2	0.00	25	0.00
System or detector malfunction	1	0.00	9	0.00
Unauthorized burning	0	0.00	1	0.00
Unintentional system/detector operation	1	0.00	16	0.00
Wrong location, no emergency found	0	0.00	3	0.00

* Staff hours for Fire Alarm responses that have an associated EMS alarm record are considered shared hours. Shared hours are posted only with the EMS alarm responses to avoid duplication of staff hours in totals.

**Plymouth Fire Department
Departmental Activity Report**

Current Period: 09/01/2014 to 09/30/2014, Prior Period: 01/01/2014 to 09/30/2014

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
Fire Alarm Situations				
	194	0.00	1,648	0.00
Training				
Administrative Procedures	0	0.00	5	15.25
AEMT Class	0	0.00	75	267.75
Apparatus / Equipment	0	0.00	51	87.00
Cardiac Assessment	0	0.00	12	23.00
CPR	0	0.00	38	112.00
Diabetics	0	0.00	7	7.00
Disaster MGMT	5	40.00	6	44.00
Emergency Medical Services	0	0.00	2	0.00
Emergency Vehicle Operation Course	0	0.00	54	276.75
EMS Audit & Review	7	14.00	48	78.17
FF I-II	0	0.00	2	8.00
Fire Behavior	0	0.00	1	2.00
Fire Control, General	0	0.00	4	34.50
Fire Ground Safety	0	0.00	37	71.50
Fire Investigation	0	0.00	3	18.00
Fire Preplan	0	0.00	55	134.00
Foam Applications	0	0.00	31	57.00
Hazmat Awareness and Operations	0	0.00	21	128.00
Hazmat Laws and Regulations	0	0.00	7	14.00
Helicopter EMS Orientation	0	0.00	10	15.00
Hose Test	0	0.00	71	118.50
Instructor Training	0	0.00	36	61.50
Ladder Skills	24	60.00	24	60.00
Ladders	0	0.00	14	28.00
Leadership	0	0.00	12	96.00
Mega Code	0	0.00	4	6.00
Officers Meeting	0	0.00	7	5.25
Paramedic School	0	0.00	24	100.00
Ped. Adv. Life Support	0	0.00	12	12.00
Pension Board Meeting	0	0.00	8	4.00
Personal Safety	0	0.00	18	36.00
Power Cot Lift	0	0.00	12	18.00
Public Education	16	54.00	38	140.00
* Staff hours for Fire Alarm responses that have an associated EMS alarm record are considered shared hours. Shared hours are posted only with the EMS alarm responses to avoid duplication of staff hours in totals.				

**Plymouth Fire Department
Departmental Activity Report**

Current Period: 09/01/2014 to 09/30/2014, Prior Period: 01/01/2014 to 09/30/2014

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
Training				
Public Information Officer	0	0.00	6	10.02
Respiratory System	0	0.00	5	5.00
Ropes & Knots	0	0.00	34	83.00
Self Rescue	0	0.00	4	6.00
Splinting	0	0.00	4	2.00
Staff Meeting	0	0.00	11	22.00
Training Lecture	0	0.00	5	23.00
Venting the fire	23	57.50	31	113.50
Volunteer Fire Business Mtg.	32	64.00	278	559.00
	107	289.50	1,127	2,901.69

**Plymouth Fire Department
Departmental Activity Report**

Current Period: 09/01/2014 to 09/30/2014, Prior Period: 01/01/2014 to 09/30/2014
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
Training				
Public Information Officer	0	0.00	6	10.02
Respiratory System	0	0.00	5	5.00
Ropes & Knots	0	0.00	34	83.00
Self Rescue	0	0.00	4	6.00
Splinting	0	0.00	4	2.00
Staff Meeting	0	0.00	11	22.00
Training Lecture	0	0.00	5	23.00
Venting the fire	23	57.50	31	113.50
Volunteer Fire Business Mtg.	32	64.00	278	559.00
	107	289.50	1,127	2,901.69

Chief of Police Bacon presented his monthly report to the board:

Plymouth Police Department
Activity Report for Summary 2014

<u>Type</u>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD
Information	797	786	790	753	759	802	900	865	806	7,258
Complaint	162	174	198	189	237	226	290	206	241	1,923
911 Calls	175	165	141	180	171	173	185	177	162	1,529
Residential Security Checks	305	291	326	157	106	45	106	38	82	1,456
Alarms	59	35	50	33	40	45	47	40	45	394
Vehicle Checks	15	23	34	34	47	33	33	28	34	281
Assist Other Agencies	53	51	46	32	20	23	18	29	19	291
Animal Complaints	25	30	33	44	52	53	26	40	33	336
K9 Use	9	16	30	28	27	14	17	27	24	192
Code Enforcement				29	39	35	30	14	8	155
Traffic Stops	123	167	347	202	285	339	329	300	206	2,298
Citations Issued	105	82	213	83	170	209	281	252	149	1,544
Accident Reports	47	38	25	31	40	34	37	49	41	342
Arrests	23	39	38	55	35	48	56	53	44	391
Case Reports	84	115	121	132	104	107	131	149	115	1,058
Signed Charges (Adult)	19	33	38	48	28	37	49	47	35	334
Signed Charges (Juvenile)	4	6	0	7	7	11	7	6	9	57

Chief Bacon referred to the quotes for building improvements at the police department that were opened at the last meeting. They were:

<u>Versatile Painting & Drywall, 8394 W 700 N, Culver, IN</u>	
Exterior work	\$6,598.18
Interior work	\$20,322.29
<u>Houins Painting, Inc., 15101 14th Road, Plymouth, IN</u>	\$6,650.00
<u>Schoberg & Schoberg, Inc., PO Box 185, 509 W. Adams St., Plymouth</u>	\$21,846.00

Chief Bacon said that he spoke with Tom Houin to make sure that he was clear on the scope of the work due to the range in the quote totals. Mr. Houin affirmed that he understood the project and his quote was correct; the quote does not include the addition of the interior wall. Bacon said that he would check further into the addition of the wall and doesn't believe it will cost \$15,000. He recommended that the board award the quote to Houin's Painting, Inc. in the amount of \$6,650.00.

Board Members Grobe and Smith moved and seconded to accept Chief Bacon's recommendation and award the quote to Houins Painting, Inc. in the amount of \$6,650.00.

Board Member Ecker verified that Chief Bacon had included the expected start and finish times in the project.

Chief Bacon confirmed that those items would be in the agreement with the payment information.

The motion to award to quote to Houins Painting, Inc. in the amount of \$6,650.00 carried.

City Engineer Gaul presented a request from Century Link / United Telephone to put fiber down Third Street and State Road 17 and crossing the street at NIPSCO. He said that they have altered their plans so that the fiber will not cross the city's water line in the middle of the street.

Gaul requested that the Board of Works approve the portion of the work in the city right-of-way on Third Street only and with stipulations.

Board Members Ecker and Smith moved and seconded to approve the portion of the work in the city right-of-way on Third Street only and with the stipulations set forth in the letter to the board members dated October 13, 2014 for PW-14-034. The motion carried.

City Attorney Surrisi informed the board that the city has received approval from the EPA to move forward with the US EPA Brownsfield Assessment Grant that was awarded earlier in the year. The City applied for the \$600,000 grant in coalition with Marshall County and the Town of Bourbon for environmental assessment work in the city and throughout the county and Bourbon. He said a notice has been published seeking qualifications of firms to do that work. He said those qualifications will be received at the October 27, 2014 Board of Works meeting. He asked for volunteers to review the proposals so that the selection of a consultant can be made at the November 10th meeting.

Mayor Senter, Don Ecker and Mike Delp volunteered to be reviewers for the submittals.

Clerk-Treasurer Xaver presented the following requests:

10/2/14 – I would like to get permission to hold a fund raiser walk down Michigan Street. All proceeds will benefit the Wounded Warrior Project. Date: Nov. 7, 2014, Rain Day: Nov. 10, 2014, Time: 10-1. S/ Kyle Howard, JAG Specialist (Marshall), 2878 Miller Dr., Plymouth, IN (574)806-3471.

Mr. Howard addressed the board. He said that he works with the youth at Work One and part of their curriculum calls for volunteering. He said each of the participants in the walk will donate \$10.00 towards the Wounded Warrior Project; they will also take donations. He verified that they will not go into businesses for donations.

Board Member Culp asked if he will need help from law enforcement to stop traffic to cross Michigan Street.

Howard said that if he receives approval he will address that issue with the police chief.

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

10/6/14 – Shut down Jefferson Street west of Michigan Street to Walnut Street and Center Street from Madison Street to Adams Street from 10:45 am until the conclusion of the Veteran's Day Ceremony to be held on the Marshall County Courthouse lawn on November 11, 2014. S/ Mark Senter, Mayor, 124 N. Michigan St., Plymouth, IN 46563, 574-936-6717

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

10/1/14 – The Plymouth Chamber of Commerce is requesting North Michigan Street between W. Washington and LaPorte Streets be closed on Saturday, October 25, 2014 from 12:30 p.m. to 3:30 pm. Reason for street closing: Plymouth Chambers annual Downtown Merchants Halloween Trick or Treat and Costume Parade. Thank you for your careful consideration in this request. S/ Connie Holzwart, Executive Director, Plymouth Chamber of Commerce, 120 N. Michigan St., Plymouth, IN 46563, 574-936-2323

Holzwart said that she has already been in contact with the state and will send the application to them to close SR 17 downtown after approval by the city.

Board Members Grobe and Culp moved and seconded to approve the request.

Mike Delp asked if Garro Street would remain open due to the current closure of the Jefferson Street bridge.

Holzwart agreed to leave Garro Street open.

The motion carried to close Michigan Street as discussed.

9/26/14 – The Garden Court Downtown Apartments located at 315 W. Garro St. Plymouth, IN, has a deaf/blind resident and we would like to request a sign put up on West Garro Street to notify drivers. S/ Holly Richwalski, site manager, 315 W. Garro St., Plymouth, IN 46563, 574-936-2348

Cheryl Brown, Resident Service Coordinator for Bradley Company addressed the board. She asked for a sign to slow traffic down. They are trying to help a deaf/blind resident familiarize herself with the area so that she can get out on her own.

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

Board Members Smith and Culp moved and seconded to allow the salaried payroll for September 16-30, 2014 and the claims for October 13, 2014, as entered in Claim Register #2014. The motion carried.

There being no further business to discuss, Board Members Culp and Grobe moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:20 p.m.

S/Jeanine M. Xaver
Clerk-Treasurer

APPROVED:

S/Mark Senter
Mayor

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

10/2/14 – 824 W. Monroe (corner of 5th) – trees have broken limbs caught in trees. Looks dangerous. (Leaving for Florida Nov 7th.) S/ Bonnie McLochlin, 2211 Hillcrest Ave, Apt N, Plymouth, IN 574-941-4468

10/15/14 – Please remove large maple tree in the front east corner of the yard. Remove the stump and replant a tree appropriate for the space. Need to have gas line marked before removing stump. S/ Guilford Snyder, 1026 W. Washington St., Plymouth 574-936-9274