

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, JUNE 10, 2013

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on June 10, 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, Grobe and Smith. City Engineer Gaul, City Attorney Surrisi and Deputy Clerk-Treasurer Xaver were also present. Board Member Ecker and Clerk-Treasurer Hutchings were absent.

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

The following sealed bids were opened after a final call for bids:

E & B Paving, Inc., 310 Blacketor Dr., Rochester, IN 46975	\$163,335.72
Phend & Brown, 367 E 1250 N, PO Box 150, Milford, IN 46542	\$140,960.00
Rieth-Riley, PO Box 1775, 25200 SR #23, South Bend, IN 46614	\$168,750.00
Walsh & Kelly, 24358 SR #23, South Bend, IN 46614	\$192,240.00

Board Members Culp and Smith moved and seconded to take the bids under advisement. The motion carried.

Utility Superintendent Davidson addressed the board regarding the quotes that were opened at the last meeting for the valve exercising trailer for the water department. He explained that the vendor Ditch Witch Midwest and Vermeer of Indiana both failed to meet specifications in part because they provided for a manually operated articulating arm in lieu of an automatic arm.

Davidson said that E. H. Wachs were able to meet 25 out of 26 compliance requirements of the base quote; they were the only quoter to quote alternates 1 and 2. Davidson recommended awarding the quote to E. H. Wachs, since they are the most responsive quoter. He noted that the water department had previously spent \$18,000 per year for a contractor to exercise the 845 valves within the city's distribution system. Davidson feels that the water department can perform better internally with the use of this equipment. It costs approximately \$3,000 to \$5,000 per valve to replace the valves if they are not maintained properly. He noted that a reasonable pay back on the investment would be approximately four years and the life expectancy of the unit is 20 years.

Board Members Culp and Grobe moved and seconded to award the quote to E. H. Wachs in the amount of \$77,290.00. The motion carried.

City Attorney Surrisi referred to an email from Jack Leicht of Edward George & Associates, LLC, the city's energy consultant. Surrisi noted that the quotes were taken under advisement at the last meeting. Mr. Leicht reviewed the quotes with the contractors and recommended that the City accept the Bowman's bid. He noted that the All Season quote had appeared to be the low quote, but did not meet the specifications.

Board Members Smith and Grobe moved and seconded to award the quote to Bowman's Tin Shop in the amount of \$46,142.87. The motion carried.

President Senter addressed Board Member Delp and Street Superintendent Marquardt regarding the new street in front of Alick's Home Medical on Lake Avenue. He questioned the stop sign on the one-way street. It was noted that the sign is probably an INDOT street sign.

Utility Superintendent Davidson presented his monthly report to the members:

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

PLANT OPERATIONS

Water Treated May– Ledyard Water Treatment Plant	33,450,824 gallons
Water Treated May – Pine Water Treatment Plant	<u>17,257,200 gallons</u>
Water Treated Total	50,708,024 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	1,079,059 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>556,684 gallons</u>
Water Treated – Daily Average - Combined	1,635,743 gallons

- Backwashed filters at Ledyard Water Treatment Plant 9 times for a total of 648,000 gallons
- Backwashed filters at Pine Water Treatment Plant 10 times for a total of 630,600 gallons
- Total backwash usage for the month was 1,278,600 gallons

MAINTENANCE WORK ORDERS COMPLETED

- 27 - Ledyard Water Treatment Plant Maintenance
 - Inspected water towers
 - Replaced block heater on plant generator
 - Flushed venturi meter supply lines
 - Secondary containment tank for diesel fuel cleaned out
 - East detention tank drained, cleaned and refilled
 - Preparing electrical and chlorine buildings for painting of the exterior
 - Inspection on plant back-up generator
 - Perimeter fence repaired and new gate installed
 - 5-21 Cummins Crosspoint performed preventative maintenance on auxiliary generator
 - 5-22 Livings Waters Co. performed preventative maintenance on chlorine and chemical feed systems

- 21 – Pine Water Treatment Plant Maintenance
 - Maintenance on filter #1 and #2 sample taps
 - Installed PSI gauge on #4 high service pump
 - Cleaned backwash gauge and supply tube for filters #1 and #2
 - Drilled and tapped sample taps for filters #1 and #2
 - Chlorine injectors and supply lines cleaned and flushed
 - Completed repairs to sewage grinder station
 - Complete plant inspection
 - 5-21 Cummins Crosspoint performed preventative maintenance on auxiliary generator
 - 5-23 Livings Waters Co. performed preventative maintenance on chlorine and chemical feed systems

- 18 – Mobile Equipment

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 62 Distribution system chlorine residual, IDEM required
- 10 Fluoride samples, ISDH required
- 366 Process control samples and analysis at the Ledyard Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine
- 366 Process control samples and analysis at the Pine Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine
- 1 Pine Filters – Top 1 / Bottom 0
- 1 Ledyard Filters – Top 1 / Bottom 0
- 0 THM's
- 0 HAA5's
- 0 VOC Sets –
- SOC compliance sampling done at both plants

SERVICE

Locates	114
Total Number of Work Orders	113
Service Disconnects	23
Service Disconnects for non-pay	39
Service Reconnects for non-pay	37
“Service Notice” left on door (Blue Tags)	2
“Insufficient Funds Notice” left on door (Pink Tags)	9
New Radio Read / Meter Installations	3
Accuracy checks	33
After Hours Call Outs	0
Meters repaired	0
Hydrants Serviced	0
Hydrants Sandblasted and Painted	53

CONSTRUCTION ACTIVITIES

(3) Curb Stops Replaced/Installed

- 05-23-13 621 W. Garro St. – Replaced broken ¾” curbstop, box, rod and valve
- 05-23-13 220 Webster Ave. – Replace broken ¾” curbstop, box, rod and valve
- 05-31-13 223 Franklin St. – Replaced broken ¾” curbstop, box, rod and valve

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

(1) New Taps Installed

- 05-28-13 2490 Hillcrest Ave. – Installed new 1” tap w/meter pit, box, rod and valve

(1) New Mains Completed

- 05-23-13 South Gateway Park – Bored in new 2” service w/meter pit for new park

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

- 05-03-13 2001 W. Lake Ave. – Installed street box over curb box to protect it from new passing blister
- 05-03-13 312 N. Liberty St. – New curb box and rod
- 05-07-13 N. Center St. / W. LaPorte St. – Replaced all inside parts of 6” gate valve with broken stem
- 05-08-13 1225 W. Jefferson St. Replaced 4” gate valve

(43) Hydrants Repaired or Replaced

Sandblasted and painted 43 hydrants in NW section of the city

(1) Main Breaks Repaired

- 05-24-13 2928 Gary Dr. leak from a 12” bell on main – Repaired by using a 12” bell clamp

(3) Service Lines Repaired, Replaced or Retired

- 05-06-13 304 N. Liberty St. – Replaced old ¾” galvanized line and bored in new ¾” copper service, new box, rod and valve
- 05-29-13 1827 ½ N. Michigan St. (King Gyros) Repaired 1” service line leak
- 05-30-13 2600 N. Michigan St. – Broken 1½” curbstop – Replaced and installed meter pit with new box, rod and valve

MISCELLANEOUS

- 05-01-13 Meter readings
- 05-09-13 Installed renovated drinking fountain NW corner of E. LaPorte St. & N. Michigan St.
- 05-15-13 Mark Hancock, IDEM meet with plant personnel on the City’s Backflow/Cross Connection Program obligations
- 05-17-13 Ten department employees attended the Spring NW Indiana Section AWWA Conference held at Christo’s in Plymouth
- 05-22-13 Water Department organizational and scheduling meeting
- 05-30-13 Four department employees attended AWWA sponsored meeting on Backflow/Cross Connection Program” held in Mishawaka, IN

PINE WATER TREATMENT PLANT IMPROVEMENT PROJECT UPDATE

- Well vaults have been installed
- Discharge lines from the wells (8” D.I.), control valves and testing have been completed
- Drains from well vaults have been installed
- Electric to the new wells have been installed
- Variable frequency drives for all three wells have been installed
- Reversed discharge valve on filters #1 and #2 and installed new mag meter
- Installed new soffit material on the building entrance
- Painted aerator piping, well house and conduits
- New roto-meters have been installed on the post-chlorination and pre-chlorination systems

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

PLANT OPERATIONS:

- | | |
|--|------------|
| 1. Total flow in gallons | 68,946,472 |
| 2. Average daily flow in gallons | 2,224,080 |
| 3. Rainfall | 3.04" |
| 4. Monthly average in BOD removal | 99.2% |
| 5. Monthly average in TSS removal | 98.0% |
| 6. Monthly average in Ammonia removal | 98.9% |
| 7. General plant maintenance | |
| 8. Land applied 455,100 gallons of bio-solids (40.77 dry tons) to 37.62 acres of local farm ground | |
| 9. Work orders completed: | |
| • 275 – Wastewater Treatment Plant | |
| ➤ Replaced all exterior overhead lights – Project Common Cents | |
| ➤ Rebuilt the air regulation system in the bio-roughing towers | |
| ➤ Replacing tubes in the methane boiler | |
| ➤ Installed variable speed controls on the return sludge pumps allowing it to adjust according to flow | |
| • 63 – Vehicle/Mobile equipment | |
| ➤ Repaired the frame on tanker truck | |
| • 28 – Lift Stations | |
| ➤ Vacuumed grease and debris from al 15 lift stations | |
| • 0 – Collection System | |
| ➤ 0 - Eliminated structures | |
| ➤ 0 – Replaced structures | |
| ➤ 0 – Replaced/adjusted castings | |
| ➤ 0 – Point repairs | |
| ➤ 0 – GIS data collection points | |
| ➤ 0 – Point repair (alley south of Poplar St.) | |

MEETINGS ATTENDED:

- 05-01 Nappanee, IN WWTP – Operations Control Systems
- 05-01 River Park Square Pre-construction Meeting
- 05-07 TRC – Community Resource Center – Brent Martin
- 05-13 Board of Public Works and Safety
- 05-21 Redevelopment Commission
- 05-28 Board of Public Works and Safety
- 05-29 Baker St. Reconstruction Project – Pre-bid

COLLECTION SYSTEM:

- Cleaned 11,643 feet of sewer lines
 - 400 feet during service calls
 - 11,243 feet during preventive maintenance
- Televised 13,878 feet of sewer lines
- Mechanically removed roots from 0 feet of sewer lines
- Removed approximately 5.82 tons of silt and debris during cleaning and inspections of sewers lines
- Used approximately 61,750 gallons of potable water during sewer cleaning
- Performed routine maintenance on 10 CSO's and 15 pumping station
- Preparing site at Plum St. and Schuyler St. to replace manhole on trunk line
- Combined Sewer Overflow Long Term Control Plan – Post Construction Monitoring Report has been received and accepted on May 7, 2013 with no additional information requested at this time. All overflow events have been determined to be acceptable in accordance with IDEM's review

Fire Chief Miller presented his monthly report to the members:

**Plymouth Fire Department
Departmental Activity Report**

Current Period: 05/01/2013 to 05/31/2013, Prior Period: 01/01/2013 to 05/31/2013

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	187	734.98	855	4,457.91
	187	734.98	855	4,457.91
Fire Alarm Situations				
Chemical release, reaction, or toxic	1	0.00	5	0.00
Combustible/flammable spills & leaks	0	0.00	1	0.00
Dispatched and cancelled en route	12	0.00	48	0.00
Electrical wiring/equipment problem	0	0.00	1	0.00
Emergency medical service (EMS) Incident	148	0.00	662	0.00
Excessive heat, scorch burns with no	0	0.00	1	0.00
False alarm and false call, Other	5	0.00	25	0.00
Fire, Other	0	0.00	1	0.00
Good intent call, Other	0	0.00	1	0.00
Medical assist	8	0.00	47	0.00
Mobile property (vehicle) fire	3	0.00	10	0.00
Natural vegetation fire	2	0.00	10	0.00
Outside rubbish fire	0	0.00	1	0.00
Person in distress	1	0.00	4	0.00
Public service assistance	0	0.00	1	0.00
Service call, Other	0	0.00	1	0.00
Smoke, odor problem	0	0.00	1	0.00
Special outside fire	1	0.00	2	0.00
Special type of incident, other	1	0.00	1	0.00
Steam, Other gas mistaken for smoke	1	0.00	3	0.00
Structure Fire	1	0.00	11	0.00
System or detector malfunction	1	0.00	6	0.00
Unauthorized burning	0	0.00	1	0.00
Unintentional system/detector operation	2	0.00	9	0.00
Water problem	0	0.00	1	0.00
	187	0.00	854	0.00
Training				
Administrative Procedures	0	0.00	2	16.00
Airway Skills	0	0.00	4	28.00
Apparatus / Equipment	0	0.00	4	4.50
Apparatus Drafting	0	0.00	2	2.00
CPR	0	0.00	37	105.00

**Plymouth Fire Department
Departmental Activity Report**

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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				
Disaster MGMT	0	0.00	7	18.00
Electrical Safety	2	14.00	2	14.00
Emergency Medical Services	7	14.00	25	50.00
EMS Audit & Review	30	40.00	122	159.00
EMS Skills	3	4.50	9	9.50
EMT-B	25	92.00	27	100.00
FF I-II	0	0.00	2	6.00
Fire Behavior	0	0.00	1	4.00
Fire Department Organization	10	50.00	10	50.00
Fire Ground Safety	0	0.00	8	64.00
Fire Hose	32	62.00	32	62.00
Fire Streams	0	0.00	1	1.00
HIGHWAY SAFETY	1	4.50	1	4.50
Hose Lays	15	45.00	15	45.00
Hose Loads	4	3.00	4	3.00
Ice Rescue	0	0.00	4	4.00
ICS 800	0	0.00	1	3.00
Incident Command System	0	0.00	1	7.00
Instructor Training	14	7.00	98	340.00
Leadership	5	36.00	8	57.00
Marshall County Fire Association Mtg.	1	3.00	5	9.00
Mock Disaster	0	0.00	2	2.00
Nervous System	6	4,476.00	6	4,476.00
Officers Meeting	5	2.50	5	2.50
OSHA	9	18.00	35	83.00
Paramedic School	6	24.00	35	134.00
Patient Assessment	0	0.00	4	8.00
Pension Board Meeting	0	0.00	7	7.00
Preplan	0	0.00	29	87.00
Pump Operations	2	4.00	4	7.00
Respiratory System	0	0.00	13	26.00
SCBA Donning Methods	2	1.00	6	3.00
SCBA Inspection, Care, and Cleaning	0	0.00	11	11.00
SCBA Testing and Filling Procedures	0	0.00	27	54.00
Staff Meeting	0	0.00	8	10.00
Strategic and Tactical Operations	0	0.00	8	48.00
Training Lecture	0	0.00	22	34.00

**Plymouth Fire Department
Departmental Activity Report**

Current Period: 05/01/2013 to 05/31/2013, Prior Period: 01/01/2013 to 05/31/2013
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
Training				
Ventilation	2	6.00	2	6.00
Volunteer Fire Business Mtg.	25	62.50	118	294.00
	<u>206</u>	<u>4,969.00</u>	<u>774</u>	<u>6,458.00</u>

**Plymouth Fire Department
Incidents by District (Summary)**

Alarm Date Between {05/01/2013} And {05/31/2013}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
001 Argos	1	0.53 %	\$0	0.00 %
006 Lapaz	1	0.53 %	\$0	0.00 %
007 Plymouth	113	60.11 %	\$0	0.00 %
011 Center Twp	21	11.17 %	\$0	0.00 %
019 West Twp	43	22.87 %	\$1,111,200	100.00 %
12 Argos Paramedic Assist	1	0.53 %	\$0	0.00 %
14 Starke Co. Paramedic Assist	1	0.53 %	\$0	0.00 %
15 Culver Paramedic Assist	3	1.60 %	\$0	0.00 %
16 Lakeville/Lapaz Paramedic Assist	2	1.06 %	\$0	0.00 %
18 Walkerton Paramedic Assist	2	1.06 %	\$0	0.00 %
Total Incident Count:	188		Total Est Losses:	\$1,111,200

Miller asked for permission to advertise for a full time firefighter paramedic due to the resignation he received last week.

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

Police Chief Bacon presented his monthly report to the members:

TYPE OF CALL	May 2013
Information	699
Traffic Stop	455
Complaint	244
911	175
Investigation	168
Security Check	153
\$2 Parking Ticket	82
Service	82
Civil Matter	65
Charges Signed	65
Animal	56
Traffic Arrest	52
Assist	45
Criminal Arrest	42
Alarm	38
Vehicle Check	37
Juvenile Complaint	37
Suspicious Vehicle	34
Parking Enforcement	30
K9 Use	29
Suspicious Person	28
Local Ordinance	23
Accident PD	23
Disabled Vehicle	22
Dispatch	20
Restraining Order	17
Welfare Check	16
Escort	15
Extra Patrol	14
Theft	13
Warrant Service	11
Merchant Pro. Plan	7
Court Detail	7
Training Detail	5
Traffic Warning	5
Open Doors/Window	5
Unwanted Guest	3
Lockout	3
Code Enforcement	2
Domestic Fight	1
\$10 Parking Ticket	1
Accident PI	1
Trespassing	1
\$50 Handicap Ticket	1

Mayor Senter presented the following request:

6/10/13 – With the new construction near Water & Laporte Streets BREAD OF LIFE is experiencing parking issues while loading and unloading. We request to use several angled parking spaces on Water St so that we can unload the trucks on Monday afternoons from 12-3. We also request a loading zoning on along Laporte St. on Mondays from 5 to 8 so that clients can pick up their food. S/ Tom Wruble, Volunteer Advisor, 124 E. Laporte St., Plymouth, IN 46563 574-274-2222

Board Members Smith and Culp moved and seconded to approve the request and instructed the street department to place temporary signs at Water and Laporte Streets. The motion carried.

Members Smith and Grobe moved and seconded to allow the salaried payroll for May 16-31, 2013 and the claims for June 10, 2013, as entered in Claim Register #2013. The motion

carried.

There being no further business to discuss, Board Members Culp and Grobe moved and seconded to adjourn the meeting. Motion carried. The meeting was declared adjourned at 6:26 p.m.

S/Jeanine Xaver
Deputy Clerk-Treasurer

APPROVED:

S/Mark Senter, Mayor

The following request has been forwarded to the proper committee to act:

5/28/13 – I, Josefina Baca am requesting that a stairway be built in front of my household located on 924 North Center St. The stairway needs to be built to the side of North Center St. I would really appreciate it if my request is taken care of as the stairs would be helpful for my family and for the community. S/ Josephina Baca, 924 N. Center St, 936-3728, cell 316-2601