

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on February 8, 2016, 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 Delp, Fonseca, Grobe and Houin. City Engineer Gaul, City Attorney Surrisi and Clerk-Treasurer Xaver were also present.

Board Members Delp and Grobe moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on January 25, 2016 as presented since they have been reviewed and found to be correct. The motion carried.

Assistant Cemetery Superintendent Mike Collins reviewed the following information with the Board:

I have attached the summary of quotes received on January 25, 2016 for 1- New Compact Excavator, 11,000 lb. Unit. Bobcat of Warsaw was the clear lowest quote meeting in general terms the intent of the specification with all submitted quotes.

The requested quotes included the Base Quote, Alternate No. 1 (Ripper Attachment) and Alternate No. 2 (Hydraulic Breaker). I have also attached the bidders list.

Bobcat of Warsaw quoted two option packages with the only difference being the A91 package having the hydraulic X-Change (which allows for the change of attachments hydraulically in lieu of pounding out pins for removal).

The hydraulic exchange type system was not listed in the original bid specs due to concerns of exceeding budget estimates.

I would recommend the award to Bobcat of Warsaw in the amount of \$62,955.64 for their quote for a Bobcat E50 Compact Excavator with the A91 option package.

I would also recommend adding a Hydraulic Coupler Block and a Single Lift Point which, if we order it with the unit, would lower the cost of those two pieces. With the additions of the features listed the total sum of the recommended award is still less than the next lowest quote from a difference bidder – Bobcat of Warsaw – Bobcat \$62,858.92 compared to GreenMark Equipment – John Deere \$67,993.80.

I have discussed the recommendation with the City Attorney and Clerk-Treasurer and both are comfortable with the equipment through this quote since the total is still less than the nearest competitor.

Board Members Fonseca and Delp moved and seconded to accept Collins' recommendation and move forward with the purchase. The motion carried.

Utility Superintendent Davidson provided an update on the Selection Committee for the Wastewater Guaranteed Savings Project. Of the four companies that applied, the Select Committee has chosen Kokosing Construction. Davidson asked for the Board's approval to authorize Midwestern Engineering to enter into negotiations with Kokosing and set the contract price. If no agreement can be reached, they will move on to the next highest ranking contractor.

Board Members Delp and Houin moved and seconded to authorize Midwestern Engineering to move forward with contract negotiations with Kokosing Construction. The motion carried.

Davidson also submitted the Water and Wastewater January 2016 monthly reports:

**CITY OF PLYMOUTH WASTEWATER DEPARTMENT  
Board of Public Works and Safety  
January 2016 Monthly Report**

**PLANT OPERATIONS:**

1. Total flow in gallons	74,879,880
2. Average daily flow in gallons	2,415,480
3. Rainfall	1.24"
4. Monthly average in BOD removal	98.6%
5. Monthly average in TSS removal	94.8%
6. Monthly average in Ammonia removal	98.8%

- 7. General plant maintenance
- 8. Work orders completed:
  - 277 – Wastewater Treatment Plant
    - Review/adjust electrical drawings for plant improvements project
    - Rebuild primary sludge pumps
    - Paint basement of the secondary digester building
    - Install SCATA controls on air blowers
  - 83 – Vehicle/Mobile Equipment
    - Replace kingpins on T-24 fire tanker
  - 28 – Lift Stations
  - 1 - Collection System
    - 0 - Eliminated structures
      - a.
    - 0 – Replaced structures
      - a.
    - 0 – Replaced/adjusted castings
    - 0 – GIS data collection points
    - 1 – Point repair
      - a. 700 Blk. Lake Ave.
    - 0 – New structure
      - a.
    - 0 – Mainline sewer replacement
      - a.
    - 0 – Miscellaneous
      - a.

**MEETINGS ATTENDED:**

- 01-05 Midwestern Engineers – WWTP Improvements Project
- 01-05 IUPPS Safety Training
- 01-08 Warsaw WWTP – Demo on bar screen and blower
- 01-08 WWTP – Staff Meeting
- 01-11 Board of Public Works and Safety
- 01-13 Northern Indiana Operators Association – Auburn, IN land application and SCATA
- 01-19 TRC / Love’s Travel Stop / MCEDC – Northwest Area Planning
- 01-20 IDEM – NetDMR Electronic reporting training
- 01-21 811 Training / Electronic submitting location requests
- 01-22 Employee Health Screening
- 01-25 Board of Public Works and Safety
- 01-26 Redevelopment Commission Meeting
- 01-27 City Safety Meeting
- 01-28 Guaranteed Savings Contract – Committee meeting

**COLLECTION SYSTEM:**

- 1. Cleaned 791 feet of sewer lines
  - 529 feet during service calls
  - 262 feet during preventive maintenance
- 2. Televised 0 feet of sewer lines
- 3. Mechanically removed roots from 0 feet of sewer lines
- 4. Removed approximately 0 tons of silt and debris during cleaning and inspections of sewers lines
- 5. Used approximately 3,000 gallons of potable water during sewer cleaning
- 6. Performed routine maintenance on 10 CSO’s and 16 pumping station

**CITY OF PLYMOUTH WATER DEPARTMENT  
Board of Public Works and Safety  
JANUARY 2016 Monthly Report**

**PLANT OPERATIONS**

Water Treated January – Ledyard Water Treatment Plant	17,275,136 gallons
Water Treated January – Pine Water Treatment Plant	<u>30,022,722 gallons</u>
Water Treated - Total	47,297,858 gallons

Water Treated – Daily Average – Ledyard Water Treatment Plant	557,262 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>968,475 gallons</u>
Water Treated – Daily Average - Combined	1,525,737 gallons

- Backwashed filters at Ledyard Water Treatment Plant 5 times for a total of 265,000 gallons
- Backwashed filters at Pine Water Treatment Plant 16 times for a total of 945,000 gallons
- Total backwash usage for the month was 1,210,000 gallons

**MAINTENANCE WORK ORDERS COMPLETED**

- 18 – Ledyard Water Treatment Plant Maintenance
  - Collected bearing temperature readings on Ledyard high service pumps and motors
  - Flushed supply lines to east venturi meter supply lines
  - Flushed all sample taps and inspected filters
  - Inspected wells and detention tanks
  - Completed generator test and inspection
  - Inspected furnace and replaced filter
  - Temporarily removed 2” meter and spliced in copper for plant potable water supply
  - Replaced #3C well motor
  - Re-painted ceiling in new customer service room
  
- 29 – Pine Water Treatment Plant Maintenance
  - Replaced filter and inspected chlorine analyzer
  - Cleaned influent and effluent chlorine injectors and flushed supply lines
  - Collected bearing temperature readings on high service pumps and motors
  - Flushed all sample taps and inspected filters
  - Flushed 4” main line to plant weekly
  - Cleaned and repaired air release system on #5E and #6F wells
  - Completed generator test and inspected
  - Repaired #2 unit heater in plant
  - Inspected wells
  
- 23 – Mobile Equipment
  - Inspected vehicles W-1 through W-14
  - Inspected and serviced Hycon Hydro Power Pack
  - Inspected and serviced Wach’s valve turner
  - Inspected Bobcat E-50 Excavator
  - Inspected LT6000 Tamper
  - Inspected Gehl skid loader
  - Inspected Eger Beaver Trailer
  - Inspected all portable trailers
  - Inspected and serviced Stihl Saw TS 800

**WATER SAMPLING**

- 10 Distribution system bacteria samples, IDEM required
- 62 Distribution system chlorine residual, IDEM required
- 8 Fluoride samples, ISDH required
- 272 Process control samples and analysis at the Ledyard Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine
- 353 Process control samples and analysis at the Pine Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese and Chlorine
- 0 THM’s
- 0 HAA5’s
- 0 VOC’s sets
- 0 SOC’s / Nitrates
- 0 Radionuclide (1) ea. Ledyard Plant and Pine Plant
- 0 IOC & Sodium
- 17 Extra samples - distribution, plant and wells

**SERVICE**

Locates	62
Total Number of Work Orders	84
Service Disconnects	17
Service Disconnects for non-pay	30
Service Reconnects for non-pay	26
Blue Tags “Service Notice” left on door	4
Pink Tags “Insufficient Funds Notice” left on door	5
New Radio Read / Meter Installations	1
Accuracy checks	40
After Hours Call Outs	5
Meters repaired	2

**CONSTRUCTION ACTIVITIES**

- (1) **Curb Stops Repaired / Replaced / Installed**  
01-27-2016 807 N. 7<sup>th</sup> St. – Cut in new ¾” valve and repaired pit
- (0) **Old Curb Stops Located / Capped Off at Valve**
- (0) **New Taps Installed**
- (0) **New Mains Completed**
- (0) **Valves / Valve Boxes / Repaired or Replaced / Valve Boxes Repaired or Replaced**

**(0) Hydrants Repaired / Replaced / Installed / Serviced / Painted**

**(0) Valves Exercised**

**(5) Main Breaks and Leaks Repaired**

- 01-04-2016 Lake Ave. and 4<sup>th</sup> St. - 4" main break #1 (clamped)
- 01-11-2016 321 Kingston Ave. – 4" main break (clamped)
- 01-21-2016 N. Oak Dr. / 1621 W. Jefferson St. by railroad tracks 8" main break (clamped)
- 01-26-2016 W. Lake Ave. and 4<sup>th</sup> St. – 4" main break #2 (clamped)
- 01-27-2016 301 Baker St. – 4" main break (clamped)

**(2) Service Lines / New / Repaired**

- 01-15-2016 117 E. Harrison St. – Replaced ¾" service from the main to the house. New valve, box and rod
- 01-15-2016 - 128 W. Harrison St. – Repaired service after contractor cut away so they could repair the sewer lateral

**MISCELLANEOUS**

- January – Relocated everything from old shop and office areas to the new storage building temporarily
- January – GPS data collection – Valve assessment program – Training on new reading equipment and laptop
- January – Update safety and S.O.P. policies
- January – Employee Wellness Reviews completed

**WATER DEPARTMENT IMPROVEMENT PROJECTS**

- January Division 1 – Ledyard Water Treatment Plant Improvements
  1. 1-11-16 Progress Meeting
  2. Installed drain channels in west filter room
  3. Effluent flow meter for west filter room installed
  4. Backwash air compressor and air lines installed
  5. Backwash control panels installed
  6. 12" valve internal components replaced on west detention tank
  7. Switch gear has been installed and powered up
  8. Chemical feed lines installation continues
  9. Construction of breakroom, dressing room and offices has started
- January Division 2 – 12" Water main W. LaPorte St. to Oakhill Ave.
  1. All pressure testing and bacteria testing has been completed and passed
  2. Substantial completion was approved on 11-9-2015
  3. Recommend release of \$16,107.04 of retainage, \$5,600 remains to complete the remaining punch list items.

Davidson provided an update on Division I of the Ledyard Water Treatment Project. The first half of the plan is coming together quickly. Start-up will begin next week. Davidson also provided an update on the water main breaks over the last several weeks. There was a main break at Lake Avenue and Fourth Street caused by shifts in the soil and undermining the street. The first area was excavated and repaired, however following that fix it was determined there was another break just down the line from that location. That main break has also been fixed as of Friday, February 5.

Fire Chief Miller presented the Fire Department's January 2016 activity report:

**Plymouth Fire Department  
Departmental Activity Report**

Current Period: 01/01/2016 to 01/31/2016, Prior Period: 01/01/2016 to 01/31/2016  
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
<b>EMS Alarm Situations</b>				
No Location Provided	158	587.32	158	587.32
	158	587.32	158	587.32
<b>Fire Alarm Situations</b>				
Chemical release, reaction, or toxic	1	0.00	1	0.00
Dispatched and cancelled en route	9	0.00	9	0.00
Emergency medical service (EMS) Incident	119	0.00	119	0.00
False alarm and false call, Other	2	0.00	2	0.00
Medical assist	13	0.00	13	0.00
Service call, Other	1	0.00	1	0.00
Smoke, odor problem	1	0.00	1	0.00
Structure Fire	5	0.00	5	0.00
System or detector malfunction	2	0.00	2	0.00
Unintentional system/detector operation	3	0.00	3	0.00
Wrong location, no emergency found	2	0.00	2	0.00
	158	0.00	158	0.00
<b>Training</b>				
12 lead Acquisition/transmission	4	2.00	4	2.00
Apparatus / Equipment	15	45.00	15	45.00
Cardiac Assessment	4	4.00	4	4.00
CHF vs. COPD	1	1.00	1	1.00
CPR	3	10.00	3	10.00
Drug Addiction	1	1.00	1	1.00
EMS Audit & Review	14	13.75	14	13.75
EMS Skills	12	18.00	12	18.00
EMT-B	10	36.00	10	36.00
Fire Preplan	2	1.50	2	1.50
Gas Pipe line Safety	11	33.00	11	33.00
Glucometer Training/Skills Blood	4	2.00	4	2.00
Hose Lays	6	6.00	6	6.00
Infants & Children	1	1.00	1	1.00
Instructor Training	2	13.50	2	13.50
Leadership	1	8.00	1	8.00
Physical Ability Test	10	30.00	10	30.00

\* 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.

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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
<b>Training</b>				
Preplan	23	46.00	23	46.00
Pump Operations	6	12.00	6	12.00
Risk Management	1	9.00	1	9.00
Volunteer Fire Business Mtg.	28	18.76	28	18.76
	<u>159</u>	<u>311.51</u>	<u>159</u>	<u>311.51</u>

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

**Alarm Date Between {01/01/2016} And {01/31/2016}**

District	Count	Pct of Incidents	Est Losses	Pct of Losses
004 Culver	2	1.26 %	\$0	0.00 %
006 Lapaz	1	0.63 %	\$0	0.00 %
007 Plymouth	98	62.02 %	\$92,600	62.74 %
011 Center Twp	21	13.29 %	\$0	0.00 %
019 West Twp	28	17.72 %	\$55,000	37.26 %
14 Starke Co. Paramedic Assist	1	0.63 %	\$0	0.00 %
15 Culver Paramedic Assist	2	1.26 %	\$0	0.00 %
16 Lakeville/Lapaz Paramedic Assist	1	0.63 %	\$0	0.00 %
18 Walkerton Paramedic Assist	4	2.53 %	\$0	0.00 %
<b>Total Incident Count:</b>	<b>158</b>		<b>Total Est Losses:</b>	<b>\$147,600</b>

Miller also presented a specialized training request for Firefighter Paramedic Mike Jernstrom to attend IU Health Goshen's CPR Instructor Certification course. The class is March 18, 2016 at a cost of \$50.00.

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

Police Chief Bacon presented the Police Department's January 2016 activity report:

**Plymouth Police Department  
Activity Report for Summary 2016**

<u>Type</u>	<b>Jan</b>	<b>YTD</b>
Information	451	451
Complaint	446	446
911 Calls	76	76
Residential Security Checks	139	139
Alarms	67	67
Vehicle Checks	34	34
Assist Other Agencies	10	10
Animal Complaints	18	18
Code Enforcement	40	40
Traffic Stops	281	281

Citations Issued	174	174
Accident Reports	39	39
Arrests	106	106
Case Reports	46	46
Signed Charges (Adult)	38	38
Signed Charges (Juvenile)	8	8

Bacon also requested the Board's permission to being soliciting quotes for the three new squad cars that are part of the Police Department's 2016 budget.

Board Members Delp and Grobe moved and seconded to allow Chief Bacon to begin soliciting quotes for the three new squad cars. The motion carried.

City Engineer Gaul presented a project notations summary for 2121 Walter Glaub Drive for Fiber Optic Bore – Auto Park. United Telephone Company of Indiana (Century Link) - ElectriCom is requesting the City of Plymouth Board of Public Works and Safety for permission to perform work in the City's Right of Way to install directional bored fiber optic line across Walter Glaub Drive (east) ~1674' north of the Jim Neu intersection to the Auto Park Property. This includes a \$5,000.00 financial guarantee

Board Members Grobe and Delp moved and seconded to approve the request subject to the financial guarantee and compliance with the notes included in Gaul's report. The motion carried.

Gaul also presented the following project change orders for the 2016 Mill & Fill Projects and Street & Sidewalks Projects:

- PW-14-030 Mill & Fill Projects

Bid Costs: \$488,550.00  
 Add: \$ 555.93  
 Final Cost: \$489,105.93

Board Members Houin and Delp moved and seconded to approve the change orders for the Mill & Fill Projects. The motion carried.

- PW-15-032 Street & Sidewalks Projects

Bid Costs: \$165,950.00  
 Deduct: \$ 23,396.12  
 Final Cost: \$142,553.88

Board Members Houin and Grobe moved and seconded to approve the change orders for the Street & Sidewalks Projects. The motion carried.

Gaul presented a supplemental agreement with INDOT for Phase II of the Greenway Trail project. The original contract was approved for \$556,880.00. Complications arose during the design stages with the site and INDOT requested additional time and funding to complete the project. The new proposed budget totals \$1,316,309.53, with the City of Plymouth being responsible for paying 20% of the project cost, totaling \$263,261.91. The money will not be due for another one to two years following the actual construction, however the designer and consultant continue to bill for their services during this phase of the project.

Board Members Grobe and Delp moved and seconded to approve the supplemental agreement. The motion carried.

Finally, Gaul presented an update on the Safe Routes to School project. He is still awaiting confirmation from the State as to whether or not the project may be moved from fiscal year 2017 up to

fiscal year 2016. Gaul is hoping construction can start immediately following the Blueberry Festival with completion for Thanksgiving of this year.

City Attorney Surrisi presented a Uniform Conflict of Interest Disclosure Statement for Mike Delp, noting his interest in Michiana Contracting, Inc. This is an annual disclosure statement in the event that the City enters into contract with this firm.

Board members Grobe and Houin moved and seconded to accept the Uniform Conflict of Interest Disclosure Statement for Mike Delp. Delp abstained from voting. The motion carried.

Board Members Delp and Fonseca moved and seconded to allow the payroll for February 12, 2016, and the claims for February 8, 2016, as entered in Claim Register #2016. The motion carried.

There being no further business to discuss, Members Grobe and Houin moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:32 p.m.

S/Jeanine M. Xaver  
Clerk-Treasurer

APPROVED:

S/Mark Senter  
Mayor

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

We are requesting that a tree located on the west side of Michigan Street between Madison and Monroe, but nearer to Madison Street, be cut down. There are many dead limbs in this tree which could lead to a dangerous situation for those driving on Michigan Street and for the children who may be playing on the St. Michael playground. S/ Kathryn A. Girres, Administrative Assistant, St. Michael Catholic Church.