

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on July 13, 2015, 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 and Ecker. City Engineer Gaul, City Attorney Surrisi and Clerk-Treasurer Xaver were also present. Board Members Grobe and Smith were absent.

Board Members Ecker and Culp moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on June 22, 2015, as presented since they have been reviewed and found to be correct. The motion carried.

City Attorney Surrisi made a last call for quotes for the Wastewater Treatment Plant roof replacement project at the secondary control building.

The following sealed quotes for the Wastewater Treatment Plant Roof Replacement Project – Secondary Control Building were opened and read aloud:

- Millwood Roofing, Milford, IN \$12,448.00 + \$80.00/sheet
- Bran Roofing, Lakeville, IN \$8,824.00 + \$30.00/sheet
- Sims Roofing, Plymouth, IN \$11,480.50 + \$55.00/sheet
- A&M Home Services, Lakeville, IN \$15,050.00 + \$49.00/sheet
- L-Nolt & Sons, Argos, IN \$11,900.00 + \$15.95/sheet

Board Members Culp and Ecker moved and seconded to take all quotes under advisement. The motion carried.

City Attorney Surrisi made a last call for quotes for the Flooring Replacement Project in the Mayor's office.

The following sealed quotes for the Flooring Replacement Project were opened and read aloud:

- Huber's, Plymouth, IN \$2,199.08
- Lowry's Carpet Care, Plymouth, IN \$2,119.62
- The Floor Store & More, Plymouth, IN \$2,669.40

City Attorney Surrisi explained that the quotes are for different flooring options. Board Members Ecker and Culp moved and seconded to take all quotes under advisement. The motion carried.

City Attorney Surrisi asked permission to solicit quotes for City Building Roof Project.

Board Members Culp and Ecker moved and seconded to solicit quotes for the City Building Roof Project. The motion carried.

Utility Superintendent Davidson presented the Water and Wastewater Department monthly reports:

**CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety
JUNE 2015 Monthly Report**

PLANT OPERATIONS

Water Treated June – Ledyard Water Treatment Plant	27,888,960 gallons
Water Treated June – Pine Water Treatment Plant	<u>23,591,402</u> gallons
Water Treated - Total	51,480,362 gallons
 Water Treated – Daily Average – Ledyard Water Treatment Plant	 929,632 gallons

Water Treated – Daily Average – Pine Water Treatment Plant	<u>786,380 gallons</u>
Water Treated – Daily Average - Combined	1,716,012 gallons

- Backwashed filters at Ledyard Water Treatment Plant 6 times for a total of 318,000 gallons
- Backwashed filters at Pine Water Treatment Plant 15 times for a total of 945,000 gallons
- Total backwash usage for the month was 1,263,000 gallons

MAINTENANCE WORK ORDERS COMPLETED

- 29 - Ledyard Water Treatment Plant Maintenance
 - Inspected north and west water towers
 - Cleaned and inspected influent and effluent chlorine injectors
 - Cleaned and inspected east and west venturi meter supply lines
 - Performed monthly generator test
 - Replaced motor on well #1A
 - Working with Peerless Midwest in an attempt to diagnosis false meter readings on well #2B

- 15 – Pine Water Treatment Plant Maintenance
 - Cleaned and inspected lines to chlorine analyzer
 - Cleaned and inspected effluent and influent chlorine injectors
 - Performed monthly generator test
 - Repaired plant entrance gate
 - Repaired water leak in the Pine office
 - Peerless Midwest returned to realign the motor and pump transmission on high service pump #1

- 28 – Mobile Equipment
 - Inspected equipment on all trucks
 - Inspected Wach’s value exerciser
 - Repaired fuel leak on Toro blower
 - Inspected tapping machine and LT6000 Tamper

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 60 Distribution system chlorine residual, IDEM required
- 8 Fluoride samples, ISDH required
- 358 Process control samples and analysis at the Ledyard Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine
- 415 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
- 23 Extra samples - distribution, plant and wells

SERVICE

Locates	173
Total Number of Work Orders	158
Service Disconnects	25
Service Disconnects for non-pay	36
Service Reconnects for non-pay	32
Blue Tags “Service Notice” left on door	8
Pink Tags “Insufficient Funds Notice” left on door	7
New Radio Read / Meter Installations	3
Accuracy checks	43
After Hours Call Outs	3
Meters repaired	2
Hydrants Serviced	0
Hydrants Sandblasted and Painted	0

CONSTRUCTION ACTIVITIES

- (2) **Curb Stops Replaced/Installed**
 06-01-2015 1024 W. Jefferson St. Quick Lanes - Replaced service line from existing corporation stop to new curb stop

06-06-2015 219 S. Kingston Rd. - Replaced service line from existing corporation stop to new curb stop

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

(0) New Taps Installed

(0) New Mains Completed

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

06-03-2015 723 Thayer St. – Replaced curb box
 06-03-2015 Pioneer Dr. and Miller Dr. – Adjusted valve box - added extension
 06-09-2015 260 Eastwood Dr. - Adjusted meter pit to grade

(1) Hydrants Repaired/Replaced/Installed

06-23-2015 Walter Glaub Dr. – Repaired Hydrant #HYD-333

(219) Valves Exercised and Inspected

(0) Main Breaks and Leaks Repaired

(4) Service lines repaired or replaced

06-01-2015 1024 W. Jefferson St. Quick Lanes - Replaced service line from existing corporation stop to new curb stop
 06-03-2015 Pioneer Dr. & Miller Dr. – Adjusted recently located valve box to grade
 06-06-2015 219 Kingston Rd. - Replaced service line and curb stop, box, and rod
 06-19-2015 1105 E. Jefferson St. – Installed new meter setter with new pit, curb stop, box and rod

MISCELLANEOUS

- June City wide unidirectional flushing program
- June Northeast and Southeast valve turning program – 219 street valves turned
- June New Bobcat Compact Excavator was delivered on 6-4-15
- June New maintenance chassis and truck body, new 1- ton dump body was delivered on 6-26-15
- June Damaged curb replaced at Pioneer Dr. & Miller Dr. after repairs to damaged water line by Directline Communications
- June Metronet restored area around the west water tower after construction
- June Data collection, restoration of past projects, and digs

WATER DEPARTMENT IMPROVEMENT PROJECTS

06-09-2015 Pre-construction meeting conducted for Division 2, Haskins Underground and for Division 3, Michiana Contracting
 06-15-2015 Pre-construction meeting conducted for Division 1, Thieneman Construction
 06-22-2015 Surveyors laid out building location on Division 3 project

**CITY OF PLYMOUTH WASTEWATER DEPARTMENT
 Board of Public Works and Safety
June 2015 Monthly Report**

PLANT OPERATIONS:

1. Total flow in gallons 108,610,229
2. Average daily flow in gallons 3,620,341
3. Rainfall 12.06"
4. Monthly average in BOD removal 97.7%
5. Monthly average in TSS removal 92.4%
6. Monthly average in Ammonia removal 89.9%
7. General plant maintenance
8. Work orders completed:
 - 357 – Wastewater Treatment Plant
 - New furnace installed in maintenance offices by Peregrine Heating & Cooling
 - Replaced impeller on #3 raw sewage pump
 - Installed 2" conduit on north water tower for utilities communication
 - 73 – Vehicle/Mobile Equipment
 - 33 – Lift Stations
 - 68 – Collection System
 - 0 - Eliminated structures
 - 4 – Replaced structures
 - a. (2) - N. Center St. & W. LaPorte St.
 - b. N. Liberty St. & E. Adams St.

- a. E. Garro St. & Indiana Ave.
- 0 – Replaced/adjusted castings
- 52 – GIS data collection points
- 3 – Point repair
 - a. Markley Dr. & Oak Dr.
 - b. 500 Blk. N. Plum St.
 - c. W. Jefferson St. (alley) between N. Plum St. & N. Walnut St.
- 5 – New structure
 - a. Cemetery
 - b. (2) - 1701 W. Jefferson St.
 - c. Poplar St. & Elm St.
 - d. Marigold Ct.
- 4 – Mainline sewer replacement
 - a. Marigold Ct. 35 – 8” PVC
 - b. Cemetery 20’ – 8” PVC
 - c. 1701 W. Jefferson St. 65’ – 10” PVC
 - d. 700 Poplar St. at alley 20’ – 10” slotted drain
- Completed installing new controllers on storm water lift stations at Packard Woods and S. Michigan St. viaduct

MEETINGS ATTENDED:

06-08 Board of Public Works and Safety
06-09 Safe Routes to School field inspection
06-10 Northern Indiana Operator Association meeting in Kendallville, IN
06-16 MS4 audit (IDEM)
06-16 IDEM Industrial Pretreatment tour at Culver Tool
06-16 Redevelopment Commission
06-19 Pre-construction meeting with Niblock on street paving projects
06-22 Board of Public Works and Safety
06-24 Staff meeting

COLLECTION SYSTEM:

1. Cleaned 700 feet of sewer lines
 - 0 feet during service calls
 - 700 feet during preventive maintenance
2. Televised 0 feet of sewer lines
3. Mechanically removed roots from 360 feet of sewer lines
4. Removed approximately 0.00 tons of silt and debris during cleaning and inspections of sewers lines
5. Used approximately 2,900 gallons of potable water during sewer cleaning
6. Inspected and cleaned 212 storm inlets
7. Performed routine maintenance on 10 CSO's and 16 pumping station

Utility Superintendent Davidson provided an update on the projects in his departments. The furnace replacement project at the wastewater treatment plant maintenance building has been completed. The annual city-wide water main flushing is complete. The Ledyard Water Project Division I will begin in August, Division II will be begin in August, and Division III has already begun on the storage building.

Davidson also stated that the Boy Scouts have completed the work they are going to do this year and he expects to have their final report within 30 days.

Building Commissioner Hammonds presented his 2015 Second Quarter Report:

**Building Commissioners
2015 Second Quarter Report**

TYPE OF CONSTRUCTION		ESTIMATED COST	Permit Cost	R/C
Accessory	10	\$6,340,370.00	\$5,582.38	C 16 R 52
Addition	8			
Deck	7			
Demolition	2			
Electrical	1			
Fence	12			
New Construction	2			
Plumbing	2			
Pool	4			
Porch	4			
Renovation	6			
Roof	1			
Sign	5			
Sign temp	1			
Single Family	3			
Total	68			

Submitted the 13 day of July 2015

2014 Second Quarter Report

60- Permits issued

Estimated cost of construction \$2,725,445.01

Fire Chief Miller requested the Board's approval to reimburse two paramedics and Dr. Holm to attend training at a cost of \$225 for the registration fee plus mileage to Indianapolis and back.

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

Miller also stated that from August 7-11 the Notre Dame Football team will be training at Culver Military Academy and they are asking the City to staff an ambulance and paramedic during this training.

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

Police Chief Bacon presented the June report:

**Plymouth Police Department
Activity Report for Summary 2015**

Type	Jan	Feb	Mar	Apr	May	Jun	YTD
Information	619	469	695	710	561	667	3,721
Complaint	249	245	350	395	405	437	2,081
911 Calls	144	122	164	128	122	162	842
Residential Security Checks	230	263	272	225	77	30	1,097
Alarms	42	38	33	32	57	55	257
Vehicle Checks	34	32	31	35	29	43	204
Assist Other Agencies	37	20	23	16	14	21	131
Animal Complaints	20	14	21	26	41	37	159
K9 Use	21	26	21	19	16	3	106
Code Enforcement	19	51	4	7	160	86	327
Traffic Stops	179	193	387	353	405	301	1,818
Citations Issued	69	90	239	186	260	212	1,056
Accident Reports	47	37	37	37	52	44	254
Arrests	51	30	52	51	55	36	275
Case Reports	122	78	113	131	117	91	652

Signed Charges (Adult)	32	28	42	39	50	32	223
Signed Charges (Juvenile)	19	2	10	12	5	4	52

Chief Bacon also reported that the newly appointed School Resource Officer, Bridget Hite, will be attending a 1-week training school in Noblesville in July and she will begin her duties at the school beginning August 3, 2015.

Street Superintendent Marquardt gave an update regarding street paving. Liberty Street and Randolph Street paving has been completed. Marquardt also stated that he has not been able to get the railroad company to respond to his requests. Board Member Culp asked that City Attorney Surrisi write a letter to the railroad.

City Engineer Gaul presented a proposed License Agreement for Access to Public Right-of-Way between the Board of Public Works and Safety for the City of Plymouth, Indiana and United Telephone of Indiana/Century Link/ElectriCom to install directional bored conduit with fiber optic under Oak Drive from ~100 feet south of the Markley Drive intersection from Zentis Property to 2123 Oak Drive at a proposed depth of 24" to 36", depending on existing underground utilities. The city is requiring a cash financial guarantee in the amount of \$5,000.00. Gaul requested that the Board approve the License Agreement.

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

Gaul also discussed the project on Baker Street for Safe Routes to School. Several changes have been made to the project and after reviewing the specifications, Gaul has determined that the cost will essentially be the same.

City Attorney Surrisi presented Resolution No. 2015-656, Resolution of the Board of Public Works and Safety Designating a Hand Gun as Surplus Property of the Plymouth Police Department and Authorizing its Transfer to a Retiring Police Officer. This resolution was presented at the previous meeting, but was tabled to allow more time to research the matter. There was an inquiry made about the policy being changed as to whether the city would offer the purchase of a retiring police officer their service handgun. In going through the records, Surrisi found that at the end of the meeting on October 26, 1992, Mayor Greenlee stated, "In the past, police officers were given their revolvers for a token amount upon retirement. Chief Babock does not wish to take his and this is a good time to change that policy. Revolvers should stay with the department to be issued to new officers." That passed unanimously by that Board, however it was not put down in a resolution or ordinance. That policy stayed in place until November 22, 2010 when Chief Chamberlain retired. A resolution was brought forth to allow him to purchase his handgun, which passed unanimously. Surrisi went on to state that as the purchasing agent for the City of Plymouth under IC-5-22, the Board of Public Works and Safety has the right to make changes to this policy as they wish. The feedback he has received from the Board members, Council members, and the public shows support for this resolution and his recommendation is to move forward with approval of this resolution for Officer Brown. An official ordinance will be presented separately to the Board.

Board Members Ecker and Culp moved and seconded for approval of Resolution No. 2015-656, Resolution of the Board of Public Works and Safety Designating a Handgun as Surplus Property of the Plymouth Police Department and Authorizing its Transfer to a Retiring Police Officer. Mayor Senter opened the floor for further discussion.

Citizen Wilson Gerard addressed the Board and stated his opinion in favor of the Resolution, but asked that the City considered making the retiring police officer sign an agreement to not sell the handgun.

City Attorney Surrisi stated that during the first reading of the official ordinance, the Board may suggest amendments to the proposal. The motion carried by roll call:

AYES: Senter, Culp, and Ecker
NAYS: None
ABSENT: Grobe, Smith

Board Members Culp and Ecker moved and seconded to allow the salaried payroll for June 16-30, 2015, and the claims for July 13, 2015 as entered in Claim Register #2015. The motion carried.

Clerk-Treasurer Xaver presented the following tabled request:

Plymouth-Kilwinning Masonic Lodge respectfully request we be allowed to use the water tower property located on Parkview St. to store our golf carts during the Blueberry festival. We have made this request for a number of years. We will provide our own lock. S/ Mike Good, W.M. , 109 Water St., Plymouth, IN 574-936-2664

Board Members Culp and Ecker moved and seconded to remove the request from the table.

The motion carried.

Utility Superintendent Davidson gave their approval of the plan.

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

Clerk-Treasurer Xaver presented the following request:

St. Michael Catholic School Personnel request our school gates be closed to alley access. This is for school student safety and security during the school day / school hours only 8:00 a.m. – 2:45 p.m. (dismissal at 3:00 p.m. 180 school days). S/ Amy Weidner, Principal 612 N. Center Street 574-936-4329

Jason Faulstich, St. Michael School advisory board member, was present to answer any questions regarding the request. He stated that the gates will not be locked, just closed during the requested time frame.

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

Clerk-Treasurer Xaver presented the following request:

Alley Closure – close alley at 300 W. Washington St., Plymouth, IN 46563 for Tuesday 7-14-15. Owner: Jim Vinall. Need to demolish house located 300 W. Washington St. Asking for alley to be closed to put dumpster in and load debris. S/ Tom Lenker, Owner, 13038 4A Rd, Plymouth, IN 46563 574-936-8048

Tom Lenker was present to answer any questions regarding the request. He clarified that the project should only take a few hours, so the request is for the alley to be closed for a duration of one day.

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

Clerk-Treasurer Xaver presented the following request:

Plymouth Rotary Club requests to close Michigan St. from LaPorte to Washington from 6:00 a.m. to 5:00 p.m. on Saturday, October 10, 2015. S/ Jim Baldwin, Rotary Club

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

Clerk-Treasurer Xaver presented the following request:

Sign for loading and unloading that is not restricted to two hour parking only for Women's Care Center's Crib Club entrance on Washington Street. S/ Cynthia R. Casper Purchasing Agent, 224 N. Michigan St., Plymouth, 936-5141

Cynthia was present to discuss the request and answer any questions. She is requesting one spot, which would be the last angled space right before the alley.

Board Members Ecker and Culp moved and seconded to approve the request with the restriction of Monday through Friday, 9:00 a.m. to 5:00 p.m. The motion carried.

There being no further business to discuss, Members Culp Ecker moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:43 p.m.

S/Jeanine M. Xaver
Clerk-Treasurer

APPROVED:

S/Mark Senter
Mayor

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

7/13/2015 - There is a pear tree splitting in the middle. If there is a good strong wind or ice storm I'm afraid it will land in my house. S/ Kathryn L. Nine, 801 W. Washington St., Plymouth, IN 574-952-4728

7/13/2015 - One of the three city trees appears to be dying or dead. It is the one farthest to the north on the property. If you plan on removing it before it falls down, please be aware there is a sewer cleanout just to the north of the tree that should be avoided during the falling of the tree. Please send me confirmation of receipt of this form. Thanks! S/Kenneth Boyle, 810 S. Michigan St., Apt #2, Plymouth, IN 574-784-3152