

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, OCTOBER 10, 2016

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on October 10, 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 and Houin. City Engineer Gaul, City Attorney Surrisi and Clerk-Treasurer Xaver were also present. Board Member Fonseca came in after roll call and Board Member Grobe was absent.

Board Members Houin and Delp moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on September 26, 2016, as presented since they have been reviewed and found to be correct. The motion carried.

City Engineer Rick Gaul provided a breakdown of the 2016 Street and Sidewalk Fall Projects bids. Phend and Brown was the lowest responsive and responsible bidder and a notice was sent on September 29<sup>th</sup> to award the bid. A pre-construction meeting is scheduled for October 11, 2016.

Board Members Houin and Delp moved and seconded to ratify the award of the bid to Phend and Brown of Milford, Indiana for \$674,922.00. The motion carried.

Utility Superintendent Davidson presented the September reports for the water and wastewater departments.

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

**PLANT OPERATIONS**

Water Treated September – Ledyard Water Treatment Plant	24,708,346 gallons
Water Treated September – Pine Water Treatment Plant	<u>23,973,926 gallons</u>
Water Treated - Total	48,682,272 gallons

Water Treated – Daily Average – Ledyard Water Treatment Plant	823,612 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>799,131 gallons</u>
Water Treated – Daily Average - Combined	1,622,742 gallons

- Backwashed filters at Ledyard Water Treatment Plant 9 times for a total of 777,000 gallons
- Backwashed filters at Pine Water Treatment Plant 13 times for a total of 1,248,000 gallons
- Total backwash usage for the month was 2,025,000 gallons

**MAINTENANCE WORK ORDERS COMPLETED**

- 22 – Ledyard Water Treatment Plant Maintenance
  - Infrared inspection on plant electrical system performed on 9-1-16
  - Recorded bearing temperature readings on Ledyard high service pumps and motors
  - Inspected wells and detention tanks
  - Completed generator test and inspection
  - Cleaned influent and effluent chlorine injectors and flushed supply lines
  - Inspected north and west towers, replaced sample port on riser of north water tower. North water tower interior cleaned and inspected by Utility Services.
  - Price’s Nursery completed landscaping associated with the plant renovations
  - Installed new phone line to laboratory
  - Peerless Midwest in to perform preventive maintenance on wells
  
- 16 – Pine Water Treatment Plant Maintenance
  - Infrared inspection on plant electrical system performed on 9-1-16
  - Cleaned and inspected chlorine analyzer, replaced filter and inspected
  - Cleaned influent and effluent chlorine injectors and flushed supply lines
  - Completed generator test and inspected
  - Flushed supply lines to 4” main lines
  - Recorded bearing temperature readings on all pumps and motors
  - Flushed supply lines to filter air release system
  - Peerless Midwest in to perform preventive maintenance on wells and high service pumps
  - Flushed eyewash supply lines
  
- 25 – Mobile Equipment
  - Inspected all mobile equipment

### WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 60 Distribution system chlorine residual samples, IDEM required
- 10 Fluoride samples, ISDH required
- 297 Process control samples and analysis at the Ledyard Water Treatment Plant samples include Ferrous Iron, Total Iron, Manganese, and Chlorine
- 335 Process control samples and analysis at the Pine Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese and Chlorine
- 0 THM’s –Sample for 2nd quarter
- 0 HAA5’s – Sample for 2nd quarter
- 0 VOC’s sets
- 0 SOC’s / Nitrates (1) Set for each plant for 1<sup>st</sup> quarter
- 0 Radionuclide (1) ea. Ledyard Plant and Pine Plant
- 0 IOC & Sodium
- 23 Extra Sampling

Notes: Extra samples taken off new 8” water main for new INDOT building  
Extra samples were taken at the North Tower after cleaning

### SERVICE

Locates	127
Total Number of Work Orders	89

Service Disconnects	10
Service Disconnects for non-pay	45
Service Reconnects for non-pay	45
Blue Tags “Service Notice” left on door	6
Pink Tags “Insufficient Funds Notice” left on door	4
New Radio Read / Meter Installations	1
Accuracy checks	45
After Hours Call Outs	3
Meters repaired	2

**CONSTRUCTION ACTIVITIES**

**(2) Curb Stops Repaired / Replaced / Installed**

- 09-12-2016 812 Rose St. – Replaced leaking curb stop including box and rod
- 09-13-2016 714 N. Plum St. – Replaced ¾” curb stop including box and rod

**(0) Old Curb Stops Located / Capped Off at Valve**

**(15) New Taps Installed**

- 09-21-2016 W. Washington St. Project – Installed 15 taps

**(1) New Mains Completed**

- 09-23-2016 W. Washington St. project – 700’ of 6” water main with 15 taps completed

**(9) Valves / Valve Boxes / Repaired or Replaced / Valve Boxes Repaired or Replaced**

- 09-15-2016 602 E. Jefferson St. Repaired curb box
- 09-15-2016 313 Water St. – Repaired curb box
- 09-15-2016 801 N. Walnut St. – Repaired curb box
- 09-20-2016 213 N. Walnut St. - Repaired curb box
- 09-20-2016 322 S. Michigan St. – Repaired curb box
- 09-21-2016 Oak Drive and W. Jefferson St. – Replaced or abandoned (3) old valves
- 09-23-2016 708 Colony Ct. – Repaired curb box

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

**(0) Valves Exercised**

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

- 09-01-2016 Beerenbrook St. and W. Washington St. – Clamped and repaired 4” main break

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

- 09-13-2016 230 Franklin St. – Replaced old galvanized ¾” service line with new ¾” copper, curb stop, box and rod
- 09-14-2016 1220 Lincolnway East – Installed new 1” curb stop, box, rod and meter pit
- 09-21-2016 1604 W. Jefferson St. – Installed meter pit – Contractor bored in 240’ of polyethylene service line from road to house (Burt’s Body Shop)

**MISCELLANEOUS**

- 09-06-2016 – Tear down water supply lines for the Blueberry Festival
- 09-16-2016 – AWWA fall meeting in Schererville, IN attended by 4 employees

- 09-22-2016 – O’Neil Construction – INDOT building – 1,000’ of 8” water main (Passed)
- Employee CDL training

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

**PLANT OPERATIONS:**

- |                                       |            |
|---------------------------------------|------------|
| 1. Total flow in gallons              | 77,901,960 |
| 2. Average daily flow in gallons      | 2,596,732  |
| 3. Rainfall                           | 8.28”      |
| 4. Monthly average in BOD removal     | 98.9%      |
| 5. Monthly average in TSS removal     | 96.8%      |
| 6. Monthly average in Ammonia removal | 98.1%      |
| 7. General plant maintenance          |            |
| 8. Work orders completed:             |            |
- 267 – wastewater treatment plant
    - Installed by-pass pumping at the aeration basins for the relocation of the 36” effluent line
    - Removed phone line to the lower section of the plant while construction of the east aeration basin occurs
  - 45 – Vehicle/Mobile Equipment
    -
  - 29 – Lift Stations
    - Upgrades to lift station controllers at Ledyard lift station
    - Started installing upgrades to US 30 and SR 17 lift station SCATA controls
  - 7 - Collection System
    - 0 - Eliminated structures
      - a.
    - 1 – Replaced structures
      - a. 400 Lake Ave. (I7C130)
    - 0– Repaired structure
      - a.
    - 4 – Replaced/adjusted castings
      - a. 100 – 200 Blk. W. Washington St. (J6M241, J6M260 and J6M244)
      - b. Western Ave. (I5C301)
    - 0 – GIS data collection points
      - a.
    - 1 – Point repair
      - a. Repair damaged storm line from inlet J7C105
    - 0– New structure
      - a.
    - 0 – Mainline sewer new construction / replacement
      - a.
    - 1 – Miscellaneous
      - a. Repair wash out on Western Ave. south of Schuh Ditch

**COLLECTION SYSTEM:**

1. Cleaned 12,033 feet of sewer lines
  - 0 feet during service calls
  - 12,033 feet during preventive maintenance
2. Televised 18,174 feet of sewer lines
3. Mechanically removed roots from 182 feet of sewer lines
4. Removed approximately 6.02 tons of silt and debris during cleaning and inspections of sewers lines
5. Used approximately 16,325 gallons of potable water during sewer cleaning
6. Performed routine maintenance on 10 CSO's and 16 pumping station

**MISCELLANEOUS**

- 9-29-16 staff meeting for the coordination of plant construction and updates on various city projects. pH meter training and site visit to Zentis.

**WASTEWATER TREATMENT RENOVATION PROJECT**

- Footers and walls are continuing being installed for the dewatering facility
- Sandblasting and recoating of the SWRB has started
- Relocation of aeration effluent pipe has been completed

Davidson discussed Change Order #1 from Thomas Excavating & Welding for the Boys & Girls Club Sanitary Sewer Improvement Project. There is currently existing manhole that is deteriorating and needs to be replaced. That cost estimate is \$540.00. Davidson recommended that the board approve Change Order #1 for the manhole replacement.

Board Members Delp and Fonseca moved and seconded to approve Change Order #1 for the Boys & Girls Club Sanitary Sewer Improvement Project. The motion carried.

Mayor Senter noted that Building Commissioner Keith Hammonds is currently out of the office on vacation. Dave Hamann is the part time building commissioner and will be in the office daily while Hammonds is out. Questions can be directed to Hamann in the interim.

Fire Chief Miller presented the September 2016 report:

**Plymouth Fire Department  
Departmental Activity Report**

Current Period: 09/01/2016 to 09/30/2016, Prior Period: 01/01/2016 to 09/30/2016

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	186	907.76	1,631	7,273.47
	186	907.76	1,631	7,273.47
<b>Fire Alarm Situations</b>				
Accident, potential accident	0	0.00	1	0.00
Chemical release, reaction, or toxic	0	0.00	3	0.00
Combustible/flammable spills & leaks	0	0.00	7	0.00
Controlled burning	0	0.00	2	0.00
Dispatched and cancelled en route	10	0.00	101	0.00
Electrical wiring/equipment problem	1	0.00	5	0.00
Emergency medical service (EMS) Incident	148	0.00	1,244	0.00
False alarm and false call, Other	5	0.00	37	0.00
Fire, Other	1	0.00	4	0.00
Good intent call, Other	2	0.00	10	0.00
Hazardous condition, Other	0	0.00	3	0.00
Medical assist	8	0.00	107	0.00
Mobile property (vehicle) fire	4	0.00	11	0.00
Natural vegetation fire	0	0.00	17	0.00
Outside rubbish fire	3	0.00	8	0.00
Overpressure rupture from air or gas (no	0	0.00	1	0.00
Public service assistance	1	0.00	5	0.00
Service call, Other	0	0.00	5	0.00
Severe Weather & Natural Disaster -	0	0.00	2	0.00
Smoke, odor problem	0	0.00	4	0.00
Special outside fire	0	0.00	2	0.00
Special type of incident, other	1	0.00	2	0.00
Steam, Other gas mistaken for smoke	0	0.00	4	0.00
Structure Fire	1	0.00	20	0.00
System or detector malfunction	1	0.00	7	0.00
Unintentional system/detector operation	0	0.00	17	0.00
Wrong location, no emergency found	0	0.00	2	0.00
	186	0.00	1,631	0.00
<b>Training</b>				
12 lead Acquisition/transmission	0	0.00	4	2.00

\* 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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Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
<b>Training</b>				
Active Shooter	0	0.00	1	3.00
Advanced Cardiac Life Support	0	0.00	5	40.00
Alternative Fuel	0	0.00	2	20.00
Apparatus / Equipment	0	0.00	35	85.00
Cardiac Assessment	0	0.00	6	12.00
Chest and Abdominal Injuries	0	0.00	2	8.00
CHF vs. COPD	0	0.00	1	1.00
CPR	0	0.00	32	69.25
Crude by Rail	0	0.00	2	11.00
Diabetics	0	0.00	2	8.00
Drug Addiction	0	0.00	1	1.00
Emergency Medical Services	0	0.00	1	4.00
EMS Audit & Review	0	0.00	37	36.75
EMS Skills	0	0.00	14	26.00
EMT-B	0	0.00	24	90.00
ENvironmental Emergencies	0	0.00	2	8.00
EOC OPERATIONS	0	0.00	3	25.00
Extrication	0	0.00	26	65.00
FF I-II	1	2.00	22	45.00
Fire Behavior	0	0.00	21	165.50
Fire Investigation	0	0.00	5	12.00
FIRE OFFICER 1	0	0.00	2	8.00
Fire Preplan	0	0.00	2	1.50
Forceable Entry	0	0.00	24	48.00
Gas Pipe line Safety	0	0.00	11	33.00
Geriatric Emergencies	0	0.00	2	8.00
Glucometer Training/Skills Blood	0	0.00	4	2.00
Hazardous Materials Overview	0	0.00	1	4.00
Hose Lays	0	0.00	6	6.00
Hose Test	0	0.00	51	102.00
Infants & Children	0	0.00	1	1.00
Instructor Training	2	6.00	6	26.00
IV Therapy	0	0.00	2	1.00
Knowing Your Smoke	0	0.00	8	64.00
Leadership	0	0.00	3	26.00
Marshall County Fire Association Mtg.	0	0.00	3	4.50

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Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
<b>Training</b>				
Medication Review for Protocols	0	0.00	18	18.00
Narcan Training	0	0.00	40	54.50
Obstetrics	0	0.00	2	8.00
P H T L S	0	0.00	17	129.50
Patient Assessment	0	0.00	6	17.00
Pediatric Emergencies	0	0.00	2	8.00
Pension Board Meeting	0	0.00	28	4.04
PEPP & PALS Hybrid Coarse	0	0.00	5	747.50
Physical Ability Test	0	0.00	10	30.00
Preplan	0	0.00	30	60.00
Public Education	0	0.00	5	15.00
Public Relations	53	182.65	90	270.65
Pump Operations	0	0.00	16	32.00
Risk Managment	0	0.00	1	9.00
SEARCH & RESCUE	0	0.00	45	115.00
Self Rescue	0	0.00	28	112.00
Smart Triage	0	0.00	8	18.00
Thermal Imaging Camera	26	52.00	26	52.00
Trauma	0	0.00	4	16.00
Trauma Symposium	0	0.00	1	8.75
Virtual Dementia Tour	0	0.00	13	26.00
Volunteer Fire Business Mtg.	22	33.00	240	323.76
Water Supply	0	0.00	4	13.00
	<u>104</u>	<u>275.65</u>	<u>1,013</u>	<u>3,160.20</u>

**Plymouth Fire Department**

**Incidents by District (Summary)**

**Alarm Date Between {09/01/2016} And {09/30/2016}**

District	Count	Pct of Incidents	Est Losses	Pct of Losses
006 Lapaz	1	0.53 %	\$0	0.00 %
007 Plymouth	132	70.96 %	\$500	100.00 %
011 Center Twp	21	11.29 %	\$0	0.00 %
019 West Twp	29	15.59 %	\$0	0.00 %
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	1	0.53 %	\$0	0.00 %
<b>Total Incident Count:</b>	<b>186</b>		<b>Total Est Losses:</b>	<b>\$500</b>

Police Chief Bacon presented the September 2016 report:



## PLYMOUTH POLICE DEPARTMENT

### Activity Report Summary 2016

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Information	451	470	568	559	524	634	550	635	675				5,066
Complaint	446	460	427	508	594	469	652	566	650				4,772
911 Calls	76	108	130	141	173	140	138	179	147				1,232
Residential Security Checks	139	102	128	91	34	10	4	2	2				512
Alarms	67	77	70	71	82	54	79	58	96				654
Vehicle Checks	34	22	28	29	41	39	36	34	32				295
Assist Other Agencies	10	9	22	18	16	13	10	17	17				132
Animal Complaints	18	16	27	21	30	37	49	48	30				276
Code Enforcement	40	23	28	58	100	65	69	34	43				460
Traffic Stops	281	294	383	322	367	290	218	359	304				2,818
Citations Issued	174	196	209	184	247	185	126	261	239				1,821
Accident Reports	39	42	37	38	48	42	38	53	45				382
Case Reports	106	99	136	141	131	123	151	143	169				1,199
Arrests	46	38	55	80	51	40	37	56	46				449
Arrests (Adult)	38	29	35	72	40	34	28	49	36				361
Arrests (Juvenile)	8	9	20	8	11	6	9	7	10				88

Street Superintendent Marquardt updated the board on the street light at Dora Lane and Baker Street. He said it has been installed and lights the area well.

Marquardt sent a request to Plymouth Land Survey for the city's portion of the Dickman Street alley request. There is some additional information that needs to be submitted to Clerk-Treasurer Xaver and City Attorney Surrisi estimated that the request could potentially be completed by the end of October.

City Engineer Gaul updated the board on two projects. The Community Crossings contract is ready to be hand delivered to INDOT. Once the state has that in hand, they will begin to process the funding. Gaul expects this to be received in December. Also, the funding for the Hoham Drive project was awarded to the City of Plymouth. This project encompasses the reconstruction of Hoham Drive from Michigan Street to 400 feet west of Western Avenue including the change from two lanes to three lanes, new curbs, and installation of drainage. There is an early coordination meeting scheduled for Wednesday.

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Board Member Delp and Houin moved and seconded to allow the payroll for October 14, 2016, and the claims for October 10, 2016, as entered in Claim Register #2016. The motion carried.

Clerk-Treasurer Xaver presented the following request:

Requesting police to temporarily install “no parking” signs on the north side of Madison St adjacent to St. Michael’s playground, so that the house at 523 N. Michigan can be painted. The painter needs parking for two trucks in the 1<sup>st</sup> two spots on Madison St. off of Michigan St. S/ Kathryn Rosenbaum, owner, 523 N Michigan St, Plymouth, IN 574-395-0157

Xaver noted that dates for this request were not specified. Street Superintendent Marquardt said that temporary ‘no parking’ signs and barrels could be put in place by the Street Department. Marquardt will be in touch with Ms. Rosenbaum regarding the dates she is requesting.

Board Members Delp and Houin moved and seconded to approve the request pending Superintendent Marquardt’s discussion with Ms. Rosenbaum regarding dates. The motion carried.

The board then discussed the parking on Harrison Street near Michigan Street. Mike Miller, 900 N. Walnut St., stated the he received the letter from the Street Department. He appreciated the update and spoke in favor of enforcing no parking zones on the north and south sides of Harrison Street from Michigan to Plum Street. Miller said that there are line of sight issues in that area when vehicles are parked along the sides and this has caused accidents on that street in the past.

Allen McVey spoke to the board on behalf of his mother-in-law, Norma Rechtenbaugh of 901 N Center Street. He asked that the board reconsider making this a no parking zone as he frequently uses Harrison Street to park on when picking up and dropping off his mother-in-law. McVey feels that this is decreasing the value of the homes. His solution was to widen the road as the city already owns a large area between the road and sidewalk that can be converted. McVey felt that if the board was not in favor of widening the street, then he feels the homeowners in that area should receive a tax deduction due to the loss of value of the homes.

Marquardt said that the Street Department did send a letter to all homeowners listed on the Marshall County GIS. The letter informed property owners that they may attend this meeting or send in

correspondence to the Street Department. Marquardt said he has received no written communication as a result of those letters.

Board Member Delp stated that he feels something needs to be done but that it may be too much to restrict parking all the way down Harrison Street from Michigan to Plum for an extended period of time. Delp felt the widening of the street is a good plan, but not a fix for the problem right now. The project would not be done in 2016 and he is unsure if funding in the 2017 budget is there either. Delp suggested modifying the no parking to trucks only and establish a truck route for semis trying to get to the industrial park.

Houin also said he feels that no parking along the entire street is not a permanent solution and feels widening the road is the best solution. He feels that the safety concerns outweigh any of the restrictions at this point in time. There was discussion regarding the bus routes and safety of students when stops are made along Harrison Street.

Board Members Houin and Fonseca moved and seconded to make Harrison Street no parking from Michigan to Plum Street. Delp suggested speaking with the school to see if bus routes can be changed and students can be picked up on Center Street, one of the wider streets in town. He also again suggested designating a truck route so semis are not driving down this road. He opposes this as a long-term solution but feels he can support it now for safety reasons. The motion carried.

City Attorney Surrisi presented Executive Order 2016-03, Allowing a Dumpster to be Placed on First Street in Support of the Buildout for the Health Department's Expansion at the Marshall County Community Resource Center. Surrisi explained that he was approached by the contractor of this project on October 7<sup>th</sup>. They were looking to get started on the project on October 10<sup>th</sup>. He requested the board ratify Executive Order 2016-03.

Board Members Houin and Delp moved and seconded to ratify Executive Order 2016-03, Allowing a Dumpster to be Placed on First Street in Support of the Buildout for the Health Department's Expansion at the Marshall County Community Resource Center. The motion carried.

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In other business, Delp stated that while the parking problem on Harrison Street will now be resolved, there is a tow truck that parks on Harrison Street that will now most likely move the truck to Center Street or another side street in the area. He said he drives that way frequently and rarely sees it moved so it is parking for extended periods of time and leaking oil. Delp feels that something needs to be done to ensure the commercial vehicle does not continue to park like this anymore.

Houin said that he feels there is a broader discussion that he feels the board needs to have about potentially amending the parking ordinance because it currently states that parking in one space for more than twelve hours is violating the code. He agrees that something should be done, but feels there is a larger issue at hand because this is not the only vehicle in the city that causes issues.

Chief Bacon noted that this tow truck has been tagged by city police in the past and every time that has happened the owner moves the vehicle. Currently, the city ordinance only requires that the vehicle be moved in some fashion in order to comply with the code.

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

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Jeanine M. Xaver, IAMC  
Clerk-Treasurer

APPROVED:

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Mark Senter  
Mayor