

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on Monday, January 11, 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 and Houin. City Engineer Gaul, City Attorney Surrisi and Clerk-Treasurer Xaver were also present. Board Member Grobe was absent.

Mayor Senter opened the floor for the reorganization of the Board of Public Works and Safety meetings for the 2016 calendar year. There are two dates in question. One is the second meeting in March, currently slated for March 28, 2016, and coincides with the Plymouth Community School Corporations Spring Break. The other meeting is the second meeting in December, which is currently scheduled for December 26, 2016. This will be a celebrated holiday for the City of Plymouth since Christmas Day is Sunday, December 25, 2016.

Board Members Delp and Houin moved and seconded to continue meeting on the second and fourth Mondays of each month at 6:00 p.m., but to move the second meeting in March to March 21, 2016 and to move the second meeting in December to December 27, 2016. The motion carried.

Board Members Delp and Houin moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on December 28, 2015, as presented since they have been reviewed and found to be correct. The motion carried.

Street Superintendent Marquardt discussed awarding the bid for 2016 Fuel Supplies. He requested that the Board ratify the signed agreement with North Central Co-Op/Country Mark. The locked in price for premium diesel fuel is 1.548 plus tax, totaling \$1.719/gallon and for E87 gasoline is \$1.54 plus tax, totaling \$1.731/gallon.

Board Members Houin and Fonseca moved and seconded to ratify the agreement with North Central Co-Op/Country Mark. The motion carried.

Marquardt also discussed awarding the bid for the 2016 Street Materials. He recommended the Board approve the bids from both IMI and Stockbergers, as each company has products that the other does not.

Board Members Delp and Houin moved and seconded to approve the Street Materials bids from both IMI and Stockbergers. Houin asked if there are products that overlap between the two companies. Marquardt said there are and if that is the case, then they will choose the company with the lower price at that time. The motion carried.

Utility Superintendent Davidson presented the following monthly reports for December 2015:

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

PLANT OPERATIONS

Water Treated December – Ledyard Water Treatment Plant	15,253,331 gallons
Water Treated December – Pine Water Treatment Plant	<u>28,360,898 gallons</u>
Water Treated - Total	43,614,229 gallons

Water Treated – Daily Average – Ledyard Water Treatment Plant	492,043 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>914,868 gallons</u>
Water Treated – Daily Average - Combined	1,406,911 gallons

- Backwashed filters at Ledyard Water Treatment Plant 3 times for a total of 212,000 gallons

- Backwashed filters at Pine Water Treatment Plant 16 times for a total of 1,008,000 gallons
- Total backwash usage for the month was 1,220,000 gallons

MAINTENANCE WORK ORDERS COMPLETED

- 20 - Ledyard Water Treatment Plant Maintenance
 - Inspected north and west water towers
 - Cleaned and inspected influent and effluent chlorine injectors
 - Flushed supply lines to east and west venturi meter supply lines
 - Collected bearing temperature readings on high service pumps and motors #3 and #4
 - Relocated gravel bins
 - Installed roof drain for west side of plant
 - Installed new shelving in storage building
 - Installed door closers at various doors throughout the plant
 - Installed new communication cable to new storage building
 - Flushed all sample taps and inspected filters
 - Inspected wells and detention tanks
 - Rerouted 4" sewer line from filter building
 - Moving material and equipment to new storage building

- 31 – Pine Water Treatment Plant Maintenance
 - Replaced filter and inspected chlorine analyzer
 - Cleaned chlorine injectors and flushed supply lines
 - Collected bearing temperature readings on #1, #2, #3 and #4 high service pumps and motors
 - Flushed and inspected all pressure filter sample taps
 - Flushed 4" main line and supply lines
 - Cleaned and inspected filter air release supply lines
 - Completed generator test and inspected
 - NOBI inspected/repared security system
 - Repaired #2 unit heater
 - Well inspections

- 18 – Mobile Equipment
 - Inspected vehicles 1 through 14 and other mobile equipment
 - Replaced batteries in W-11 and reset
 - Inspected Wach's valve exerciser
 - Inspected Bobcat E-50 Excavator
 - Inspected tapping machine

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 60 Distribution system chlorine residual, IDEM required
- 8 Fluoride samples, ISDH required
- 327 Process control samples and analysis at the Ledyard Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine
- 489 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, 1 – set each plant
- 18 Extra samples - distribution, plant and wells

SERVICE

Locates	78
Total Number of Work Orders	174
Service Disconnects	27
Service Disconnects for non-pay	60
Service Reconnects for non-pay	57
Blue Tags "Service Notice" left on door	10
Pink Tags "Insufficient Funds Notice" left on door	4
New Radio Read / Meter Installations	0
Accuracy checks	90
After Hours Call Outs	0
Meters repaired	2

CONSTRUCTION ACTIVITIES

- (0) Curb Stops Repaired / Replaced / Installed**

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

- (0) New Taps Installed**

- (1) New Mains Completed**

12-02-2016 2940/2952 Gary Dr. – Love’s Truck Stop – Hydrostatic test – 6” fire system passed

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

12-16-2015 103 N. Third St – Removed debris in valve box – Repaired lid
 12-16-2015 423 S. Plum St. – Removed debris in valve box – Repaired lid
 12-16-2015 812 Rose St. – Removed debris in valve box – Repaired lid
 12-16-2015 813 S. Michigan – Removed debris in valve box – Repaired lid

(1) Hydrants Repaired / Replaced / Installed / Serviced / Painted

12-15-2016 Re-inspected (9) hydrants, removed water / leaking seat

(0) Valves Exercised

(0) Main Breaks and Leaks Repaired

(0) Service Lines / New / Repaired

MISCELLANEOUS

- December End of year inventory
- December 12-2-15 Staff Meeting
- December North water tower inspected by Utility Services
- December Power outage Ledyard Plant 12-28-15

WATER DEPARTMENT IMPROVEMENT PROJECTS

- December Division 1 – Ledyard Water Treatment Plant Improvements
 1. 12-14-15 Progress Meeting
 2. Poured chemical feed vault
 3. Transformer has been installed by NIPSCO
 4. Ceiling painted in the east filter building
 5. Completed west detention tank and stairway media blasting and coatings applied
- December 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.
- December Division 3 – Storage Building
 1. Substantial completion was approved on 11-9-2015
 2. Final completion 12-14-15, all retainage released.

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

PLANT OPERATIONS:

1. Total flow in gallons 72,165,794
2. Average daily flow in gallons 2,327,929
3. Rainfall 5.12”
4. Monthly average in BOD removal 98.5%
5. Monthly average in TSS removal 94.6%
6. Monthly average in Ammonia removal 98.4%
7. Leadership Marshall County – plant tour 12-16-15
8. General plant maintenance
9. Power outage at WWTP and numerous lift stations 12-28-15
10. Work orders completed:
 - 215 – Wastewater Treatment Plant
 - Review electrical drawings for plant improvements project
 - Repairs to the bio-roughing towers distribution arms
 - Inventory
 - Inspect/repair #2 return sludge pumps
 - Install SCATA controls on air blowers
 - Replace seal water supply lines in raw sewage pump house
 - L.D. Thornton calibrated natural/methane boilers
 - 75 – Vehicle/Mobile Equipment
 -
 - 40 – Lift Stations
 - 0 - Eliminated structures
 - a.
 - 0 – Replaced structures
 - a.
 - 0 – Replaced/adjusted castings
 - 0 – GIS data collection points
 - 0 – Point repair

- 0 – New structure
 - a. Freedom Park
- 0 – Mainline sewer replacement
 - a.
- 3 – Miscellaneous
 - a. Connected 2” communications conduit at 6th St. CSO
 - b. Conduit at CSO 009
 - c. Troubleshoot pump failure issues at Pioneer Dr./US 30 pump station

MEETINGS ATTENDED:

12-03 Toric Engineering –WWTP Improvements
12-04 Republic Services – Landfill tipping fees
12-09 Northern Indiana Operators Association – operator training, Nappanee
12-14 Board of Public Works and Safety
12-15 TRC Meeting – New Song Church – Eighth St. & W. Harrison St. development
12-15 Redevelopment Commission Meeting
12-16 City Safety Meeting
12-17 Operator training – Alliance of Indiana – North Judson
12-17 Midwestern Engineers - WWTP Improvements
12-28 Board of Public Works and Safety

COLLECTION SYSTEM:

1. Cleaned 655 feet of sewer lines
 - 655 feet during service calls
 - 0 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 4,000 gallons of potable water during sewer cleaning
6. Performed routine maintenance on 10 CSO's and 16 pumping station

Davidson also requested the Board's permission to release \$16,107.40 in retainage to Haskins Underground on the Division II Water Main Extension Project. There remains a retainage of \$5,600.00, which is 20% of the remaining punch list items not yet completed.

Board Members Delp and Houin moved and seconded to approve the release of the \$16,107.40 in retainage to Haskins Underground. The motion carried.

Davidson also asked the Board to consider three potential committee members to review the RFQ's (Request for Qualifications) and provide recommendations to the Board on the Guaranteed Savings Project for the Wastewater Treatment facility. The three considered for the committee are Donnie Davidson, Mike Delp and Don Ecker. The Guaranteed Savings Process is a listing of pre-approved contractors through the State of Indiana that would allow contractors to be selected based on qualifications in lieu of the standard bidding process.

Board Members Houin and Delp moved and seconded to appoint Superintendent Davidson, Mike Delp and Don Ecker to the committee to review RFQ's for the Wastewater Guaranteed Savings Project. The motion carried.

Building Commission Hammonds presented his quarterly report.

**Building Commissioners
2015 Fourth Quarter Report**

TYPE OF CONSTRUCTION		ESTIMATED COST	R/C	
		\$2,211,171.73		
Accessory	13		C	15
Addition	2		R	31
Demolition	7			
Fence	1			
New Construction	1			
Plumbing	1			
Porch	5			
Renovation	6			
Roof	2			
Sign	4			
Single Family	4			
Total	46			

Submitted the 11 day of January 2016

2014 Fourth Quarter Report

46 - Permits issued

Estimated cost of construction \$2,797,286.36

Police Chief Bacon presented the monthly activity report summary for December 2015:

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

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Information	619	469	695	710	561	667	463	562	566	701	575	552	7,140
Complaint	249	245	350	395	405	437	611	452	570	425	385	353	4,877
911 Calls	144	122	164	128	122	162	159	154	135	142	120	110	1,662
Residential Security Checks	230	263	272	225	77	30	58	32	25	19	106	130	1,467
Alarms	42	38	33	32	57	55	65	52	79	70	86	72	681
Vehicle Checks	34	32	31	35	29	43	28	33	27	35	29	30	386
Assist Other Agencies	37	20	23	16	14	21	13	12	14	11	9	12	202
Animal Complaints	20	14	21	26	41	37	45	35	34	32	15	11	331
K9 Use	21	26	21	19	16	3	15	13	14	13	8	11	180
Code Enforcement	19	51	4	7	160	86	47	52	37	54	18	11	546
Traffic Stops	179	193	387	353	405	301	311	385	234	235	241	297	3,521
Citations Issued	69	90	239	186	260	212	221	217	161	125	135	164	2,079
Accident Reports	47	37	37	37	52	44	32	43	46	45	51	40	511
Arrests	51	30	52	51	55	36	52	48	58	52	44	28	557
Case Reports	122	78	113	131	117	91	113	120	114	130	101	77	1,307
Signed Charges (Adult)	32	28	42	39	50	32	48	43	46	44	39	26	469
Signed Charges (Juvenile)	19	2	10	12	5	4	4	5	12	8	5	2	88

Street Superintendent Marquardt requested the Board's permission to begin preparing the specs and forms to begin soliciting quotes for the wheel loader as allowed in the Street Department's 2016 budget.

Board Members Delp and Fonseca moved and seconded to grant permission for Superintendent Marquardt to begin soliciting quotes for the Street Department's wheel loader. The motion carried.

City Engineer Gaul presented a request from PirTano Construction Company on behalf of Comcast for permission to perform work in the City's Right of Way to install CATV at a proposed depth of 24" to 36" south across Jim Neu Drive to the 2111 Jim Neu property line via directional boring. Gaul recommended the Board accept the request including the financial guarantee of \$5,000.00 and other items specified in the packet.

Board Members Delp and Houin moved and seconded to approve the request. The motion carried.

Gaul also discussed a MACOG meeting for tracking LPA projects. The City has an upcoming Safe Routes to School Project on Baker Street and The Troyer Group has stated that they can complete the project earlier than anticipated. It was determined that the project could potentially be moved up to 2016 from 2017 in regards to the City's 2016 budget and available funds appropriated to cover the City's cost of the project. The city's match is just under \$113,000.

Clerk-Treasurer Xaver suggested using the following funds that are currently appropriated for the city's match: \$70,000 in the Street Department Curbs and Sidewalks line item; \$30,000 in the Street Department Sidewalks line item; and the remaining match from the \$15,000 in the Cumulative Capital Improvement Fund.

Board Members Houin and Fonseca moved and seconded to authorize Clerk-Treasurer Xaver to move available funds in order to move forward with the project. The motion carried.

City Attorney Surrisi presented Resolution No. 2016-681, A Resolution of the Plymouth Board of Public Works and Safety Adopting A Title VI of the Civil Rights Act of 1964 Policy. Following a seminar that Surrisi attended in November, 2015, he stated that the City currently has a policy in place to protect individuals and contracting entities under the ADA act, but not the Title VI Civil Rights act. It is becoming a common practice for municipalities to adopt this type of policy. Surrisi also stated that the State will begin sending annual surveys to municipalities regarding the adoption of a Title IV policy. The City has not received one at this time, but he preferred to be proactive and have the policy in place. The purpose is to have a procedure in place should a contracting entity wish to file a complaint against the City. Surrisi will address the Board again during the first meeting in April, 2016 with additional provisions and a better established procedure for the complaint process.

Board Members Delp and Houin moved and seconded to approve Resolution No. 2016-681, A Resolution of the Plymouth Board of Public Works and Safety Adopting A Title VI of the Civil Rights Act of 1964 Policy. Houin noted that in Section 1 paragraph two, "religion" is stated twice and one should be removed. Houin also questioned whether additional protected classes should be added to this policy, including federally recognized classes. Surrisi noted that the Indiana General Assembly will soon be meeting and deciding Indiana's policies moving forward in regards to protected classes. This will have been decided on by the time this Board discusses it again in April, 2016, in which case the Board

can decide if they would like to adopt additional provisions. It passed by roll call vote following a revised motion to remove the redundant 'religion' in Section 1 paragraph two.

AYES: Senter, Delp, Fonseca and Houin
NAYES: None
ABSENT: Grobe

Surrisi provided an update on Mr. Kozuch's request for a quiet zone regarding the railroad noise through the south side of town. Surrisi received a response from MACOG with some more information about quiet zones. It would be an extensive process to move forward and there could be an expense for the City. Councilman Grobe has heard concerns from citizens in his district and would like to explore our options. The City of Goshen is in the process of establishing quiet zones and their City Engineer has agreed to meet with representatives from the City of Plymouth.

Mike Collins, the Assistant Superintendent from the Cemetery Department asked for the Board's permission to solicit quotes for the Cemetery Department's new mini excavator.

Board Members Delp and Houin moved and seconded to allow the Cemetery Department to begin soliciting quotes. The motion carried.

Board Members Delp and Fonseca moved and seconded to allow the payroll for January 15, 2016, and the claims for January 11, 2016, as entered in Claim Register #2016. The motion carried.

There being no further business to discuss, Members Houin and Fonseca moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:37 p.m.

S/Jeanine M. Xaver
Clerk-Treasurer

APPROVED:

S/Mark Senter
Mayor