

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on May 12, 2014, 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, Ecker and Smith. City Engineer Gaul, City Attorney Surrisi and Clerk-Treasurer Hutchings were also present. Board Member Grobe was 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 April 28, 2014, as presented since they have been reviewed and found to be correct. The motion carried.

Board Member Ecker complimented the street department on street repairs.

Utility Superintendent Davidson presented his monthly reports:

**CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety
APRIL 2014 Monthly Report**

PLANT OPERATIONS

Water Treated April – Ledyard Water Treatment Plant	31,995,466 gallons
Water Treated April – Pine Water Treatment Plant	<u>12,288,156 gallons</u>
Water Treated - Total	44,283,622 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	1,066,516 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>409,605 gallons</u>
Water Treated – Daily Average - Combined	1,476,121 gallons

- Backwashed filters at Ledyard Water Treatment Plant 9 times for a total of 477,000 gallons
- Backwashed filters at Pine Water Treatment Plant 10 times for a total of 630,000 gallons
- Total backwash usage for the month was 1,107,000 gallons

MAINTENANCE WORK ORDERS COMPLETED

- 26 - Ledyard Water Treatment Plant Maintenance
 - Installed conduit for communication tower
 - Removed heat tapes on permanganate and chlorine lines and detention tanks
 - Unit heaters removed from well houses and chlorine pit
 - Backflow device installed in plant
 - Venturi meter supply lines flushed out
 - Aluminum soffit was installed on the filter building to prevent bird damage
 - Repaired damaged siding and door jamb on storage barn
- 16 – Pine Water Treatment Plant Maintenance
 - Liquid heads and tubing replaced on fluoride pumps
 - Repaired leak on #1 permanganate pump
 - Replaced top hose on #1 fluoride pump
 - Replaced #1 fluoride pump diaphragm and tubing
 - Chlorine analyzer and injectors cleaned
 - Tubing replaced on permanganate transfer pump
 - Disassembled winter huts of wells #5E and #6F
 - NOBI performed warranty work on CCTV camera
- 19 – Mobile Equipment

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 62 Distribution system chlorine residual, IDEM required
- 8 Fluoride samples, ISDH required
- 313 Process control samples and analysis at the Ledyard Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine
- 383 Process control samples and analysis at the Pine Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese and Chlorine
- 2 North Tower
- 0 THM's
- 0 HAA5's
- 0 VOC sets

SERVICE

Locates	184
Total Number of Work Orders	169
Service Disconnects	25
Service Disconnects for non-pay	41

Service Reconnects for non-pay	36
“Service Notice” left on door (Blue Tags)	6
“Insufficient Funds Notice” left on door (Pink Tags)	9
New Radio Read / Meter Installations	1
Accuracy checks	37
After Hours Call Outs	1
Meters repaired	6
Hydrants Serviced	0
Hydrants Sandblasted and Painted	0

CONSTRUCTION ACTIVITIES

(2) Curb Stops Replaced/Installed

04-14-14	1101 N. Plum St. – Replaced 3/4” Curb stop – box and rod
04-15-14	1622 W. Lake Ave. – Found 3/4” copper service – cut in new 3/4” valve

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

04-24-14	Novelty St. – Between N. Walnut St. and N. Plum St. retired 8” service line for old factory
04-29-14	116 E. Garro St. – Retired 2” galvanized line running north in alley

(0) New Taps Installed

(0) New Mains Completed

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

04-16-14	209 N. 4 th St. – Replaced buffalo curb box
04-21-14	Installed new 12” valve (I6V056) at the intersection of Novelty St. and N. Plum St.
04-22-14	Replaced 12” valve (J6V001) at the intersection of Novelty St. and N. Walnut St.
04-23-14	Replaced 12” valve (J6V034) at N. Plum St. and W. Madison St.
04-24-14	Repaired 6” valve (I6V049) at the intersection of N. Plum St. and North St.
04-29-14	200 N. Michigan St. - Found old curb stop – Replaced buffalo box
04-30-14	Repaired 4” valve (J6V041) at the intersection of W. Jefferson St. and N. Plum St.
4-30-14	Replaced 4” valve (J6V077) at the intersection of W. Jefferson St. and N. Plum St.

(1) Hydrants Repaired or Replaced

05-30-14	Replaced Hydrant HYD239 with a Kennedy K81
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(0) Main Breaks Repaired

(2) Service Lines Repaired, Replaced or Retired

04-07-14	817 W. Monroe St. – Replaced service line/meter setter/pit
04-16-14	1009 W. Jackson St. – Relocated pit to front of property for new service

MISCELLANEOUS

04-02-14	Four employees attended training seminar in Rochester, IN on locating utility lines, techniques and equipment
04-30-14	Meter readings 4-30-14
04-22-14	Midwestern Engineers – John Clarke performed inspection on north water tower
04-21-14	Utility Services completed wash out of north water tower
04-22-14	Peerless – Midwest completed the removal of by-pass line and check valves from altitude valve pit at the north water tower
April	Locating and recorded missing water valve shut offs (curb stops)
April	Accident reporting meeting

**CITY OF PLYMOUTH WASTEWATER DEPARTMENT
Board of Public Works and Safety
APRIL 2014 Monthly Report**

PLANT OPERATIONS:

1. Total flow in gallons	73,140,541
2. Average daily flow in gallons	2,438,018
3. Rainfall	2.80”
4. Monthly average in BOD removal	97.7%
5. Monthly average in TSS removal	93.0%
6. Monthly average in Ammonia removal	95.9%
7. General plant maintenance	
8. Work orders completed:	
• <u>270 – Wastewater Treatment Plant</u>	
➤ Replaced return sludge pump controller	
➤ Installed antennas for new Allen Bradley Controllers	

- Installed new variable frequency drive (VFD) on #1 return sludge pump
- 60 – Vehicle/Mobile Equipment
 - Replaced starter and solenoid on rear engine of T-6 Vactor
- 25 – Lift Stations
 - Cleaned and inspected lift station wet wells
- 9 – Collection System
 - 0 - Eliminated structures
 - 7 – Replaced structures
 - 0 – Replaced/adjusted castings
 - 0 – GIS data collection points
 - 0 – Point repair
 - 2 – New structure
 - 0 – Mainline sewer replacement

MEETINGS ATTENDED:

04-14 Board of Public Works and Safety
04-15 Redevelopment Commission
04-16 St. Joseph Regional Medical Center – Emergency Room Expansion
04-21 Utility budget workshop
04-22 Metronet pre-construction meeting
04-23 St. Joseph Regional Medical Center – Emergency Room Expansion
04-28 Board of Public Works and Safety

COLLECTION SYSTEM:

1. Cleaned 3,088 feet of sewer lines
 - 0 feet during service calls
 - 3,088 feet during preventive maintenance
2. Televised 0 feet of sewer lines
3. Mechanically removed roots from 1,699 feet of sewer lines
4. Removed approximately 1.54 tons of silt and debris during cleaning and inspections of sewers lines
5. Used approximately 13,380 gallons of potable water during sewer cleaning
6. Performed routine maintenance on 10 CSO's and 15 pumping station
7. Pioneer Dr. lift station project was finalized 4-15-14

Davidson reported that the Consumer Confidence Report has been mailed out; all utility customers should receive their report in the next few days. The report details the quality of the drinking water in the City of Plymouth; he reported that everything is in order and meets or exceeds regulatory requirements.

Davidson said that American Water Resource has notified him that they are sending information out to customers for insurance on water and sewer lines. He said that they are a reputable company, but the information is unsolicited by the City of Plymouth and the city is not promoting the insurance.

Davidson reported that a 3/4" service line ruptured on the portion of East Garro Street that was recently paved. He said that they had retired twelve to fifteen service lines in that area, but missed this line that serviced a house where the current Hoffman Brothers Auto Parts store is located. He explained that the milling and rollers vibrated the ground enough to rupture the line.

Mayor Senter said that on Friday he spoke with Dr. Marshall, the owner of Park Jefferson Apartments located at 1311 W. Jefferson Street. Marshall is hoping to have the apartments completely rented by the end of the year.

Fire Chief Miller requested permission to reimburse mileage for one car and two hotel rooms for one night for the Indiana weekend at the National Fire Academy June 6, 7 and 8 in Emmitsburg, Maryland. He estimated the cost of the rooms and mileage to be approximately \$950.

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

Miller presented his monthly reports:

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

Alarm Date Between {04/01/2014} And {04/30/2014}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
001 Argos	3	1.71%	\$0	0.00%
004 Culver	1	0.57%	\$0	0.00%
006 Lapaz	2	1.14%	\$0	0.00%
007 Plymouth	119	68.00%	\$500	20.00%
011 Center Twp	21	12.00%	\$2,000	80.00%
019 West Twp	22	12.57%	\$0	0.00%
12 Argos Paramedic Assist	1	0.57%	\$0	0.00%
15 Culver Paramedic Assist	4	2.29%	\$0	0.00%
16 Lakeville/Lapaz Paramedic Assist	1	0.57%	\$0	0.00%
18 Walkerton Paramedic Assist	1	0.57%	\$0	0.00%
Total Incident Count:	175		Total Est Losses:	\$2,500

**Plymouth Fire Department
Departmental Activity Report**

Current Period: 04/01/2014 to 04/30/2014, Prior Period: 01/01/2014 to 04/30/2014
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	175	549.97	727	4,353.23
	175	549.97	727	4,353.23
Fire Alarm Situations				
Accident, potential accident	0	0.00	1	0.00
Chemical release, reaction, or toxic condition	0	0.00	4	0.00
Combustible/flamable spills & leaks	1	0.00	3	0.00
Dispatched and cancelled en route	7	0.00	40	0.00
Electrical wiring/equipment problem	0	0.00	2	0.00
Emergency medical service (EMS) Incident	135	0.00	557	0.00
Extrication, rescue	0	0.00	1	0.00
False alarm and false call, Other	3	0.00	11	0.00
Good intent call, Other	2	0.00	5	0.00
Hazardous condition, Other	1	0.00	1	0.00
HazMat release investigation w/no HazMat	1	0.00	4	0.00
Medical assist	8	0.00	32	0.00
Mobile property (vehicle) fire	2	0.00	6	0.00
Natural vegetation fire	6	0.00	10	0.00
Outside rubbish fire	1	0.00	1	0.00
Overpressure rupture, explosion, overheat, Other	0	0.00	1	0.00
Person in distress	0	0.00	1	0.00
Public service assistance	0	0.00	3	0.00
Rescue, emergency medical call (EMS), other	0	0.00	2	0.00
Service call, Other	0	0.00	2	0.00
Smoke, odor problem	0	0.00	2	0.00
Special outside fire	1	0.00	3	0.00
Steam, Other gas mistaken for smoke	1	0.00	5	0.00
Structure Fire	4	0.00	14	0.00
System or detector malfunction	0	0.00	3	0.00
Unauthorized burning	1	0.00	1	0.00
Unintentional system/detector operation (no fire)	1	0.00	11	0.00
Wrong location, no emergency found	0	0.00	1	0.00
	175	0.00	727	0.00

* 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.

**Plymouth Fire Department
Departmental Activity Report**

Current Period: 04/01/2014 to 04/30/2014, Prior Period: 01/01/2014 to 04/30/2014
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				
Administrative Procedures	0	0.00	2	2.00
AEMT Class	2	4.00	73	260.75
CPR	2	4.00	38	112.00
Disaster MGMT	1	4.00	1	4.00
EMS Audit & Review	1	1.00	15	20.00
FF I-II	0	0.00	2	8.00
Fire Control, General	1	3.00	4	34.50
Fire Preplan	1	1.00	55	134.00
Foam Applications	5	5.00	5	5.00
Hazmat Awareness and Operations	2	8.00	21	128.00
Hazmat Laws and Regulations	0	0.00	7	14.00
Hose Test	61	98.50	61	98.50
Instructor Training	0	0.00	15	21.00
Leadership	0	0.00	10	82.00
Mega Code	4	6.00	4	6.00
Officers Meeting	0	0.00	7	5.25
Paramedic School	5	20.00	24	100.00
Pension Board Meeting	0	0.00	8	4.00
Personal Safety	0	0.00	18	36.00
Public Education	5	20.00	5	20.00
Respiratory System	5	5.00	5	5.00
Training Lecture	0	0.00	1	2.00
Venting the fire	0	0.00	8	56.00
Volunteer Fire Business Mtg.	27	54.00	125	283.00
	<u>122</u>	<u>233.50</u>	<u>514</u>	<u>1,441.00</u>

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Police Chief Bacon presented his monthly report:

TYPE	April 2014
Information	753
Complaint	189
911 Calls	180
Residential Security Checks	157
Alarms	33
Vehicle Checks	34
Assist Other Agencies	32
Animal Complaints	44
K9 Use	28
Code Enforcement	29
Traffic Stops	202
Citations Issued	83
Accident Reports	31
Arrests	55
Case Reports	132
Charges Signed (Adult)	48
Charges Signed (Juvenile)	7

City Engineer Gaul presented information on the LPA consultant selection for the Greenways Trail Phase II. He said they will begin contract negotiations with the highest ranked firm in the INDOT rankings, which is SEH of Indiana (Short Elliott Hendrickson).

City Attorney Surrisi said that he has made initial contact with the company and asked them to send their initial first proposal.

Gaul explained that as soon as a contract is entered into, the design can begin, but construction will not begin until July, 2016.

Gaul asked the board's permission to begin negotiations with SEH of Indiana; if those negotiations fail, permission to begin negotiations with Donahue & Associates/Herceg; if those negotiations fail, permission to begin negotiations with Hannum, Wagle & Cline Engineering.

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

Gaul presented a request from ESPO Engineering on behalf of Comcast / Pirtano Construction Co., Inc. for permission to perform work in the City's Right-of-Way to install communication infrastructure along the west side of First Street from approximately 40' north of Monroe Street to the north side of Jefferson Street to approximately 175' west of First Street to 520 West Jefferson Street.

Gaul recommended a financial guarantee in the amount of \$5,000 be placed by the company.

Board Members Smith and Culp moved and seconded to approve the request with the \$5,000 financial guarantee. The motion carried.

Gaul presented a request from ESPO Engineering on behalf of Comcast / Pirtano Construction Co., Inc. for permission to perform work in the City's Right-of-Way to install communication infrastructure along the west side of Western Avenue from approximately 300' north to 600' south of the Schuh Ditch for service to 1433 Western Avenue. Gaul said that they will have to be in compliance with specifications set forth by the Marshall County Surveyor regarding the legal drain in that area. Gaul said that they will be working on the west property line; the Metronet is planned to be installed in that area on the west side of the street just off the roadway.

Gaul recommended a financial guarantee in the amount of \$5,000 be placed by the company.

Board Members Ecker and Culp moved and seconded to approve the request with the \$5,000 financial guarantee. The motion carried.

Gaul presented a request from ESPO Engineering on behalf of Comcast / Pirtano Construction Co., Inc. for permission to perform work in the City's Right-of-Way to install communication infrastructure along the south side of Jefferson Street to approximately 250' east of the west Corporate Limits for service at 2341 West Jefferson Street.

Gaul recommended a financial guarantee in the amount of \$5,000 be placed by the company.

Board Members Culp and Ecker moved and seconded to approve the request with the \$5,000 financial guarantee. The motion carried.

Gaul reported that he submitted a Safe Routes to School Application today to MACOG and then downstate. Notification of the award should take place around June 16th.

Gaul reported on the mill and fill projects. He said the thermoplastic pavement markings will be scheduled as soon as the asphalt is placed.

Gaul reported on the list of street and sidewalk projects for the year. They include Hillcrest Avenue from State Road 17 to Crimson Lane; Pennsylvania Avenue from Michigan through the Liberty Street intersection; Water Street from Garro to Adams Street; Adams Street from Water to Michigan Street; Marigold Court; Novelty Street from Michigan to Plum Street; First Street from Jefferson Street to Monroe Street; Madison Street from First to Plum Street; Liberty Street from Pennsylvania Avenue

to LaPorte Street; Liberty Street from LaPorte Street to Rex Street and Liberty Street from Rex Street to Jefferson Street. He expects to bid and award the project in July.

City Attorney Surrisi referred to the historic preservation grant from the DNR that was applied for last year for the assessment of the old fire house to have some architectural plans and engineering drawings put together for what it would take to renovate the engine house. He said that the city has received preliminary notification that we received the grant. It is a matching grant; the plans and drawings are estimated to cost around \$20,000; the city has been awarded a little over \$10,000. Surrisi expects there to be a start up meeting soon to get the details.

Clerk-Treasurer Hutchings presented the following request:

5/12/14 - The Mayor requests that West Jefferson Street between Center and Walnut Streets be closed for the Plymouth Memorial Day Ceremony between 9:45 a.m. and 10:30 a.m. (EDT) (or immediately following the Ceremony's conclusion), on Monday, May 26, 2014. The Plymouth Street Department in conjunction with the Plymouth Police Department will design and place appropriate signage and detours for the closure and local law enforcement and public safety agencies will be notified. S/ Laura Mann, Mayor's Assistant, 124 N. Michigan Street, Plymouth, IN, 574-936-6717

Members Smith and Culp moved and seconded to approve the request; the motion carried.

Mark Sullivan, Midwestern Engineers, Inc. addressed the members regarding the proposed Agreement for Engineering Services for the Ledyard Water Treatment Plant Improvements Project.

Sullivan said that the original Ledyard Street plant was constructed in 1968; and was expanded and doubled in size in 1979.

Board Member Ecker asked if this is the project that was discussed at the meeting two weeks ago and that this is inclusive of those discussions.

Utility Superintendent verified that it is.

Board Members Smith and Ecker moved and seconded to approve the Agreement as presented. The motion carried.

City Engineer Gaul asked that the board confirm the following appointments to the Common Construction Wage Committee: Jim Marquardt, taxpayer representative; Don Ecker, industry representative.

Board Members Smith and Culp moved and seconded to approve the request as presented. The motion carried with Board Member Ecker abstaining from the vote.

Members Smith and Culp moved and seconded to allow the salaried payroll for April 16-30, 2014 and the claims for May 12, 2014, as entered in Claim Register #2014. The motion carried.

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

S/Toni Hutchings, IAMC, CMC, CPFA
Clerk-Treasurer

APPROVED:

S/Mark Senter, Mayor