

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on September 8, 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, Grobe and Smith. City Engineer Gaul, City Attorney Surrisi and Clerk-Treasurer Hutchings were also present.

Board Members Ecker and Grobe moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on August 25, 2014, as presented since they have been reviewed and found to be correct. The motion carried.

Board Member Grobe said that he spoke with Plymouth Community School Corporation Superintendent Dan Tyree, who said that there are two hour parking spots around his office and some of the other school offices, but they are having problems with people parking there all day. Tyree has requested that the city evaluate parking on the street around the circle drive at the Lincoln Jr High. A request form will be completed by the school for formal action at the next meeting.

Utility Superintendent Davidson presented his monthly reports:

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

PLANT OPERATIONS

Water Treated August – Ledyard Water Treatment Plant	42,549,419 gallons
Water Treated August – Pine Water Treatment Plant	<u>17,651,605 gallons</u>
Water Treated - Total	66,632,701 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	1,372,562gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>588,387 gallons</u>
Water Treated – Daily Average - Combined	1,960,949 gallons

- Backwashed filters at Ledyard Water Treatment Plant 11 times for a total of 583,000 gallons
- Backwashed filters at Pine Water Treatment Plant 15 times for a total of 945,000 gallons
- Total backwash usage for the month was 1,528,000 gallons

MAINTENANCE WORK ORDERS COMPLETED

- 22 - Ledyard Water Treatment Plant Maintenance
 - Troubleshoot wiring issue with the permanganate pump #2 (East)
 - Repaired roof of filter building
 - Prepared wells and housing for fall and winter
 - Cleaned and lubricated filters 1, 3, and 4 pneumatic valves
 - Flushed all filter cell sample taps
 - Installed new signal wires from wells to administration building/filter building
- 22 – Pine Water Treatment Plant Maintenance
 - Cleaned and flushed chlorine analyzer
 - Trouble shoot pneumatic valves and backwash panels on #1 and #2 filters
 - Repaired backwash panel and pneumatic valves for filter #1
 - Touch pad in plant repaired
 - Filters replaced in dehumidifiers and furnace
 - Made repairs to chlorine booster pump plumbing
 - Cleaned chlorine injectors and flushed supply lines
 - Cleaned chlorine analyzer
 - Disassembled, cleaned and re-lubed pneumatic valves on filter #2
 - Disassembled and serviced regulator valves on filter #2, cell #2 pneumatic valve
- 22 – Mobile Equipment

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 5 Fluoride samples, ISDH required
- 334 Process control samples and analysis at the Ledyard Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine
- 420 Process control samples and analysis at the Pine Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese and Chlorine

- 27 Extra samples - distribution, plant and wells
- 4 Sets – 3rd quarter THM and HAA5
- 1 Nitrite and Nitrate sample from Ledyard plant
- 1 Nitrite and Nitrate sample from Pine plant

SERVICE

Locates	240
Total Number of Work Orders	132
Service Disconnects	13
Service Disconnects for non-pay	20
Service Reconnects for non-pay	16
“Service Notice” left on door (Blue Tags)	13
“Insufficient Funds Notice” left on door (Pink Tags)	5
New Radio Read / Meter Installations	2
Accuracy checks	61
After Hours Call Outs	1
Meters repaired	0
Hydrants Serviced	0
Hydrants Sandblasted and Painted	0

CONSTRUCTION ACTIVITIES

(5) Curb Stops Replaced/Installed

- 08-06-14 716 Poplar St. – Replaced ¾” curb stop, box and rod
- 08-07-14 137 N. Kingston St.- Replace ¾” curb stop, box and rod
- 09-14-14 1409 Kenwood Ave. – Replaced ¾” curb stop, 2’ service line, box and rod
- 08-19-14 407 – 407 ½ E. Garro St. – Replaced ¾” curb stop, box and rod
- 08-27-14 500 W. Monroe St. – Cut in new 1” service valve, box and rod

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

- 08-04-14 N. Plum St. and Washington St. – Retired old abandoned ¾” service line
- 08-14-14 Beerenbrook St. and W. Washington St. – Retired old blow off valve

(0) New Taps Installed

(1) New Mains Completed

- 830 4th S. – Installed 6” cap on dead end main

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

- 08-19-14 1071 Lincolnway East – Replaced box and rod
- 08-27-14 317 North St. – Replaced box and rod
- 08-27-14 First St. and W. Madison St. – Replaced box and rod

(2) Hydrants Repaired/Replaced/Installed

- 08-07-14 1230 Lincolnway East – Replaced fire hydrant #125
- 08-14-14 900 Oakhill Ave. – Repaired seat and bonnet of fire hydrant

(1) Main Breaks Repaired

- 08-21-14 1808 Hillcrest Ave. – Repaired 8” main break

(3) Service Lines Repaired, Replaced or Retired

- 08-07-14 137 N. Kingston St. – Installed all new ¾” copper from new valve to house
- 08-13-14 Ledyard St. and Mansfield St. – Repaired leak on 2” yoke
- 08-28-14 1725 Hope Blvd. – Repaired leaking ¾” PVC service line at corporation stop

MISCELLANEOUS

- Set up water system for Blueberry Festival
- Plant and Grounds maintenance
- Met with Badger Meter representative on updating meter reading units
- City wide asphaltting and restorations of dig sites
- Continuing upgrades to controller system at the Ledyard Plant
- Electrical damages at the Pine water Plant due to lightning storm on August 26, 2014 – approximately \$6,200 to date
- Hydrostatic tested and performed bacteria tests on new fire service line at 2526 Western Ave.

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

PLANT OPERATIONS:

1. Total flow in gallons	63,338,142
2. Average daily flow in gallons	2,043,166
3. Rainfall	7.21”
4. Monthly average in BOD removal	99.1%

5. Monthly average in TSS removal 97.5%
6. Monthly average in Ammonia removal 99.2%
7. Received a safety inspection from Indiana Water Environment Association on 8-25-14
8. General plant maintenance
9. Work orders completed:
 - 265 – Wastewater Treatment Plant
 - Clean digester methane transfer piping
 - Started assembling odor control unit on S. Sixth St.
 - Installed new life preservers around the facility, according to OSHA regulation
 - 76 – Vehicle/Mobile Equipment
 - 25 – Lift Stations
 - 9 – Collection System
 - 0 - Eliminated structures
 - 3 – Replaced structures
 - 3 – Replaced/adjusted castings
 - 1 – GIS data collection points
 - 1 – Point repair
 - 0 – New structure
 - 1 – Mainline sewer replacement

MEETINGS ATTENDED:

- 08-05 TRC – 1) Crossroads Church 2) Culver Tool 3) Latter Day Saints Church
08-05 BZA – Variance for odor control unit on S. Sixth St.
08-06 Storm Sewer Budget Review
08-08 Metronet
08-11 Board of Public Works and Safety
08-12 Metronet/Kenetic
08-18 Beerenbrook St. & W. Jefferson St. Storm Sewer Project – Pre-construction meeting
08-18 Budget Workshops
08-19 TRC – 1) Love’s Travel Stop 2) Langfeldt & Payne Storage
08-19 Redevelopment Commission
08-25 Board of Public Works and Safety
08-26 Guaranteed Savings Contracting seminar
08-27 Training seminar sponsored by Commonwealth Engineers, conducted in Peru, IN on phosphorus removal from wastewater

COLLECTION SYSTEM:

1. Cleaned 25,363 feet of sewer lines
 - 0 feet during service calls
 - 25,363 feet during preventive maintenance
2. Televised 6,914 feet of sewer lines
3. Mechanically removed roots from 0 feet of sewer lines
4. Removed approximately 12.68 tons of silt and debris during cleaning and inspections of sewers lines
5. Used approximately 53,150 gallons of potable water during sewer cleaning
6. Performed routine maintenance on 10 CSO’s and 15 pumping station

Fire Chief Miller presented his reports for the month of August:

**Plymouth Fire Department
Departmental Activity Report**

Current Period: 09/01/2014 to 09/31/2014, Prior Period: 01/01/2014 to 08/31/2014
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	196	1,471.89	1,454	8,125.38
	196	1,471.89	1,454	8,125.38
Fire Alarm Situations				
Accident, potential accident	0	0.00	1	0.00
Chemical release, reaction, or toxic condition	0	0.00	6	0.00
Combustible/flamable spills & leaks	4	0.00	13	0.00
Dispatched and cancelled en route	8	0.00	78	0.00
Electrical wiring/equipment problem	1	0.00	6	0.00
Emergency medical service (EMS) Incident	146	0.00	1,114	0.00
Extrication, rescue	0	0.00	1	0.00
False alarm and false call, Other	5	0.00	30	0.00
Fire, Other	1	0.00	1	0.00
Good intent call, Other	3	0.00	16	0.00
Hazardous condition, Other	0	0.00	1	0.00
HazMat release investigation w/no HazMat	0	0.00	4	0.00
Medical assist	12	0.00	75	0.00
Mobile property (vehicle) fire	0	0.00	8	0.00
Natural vegetation fire	1	0.00	11	0.00
Outside rubbish fire	0	0.00	4	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	2	0.00	6	0.00
Rescue, emergency medical call (EMS), other	0	0.00	2	0.00
Service call, Other	0	0.00	4	0.00
Severe Weather & Natural Disaster - Other	0	0.00	1	0.00
Severe Weather & Natural Disaster - Specified	0	0.00	3	0.00
Smoke, odor problem	2	0.00	5	0.00
Special outside fire	0	0.00	6	0.00
Steam, Other gas mistaken for smoke	0	0.00	6	0.00
Structure Fire	4	0.00	23	0.00
System or detector malfunction	2	0.00	8	0.00
Unauthorized burning	0	0.00	1	0.00
Unintentional system/detector operation (nd fire)	0	0.00	15	0.00
Wrong location, no emergency found	1	0.00	3	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.

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Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Fire Alarm Situations				
	196	0.00	1,454	0.00
Training				
Administrative Procedures	0	0.00	2	2.00
AEMT Class	0	0.00	75	267.75
Apparatus / Equipment	23	23.00	51	87.00
Cardiac Assessment	0	0.00	12	23.00
CPR	0	0.00	38	112.00
Diabetics	0	0.00	7	7.00
Disaster MGMT	0	0.00	1	4.00
Emergency Medical Services	0	0.00	2	0.00
Emergency Vehicle Operation Course	54	276.75	54	276.75
EMS Audit & Review	1	3.00	32	42.17
FF I-II	0	0.00	2	8.00
Fire Behavior	0	0.00	1	2.00
Fire Control, General	0	0.00	4	34.50
Fire Ground Safety	0	0.00	37	71.50
Fire Investigation	0	0.00	3	18.00
Fire Preplan	0	0.00	55	134.00
Foam Applications	0	0.00	31	57.00
Hazmat Awareness and Operations	0	0.00	21	128.00
Hazmat Laws and Regulations	0	0.00	7	14.00
Helicopter EMS Orientation	0	0.00	10	15.00
Hose Test	0	0.00	71	118.50
Instructor Training	0	0.00	36	61.50
Ladders	14	28.00	14	28.00
Leadership	0	0.00	12	96.00
Mega Code	0	0.00	4	6.00
Officers Meeting	0	0.00	7	5.25
Paramedic School	0	0.00	24	100.00
Fed. Adv. Life Support	12	12.00	12	12.00
Pension Board Meeting	0	0.00	8	4.00
Personal Safety	0	0.00	18	36.00
Power Cot Lift	0	0.00	12	18.00
Public Education	0	0.00	22	86.00

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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
Training				
Respiratory System	0	0.00	5	5.00
Ropes & Knots	0	0.00	34	83.00
Self Rescue	4	6.00	4	6.00
Splinting	0	0.00	4	2.00
Staff Meeting	0	0.00	11	22.00
Training Lecture	2	7.00	5	23.00
Venting the fire	0	0.00	8	56.00
Volunteer Fire Business Mtg.	30	60.00	246	495.00
	146	425.77	1,008	2,576.94

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

Alarm Date Between {08/01/2014} And {08/31/2014}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
004 Culver	1	0.51%	\$0	0.00%
006 Lapaz	1	0.51%	\$0	0.00%
007 Plymouth	133	67.86%	\$0	0.00%
011 Center Twp	18	9.18%	\$0	0.00%
019 West Twp	28	14.29%	\$500,000	100.00%
12 Argos Paramedic Assist	3	1.53%	\$0	0.00%
14 Starke Co. Paramedic Assist	1	0.51%	\$0	0.00%
15 Culver Paramedic Assist	2	1.02%	\$0	0.00%
16 Lakeville/Lapaz Paramedic Assist	3	1.53%	\$0	0.00%
18 Walkerton Paramedic Assist	6	3.06%	\$0	0.00%
Total Incident Count			Total Est Losses: \$500,000	

Miller said that Landon Lauber will be completing his year of probation this month. He asked that the board authorize Miller to remove Lauber from probationary pay to full time status.

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

Chief of Police Bacon presented his monthly report for August:

Plymouth Police Department
Activity Report for August 2014

<u>Type</u>	<u>August</u>
Information	865
Complaint	206
911 Calls	177
Residential Security Checks	38
Alarms	40
Vehicle Checks	28
Assist Other Agencies	29
Animal Complaints	40
K9 Use	27
Code Enforcement	14
Traffic Stops	300
Citations Issued	252
Accident Reports	49
Arrests	53
Case Reports	149
Signed Charges (Adult)	47
Signed Charges (Juvenile)	6

City Engineer Gaul referred to the Metronet Project, in which Michiana Contracting / Haskins are working to install conduit in the right-of-way. He said that the contractor will be beginning work in the downtown area, so we will be losing a few parking spaces while that work is being done. Gaul anticipates that at the next meeting, the Metronet will be requesting permission to work in the right-of-way.

Gaul updated the board on the Municipal Separated Storm Sewer System Requirements. He said the year end submission of Part B of the program included a listing of everything they have done up-to-date. At the end of last year Plymouth had to get a new permit for a five-year cycle; they are beginning Part C of the project, which outlines what they plan to do in the upcoming five year cycle. He said that they intend on using Best Management Practices, including "Public Education and Outreach". He explained that as one of the presentations for "Public Outreach" they provided information to residents around the Logan Drain this year; there was a "Public Participation" by the Boy Scouts checking the storm drains and installing missing medallions. Gaul explained that the availability of services offered by Marshall County Solid Waste District encourages community involvement by allowing residents to take unwanted items there for proper disposal or possible redistribution. Gaul said they have to maintain a list of "Illicit Discharges", including material that is spilled or dumped; they have had to map the inlets and outlets. Gaul said that sometimes in dry weather there are outlets that have running water and they have to test it for pH, temperature and other things to see if it within the allowed parameters to determine if it is groundwater or someone upstream dumping.

Gaul explained that one of the items is "Construction Management Site Run-off", which involves silt fences and gravel drives. He said that "Post Construction items" include detention ponds, grass line swales and anything to get the pollutants out of the runoff. He said that there are a couple of areas in town where they use a "snout", which is a shield over an outlet to separate flowables, allowing silts and sands to settle at the bottom, cleansing the water to go to the stream unpolluted. He noted that rip-rap is also used often in areas of high velocity of water flow.

Gaul said that they have been addressing the volume of water and the rate that it is released from a site since about 1997, when the city passed the ordinance initiating the Storm Water Run-Off Program

Gaul said that the last item is "Pollution Protection" for City Properties and the park, street department, two water plants, wastewater plant and cemetery have a Storm Water Pollution Protection Plan. He said that when the park department had the Color Run, the colors were thrown on the runners where there were no inlets and away from the river. He said that the street department keeps track of their street sweeping, parking lot cleaning and sidewalk cleaning and the wastewater and sewer department takes care of sewer cleaning.

Gaul said that the program is based partially on the city census, and since we have more than 10,000 residents there is a new set of regulations that apply to the city. The wastewater and stormwater departments have been working diligently throughout the years to stay ahead of the curve

so that the departments and the city would not be in a position where they had to try to get caught up with mandates without having financing available to meet the requirements.

In response to Board Member Ecker's question, Gaul said that the audits are announced in order to allow the departments to have presentations ready.

Utility Superintendent Davidson added that IDEM does make unannounced construction site visits to make sure that Best Management Practices are being followed. Gaul agreed and said that he has received calls from IDEM stating that they were at a site and requiring him to be on-site as well.

Clerk-Treasurer Hutchings presented the following requests:

8/28/14 – Would like 5-6 parking spots in front of or near the Masonic Lodge for their September 13th blood drive. The drive times are 9-2 with the bus arriving at 7:30 a.m. S/ Deanna Weiss, American Red Cross Donor Recruitment Rep., 260-415-3588

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

9/8/14 – I would like permission to display a religious literature cart for people passing by to take free of charge at high volume areas. This is one avenue of my ministry. S/ Adam Morie, Elder, 18752 6B Road, Plymouth, IN 574-936-8758

Mr. Morie addressed the board, stating that the literature is free of charge; they do not approach people, but allow people to approach them. He asked permission to be on the sidewalk, a few hours during the day, mostly on Saturdays. He said that he would be on the sidewalk, not in the park; sometimes downtown on the sidewalk, perhaps on the sidewalk on Farmers' Market days. He said that they would primarily do this during good weather; typically they have a man and a woman with the cart, which gives people the option of who to talk to. He said they do not accept donations.

City Attorney Surrisi noted that because Mr. Morie is requesting permission to be on the public sidewalks, he does not need approval. He said that as long as he is not obstructing the sidewalk or people passing, he is allowed to be on the sidewalk.

No action was taken, as none was necessarily.

9/8/14 – To have a radio remote on sidewalk area in front of store (101 S. Michigan) on Friday, September 19th from 10:00 am to 12:00 noon. S/ Pamela K. Mahler-Lee, co-owner, Any Thyme Herbs, Inc., 101 S. Michigan St., 574-952-2821

After discussion, Board Member Smith moved to table the request.

Given that the request is for a date before the next meeting, Smith withdrew his motion.

Board Members Culp and Grobe moved and seconded to approve the request, contingent upon the tables between the planters and the building to ensure traffic flow through the area. The motion carried.

Mike Delp addressed Clerk-Treasurer Hutchings, stating that he had heard from a resident who received a utility bill that was postmarked August 29th with a due date of September 4th.

Hutchings said that bills are always mailed by the 20th of the month, so if there is a postage date beyond that, they need to talk to the post office and complain to the post office.

Board Members Smith and Ecker moved and seconded to allow the salaried payroll for August 16-31, 2014 and the claims for September 8, 2014, as entered in Claim Register #2014. The motion carried.

There being no further business to discuss, Board Members Grobe and Ecker moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:36 p.m.

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

APPROVED:

S/Mark Senter
Mayor