

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on April 15, 2013, at 6:00 p.m. in the Council Chambers of the City Building, 124 N. Michigan St., Plymouth, IN. The meeting was rescheduled from the regular meeting date of April 8, 2013.

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 Smith moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on April 1, 2013, as presented since they have been reviewed and found to be correct. The motion carried.

Utility Superintendent Davidson addressed the board regarding the quote for the wastewater department chassis and service body from Oliver Ford that was opened at the last meeting. He said that the vehicle meets the required specifications. He recommended that the board accept the quote in the amount of \$52,685.00.

Board Members Culp and Smith moved and seconded to award the quote to Oliver Ford Lincoln Mercury, Plymouth, IN, in the amount of \$52,685.00. The motion carried.

City Engineer Gaul addressed the board members regarding the proposed street projects. He said the intent is to finish Baker Street from Grand through the intersection including a section north on Fairbanks. This will be a total reconstruct including sidewalks. Later they will consider some mill and fill projects, including Novelty Street from Walnut to Plum Street.

Superintendent Davidson presented his monthly utility reports for March:

**CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety
MARCH 2013 Monthly Report**

PLANT OPERATIONS

Water Treated March– Ledyard Water Treatment Plant	30,523,649 gallons
Water Treated March – Pine Water Treatment Plant	<u>11,974,840 gallons</u>
Water Treated Total	42,498,489 gallons

Water Treated – Daily Average – Ledyard Water Treatment Plant	984,634 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>443,517gallons</u>
Water Treated – Daily Average - Combined	1,426,398 gallons

- Backwashed filters at Ledyard Water Treatment Plant 9 times for a total of 612,000 gallons
- Backwashed filters at Pine Water Treatment Plant 8 times for a total of 484,000 gallons
- Total backwash usage for the month was 1,096,000 gallons

MAINTENANCE WORK ORDERS COMPLETED

- 23 - Ledyard Water Treatment Plant Maintenance
 - Installed new differential gauges on filters #3 and 4
 - Replaced 0-160 psi gauge on plant air compressor
 - Replaced fluoride day tank and supply lines and reset scale
 - Readjusted differential gauges on filters #3 and #4
 - Installed new transducers and level monitors on east and west detention tanks
 - Completed all interior lighting upgrades to more efficient fixtures and bulbs
 - Removed brush and debris along east fence row
- 15 – Pine Water Treatment Plant Maintenance
 - Installed spill containment for fluoride
 - Cleaned Cl² injectors and flushed supply lines
 - Shut down plant and locked out VFD's and Cl² booster pumps for start-up of new pressure filters and high service pumps
 - 3-8-12 Meeting with NOBI Security Systems upgrades at the Pine facility
 - Completed 24 hour well pumping test on well number 5E, 850 GPM rating
- 18 – Mobile Equipment

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 62 Distribution system chlorine residual, IDEM required
- 8 Fluoride samples, ISDH required
- 167 Process control samples and analysis at the Ledyard Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine
- 142 Process control samples and analysis at the Pine Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine
- 2 Pine Filters – Top 0 / Bottom 0
- 127 Ledyard Filters – Top 0 / Bottom 127
- 0 THM's
- 0 HAA5's
- 0 VOC Sets –

SERVICE

Locates	86
Total Number of Work Orders	101
Service Disconnects	19
Service Disconnects for non-pay	19
Service Reconnects for non-pay	16
“Service Notice” left on door (Blue Tags)	1
“Insufficient Funds” notice left on door (Pink Tags)	6
New Radio Read / Meter Installations	1
Accuracy checks	30
After Hours Call Outs	4
Meters repaired	0
Hydrants Serviced	0
Hydrants Sandblasted and Painted	0

CONSTRUCTION ACTIVITIES

- (1) Curb Stops Replaced/Installed**
3-19-2013 705 Gibson St. – Replaced ¾” curb stop and a 2’ section of ¾” galvanized service line

- (9) Old Curb Stops Found and Capped Off at Valve**
3-25-2013 200 E. Garro St – Retired 1½” service to building (Lou’s Café)
3-25-2013 204 E. Garro St. – Retired service at corporation stop
3-25-2013 206 E. Garro St. – Retired service at corporation stop
This address also serves 112, 114, 116, 124 Water St.
3-26-2013 200 E. LaPorte St. – Retired ¾” service at corporation stop
3-26-2013 200 ½ E. LaPorte St. – Retired ¾” service at corporation stop
3-26-2013 201 E. LaPorte St. – Retired (3) 1” corporation stop and (2) 4” valves at the main
3-26-2013 226 E. LaPorte St. – Retired ¾” service at corporation stop
3-27-2013 312 E. Garro St. – Retired service at curb stop
3-27-2013 227 E. Garro St. – Retired ¾” service at corporation stop

- (0) New Taps Installed**

- (0) New Mains Installed**

- (1) Valve Repaired or Replaced / Valve Boxes Repaired or Replaced**
3-19-2013 822 W. Monroe St. – Replaced off centered box with new box and rod
- (1) Hydrants Repaired or Replaced**
3-14-2013 N. Plum St. and W. Monroe St. – Replaced Water hydrant/Kennedy K-81 after damaged by Semi truck

- (0) Main Breaks Repaired**

- (1) Service Lines Repaired, Replaced or Retired**
3-4-2013 – 1137 Pennsylvania Ave. – Replaced ¾” service line from corporation stop to shut off

MISCELLANEOUS

- Locating seminar on Fisher Locators for all water department employees
- Installed new lighting throughout all buildings at the Ledyard Plant
- Wellness screening for all full time employees 3-19 / 3-20
- Vehicle maintenance performed
- 3-10-13 toured the Peerless Midwest facility, well drilling and well maintenance
- Updating system valve information records
- Collecting curb stop information including GPS valves
- Installed locating markers and identification tags on all painted hydrants
- Demonstration from Fisher Locating Equipment on 3-6, used in accurately locating the City’s water mains and services

**CITY OF PLYMOUTH WASTEWATER DEPARTMENT
Board of Public Works and Safety
MARCH 2013 Monthly Report**

PLANT OPERATIONS:

1. Total flow in gallons 68,463,152
2. Average daily flow in gallons 2,208,489
3. Rainfall 0.82"
4. Monthly average in BOD removal 99.2%
5. Monthly average in TSS removal 96.3%
6. Monthly average in Ammonia removal 98.7%
7. General plant maintenance
8. Influent Headwork's Control Project is substantially complete and is in operation
9. Completed employee wellness screenings on 3-19 / 3-20
10. James Hickman started as laborer on March 18, 2013
11. Work orders completed:
 - 243 – Wastewater Treatment Plant
 - Completed the installation of return sludge meter
 - Installed level control floats in Storm Water Retention Basin
 - Completed the removal of the Aquatrol monitoring and converting to the SCADATA monitoring system in the Primary Control Building
 - Adjusted impeller on #1 return sludge pump
 - Replaced air relief vent on #1 intermediate pump
 - Prepared ultra violet disinfection system at the treatment facility for the upcoming season
 - Rebuilt grit canister with stainless steel
 - 65 – Vehicle/Mobile equipment
 - Serviced and rebuild applicators
 - 58 – Lift Stations
 - Vacuumed grease and debris from all 15 lift stations
 - 1 – Collection System
 - 0 - Eliminated structures
 - 0 – Replaced structures
 - 1 – Replaced/adjusted castings
 - 0 – Point repairs
 - 0 – GIS data collection points

MEETINGS ATTENDED:

- 03-07 Comprehensive Plan Steering Committee
03-11 Board of Public Works and Safety
03-19 Comprehensive Plan Steering Committee
03-20 Pre-bid meeting for River Park Square Project
03-22 Department Head meeting

COLLECTION SYSTEM:

1. Cleaned 6,260 feet of sewer lines
 - 0 feet during service calls
 - 6,260 feet during preventive maintenance
2. Televised 7,560 feet of sewer lines
3. Mechanically removed roots from 625 feet of sewer lines
4. Removed approximately 1.63 tons of silt and debris during cleaning and inspections of sewer lines
5. Used approximately 33,700 gallons of potable water during sewer cleaning
6. Published City of Plymouth Combine Sewer Overflow Public Notification
7. Performed routine maintenance on 10 CSO's and 15 pumping station
8. Replaced level transducer on Jim Neu (MC Jail) lift station
9. Removed brush and debris from north ditch line on west leg of Walter Glaub Dr.

Fire Chief Miller presented his monthly report to the board:

**Plymouth Fire Department
Departmental Activity Report**

Current Period: 03/01/2013 to 03/31/2013, Prior Period: 01/01/2013 to 03/31/2013
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	159	973.87	487	2,243.85
	159	973.87	487	2,243.85
Fire Alarm Situations				
Chemical release, reaction, or toxic condition	0	0.00	2	0.00
Dispatched and cancelled en route	9	0.00	26	0.00
Electrical wiring/equipment problem	0	0.00	1	0.00
Emergency medical service (EMS) Incident	125	0.00	382	0.00
Excessive heat, scorch burns with no ignition	0	0.00	1	0.00
False alarm and false call, Other	4	0.00	14	0.00
Fire, Other	1	0.00	1	0.00
Good intent call, Other	0	0.00	1	0.00
Medical assist	8	0.00	33	0.00
Mobile property (vehicle) fire	2	0.00	4	0.00
Natural vegetation fire	3	0.00	3	0.00
Person in distress	0	0.00	1	0.00
Public service assistance	0	0.00	1	0.00
Service call, Other	0	0.00	1	0.00
Steam, Other gas mistaken for smoke	1	0.00	2	0.00
Structure Fire	2	0.00	5	0.00
System or detector malfunction	2	0.00	2	0.00
Unauthorized burning	1	0.00	1	0.00
Unintentional system/detector operation (no fire)	1	0.00	4	0.00
Water problem	0	0.00	1	0.00
	159	0.00	486	0.00
Training				
Administrative Procedures	0	0.00	2	16.00
Apparatus / Equipment	0	0.00	4	4.50
Apparatus Drafting	2	2.00	2	2.00
CPR	6	12.00	36	102.00
Disaster MGMT	0	0.00	5	15.00
Emergency Medical Services	18	36.00	18	36.00
EMS Audit & Review	18	20.00	70	95.00
EMS Skills	0	0.00	1	5.00
Fire Ground Safety	8	64.00	8	64.00
Ice Rescue	0	0.00	4	4.00

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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				
ICS 800	1	3.00	1	3.00
Incident Command System	0	0.00	1	7.00
Instructor Training	0	0.00	76	308.00
Leadership	0	0.00	3	21.00
Marshall County Fire Association Mtg.	0	0.00	4	6.00
Paramedic School	8	36.00	21	80.00
Pension Board Meeting	0	0.00	7	7.00
Preplan	0	0.00	29	87.00
Pump Operations	0	0.00	2	3.00
Respiratory System	0	0.00	13	26.00
SCBA Donning Methods	0	0.00	4	2.00
SCBA Inspection, Care, and Cleaning	0	0.00	4	4.00
SCBA Testing and Filling Procedures	27	54.00	27	54.00
Staff Meeting	0	0.00	8	10.00
Training Lecture	0	0.00	1	6.00
Volunteer Fire Business Mtg.	31	108.50	63	156.50
	119	335.50	414	1,124.00

Plymouth Fire Department
Incidents by District (Summary)
Alarm Date Between {03/01/2013} And {03/31/2013}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
006 Lapaz	1	0.63%	\$0	0.00%
007 Plymouth	94	59.12%	\$3,900	46.43%
011 Center Twp	27	16.98%	\$0	0.00%
019 West Twp	29	18.24%	\$4,500	53.57%
12 Argos Paramedic Assist	1	0.63%	\$0	0.00%
14 Starke Co. Paramedic Assist	1	0.63%	\$0	0.00%
15 Culver Paramedic Assist	3	1.89%	\$0	0.00%
16 Lakeville/Lapaz Paramedic Assist	1	0.63%	\$0	0.00%
18 Walkerton Paramedic Assist	2	1.26%	\$0	0.00%
Total Incident Count: 159			Total Est Losses: \$8,400	

Miller asked permission to send eight to ten people to a one day fire department instructor conference in Indianapolis on April 26, 2013. The class is \$50.00 per student.

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

Police Chief Bacon presented his monthly report to the board:

TYPE OF CALL	March 2013
Information	632
Security Check	360
Traffic Stop	264
Complaint	246
911	142
Investigation	121
Charges Signed	85
Traffic Warning	66
Service	64
Civil Matter	53
Alarm	52
Traffic Arrest	50
Animal	43
Accident PD	35
Vehicle Check	32
Criminal Arrest	31
Assist	28
Juvenile Complaint	23
Disabled Vehicle	19
Suspicious Vehicle	18
Local Ordinance	15
Warrant Service	14
Suspicious Person	14
Theft	14
DARE Detail	13
Welfare Check	10
Escort	9
Restraining Order	9
Dispatch	8
Open Doors / Window	8
Extra Patrol	7
Code Enforcement	7
K9 Use	5
Court Detail	3
Merchant Pro. Plan	3
Parking Enforcement	2
Domestic Fight	2
\$10 Parking Ticket	1
Unwanted Guest	1
Battery	1
Animal Bite	1
Lockout	1

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, APRIL 15, 2013

Chief Bacon reported that the city's three new police officers would be sworn in on the morning of Monday, April 22nd and that Bob DeLee would be returning from deployment on April 17th.

Cory Holzwart addressed the members regarding the request from the Chamber of Commerce regarding 2nd Fridays that was tabled at the last meeting. She agreed that next year the event could be held in the downtown park and that this year their volunteers would take care of placing city-provided barricades to block the street.

Chief Bacon voiced concern with how busy the streets are on Friday evenings as well as the need for officers to provide traffic control.

Members Grobe and Ecker moved and seconded to approve the requests for May and July and to close Garro Street as in previous years for the remaining second Friday events. The motion carried.

Clerk-Treasurer Hutchings presented the following requests:

3/11/13 - Plymouth Public Library requests the use of the parking lot near the old fire station for an outdoor program for our Summer Reading Club. The lot is needed all day Saturday, June 22. We will be having a "Dinosaur Dig" there for children involved in summer reading. S/Kirsten Martin, Library Clerk, 201 N. Center St., Plymouth, 936-2324

3/11/13 - Plymouth Public Library requests the use of the parking lot near the old fire station for an outdoor program for our Summer Reading Club. The lot is needed all day Saturday, July 6. We will be making paper there with children involved in summer reading. S/Kirsten Martin, Library Clerk, 201 N. Center St., Plymouth, 936-2324

Martin addressed the board members regarding the requests.

Board Members Smith and Grobe moved and seconded to approve the requests as presented.

The motion carried.

4/5/13 - Request to set two metal recycle dumpsters in City of Plymouth west of Michigan Street on south side of Monroe Street and directly north of St. Michael's Rectory (priest home). Dumpster set on Friday, April 19 p.m. - remove Monday, April 22, a.m. S/ Herb Schaller, St. Michael Recycle Committee, 20919 10B Rd, Plymouth 936-2749; 574-855-6251 (cell)

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

4/5/13 - St. Michael School would like to have a portion of North Center Street between Monroe and Madison St. blocked off this year for our "Olympic Day" on Thursday, May 23, 2013. We will not block the entrance to the county parking lot. 8:00 am to 2:30 pm. S/ Molly Kuykendall, Secretary, 612 N. Center St., Plymouth, 936-4329

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

4/11/13 - To close West Garro Street from Michigan Street to the alley, Wednesday, July 10, 2013 (noon) through Saturday, July 13, 2013 for the Rotary Club Pancake Days. S/ Rick Huff

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

4/9/13 - I live on Dora Lane across the street from the Bowen Center here in Plymouth. They have taken over both buildings on the corner of Dora and Illinois St. Dora Lane is a boulevard with a grassy center. When Bowen Center clients park on the street, it isn't over a safe distance to pass a parked car and still have room to drive. The Bowen Center has two large parking lots to use. Please put up "no parking signs" on both sides of the street. At any given time their clients are parking in front of my home and throwing their trash in my yard. It is becoming very frustrating. No parking signs would really help the issue. I also have pictures to prove the issue. S/ Jessica Tilbury, 970 Dora Lane S., Plymouth, 260-316-0927

Board Members Ecker and Smith moved and seconded to table the matter until the April 29th meeting for further review. The motion carried.

Members Smith and Ecker moved and seconded to allow the salaried payroll for March 16-31, 2013 and the claims for April 15, 2013, as entered in Claim Register #2013. The motion carried.

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, APRIL 15, 2013

Board Members Ecker referred to the discussion at the last meeting regarding traffic not following the posted traffic controls on North Oak Drive between Wal-Mart and K-Mart. The members continued the discussion.

Chief Bacon said that he has reviewed the issue with his officers

There being no further business to discuss, Board Members Grobe and Ecker moved and seconded to adjourn the meeting. Motion carried. The meeting was declared adjourned at 6:34 p.m.

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

APPROVED:

Mark Senter, Mayor