

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on February 9, 2015, 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 Xaver were also present. Board Member Grobe was absent.

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 January 26, 2015, and the minutes of the Executive Session of February 4, 2015, as presented since they have been reviewed and found to be correct. The motion carried.

Utility Superintendent Davidson presented his monthly reports for January:

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

**PLANT OPERATIONS**

Water Treated January – Ledyard Water Treatment Plant	30,455,763 gallons
Water Treated January – Pine Water Treatment Plant	<u>18,587,673 gallons</u>
Water Treated - Total	49,043,436 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	1,050,199 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>885,127 gallons</u>
Water Treated – Daily Average - Combined	1,582,046 gallons

- Backwashed filters at Ledyard Water Treatment Plant 10 times for a total of 530,000 gallons
- Backwashed filters at Pine Water Treatment Plant 13 times for a total of 882,000 gallons
- Total backwash usage for the month was 1,296,000 gallons

**MAINTENANCE WORK ORDERS COMPLETED**

- 20 - Ledyard Water Treatment Plant Maintenance
  - Inspected north and west towers
  - Pumped out Cl<sup>2</sup> injection pit
  - Flushed out venturi meter supply lines and filter cell sample taps
  - Replaced transformer in chlorine room
  - Installed a 2" meter in office area
- 20 – Pine Water Treatment Plant Maintenance
  - Installed ½ inch flush lines for filters #3 and #4 air release system
  - Cleaned and recalibrated chlorine analyzer
  - Cleaned chlorine injectors and flushed supply lines and 4" main line to plant
  - Checked chemical flow and lubed all manways at detention tanks
  - Repaired pneumatic valves on backwash control panel
  - Cleaned and inspected influent and effluent injectors
  - Repaired thermostat in fluoride room heater
- 25 – Mobile Equipment

**WATER SAMPLING**

- 10 Distribution system bacteria samples, IDEM required
- 10 Fluoride samples, ISDH required
- 294 Process control samples and analysis at the Ledyard Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine
- 339 Process control samples and analysis at the Pine Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese and Chlorine
- 33 Extra samples - distribution, plant and wells
- 62 Distribution Cl<sub>2</sub>

**SERVICE**

Locates	75
Total Number of Work Orders	113
Service Disconnects	16
Service Disconnects for non-pay	35
Service Reconnects for non-pay	30
Blue Tags "Service Notice" left on door	3
Pink Tags "Insufficient Funds Notice" left on door	7
New Radio Read / Meter Installations	1

Accuracy checks	24
After Hours Call Outs	0
Meters repaired	3
Hydrants Serviced	0
Hydrants Sandblasted and Painted	0

**CONSTRUCTION ACTIVITIES**

- (0) Curb Stops Replaced/Installed**
- (0) Old Curb Stops Found and Capped Off at Valve**
- (0) New Taps Installed**
- (0) New Mains Completed**
- (1) Valve Repaired or Replaced / Valve Boxes Repaired or Replaced**  
01-15-2015 216 Gilmore St. – Repaired curb box, lid and vacuum out debris in box
- (0) Hydrants Repaired/Replaced/Installed**
- (3) Main Breaks Repaired**  
01-11-2015 1415 W. Harrison St. – 8” CI Main break  
01-17-2015 905 Bayless St. – 4” CI Main break  
01-21-2015 Grand St. and Klinger Ave. – 4” CI Main break
- (0) Service lines repaired or replaced**

**MISCELLANEOUS**

- January Reorganization of GPS and mapping collection data
- January Data collection for city valves – Reviewed collection habits
- January Hydrant data collection for all city hydrants – Reviewed collection habits
- January Hydrant training by WATEROUS Hydrant/American Flow Control
- January Floor protectant for new front office completed
- January Office, shop, plant and out buildings cleaning
- January Equipment cleaning and repairing
- January Installed new wood planking on roller trailer
- January Three employees attended trench safety seminar in Lagrange on 1-6-15
- January Utilities safety training and MS4 training 1-23-15
- January Snow removal

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

**PLANT OPERATIONS:**

1. Total flow in gallons 66,526,947
2. Average daily flow in gallons 2,146,031
3. Rainfall 1.10”
4. Monthly average in BOD removal 98.9%
5. Monthly average in TSS removal 93.5%
6. Monthly average in Ammonia removal 99.4%
7. General plant maintenance
8. Startup of the odor control project on S. Sixth St. has occurred, performance monitoring will continue for the next 120 days
9. Hach – DR-900 analyzer training
10. Work orders completed:
  - 260 – Wastewater Treatment Plant
    - Rebuilt #1 grit removal system paddle drive (gear box and motor)
    - Rebuilt non-potable water system
  - 82 – Vehicle/Mobile Equipment
    - Replaced transmission in T-9 (tanker)
    - Rebuild tool bar on Big-A land application vehicle
    - Rebuild bed on roller trailer
  - 24 – Lift Stations
  - 0 – Collection System
    - 0 - Eliminated structures
    - 0 – Replaced structures
    - 0 – Replaced/adjusted castings
    - 0 – GIS data collection points
    - 0 – Point repair
    - 0 – New structure
    - 0 – Mainline sewer replacement

**MEETINGS ATTENDED:**

- 01-12 Board of Public Works and Safety
- 01-20 Redevelopment Commission
- 01-22 Utilities budget reviews – Umbaugh & Associates
- 01-23 Utilities safety training (Gibson Ins.) and MS4 training
- 01-26 Board of Public Works and Safety
- 01-28 City Department Safety Meeting
- 01-30 Stellar Communities webinar

**COLLECTION SYSTEM:**

1. Cleaned 847 feet of sewer lines
  - 0 feet during service calls
  - 847 feet during preventive maintenance
2. Televised 0 feet of sewer lines
3. Mechanically removed roots from 0 feet of sewer lines
4. Removed approximately 0.42 tons of silt and debris during cleaning and inspections of sewers lines
5. Used approximately 2,500 gallons of potable water during sewer cleaning
6. Performed routine maintenance on 10 CSO's and 16 pumping station

Utility Superintendent Davidson stated that the Odor Control Unit on South 6<sup>th</sup> Street has been operational for about ten days with favorable results; it does take two to three weeks to get the necessary microbes living in an abundance to consume the hydrogen sulfide, which is the odor causing agent.

Davidson asked permission to solicit quotes for a compact excavator.

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

Fire Chief Miller presented his reports for January, 2015:

**Plymouth Fire Department  
Departmental Activity Report**

Current Period: 01/01/2015 to 01/31/2015, Prior Period: 01/01/2015 to 01/31/2015  
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	177	1,413.32	177	1,413.32
	177	1,413.32	177	1,413.32
<b>Fire Alarm Situations</b>				
Combustible/flammable spills & leaks	3	0.00	3	0.00
Dispatched and cancelled en route	11	0.00	11	0.00
Emergency medical service (EMS) Incident	130	0.00	130	0.00
False alarm and false call, Other	7	0.00	7	0.00
Fire, Other	2	0.00	2	0.00
Good intent call, Other	1	0.00	1	0.00
Medical assist	14	0.00	14	0.00
Mobile property (vehicle) fire	1	0.00	1	0.00
Structure Fire	3	0.00	3	0.00
System or detector malfunction	1	0.00	1	0.00
Unauthorized burning	1	0.00	1	0.00
Unintentional system/detector operation	3	0.00	3	0.00
	177	0.00	177	0.00
<b>Training</b>				
EMS Audit & Review	19	2.00	19	2.00
Fire Preplan	22	44.00	22	44.00
Gas Pipe line Safety	5	12.50	5	12.50
Instructor Training	4	16.00	4	16.00
Instructor's Meeting	11	5.50	11	5.50
Oxygen admin	9	9.00	9	9.00
Staff Meeting	10	20.00	10	20.00
Strategic and Tactical Operations	20	98.00	20	98.00
Training Lecture	2	16.00	2	16.00
Volunteer Fire Business Mtg.	29	43.50	29	43.50
	131	266.50	131	266.50

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

**Alarm Date Between {01/01/2015} And {01/31/2015}**

District	Count	Pct of Incidents	Est Losses	Pct of Losses
002 Bourbon	1	0.56%	\$0	0.00%
004 Culver	1	0.56%	\$0	0.00%
007 Plymouth	120	67.79%	\$6,100	100.00%
011 Center Twp	22	12.42%	\$0	0.00%
019 West Twp	17	9.60%	\$0	0.00%
12 Argos Paramedic Assist	2	1.12%	\$0	0.00%
14 Starke Co. Paramedic Assist	1	0.56%	\$0	0.00%
15 Culver Paramedic Assist	1	0.56%	\$0	0.00%
16 Lakeville/Lapaz Paramedic Assist	4	2.25%	\$0	0.00%
18 Walkerton Paramedic Assist	8	4.51%	\$0	0.00%
<b>Total Incident Count:</b>	<b>177</b>		<b>\$6,100</b>	
		<b>Total Est Losses:</b>		

Miller recommended that the board members offer a conditional offer of employment to Kimberly Irsa for the opening at the fire department.

Board Members Ecker and Smith moved and seconded to make a conditional offer of employment to Ms. Irsa. The motion carried.

Police Chief Bacon presented the Activity Report Summary for Year to Date 2015 for the police department:

**PLYMOUTH POLICE DEPARTMENT**  
**Activity Report Summary 2015**

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Information	619												619
Complaint	249												249
911 Calls	144												144
Residential Security Checks	230												230
Alarms	42												42
Vehicle Checks	34												34
Assist Other Agencies	37												37
Animal Complaints	20												20
K9 Use	21												21
Code Enforcement	19												19
Traffic Stops	179												179
Citations Issued	69												69
Accident Reports	47												47
Arrests	51												51
Case Reports	122												122
Charges (Adult)	32												32
Charges (Juvenile)	19												19

Chief Bacon requested permission to solicit quotes for new vehicles. He said that originally he had requested one SUV and one sedan in the budget; he asked permission to change that to two SUVs. He said that it will be within budget.

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

Board Member Ecker asked Chief Bacon how he knew it would be within budget.

Chief Bacon said that going off of the price of the SUV last year, and knowing what was budgeted, with the trade-in, there was enough budgeted. They will be trading two squad cars plus a van that has been in the fleet for some time that is no longer used.

The motion carried.

There was discussion on looking at parking restrictions during snow events.

Mayor Senter read the following request:

2/6/15 – I would like to request a waiving of late fee assessed Pretty Lake Conservancy District. S/ John P. Chamberlin 935-3909

Clerk-Treasurer Xaver spoke against the board waiving fees. The ordinances are in place and the city has to treat everyone the same. She said that it makes everyone's job more difficult when the board starts waiving fees.

City Attorney Surrisi explained that there was a change in who is handling the finances for the conservancy district and the new person did not provide his information to the city office. The bill was therefore mailed to the person who had been handling the bills and it was mailed to his vacation home. He brought the bill in a couple of days before the due date, to check on payment. Mr. Chamberlin did not come into the office and pay the bill until the day after the late fee was assessed.

It was noted that the original bill was \$1,284.61; penalties are 10% of the unpaid balance of the bill, resulting in a penalty of \$128.46.

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

Michael Iqbal addressed the members regarding the former Clark Station at 400 E. Jefferson Street. Iqbal said that Plymouth Glass cannot finish the work because of the weather; the building is secure. He asked for an extension of time.

Board Members Smith and Ecker moved and seconded to table the matter until the meeting of April 27, 2015. The motion carried.

Board Members Smith and Culp moved and seconded to allow the salaried payroll for January 1-15, 2015, and the claims for February 9, 2015 as entered in Claim Register #2015. The motion carried.

Mike Delp addressed the board regarding the minutes from the Technical Review Committee regarding the proposed Love's Truck Stop. He referred to the proposed widening and improvements to Gary Drive; he asked if any improvements would be made to Pioneer Drive. He voiced concern about the storage for traffic turning left.

City Engineer Gaul said that there was not discussion at the Technical Review Committee meeting regarding Pioneer Drive.

Mayor Senter said that there would be discussion coming soon at the Redevelopment Commission meeting on that matter.

There being no further business to discuss, Members Ecker and Smith moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:18 p.m.

S/Jeanine M. Xaver  
Clerk-Treasurer

APPROVED:

S/Mark Senter  
Mayor

The following request was forwarded to the proper committee to act:

Remove two trees on Pearl St. Trees are at corner of Pearl & Dickson St. S/ Jose D Guerrero, 225 Dickson St., Plymouth, IN 46563, 574-323-0480