

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, AUGUST 8, 2016

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

Board Members Delp and Grobe moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on July 25, 2016, as presented since they have been reviewed and found to be correct. The motion carried.

Mark Sullivan of Midwestern Engineers, Inc. reviewed the following information regarding the Boys and Girls Club Sewer Project and the Goshen Trail Water Main Extension:

Dear Board,

We have reviewed the bids received for the above noted projects on July 25, 2016. Following is a detailed explanation for each project bid and the associated Engineer's recommendation. A bid tabulation for both the projects is attached with this letter.

For the Boys and Girls Club Sewer relocation project, four bids were received. All bids contained the required documents. The bids ranged from a low Base Bid of \$120,853.00 by Thomas Excavating & Welding, Inc. to a high Base Bid of \$197,567.00 by Atlas Excavating, Inc. The Engineer's estimate for this contract was \$121,082.65. We have reviewed the bids and have conducted conversations with Thomas Excavating. Also, we have reviewed the bids with the Plymouth Utility Superintendent. We find the bid of Thomas Excavating to be in order. Based upon our review, we recommend that the City of Plymouth award the proposed project to the lowest, responsive and responsible bidder, Thomas Excavating and Welding, Inc. for the base bid amount of \$120,853.00.

Four bids were received for the Goshen Trail Water Main Extension project. All bids contained the required documents. The bids ranged from a low base bid of \$511,632.00 by Haskins Underground, Inc. to a high base bid of \$867,660.00 by Reith-Riley Construction Company. The Engineer's estimate for this contract was \$612,880.00. We have reviewed the bids and have spoken with Haskins about their bid. Also, we have reviewed the bids with the Plymouth Utility Superintendent. Based upon our review, we recommend that the City of Plymouth award the proposed project to the lowest, responsive and responsible bidder, Haskins Underground, Inc. for the base bid amount of \$511,632.00.

If you have any questions, please feel free to contact us.

Sincerely,

Midwestern Engineers, Inc.
Mark M Sullivan, P.E.
Sr. Project Engineer

Sullivan recommended the board accept Thomas Excavating & Welding, Inc. with a total bid of \$120,853.00 for the Boys and Girls Club Sewer Relocation project.

Board Members Houin and Fonseca moved and seconded to award the bid to Thomas Excavating & Welding, Inc. for the Boys and Girls Club Sewer Relocation project. The motion carried.

Sullivan recommended the board accept Haskins Underground, Inc. with a total bid of \$511,632.00 for the Goshen Trail Water Main Extension project.

Board Members Delp and Grobe moved and seconded to award the bid to Haskins Underground, Inc. for the Goshen Trail Water Main Extension project. The motion carried.

Street Superintendent Marquardt reviewed the bids for the Street Department Loader. After reviewing all submitted documentation, he recommended the board award the bid to West Side Tractor

Sales of South Bend, Indiana for the 2016 John Deere 524K Ft Loader. The low bid did not meet the specifications as requested for the weight load.

Board Members Houin and Delp moved and seconded to award the bid to West Side Tractor Sales for the 2016 John Deere 524K Ft Loader for a total bid of \$143,000.00. The motion carried.

Utility Superintendent Davidson presented the following monthly reports:

**CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety
July 2016 Monthly Report**

PLANT OPERATIONS

Water Treated July – Ledyard Water Treatment Plant	29,415,613 gallons
Water Treated July – Pine Water Treatment Plant	<u>26,583,705 gallons</u>
Water Treated - Total	55,999,318 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	948,891 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>857,539 gallons</u>
Water Treated – Daily Average - Combined	1,806,430 gallons

- Backwashed filters at Ledyard Water Treatment Plant 9 times for a total of 559,000 gallons
- Backwashed filters at Pine Water Treatment Plant 18 times for a total of 864,000 gallons
- Total backwash usage for the month was 1,423,000 gallons

MAINTENANCE WORK ORDERS COMPLETED

- 16 – Ledyard Water Treatment Plant Maintenance
 - Recorded bearing temperature readings on Ledyard high service pumps and motors
 - Inspected wells and detention tanks
 - Demo the existing breakroom
 - Installed new concrete pads for fuel tank and garbage dumpster
 - Completed generator test and inspection
 - Cleaned influent and effluent chlorine injectors and flushed supply lines
 - Replaced filter and inspected furnace
 - Inspected north and west towers
- 29 – Pine Water Treatment Plant Maintenance
 - Cleaned and inspected chlorine analyzer, replaced filter and inspected
 - Cleaned influent and effluent chlorine injectors and flushed supply lines
 - Completed generator test and inspected
 - Flushed supply lines to 4” main lines
 - Recorded bearing temperature readings on all pumps and motors
 - Flushed all sample taps and inspected filter
 - Cleaned and inspected permanganate room back flow preventer
 - Flushed supply lines to filter air release system
 - Flushed eyewash supply lines
- 24 – Mobile Equipment
 - Inspected all mobile equipment

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 0 Distribution system chlorine residual samples, IDEM required
- 10 Fluoride samples, ISDH required
- 382 Process control samples and analysis at the Ledyard Water Treatment Plant samples include Ferrous Iron, Total Iron, Manganese, and Chlorine
- 373 Process control samples and analysis at the Pine Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese and Chlorine
- 0 THM’s – Sample for 2nd quarter
- 0 HAA5’s – Sample for 2nd quarter
- 0 VOC’s sets
- 0 SOC’s / Nitrates (1) Set for each plant for 1st quarter

- 0 Radionuclide (1) ea. Ledyard Plant and Pine Plant
- 0 IOC & Sodium
- 62 Distribution samples

SERVICE

Locates	135
Total Number of Work Orders	165
Service Disconnects	10
Service Disconnects for non-pay	23
Service Reconnects for non-pay	21
Blue Tags “Service Notice” left on door	4
Pink Tags “Insufficient Funds Notice” left on door	1
New Radio Read / Meter Installations	2
Accuracy checks	76
After Hours Call Outs	1
Meters repaired	5

CONSTRUCTION ACTIVITIES

- (0) Curb Stops Repaired / Replaced / Installed**
- (1) Old Curb Stops Located / Capped Off at Valve**
08-22-2016 402 W. Garro St.
- (0) New Taps Installed**
- (0) New Mains Completed**
- (1) Valves / Valve Boxes / Repaired or Replaced / Valve Boxes Repaired or Replaced**
07-21-2016 N. Michigan St. at old Airport Rd. – Replace valve box (J4V004)
- (0) Hydrants Repaired / Replaced / Installed / Serviced / Painted**
- (0) Valves Exercised**
- (0) Main Breaks and Leaks Repaired**
- (3) Service Lines / New / Repaired**
07-20-2016 213 E. Jefferson St. -Installed new ¾” service line from main to curb stop
07-27-2016 316 N. Center St. - Installed new ¾” service line from main to curb stop
07-28-2016 1201 N. Michigan St. - Installed new ¾” service line from main to curb stop

MISCELLANEOUS

- 22 service disconnects for non-pay on 7-18-16
- Completed unidirectional water main flushing
- Five employees attended Alliance of Indiana Rural Water seminar in Bourbon, IN on July 26, 2016 – subject disinfection by-products
- Demolished interior of NW pole barn at Ledyard Plant
- Moved into new offices at the Ledyard Plant

WATER DEPARTMENT IMPROVEMENT PROJECTS

- July Division 1 – Ledyard Water Treatment Plant Improvements
 1. Substantial completion was approved on July 11, 2016
 2. Punch list has 60 days from substantial completion to be completed or September 9, 2016

**CITY OF PLYMOUTH WASTEWATER DEPARTMENT
Board of Public Works and Safety
July 2016 Monthly Report**

PLANT OPERATIONS:

1. Total flow in gallons	65,422,390
2. Average daily flow in gallons	2,110,400
3. Rainfall	4.18”
4. Monthly average in BOD removal	99.1%

5. Monthly average in TSS removal 97.2%
6. Monthly average in Ammonia removal 99.1%
7. General plant maintenance
8. Work orders completed:
 - 234 – Wastewater Treatment Plant
 - Replaced bladder valve on pista grit
 - Repaired bio-tower distributor arms
 - Installed and dialed in VFD on sludge thickener
 - Replaced pista grit volute
 - 73 – Vehicle/Mobile Equipment
 - Replaced cooling fan on T-17
 - Brakes on New Holland
 - Replaced switches on CCTV van
 - 61 – Lift Stations
 - Upgrades to lift station controllers at Clark & Rose and US 30 stations
 - 9 - Collection System
 - 0 - Eliminated structures
 - a.
 - 2 – Replaced structures
 - a. 100 block of W. LaPorte St. (J7C052 & J7C053)
 - 2– Repaired structure
 - a. Western Ave. & Hoham Dr. (I4M104 and I4C101)
 - 1 – Replaced/adjusted castings
 - a. Western Ave. (I4C311)
 - 0 – GIS data collection points
 - a.
 - 1 – Point repair
 - a. 100 block of W. LaPorte St. – storm sewer
 - 1– New structure
 - a. 1531 Lake Ave. (H7C005)
 - 1 – Mainline sewer new construction / replacement
 - a. Hoham Dr. & Western Ave. 42’ of 18” PVC
 - 1 – Miscellaneous
 - a. 2422 Lake Ave. private lateral repair – damaged by Water Dept.

COLLECTION SYSTEM:

1. Cleaned 5,377 feet of sewer lines
 - 566 feet during service calls
 - 4,811 feet during preventive maintenance
2. Televised 3,072 feet of sewer lines
3. Mechanically removed roots from 0 feet of sewer lines
4. Removed approximately 2.69 tons of silt and debris during cleaning and inspections of sewers lines
5. Used approximately 10,000 gallons of potable water during sewer cleaning
6. Performed routine maintenance on 10 CSO’s and 16 pumping station

MISCELLANEOUS

- Mowed retention basin on Oak Dr.
- Five men attended an Alliance of Indiana Rural Water seminar in Knox, IN on Industrial Pretreatment
- Jeremy Cleveland started employment on July 27, 2016 as laborer

WASTEWATER TREATMENT RENOVATION PROJECT

- Kokosing has located job trailer on site
- Installed construction driveway, parking area and staging area
- Starting to layout project including schedule

Davidson notified the board that the demolition of house at 805 W Harrison Street and 809 W Harrison Street will begin in approximately two weeks.

Davidson also discussed developing a policy with City Attorney Surrisi for employees who obtain CDL licenses with City funds. He is requesting that those employees sign a commitment to either stay with the City for at least two years or be required to reimburse the City for the cost of that licensing.

Lastly, Davidson requested the board's permission to begin soliciting quotes for the roof replacement of the filter building at the Ledyard Water Treatment Facility.

Board Members Grobe and Houin moved and seconded to allow Superintendent Davidson to begin soliciting quotes for the roof replacement of the filter building at the Ledyard Water Treatment Facility. The motion carried.

Fire Chief Miller presented the Fire Department monthly report:

**Plymouth Fire Department
Departmental Activity Report**

Current Period: 07/01/2016 to 07/31/2016, Prior Period: 01/01/2016 to 07/31/2016
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	185	1,162.44	1,265	5,587.31
	<u>185</u>	<u>1,162.44</u>	<u>1,265</u>	<u>5,587.31</u>
Fire Alarm Situations				
Chemical release, reaction, or toxic	0	0.00	3	0.00
Combustible/flammable spills & leaks	2	0.00	6	0.00
Controlled burning	1	0.00	2	0.00
Dispatched and cancelled en route	10	0.00	80	0.00
Electrical wiring/equipment problem	0	0.00	3	0.00
Emergency medical service (EMS) Incident	150	0.00	959	0.00
False alarm and false call, Other	3	0.00	27	0.00
Fire, Other	1	0.00	3	0.00
Good intent call, Other	0	0.00	7	0.00
Hazardous condition, Other	1	0.00	3	0.00
Medical assist	9	0.00	84	0.00
Mobile property (vehicle) fire	0	0.00	6	0.00
Natural vegetation fire	0	0.00	17	0.00
Outside rubbish fire	0	0.00	5	0.00
Overpressure rupture from air or gas (no	0	0.00	1	0.00
Public service assistance	0	0.00	3	0.00
Service call, Other	2	0.00	4	0.00
Severe Weather & Natural Disaster -	1	0.00	1	0.00
Smoke, odor problem	0	0.00	3	0.00
Special outside fire	0	0.00	2	0.00
Special type of incident, other	0	0.00	1	0.00
Steam, Other gas mistaken for smoke	0	0.00	4	0.00
Structure Fire	2	0.00	18	0.00
System or detector malfunction	1	0.00	6	0.00
Unintentional system/detector operation	2	0.00	15	0.00
Wrong location, no emergency found	0	0.00	2	0.00
	<u>185</u>	<u>0.00</u>	<u>1,265</u>	<u>0.00</u>
Training				
12 lead Acquisition/transmission	0	0.00	4	2.00
Active Shooter	0	0.00	1	3.00

* 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: 07/01/2016 to 07/31/2016, Prior Period: 01/01/2016 to 07/31/2016

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				
Advanced Cardiac Life Support	0	0.00	5	40.00
Alternative Fuel	0	0.00	2	20.00
Apparatus / Equipment	0	0.00	15	45.00
Cardiac Assessment	0	0.00	6	12.00
Chest and Abdominal Injuries	0	0.00	2	8.00
CHF vs. COPD	0	0.00	1	1.00
CPR	0	0.00	32	69.25
Crude by Rail	0	0.00	2	11.00
Diabetics	0	0.00	2	8.00
Drug Addiction	0	0.00	1	1.00
Emergency Medical Services	0	0.00	1	4.00
EMS Audit & Review	0	0.00	37	36.75
EMS Skills	0	0.00	14	26.00
EMT-B	0	0.00	24	90.00
ENvironmental Emergencies	0	0.00	2	8.00
EOC OPERATIONS	0	0.00	3	25.00
Extrication	0	0.00	26	65.00
FF I-II	3	6.50	15	30.50
Fire Behavior	0	0.00	21	165.50
Fire Investigation	0	0.00	5	12.00
FIRE OFFICER 1	0	0.00	2	8.00
Fire Preplan	0	0.00	2	1.50
Forceable Entry	0	0.00	24	48.00
Gas Pipe line Safety	0	0.00	11	33.00
Geriatric Emergencies	0	0.00	2	8.00
Glucometer Training/Skills Blood	0	0.00	4	2.00
Hazardous Materials Overview	0	0.00	1	4.00
Hose Lays	0	0.00	6	6.00
Hose Test	34	68.00	51	102.00
Infants & Children	0	0.00	1	1.00
Instructor Training	0	0.00	4	20.00
IV Therapy	0	0.00	2	1.00
Knowing Your Smoke	0	0.00	8	64.00
Leadership	0	0.00	3	26.00
Marshall County Fire Association Mtg.	0	0.00	3	4.50
Medication Review for Protocols	0	0.00	18	18.00

**Plymouth Fire Department
Departmental Activity Report**

Current Period: 07/01/2016 to 07/31/2016, Prior Period: 01/01/2016 to 07/31/2016
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				
Obstetrics	0	0.00	2	8.00
P H T L S	0	0.00	17	129.50
Patient Assessment	0	0.00	6	17.00
Pediatric Emergencies	0	0.00	2	8.00
Pension Board Meeting	0	0.00	28	4.04
PEPP & PALS Hybrid Coarse	0	0.00	5	747.50
Physical Ability Test	0	0.00	10	30.00
Preplan	0	0.00	30	60.00
Public Education	0	0.00	5	15.00
Public Relations	7	18.00	17	68.00
Pump Operations	0	0.00	16	32.00
Risk Managment	0	0.00	1	9.00
SEARCH & RESCUE	7	10.50	45	115.00
Smart Triage	0	0.00	8	18.00
Trauma	0	0.00	4	16.00
Trauma Symposium	0	0.00	1	8.75
Virtual Dementia Tour	0	0.00	13	26.00
Volunteer Fire Business Mtg.	28	42.00	192	264.76
Water Supply	3	9.00	4	13.00
	82	154.00	769	2,619.55

Police Chief Bacon presented the Police Department monthly report:

**PLYMOUTH POLICE DEPARTMENT
Activity Report Summary 2016**

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Information	451	470	568	559	524	634	550						3,756
Complaint	446	460	427	508	594	469	652						3,556
911 Calls	76	108	130	141	173	140	138						906
Residential Security Checks	139	102	128	91	34	10	4						508
Alarms	67	77	70	71	82	54	79						500
Vehicle Checks	34	22	28	29	41	39	36						229
Assist Other Agencies	10	9	22	18	16	13	10						98
Animal Complaints	18	16	27	21	30	37	49						198
Code Enforcement	40	23	28	58	100	65	69						383
Traffic Stops	281	294	383	322	367	290	218						2,155
Citations Issued	174	196	209	184	247	185	126						1,321
Accident Reports	39	42	37	38	48	42	38						284
Case Reports	106	99	136	141	131	123	151						887
Arrests	46	38	55	80	51	40	37						347
Arrests (Adult)	38	29	35	72	40	34	28						276
Arrests (Juvenile)	8	9	20	8	11	6	9						71

Board Member Delp asked Chief Bacon to check on a tow truck that appears to be parked on Harrison Street for an extended period of time and it is affecting traffic. Chief Bacon stated that he is aware of the vehicle and there have been discussions with the owner of the vehicle. The owner does live in the area and parks at this location frequently. Bacon said he will look into it again.

Councilman Ecker added that this parked vehicle is indeed a disturbance to the traffic and he thinks there should be some consideration to restrict parking on the south side of Harrison Street from Plum to Michigan Street.

Clerk-Treasurer Xaver presented the following request:

I would like to reiterate the need for drainage at the Candy Lane/Warana Drive area. Please review the study and let me know the thoughts and if you are going to proceed. S/ Kem McFarling, 1132 Warana Dr, Plymouth, IN, 574-341-0105

Mr. McFarling was present to discuss his request. Utility Superintendent Davidson was present to answer some of his questions. He noted that the study results indicate the best method for moving forward would be to install a 36-inch storm sewer from the retention pond at Candy Lane and connect it to the 36-inch line on Ferndale Street. The estimated cost for construction and non-construction work is \$509,000.00. The project was discussed at the recent budget meetings, however it is uncertain the best funding available to move forward.

Christine Jack was present to discuss her request:

Fitness Forum is doing a costumed Family Fun Run on Saturday, October 29 at 9:00 a.m. It will start at the cul-de-sac just past Fitness Forum, down Pioneer turning at the blinker and coming back, looping down Jim Neu and finishing on FFSW outdoor track. S/ Christine Jack, FFSW Member Services and Run Coordinator, 2015 Westgate Ave, Plymouth, IN 574-935-0296.

She presented a certificate of insurance to City Attorney Surrisi. Jack requested use of the roads as outlined in the request. Grobe suggested that the road actually be closed to traffic for the safety of the participants since there is a slight hill on the proposed course that could obstruct the driver's view.

Board Members Delp and Grobe moved and seconded to approve the request in addition to closing Jim Neu Drive from the crest of the hill to Pioneer Drive. The motion carried.

Anna Kietzman was present to discuss her request:

The Heartland Artists Gallery would like to request that Michigan Street between LaPorte and Garro be closed off on Saturday, October 1, 2016 for their 28th Annual Regional Juried Art Exhibit from 8:00 a.m. to 8:00 p.m. The event will be showcasing artists from within a 5-state area and is the largest in Michiana. The majority of the businesses will be displaying art in their windows, so having the road closed will allow the community to wander freely without the worries of traffic. Additionally, the strut space will be used for local food and drink vendors, musicians, and displaying both our "Bison" for Indiana's bicentennial celebration and various blueberry sculptures from around town. The public will be able to browse and learn about local art, chat with artists, purchase art, and enjoy local entertainment and fare. Heartland Artists Gallery is not-for-profit and all proceeds go toward the Gallery's education program and services.

We would also like to request that the streets be cleaned just prior to the event and that busking musicians be permitted to keeping instrument cases open for donations. There will be a minimal travel cost paid to them, so donations are needed to attract them to participate. S/ Anna H. Kietzman, 10145 Princess Ct, Plymouth, IN 219-477-0747

It is unknown as this time if busking musicians are permitted or not according to City Ordinance.

Mayor Senter stated that there is plenty of time to look into this.

Board Members Houin and Grobe moved and seconded to approve the request as presented subject to review of City Ordinance regarding busking musicians.

Clerk-Treasurer Xaver presented the following request:

For the annual Crop Walk for the Church World Service. On September 11, 2016 at 1:00 p.m. See attached map. S/ Norman Long, 17476 Lincoln Hwy, Plymouth, IN 574-936-8441

Board Members Houin and Fonseca moved and seconded to approve the request as presented. The motion carried.

Steven Troyer was present to discuss his request:

Plymouth-Kilwinning Masonic Lodge respectfully request we be allowed to use the water tower property located on Parkview St. to store our golf carts during the Blueberry festival. We have made this request for a number of years. We will provide our own lock. S/ Steve Troyer, 109 Water St, Plymouth, IN 574-936-2664

Construction in the area was discussed. Utility Superintendent Davidson noted that AT&T is still working in that area, but he does not anticipate any issues. Davidson asked that security of the area be enforced since there have been trespassing problems in the past.

Board Members Delp and Grobe moved and seconded to approve the request as presented. The motion carried.

Board Members Fonseca and Houin moved and seconded to allow the payroll for August 15, 2016, and the claims for August 8, 2016, as entered in Claim Register #2016. The motion carried.

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

Jeanine M. Xaver
Clerk-Treasurer

APPROVED:

Mark Senter
Mayor

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

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, AUGUST 8, 2016

8/1/16 - Tree between 411 and 415 on Miner St. When it rains tree branches fall off. S/ Humberto Moreno, 411 Miner St., Plymouth. 574-933-1460

8/4/16 - 1515 Kenwood Ave, Back yard never mowed this year. Brings in lots of mosquitoes, also very trashy, make him put his fence back up so I don't have to look at his backyard. Go down alley on Brook Ave, you can't miss it. Thank you for your time. S/ Cheryl Himes. 574-936-8060

8/4/16 - 314 Brook Ave Plymouth, IN this is a small tree the city planted last year it has died, please remove it when you can, also take out small stump from the tree the city planted 2 yrs ago that was left here. Thank you for your time. S/ Cheryl Himes. 574-936-8060

8/9/16 - Tree limbs falling at 323 Madison at the driveway (2 trees). S/ Josh Xaver, Manager Garro Realty, 2901 Miller Dr., Plymouth. 574-532-5085