

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on March 10, 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 Culp and Ecker moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on February 24, 2014, as presented since they have been reviewed and found to be correct. The motion carried.

Mayor Senter asked Building Commissioner Hammonds to address the board for the Hearing for the Affirmation to Take Action Regarding an Unsafe Building at 400 E. Jefferson St, Plymouth, Pursuant to I.C. 36-7-9-5(a)(7) on the former Clark Station.

Hammonds reported that the building has been boarded up with no activity for more than six months and as such is considered abandoned by state statute, so he started action under the Unsafe Building Ordinance.

Michelle Iqbal addressed the board. She said that she had plans to open a mini-mart and concession stand there. She said that she and her husband are purchasing the property on land contract; they are from Hobart, but she lives at 406 Simon Street, Plymouth. She said they bought the property and are close to having the land contract paid off. They also have been contacted by someone who is interested in purchasing the property.

Mrs. Iqbal said that she talked with Mr. Hammonds today; she said her husband told her that the paperwork has been recorded.

Hammonds said that he was also contacted by the deeded owner, Jai Bhagwaan 1 LLC, last Friday. Hammonds said that he sent the original letter out on February 11, 2014; and the deeded owner did not contact him until Friday, although Hammonds has a receipt showing the owner signed for the certified letter on February 13th.

Iqbal asked that the board postpone the matter.

City Attorney Surrisi said that Jai Bhagwaan 1 LLC is still the registered owner, so all correspondence has gone to him. Surrisi said that statute provides that if there is not a recorded interest, like the land contract that Mrs. Iqbal spoke of, then all correspondence is to go to the registered owner.

Board Member Ecker questioned the safety of the building.

Hammonds said that code would have to be met and he could go into the building to make sure that it is structurally sound.

Iqbal said that the party that is interested in buying the property has gone to Florida, but they are local people.

Board Members Smith and Ecker moved and seconded to table the matter until March 31, 2014. The motion carried.

Utility Superintendent Davidson reviewed the following letter with the board members:

March 4, 2014

Board of Works & Safety

RE: Utilities Vehicle Quotes

Members:

We have reviewed the quotes submitted by Country Auto Center and Oliver for 1 – ½ Ton Pickup Truck for the Wastewater Department and for 1 – Service Body Mounted on a Single Axle Chassis truck for the Water Department and recommend going with the low quotes of Country Auto Center:

**½ Ton Pickup Truck**

Country Auto Center			
Base Quote	\$26,169.00		
Trade in Value (1991 Chevy 2500)	<u>\$ 1,000.00</u>		<b>\$25,489.00</b>
Total Quote Less Trade In	<b>\$25,169.00</b>		<b>\$25,169.00</b>
		<b>DIFF.</b>	<b>\$ 320.00</b>
Oliver Ford			
Base Quote	\$25,789.00		
Trade in Value (1991 Chevy 2500)	<u>\$ 300.00</u>		
Total Quote Less Trade In	<b>\$25,489.00</b>		

**Service Body Mounted on a Single Axle Chassis**

Country Auto Center			
Base Quote	\$39,998.00		
Option A (snow plow)	<u>\$ 5,934.26</u>		<b>\$53,603.00</b>
Total Quote Including Option A	<b>\$45,932.26</b>		<b>\$45,932.26</b>
		<b>DIFF.</b>	<b>\$ 7,670.74</b>
Oliver Ford			
Base Quote	\$47,503.00		
Option A (snow plow)	<u>\$ 6,100.00</u>		
Total Quote Including Option A	<b>\$53,603.00</b>		

Davidson said that due to the difference in quotes on the service body mounted on a single axle chassis, he contacted the person who submitted the bid for Country Auto Center and visited the installation site. He said that an identical body was quoted by both Oliver Ford and Country Auto Center. He recommended going with the low quotes from Country Auto Center for both quotes.

Board Members Ecker and Culp moved and seconded to award the quote to the low quoter, Country Auto Center, as recommended. The motion carried.

Utility Superintendent Davidson presented his monthly reports to the board:

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

**PLANT OPERATIONS**

Water Treated February – Ledyard Water Treatment Plant	32,404,297 gallons
Water Treated February – Pine Water Treatment Plant	<u>11,494,833 gallons</u>
Water Treated Total	43,899,130 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	1,157,296 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>410,530 gallons</u>
Water Treated – Daily Average - Combined	1,567,826 gallons

- Backwashed filters at Ledyard Water Treatment Plant 11 times for a total of 594,000 gallons
- Backwashed filters at Pine Water Treatment Plant 7 times for a total of 756,000 gallons
- Total backwash usage for the month was 1,350,000 gallons
- Ledyard Plant – Well 2-B was completely rebuilt by Peerless-Midwest and is currently operational
- Completed SARA Title III reporting

**MAINTENANCE WORK ORDERS COMPLETED**

- 24 - Ledyard Water Treatment Plant Maintenance
  - Repaired conduit on roof of plant
  - Cleaned and bled out permanganate motors
  - Worked on conduit in plant filters #1 and #2

- Met with Nobi Security to test all security transmitters
- Installed new portable dehumidifiers on west side of plant
- 13 – Pine Water Treatment Plant Maintenance
  - Rebuilt high service pump #2
  - Cleaned chlorine injectors and Cl<sup>2</sup> analyzer
- 25 – Mobile Equipment

**WATER SAMPLING**

- 10 Distribution system bacteria samples, IDEM required
- 56 Distribution system chlorine residual, IDEM required
- 8 Fluoride samples, ISDH required
- 282 Process control samples and analysis at the Ledyard Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine
- 347 Process control samples and analysis at the Pine Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese and Chlorine
- 4 THM's
- 4 HAA5's
- 0 VOC sets

**SERVICE**

Locates	40
Total Number of Work Orders	146
Service Disconnects	19
Service Disconnects for non-pay	10
Service Reconnects for non-pay	9
“Service Notice” left on door (Blue Tags)	17
“Insufficient Funds Notice” left on door (Pink Tags)	3
New Radio Read / Meter Installations	0
Accuracy checks	73
After Hours Call Outs	1
Meters repaired	6
Hydrants Serviced	0
Hydrants Sandblasted and Painted	0

**CONSTRUCTION ACTIVITIES**

- (1) **Curb Stops Replaced/Installed**  
02-3-14 434 Nursery St. Broken curb stop – Replaced ¾” valve-new box and rod
- (0) **Old Curb Stops Found and Capped Off at Valve**
- (0) **New Taps Installed**
- (0) **New Mains Completed**
- (0) **Valve Repaired or Replaced / Valve Boxes Repaired or Replaced**
- (6) **Hydrants Repaired or Replaced**  
Rebuilt 6 used hydrants, preparing them for installation this summer
- (0) **Main Breaks Repaired**
- (3) **Service Lines Repaired, Replaced or Retired**
  - 02-12-14 326 Lynn St. – Replaced entire service from main to curb stop
  - 02-13-14 228 Water St. – ¾” service line leak repaired
  - 201 Airport Rd. – Replaced 6’ section of ¾” water service line and relocated service to curb stop

**MISCELLANEOUS**

- February Water Department received the “Water Guardian Award” from the Indiana Department of Environmental Management
- Provided plant tour of the Pine Water Treatment Plant for the Town of Bremen representatives
- February Plant maintenance – Vehicle maintenance – Snow removal
- February APEX Plumbing installed BFP on various City owned buildings
- February Chlorine room rehabilitation continued
- February 2409 Gary Dr. - Frozen service line
- February 400 ½ S. Seventh St. Frozen at meter – thawed out
- February 422 Charles St. Frozen service – currently connected to adjacent house for service
- February 310 Nursery St. Frozen service –currently connected to adjacent house for service
- February 331 Clark St – Frozen service – thawed out
- February 701 N. Seventh St. – Frozen service – dug – found it was on customers side
- February 326 Lynn St. – Frozen service – dug – replaced service
- February 714 Poplar St. – Frozen meter (inside of house)
- February 1720 Hope Blvd. – Frozen service – dug – thawed out

- February 234 E. Lake Ave. – Frozen service – thawed out
- February 1660 N. Michigan St. – Frozen service – Main office of park – dug – thawed out
- February 1425 W. Jefferson St. – Apt 1 – Frozen service – thawed out
- February 1425 W. Jefferson St. – Apt 2 – Frozen service – thawed out
- February 108 Eastwood Dr. – Frozen service – dug – thawed out
- February 201 Airport Rd. – Frozen service – dug – thawed out

**PINE WATER TREATMENT PLANT IMPROVEMENT PROJECT UPDATE**

- ❖ Request of 50% release of retainage by LD Docsa, which approved on 2-12-14. Currently waiting on the waiver of liens to proceed with the closure of the project.
- ❖ Precision installed equipment to prevent loss of signal on controllers

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

**PLANT OPERATIONS:**

1. Total flow in gallons 63,010,685
2. Average daily flow in gallons 2,253,816
3. Rainfall 1.32"
4. Monthly average in BOD removal 97.3%
5. Monthly average in TSS removal 90.1%
6. Monthly average in Ammonia removal 96.5%
7. Three men attending Wastewater Treatment Certification Courses in Rochester, IN
8. Seasonal plant maintenance
9. Work orders completed:
  - 291 – Wastewater Treatment Plant
    - Installing Allen Bradley controllers on primary sludge pumps
    - Installed VFD and additional conduits to the gravity belt thickener
    - Rebuild grit canisters
    - Replaced 3 gate valves on sludge lines in basement of administration building
  - 73 – Vehicle/Mobile Equipment
  - 23 – 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:**

- 02-10 Board of Public Works and Safety
- 02-12 Redevelopment Commission
- 02-14 Umbaugh & Associates – Utilities Budget Reviews
- 02-24 Board of Public Works and Safety
- 02-25 Toric Engineering – SCATA Improvement
- 02-28 Department Head & Safety Meeting

**COLLECTION SYSTEM:**

1. Cleaned 0 feet of sewer lines
  - 0 feet during service calls
  - 0 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 tons of silt and debris during cleaning and inspections of sewers lines
5. Used approximately 2,000 gallons of potable water during sewer cleaning
6. Performed routine maintenance on 10 CSO's and 15 pumping station

Building Commissioner Hammonds referred to the Order for the Unsafe House at 712 N. Fourth Street, Plymouth. He said that he received the certification from a State Certified Inspector that the house has been cleared of any remnants of meth. He said that he has inspected the building and it is now considered habitable and the health department has released the house for occupation.

Fire Chief Miller presented his monthly report:

**Plymouth Fire Department**  
**Departmental Activity Report**

Current Period: 02/01/2014 to 02/28/2014, Prior Period: 01/01/2014 to 02/28/2014  
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
<b>EMS Alarm Situations</b>				
No Location Provided	178	1,251.80	378	2,553.81
	178	1,251.80	378	2,553.81
<b>Fire Alarm Situations</b>				
Accident, potential accident	0	0.00	1	0.00
Chemical release, reaction, or toxic condition	1	0.00	4	0.00
Combustible/flammable spills & leaks	0	0.00	2	0.00
Dispatched and cancelled en route	9	0.00	22	0.00
Electrical wiring/equipment problem	0	0.00	2	0.00
Emergency medical service (EMS) Incident	138	0.00	283	0.00
Extrication, rescue	1	0.00	1	0.00
False alarm and false call, Other	1	0.00	4	0.00
Good intent call, Other	1	0.00	2	0.00
HazMat release investigation w/no HazMat	2	0.00	3	0.00
Medical assist	7	0.00	18	0.00
Mobile property (vehicle) fire	2	0.00	3	0.00
Overpressure rupture, explosion, overheat, Other	0	0.00	1	0.00
Public service assistance	3	0.00	3	0.00
Rescue, emergency medical call (EMS), other	2	0.00	2	0.00
Service call, Other	1	0.00	1	0.00
Smoke, odor problem	0	0.00	2	0.00
Special outside fire	0	0.00	2	0.00
Steam, Other gas mistaken for smoke	1	0.00	1	0.00
Structure Fire	5	0.00	9	0.00
System or detector malfunction	1	0.00	3	0.00
Unintentional system/detector operation (no fire)	3	0.00	9	0.00
	178	0.00	378	0.00
<b>Training</b>				
Administrative Procedures	0	0.00	2	2.00
AEMT Class	28	88.75	48	168.75
EMS Audit & Review	12	16.00	12	16.00
FF I-II	0	0.00	2	8.00
Fire Control, General	0	0.00	3	31.50
Fire Preplan	29	58.00	54	133.00

\* 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: 02/01/2014 to 02/28/2014, Prior Period: 01/01/2014 to 02/28/2014

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
<b>Training</b>				
Hazmat Awareness and Operations	12	78.00	12	78.00
Hazmat Laws and Regulations	7	14.00	7	14.00
Instructor Training	12	18.00	12	18.00
Leadership	0	0.00	2	18.00
Paramedic School	9	36.00	9	36.00
Pension Board Meeting	8	4.00	8	4.00
Training Lecture	1	2.00	1	2.00
Volunteer Fire Business Mtg.	30	75.00	66	165.00
	148	389.75	238	694.25

**Plymouth Fire Department**

**Incidents by District (Summary)**

Alarm Date Between {02/01/2014} And {02/28/2014}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
001 Argos	1	0.56 %	\$0	0.00 %
006 Lapaz	1	0.56 %	\$0	0.00 %
007 Plymouth	125	70.22 %	\$0	0.00 %
008 Polk	3	1.69 %	\$0	0.00 %
011 Center Twp	16	8.99 %	\$0	0.00 %
019 West Twp	24	13.48 %	\$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	2	1.12 %	\$0	0.00 %
16 Lakeville/Lapaz Paramedic Assist	1	0.56 %	\$0	0.00 %
18 Walkerton Paramedic Assist	2	1.12 %	\$0	0.00 %
<b>Total Incident Count:</b> 178			<b>Total Est Losses:</b> \$0	

Miller asked permission to send up to eight members to class in Fort Wayne at the Northeast Academy Training Center on March 22nd, at cost of \$40.00 per person plus mileage.

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

Miller stated that his candidate for hire has completed his pension physical and psychological evaluation for PERF. He is waiting on approval from PERF.

Police Chief Bacon presented his monthly report:

Plymouth Police Department  
Activity Report for February 2014

<u>Type</u>	<u>Month Totals</u>
Information	786
Complaint	174
911 Calls	165
Residential Security Checks	291
Alarms	35
Vehicle Checks	23
Assist Other Agencies	51
Animal Complaints	30
K9 Use	16
Traffic Stops	167
Citations Issued	82
Accident Reports	38
Arrests	39
Case Reports	115
Signed Charges (Adult)	33
Signed Charges (Juvenile)	6

Chief Bacon explained that the State of Indiana contracts the accident reports that the police department submits; the city has submitted them electronically for the last seven years. He said that anyone can buy their accident report online for \$12.00, of which the city gets nothing. He said that if the city enters into the Indiana Revenue Sharing Agreement with Appriss, his department will get \$8.00 of the fee.

City Attorney Surrisi said that he has reviewed the contract and found it acceptable.

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

Street Superintendent Marquardt reported that the city has received all of the road salt for the 2013-2014 season out of the 2013 budget.

Marquardt said that he has been contacted about the parking on Garro Street where the terrace is bumped out along River Park Square. He said that during construction, the city prohibited parking on the north side of the street; but now people are parking on the south side. He said that the street is narrow; he and City Engineer Gaul have reviewed the plans. He said that the street is just over 28'; without the gutter pan it is 27'. Marquardt said that the width of the street does not allow for two lanes of traffic plus parking on the north side. He asked the board members to review the matter and make a determination; he recommended no parking through that area.

Board Member Ecker asked Marquardt to talk to Hoffman Brothers as a courtesy before the board takes any action.

Mayor Senter said that he has received notification from a constituent regarding the treeline at Council Drive and Western Avenue blocking the view when one is heading west on Council Drive. He asked the members to look at the area, because he doesn't see an issue.

City Engineer Gaul reviewed his letter dated March 10, 2014 regarding a request from USI Consultants to install the Metronet Conduit in the city right-of-way. Gaul said that this includes

installation at three railroad crossings, which requires a signature by the road authority performing the maintenance on the road.

Board Members Ecker and Culp moved and seconded to approve the work in the right of way and at the three railroad crossings. The motion carried.

City Attorney Surrisi presented a proposed Contract for Cleaning Services between the city and Keith Snedeker doing business as Heavenly Hands Cleaning Service. The contract is for weekly cleaning at the cemetery building for \$65.00 per week.

Members Ecker and Culp moved and seconded to approve the contract; the motion carried.

Clerk-Treasurer Hutchings presented the following request:

The Plymouth Rotary Club would like to close Michigan Street from LaPorte north to Washington Street on October 11, 2014 (a Saturday) from 6 AM to 5 PM. We want to hold an antique and collectibles show on the street with booths in the street and related events with participating merchants already on Michigan Street. Vendors will arrive Saturday morning to set up and tear down in the late afternoon. We will also invite local merchants to participate with related activities and offer space in one area for "garage sale" type booths for local residents. It could be a pleasant event for all. We hope to make this an annual event as a major fundraiser for Rotary's charitable activities in Plymouth. We also believe it could become an annual visitor attraction after the Blueberry Festival to invite visitors to our community and to our many retail merchants each year. Rotary is a local and international charitable institution that has helped eradicate Polio in the world, and many other international charitable activities. Locally, the Plymouth Rotary contributes to several local scholarships, supports the annual State High School championship Quiz Bowl at Ancilla, helps at the Neighborhood Center and has many other projects in town. S/ Jim Baldwin, 123 Harrison St., Plymouth 936-9287

Mayor Senter reminded Mr. Baldwin that he needs to get approval from the state.

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

Members Smith and Culp moved and seconded to allow the salaried payroll for February 16-28, 2014 and the claims for March 10, 2014, as entered in Claim Register #2014. The motion carried.

Mark Sullivan, Midwestern Engineers, addressed the board regarding the proposed Agreement for Engineering Services for Beerenbrook and West Jefferson Streets Storm Sewer Project. He said that he has submitted the proposed contract to City Attorney Surrisi for his review.

Board Member Ecker asked City Surrisi if he found any conflict or areas of concern in the proposed contract.

Surrisi said that the contract was in good form and he didn't see any problems with it.

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

There being no further business to discuss, Board Members Ecker and Culp moved and seconded to adjourn the meeting. Motion carried. The meeting was declared adjourned at 6:40 p.m.

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

APPROVED:

S/Mark Senter, Mayor