

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on June 8, 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, Grobe and Smith. City Engineer Gaul, City Attorney Surrisi and Deputy Clerk-Treasurer Birchmeier were also present. Board Member Ecker was absent.

Board Members Smith and Culp moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on May 26, 2015, as presented since they have been reviewed and found to be correct. The motion carried.

Utility Superintendent Davidson requested the Board's approval for Mayor Senter to sign the contract for the Ledyard Water Project following successful completion of financing. The bid was already awarded to the lowest bidder at a previous Board of Public Works and Safety meeting.

Board Members Smith and Culp moved and seconded to award the contracts for the Ledyard Water Project. The motion carried.

Superintendent Davidson presented the Water and Wastewater Department monthly reports:

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

**PLANT OPERATIONS**

Water Treated May – Ledyard Water Treatment Plant	24,223,991 gallons
Water Treated May – Pine Water Treatment Plant	<u>24,695,376 gallons</u>
Water Treated - Total	48,919,367 gallons

Water Treated – Daily Average – Ledyard Water Treatment Plant	781,419 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>796,625 gallons</u>
Water Treated – Daily Average - Combined	1,578,044 gallons

- Backwashed filters at Ledyard Water Treatment Plant 7 times for a total of 371,000 gallons
- Backwashed filters at Pine Water Treatment Plant 16 times for a total of 1,008,000 gallons
- Total backwash usage for the month was 1,379,000 gallons

**MAINTENANCE WORK ORDERS COMPLETED**

- 26 - Ledyard Water Treatment Plant Maintenance
  - Inspected north and west water towers, replaced warning bulb on top of west tower
  - Cleaned and inspected influent and effluent chlorine injectors
  - Cleaned and inspected east and west venturi meter supply lines
  - Adjusted solution on #1 fluoride pump
  - Installed new 12" check valve on well #1A
  - Performed monthly generator test
  - Replaced east solenoid valve in chlorine room
  - New yard/roof drains installed and diverted to retention area
- 16 – Pine Water Treatment Plant Maintenance
  - Cleaned and inspected lines to chlorine analyzer
  - Cleaned and inspected effluent and influent chlorine injectors
  - Performed monthly generator test
  - Replaced electrolyte solution for chlorine sensor
  - Peerless Midwest completed repairs to #1 high service pump, installed on 5-20-15
- 21 – Mobile Equipment
  - Inspected equipment on all trucks
  - Inspected Wach's value turner
  - Inspected Sullair air compressor
  - Changed oil and inspected Gehl skid loader
  - Inspected LT6000 Tamper

**WATER SAMPLING**

- 10 Distribution system bacteria samples, IDEM required
- 62 Distribution system chlorine residual, IDEM required
- 5 Fluoride samples, ISDH required
- 496 Process control samples and analysis at the Ledyard Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine
- 416 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's sets
- 0 SOC's / Nitrates
- 5 Extra samples - distribution, plant and wells

**SERVICE**

Locates	183
Total Number of Work Orders	126
Service Disconnects	25
Service Disconnects for non-pay	11
Service Reconnects for non-pay	11
Blue Tags "Service Notice" left on door	10
Pink Tags "Insufficient Funds Notice" left on door	4
New Radio Read / Meter Installations	2
Accuracy checks	27
After Hours Call Outs	4
Meters repaired	1
Hydrants Serviced	0
Hydrants Sandblasted and Painted	0

**CONSTRUCTION ACTIVITIES**

- (2) **Curb Stops Replaced/Installed**
  - 05-26-2015 1014 N. Walnut St. – Replaced ¾" curb stop valve, box and rod
  - 05-26-2015 723 Center St. – Replaced ¾" curb stop valve
- (1) **Old Curb Stops Found and Capped Off at Valve**
  - 05-19-2015 501 N. Plum St. – Retired at corporation stop
- (2) **New Taps Installed**
  - 05-28-2015 Two (2) new 2" taps for supply to new 2" polyethylene main line on W. Washington St.
- (1) **New Mains Completed**
  - 05-28-2015 Direction drilled new 2" polyethylene main at 300 block of W. Washington St. from new 2" tap on N. Plum St. to new 2" tap at N. Walnut St.
- (7) **Valve Repaired or Replaced / Valve Boxes Repaired or Replaced**
  - 05-05-2015 327 Ewing St – Replaced valve box
  - 05-07-2015 2170 Oak Dr. - Repaired main line valve box (H4V015)
  - 05-07-2015 Oak Rd. north of Hoham Dr. – Repaired valve box (H4V022)
  - 05-07-2015 Liberty St. and Ferndale St. – Installed valve operating nut extension
  - 05-12-2015 Miner St. and William St. – Replaced 4" mainline valve (J7V048)
  - 05-19-2015 Centennial Park – Repaired ¾" curb stop valve at Wooden Playground
  - 05-26-2015 613 Pearl St. – Replaced valve box and rod on service line
- (1) **Hydrants Repaired/Replaced/Installed**
  - 05-21-2015 Replaced top section of HYD 269 on Oak Rd. (Angelina's Cigars)
- (49) **Valves Exercised and Inspected**
- (1) **Main Breaks and Leaks Repaired**
  - 05-22-2015 Miller Dr. and Pioneer Dr. – 12" ductile iron water main damaged during directional drilling of fiber conduit for Century Link (clamped)
- (6) **Service lines repaired or replaced**
  - 05-01-2015 401 E. Jefferson St. – 2" service line leak, repaired
  - 05-06-2015 1040 E. Jefferson St. – (American Legion) replaced 4" x 2" saddle and 1½" corporation stop
  - 05-13-2015 629 Pearl St. - Installed new meter pit and replaced service from main to pit
  - 05-14-2015 106 Webster Ave. – Replaced ¾" service line
  - 05-27-2015 1010 Belmont St. – Replaced service line – bored in 100' of polyethylene water line and installed meter pit

05-29-2015 306, 308, 310, 312 W. Washington St. – Tied service lines from new 2” main to new curb stop

**MISCELLANEOUS**

- May - Consumer Confidence Report (CCR) was completed and distributed on 5-20-2015
- May - AWWA training at Monticello, IN
- May - Pickup chassis was delivered from Oliver Ford, taken to W.A. Jones for installation of tool box body

**WATER DEPARTMENT IMPROVEMENT PROJECTS**

05-04-2015 Tentative Award of Contract subject to successful completion of financing for:  
Ledyard Water Treatment Plant – Thieneman Construction, Inc.  
Water Main Extension – Haskins Underground, Inc.  
Ledyard Water Treatment Plant Storage Building – Michiana Contracting, Inc.

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

**PLANT OPERATIONS:**

1. Total flow in gallons 69,959,244
2. Average daily flow in gallons 2,256,750
3. Rainfall 6.85”
4. Monthly average in BOD removal 98.7%
5. Monthly average in TSS removal 96.3%
6. Monthly average in Ammonia removal 95.1%
7. General plant maintenance
8. Land applied 182,900 gallons – 13.06 dry/tons of bio-solids to local farm fields
9. Analysis performed on plant wastewater for phosphorous levels by Wilson Industrial
10. Work orders completed:
  - 260 – Wastewater Treatment Plant
    - Replaced seal water line on #1 raw sewage pump
    - Gripp Inc. repaired primary sampler
    - Installed electrical line to cabinet at Cemetery for the Metronet
    - Cleaned boilers and replaced heat shield
    - Clean and inspect methane gas transfer piping
    - Adjust manhole casting at WWTP behind raw sewage building
  - 19 – Vehicle/Mobile Equipment
  - 28 – Lift Stations
  - 0 – Collection System
    - 0 - Eliminated structures
    - 0 – Replaced structures
    - 0 – Replaced/adjusted castings
    - 0 – GIS data collection points
    - 1 – Point repair
      - a. 808 W. Garro St.
    - 3 – New structure
      - a. 719 S. Michigan St. (alley) - 1
      - b. River Park Square -2
    - 0 – Mainline sewer replacement
    - Completed the Odor Control Project on S. Sixth St.
    - Gripp Inc. repaired CSO-010 transmitter
    - Installing new controllers on storm water lift stations at Packard Woods and S. Michigan St. viaduct
    - Re-grade ditch line in 2000 blk. of Hillcrest Ave.
    - Installed 150’ of 8” PVC storm sewer and 20’ of 8” trench drain in alley behind 719 S. Michigan St.
    - Installed 120’ of 6” PVC storm sewer in lawn east of concession stand in River Park Square

**MEETINGS ATTENDED:**

- 05-01 Street Projects – Pre-bid
- 05-07 Water/Sewer Bond Rating Conference
- 05-08 Department Head Meeting
- 05-11 Board of Public Works and Safety
- 05-11 MCEDC Development Meeting – Swann Lake
- 05-12 MCEDC – Commerce Building
- 05-15 AWWA Meeting in Monticello, IN
- 05-19 Optimus Club – Utilities Presentation
- 05-19 Redevelopment Commission
- 05-19 Umbaugh & Associates / Midwestern Engineers Conference on “Guaranteed Savings Contracting”

- 05-22 Mayors' Roundtable – River Park Square
- 05-26 Board of Public Works and Safety
- 05-27 Henry P. Thompson Co. – Demonstration on Rotary Sludge Presses
- 05-27 City Department Safety Meeting

**COLLECTION SYSTEM:**

1. Cleaned 346 feet of sewer lines
  - 20 feet during service calls
  - 326 feet during preventive maintenance
2. Televised 0 feet of sewer lines
3. Mechanically removed roots from 1,476 feet of sewer lines
4. Removed approximately 0.17 tons of silt and debris during cleaning and inspections of sewers lines
5. Used approximately 19,350 gallons of potable water during sewer cleaning
6. Inspected and cleaned 363 storm inlets
7. Performed routine maintenance on 10 CSO's and 16 pumping station

Building Commissioner Hammonds addressed the Board to notify them that starting in September 2015, all building permits will be completed and submitted online.

Fire Chief Miller presented his monthly reports:

**Plymouth Fire Department  
Departmental Activity Report**

Current Period: 05/01/2015 to 05/31/2015, Prior Period: 01/01/2015 to 05/31/2015  
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	206	722.95	865	4,824.50
	206	722.95	865	4,824.50
<b>Fire Alarm Situations</b>				
Accident, potential accident	0	0.00	2	0.00
Chemical release, reaction, or toxic	0	0.00	1	0.00
Combustible/flammable spills & leaks	0	0.00	3	0.00
Controlled burning	0	0.00	1	0.00
Dispatched and cancelled en route	14	0.00	59	0.00
Electrical wiring/equipment problem	3	0.00	4	0.00
Emergency medical service (EMS) Incident	163	0.00	668	0.00
False alarm and false call, Other	4	0.00	15	0.00
Fire in mobile property used as a fixed	0	0.00	1	0.00
Fire, Other	0	0.00	3	0.00
Good intent call, Other	1	0.00	6	0.00
Medical assist	14	0.00	53	0.00
Mobile property (vehicle) fire	0	0.00	3	0.00
Natural vegetation fire	3	0.00	15	0.00
Outside rubbish fire	0	0.00	2	0.00
Overpressure rupture, chemical reaction	0	0.00	1	0.00
Person in distress	1	0.00	2	0.00
Public service assistance	0	0.00	1	0.00
Smoke, odor problem	0	0.00	1	0.00
Special outside fire	0	0.00	1	0.00
Steam, Other gas mistaken for smoke	0	0.00	2	0.00
Structure Fire	2	0.00	6	0.00
System or detector malfunction	0	0.00	3	0.00
Unauthorized burning	0	0.00	1	0.00
Unintentional system/detector operation	1	0.00	11	0.00
	206	0.00	865	0.00
<b>Training</b>				
Advanced Cardiac Life Support	2	11.00	2	11.00
Airway Management	0	0.00	9	9.00
Apparatus Drafting	2	6.00	2	6.00

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, JUNE 8, 2015

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
<b>Training</b>				
Combat Ready Firefighting	0	0.00	7	59.50
CPR	0	0.00	33	64.00
Diabetics	0	0.00	1	0.00
Emergency Medical Services	0	0.00	1	0.00
EMS Audit & Review	8	5.50	88	1,499.00
EMS Skills	0	0.00	2	0.00
EMT-B	11	47.00	11	47.00
Extrication	2	2.00	48	94.00
FF I-II	16	64.00	22	88.00
FF I-II SKILLS	15	52.50	15	52.50
Fire Department Organization	0	0.00	5	5.00
Fire Investigation	0	0.00	1	4.00
Fire Preplan	0	0.00	71	121.50
Gas Pipe line Safety	0	0.00	5	12.50
General And Topographic Anatomy	1	4.00	1	4.00
Hazardous Materials Overview	0	0.00	36	133.50
Heart Monitor, 12 lead, defib,	0	0.00	10	10.00
Hose Loads	34	78.06	53	116.06
Hose Test	0	0.00	23	46.00
Infants & Children	0	0.00	3	24.00
Instructor Training	0	0.00	4	16.00
Instructor's Meeting	0	0.00	11	5.50
New Construction Tour	3	6.00	3	6.00
Oxygen admin	0	0.00	9	9.00
Patient Assessment	0	0.00	15	13.50
Physical Ability Test	0	0.00	15	30.00
PPE	5	15.00	5	15.00
Preplan	13	19.50	13	19.50
Public Education	3	18.00	7	29.00
Pump Operations	0	0.00	3	3.00
Reading Smoke - the Sequel	0	0.00	2	18.00
Safe Haven	0	0.00	7	7.00
SCBA	0	0.00	3	2.25
Sprinkler Systems	1	9.00	1	9.00
Staff Meeting	0	0.00	10	20.00
Strategic and Tactical Operations	0	0.00	20	98.00
Training Lecture	1	9.00	3	25.00
Truck Company Ops	0	0.00	5	45.00
Volunteer Fire Business Mtg.	0	0.00	109	181.50
Well-Being of EMT	0	0.00	13	19.50
	<u>117</u>	<u>346.56</u>	<u>707</u>	<u>2,978.31</u>

\* 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**

**Incidents by District (Summary)**

**Alarm Date Between {05/01/2015} And {05/31/2015}**

District	Count	Pct of Incidents	Est Losses	Pct of Losses
006 Lapaz	1	0.48 %	\$0	0.00 %
007 Plymouth	143	69.41 %	\$0	0.00 %
008 Polk	1	0.48 %	\$0	0.00 %
011 Center Twp	22	10.67 %	\$0	0.00 %
019 West Twp	22	10.67 %	\$0	0.00 %
12 Argos Paramedic Assist	1	0.48 %	\$0	0.00 %
15 Culver Paramedic Assist	2	0.97 %	\$0	0.00 %
16 Lakeville/Lapaz Paramedic Assist	6	2.91 %	\$0	0.00 %
18 Walkerton Paramedic Assist	8	3.88 %	\$0	0.00 %
<b>Total Incident Count:</b>	<b>206</b>		<b>Total Est Losses:</b>	<b>\$0</b>

Police Chief Bacon presented his monthly report:

**Plymouth Police Department  
Activity Report for Summary 2015**

Type	Jan	Feb	Mar	Apr	May	YTD
Information	619	469	695	710	561	3,054
Complaint	249	245	350	395	405	1,644

911 Calls	144	122	164	128	122	680
Residential Security Checks	230	263	272	225	77	1,067
Alarms	42	38	33	32	57	202
Vehicle Checks	34	32	31	35	29	161
Assist Other Agencies	37	20	23	16	14	110
Animal Complaints	20	14	21	26	41	122
K9 Use	21	26	21	19	16	103
Code Enforcement	19	51	4	7	160	241
Traffic Stops	179	193	387	353	405	1,517
Citations Issued	69	90	239	186	260	844
Accident Reports	47	37	37	37	52	210
Arrests	51	30	52	51	55	239
Case Reports	122	78	113	131	117	561
Signed Charges (Adult)	32	28	42	39	50	191
Signed Charges (Juvenile)	19	2	10	12	5	48

Chief Bacon also informed the Board that Officer Ted Brown will be retiring on June 9, 2015. He requested permission to begin the hiring process to fill his position.

Board Members Culp and Grobe moved and seconded to allow Chief Bacon to begin the hiring process. The motion carried.

Chief Bacon asked the Board to remove Officer Krynock's probationary status to full officer's pay on Monday, June 15, 2015.

Board Members Smith and Grobe moved and seconded to move Officer Krynock from probationary status to full officer's pay. The motion carried.

City Engineer Gaul requested permission to pay invoice number 101263 to SEH of Indiana, the fourth invoice for the Greenway Trail Phase II project. The invoice total is \$15,728.80.

Board Members Grobe and Culp moved and seconded to pay invoice number 101263. The motion carried.

Gaul also informed the Board that the delayed MS4 audit is now rescheduled for Tuesday, June 16, 2015. Preparations have also begun to start the street projects.

City Attorney Surrisi stated that the Recommendation from Sign Committee on a section of the gateway signs was intended to be presented this evening to the Board, however the determination has been delayed due to lack of final numbers from several companies. This information will be available at the next Board of Public Works and Safety meeting. Also, there is an agreement that Marshall County presented to the City for the use of signs at the roundabout at Michigan and 7<sup>th</sup> Road. After further review with our representatives from Gibson Insurance, they would like to modify some of the language regarding the insurance portion. This will also be available at the next meeting.

Mayor Senter and City Attorney Surrisi asked the Board to ratify executive order #3, which allowed a radio station to broadcast outside of Any Thyme Herbs during the Chamber of Commerce art festival.

Board Members Smith and Grobe moved and seconded to ratify executive order #3. The motion carried.

Board Members Smith and Culp moved and seconded to allow the salaried payroll for May 16-31, 2015, and the claims for June 8, 2015 as entered in Claim Register #2015. The motion carried.

Mayor Senter presented the following request on behalf of Jeffory Birchmeier and Birchmeier Rentals, LLC, "We would like to place a dumpster on the street in front of 205 N. Walnut St. There are power lines in the back yard and it is not feasible to put the dumpster in that location. We would like to have it placed beginning Monday, June 15, 2015 through Monday, June 22, 2015. Thank you for your consideration."

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

City Attorney Surrisi gave an update regarding Michael Iqbal and the property at 400 E. Jefferson Street. Surrisi spoke with Mr. Iqbal's legal counsel, Jim Clevenger, and it seems progress is being made to resolve the dispute regarding the property. Surrisi stated that he is awaiting final word from Mr. Iqbal's attorney before moving forward. Building Commissioner Hammonds was at the property on Friday, June 5, 2015. He said the building is sound and power is to be restored on Tuesday, June 9, 2015.

Clara Sue Sterling addressed the Board regarding the clean-up of her property on May 22, 2015. Chief Bacon stated that a letter was sent to Ms. Sterling on May 8, 2015 notifying her that a City Code was being broken and she had 10 days to remove her belongings and clean the property. This having not been done, the Street Department cleaned up the premises. No action was taken regarding this issue.

There being no further business to discuss, Members Culp and Grobe moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:20 p.m.

S/Jeanine M. Xaver  
Clerk-Treasurer

APPROVED:

S/Mark Senter  
Mayor

The following requests were forwarded to the property department:

5/29/2015 – Located in front of house at 924 N. Center St. on City property. Tree is dead. Please replace tree. S/Josefina Baca, 924 N. Center St., Plymouth, IN 574-936-3728

6/1/2015 – Tree at 701 S. Michigan St. needs looked at. Feel it will become a real problem soon. Was looked at last year with no action. Please let me know what your evaluation is. 2<sup>nd</sup> Tree in from Charles on south side of tree. S/Kevin E. Huff, 701 S. Michigan St., Plymouth, IN 574-936-2091