

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on January 13, 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, Grobe and Smith. City Engineer Gaul, City Attorney Surrisi and Clerk-Treasurer Hutchings were also present.

Board Members Ecker and Culp moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on December 30, 2013, since they have been reviewed and found to be correct. The motion carried.

Mayor Senter introduced Rich Davis, Director of the Indiana/Ohio Passenger Rail Project.

Davis introduced Fred Lanahan, President of the Northeast Indiana Passenger Rail Association who thanked the members for listening to their information on bringing high speed passenger rail between Chicago, Illinois and Columbus, Ohio. Ten trains each direction, each day with speeds up to 130 miles per hour, at a cost of approximately \$.34/mile.

Mayor Senter and Board Member Smith thanked the city employees for their work during the recent snow storm.

Utility Superintendent Davidson presented his reports for the month of December:

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

**PLANT OPERATIONS**

Water Treated December– Ledyard Water Treatment Plant	29,199,983 gallons
Water Treated December – Pine Water Treatment Plant	<u>14,220,700 gallons</u>
Water Treated Total	43,420,683 gallons

Water Treated – Daily Average – Ledyard Water Treatment Plant	941,935 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>474,023 gallons</u>
Water Treated – Daily Average - Combined	1,415,958 gallons

- Backwashed filters at Ledyard Water Treatment Plant 11 times for a total of 594,000 gallons
- Backwashed filters at Pine Water Treatment Plant 12 times for a total of 864,000 gallons
- Total backwash usage for the month was 1,458,000 gallons

**MAINTENANCE WORK ORDERS COMPLETED**

- 18 - Ledyard Water Treatment Plant Maintenance
  - Rebuilt entire liquid head, check valve and replaced tubing on both permanganate pumps
  - Installed the Bluetooth adapter on Wach's valve turner and programmed hand held receiver
  - Flushed supply lines for venturi meters
  - Repaired exhaust piping on unit heaters #2 and #3 in west side of plant
  - Cleaned and rebuilt chlorine analyzer
  - Flushed all filter cell sample taps
  - Installed band clamp on leak of #4 filter drain line
  - Cleaned chlorine injectors and flushed supply lines
- 24 – Pine Water Treatment Plant Maintenance
  - Repaired a ground fault alarm box due to moisture
  - Cleaned chlorine injectors and analyzer
- 14 – Mobile Equipment

**WATER SAMPLING**

- 10 Distribution system bacteria samples, IDEM required
- 62 Distribution system chlorine residual, IDEM required
- 10 Fluoride samples, ISDH required
- 5 Samples from well #5E
- 5 Samples from well #6F
- 4 Sets of THM and HAA samples

- 313 Process control samples and analysis at the Ledyard Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine
- 357 Process control samples and analysis at the Pine Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine

**SERVICE**

Locates	31
Total Number of Work Orders	121
Service Disconnects	26
Service Disconnects for non-pay	25
Service Reconnects for non-pay	23
“Service Notice” left on door (Blue Tags)	13
“Insufficient Funds Notice” left on door (Pink Tags)	7
New Radio Read / Meter Installations	1
Accuracy checks	22
After Hours Call Outs	0
Meters repaired	0
Hydrants Serviced	0
Hydrants Sandblasted and Painted	0

**CONSTRUCTION ACTIVITIES**

- (1) **Curb Stops Replaced/Installed**  
12-24-13 216 S. Plum St. Valve, box and rod
- (0) **Old Curb Stops Found and Capped Off at Valve**
- (0) **New Taps Installed**
- (0) **Valve Repaired or Replaced / Valve Boxes Repaired or Replaced**
- (0) **Hydrants Repaired or Replaced**
- (1) **Main Breaks Repaired**  
12-13-13 1409 W. Jefferson St. – 6” Main break (clamped)
- (0) **Service Lines Repaired, Replaced or Retired**

**MISCELLANEOUS - DECEMBER**

- Revamped construction truck (W 11) Decking-Boxes-Tool Racks
- Inventory Control
- Started renovating electric room Two men completed Cross Connection Control courses and are now certified by IDEM as inspectors.
- Man gates have been installed in the chain link fence at both plants for access to the facilities when there are power outages or gate failures.
- Communication tower has been erected at the Ledyard Water Treatment Plant

**PINE WATER TREATMENT PLANT IMPROVEMENT PROJECT UPDATE**

- ❖ Punch list items completed:
  - Ortman completed repairs to both wells 5E and 6F
  - Schneider Electric completed adjustments on new VFD's
- ❖ Project is complete, currently waiting on the final release and waiver of lien from Doca Construction. When these items are resolved, the project can be completed.

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

**PLANT OPERATIONS:**

- |   |            |
|---|------------|
| 1. Total flow in gallons  | 57,710,248 |
| 2. Average daily flow in gallons  | 1,661,735  |
| 3. Rainfall   | 1.80”      |
| 4. Monthly average in BOD removal   | 99.0%      |
| 5. Monthly average in TSS removal   | 94.7%      |
| 6. Monthly average in Ammonia removal   | 99.2%      |
| 7. General plant maintenance and housekeeping                                 |            |
| 8. Completed materials inventory  |            |
| 9. Work orders completed:   |            |
| • <u>310 – Wastewater Treatment Plant</u>                                     |            |
| ➤ Modify loft in cold storage barn  |            |
| ➤ Installed communication tower   |            |
| ➤ Extended the influent channel weir plate at the storm water retention basin |            |
| • <u>26 – Lift Stations</u>   |            |
| • <u>62 – Mobile Equipment</u>  |            |

- 0 – Collection System
  - 0 - Eliminated structures
  - 0 – Replaced structures
  - 0 – Replaced/adjusted castings
  - 0 – GIS data collection points/inside info./TOC
  - 0 – Point repair
  - 0 – New structure
  - 0 – Mainline sewer replacement

**MEETINGS ATTENDED:**

- 12-3 TRC – 1) Garmong Project – Commerce Dr. and Pioneer Dr.
- 12-9 Board of Public Works and Safety
- 12-10 AFLAC Insurance
- 12-12 River Park Square Progress Meeting
- 12-17 TRC – 1) Plymouth Airport – relocating roadway and sanitary sewer service 2) 911 Markley Dr. – possible expansion of facilities
- 12-17 Redevelopment Commission
- 12-30 Board of Public Works and Safety

**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
7. Webster Environmental performed an odor study on the collection system from 12-16-13 thru 12-20-13 to address odor complaints from the south side of the city.
8. Pioneer Dr. Lift Station Improvement Project is continuing, during the installation of the pumps it was discovered that the discharge piping had deteriorated and pricing has been requested for a possible change order.

Davidson reported that there have been two main breaks, two private water main breaks, there have been reporting of 22 private service lines, inside plumbing or meters freezing not including any events which the homeowners handled themselves.

Davidson reported that two of the water department employees have completed IDEM approved cross connection course; the two employees are now licensed to inspect and repair backflow preventers. He said that the city is attempting to update all of their buildings and facilities

Building Commissioner Hammonds presented his reports:

Building Commissioners  
2013 Fourth Quarter  
Report

Building Commissioners  
2013 Year End Report

TYPE OF CONSTRUCTION			ESTIMATED COST	TYPE OF CONSTRUCTION			ESTIMATED COST
accessory	6		\$1,669,560.00	accessory	22		\$14,261,484.79
addition	3			addition	28		
build out	1			build out	2		
deck	1	PERMIT		carport	2	PERMIT	
demolition	3	COST		deck	10	COST	
electrical	5		\$4,830.00	demolition	7		\$57,301.40
fence	3			electrical	31		
foundation	2	R/C		fence	20	R/C	
new construction	2	C 20		foundation	3	C 95	
parking lot	1	R 22		handicap ramp	2	R 146	
porch	1			new construction	6		
renovation	8			other (tank)	1		
roof	1			parking lot	1		
sign	3			plumbing	1		
single family dwelling	2			pool	3		
				porch	7		
TOTAL	42			renovation	41		

Submitted the 13th day of January, 2014	roof	6
	sign	22
	sign temporary	3
2012 Fourth Quarter Report	single family site work	21
		1
40 - permits issued	void	1
Estimated cost of construction \$1,412,742.06		
	<b>TOTAL</b>	<b>241</b>

Submitted the 13th day of January 2013

2012 Year End Report

235 permits issued

Estimated cost of construction \$12,786,502.38

Fire Chief Miller presented his reports:

**Plymouth Fire Department**

**Departmental Activity Report**

Current Period: 12/01/2013 to 12/31/2013, Prior Period: 01/01/2013 to 12/31/2013  
 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
<b>EMS Alarm Situations</b>				
No Location Provided	195	678.72	2,111	10,570.06
	<u>195</u>	<u>678.72</u>	<u>2,111</u>	<u>10,570.06</u>
<b>Fire Alarm Situations</b>				
Chemical release, reaction, or toxic condition	0	0.00	8	0.00
Combustible/flammable spills & leaks	0	0.00	13	0.00
Controlled burning	0	0.00	1	0.00
Cover assignment, standby at fire station, move-up	0	0.00	2	0.00
Dispatched and cancelled en route	5	0.00	121	0.00
Electrical wiring/equipment problem	1	0.00	6	0.00
Emergency medical service (EMS) Incident	161	0.00	1,608	0.00
Excessive heat, scorch burns with no ignition	0	0.00	2	0.00
Extrication, rescue	0	0.00	1	0.00
False alarm and false call, Other	1	0.00	55	0.00
Fire in mobile property used as a fixed structure	0	0.00	1	0.00
Fire, Other	0	0.00	8	0.00
Good intent call, Other	1	0.00	7	0.00
Hazardous condition, Other	0	0.00	1	0.00
Medical assist	15	0.00	149	0.00
Mobile property (vehicle) fire	1	0.00	20	0.00
Natural vegetation fire	0	0.00	14	0.00
Outside rubbish fire	1	0.00	4	0.00
Overpressure rupture, explosion, overheat, Other	0	0.00	1	0.00
Person in distress	0	0.00	6	0.00
Public service assistance	0	0.00	2	0.00
Rescue, emergency medical call (EMS), other	1	0.00	2	0.00
Service call, Other	0	0.00	1	0.00
Severe Weather & Natural Disaster - Specified	0	0.00	1	0.00
Smoke, odor problem	1	0.00	4	0.00
Special outside fire	0	0.00	5	0.00
Special type of incident, other	0	0.00	1	0.00
Steam, Other gas mistaken for smoke	0	0.00	3	0.00
Structure Fire	4	0.00	29	0.00
System or detector malfunction	0	0.00	13	0.00
Unauthorized burning	0	0.00	1	0.00

\* 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**

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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
<b>Fire Alarm Situations</b>				
Water problem	0	0.00	1	0.00
Wrong location, no emergency found	0	0.00	1	0.00
	194	0.00	2,108	0.00
<b>Training</b>				
Administrative Procedures	0	0.00	2	16.00
AEMT Class	19	74.00	19	74.00
Airway Skills	5	5.00	9	33.00
Allergies	0	0.00	1	3.00
Ambulance Strike Team	0	0.00	2	15.00
Apparatus / Equipment	0	0.00	4	4.50
Apparatus Drafting	0	0.00	10	18.00
Ariel Operations	0	0.00	3	6.00
Arson Methods and Motives	0	0.00	2	8.00
Autisim Disorder	0	0.00	2	8.00
Burns	0	0.00	7	7.00
Cardiac Assessment	0	0.00	9	18.00
Clinical Ride Time	0	0.00	3	24.50
Communications Equipment	0	0.00	30	72.00
CPR	0	0.00	37	105.00
Disaster MGMT	0	0.00	7	18.00
Electrical Safety	0	0.00	2	14.00
Emergency Medical Services	0	0.00	34	68.00
EMS Audit & Review	31	41.00	298	378.50
EMS Skills	1	7.50	21	83.50
EMT-B	0	0.00	86	325.00
Extrication	0	0.00	44	111.50
FF I-II	19	64.00	236	764.50
FF I-II SKILLS	0	0.00	19	70.50
Fire Behavior	0	0.00	26	151.50
Fire Department Organization	0	0.00	10	50.00
Fire Dept Inventory	28	28.00	28	28.00
Fire Ground Safety	0	0.00	8	64.00
Fire Hose	0	0.00	52	142.00
Fire Investigation Class	0	0.00	4	18.00

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00:00 to 24:00  
All Stations  
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All Units  
Fire Alarm Responses, EMS Alarm Responses, Training Classes

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
<b>Training</b>				
Hazardous Materials Overview	0	0.00	3	7.00
Hazmat Awareness and Operations	0	0.00	31	247.88
Heart Monitor, 12 lead, defib, cardioversion	0	0.00	14	26.00
HIGHWAY SAFETY	0	0.00	1	4.50
Hose Lays	0	0.00	24	85.00
Hose Loads	0	0.00	6	23.00
Ice Rescue	0	0.00	4	4.00
ICS 100	0	0.00	4	4.00
ICS 200	0	0.00	4	4.00
ICS 700	0	0.00	4	3.00
ICS 800	0	0.00	4	6.00
Incident Command System	0	0.00	1	7.00
Instructor Training	3	12.00	101	352.00
Ladders	0	0.00	6	24.00
Leadership	0	0.00	8	57.00
Marshall County Fire Association Mtg.	0	0.00	29	57.00
MCI	0	0.00	3	23.00
Mega Code	0	0.00	2	3.00
Mock Disaster	0	0.00	2	2.00
Nervous System	0	0.00	6	12.00
Neurological Emergencies	0	0.00	12	24.00
Officers Meeting	0	0.00	5	2.50
OSHA	0	0.00	35	83.00
Paramedic School	4	16.00	85	345.00
Patient Assessment	0	0.00	4	8.00
Ped. Adv. Life Support	0	0.00	2	4.00
Pension Board Meeting	0	0.00	7	7.00
Physical Ability Test	0	0.00	15	45.00
PI Course	0	0.00	6	54.00
Preplan	0	0.00	29	87.00
Public Education	0	0.00	49	229.50
Pump Operations	0	0.00	45	101.00
Respiratory System	0	0.00	13	26.00
SCBA	0	0.00	39	85.00
SCBA Donning Methods	0	0.00	12	6.00
SCBA Inspection, Care and Cleaning	0	0.00	13	12.00

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01/09/2014 16:34

**Plymouth Fire Department  
Departmental Activity Report**

Current Period: 12/01/2013 to 12/31/2013, Prior Period: 01/01/2013 to 12/31/2013  
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
<b>Training</b>				
SCBA Testing and Filling Procedures	0	0.00	27	54.00
Self Rescue	0	0.00	48	129.00
Staff Meeting	0	0.00	8	10.00
Strategic and Tactical Operations	0	0.00	8	48.00
Training Lecture	0	0.00	37	74.00
Ventilation	0	0.00	2	6.00
Vol. EMS Bus. Mtg	0	0.00	5	5.00
Volunteer Fire Business Mtg.	36	72.00	309	682.50
	<u>146</u>	<u>319.50</u>	<u>2,088</u>	<u>5,778.88</u>

**Plymouth Fire Department**  
**Incidents by District (Summary)**  
**Alarm Date Between {12/01/2013} And {12/31/2013}**

District	Count	Pct of Incidents	Est Losses	Pct of Losses
006 Lapaz	2	1.03 %	\$0	0.00 %
007 Plymouth	123	63.40 %	\$30,000	78.53 %
008 Polk	1	0.52 %	\$0	0.00 %
011 Center Twp	29	14.95 %	\$4,200	10.99 %
019 West Twp	28	14.43 %	\$4,000	10.47 %
12 Argos Paramedic Assist	4	2.06 %	\$0	0.00 %
15 Culver Paramedic Assist	2	1.03 %	\$0	0.00 %
16 Lakeville/Lapaz Paramedic Assist	1	0.52 %	\$0	0.00 %
18 Walkerton Paramedic Assist	4	2.06 %	\$0	0.00 %
<b>Total Incident Count: 194</b>			<b>Total Est Losses: \$38,200</b>	

Police Chief Bacon presented his December reports.

Plymouth Police Department  
 Activity Report for December 2013

Type	December Totals	<u>2013</u> Totals
Information	619	8538
Complaint	188	2801
911 Calls	165	2067
Residential Security Checks	214	2245
Alarms	33	513
Vehicle Checks	32	407
Assist Other Agencies	26	392
Animal Complaints	21	488
K9 Use	12	204
Traffic Stops	190	3515
Citations Issued	79	1862
Accident Reports	37	428
Arrests	29	648
Case Reports	83	1472
Signed Charges (Adult)	24	569
Signed Charges (Juvenile)	5	79

Chief Bacon asked permission to solicit quotes for two vehicles for the police department as budgeted.

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

Chief Bacon reported that he had applied for a grant through the Marshall County Drug and Tobacco Free Committee to purchase body cameras for the officers. The city was awarded the grant in the amount of \$5,970, which will allow them to purchase six body-worn cameras. He said that there was also budget \$10,000 for in-car cameras; he spoke with the prosecutor who agreed to pay half the cost of six in-car cameras totaling just over \$19,000. Chief Bacon publicly thanked Prosecuting Attorney Holmes for that.

Street Superintendent Marquardt reported that the 2014 street department budget has a 450 sized dump truck chassis. He asked permission to solicit quotes on said chassis.

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

City Engineer Gaul presented his 2013 report:

**DEPARTMENT OF ENGINEERING**  
PUBLIC WORKS – STORMWATER MANAGEMENT  
**CITY OF PLYMOUTH, INDIANA**  
900 OAKHILL AVENUE - P.O. BOX 492  
PLYMOUTH, IN 46563

Philip R. 'Rick' Gaul, P.E.  
City Engineer

PHONE 574-936-3614  
FAX 574-936-3017

DATE: January 13, 2014

TO: Board of Public Works & Safety  
Mayor Mark Senter  
Duane Culp  
Don Ecker  
Shawn Grobe  
Wayne Smith

FROM: Rick Gaul

COPY: Toni Hutchings  
Mike Delp  
Donnie Davidson (e-mail)  
Jim Marquardt (e-mail)

RE: Engineering 2013 Yearly Summary Report  
SW-14-001

Please find below the 2013 Yearly Summary Report for the Engineering Department.

**2013 Project Time Breakdown Per Area**

Engineering Time is funded by the Stormwater Utility (75%) and City Taxes (25%). There are three basic areas that require time; Stormwater, Public Works, and Planning [Technical Review Committee (TRC) items]

Area City Engineering time requirements for 2013:

- Public Works (Streets, LPA (federal funded) Projects, etc) – 57% - (64% in 2012)
- Storm Water (Drainage & MS4) – 37% - (32%.in 2012)
- Planning, TRC Meetings, & Plan Commission – 6% - (4% in 2012)

**2013 Project Time Breakdown Per Department/Entity** for the 2013 City Engineering time:

- Street Department Projects – 26% (17% in 2012)
  - Baker Street Reconstruction
  - 2013 Mill & Fill Projects
  - Bauer Parking Lot
- MS4 Projects – 19% (15% in 2012)
  - Illicit Discharge Detection & Elimination (IDDE) Inspections and Outlet Mapping
  - Stormwater Pollution Prevention Plans (SWPPP) Reviews & Site Inspections
  - IDEM MS4 Permit Renewals, Reports, & Audits
  - Six Minimum Control Measure requirements, etc
- Redevelopment Commission's Projects - 13% (26% in 2012)
  - River Park Square
  - South Gateway
  - Metronet
  - PIDCO –MCEDC (Garmong Spec Building) Venture
- Public Work/ Engineering Projects – 10% (15% in 2012)
  - Safe Routes to School
  - Misc LPA Reviews
  - Sidewalk ADA requirements
- Misc Departments – 32% (27% in 2012)
  - Stormwater (Drainage), Plan Commission (TRC), Board of Public Works & Safety, Park, Fire, Wastewater, Benefit Days.

**2013 Project Time Breakdown**

The following projects required the most City Engineering time in 2013:

- PW-12-022 Bauer Parking Lot Demo & Construction [203 hrs]
  - General design, contract, construction, inspections, contract administration
- SW-13-007 2013 MCM #3 IDDE [191.5 hrs]
  - Stormwater outlet mapping & testing for the City of Plymouth MS4



- PW-13-014 Plymouth 2013 Mill & Fill Projects [180.5 hrs]
  - General design, contract, construction, inspections, contract administration
- PW-12-012 River Park Square Items [161 hrs]
  - General reviews, questions, project site items
- PW-13-012 Baker Street Intersection Reconstruction [148 hrs]
  - General design, contract, construction, inspections, contract administration

These five projects accounted for ~36% of the total Engineering Time project breakdown.

A total of 131 (138 in 2012) projects were addressed, in varying degrees, this year and accounted for most of the remaining Engineering Time.

Not included in the above: ~47% (34% in 2012) of the total Engineering Technician's time was used for Engineering and Stormwater activities; the remaining time was generally used for City Water & Wastewater Utilities.

If you have any questions or desire further information, please advise.

Gaul reported that the department had an MS4 audit this year and also had to renew their five year permit. Additionally, Gaul reported that the department participated in an Illicit Discharge Detection and Elimination (IDDE) Inspections and Outlet Mapping for the Yellow River and Schuh Ditch.

Members Smith and Ecker moved and seconded to allow the salaried payroll for December 16-31, 2013 and the claims for January 13, 2014, as entered in Claim Register #2014. The motion carried.

There being no further business to discuss, Board Members Grobe and Culp moved and seconded to adjourn the meeting. The motion carried; the meeting was declared adjourned at 6:48 p.m.

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

APPROVED:

S/Mark Senter, Mayor