

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on April 14, 2014, at 6:00 p.m. in the Council Chambers of the City Building, 124 N. Michigan St., Plymouth, IN.

President ProTempore Delp presided for Board Members Culp, Ecker and Smith. City Engineer Gaul, City Attorney Surrisi and Clerk-Treasurer Hutchings were also present. Mayor Senter and Board Member Grobe were absent.

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 March 31, 2014, as presented since they have been reviewed and found to be correct. The motion carried.

City Engineer Gaul addressed the board members regarding the bids that were opened at the March 10th meeting for the 2014 Mill and Fill Projects. He said that the low bid from Walsh & Kelly contained a math error of \$1.00; he contacted them and reviewed the error with them. He recommended that the board members award to the project to and enter into a contract with Walsh & Kelly of South Bend, in the amount of \$343,039.00.

Board Members Ecker and Culp moved and seconded to award to the project to and enter into a contract with Walsh & Kelly of South Bend, in the amount of \$343,039.00. The motion carried.

Utility Superintendent Davidson presented his monthly reports:

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

PLANT OPERATIONS

Water Treated March – Ledyard Water Treatment Plant	35,441,003 gallons
Water Treated March – Pine Water Treatment Plant	<u>11,796,231 gallons</u>
Water Treated - Total	47,237,234 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	1,143,258 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>380,524 gallons</u>
Water Treated – Daily Average - Combined	1,523,782 gallons

- Backwashed filters at Ledyard Water Treatment Plant 12 times for a total of 636,000 gallons
- Backwashed filters at Pine Water Treatment Plant 10 times for a total of 630,000 gallons
- Total backwash usage for the month was 1,266,000 gallons

MAINTENANCE WORK ORDERS COMPLETED

- 22 - Ledyard Water Treatment Plant Maintenance
 - Installed conduit and supply lines for filters #1 and #2 and differential pressure gauges
 - Pumped out diesel secondary containment tank
 - Removed water from well #2B pit and installed new sump pump and in-line check valve in well #2B pit
- 18 – Pine Water Treatment Plant Maintenance
 - Adjusted pneumatic valves on filters #3 and #4
 - Painted inside of plant and replaced lights
 - Replaced water filter on air compressor
 - Cleaned chlorine injectors
 - Cleaned Cl² analyzer and recalibrated
- 20 – Mobile Equipment

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 62 Distribution system chlorine residual, IDEM required
- 8 Fluoride samples, ISDH required
- 333 Process control samples and analysis at the Ledyard Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine

- 482 Process control samples and analysis at the Pine Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese and Chlorine
- 0 THM's
- 0 HAA5's
- 0 VOC sets

SERVICE

_Locates	79
Total Number of Work Orders	126
Service Disconnects	13
Service Disconnects for non-pay	25
Service Reconnects for non-pay	23
“Service Notice” left on door (Blue Tags)	10
“Insufficient Funds Notice” left on door (Pink Tags)	5
New Radio Read / Meter Installations	3
Accuracy checks	55
After Hours Call Outs	0
Meters repaired	4
Hydrants Serviced	0
Hydrants Sandblasted and Painted	0

CONSTRUCTION ACTIVITIES

- (1) **Curb Stops Replaced/Installed**
03-17-14 724 Freeman St. – Replaced curb stop (leak)
- (0) **Old Curb Stops Found and Capped Off at Valve**
- (0) **New Taps Installed**
- (0) **New Mains Completed**
- (3) **Valve Repaired or Replaced / Valve Boxes Repaired or Replaced**
03-18-14 1400 Markley Dr. – Replaced broken valve box, damaged by snow plow
03-18-14 2400 Walter Glaub Dr. – Replaced broken valve box
03-18-14 1121 Hoham Dr. – Replaced telescopic curb box and rod
- (0) **Hydrants Repaired or Replaced**
- (0) **Main Breaks Repaired**
- (3) **Service Lines Repaired, Replaced or Retired**
03-12-14 301 Skylane Dr. – 2” leak – Replaced 2” curb stop
03-20-14 711 W. LaPorte St. – Repaired ¾” service line damaged by contractor
03-24-14 1013 Pennsylvania Ave. – Replaced service line from main to curb stop

MISCELLANEOUS

- March –Finished the refurbishing of the Ledyard Plant chlorine room
- March – Refinished tile floors and cleaned carpets at Ledyard and Pine Plants
- March – GIS, mapping and data collection
- March – Restoration of streets and yards at past job sites
- March – All full time employees participated in health risk assessments
- March – Tested various city owned backflow devices
- March – AT&T subcontractor (Ray’s Welding) has installed conduit on the leg of the north water tower, preparing it for addition wiring and antenna upgrades
- March – Received training (webinar) on the City’s Hydro Stop equipment

PINE WATER TREATMENT PLANT IMPROVEMENT PROJECT UPDATE

- ❖ All waivers of liens have been received; the release of the remaining retainage has taken place. The project is complete and closed out.

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

PLANT OPERATIONS:

1. Total flow in gallons	84,539,062
2. Average daily flow in gallons	2,727,067
3. Rainfall	0.55”
4. Monthly average in BOD removal	96.1%
5. Monthly average in TSS removal	90.4%
6. Monthly average in Ammonia removal	96.9%
7. General plant maintenance	
8. Work orders completed:	
• <u>303 – Wastewater Treatment Plant</u>	
➤ Replaced 3 valves in sludge piping in administration building	

- Installed back-up level transducer on the intermediate pump controller
- Paint interior of thickener building
- Repair methane drip traps
- Replace UV bulbs on plant disinfection system
- Replaced mechanical seal in thickener discharge pump
- Repaired fuel monitoring system, damaged from freezing
- Installing return sludge pump controller
- Rebuilt stairway in raw sewage wet well
- 67 – Vehicle/Mobile Equipment
- 27 – 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:

03-04 TRC Meeting – American Containers expansion
03-04 Provided the Town of Demont a demonstration of the utilities GIS
03-10 Board of Public Works and Safety
03-11 Bruce Koetter, Webster Environmental on collection system odor control system
03-18 TRC Meeting – E & B Paving / Irving Materials rezoning issues
03-18 Redevelopment Commission
03-19 Wellness testing
03-31 Board of Public Works and Safety

COLLECTION SYSTEM:

1. Cleaned 2,583 feet of sewer lines
 - 0 feet during service calls
 - 2,583 feet during preventive maintenance
2. Televised 6,556 feet of sewer lines
3. Mechanically removed roots from 360 feet of sewer lines
4. Removed approximately 1.29 tons of silt and debris during cleaning and inspections of sewers lines
5. Used approximately 11,850 gallons of potable water during sewer cleaning
6. Performed routine maintenance on 10 CSO's and 15 pumping station
7. Pioneer Dr. lift station start-up training 4-5-14, project is substantially complete

Davidson reported on the Pine Water Treatment Plant. He said they have received all waivers of liens, and the retainage has been released to L.D. Dosca, which will officially close out the water treatment plant project.

Davidson addressed the board members on the Pioneer Drive Lift Station Improvement Project. He said that he has received the Substantial Completion Document from Haskins Underground on March 15th.

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

Davidson said that upon receipt of the Substantial Completion Document from Haskins Underground, a punch list was created and those items have been addressed. He said that he has received a waiver of liens; he asked that the board grant permission to release retainage in the amount of \$6,277.50 as soon as the Substantial Completion Document is signed by the mayor.

Board Members Ecker and Culp moved and seconded to release the retainage as requested. The motion carried.

Building Commissioner Hammonds reported that the new owner of the hotel on North Michigan Street is making progress on the building: the 2nd and 3rd floors have wiring; all of the rooms have a bathtub installed and some drywall is up.

Hammonds said that he does not have an update on the property at 400 E. Jefferson Street since the last meeting.

Hammonds presented his first quarter report for 2014:

2014 First Quarter Report

Type of Construction		Estimated Cost	Permit Cost	R/C
Accessory	3	\$1,471,700.00	\$3,025.00	C 10
Addition	1			R 10
Deck	1			
Foundation	1			
Plumbing	1			
Renovation	7			
Sign	4			
Sign temp	1			
Single family	1			
Total	20			

Submitted the 14 day of April 2014.

2013 First Quarter Report

49 - permits issues

Estimated cost of construction \$1,404,630.00

Fire Chief Miller presented his monthly report for March:

Plymouth Fire Department

Departmental Activity Report

Current Period: 03/01/2014 to 03/31/2014, Prior Period: 01/01/2014 to 03/31/2014
 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
EMS Alarm Situations				
No Location Provided	174	1,250.50	552	3,804.31
	174	1,250.50	552	3,804.31
Fire Alarm Situations				
Accident, potential accident	0	0.00	1	0.00
Chemical release, reaction, or toxic condition	0	0.00	4	0.00
Combustible/flammable spills & leaks	0	0.00	2	0.00
Dispatched and cancelled en route	11	0.00	33	0.00
Electrical wiring/equipment problem	0	0.00	2	0.00
Emergency medical service (EMS) Incident	139	0.00	422	0.00
Extrication, rescue	0	0.00	1	0.00
False alarm and false call, Other	4	0.00	8	0.00
Good intent call, Other	1	0.00	3	0.00
HazMat release investigation w/no HazMat	0	0.00	3	0.00
Medical assist	6	0.00	24	0.00
Mobile property (vehicle) fire	1	0.00	4	0.00
Natural vegetation fire	4	0.00	4	0.00
Overpressure rupture, explosion, overheat, Other	0	0.00	1	0.00
Person in distress	1	0.00	1	0.00
Public service assistance	0	0.00	3	0.00
Rescue, emergency medical call (EMS), other	0	0.00	2	0.00
Service call, Other	1	0.00	2	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	3	0.00	4	0.00
Structure Fire	1	0.00	10	0.00
System or detector malfunction	0	0.00	3	0.00
Unintentional system/detector operation (no fire)	1	0.00	10	0.00
Wrong location, no emergency found	1	0.00	1	0.00
	174	0.00	552	0.00
Training				
Administrative Procedures	0	0.00	2	2.00
AEMT Class	23	88.00	71	256.75
CPD	36	108.00	36	108.00

*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: 03/01/2014 to 03/31/2014, Prior Period: 01/01/2014 to 03/31/2014
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
Training				
EMS Audit & Review	2	3.00	14	19.00
FF I-II	0	0.00	2	8.00
Fire Control, General	0	0.00	3	31.50
Fire Preplan	0	0.00	54	133.00
Hazmat Awareness and Operations	7	42.00	19	120.00
Hazmat Laws and Regulations	0	0.00	7	14.00
Instructor Training	3	3.00	15	21.00
Leadership	8	64.00	10	82.00
Officers Meeting	7	5.25	7	5.25
Paramedic School	10	44.00	19	80.00
Pension Board Meeting	0	0.00	8	4.00
Personal Safety	18	36.00	18	36.00
Training Lecture	0	0.00	1	2.00
Venting the fire	8	56.00	8	56.00
Volunteer Fire Business Mtg.	32	64.00	98	229.00
	154	513.25	392	1,207.50

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04/11/2014 10:04

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

Alarm Date Between {03/01/2014} And {03/31/2014}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
006 Lapaz	3	1.72 %	\$0	0.00 %
007 Plymouth	120	68.97 %	\$0	0.00 %
008 Polk	1	0.57 %	\$0	0.00 %
011 Center Twp	27	15.52 %	\$0	0.00 %
019 West Twp	19	10.92 %	\$0	0.00 %
12 Argos Paramedic Assist	1	0.57 %	\$0	0.00 %
15 Culver Paramedic Assist	2	1.15 %	\$0	0.00 %
16 Lakeville/Lapaz Paramedic Assist	1	0.57 %	\$0	0.00 %
Total Incident Count:	174		Total Est Losses:	\$0

Miller reported that Michael Jernstrom will begin working full time on April 22, 2014.

Police Chief Bacon presented his monthly report for March, 2014:

TYPE	March 2014
Information	790
Complaint	198
911 Calls	141
Residential Security Checks	326

Alarms	50
Vehicle Checks	34
Assist Other Agencies	46
Animal Complaints	33
K9 Use	30
Traffic Stops	347
Citations Issued	213
Accident Reports	25
Arrests	38
Case Reports	121
Charges Signed (Adult)	38
Charges Signed (Juvenile)	0

Chief Bacon asked permission to extend a conditional offer of employment to Stuart Krynock, based on the interviews conducted by the Board of Works last Monday during their executive session.

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

Chief Bacon asked permission to move to full patrolman's pay Matthew Emenhiser, Jeremy Enyart and Benjamin McIntyre effective April 21, 2014. They were hired on April 22, 2013.

Board Members Culp and Smith moved and seconded to remove Patrolmen Emenhiser, Enyart and McIntyre from probationary status effective April 21, 2014. The motion carried.

Street Superintendent Marquardt reviewed the following information with the members:

**City of Plymouth Street Dept.
2124 Western Avenue, Plymouth, In. 46563-1044
Phone 574-936-2017 Fax 574-936-3551
2014 SIDEWALK LIST PER ADA TRANSITION PLAN**

2E Priority Level

E. Washington St. Next to Treats Store to finish up the Water and E. Washington project from 2013.

Concrete	\$1,470.00
Labor 4 people 60hrX \$28 =	\$1,680.00
Total	\$3,150.00

2E Priority Level

Nursery St. and S. Michigan St. involves 104 Nursery,800,742,728,720,714,708,704 and 700 S. Michigan.

Concrete and 2 Armortile Domes	\$7,294.50
Labor 4 people 440 hr X \$28 =	\$12,320.00
Total	\$19,614.50

2E Priority Level

N. Michigan and E. Jackson St. involves 712,722,802,806,810 and 816 N. Michigan

Concrete and 2 Armortile Domes	\$ 5,903.25
Labor 4 people 440 hr x \$28 =	\$12,320.00
Total	\$18,223.25

2E Priority Level

N. Center and W Adams St. involves Bank Parking lot,321,401,412 Center and 212 W. Adams

Concrete and 8 Armortile Domes	\$5,238.00
Labor 4 people 440hr x \$28=	\$12,320.00
Total	\$17,558.00

2E Priority Level

S. Michigan and Louisa St.

Concrete and 2 Armortile Domes	\$4,932.00
Labor 4 people 440hr x \$28=	\$12,320.00
Total	\$17,252.00

N. Plum and W. Washington St.

Concrete and 6 Armortile Domes	\$ 4,243.50
Labor 4 people 400 hr x 28=	\$11,200.00
Total	\$15,443.50

<i>Sand to place under walks Est.</i>	\$2,000.00
<i>Total Materials Cost</i>	\$31,081.25
<i>Total Labor Cost</i>	\$62,160.00

Marquardt explained that the estimated cost is slightly over his budget for that line item; because when they are doing consecutive projects, the cost tends to be more economical. He said if the actual cost reaches the budget, they will cut back on projects. He asked for approval on the projects.

Board Members Smith and Ecker moved and seconded to approve the 2014 Sidewalk Projects as presented. The motion carried.

City Engineer Gaul addressed the board regarding Approval of INDOT / City of Plymouth Contract on the Greenways Trail Project Phase 2. He said that City Attorney Surrisi has reviewed the contract and found it to be in order; although there have been changes from previous years. He said that the state took out the time that allowed people to go back and ask for more money. He said the total project cost for 2016 is \$111,376; the INDOT/federal amount is \$445,504. That is for design and construction.

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

Gaul said that he found out today that one of the reviewers could not review the letters of interest from the consultants for the design and it was requested that Bob Beiter become a reviewer. Previously approved reviewers include Laura Mann, Mike Kerschner, Dave Morrow and Jim Causey.

Board Members Ecker and Culp moved and seconded to add Bob Beiter as a reviewer for this project. The motion carried.

Gaul reported that for 2017 fiscal year, the city did not receive funding for the Baker Street Safe Route to School Project. He said that they have been discussing this with MACOG, who has reviewed a lot of the applications and gave them some ideas on how to improve their application. He said that he would like to get approval to proceed with applying for a Safe Route to School Baker Street Project; it was suggested that they add in the sidewalks and the Randolph/Baker Street intersection since people have been complaining about the ballards. He suggested taking out the ballards and putting in ADA ramps at that intersection. He had estimated the cost of the project in 2017 to be \$315,238, of which the city would have paid \$63,048; but due to delaying the project for a year, and the additional cost of the sidewalk on Randolph and Baker, the cost will be increased. He asked permission to proceed with the 2018 application.

Board Members Culp and Smith moved and seconded to proceed with the 2018 application. The motion carried.

Clerk-Treasurer Hutchings presented the following requests:

4/8/14 - Permission to prevent public parking along Women's Care Center Building along Washington Street from Michigan Street to the alley. Begin on or about 4/15/2014 to 4/30/2014 due to mortar/brick repair. We will place tape barrier across parking spaces to prevent debris from autos during daylight hours only. S/ Jon M. Paritz, owner, Indiana Woodcrafts, LLC, 72099 Spruce Rd., Walkerton, IN 4674, 574-514-5756

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

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, APRIL 14, 2014

3/31/14 - To close West Garro Street from Michigan Street to the alley, Thursday, July 10, 2014 through Saturday, July 12, 2014 for the Rotary Club Pancake Days. S/ Laurie Sutter, 409 E. Jefferson St., 574-936-3405

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

4/5/14 - St. Michael School would like to have a portion of North Center Street between Monroe and Madison St. blocked off this year for our "Olympic Day" on Wednesday, May 28, 2014, with rain dates of May 29th and May 30th. We will not block the entrance to the county parking lot. 8:00 am to 2:00 pm. S/ Molly Kuykendall, Secretary, 612 N. Center St., Plymouth, 936-4329

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

3/25/14 - As the coordinator of the P-Town Cruz'n Car Show, I respectfully request the following streets be blocked at Michigan Street on June 14, 2014 from 8:00 AM through 4:00 PM to assure the safety of the participants and spectators during the car show and pizza contest. The format will be the same as last year.

- Adams Street at Michigan both east and west sides
- Washington Street at Michigan both east and west sides
- Garro Street at Michigan both east and west sides
- LaPorte Street will be left open to facilitate traffic to the Farmer's Market and emergency vehicle traffic. Your consideration is appreciated. S/ Charley Campiti

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 March 16-31, 2014 and the claims for April 14, 2014, as entered in Claim Register #2014. The motion carried.

Board Members Ecker and Culp moved and seconded to accept the Letter of Disciplinary Action from Fire Chief Miller that was included in their packet. The motion carried.

There being no further business to discuss, Board Members Culp and Ecker moved and seconded to adjourn the meeting. Motion carried. The meeting was declared adjourned at 6:27 p.m.

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

APPROVED:

S/Mike Delp, President Pro Tempore

The following requests were forwarded to the proper committee to act:

4/14/14 - There are two trees located on city property that have branches that are too big. I would like for the trees to be trimmed of the more dangerous branches to prevent damage to my home and vehicles. These branches have damaged one of our vehicles before. When it storms really bad, the dead branches fall to the ground. Thank you for your time. S/ Maria Vargas, 1010 Ferndale Street, Plymouth, IN 574-936-6383

4/15/14 - Would like to get replaced the (2) flowering plum trees I got clipped off this winter by a car. (1) died and blew over 2 years ago. We have outdoor faucet to handle watering regularly for spring and summer plantings. S/ Tim Quick, owner, Quick's Lanes, 1024 W. Jefferson St., Plymouth, 936-3633, 952-1161