

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on January 14, 2013, 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 Grobe and Smith moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on December 26, 2012, as presented since they have been reviewed and found to be correct. The motion carried.

Board Members Grobe and Ecker moved and seconded to approve the minutes of the executive session and the special session of the Board of Public Works and Safety on January 7, 2013, as presented since they have been reviewed and found to be correct. The motion carried.

Street Superintendent Marquardt referred to the board's action at the last regular meeting to authorize him to review the bids and make the contract with the best price. Marquardt said that the price for 87 E10 Plus Gasoline is fixed at \$3.105/gallon, inclusive of fees; the price for Premium Diesel-R fuel is fixed at \$3.481/gallon, inclusive of fees. Marquardt said that the prices are fixed slightly below the bids that were opened.

Board Members Ecker and Smith moved and seconded to ratify the confirmation of prices with North Central Co-op at \$3.105/gallon for 87 E10 Plus Gasoline and at \$3.481/gallon of Premium Diesel-R fuel. The motion carried.

Marquardt referred to the bids for street materials for 2013. He recommended that the board award the bid to both bidding vendors, Stockberger and IMI, as they both carry materials used by the city and sometimes the vendors are short on supplies. This has been the practice in the past.

Board Members Culp and Grobe moved and seconded to award the bid to both Stockberger and IMI. The motion carried.

Board Member Smith asked about sidewalk projects for the year 2013. He said that he has been receiving calls asking for replacement sidewalks.

Marquardt said that he is working on putting a list together; he is still following the list and phasing that was prepared by MACOG. He said that if the councilmen receive requests, they should ask their constituents to complete the appropriate paperwork at the city office and he will review it and contact them.

Utility Superintendent Davidson presented the following reports:

**CITY OF PLYMOUTH WASTEWATER DEPARTMENT
Board of Public Works and Safety
DECEMBER 2012 Monthly Report**

PLANT OPERATIONS:

- | | |
|--|------------|
| 1. Total flow in gallons | 48,854,720 |
| 2. Average daily flow in gallons | 1,575,959 |
| 3. Rainfall | 2.59" |
| 4. Monthly average in BOD removal | 99.0% |
| 5. Monthly average in TSS removal | 94.3% |
| 6. Monthly average in Ammonia removal | 99.4% |
| 7. General plant maintenance | |
| 8. Employee evaluations have been completed | |
| 9. Received two awards from the Indiana Water Environment Association 1) Safety 2) Laboratory Excellence | |
| 10. Completed all industrial pretreatment inspections for significant users | |
| 11. Completed inventory at the treatment facility | |
| 12. Michiana Contractors has started the installation of equipment for the CSO – Influent Headwork's Control Project | |

13. Assisted multiple city departments in the installation and programming of the city's new time recording system.
14. Work orders completed:
 - 309 – Wastewater Treatment Plant
 1. Rebuild ultra violet disinfection system
 2. Rebuild #2 return sludge pump
 - 59 – Vehicle/Mobile equipment
 - 26 – Lift Stations
 - 0 – Collection System
 1. 0 - Eliminated structures
 2. 0 – Replaced structures
 3. 0 – Replaced/adjusted castings
 4. 0 – Point repairs
 5. 0 – GIS data collection points
 6. Ernest Rowe complaint has been addressed

MEETINGS ATTENDED:

- 12-6 Comprehensive Plan Steering Committee
- 12-11 Board of Public Works and Safety
- 12-17 EGA – Jack Leicht on the upgrade/addition of energy efficient equipment to the utilities facilities and possible grant options
- 12-18 Redevelopment Commission (RDC)
- 12-19 AFLAC
- 12-20 Nipsco – critical user's registry
- 12-26 Board of Public Works and Safety

COLLECTION SYSTEM:

1. Cleaned 7,185 feet of sewer lines
 - 260 feet during service calls
 - 6,925 feet during preventive maintenance
2. Televised 699 feet of sewer lines
3. Mechanically removed roots from 200 feet of sewer lines
4. Removed approximately 3.6 tons of silt and debris during cleaning and inspections of sewer lines
5. Used approximately 36,800 gallons of potable water during sewer cleaning
6. Performed routine maintenance on 10 CSO's and 15 pumping station
7. Electrical service pole replaced at the Candy Ln. lift station

**CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety
DECEMBER 2012 Monthly Report**

PLANT OPERATIONS

Water Treated December – Ledyard Water Treatment Plant	25,921,064 gallons
Water Treated December – Pine Water Treatment Plant	<u>13,395,921 gallons</u>
Total	39,316,985 gallons

Water Treated – Daily Average – Ledyard Water Treatment Plant	836,163 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>432,126 gallons</u>
Water Treated – Daily Average - Combined	1,268,289 gallons

- Backwashed filters at Ledyard Water Treatment Plant 7 times for a total of 420,000 gallons
- Backwashed filters at Pine Water Treatment Plant 9 times for a total of 544,500 gallons
- Total backwash usage for the month was 964,500 gallons

MAINTENANCE WORK ORDERS COMPLETED

- 21 - Ledyard Water Treatment Plant Maintenance
 - Removed corporation stops from effluent line in electrical room
 - Repair grounding in electrical room
 - Installing new high efficiency lightning
 - Completed inventory
 - Painting garage/shop area
 - Painted and repaired meter room
- 24 – Pine Water Treatment Plant Maintenance
 - Inspect progress of construction
 - Repaired all unit heaters
 - Repacked pump on #1 well replaced breather line
- 2 – Mobile Equipment

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 10 Fluoride samples, ISDH required
- 325 Process control samples and analysis at the Ledyard Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine
- 325 Process control samples and analysis at the Pine Water Treatment Plant

- 0 samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine
- 0 Pine Filters – Top 0 / Bottom 0
- 8 Ledyard Filters – Top 4 / Bottom 4
- 0 THM's and HAA5's
- 0 VOC Sets –

SERVICE

Locates	56
Total Number of Work Orders	88
Service Disconnects	20
Service Disconnects for non-pay	23
Service Reconnects for non-pay	20
“Service Notice” left on door (Blue Tags)	2
“Insufficient Funds” notice left on door (Pink Tags)	5
New Radio Read / Meter Installations	11
Accuracy checks	20
After Hours Call Outs	0
Meters repaired	0
Hydrants Serviced	0
Hydrants Sandblasted and Painted	0

CONSTRUCTION ACTIVITIES

(0) Curb Stops Replaced/Installed

(5) Old Curb Stops Found and Capped Off at Valve

- 12-3-12 Corner of W. Jefferson St. and N. Oak Dr. – Retired old curb box
- 12-5-12 401 Schuyler St. – Retired curb stop at the main
- 12-5-12 606 S. Plum St. – Retired at curb stop
- 12-5-12 612 S. Plum St. – Retired
- 12-6-12 614 S. Plum St. – Retired

(1) New Taps Installed

- 12-17-12 301 Airport Rd. – New tap for the airport (service line replaced)

(0) New Mains Installed

(1) Valve Repaired or Replaced / Valve Boxes Repaired or Replaced

- 12-6-12 300 Novelty St. – Installed new box

(0) Hydrants Repaired or Replaced

(1) Main Breaks Repaired

- 12-6-2012 1809 Hope Blvd. – Repaired 6” main break

(1) Service Lines Repaired, Replaced or Retired

- 12-17-2012 301 Airport Rd. (1” service line bored in by contractor)

MISCELLANEOUS

- 12-4-12 Completed with hydrant maintenance.
- 12-12-12 426 Miner St. – Retired pit and corporation stop at the main. House being demolished.
- 12-12-12 314 Eastwood Dr. – Reset pit damaged by garbage truck.

Fire Chief Miller presented the following reports for the month of December:

Plymouth Fire Department
 Departmental Activity Report

Current Period: 12/01/2012 to 12/31/2012, Prior Period: 01/01/2012 to 12/31/2012
 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	181	667.41	2,180	9,585.81
	181	667.41	2,180	9,585.81
Fire Alarm Situations				
Animal problem or rescue	0	0.00	1	0.00
Chemical release, reaction, or toxic	1	0.00	4	0.00
Citizen complaint	0	0.00	1	0.00
Combustible/flamable spills & leaks	3	0.00	12	0.00
Cultivated vegetation, crop fire	0	0.00	2	0.00
Dispatched and cancelled en route	9	0.00	65	0.00
Electrical wiring/equipment problem	0	0.00	8	0.00
Emergency medical service (EMS) Incident	138	0.00	1,716	0.00
EMS call where party has been transported	1	0.00	2	0.00
Excessive heat, scorch burns with no	0	0.00	1	0.00
Extrication, rescue	0	0.00	2	0.00
False alarm and false call, Other	7	0.00	45	0.00
Fire, Other	0	0.00	2	0.00
Good intent call, Other	0	0.00	5	0.00
Hazardous condition, Other	1	0.00	4	0.00
HazMat release investigation w/no HazMat	0	0.00	2	0.00
Medical assist	13	0.00	155	0.00
Mobile property (vehicle) fire	0	0.00	13	0.00
Natural vegetation fire	2	0.00	34	0.00
Outside rubbish fire	0	0.00	15	0.00
Person in distress	0	0.00	8	0.00
Public service assistance	3	0.00	14	0.00
Rescue or EMS standby	0	0.00	2	0.00
Rescue, emergency medical call (EMS),	0	0.00	2	0.00
Service call, Other	0	0.00	2	0.00
Severe Weather & Natural Disaster -	0	0.00	2	0.00
Smoke, odor problem	0	0.00	6	0.00
Special outside fire	0	0.00	2	0.00
Special type of incident, other	0	0.00	3	0.00
Steam, Other gas mistaken for smoke	0	0.00	2	0.00
Structure Fire	1	0.00	22	0.00
System or detector malfunction	0	0.00	9	0.00
Unauthorized burning	0	0.00	1	0.00

Plymouth Fire Department
 Departmental Activity Report

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 All Stations
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Fire Alarm Responses, EMS Alarm Responses, Training Classes

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Fire Alarm Situations				
Unintentional system/detector operation	1	0.00	13	0.00
Water problem	0	0.00	1	0.00
Wrong location, no emergency found	1	0.00	2	0.00
	181	0.00	2,180	0.00
Training				
Administrative Procedures	0	0.00	1	2.00
Advanced Cardiac Life Support	0	0.00	3	19.00
Airway Management	0	0.00	2	4.00
Apparatus / Equipment	2	2.00	5	5.00
Apparatus Check Procedures	0	0.00	9	28.00
Apparatus Drafting	0	0.00	2	4.00
Ariel Operations	0	0.00	2	4.00
Autism Disorder	0	0.00	1	1.00
Cardiac	0	0.00	2	5.75
Cardiac Assessment	0	0.00	34	75.50
Cardiovascular System	0	0.00	1	5.50
Class Review	2	11.00	2	11.00
Clinical Ride Time	0	0.00	8	91.00
CPR	0	0.00	47	97.50
Diabetics	0	0.00	2	4.00
Disaster MGMT	0	0.00	4	21.00
Disaster Planning	0	0.00	1	2.00
Documentation	0	0.00	2	2.00
Emergency Childbirth	0	0.00	1	1.00
Emergency Medical Services	8	16.00	71	130.00
EMS Audit & Review	15	24.00	319	394.50
EMS Skills	2	4.00	35	129.50
ENT-B	0	0.00	12	48.00
Enhanced Management Unified Command	0	0.00	24	24.00
Extremity Injuries	0	0.00	11	22.00
Extrication	0	0.00	68	142.00
FF I-II	0	0.00	73	256.50
FF I-II SKILLS	3	10.50	11	44.00
Fire Behavior	17	63.50	52	152.50
Fire Fighter Safety	0	0.00	5	17.00
Fire Preplan	0	0.00	29	72.50

Plymouth Fire Department
 Departmental Activity Report

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

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Training				
Triage	0	0.00	53	33.00
Vol. EMS Bus. Mtg	0	0.00	51	37.00
Volunteer Fire Business Mtg.	34	68.00	371	705.50
Water Supply	0	0.00	29	87.00
	<u>108</u>	<u>298.00</u>	<u>1,965</u>	<u>4,458.75</u>

Plymouth Fire Department
 Incidents by District (Summary)

Alarm Date Between (12/01/2012) And (12/31/2012)

District	Count	Pct of Incidents	Est Losses	Pct of Losses
002 Bourbon	1	0.55%	\$0	0.00%
006 Lapaz	2	1.10%	\$0	0.00%
007 Plymouth	103	56.91%	\$130	100.00%
011 Center Twp	30	16.57%	\$0	0.00%
019 West Twp	34	18.78%	\$0	0.00%
12 Argos Paramedic Assist	2	1.10%	\$0	0.00%
15 Culver Paramedic Assist	4	2.21%	\$0	0.00%
16 Lakeville/Lapaz Paramedic Assist	1	0.55%	\$0	0.00%
18 Walkerton Paramedic Assist	4	2.21%	\$0	0.00%
Total Incident Count: 181		Total Est Losses:	\$130	

Miller reported that the National Fire Academy trip is Wednesday. One of the volunteer firefighters who was scheduled to attend has had a death in the family and will be unable to make the trip.

Miller said that he received the ISO report back; he thanked Superintendent Davidson for the efforts that he put into that. He said that the city is maintaining a very strong rating of four; which we should be proud of for a city the size of Plymouth.

Police Chief Cox presented the following reports:

11/30/12 – 1/1/13

Information	609
Security Check	293
Complaint	228
Traffic Stop	172
911	148
Investigation	110
Charges Signed	77
Civil Matter	55
Accident PD	42
Service	37
Assist	33
Traffic Arrest	31
Alarm	29
Animal	28
Theft	25
Criminal Arrest	25
Suspicious Vehicle	23
Dispatch	23
Vehicle Check	22
DARE Detail	18
Suspicious Person	17
Traffic Warning	17
Extra Patrol	14
Disabled Vehicle	14
Local Ordinance	12
Welfare Check	10
Escort	8
Open Doors/Window	8

12/31/11 – 1/1/13

Information	9222
Complaint	3383
Traffic Stop	2911
Security Check	2534
911	2128
Investigation	1620
Charges Signed	1066
Civil Matter	592
Service	579
Animal	526
Traffic Arrest	465
Alarm	465
Criminal Arrest	462
Vehicle Check	406
Assist	400
\$2 Parking Ticket	343
Accident PD	342
Suspicious Vehicle	306
Theft	274
Suspicious Person	270
Dispatch	258
Juvenile Complaint	236
Parking Enforcement	215
K9 Use	198
Extra Patrol	190
Traffic Warning	184
Code Enforcement	181
Disabled Vehicle	178

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Training Detail	8	Restraining Order	169
Juvenile Complaint	7	Local Ordinance	154
K9 Use	7	Welfare Check	152
Warrant Service	5	DARE Detail	148
Restraining Order	5	Escort	133
Lockout	4	Warrant Service	114
Parking Enforcement	4	Training Detail	90
Unwanted Guest	2	Open Doors /Windows	79
Domestic Fight	2	Court Detail	76
Court Detail	1	Merchant Pro. Plan	38
Battery	1	Lockout	36
Accident PI	1	Battery	36
		Unwanted Guest	30
		Domestic Fight	26
		Accident P.I.	11
		Trespassing	9
		\$10 Parking Ticket	5
		Suicide Attempt	3
		Animal Bite	2
		\$50 Handicap Ticket	1

Jim Irwin, Director of Care and Share of Marshall County, was present regarding the request he presented at the last meeting. Irwin said that it was suggested to him that Care and Share pay a \$200.00 deposit for the city to apply against the bills of the clients they are helping. He said that they don't have funds to make a deposit and that he helped a client recently whose bill was \$217.00. He asked to be allowed to use a voucher and pay like the township trustee does. He said that they would pay the bill within a few days of making the pledge for payment.

It was noted that any variation from the ordinance would require an amendment to the ordinance by the common council.

Board Members Smith and Ecker moved and seconded to allow the salaried payroll for December 16-31, 2012 and the claims for January 14, 2013, as entered in Claim Register #2013. The motion carried.

There being no further business to discuss, Board Members Grobe and Ecker moved and seconded to adjourn the meeting. Motion carried. The meeting was declared adjourned at 6:22 p.m.

S/Toni L. Hutchings, IAMC/CMC/CPFA
Secretary and Finance Officer

APPROVED:

S/Mark Senter
Mayor