

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on December 9, 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 Ecker and Grobe moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on November 25, 2013, since they have been reviewed and found to be correct. The motion carried.

Street Superintendent Marquardt addressed the board members regarding awarding the bid for the 2014 fuel supplies. He said that North Central Co-Op provided fixed and market pricing bids; Luke Oil only bid on the market rate pricing. Marquardt said that the fixed pricing was consistently ten cents cheaper than the market price during the year. He recommended that the board accept the fixed price bid and award the bid to North Central Co-Op. He said he will work with the vendor to lock prices in when the rates are lower.

Board Members Smith and Culp moved and seconded to award the bid to North Central Co-Op with the fixed pricing bid. The motion carried.

Marquardt reported on the bids that were opened at the last meeting for street materials. He said that he reviewed the bids from IMI Materials and Stockberger, Inc. He said that in the past they have accepted both bids due to the quantities that they buy and both vendors have materials used by the city.

Board Members Ecker and Culp moved and seconded to accept Marquardt's recommendation and award the bid to both bidders. The motion carried.

Marquardt referred to the quotes the board opened for a truck for the street department. He asked that the ratify his award of the quote to Oliver Ford, who was the low quoter.

Board Members Grobe and Ecker moved and seconded to ratify the award of the bid to Oliver Ford. The motion carried.

Board Member Ecker commended the street department for their work clearing and salting the streets the day before Thanksgiving.

Utility Superintendent Davidson presented his reports for November:

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

PLANT OPERATIONS:

- | | |
|---------------------------------------------------------------------------------------------------|------------|
| 1. Total flow in gallons | 51,513,776 |
| 2. Average daily flow in gallons | 1,717,126 |
| 3. Rainfall | 1.69" |
| 4. Monthly average in BOD removal | 99.3% |
| 5. Monthly average in TSS removal | 95.9% |
| 6. Monthly average in Ammonia removal | 99.1% |
| 7. General plant maintenance | |
| 8. Land applied 343,400 gallons (24.60 dry tons) of bio solids to farm fields as fertilizer | |
| 9. Work orders completed: | |
| • <u>262 – Wastewater Treatment Plant</u> | |
| ➤ Modify loft in cold storage barn | |
| ➤ Install foundation for communication tower | |
| ➤ Removed the ultra violet disinfection system for the season and serviced the various components | |

- Rebuilt the ventilation system in the sludge thickening building
- Installed new energy efficient lighting fixtures in the City Office, Council Chambers, Mayor's Office, Attorney's Office and the Street Department
- 61 – Vehicle/Mobile Equipment
- 26 – Lift Stations
- 118 – Collection System
 - 0 - Eliminated structures
 - 0 – Replaced structures
 - 0 – Replaced/adjusted castings
 - 116 – GIS data collection points/inside info./TOC
 - 0 – Point repair
 - 0 – New structure
 - 0 – Mainline sewer replacement

MEETINGS ATTENDED:

- 11-11 Board of Public Works and Safety
- 11-14 River Park Square Progress Meeting
- 11-14 Commonwealth Engineers, Tracy Boehmer – Flood plan for Beerenbrook/Jefferson St. areas
- 11-15 PERF- City employees meeting
- 11-19 Redevelopment Commission
- 11-19 TRC – Valmont, Ingress/Egress
- 11-21 Webster Environmental, Bruce Koetter – Odor Control Study
- 11-25 Board of Public Works and Safety
- 11-26 River Park Square Progress Meeting

COLLECTION SYSTEM:

1. Cleaned 5,544 feet of sewer lines
 - 30 feet during service calls
 - 5,514 feet during preventive maintenance
2. Televised 1,228 feet of sewer lines
3. Mechanically removed roots from 0 feet of sewer lines
4. Removed approximately 2.77 tons of silt and debris during cleaning and inspections of sewers lines
5. Used approximately 16,800 gallons of potable water during sewer cleaning
6. Performed routine maintenance on 10 CSO's and 15 pumping station
7. Pioneer Dr. Lift Station Improvement Project is continuing, the pumps and control panel is expected to be completed the 2nd week of December
8. Installed backflow prevention boot on the Adams St. & Water St. CSO discharge
9. Replaced the pump guide rails and removed the entrance ladder on the Candy Lane lift station
10. GPS construction projects

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

PLANT OPERATIONS

Water Treated November– Ledyard Water Treatment Plant	26,774,801 gallons
Water Treated November – Pine Water Treatment Plant	<u>13,356,800 gallons</u>
Water Treated Total	40,131,601 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	892,493 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>477,029 gallons</u>
Water Treated – Daily Average - Combined	1,369,522 gallons

- Backwashed filters at Ledyard Water Treatment Plant 8 times for a total of 480,000 gallons
- Backwashed filters at Pine Water Treatment Plant 9 times for a total of 648,000 gallons
- Total backwash usage for the month was 828,000 gallons

MAINTENANCE WORK ORDERS COMPLETED

- 23 - Ledyard Water Treatment Plant Maintenance
 - Installed foundation for the communications tower
 - Replaced starter switches and glow plug switch on Sullair compressor
 - Replaced all gaskets on air compressor and compressor tool quick connects
 - Replaced conduit and supply lines for pressure filters #3 and #4 sample tap lines
 - Installed well houses for the winter
 - Removed lights and relocated others on plant building to prepare for soffit
 - Removed old wiring and conduit in plant
 - Prepared hydraulic power pack for use
 - Made brackets for “NOBI” security signs and installed
- 14 – Pine Water Treatment Plant Maintenance
 - Relocated air release line on well #4D

- Recalibrated Cl² analyzer due to GFI fault
- Replaced gas regulator and thermocouple on unit heater #4
- Re-plumbed and cleaned sodium permanganate calibration tube line
- Installed identification numbers on all filters and performed overall inspection
- Installed “NOBI” security stickers and signs
- Installed new pressure gauge and vacuum gauge on high service pump #2

- 22 – Mobile Equipment

WATER SAMPLING

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

SERVICE

Locates	73
Total Number of Work Orders	158
Service Disconnects	42
Service Disconnects for non-pay	18
Service Reconnects for non-pay	15
“Service Notice” left on door (Blue Tags)	2
“Insufficient Funds Notice” left on door (Pink Tags)	5
New Radio Read / Meter Installations	1
Accuracy checks	32
After Hours Call Outs	3
Meters repaired	0
Hydrants Serviced	0
Hydrants Sandblasted and Painted	0

CONSTRUCTION ACTIVITIES

(0) Curb Stops Replaced/Installed

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

(0) New Taps Installed

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

- 11-19-13 River Park Square – Replaced broken main valve box (asphalt damage)
- 11-12-13 E. Garro St. and Water St. – Replaced broken box and lowered valve box
- 11-13-13 308 Douglas St. – Replaced curb stop box
- 11-13-13 2124 Western Ave. – Replaced top of curb box (Street Dept. main shutoff)
 - 521 valves exercised with valve exercising unit

(0) Hydrants Repaired or Replaced

- Nov. Flagged and tagged fire hydrants

(1) Main Breaks Repaired

- 11-16-13 112 E. Garro St. – 2” water main leak (clamped)

(1) Service Lines Repaired, Replaced or Retired

- 11-14-13 414 S. Walnut St. – Leak on meter setter (Replaced complete metering pit)

MISCELLANEOUS

- 11-07-13 Water certification testing (4 employees)
- 11-15-13 PERF employee meeting
- 11-20-13 Marc Hansen, Utility Services (water tower maintenance provider) inspected the north and west water towers
- 11-21-13 Staff meeting
- 11-26-13 Provided tour of the Pine Water Treatment Facility to the RDC
- 11-26-13 IDEM representative Paul Mahoney introduced Plymouth’s new Drinking Water inspector Carrie Lowe
- 11-27-13 Started end of year inventory

PINE WATER TREATMENT PLANT IMPROVEMENT PROJECT UPDATE

- ❖ Punch list items completed:
 - Ortman completed repairs to both wells 5E and 6F
- ❖ Punch list items remaining:
 - VFD adjustments on the wells and the high service pumps
 - Repairs to the control panel display screen
 - As-built drawings and O & M manuals
 - Spare electrical fuses and indicating lights

Fire Chief Miller presented his report for November:

Plymouth Fire Department

Incidents by District (Summary)

Alarm Date Between {11/01/2013} And {11/30/2013}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
006 Lapaz	1	0.61%	\$0	0.00%
007 Plymouth	106	64.24%	\$60,000	100.00%
008 Polk	2	1.21%	\$0	0.00%
011 Center Twp	23	13.94%	\$0	0.00%
019 West Twp	27	16.36%	\$0	0.00%
12 Argos Paramedic Assist	3	1.82%	\$0	0.00%
14 Starke Co. Paramedic Assist	1	0.61%	\$0	0.00%
16 Lakeville/Lapaz Paramedic Assist	1	0.61%	\$0	0.00%
18 Walkerton Paramedic Assist	1	0.61%	\$0	0.00%
Total Incident Count:	165		Total Est Losses:	\$60,000

Plymouth Fire Department

Departmental Activity Report

Current Period: 11/01/2013 to 11/30/2013, Prior Period: 01/01/2013 to 11/30/2013

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
EMS Alarm Situations				
No Location Provided	165	734.82	1,916	9,891.34
	165	734.82	1,916	9,891.34
Fire Alarm Situations				
Chemical release, reaction, or toxic condition	0	0.00	8	0.00
Combustible/flammable spills & leaks	2	0.00	13	0.00
Controlled burning	0	0.00	1	0.00
Cover assignment, standby at fire station, move-up	0	0.00	1	0.00
Dispatched and cancelled en route	14	0.00	116	0.00
Electrical wiring/equipment problem	2	0.00	5	0.00
Emergency medical service (EMS) Incident	119	0.00	1,447	0.00
Excessive heat, scorch burns with no ignition	0	0.00	2	0.00
Extrication, rescue	1	0.00	1	0.00
False alarm and false call, Other	0	0.00	54	0.00
Fire in mobile property used as a fixed structure	0	0.00	1	0.00
Fire, Other	1	0.00	8	0.00
Good intent call, Other	2	0.00	6	0.00
Hazardous condition, Other	1	0.00	1	0.00
Medical assist	12	0.00	134	0.00
Mobile property (vehicle) fire	1	0.00	19	0.00
Natural vegetation fire	1	0.00	14	0.00
Outside rubbish fire	0	0.00	3	0.00
Overpressure rupture, explosion, overheat, Other	0	0.00	1	0.00
Person in distress	1	0.00	6	0.00
Public service assistance	1	0.00	2	0.00
Rescue, emergency medical call (EMS), other	0	0.00	1	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	3	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	26	0.00
System or detector malfunction	1	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

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Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Fire Alarm Situations				
Water problem	0	0.00	1	0.00
Wrong location, no emergency found	0	0.00	1	0.00
	165	0.00	1,914	0.00
Training				
Administrative Procedures	0	0.00	2	16.00
Airway Skills	0	0.00	4	28.00
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	26	31.50	267	337.50
EMS Skills	0	0.00	20	76.00
EMT-B	0	0.00	86	325.00
Extrication	0	0.00	44	111.50
FF I-II	38	129.50	217	700.50
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 Ground Safety	0	0.00	8	64.00
Fire Hose	0	0.00	52	142.00
Fire Investigation Class	2	10.00	4	18.00
Fire Streams	0	0.00	1	1.00
Hazardous Materials Overview	0	0.00	3	7.00

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Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Training				
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	0	0.00	98	340.00
Ladders	0	0.00	6	24.00
Leadership	0	0.00	8	57.00
Marshall County Fire Association Mtg.	24	48.00	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	12	24.00	12	24.00
Officers Meeting	0	0.00	5	2.50
OSHA	0	0.00	35	83.00
Paramedic School	5	20.00	81	329.00
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	3	9.00	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
SCBA Testing and Filling Procedures	0	0.00	27	54.00
Shared Hours for Fire Alarm responses that have an associated EMS alarm record and are considered shared hours. Shared hours are posted only with the EMS alarm responses to avoid duplication of staff hours in totals.			48	129.00
12/05/2013 09:25				
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Plymouth Fire Department
 Departmental Activity Report

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 00:00 to 24:00
 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
Training				
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.	27	54.00	273	610.50
	156	478.00	1,942	5,459.38

Street Superintendent Marquardt referred to the request to park north of the South Michigan Street bridge. He said that the lines have been milled off the street; the street department applied paint for the parking lines, but he can't guarantee the paint will stick because the weather had already changed.

City Engineer Gaul referred to a case before the Technical Review Committee at which a company requested to put in a ten foot deep detention pond at the corner of Pioneer and Commerce Street, which would result in a ten foot pool of water at the location at all times. He said the requirements mandate a fence around a wet bottom pool, but the Board of Works can waive the fence requirement.

Board Member Ecker said that he believes it is necessary from a safety standpoint.

Board Members Smith and Ecker moved and seconded to require that the detention pond be fenced. The motion carried.

Gaul noted that the storm water portion of the ordinance has not been updated for about fifteen years.

Gaul said that the company needing the fence was asking for more information regarding the required gate sizes and the height of the fence because it isn't in the ordinance. He said that at the TRC meeting, Building Commissioner Hammonds and Plan Consultant Booker noted that standards vary from four to seven feet. Gaul said that the fence at Wal-Mart is a 6' fence with a 15' double swing gate and the fence at Lowe's is a 4' fence with an 8' swing gate. Lowe's took their elevation and put rip-rap the whole sides of the bank and put the fence at the top of the rip rap. There is no way to get equipment in the pond area, they would have to reach over to clean it out. He said that Wal-Mart has grass and a big enough gate that people can get in. He asked for the board's guidance.

City Attorney Surrisi explained that this is the building that Marshall County Economic Development Corporation is constructing the building; the redevelopment commission is leasing the building until it is sold or leased to another commercial entity who moves in. He said that if there are any problems with the pond while the redevelopment commission is leasing it, they would have to take care of it as part of the agreement.

Board Members Smith and Grobe moved and seconded to require a six foot high fence with a fifteen foot swing gate. The motion carried.

Gaul presented Change Order #1 for the parking lot at the northwest corner of Garro and Water Streets. The original project value was \$108,150, the total change for the change order is a deduct of \$2,800, which brings the contract amount to \$105,350. This will close the project out.

Board Members Ecker and Culp moved and seconded to approve Change Order #1 for a deduct of \$2,800 for the parking lot. The motion carried.

City Attorney Surrisi presented Resolution No. 2013-589, A Resolution of the Board of Public Works and Safety to Declare Certain EMS Bills Delinquent and Uncollectable.

Hutchings noted that the collection company is only collecting 36% of the Medicaid totals, but because we have to accept assignment and cannot bill the unpaid balance, there isn't anything that can be done and it throws the numbers off.

Board Members Smith and Culp moved and seconded to adopt Resolution No. 2013-589, A Resolution of the Board of Public Works and Safety to Declare Certain EMS Bills Delinquent and Uncollectable. The motion passed by roll call vote.

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, DECEMBER 9, 2013

AYES: Senter, Culp, Ecker, Grobe and Smith
NAYS: None

Members Smith and Culp moved and seconded to allow the salaried payroll for November 16-30, 2013 and the claims for December 9, 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. The motion carried; the meeting was declared adjourned at 6:21 p.m.

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

APPROVED:

S/Mark Senter, Mayor