

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on April 11, 2016, at 6:00 p.m. in the Council Chambers of the City Building, 124 N. Michigan St., Plymouth, IN.

Mayor Pro Tempore Ecker presided for Board Members Delp, Fonseca and Grobe. Board Member Houin arrived at 6:10 p.m. City Engineer Gaul, City Attorney Surrisi and Clerk-Treasurer Xaver were also present. Mayor Senter was absent.

Board Members Fonseca and Delp moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on March 21, 2016, as presented since they have been reviewed and found to be correct. The motion carried.

Utility Superintendent Davidson asked for the Board's approval to ratify the award of the quote to the lowest bidder, Country Auto of Plymouth, Indiana, for the Water Department's ½ ton pickup truck. The total bid including the alternate tool box is \$29,833.00.

Board Members Delp and Grobe moved and seconded to ratify the award of the quote for the Water Department's ½ ton pickup truck to Country Auto of Plymouth, Indiana. The motion carried.

Davidson also asked for the Board's approval to ratify the award of the quote to the lowest bidder, Oliver Ford of Plymouth, Indiana, for the Wastewater Department's ½ ton pickup truck. The total bid is \$27,323.00.

Board Members Delp and Fonseca moved and seconded to ratify the award of the quote for the Wastewater Department's ½ ton pickup truck to Oliver Ford of Plymouth, Indiana. The motion carried.

Utility Superintendent Davidson presented the monthly utility reports for the Water and Wastewater Departments:

**CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety
MARCH 2016 Monthly Report**

PLANT OPERATIONS

Water Treated March – Ledyard Water Treatment Plant	18,899,476 gallons
Water Treated March – Pine Water Treatment Plant	<u>28,158,024 gallons</u>
Water Treated - Total	47,057,500 gallons

Water Treated – Daily Average – Ledyard Water Treatment Plant	609,661 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>908,323 gallons</u>
Water Treated – Daily Average - Combined	1,517,984 gallons

- Backwashed filters at Ledyard Water Treatment Plant 6 times for a total of 274,000 gallons
- Backwashed filters at Pine Water Treatment Plant 17 times for a total of 1,071,000 gallons
- Total backwash usage for the month was 1,148,000 gallons

MAINTENANCE WORK ORDERS COMPLETED

- 20 – Ledyard Water Treatment Plant Maintenance
 - Recorded bearing temperature readings on Ledyard high service pumps and motors
 - Flushed all sample taps and inspected filters
 - Inspected wells and detention tanks
 - Completed generator test and inspection
 - Cleaned influent and effluent chlorine injectors and flushed supply lines
 - Inspected north and west towers
 - Ran generator test and inspected
 - Replaced bathroom toilet and sink fixtures
 - Flushed eyewash supply lines
- 22 – Pine Water Treatment Plant Maintenance
 - Cleaned and inspected chlorine analyzer
 - Cleaned influent and effluent chlorine injectors and flushed supply lines
 - Recorded bearing temperature readings on high service pumps and motors
 - Flushed 4" main line to plant weekly

- Replaced generator batteries, reset and inspected
- Replaced inline water filter and inspected
- Replaced backwash regulator pipe on #3 pressure filter
- Inspected wells
- Flushed eyewash supply lines
- **19 – Mobile Equipment**
 - Inspected vehicles W-1 through W-14
 - Inspected and serviced Wach’s valve turner
 - Inspected Bobcat E-50 Excavator
 - Inspected tapping machine
 - Inspected Eggar Beaver trailer, Gehl and Mole

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 62 Distribution system chlorine residual samples, IDEM required
- 8 Fluoride samples, ISDH required
- 619 Process control samples and analysis at the Ledyard Water Treatment Plant samples include Ferrous Iron, Total Iron, Manganese, and Chlorine
- 691 Process control samples and analysis at the Pine Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese and Chlorine
- 0 THM’s –Sample for 1st quarter
- 0 HAA5’s – Sample for 1st quarter
- 0 VOC’s sets
- 2 SOC’s / Nitrates (1) Set for each plant for 1st quarter
- 0 Radionuclide (1) ea. Ledyard Plant and Pine Plant
- 0 IOC & Sodium
- 14 Extra samples - distribution, plant and wells

SERVICE

Locates	148
Total Number of Work Orders	146
Service Disconnects	17
Service Disconnects for non-pay	44
Service Reconnects for non-pay	40
Blue Tags “Service Notice” left on door	4
Pink Tags “Insufficient Funds Notice” left on door	4
New Radio Read / Meter Installations	0
Accuracy checks	73
After Hours Call Outs	3
Meters repaired	1

CONSTRUCTION ACTIVITIES

- (4) Curb Stops Repaired / Replaced / Installed**
 - 03-09-2016 1000 N. Plum St. – Cut in new curb stop and replaced meter pit
 - 03-14-2016 301 N. Walnut St. – Replaced ¾” curb stop
 - 03-29-2016 218 W. Adams St. – Replaced ¾” curb stop
 - 03-30-2016 421 S. Walnut St. – Installed meter pit with new ¾” curb stop
- (1) Old Curb Stops Located / Capped Off at Valve**
 - 3-28-2016 320 Meadow Ln. – Retired old ¾” corporation stop – capped off
- (2) New Taps Installed**
 - 03-07-2016 2464 W. Lake Ave. – Installed 1” tap with meter pit
 - 03-07-2016 2482 W. Lake Ave. – Installed 1” tap with blow off
- (1) New Mains Completed**
 - 03-07-2016 2400 Block of W. Lake Ave. – Bored in 300’ of 2” poly CTS main
- (5) Valves / Valve Boxes / Repaired or Replaced / Valve Boxes Repaired or Replaced**
 - 03-15-2016 719 N. 5th St. – Removed debris in box
 - 03-15-2016 1410 Kenwood St. – Removed debris in box
 - 03-15-2016 1123 Sycamore St. – Removed debris in valve box
 - 03-18-2016 Baker St.& Randolph St. – Replaced bonnet and packing bolts on valve
 - 03-30-2016 915 E. Jefferson St. – Located curb stop – replaced box and rod
- (0) Hydrants Repaired / Replaced / Installed / Serviced / Painted**
- (0) Valves Exercised**
- (2) Main Breaks and Leaks Repaired**
 - 03-11-2016 1660 N. Michigan St. – Centennial Park – Repaired leak on 1 ½” service line

03-17-2016 737 Randolph St. – Storm sewer project in front of high school. Installed 8” drop for new storm drain

(2) Service Lines / New / Repaired

03-09-2016 101 N. Kingston Rd – Replaced entire ¾” service from main to curb stop
03-16-2016 811 Beerenbrook St. – Repaired pit in sidewalk

MISCELLANEOUS

- March – IDEM training at Plymouth on Revised Total Coliform Rule (3-1-16)
- March – AWWA webinar on Lead (3-16-16)

WATER DEPARTMENT IMPROVEMENT PROJECTS

- March Division 1 – Ledyard Water Treatment Plant Improvements
 1. 3-14-16 Progress Meeting
 2. New electrical feed completed, NIPSCO completed switch over
 3. Demolition of the east side of the filter plant has begun including the removal of the original generator
 4. Blasting and recoating east detention tank
 5. Construction of breakroom, dressing room and offices continues
 6. New filters have been delivered and placed, media current being installed
- March Division 2 – 12” Water main W. LaPorte St. to Oakhill Ave.
 1. All pressure testing and bacteria testing has been completed and passed
 2. Substantial completion was approved on 11-9-2015
 3. Recommend release of \$16,107.04 of retainage, \$5,600 remains to complete the remaining punch list items.

**CITY OF PLYMOUTH WASTEWATER DEPARTMENT
Board of Public Works and Safety
March 2016 Monthly Report**

PLANT OPERATIONS:

1. Total flow in gallons 80,490,710
2. Average daily flow in gallons 2,596,475
3. Rainfall 3.78”
4. Monthly average in BOD removal 97.7%
5. Monthly average in TSS removal 92.0%
6. Monthly average in Ammonia removal 96.3%
7. General plant maintenance
8. Work orders completed:
 - 257 – Wastewater Treatment Plant
 - Re-lamp Ultra Violet disinfection system
 - SCATA system upgrades in the old administration building
 - Paint secondary control building
 - Rebuild polymer feed pumps
 - 64 – Vehicle/Mobile Equipment
 -
 - 51 – Lift Stations
 - Cleaned and inspected all wet wells and pumps
 - 12 - Collection System
 - 0 - Eliminated structures
 - a.
 - 0 – Replaced structures
 - a.
 - 0 – Replaced/adjusted castings
 - a.
 - 0 – GIS data collection points
 - 0 – Point repair
 - a. 723 Blk. Lake Ave.
 - 6 – New structure
 - a. Polk St. & Randolph St. projects
 - 0 – Mainline sewer replacement
 - a.
 - 6 – Miscellaneous
 - a. Installed 130’of 24” storm sewer in the 700 block of Randolph St.
 - b. Installed 450’of 24” storm sewer in Founders Park (Sering St.)

MEETINGS ATTENDED:

- 03-01 TRC / Lake Ave. Addition – Dennis Cripe / Airport Solar Panel Project – Bruce Breeden / New Song Church – Pastor Chambers
03-14 City Hall Replacement Committee

- 03-14 Board of Public Works and Safety
- 03-15 TRC / Erickson Subdivision
- 03-15 Redevelopment Commission Meeting
- 03-21 Board of Public Works and Safety
- 03-23 City Safety Meeting
- 03-24 Drainage improvements for Plymouth High School
- 03-31 Department Head Meeting

COLLECTION SYSTEM:

1. Cleaned 2,804 feet of sewer lines
 - 0 feet during service calls
 - 2,804 feet during preventive maintenance
2. Televised 0 feet of sewer lines
3. Mechanically removed roots from 0 feet of sewer lines
4. Removed approximately 1.40 tons of silt and debris during cleaning and inspections of sewers lines
5. Used approximately 13,550 gallons of potable water during sewer cleaning
6. Performed routine maintenance on 10 CSO's and 16 pumping station

Davidson also requested the Board's permission to begin soliciting quotes for the replacement of roofs on three small buildings at the Wastewater Treatment Facility.

Board Member's Grobe and Fonseca moved and seconded to allow Superintendent Davidson to being soliciting quotes for the project. The motion carried.

Davidson notified the Board that the storm sewer and structure installations have been completed for the projects on Randolph Street and at Founder's Park. There are still minor landscaping and clean-up punch list items, but the main project is completed.

Davidson also provided an update on the guaranteed savings contract for the Wastewater Treatment Facility. Negotiations with Kokosing are completed. Information and quotes are expected to be available to the Board Members at the next meeting.

Building Commissioner Hammonds presented his 2016 First Quarter Report:

**Building Commissioners
2016 First Quarter Report**

Type of Construction		Estimated Cost	R/C
Accessory	9	\$2,988,617.00	C 13
Addition	2		
Deck	2		
Electric	1		
Fence	6		
New Construction	1		
Plumbing	2		
Renovation	12		
Sign	2		
Sign temp	1		
Single Family	2		
Total	39		

Submitted the 11 day of April 2016

2015 First Quarter Report
 23 – Permits issued
 Estimated cost of construction \$819,080.00

Hammonds also requested the Board's permission to reimbursement \$200 to the contractor who paid for BP 16-118 application, which was incorrectly submitted.

Board Members Delp and Grobe moved and seconded to allow the reimbursement to be processed. The motion carried.

Fire Chief Miller presented the following monthly reports:

Plymouth Fire Department
Departmental Activity Report

Current Period: 03/01/2016 to 03/31/2016, Prior Period: 01/01/2016 to 03/31/2016

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	164	826.81	496	2,729.43
	164	826.81	496	2,729.43
Fire Alarm Situations				
Chemical release, reaction, or toxic	0	0.00	3	0.00
Combustible/flammable spills & leaks	1	0.00	2	0.00
Dispatched and cancelled en route	11	0.00	35	0.00
Electrical wiring/equipment problem	1	0.00	3	0.00
Emergency medical service (EMS) Incident	126	0.00	374	0.00
False alarm and false call, Other	2	0.00	8	0.00
Good intent call, Other	0	0.00	2	0.00
Hazardous condition, Other	0	0.00	1	0.00
Medical assist	10	0.00	32	0.00
Mobile property (vehicle) fire	2	0.00	3	0.00
Natural vegetation fire	3	0.00	6	0.00
Public service assistance	2	0.00	3	0.00
Service call, Other	1	0.00	2	0.00
Smoke, odor problem	0	0.00	1	0.00
Structure Fire	3	0.00	9	0.00
System or detector malfunction	0	0.00	2	0.00
Unintentional system/detector operation	2	0.00	8	0.00
Wrong location, no emergency found	0	0.00	2	0.00
	164	0.00	496	0.00
Training				
12 lead Acquisition/transmission	0	0.00	4	2.00
Advanced Cardiac Life Support	0	0.00	5	40.00
Alternative Fuel	2	20.00	2	20.00
Apparatus / Equipment	0	0.00	15	45.00
Cardiac Assessment	2	8.00	6	12.00
Chest and Abdominal Injuries	2	8.00	2	8.00
CHF vs. COPD	0	0.00	1	1.00
CPR	29	59.25	32	69.25
Diabetics	2	8.00	2	8.00
Drug Addiction	0	0.00	1	1.00

* 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
Training				
EMS Audit & Review	3	4.00	19	18.75
EMS Skills	2	8.00	14	26.00
EMT-B	2	8.00	24	90.00
FF I-II	6	12.00	6	12.00
Fire Behavior	5	37.50	21	165.50
Fire Investigation	0	0.00	3	6.00
Fire Preplan	0	0.00	2	1.50
Gas Pipe line Safety	0	0.00	11	33.00
Geriatric Emergencies	2	8.00	2	8.00
Glucometer Training/Skills Blood	0	0.00	4	2.00
Hose Lays	0	0.00	6	6.00
Infants & Children	0	0.00	1	1.00
Instructor Training	0	0.00	4	20.00
IV Therapy	0	0.00	2	1.00
Leadership	0	0.00	1	8.00
Marshall County Fire Association Mtg.	3	4.50	3	4.50
Obstetrics	2	8.00	2	8.00
P H T L S	0	0.00	17	129.50
Patient Assessment	0	0.00	6	17.00
Pediatric Emergencies	2	8.00	2	8.00
Pension Board Meeting	0	0.00	10	1.70
PEPP & PALS Hybrid Coarse	5	747.50	5	747.50
Physical Ability Test	0	0.00	10	30.00
Preplan	0	0.00	30	60.00
Pump Operations	0	0.00	6	12.00
Risk Managment	0	0.00	1	9.00
SEARCH & RESCUE	32	77.50	38	104.50
Trauma Symposium	1	8.75	1	8.75
Volunteer Fire Business Mtg.	30	45.00	85	104.26
Water Supply	1	4.00	1	4.00
	<u>133</u>	<u>1,084.00</u>	<u>407</u>	<u>1,853.71</u>

Plymouth Fire Department

Incidents by District (Summary)

Alarm Date Between {03/01/2016} And {03/31/2016}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
006 Lapaz	2	1.21 %	\$0	0.00 %
007 Plymouth	103	62.80 %	\$600	37.50 %
011 Center Twp	26	15.85 %	\$1,000	62.50 %
019 West Twp	21	12.80 %	\$0	0.00 %
12 Argos Paramedic Assist	3	1.82 %	\$0	0.00 %
15 Culver Paramedic Assist	4	2.43 %	\$0	0.00 %
16 Lakeville/Lapaz Paramedic Assist	3	1.82 %	\$0	0.00 %
18 Walkerton Paramedic Assist	2	1.21 %	\$0	0.00 %
Total Incident Count:	164		Total Est Losses:	\$1,600

Chief Miller notified the Board that the new Firefighter/Paramedic Lewis Matzat began employment on April 11, 2016.

Police Chief Bacon presented the Activity Summary Report for March 2016:

**Plymouth Police Department
Activity Report for Summary 2016**

<u>Type</u>	Jan	Feb	Mar	YTD
Information	451	470	568	1,489
Complaint	446	460	427	1,333
911 Calls	76	108	130	314
Residential Security Checks	139	102	128	369
Alarms	67	77	70	214
Vehicle Checks	34	22	28	84
Assist Other Agencies	10	9	22	41
Animal Complaints	18	16	27	61
Code Enforcement	40	23	28	91
Traffic Stops	281	294	383	958
Citations Issued	174	196	209	579
Accident Reports	39	42	37	118
Arrests	106	99	136	341
Case Reports	46	38	55	139
Signed Charges (Adult)	38	29	35	102
Signed Charges (Juvenile)	8	9	20	37

Street Superintendent Marquardt provided an update on the parking along Harrison Street. He said that “No Parking” signs can be installed on the first half of the block between Michigan and Center Streets. “No Parking” signs can also be installed on both sides of Pierce Street between Michigan Street and the bridge.

Board Members Delp and Fonseca moved and seconded install “No Parking” signs as presented by Superintendent Marquardt. The motion carried.

City Engineer Gaul provided an update on the Baker Street Safe Routes to School Project. He has applied for a design exception because the location of the route does not match exactly what INDOT requires. The INDOT requirement of at least 10 feet of separation between the trail and the road will not be met along Randolph and the River Park walkway. There is also a requirement of 3 feet of space between the fence and pathway, which has been measured at only 2 feet in some locations. Gaul also noted that there is a hold up with the geographical soil testing. This testing is typically waived, however no waiver has been approved at this time. Therefore soil borings for the sidewalk may need to be conducted and reported to INDOT.

City Attorney Surrisi provided an update on the rough railroad crossings. He had phone conversation with representatives from Pioneer Railroad last week regarding the improvements on the Harrison Street and Jefferson Street crossings. A timeline has not yet been determined for this project. On April 20th, City Attorney Surrisi, Mayor Senter, Board Member Grobe, City Engineer Gaul and Street Superintendent Marquardt are going to be meeting with a representative from Chicago Fort Wayne Eastern Railroad to discuss the improvements around the South Michigan Street viaduct.

City Attorney Surrisi presented Resolution No. 2016-686, A Resolution of the Plymouth Board of Public Works and Safety Regarding the City’s Title VI of the City Rights Act of 1964 Policy. Surrisi explained that this resolution is striving to meet the goals of Title VI, a federal non-discrimination law, including a formal complaint process.

Board Members Delp and Houin moved and seconded to approve Resolution No. 2016-686, A Resolution of the Plymouth Board of Public Works and Safety Regarding the City's Title VI of the City Rights Act of 1964 Policy. It passed by roll call vote.

AYES: Delp, Fonseca, Grobe, Houin

NAYS: None

ABSENT: Senter

Clerk-Treasurer Xaver presented the following request:

Discover Plymouth (Indiana Main Street) is requesting Michigan Street be closed between W. Washington & LaPorte Streets from 8:00 a.m. – 4:00 p.m. on June 4th. Discover Plymouth & Heartland Artists Gallery are collaborating for "Art on the Street." Artists, vendors, entertainment and food vendors will have booths set on the street. This will be the second year. S/ Connie Holzwart, Discover Plymouth Secretary, 8685 EC Rd, Plymouth, IN 574-935-0428

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

Fire Chief Miller was present to discuss the request made by Jeff Birchmeier:

We would like permission to have a controlled burn with the Fire Department present at 1425 W. Jefferson Street. Thank you for your consideration. S/ Jeff Birchmeier, Birchmeier Rentals, LLC President, 11100 Shadylane Dr, Plymouth, IN 574-780-1309

Miller stated the property has some small briar brushes in the back that Mr. Birchmeier would like to burn. Miller has no problem with this and his suggestion is to have 3 or 4 smaller piles burning with the brush truck apparatus on hand for protection. There was discussion regarding mulching or removing the brush rather than burning it for safety reasons. Birchmeier stated that he has looked into this and due to cost, he would prefer to burn the brush rather than pay to have it removed. Street Superintendent Marquardt noted that the Street Department does not participate in picking up brush that is removed by the homeowner.

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

Odette Husband was present to discuss the following request:

The purpose of this letter is to make the authorities aware of the difficulties and "danger" the people of Plymouth face when they need to walk across Michigan Street in either direction, from west to east or east to west between Jefferson Street and Klinger Street (9 blocks). I live on Walnut Street near Harrison Street. One afternoon I stood and waited 30 minutes for an opening in the traffic allowing me to cross Michigan Street. I got tired of waiting and had to walk to Jefferson Street to cross with the light, which is 5 blocks; then 5 blocks on the east side of the street. Two hours later I had to do the same thing to return home. The traffic lights at the intersection of Baker Street do not have a green light allowing pedestrians to go from west to east; also, the green light for the cars on Baker Street turning left on Michigan Street doesn't last long enough to accommodate any walking person. The emergency button in the middle of the block, accessible to the pedestrians, is of no use: the drivers cannot see it. They have their own problems to overcome. The light is a mere flicker in 4 lanes of fast buzzing traffic! Why couldn't both lights on Jefferson Street and Baker Street be synchronized every so often and stop the traffic in both directions at the same time? Or change the lights at Baker Street to cater to the pedestrians? Thank you giving me the opportunity to express my concern. S/ Odette Husband, 822 N. Walnut Street, Plymouth, IN 936-2698

Board Member Delp noted that Michigan Street is a state highway and that the city does not have control of those lights. Ms. Husband pleaded that the Board try and work out something that is more pedestrian-friendly. Superintendent Marquardt clarified that there is currently no standard crossing for the light at Baker and Michigan Streets. Board Member Delp stated that contact can be made with INDOT to see if the state would be willing to put a standard crosswalk at this location. He noted to Ms. Husband that this will not be a quick process, but the Board Members agreed to move forward with the request.

Board Members Delp and Grobe moved and seconded to allow the payroll for April 15, 2016, and the claims for April 11, 2016, as entered in Claim Register #2016. The motion carried.

In other business, Joyce Maxwell-Downs presented the Board Members with additional information regarding fluoridation of the City's water supply.

There being no further business to discuss, Members Grobe and Fonseca moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:40 p.m.

S/Jeanine M. Xaver
Clerk-Treasurer

APPROVED:

S/Mark Senter
Mayor

The following requests have been submitted to the proper committee to act:

The tree is move from the air and the dirt is going away. Also the tree is going to fall across the street to the other house. I will like to know if it is on city property. S/ Agustin G. Aguilar, 107 E Harrison St, Plymouth, IN 574-540-2530

421 Klinger Street, tree cut down. Tree to left (west) side of driveway appears to be split. If it falls takes out power lines and needs to be taken down. S/ Carol Dove, 421 Klinger, Plymouth, IN 574-952-7172

Tree is located on the corner of S. Liberty and E. LaPorte St. next to stop sign on side closest to walking bridge. S/ Angela L Leary, 106 S. Liberty St. 574-440-5362

The tree appears to be either dead or dying and continually has branches falling to the ground after storms or high winds. We'd like to see if it would be possible to have it removed. It's located in front of the fire hydrant at 319 William Street. S/ Deanna Master, 319 William Street, Plymouth, IN 574-780-3998