

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on November 10, 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 Xaver 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 October 27, 2014, as presented since they have been reviewed and found to be correct. The motion carried.

Ralph Booker addressed the members regarding the Qualifications for the US EPA Brownsfield Assessment Grant that were opened at the last meeting. He said that a team consisting of Mark Senter, Sean Surrisi, Mike Delp, Don Ecker representing the City of Plymouth; Kim Berger representing the Town of Bourbon and himself representing Marshall County. They have decided to recommend Bruce Carter Associates, LLC.

Board Members Smith and Culp moved and seconded to approve the selection of Bruce Carter Associates, LLC as the consultant for the US EPA Brownsfield Assessment Grant. The motion carried.

Bids for Historic Firehouse Architectural Plans

The following legal notice was advertised on October 24, 2014:



City Attorney Surrisi made a last call for bids and then opened the following sealed bids:

SRKM Architecture, 120 S. Buffalo St., Warsaw, IN 46580	
Lump sum bid (assessment, design and construction docs)	\$9,510
Thermal Image Scanning	1,600
Alternate Bid (administration of bidding and negotiation)	1,140
Ratio Architects, Inc., 101 S. Pennsylvania St., Indianapolis, IN 46204	
Design and Construction Documents	\$20,000
The Troyer Group, 550 Union Street, Mishawaka, IN 46544	
Design and Construction Documents Base Bid	\$20,250
Alternate Bid (administration of bidding and negotiation)	5,000

Surrisi explained that the additional alternate was not included in the scope of the grant budget, but it ultimately, it may be pursued at a later date. He asked the members to take the matter under advisement.

Members Ecker and Grobe moved and seconded to take the bids under advisement. The motion carried.

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

**PLANT OPERATIONS**

Water Treated October – Ledyard Water Treatment Plant	26,022,199 gallons
Water Treated October – Pine Water Treatment Plant	<u>19,965,287 gallons</u>
Water Treated - Total	45,987,486 gallons

Water Treated – Daily Average – Ledyard Water Treatment Plant	839,426 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>644,042 gallons</u>
Water Treated – Daily Average - Combined	1,483,468 gallons

- Backwashed filters at Ledyard Water Treatment Plant 10 times for a total of 530,000 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 1,601,000 gallons

**MAINTENANCE WORK ORDERS COMPLETED**

- 28 - Ledyard Water Treatment Plant Maintenance
  - Inspected north and west towers
  - Rebuilt chlorine injectors
  - Installed antennas on north and west water tower and plant communication tower
  - Replaced tank scale plate in chlorine room
  - Replaced batteries in Ledyard auxiliary generator
  - Cleaned out supply lines to east and west venturi meters
  - Cleaned influent and effluent chlorine injectors
  - Cleaned and inspected backwash tank
  - Completed generator test
  - Inspected all Plymouth Water mobile equipment
- 19 – Pine Water Treatment Plant Maintenance
  - Replaced #2 and #5 unit heaters
  - Replaced magnetic meter on well #3
  - Replaced backwash tank
  - Installed well huts on #2 and #3 wells
  - Completed generator test
  - Cleaned out influent and effluent injectors
  - Cleaned and inspected back wash tank
  - Replaced drive belt on dehumidifier
- 19 – Mobile Equipment

**WATER SAMPLING**

- 10 Distribution system bacteria samples, IDEM required
- 5 Fluoride samples, ISDH required
- 421 Process control samples and analysis at the Ledyard Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine
- 455 Process control samples and analysis at the Pine Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese and Chlorine
- 21 Extra samples - distribution, plant and wells

**SERVICE**

Locates	168
Total Number of Work Orders	175
Service Disconnects	62
Service Disconnects for non-pay	33
Service Reconnects for non-pay	31
Blue Tags “Service Notice” left on door	5
Pink Tags “Insufficient Funds Notice” left on door	5
New Radio Read / Meter Installations	1
Accuracy checks	38
After Hours Call Outs	7
Meters repaired	0
Hydrants Serviced	1
Hydrants Sandblasted and Painted	0

**CONSTRUCTION ACTIVITIES**

- (2) **Curb Stops Replaced/Installed**
  - 10-14-14 329 Conger St. – Installed new ¾” curb stop, box and rod
  - 10-30-14 222 N. Plum St. / 313 W. Washington St. – separated services and installed new ¾” valve for 313 W. Washington St.
- (0) **Old Curb Stops Found and Capped Off at Valve**
- (0) **New Taps Installed**

- (1) **New Mains Completed**
  - 10-14-14 Installed 1,000 feet of 8" D.I. water main in the 1000 & 1100 blocks of Lincolnway East
  
- (5) **Valve Repaired or Replaced / Valve Boxes Repaired or Replaced**
  - 10-27-14 1206 Lincolnway East – Hand dug and replaced valve box
  - 10-27-14 W. Harrison St. / N. Michigan St. – Repaired valve box
  - 10-29-14 1117 W. Madison St. – Replaced valve box
  - 10-31-14 1301-1307 Jackson Heights Rd. replaced curb stops, boxes and rods.
  
- (3) **Hydrants Repaired/Replaced/Installed**
  - 10-01-14 Installed (2) hydrants for Lincolnway East Project / Hyd. #499 and Hyd. #127
  - 10-31-14 Replaced valve box for Hyd. #009
  
- (0) **Main Breaks Repaired**
  
- (18) **Service Lines Repaired, Replaced or Retired**
  - 10-01-14 109 Baker St. – Installed new curb stop, box, rod, pit, pit setter and service
  - 10-02-14 1720 Hope Blvd. – New ¾" copper service (bored across street) installed a pit – previous freezing issue
  - 10-02-14 617 Pennsylvania Ave. – Installed new service for Habitat House, which was capped
  - 10-06-14 1125 Lincolnway East – Installed new 1" service and pit – (LWE Project) new 1" tap
  - 10-06-14 1141 Lincolnway East – Installed new 1" service and pit – (LWE Project) new 1" tap
  - 10-07-14 1151 Lincolnway East – Installed new 1" service and pit – (LWE Project) new 1" tap
  - 10-07-14 116 Candy Ln. – Installed new 1" service and pit – (LWE Project)
  - 10-07-14 Candy Ln. / Lincolnway East – Reconnected (3) houses from end of project 1117, 1235, 1245 Lincolnway East
  - 10-08-14 1133 Lincolnway East – Installed new 1" service and pit – new 1" tap (LWE Project)
  - 10-08-14 1115 Lincolnway East – Installed new 1" service and pit (LWE Project)
  - 10-09-14 1069 Lincolnway East – Installed new 1" service and pit (LWE Project)
  - 10-09-14 1105 Lincolnway East – Installed new 1" service and pit (LWE Project)
  - 10-09-14 1101 Lincolnway East – Installed new 1" service and pit (LWE Project)
  - 10-09-14 1071 Lincolnway East – Installed new 1" service from main to valve
  - 10-15-14 754 Thayer St. – Replaced ¾" service – moled in new service, valve box and rod
  - 10-15-14 310 Nursery St. – Installed new ¾" copper service from main to valve, box and rod
  - 10-16-14 300 W. Madison St. – Installed new pit, curb stop, box, and rod and replaced lead line
  - 10-17-14 627 N. Walnut St. – Retired lead service on the City side of the curb stop. Replaced service line and installed metering pit
  - 10-22-14 S. Michigan St. – Preventative flushing

**MISCELLANEOUS**

- Meter Reading 10-31-14
- Reviewed well and high service pump maintenance schedule for 2015 with Peerless Midwest
- Reviewed water tower maintenance contract with Utility Services
- Installed adjustment to the chemical feed systems (chlorine) at both Ledyard and Pine plants to improve consistent residuals, which should also reduce chemical costs

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

**PLANT OPERATIONS:**

- |  |            |
|--|------------|
| 1. Total flow in gallons   | 67,023,163 |
| 2. Average daily flow in gallons   | 2,162,038  |
| 3. Rainfall  | 4.50"      |
| 4. Monthly average in BOD removal  | 98.9%      |
| 5. Monthly average in TSS removal  | 95.9%      |
| 6. Monthly average in Ammonia removal  | 98.7%      |
| 7. General plant maintenance   |            |
| 8. Received start-up training on the Hach DR 3900 analyzer, used for the analytical measurements of ammonia and phosphorus |            |
| 9. Land applied 1,697,300 gallons of bio-solids to local farm ground   |            |
| 10. Work orders completed:   |            |
| • <u>281 – Wastewater Treatment Plant</u>  |            |
| ➤ Connected pole light at the thickener building to the master sensor  |            |

- Repaired/replaced module and sleeve on UV disinfection system damaged during operations
- SCATA antennas installed on west water tower
- Continuing construction of the odor control unit on S. Sixth St.
- Replaced bar screen motor
- Installed grit panel timers
- 70 – Vehicle/Mobile Equipment
- 27 – Lift Stations
- 2 – Collection System
  - 0 - Eliminated structures
  - 2 – Replaced structures
  - 0 – Replaced/adjusted castings
  - 0 – GIS data collection points
  - 0 – Point repair
  - 0 – New structure
  - 0 – Mainline sewer replacement
  - Goshen Rd. generator planned preventative maintenance performed on 10-7-2014

**MEETINGS ATTENDED:**

- 10-01 Bruce Koetter, Webster Environmental, inspected the construction of the odor control unit on S. Sixth St.
- 10-01 Department Head Meeting
- 10-09 Marshall County Economic Development Corporation
- 10-13 Board of Public Works and Safety
- 10-17 Kinetic – City Metronet
- 10-21 Redevelopment Commission
- 10-22 City Department Safety Meeting
- 10-23 Umbaugh & Associates utility budget updates
- 10-29 Board of Public Works and Safety

**COLLECTION SYSTEM:**

1. Cleaned 5,626 feet of sewer lines
  - 1,137 feet during service calls
  - 4,489 feet during preventive maintenance
2. Televised 0 feet of sewer lines
3. Mechanically removed roots from 874 feet of sewer lines
4. Removed approximately 2.81 tons of silt and debris during cleaning and inspections of sewers lines
5. Used approximately 26,550 gallons of potable water during sewer cleaning
6. Performed routine maintenance on 10 CSO's and 16 pumping station

Davidson updated the board on the Beerenbrook project. He said that the contractor finished the asphaltting today, but is about a week behind schedule due to the weather and scheduling issues with the subcontractor on the project. He said due to the number of complaints received, the contractor pave the Jefferson Street road cut on Friday. Davidson said a substantial amount of landscaping and punch list items remain. The final completion date is scheduled to be December 2.

Fire Chief Miller presented his monthly report to the members.

**Plymouth Fire Department  
Departmental Activity Report**

Current Period: 10/01/2014 to 10/31/2014, Prior Period: 01/01/2014 to 10/31/2014  
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
<b>EMS Alarm Situations</b>				
No Location Provided	162	762.65	1,809	10,224.05
	162	762.65	1,809	10,224.05
<b>Fire Alarm Situations</b>				
Accident, potential accident	0	0.00	1	0.00
Chemical release, reaction, or toxic	0	0.00	7	0.00
Combustible/flammable spills & leaks	0	0.00	13	0.00
Dispatched and cancelled en route	5	0.00	94	0.00
Electrical wiring/equipment problem	0	0.00	7	0.00
Emergency medical service (EMS) Incident	132	0.00	1,394	0.00
Extrication, rescue	0	0.00	1	0.00
False alarm and false call, Other	5	0.00	38	0.00
Fire, Other	0	0.00	1	0.00
Good intent call, Other	1	0.00	20	0.00
Hazardous condition, Other	0	0.00	1	0.00
HazMat release investigation w/no HazMat	0	0.00	4	0.00
Medical assist	9	0.00	101	0.00
Mobile property (vehicle) fire	0	0.00	10	0.00
Natural vegetation fire	1	0.00	12	0.00
Outside rubbish fire	0	0.00	6	0.00
Overpressure rupture, explosion, overheat,	0	0.00	1	0.00
Person in distress	0	0.00	1	0.00
Public service assistance	1	0.00	7	0.00
Rescue, emergency medical call (EMS),	0	0.00	2	0.00
Service call, Other	0	0.00	4	0.00
Severe Weather & Natural Disaster - Other	0	0.00	1	0.00
Severe Weather & Natural Disaster -	0	0.00	3	0.00
Smoke, odor problem	1	0.00	6	0.00
Special outside fire	1	0.00	7	0.00
Steam, Other gas mistaken for smoke	0	0.00	8	0.00
Structure Fire	1	0.00	26	0.00
System or detector malfunction	1	0.00	10	0.00
Unauthorized burning	0	0.00	1	0.00
Unintentional system/detector operation	4	0.00	20	0.00
Wrong location, no emergency found	0	0.00	3	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**

Current Period: 10/01/2014 to 10/31/2014, Prior Period: 01/01/2014 to 10/31/2014

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
<b>Fire Alarm Situations</b>	162	0.00	1,810	0.00
<b>Training</b>				
Administrative Procedures	0	0.00	5	15.25
AEMT Class	0	0.00	75	267.75
Apparatus / Equipment	11	11.00	62	98.00
Cardiac Assessment	0	0.00	12	23.00
CPR	0	0.00	38	112.00
Defensive Driving	20	20.00	20	20.00
Diabetics	0	0.00	7	7.00
Disaster MGMT	0	0.00	6	44.00
EMAI Conference	3	24.00	3	24.00
Emergency Medical Services	0	0.00	2	0.00
Emergency Vehicle Operation Course	0	0.00	54	276.75
EMS Audit & Review	26	24.30	100	111.47
FF I-II	0	0.00	2	8.00
Fire Behavior	0	0.00	1	2.00
Fire Control, General	0	0.00	4	34.50
Fire Department Organization	23	115.00	23	115.00
Fire Ground Safety	0	0.00	37	71.50
Fire Investigation	0	0.00	3	18.00
Fire Preplan	0	0.00	55	134.00
Foam Applications	0	0.00	31	57.00
Hazmat Awareness and Operations	0	0.00	21	128.00
Hazmat Laws and Regulations	0	0.00	7	14.00
Helicopter EMS Orientation	0	0.00	10	15.00
Hose Test	0	0.00	71	118.50
Infection Control	5	5.00	5	5.00
Instructor Training	1	4.00	37	65.50
Ladder Skills	0	0.00	24	60.00
Ladders	0	0.00	14	28.00
Leadership	1	4.00	17	108.00
Marshall County Fire Association Mtg.	3	6.00	3	6.00
Mega Code	0	0.00	4	6.00
Nusing Home Fires	2	2.00	2	2.00
Officers Meeting	40	49.50	47	54.75

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**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>Training</b>				
Paramedic School	0	0.00	24	100.00
Ped. Adv. Life Support	0	0.00	12	12.00
Pension Board Meeting	0	0.00	8	4.00
Personal Safety	0	0.00	18	36.00
Power Cot Lift	0	0.00	12	18.00
Public Education	0	0.00	38	140.00
Public Information Officer	9	36.00	15	46.02
Respiratory System	0	0.00	5	5.00
Ropes & Knots	0	0.00	34	83.00
SCBA	0	0.00	5	3.75
Scene Size Up	28	42.00	28	42.00
Self Rescue	0	0.00	4	6.00
Splinting	0	0.00	4	2.00
Staff Meeting	0	0.00	11	22.00
Training Lecture	0	0.00	5	23.00
Venting the fire	0	0.00	31	113.50
Volunteer Fire Business Mtg.	28	56.00	306	615.00
	200	398.80	1,362	3,321.24

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

Alarm Date Between {10/01/2014} And {10/31/2014}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
001 Argos	1	0.62%	\$0	0.00%
007 Plymouth	106	65.43%	\$0	0.00%
008 Polk	1	0.62%	\$200	7.41%
011 Center Twp	31	19.14%	\$2,500	92.59%
019 West Twp	14	8.64%	\$0	0.00%
12 Argos Paramedic Assist	2	1.23%	\$0	0.00%
14 Starke Co. Paramedic Assist	2	1.23%	\$0	0.00%
16 Lakeville/Lapaz Paramedic Assist	1	0.62%	\$0	0.00%
18 Walkerton Paramedic Assist	4	2.47%	\$0	0.00%
<b>Total Incident Count</b>	<b>162</b>		<b>Total Est Losses: \$2,700</b>	

Chief Bacon announced that his newest patrolman, Stuart Krynock, graduated from the police academy last week and will begin the field training program tonight.

Chief Bacon reported that there was an armed robbery yesterday at the Verizon Store; when his officers arrived at the scene, they noticed a vehicle leaving at a high rate of speed and they were able to pursue the vehicle to the south side of South Bend at which time they apprehended the suspects. There were no injuries and no property damage.

Street Superintendent Marquardt addressed the board regarding the request from Loretta Back that was tabled at the last meeting. He said that they are asking for the loading space for the school bus. Most days no one parks there, but on days when there is a lot of court traffic, it is an issue.

Chief Bacon said that if someone parks in violation of the sign, it would be enforceable.

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

City Engineer Gaul presented Change Order #1 for the 2014 Street and Sidewalk Projects with Niblock Excavating, Inc. in the amount of \$20,000.

Board Members Grobe and Ecker moved and seconded to approve the Change Order #1 as presented. The motion carried.

Gaul asked for approval of an invoice for 100% of the project in the amount of \$151,145.00; the city is still holding the retainage because the Change Order #1 has not been returned signed by the contractor.

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

Clerk-Treasurer Xaver presented the following requests:

11/4/14 – Close Michigan Street (SR 17) from Adams Street to Laporte Street for the annual Christmas tree lighting event/parade. 5:50 pm til 7:00 pm on November 28, 2014. S/ Mark Senter, Mayor, 124 N Michigan St., Plymouth IN 574-936-6717

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

11/10/14 – St. Michael Church will conduct a holy procession walk in honor of the Virgin Mary. The walk will take place on December 12, 2014 and we ask for the permission to use the following streets from 4:00 p.m. to 5:00 p.m., Berkley Street, Polk Street, East Jefferson Street and North Center Street. S/ Salvador Baca, 611 N. Liberty St., Plymouth 574-780-5109

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

Board Members Smith and Ecker moved and seconded to allow the salaried payroll for October 16-31, 2014 and the claims for November 10, 2014, as entered in Claim Register #2014. The motion carried.

City Attorney Surrisi presented a letter from Brent Martin for the board's consideration:

BA Martin Architects  
[brent@srkmarch.com](mailto:brent@srkmarch.com)

218 West Adams Street, Plymouth, IN 46563 Ph 574.269.1596 Fx 574.269.2521

November 10, 2014

City of Plymouth  
Board of Public Works & Safety  
Mayor Mark Senter  
124 North Michigan Street  
Plymouth, IN 46563

RE: Plymouth Conduit Project

Dear Mayor Senter,

This letter serves to verify BA Martin Architects has inspected the following areas of conduit and handholds related to the above project and we recommend these be accepted into the public realm. These locations and station point references (SP) refer to the City of Plymouth conduit project as shown on plans dated March 17, 2014 by USI Engineers and as amended by field notes prepared by BA Martin Architects during the installation of the infrastructure. This short section of infrastructure relates to the CSX railroad crossing at Oak Drive which was just completed last week. We are recommending this small section separately as it is crucial to installing fiber to St. Joseph Regional Medical Center. The main line infrastructure recommended to be accepted is:

- A. From a previously accepted handhole at the intersection of Oak and Jefferson (station point 103+16) south and under the CSX Railroad on Oak to a previously accepted handhole at the intersection of Oak and Lake Ave (SR 17) (station point 87+40)

For dedication purposes, the estimated total value of the infrastructure to be dedicated as a part of the Plymouth City Conduit Project is:

Twelve thousand four hundred and seventeen dollars (\$12,417.00)

This is based on an estimated total of 1,576 lineal feet of 2" HDPE conduit, and 2 INDOT handholes, and 2 marker posts.



Sincerely,

BA MARTIN ARCHITECTS

Brent Martin

Board Members Smith and Culp moved and seconded to accept the section of the conduit into the public right of way as presented. The motion carried.

There being no further business to discuss, Board Members Culp and Grobe moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:24 p.m.

S/Jeanine Xaver  
Clerk-Treasurer

APPROVED:

S/Mark Senter  
Mayor