

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on March 9, 2015, 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, and Grobe. City Engineer Gaul, City Attorney Surrisi and Clerk-Treasurer Xaver were also present. Board Member Smith was 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 February 23, 2015, as presented since they have been reviewed and found to be correct. The motion carried.

Superintendent Davidson recommended to award the Wastewater Departments' ½ Ton Pickup Truck with trade-in to Country Auto Center for \$25,540.00. He also requested the Alternate No. 1 \$1,150.00 for a built-in tool box. The base quote from Oliver Ford was \$740.00 higher than the base quote from Country Auto Center.

Board Members Ecker and Culp moved and seconded to purchase the truck from Country Auto Center. The motion carried.

Superintendent Davidson recommended to award the Single Axle Chassis with trade-in for the Water Department to Oliver Ford for \$25,685.00. This price was \$750.00 lower than the quote with Country Auto Center.

Board Members Ecker and Grobe moved and seconded to accept the low quote for the chassis from Oliver Ford. The motion carried.

The last item reviewed for the Water Department was for the Service Body for the Single Axle Chassis. Superintendent Davidson recommended W.A. Jones Truck Bodies & Equipment. The base quote totaled \$11,465.00, which was the low quote.

Board Members Ecker and Grobe moved and seconded to accept the low quote for the service body from W.A. Jones Truck Bodies & Equipment. The motion carried.

Street Superintendent Marquardt recommended to award the quote for the Street Department's one ton truck chassis to the lowest base quote, which was Oliver Ford at \$24,015.00.

Board Members Ecker and Grobe moved and seconded to purchase the truck from the low quoter, Oliver Ford. The motion carried.

The following sealed quotes for a Compact Excavator for the water department were opened and read aloud by City Attorney Surrisi:

Rudd Equipment Company – Volvo ECR58D, 5820 Industrial Rd, Fort Wayne, IN

Base	\$56,120.00
Alternate 1	\$ 396.00
<u>Alternate 2</u>	<u>\$ 4,450.00</u>
Total	\$60,966.00

Rudd Equipment Company – Hitachi ZX50U-5, 5820 Industrial Rd, Fort Wayne, IN

Base	\$61,459.00
Alternate 1	\$ 396.00
<u>Alternate 2</u>	<u>\$ 4,450.00</u>
Total	\$66,305.00

Greenmark Equipment – John Deere 50G, 10209 Iris Rd, Plymouth, IN

Base	\$58,398.00
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Alternate 1	\$ 841.00
Alternate 2	\$ 4,500.00
Total	\$63,739.00

Greenmark Equipment – John Deere 50 G Full Machine (equipped with radio, block heater, HD batter, HYD angle blade, and full machine extended warranty for 60 months or 1500 hours – 10209 Iris Rd, Plymouth, IN

Base	\$63,184.45
Alternate 1	\$ 841.00
Alternate 2	\$ 4,500.00
Total	\$68,525.45

MacAllister Machinery Co. – CAT, 4760 North State Road 15, Warsaw, IN

Base	\$60,000.00
Alternate 1	\$ 751.00
Alternate 2	\$ 5,396.00
Total	\$66,147.00

Bobcat of Warsaw – E45 T4 Bobcat, 3568 South State Road 15, Warsaw, IN

Base	\$45,972.30
Alternate 1	\$ 626.40
Alternate 2	\$ 3,962.05
Total	\$50,560.75

Bobcat of Warsaw – E50 T4 Bobcat, 3568 South State Road 15, Warsaw, IN

Base	\$50,489.06
Alternate 1	\$ 626.40
Alternate 2	\$ 3,962.05
Total	\$55,077.51

All opened quotes acknowledged their receipt of addendum #1. Board Members Culp and Grobe moved and seconded to take the quotes under advisement. The motion carried.

**WASTEWATER DEPARTMENT – FEBRUARY 2015 MONTHLY REPORT**

**PLANT OPERATIONS:**

1. Total flow in gallons 58,328,838
2. Average daily flow in gallons 2,083,173
3. Rainfall 0.27"
4. Monthly average in BOD removal 98.1%
5. Monthly average in TSS removal 92.8%
6. Monthly average in Ammonia removal 98.9%
7. General plant maintenance
8. Chemical performance testing on wastewater for phosphorous removal by Wilson Industrial
9. Work orders completed:
  - 253 – Wastewater Treatment Plant
    - Repaint secondary digester – main floor / boiler room
    - Tile break room floor
    - Relocate chlorine and seal water lines in basement of secondary control building / paint new lines
    - Repairing methane gas leaks in secondary digester
  - 88 – Vehicle/Mobile Equipment
    - General equipment maintenance
  - 24 – 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:**

- 02-03 TRC – Love’s Truck stop
- 02-05 2015 Street project review
- 02-09 Board of Public Works and Safety
- 02-11 Northern Indiana Operators Association meeting at Underground Pipe & Valve in South Bend, IN on lift station maintenance – 3 employees attended

02-17 Redevelopment Commission  
02-23 Board of Public Works and Safety  
02-25 City Department Safety Meeting

**COLLECTION SYSTEM:**

1. Cleaned 145 feet of sewer lines
  - 145 feet during service calls
  - 0 feet during preventive maintenance
2. Televised 0 feet of sewer lines
3. Mechanically removed roots from 0 feet of sewer lines
4. Removed approximately 0.00 tons of silt and debris during cleaning and inspections of sewers lines
5. Used approximately 500 gallons of potable water during sewer cleaning
6. Performed routine maintenance on 10 CSO's and 16 pumping station

**WATER DEPARTMENT – FEBRUARY 2015 MONTHLY REPORT**

**PLANT OPERATIONS**

Water Treated February – Ledyard Water Treatment Plant	31,510,148 gallons
Water Treated February – Pine Water Treatment Plant	<u>14,151,566 gallons</u>
Water Treated - Total	45,661,714 gallons

Water Treated – Daily Average – Ledyard Water Treatment Plant	1,167,043 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>744,819 gallons</u>
Water Treated – Daily Average - Combined	1,630,770 gallons

- Backwashed filters at Ledyard Water Treatment Plant 12 times for a total of 583,000 gallons
- Backwashed filters at Pine Water Treatment Plant 13 times for a total of 756,000 gallons
- Total backwash usage for the month was 1,296,000 gallons

**MAINTENANCE WORK ORDERS COMPLETED**

- 17 - Ledyard Water Treatment Plant Maintenance
  - Inspected north and west towers
  - Cleaned influent and effluent Cl<sup>2</sup> injectors
  - Took bearing temperature readings on all high service pumps and motors
  - Cleaned out east and west venturi meter supply lines
  - Flushed out sample valves on both pressure filters
  - Flushed out venturi meter supply lines and filter cell sample taps
  - Peerless-Midwest chemically cleaning well 2-B
  - Peerless-Midwest changed out motor on well 3-C
  - Repairing well 2-B flow meter
- 18 – Pine Water Treatment Plant Maintenance
  - Cleaned and inspected chlorine analyzer
  - Checked chemical flow and lubed all manways at detention tanks
  - Drained and inspected all four pressure filters
  - Flushed main line in permanganate room
  - Performed generator test
  - Peerless-Midwest has removed high service pump #1 for rebuild
  - Precision installed replacement HMI screen
  - Replaced west aerator fan motor
  - Installing new potable water feed line throughout the entire plant
- 22 – Mobile Equipment
  - 3" and 4" trash pump equipment inspection
  - Maintenance on Toro snow blower
  - Inspection of all trucks, diaphragm pump, 1" Honda pump
  - Repaired Wach's valve turner box extension

**WATER SAMPLING**

- 10 Distribution system bacteria samples, IDEM required
- 56 Distribution system chlorine residual, IDEM required
- 8 Fluoride samples, ISDH required
- 296 Process control samples and analysis at the Ledyard Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine
- 349 Process control samples and analysis at the Pine Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese and Chlorine
- 4 THM's
- 4 HAA5's
- 0 VOC's sets
- 20 Extra samples - distribution, plant and wells

**SERVICE**

Locates	35
Total Number of Work Orders	110
Service Disconnects	17
Service Disconnects for non-pay	17
Service Reconnects for non-pay	13
Blue Tags "Service Notice" left on door	10
Pink Tags "Insufficient Funds Notice" left on door	6
New Radio Read / Meter Installations	0
Accuracy checks	44
After Hours Call Outs	2
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**
- (0) New Mains Completed**
- (0) Valve Repaired or Replaced / Valve Boxes Repaired or Replaced**
- (0) Hydrants Repaired/Replaced/Installed**
- (35) Valves Turned and Inspected**
- (0) Main Breaks Repaired**
- (1) Service lines repaired or replaced**  
1019 W. Jackson St. – Replaced ¾" service line, curb stop, box and rod

**MISCELLANEOUS**

- February Data collection for GPS and mapping data
- February Pine Road cleaning and maintenance
- February Various water training classes and seminars (meter testing & Ford Meter Box tour in Wabash, IN)
- February SW office floor, resurfaced and new coating installed
- February Data collection from construction site cards to computer
- February Midwestern Engineers/Toric Engineers conducted 2 design meeting and field verification meeting at the Ledyard Plant finalizing renovation designs

Davidson presented a written request from Silvia Navejar. Mrs. Navejar was present with her daughter, Yessena, who spoke for her. The pipe at her residence, 900 W. Harrison St Lot 233, burst and resulted in a utility bill in the amount of \$1,234.29. The wastewater department investigated the incident and determined that water soaked into the ground, so the wastewater portion of her bill was adjusted accordingly. Her new balance is \$711.45. She is requesting that the penalty be waived and a payment plan be established with the Clerk-Treasurer's office.

Board Members Grobe and Culp moved and seconded to approve this request to waive the penalty and make payment arrangements. The motion carried.

Xaver explained that standard procedure is for the customer to pay the current bill plus a flat amount.

It was explained to the Navejars that Mrs. Navejar was to come into the city office to make payment arrangements with the clerk-treasurer and if she did not make the scheduled arrangements, or if she fell behind in payments, she would be shut off for non-payment.

The second request is from Donald Wilcox, 817 West Jackson Street. He had a broken pipe as well. No formal request has been filed.

Motion to table was made by Board Member Ecker and seconded by Board Member Culp.

The motion carried.

Assistant Fire Chief Cook requested educational reimbursement to Nicolas Allen for a required training class that Allen had prepaid for \$296.60. Another education request was made for John Pasley to attend a fire investigator update class for \$50.00. Board Members Culp and Grobe moved and seconded to approve both requests to pay for these classes. The motion carried.

Cook presented the reports compiled by Fire Chief Miller for January 2015:

**Plymouth Fire Department  
Departmental Activity Report**

Current Period: 02/01/2015 to 02/28/2015, Prior Period: 01/01/2015 to 02/28/2015  
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	600.22	339	2,013.54
	162	600.22	339	2,013.54
<b>Fire Alarm Situations</b>				
Accident, potential accident	1	0.00	1	0.00
Combustible/flammable spills & leaks	0	0.00	3	0.00
Controlled burning	1	0.00	1	0.00
Dispatched and cancelled en route	11	0.00	22	0.00
Emergency medical service (EMS) Incident	124	0.00	254	0.00
False alarm and false call, Other	2	0.00	9	0.00
Fire in mobile property used as a fixed	1	0.00	1	0.00
Fire, Other	1	0.00	3	0.00
Good intent call, Other	1	0.00	2	0.00
Medical assist	11	0.00	25	0.00
Mobile property (vehicle) fire	1	0.00	2	0.00
Overpressure rupture, chemical reaction	1	0.00	1	0.00
Person in distress	1	0.00	1	0.00
Public service assistance	1	0.00	1	0.00
Special outside fire	1	0.00	1	0.00
Steam, Other gas mistaken for smoke	1	0.00	1	0.00
Structure Fire	0	0.00	3	0.00
System or detector malfunction	1	0.00	2	0.00
Unauthorized burning	0	0.00	1	0.00
Unintentional system/detector operation	2	0.00	5	0.00
	162	0.00	339	0.00
<b>Training</b>				
EMS Audit & Review	0	0.00	19	2.00
Fire Preplan	31	43.00	53	87.00
Gas Pipe line Safety	0	0.00	5	12.50
Hazardous Materials Overview	27	108.00	27	108.00
Instructor Training	0	0.00	4	16.00
Instructor's Meeting	0	0.00	11	5.50
Oxygen admin	0	0.00	9	9.00
Patient Assessment	13	13.00	13	13.00

\* 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.

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Category				
<b>Training</b>				
SCBA	3	2.25	3	2.25
Staff Meeting	0	0.00	10	20.00
Strategic and Tactical Operations	0	0.00	20	98.00
Training Lecture	0	0.00	2	16.00
Volunteer Fire Business Mtg.	28	56.00	57	99.50
	102	222.25	233	488.75

**Plymouth Fire Department**  
**Incidents by District (Summary)**  
**Alarm Date Between {02/01/2015} And {02/28/2015}**

District	Count	Pct of Incidents	Est Losses	Pct of Losses
001 Argos	1	0.61 %	\$0	0.00 %
007 Plymouth	108	66.66 %	\$0	0.00 %
011 Center Twp	21	12.96 %	\$0	0.00 %
019 West Twp	17	10.49 %	\$0	0.00 %
12 Argos Paramedic Assist	1	0.61 %	\$0	0.00 %
14 Starke Co. Paramedic Assist	2	1.23 %	\$0	0.00 %
16 Lakeville/Lapaz Paramedic Assist	1	0.61 %	\$0	0.00 %
18 Walkerton Paramedic Assist	10	6.17 %	\$0	0.00 %
20 Other Locations	1	0.61 %	\$0	0.00 %
<b>Total Incident Count: 162</b>		<b>Total Est Losses:</b>	<b>\$0</b>	

Police Chief Bacon presented the Activity Report Summary for Year to Date 2015 for the police department:

**PLYMOUTH POLICE DEPARTMENT**  
**Activity Report Summary 2015**

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Information	619	469											1,088
Complaint	249	245											494
911 Calls	144	122											266
Residential Security Checks	230	263											493
Alarms	42	38											80
Vehicle Checks	34	32											66
Assist Other Agencies	37	20											57
Animal Complaints	20	14											34
K9 Use	21	26											47
Code Enforcement	19	51											70
Traffic Stops	179	193											372
Citations Issued	69	90											159
Accident Reports	47	37											84
Arrests	51	30											81
Case Reports	122	78											200
Arrests (Adult)	32	28											60
Arrests (Juvenile)	19	2											21

City Attorney Surrisi introduced Brent Martin of SRKM Architecture to discuss the Historic Firehouse. Martin voiced concern over the exterior masonry and interior plaster that has suffered moisture damage since the exterior paint was applied during the most recent renovations in 1993. The outside paint sealed in moisture and has been causing damage ever since. It is being proposed that the partitions on the first floor be removed to allow for an open space. The roof in general is good shape. Martin suggested that a coating be put on it, however thermal imaging will need to be completed once the weather is warmer before a final decision can be made on its condition. Details were discussed regarding the restoration of the exterior including the tower. Martin stated that after the restoration is completed, there would be ongoing maintenance to the brick work due to the brick being very soft. He would anticipate minor cosmetic repairs in 15 to 20 years.

City Attorney Surrisi discussed the steps to be taken. Once the proposed cost has been determined, a separate application will need to be submitted the DNR for construction grant funding. The other part of the proposal is the additional suggestions that were not part of the initially approved project. These include design work on the exterior and grounds, addressing the interior space, as well as electrical and mechanical design. The cost of these additions would total \$8,075.00. The initial project cost was \$11,110.00 and with these additions would total \$19,175.00. Surrisi pointed out that the initial grant approved by the DNR totaled \$11,225.00 but that did not include these new additions. Additional paperwork would be submitted to the DNR to request more grant funding if these new additions are approved. It was noted that the other vendors who submitted quotes did not include these options in the original quote because they were not part of the scope of the project.

When questioned about breaking the projects up into different components rather than completing all restoration projects at the same time, Martin explained that there may be a time-saving benefit in completing the projects all at the same time. There would be a five-year monitoring program by PHPA if we accept their grant money. This would mean any changes to the building during the time period would need to be submitted to them for approval prior to conducting any changes. Martin did give his opinion on the highest priority projects if we chose to break the projects up into separate components. His first priority would be the mechanical and electrical systems as well as the interior work. Less priority would be the civil work.

Board Members Ecker and Grobe moved and seconded that the project be tabled at this time. The motion carried.

Board Members Grobe and Ecker moved and seconded to allow the salaried payroll for February 16-28, 2015, and the claims for March 9, 2015 as entered in Claim Register #2015. The motion carried.

There being no further business to discuss, Members Grobe and Culp moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:46 p.m.

S/Jeanine M. Xaver  
Clerk-Treasurer

APPROVED:

S/Mark Senter  
Mayor

The following request was forwarded to the proper committee to act:

3/9/15 – Cut tree down. South most tree at 312 South Walnut St. The tree closest to Pierce Street. S/ Joe Slater, homeowner at 312 S. Walnut Street, Plymouth, IN 46563