

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

Street Superintendent Marquardt opened the following sealed quotes which he had solicited for a new truck chassis for the street department:

Country Auto Center, 2705 N. Michigan St., Plymouth, IN
 2014 Dodge Ram 4500 4x2 CC 84" CA (168" wheelbase) with 16,000 GVWR

M.S.R.P.:	\$45,456.00
Chrysler Gov't Bid:	\$38,608.00
Less (2) Trade Ins:	<u>\$ 2,500.00</u>
Total:	\$35,808.00

The provided quote is for a 2014 Dodge Ram 4x2 Cab and Chassis with the specifically requested equipment at a minimum. A detailed list of quoted equipment can be provided upon request.

Oliver Ford Lincoln Mercury, 1001 E. Jefferson St., Plymouth, IN
 2015 Ford 4x2 F450 Chassis Cab

M.S.R.P.:	\$47,965.00
City of Plymouth Price:	\$39,316.00
Trade in: 1990 Ford F550 Ambulance	\$ 500.00
Trade in: 1993 Ford F550 Flat Bed	<u>\$ 2,000.00</u>
Total:	\$36,816.00

Optional pricing: Transmission PTO provisions: add \$239.00
 Reverse back up alarm: add \$107.00

Wiers International, 2111 Jim Neu Drive, Plymouth, IN
 2015 International Model Terrastar - Heavy Duty single axle cab & chassis

Total transaction price:	\$44,746.20
Trades: 1993 Ford Super duty:	\$ 500.00
1990 E350 Ambulance:	\$ 500.00

*Trade value not included in new chassis pricing.

Board Members Ecker and Smith moved and seconded to allow Marquardt to review the quotes and report back at the next meeting. The motion carried.

Mayor Senter announced that the agenda item to open quotes for water and wastewater trucks is tabled.

Police Chief Bacon opened the following sealed quotes for three police vehicles:

Country Auto Center, 2705 N. Michigan St., Plymouth, IN
 (2) 2014 Dodge Charger Pursuit Sedan V-8 AWD: \$57,794.00
 Less (3) Ford Crown Vic trade allowance: \$ 8,500.00
 Total: \$49,294.00

At this time, we will not be providing a quote for the AWD SUV pursuit rated vehicle, as Chrysler does not have a pursuit rated SUV currently for the 2014 model year.

<u>Oliver Ford Lincoln Mercury, 1001 E. Jefferson St., Plymouth, IN</u>		
Vehicle #1 2014 AWD Pursuit Rated Utility Interceptor	M.S.R.P.:	\$32,370.00
	City of Plymouth Price:	\$27,239.00
Vehicle #2 & 3 AWD Pursuit Rated Sedan Interceptors	M.S.R.P.:	\$30,720.00
	City of Plymouth Price:	\$25,104.00
Trade in vehicles:		
Vehicle #1, 2009 Ford Crown Victoria VIN#9X100900	Trade Value:	\$ 3,000.00
Vehicle #2, 2010 Ford Crown Victoria VIN#AX106998	Trade Value:	\$ 3,000.00
Vehicle #3, 2010 Ford Crown Victoria VIN#AX106999	Trade Value:	\$ 3,500.00
Net Cost Total to City of Plymouth:		\$67,947.00

Board Members Smith and Grobe moved and seconded to allow Chief Bacon to review the quotes and report back at the next meeting. The motion carried.

Utility Superintendent Davidson presented his reports for the month of January:

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

PLANT OPERATIONS

Water Treated January – Ledyard Water Treatment Plant	34,464,078 gallons
Water Treated January – Pine Water Treatment Plant	<u>10,639,128 gallons</u>
Water Treated Total	45,103,206 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	1,111,744 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>506,625 gallons</u>
Water Treated – Daily Average - Combined	1,618,369 gallons

- Backwashed filters at Ledyard Water Treatment Plant 11 times for a total of 594,000 gallons
- Backwashed filters at Pine Water Treatment Plant 7 times for a total of 495,000 gallons
- Total backwash usage for the month was 1,089,000 gallons

MAINTENANCE WORK ORDERS COMPLETED

- 20 - Ledyard Water Treatment Plant Maintenance
 - Repaired heater in Cl² room
 - Removed and repaired chlorine booster pump #2
 - Repaired frozen pre-chlorine lines and re-insulated in injection pit
 - Installed new motor on backup Cl² booster pump
 - Rebuilt plumbing on chlorine booster pump #2
- 19 – Pine Water Treatment Plant Maintenance
 - Repairing high service pump #2
 - Color coding (painting) process piping
- 20 – Mobile Equipment

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 62 Distribution system chlorine residual, IDEM required
- 10 Fluoride samples, ISDH required
- 1 Samples from well #4D for manganese
- 1 Samples from well #5E for manganese
- 1 Samples from well #6F for manganese
- 324 Process control samples and analysis at the Ledyard Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine
- 326 Process control samples and analysis at the Pine Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine

SERVICE

Locates	24
Total Number of Work Orders	143
Service Disconnects	20
Service Disconnects for non-pay	44
Service Reconnects for non-pay	0
“Service Notice” left on door (Blue Tags)	5
“Insufficient Funds Notice” left on door (Pink Tags)	13
New Radio Read / Meter Installations	1
Accuracy checks	34

After Hours Call Outs	0
Meters repaired	8
Hydrants Serviced	0
Hydrants Sandblasted and Painted	0

CONSTRUCTION ACTIVITIES

- (1) **Curb Stops Replaced/Installed**
01-13-14 622 W. Lake Ave. – Replaced ¾” curb stop
- (0) **Old Curb Stops Found and Capped Off at Valve**
- (0) **New Taps Installed**
- (0) **New Mains Completed**
- (2) **Valve Repaired or Replaced / Valve Boxes Repaired or Replaced**
01-2-14 1923 N. Michigan St. Replaced Box – Rod – damaged by contractor
01-10-14 1708 Westgate Ave. – Replaced damaged street box
- (3) **Hydrants Repaired or Replaced**
01-03-14 Hoham Dr. Hyd 299 – replaced break flange after damaged
01-21-14 Hillcrest Ave. Hyd 058 – replaced break flange after damaged
01-22-14 Western Ave. Hyd 310 – replaced break flange after damaged
- (6) **Main Breaks Repaired**
01-01-14 402 Beerenbrook St. – 6” Main break – used 6” x 8” clamp
01-02-14 1923 N. Michigan St. – 8” Main break – (Haskins Inc.) private
01-10-14 1705 Westgate Ave. – 6” C.I. Main break – Used 6” x 8” clamp
01-27-14 410 Ewing St. – 4” C.I. Main break – used 4” x 12” repair clamp
01-30-14 Western Ave. at Del Monte Railroad tracks – 8” C.I. main break under tracks
01-30-14 1411 W. Lake Ave. – 4” C.I. Main break – used 4” x 12” repair clamp
- (1) **Service Lines Repaired, Replaced or Retired**
01-30-14 1411 W. Lake Ave. – Replaced all of 3/4” service line from the house to the main (new box, rod and valve)

MISCELLANEOUS

- January Plant maintenance – Vehicle maintenance – Snow removal
- January Completed painting/renovations to electrical room (Ledyard Plant)
- January Chlorine room refurbished
- January Rebuilding of hydrants
- January Peerless-Midwest removed well #2B (Ledyard Plant) for complete rebuild
- January Eric Keilman completed 40 hour backflow training. He is now certified in backflow prevention and cross connection control
- 01-14-14 SARA Title III reporting seminar – County Commissioners Room
- 01-24-14 Gibson Insurance safety meeting

PINE WATER TREATMENT PLANT IMPROVEMENT PROJECT UPDATE

- ❖ Punch list items completed
- ❖ Request of 50% release of retainage by LD Docsa

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

PLANT OPERATIONS:

- 1. Total flow in gallons 60,103,645
- 2. Average daily flow in gallons 1,938,827
- 3. Rainfall 0.81”
- 4. Monthly average in BOD removal 98.7%
- 5. Monthly average in TSS removal 92.4%
- 6. Monthly average in Ammonia removal 98.6%
- 7. Safety training on 1-24-14 by Mark Styers, Gibson Ins., general
- 8. General plant maintenance
- 9. Work orders completed:
 - 262 – Wastewater Treatment Plant
 - Increase height on SWRB weir
 - Install air release vent on primary sludge discharge line
 - Rebuild Mono pump (thickener feed)
 - Rebuild Vaughn pump (thickener feed)
 - Rebuild Wemco pump (sludge circulating)
 - Modify 3 generator block heaters
 - Removed Aquatrol – plant monitoring system
 - Converted various plant processes to the new Allen-Bradley operating system

- 67 – Vehicle/Mobile Equipment
- 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:

01-09 Metronet
01-13 Board of Public Works and Safety
01-14 SARA Title III Reporting Requirements – County Building
01-15 Structurepoint – Engineering Services
01-16 Commonwealth Engineers – Engineering Services
01-16 Metronet
01-21 Redevelopment Commission
01-23 Utility Budget Review – Umbaugh & Associates
01-26 Board of Public Works and Safety
01-29 Metronet
01-29 Webster Environmental – Odor Study Review

COLLECTION SYSTEM:

1. Cleaned 187 feet of sewer lines
 - 187 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 tons of silt and debris during cleaning and inspections of sewers lines
5. Used approximately 2,000 gallons of potable water during sewer cleaning
6. Performed routine maintenance on 10 CSO's and 15 pumping station

Davidson presented the following proposal from Midwestern Engineers Inc.:

Midwestern Engineers, Inc.
802 W. Broadway St.
PO Box 295
Loogootee, IN 47553-0295

January 30, 2014

Mr. Donnie Davidson, Utility Superintendent
900 Oakhill Avenue
Plymouth, Indiana 46563

Re: Proposal for Engineer Services - Wastewater Master Plan

Dear Donnie:

Midwestern Engineers, Inc. is pleased to submit a proposal to you for Engineering Services to prepare a Wastewater aster Planning Report. This report will address the current condition and needs of the Wastewater Utility as well as future needs of the utility over the planning period. A typical planning period for a wastewater utility such as Plymouth's would be twenty years.

Based on our meeting with you and our sit visit, the Master Plan will address the following scope of work:

1. Identify the current service area as well as the future planning area.
2. Identify current populations as well as future planning populations and demographics.
3. Identify current wastewater flows and future wastewater flows. This will be done with consideration to residential, commercial and industrial flows. Additionally, this will be compared to the existing Comprehensive Plan for consistency. It is important to also note that since Plymouth is a combine sewer community, analysis of wastewater flows will take into account CSO monitoring reports so that storm water flows affecting the wastewater treatment facilities will be considered.
4. Identify current and projected future wastewater pollutant loadings including Chlorides and Phosphorus.
5. Review collection system needs including future extensions to serve areas identified in the Comprehensive Plan as well as other areas which may be identified by City Personnel.

This collection system review will also address all pump stations and their ability to handle current and future flows.

6. Review and analysis of the existing wastewater treatment plan. This review will be conducted on the following components of the wastewater treatment plan taking into account current and future pollutant and hydraulic loadings. Sizing of components will be considered along with operational concerns.
 - a. Headworks - A review of the influent controls, mechanical screening, grit removal and grit dewatering and disposal will be evaluated. Automatic controls are in the headworks which regulate flow returning from the equalization basin.
 - b. Raw Sewage Pumping, equalization basin and controls - A review of these components which ultimately control the peak and average flows fed to the remainder of the treatment plant.
 - c. Primary clarifiers - review sizing and needs including primary sludge pumping and scum control.
 - d. Intermediate Pumping - review condition and sizing of Intermediate Pumps.
 - e. Bio-roughing Towers - Review sizing. Primary focus on media replacement, rotor speed and control, tankage structural issues and repair, implementing a means of bypassing the unit process.
 - f. Aeration Tanks - Review sizing including fine bubble diffuser system. Consideration will be given to the diffuser design and numbers to allow for complete mixing during low flow or low air feed adjustments. Also, this review will look at the needs of the existing blowers.
 - g. Secondary Clarifiers - Review will consider sizing of existing clarifiers and the need for additional clarifiers during maintenance or high flow conditions to protect against solids wash out. Review will also be provided on return activated sludge pumps and waste activated sludge pumps.
 - h. UV Disinfection and Post Aeration - Review of unit sizing.
 - i. Sludge Treatment and Disposal - Review primary and secondary digester for sizing and maintenance concerns including painting, cover maintenance and grit removal. This section will include review of liquid sludge holding tanks and belt thickening as well as ultimate sludge disposal methods. The existing sludge study recommendations will be updated and incorporated in this plan with a focus on centrifuge dewatering and dry sludge storage facilities. Also, with respect to sludge digestion, the plan will address the beneficial use of bio-gas for power needs and heating.
 - j. Miscellaneous Considerations - A review of the stand-by power system will be conducted and address the electrical and process requirements necessary during a power outage to receive stand-by power considerations. A review of motor control centers as well as SCADA and controls. Chlorine room and other chemical needs.
7. The plan will provide cost estimates of alternatives along with non-construction cost estimates and O&M cost estimates.
8. The Plan will address project sequencing and project priorities; and will include time schedules for accomplishing proposed improvements consistent with sequencing and priorities.

Based on the scope of work described above, Midwestern Engineers would complete all work, including presentations for required public meetings, for the Lump Sum not to exceed price of Twenty-Eight Thousand, Seven Hundred and Fifty dollars (\$28,750.00). We are prepared to give this project our full attention and begin work right away.

If you have any questions or would like to meet and discuss this proposal, we are at your full disposal. Please do not hesitate to contact us.

Sincerely,

MIDWESTERN ENGINEERS, INC.
S/ Mark M. Sullivan, P.E.
Sr. Project Engineer

Davidson noted that Midwestern Engineers is a newer company; the utility has previously worked with Commonwealth Engineers, but over the last three years there have been some major personnel changes within Commonwealth Engineers. He explained that one of those changes has

been Mark Sullivan, who has been the city's main contact at Commonwealth for over twenty years. Mr. Sullivan has moved on to Midwestern Engineers. In an attempt to discern what other services were available, Davidson said that he requested a statement of qualifications from four different engineers, including Structure Point from Indianapolis, Midwestern Engineers from Indianapolis, Donahue Associates from South Bend and Commonwealth Engineers from Indianapolis. He said that he has reviewed the qualifications and discussed them with the mayor and clerk-treasurer. Davidson said that all of the qualifications are impressive; but he believes that Mr. Sullivan's familiarity with the City of Plymouth is an additional benefit. Davidson said that at this point he believes with Mr. Sullivan's experience and understanding of the City of Plymouth's needs and with Midwestern's background with what the city is looking for, he is very comfortable with their proposal. He asked the board to authorize Mr. Sullivan to prepare a contract with the City of Plymouth for services identified in the proposal.

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

Board Member Ecker asked Building Commissioner Hammonds for an update on the property on North Fourth Street that was discussed at the last meeting.

Hammonds said that they are on schedule with the repairs as promised.

The following report for the fire department was presented:

Plymouth Fire Department

Departmental Activity Report

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

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
EMS Alarm Situations				
No Location Provided	200	1,302.01	200	1,302.01
	200	1,302.01	200	1,302.01
Fire Alarm Situations				
Accident, potential accident	1	0.00	1	0.00
Chemical release, reaction, or toxic condition	3	0.00	3	0.00
Combustible/flammable spills & leaks	2	0.00	2	0.00
Dispatched and cancelled en route	13	0.00	13	0.00
Electrical wiring/equipment problem	2	0.00	2	0.00
Emergency medical service (EMS) Incident	145	0.00	145	0.00
False alarm and false call, Other	3	0.00	3	0.00
Good intent call, Other	1	0.00	1	0.00
HazMat release investigation w/no HazMat	1	0.00	1	0.00
Medical assist	11	0.00	11	0.00
Mobile property (vehicle) fire	1	0.00	1	0.00
Overpressure rupture, explosion, overheat, Other	1	0.00	1	0.00
Smoke, odor problem	2	0.00	2	0.00
Special outside fire	2	0.00	2	0.00
Structure Fire	4	0.00	4	0.00
System or detector malfunction	2	0.00	2	0.00
Unintentional system/detector operation (no fire)	6	0.00	6	0.00
	200	0.00	200	0.00
Training				
Administrative Procedures	2	2.00	2	2.00
AEMT Class	16	64.00	16	64.00
Fire Control, General	3	31.50	3	31.50
Fire Preplan	25	75.00	25	75.00
Leadership	2	18.00	2	18.00
Volunteer Fire Business Mtg.	36	90.00	36	90.00
	84	280.50	84	280.50

* 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

Incidents by District (Summary)

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

District	Count	Pct of Incidents	Est Losses	Pct of Losses
002 Bourbon	1	0.50 %	\$0	0.00 %
004 Culver	1	0.50 %	\$0	0.00 %
006 Lapaz	1	0.50 %	\$0	0.00 %
007 Plymouth	141	70.50 %	\$128,300	59.04 %
008 Polk	1	0.50 %	\$0	0.00 %
011 Center Twp	21	10.50 %	\$89,000	40.96 %
019 West Twp	26	13.00 %	\$0	0.00 %
12 Argos Paramedic Assist	2	1.00 %	\$0	0.00 %
15 Culver Paramedic Assist	3	1.50 %	\$0	0.00 %
16 Lakeville/Lapaz Paramedic Assist	1	0.50 %	\$0	0.00 %
18 Walkerton Paramedic Assist	2	1.00 %	\$0	0.00 %
Total Incident Count:	200		Total Est Losses:	\$217,300

Police Chief Bacon presented his January 2014 monthly report:

Type	January Totals
Information	797
Complaint	162
911 Calls	175
Residential Security Checks	305
Alarms	59
Vehicle Checks	15
Assist Other Agencies	53
Animal Complaints	25
K9 Use	9
Traffic Stops	123
Citations Issued	105
Accident Reports	47
Arrests	23
Case Reports	84
Signed Charges (Adult)	19
Signed Charges (Juvenile)	4

City Attorney Surrisi referred to the Software Contract with Sungard Public Sector, Inc. for the police department. He explained that the contract was not provided to the members due to the length of the agreement, but he has reviewed the document and made some requested changes; Chief Bacon has been in contact with the company and the version that they have now has a late penalty for monthly payments that Sungard previously agreed to take out, so that needs to be struck from the proposed agreement. He asked for approval of the Software Maintenance Agreement and Software License and Services Agreement with the proposed changes.

Chief Bacon explained that this is software that is run by the Marshall County Sheriff's Department as far as computerated dispatch and records management. This will allow the city to get on the county's system, at which time every police department in the county will be on the same system, therefore sharing of information will be more efficient. He said that the maintenance cost is about \$5,395 per year, which is comparable to what they were paying for their current system.

City Attorney Surrisi said the total licenses cost \$44,600; the component systems software is \$27,120 and services are \$17,560. The services estimate is based on training and expenses.

Chief Bacon said that the initial quote was a little higher than what was budgeted, so Sheriff Chamberlin has agreed to allow some of his personnel to train the city personnel, thereby eliminating some of the training by the company and lowering the cost.

Board Members Smith and Grobe moved and seconded to approve the contract as proposed. The motion carried.

Street Superintendent Marquardt addressed the board regarding gas and diesel fuel. He said that North Central Co-op was the only bidder who would provide fixed pricing. He said that he worked to lock in the prices at a good time. He said on December 10, 2013, they locked in the price of diesel fuel at \$3.186/gallon before taxes, last year was \$3.31 before taxes. He said that the city

pays 17.001 cents tax on diesel fuel. He said on January 28, 2014, they locked in the price of gas at \$2.799/gallon, last year they were at \$2.91/gallon. They pay 19 cents per gallon tax on gas.

Marquardt said that with the state salt bid, the city requested 800 tons of salt. The state allows municipalities to take anywhere from 80% to 120% of their requested amount, so Marquardt said he completed his purchase order for 920 tons of salt. Because the salt shed was full at the beginning of the winter season, the city has not yet taken delivery of salt this year. The shed is currently 1/3 full of salt; three weeks ago he called and ordered the first 500 ton of salt and has since ordered another 460 ton of salt. He said that there is a shortage of salt this year, but he has been promised a delivery. Marquardt said that if salt delivery continues to be delayed, they will begin mixing sand and salt, which they try to avoid due to the storm water drains and cleanup. He said that they have mixed salt with a beet juice additive that helps with the freezing point and allows for less salt usage.

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

Mayor Senter explained that Reggie Danielson's request has been tabled.

There was discussion on the need to have parking restrictions during snow removal.

There being no further business to discuss, Board Members Grobe and Culp moved and seconded to adjourn the meeting. Motion carried. The meeting was declared adjourned at 6:32 p.m.

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

APPROVED:

S/Mark Senter, Mayor