

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on September 14, 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, Grobe and Smith. City Engineer Gaul, City Attorney Surrisi and Clerk-Treasurer Xaver 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 August 24, 2015, as presented since they have been reviewed and found to be correct. The motion carried.

City Attorney Surrisi made a last call for bids for the multiple buildings demolition project.

The following sealed bids for the Multiple Buildings Demolition Project were opened and read aloud:

Business	320 E LaPorte	321 E LaPorte	323 E LaPorte	401 Cleveland	Project total
Langfeldt Excavating LLC, Plymouth, IN	\$9,300	\$8,800	\$9,800	\$5,900	\$33,800
Richard Brothers Inc, South Bend, IN	\$26,190	\$19,628	\$23,225	\$28,350	\$89,394
Lenker Services, Plymouth, IN	\$14,850	\$9,850	\$15,750	\$9,725	\$36,875
Jackson Services, Rochester, IN	\$9,500	\$7,000	\$9,000	\$7,000	\$32,500

Board Members Smith and Ecker moved and seconded to take all bids under advisement. The motion carried.

City Attorney Surrisi made a last call for bids for the Downtown Brick Restoration Project. Surrisi explained that the bids would be opened at this public meeting so the Redevelopment Commission could review the bids and take action at their meeting on September 15, 2015.

Business	Project A	Project B	Project C	Project D	Project E
Pioneer Associates Inc., Albion, IN	\$225,000	\$99,500	\$180,000	\$15,640	\$9,933
The Robert Henry Corporation, South Bend, IN	\$129,900	\$57,500	\$52,500	\$12,500	\$15,900

These bids will be forwarded to the Redevelopment Commission for tomorrow's meeting.

Street Superintendent Marquardt discussed the bids for the 2015 Street & Sidewalk Projects. He stated that the third phase of the Park section will not be completed due to financing, however Marquardt recommended the Board award the bid to the lowest bidder, NIBLOCK, for a total of \$165,950.00.

Board Members Grobe and Culp moved and seconded to award the bid to NIBLOCK as recommended. The motion carried.

Board Member Smith notified the Board of a sidewalk complaint from the resident at 310 S. Walnut Street. The complaint was that this section of sidewalk has been on the waitlist for five years, but the only sidewalks that get attention are on Michigan Street.

Utility Superintendent Davidson provided the August 2015 Reports for the Water and Wastewater Departments:

**CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety
AUGUST 2015 Monthly Report**

PLANT OPERATIONS

Water Treated August – Ledyard Water Treatment Plant	29,913,451 gallons
Water Treated August – Pine Water Treatment Plant	<u>27,495,836 gallons</u>
Water Treated - Total	57,409,287 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	964,950 gallons

Water Treated – Daily Average – Pine Water Treatment Plant	<u>886,962 gallons</u>
Water Treated – Daily Average - Combined	1,851,912 gallons

- Backwashed filters at Ledyard Water Treatment Plant 9 times for a total of 477,000 gallons
- Backwashed filters at Pine Water Treatment Plant 17 times for a total of 1,008,000 gallons
- Total backwash usage for the month was 1,485,000 gallons

MAINTENANCE WORK ORDERS COMPLETED

- 22 - Ledyard Water Treatment Plant Maintenance
 - Inspected north and west water towers
 - Cleaned and inspected influent and effluent chlorine injectors
 - Cleaned and inspected east and west venturi meter supply lines
 - Installed gas line to maintenance barn
 - Replaced conduit and wiring to existing pole barn
 - Replaced #2 aerator fan motor
 - Cleaned and inspected valves on pressure filters
 - Installing new sidewalks and downspout drains
- 29 – Pine Water Treatment Plant Maintenance
 - Cleaned and inspected lines to chlorine analyzer
 - Cleaned and inspected effluent and influent chlorine injectors
 - Performed monthly generator test
 - Repaired water leak in permanganate room and replaced supply lines
 - Core drilled well pits on #5E and #6F wells
 - Installed new pole with wind sock for chlorine safety
- 14 – Mobile Equipment
 - Inspected equipment on all trucks
 - Inspected diaphragm pump and portable generator
 - Inspected 3” and 4” trash pumps
 - Inspected Stihl Saw TS 760
 - Inspected Wach’s value turner and installed new spark plugs
 - Replaced portable air compressor fuses

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 62 Distribution system chlorine residual, IDEM required
- 4 Fluoride samples, ISDH required
- 331 Process control samples and analysis at the Ledyard Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine
- 416 Process control samples and analysis at the Pine Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese and Chlorine
- 12 THM’s
- 12 HAA5’s
- 0 VOC’s sets
- 0 SOC’s / Nitrates
- 2 Radionuclide (1) ea. Ledyard Plant and Pine Plant
- 37 Extra samples - distribution, plant and wells

Distribution System Water Main Bacteria Testing

- | | |
|---------------------------------|---|
| 1. Lincolnway East Main Project | 4 |
| 2. Sports Zone | 2 |

SERVICE

Locates	231
Total Number of Work Orders	160
Service Disconnects	24
Service Disconnects for non-pay	32
Service Reconnects for non-pay	25
Blue Tags “Service Notice” left on door	10
Pink Tags “Insufficient Funds Notice” left on door	6
New Radio Read / Meter Installations	3
Accuracy checks	50
After Hours Call Outs	8
Meters repaired	1
Hydrants Serviced	0
Hydrants Sandblasted and Painted	0

CONSTRUCTION ACTIVITIES

(4) Curb Stops Replaced/Installed

- 08-03-2015 1521 Lake Ave. – Replaced corporation stop with new box and rod
- 08-03-2015 315 S. 5th St. – Replaced ¾” corporation stop
- 08-12-2015 822 Dickman St. – Replaced ¾” corporation stop and added meter pit
- 08-28-2015 418 Gilmore St. – Replaced ¾” corporation stop

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

- 08-05-2015 1417 W. Lake Ave. – Retired abandoned ¾” service line
- 08-06-2015 630 Thayer St. – Retired ¾” service at corporation stop
- 08-11-2015 900 Oakhill Ave. – Retired 2” service line that is no longer in use
- 08-27-2015 320 E. LaPorte St. – Retired service at corporation stop (demolition)
- 08-27-2015 321 E. LaPorte St. – Retired service at corporation stop (demolition)
- 08-27-2015 323 E. LaPorte St. – Retired service at corporation stop (demolition)

(1) New Taps Installed

- 08-20-2015 1500 Pilgrim Ln. Suite 110 (MC Sports) – 2” tap with 2” copper to meter

(2) New Mains Completed

- 08-17-2015 Lincolnway East project – Installed 80’ of 12” water main across Lincolnway by 1230 Lincolnway East with 12” x 12” tee
- 08-26-2015 Lincolnway East project – Installed 220’ of 8” main and completed the loop from Lincolnway East to Pennsylvania Ave.

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

- 08-28-2015 Marlou Pl. and Pennsylvania Ave. (K7V016) – Repaired damaged street box

(0) Hydrants Repaired/Replaced/Installed

(0) Valves Exercised and Inspected

(0) Main Breaks and Leaks Repaired

(4) Service lines repaired or replaced

- 08-18-2015 324 S. Sixth St. repaired ¾” service line
- 08-27-2015 1127 Lincolnway East – Installed new service line from main to corporation stop and installed new meter pit
- 08-28-2015 2923 VanVactor Dr. – Installed 6” gate valve and 2” service from the new zone with meter pit
- 08-28-2015 418 Gilmore St. – Replaced service line from main to corporation stop

MISCELLANEOUS

- August Locating water mains on E. Lake St. by Bowen Printing
- August Update GIS data collection
- August 8-4-15 Leak detection equipment demonstration

WATER DEPARTMENT IMPROVEMENT PROJECTS

- August Division 1 – Ledyard Water Treatment Plant Improvements
 - 1. Job trailer delivered
- August Division 2 – 12” Water main W. LaPorte St. to Oakhill Ave.
 - 1. Materials delivered
 - 2. Fusing polyethylene pipe for river bore
- August Division 3 – Storage Building
 - 1. Concrete floor and apron installed
 - 2. Trusses installed
 - 3. Soffit and fascia installed
 - 4. Side wall steel beginning to be installed

**CITY OF PLYMOUTH WASTEWATER DEPARTMENT
Board of Public Works and Safety
August 2015 Monthly Report**

PLANT OPERATIONS:

- 1. Total flow in gallons 76,530,609
- 2. Average daily flow in gallons 2,468,729
- 3. Rainfall 3.17”
- 4. Monthly average in BOD removal 98.6%
- 5. Monthly average in TSS removal 96.3%
- 6. Monthly average in Ammonia removal 97.8%
- 7. General plant maintenance
- 8. Work orders completed:
 - 311 – Wastewater Treatment Plant
 - Install new primary flow meter
 - Clean methane gas transfer lines
 - 69 – Vehicle/Mobile Equipment

- 48 – Lift Stations
 - Upgrade SCATA controls for the Carriage Green lift station
- 16 – Collection System
 - 1 - Eliminated structures
 - a. Beerenbrook St. (I6C253)
 - 1 – Replaced structures
 - a. 200 blk. W. Jackson St. (J6C050)
 - 3 – Replaced/adjusted castings
 - 1 – GIS data collection points
 - 5 – Point repair
 - a. Reshaped ditch line on Pidco Dr.
 - b. 324 S. Sixth St. - disconnected abandoned sanitary service line
 - c. Installed orifice plate on Bailey St. CSO
 - d. Adams St. & Water St. – rip rap wash out
 - e. 804 W. Lake Ave. – repaired backflow preventer
 - 3 – New structure
 - a. 401 E. Washington St. – 26’ of 8” PVC – 1 inlet
 - b. 1023 Sycamore St. – 32’ 8” PVC – 10’ 8” trench drain – 1 inlet
 - c. Municipal Pool – 212’ 6” PVC
 - 1 – Mainline sewer replacement
 - a. Corbin St. 710’ of 8” PVC – 2 manholes
 - 2 – Miscellaneous
 - a. Replaced level transducer at CSO storage area at the WWTP
 - b. Cleaned all sewers and lift stations prior to the Blueberry Festival

MEETINGS ATTENDED:

08-03 Budget Workshop
08-03 Greenways Project Review
08-05 Commonwealth Engineers – Review flooding Warana Dr. Area
08-10 Board of Public Works and Safety
08-12 Northern Indiana Operators Association meeting in North Liberty
08-18 Redevelopment Commission
08-19 Midwestern Engineers – Indianapolis WWTP Improvements Design Review
08-26 City Safety Meeting
08-24 Board of Public Works and Safety
08-28 Software review – Umbaugh & Associates

COLLECTION SYSTEM:

1. Cleaned 20,926 feet of sewer lines
 - 1,054 feet during service calls
 - 19,872 feet during preventive maintenance
2. Televised 0 feet of sewer lines
3. Mechanically removed roots from 0 feet of sewer lines
4. Removed approximately 10.46 tons of silt and debris during cleaning and inspections of sewers lines
5. Used approximately 22,510 gallons of potable water during sewer cleaning
6. Inspected and cleaned 80 storm inlets
7. Performed routine maintenance on 10 CSO's and 16 pumping station

Superintendent Davidson provided project updates. Division I, improvements to the Ledyard Water Treatment Plant, is progressing. It can take months for ordered parts to arrive, but the job trailer has arrived and underground piping is expected to begin this week. The estimated completion date for this project is slated for June 9, 2016. Division II, the installation of a 12-inch water main, has been placed from Oakhill Avenue north under the river. Next, they will be going down 6th Street and then turning east on 5th Street. It will then go north and cross Lake Avenue to LaPorte Street. The work on Lake Avenue will be done at night time, from 11:00 pm to 7:00 am when traffic is slowest, and is expected to be done on Monday, September 21st. Division II of the project is expected to be completed within two weeks. Division III, the pole building at the Ledyard Water Treatment Plant, is approximately 80% completed. Electrical and underground work still remains, but the project is expected to be completed on October 7, 2015.

Davidson reported that the re-roofing project on the Secondary Control Building at the Wastewater Treatment Plant has begun and is expected to be completed by the end of this week.

Fire Chief Miller presented August 2015 reports:

**Plymouth Fire Department
Departmental Activity Report**

Current Period: 08/01/2015 to 08/31/2015, Prior Period: 01/01/2015 to 08/31/2015
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
EMS Alarm Situations				
No Location Provided	209	535.15	1,465	11,522.18
	209	535.15	1,465	11,522.18
Fire Alarm Situations				
Accident, potential accident	0	0.00	2	0.00
Chemical release, reaction, or toxic	1	0.00	4	0.00
Combustible/flammable spills & leaks	1	0.00	4	0.00
Controlled burning	0	0.00	1	0.00
Dispatched and cancelled en route	9	0.00	94	0.00
Electrical wiring/equipment problem	2	0.00	14	0.00
Emergency medical service (EMS) Incident	165	0.00	1,117	0.00
Extrication, rescue	0	0.00	1	0.00
False alarm and false call, Other	3	0.00	27	0.00
Fire in mobile property used as a fixed	0	0.00	1	0.00
Fire, Other	0	0.00	3	0.00
Good intent call, Other	1	0.00	9	0.00
Hazardous condition, Other	0	0.00	1	0.00
Malicious, mischievous false alarm	0	0.00	1	0.00
Medical assist	13	0.00	104	0.00
Mobile property (vehicle) fire	1	0.00	6	0.00
Natural vegetation fire	0	0.00	15	0.00
Outside rubbish fire	1	0.00	4	0.00
Overpressure rupture, chemical reaction	0	0.00	1	0.00
Person in distress	0	0.00	2	0.00
Public service assistance	4	0.00	8	0.00
Service call, Other	1	0.00	1	0.00
Smoke, odor problem	1	0.00	4	0.00
Special outside fire	0	0.00	2	0.00
Steam, Other gas mistaken for smoke	0	0.00	2	0.00
Structure Fire	1	0.00	9	0.00
System or detector malfunction	0	0.00	4	0.00
Unauthorized burning	0	0.00	1	0.00
Unintentional system/detector operation	5	0.00	23	0.00
	209	0.00	1,465	0.00

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, SEPTEMBER 14, 2015

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Training				
Active Shooter	0	0.00	7	7.00
Advanced Cardiac Life Support	0	0.00	2	11.00
Airway Management	0	0.00	9	9.00
Apparatus / Equipment	0	0.00	1	1.00
Apparatus Check Procedures	2	2.00	2	2.00
Apparatus Drafting	0	0.00	2	6.00
Ariel Operations	0	0.00	14	31.00
Autisim Disorder	0	0.00	3	1.50
Cardiac Assessment	0	0.00	9	20.00
Chest and Abdominal Injuries	0	0.00	2	4.00
Class Final	4	16.00	4	16.00
Class Review	3	12.00	3	12.00
Combat Ready Firefighting	0	0.00	7	59.50
CPR	0	0.00	34	67.00
Diabetics	0	0.00	3	4.00
Documentation	22	22.00	40	40.00
Emergency Medical Services	0	0.00	3	15.00
EMS Audit & Review	12	15.00	123	1,548.80
EMS Operations	0	0.00	1	9.00
EMS Skills	0	0.00	2	0.00
EMT-B	3	12.00	65	1,658.00
Extrication	0	0.00	48	94.00
FF I-II	17	55.50	73	264.00
FF I-II SKILLS	0	0.00	15	52.50
Fire Behavior	0	0.00	1	8.00
Fire Department Organization	0	0.00	5	5.00
Fire Fighter I Skills Exam	0	0.00	5	10.00
Fire Investigation	0	0.00	1	4.00
Fire Preplan	0	0.00	71	121.50
Fireman Health and Safety	0	0.00	1	2.00
Gas Pipe line Safety	0	0.00	5	12.50
General And Topographic Anatomy	0	0.00	1	4.00
Hazardous Materials Overview	0	0.00	36	133.50
Hazmat Awareness and Operations	0	0.00	28	104.00
Heart Monitor, 12 lead, defib,	0	0.00	10	10.00
Hose Loads	0	0.00	53	116.06

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Training				
Hose Test	0	0.00	50	100.00
Hypothermia	0	0.00	2	8.00
Infants & Children	0	0.00	9	41.00
Instructor Training	0	0.00	10	22.00
Instructor's Meeting	0	0.00	11	5.50
Ladders	31	62.00	31	62.00
Medical Video	0	0.00	2	1.00
New Construction Tour	0	0.00	3	6.00
Obstetrics	0	0.00	4	8.00
Oxygen admin	0	0.00	9	9.00
Patient Assessment	0	0.00	15	13.50
Penetrating Trauma	0	0.00	2	4.00
Physical Ability Test	0	0.00	15	30.00
Physicians Order Scope Treatment	0	0.00	1	2.00
PPE	0	0.00	5	15.00
Preplan	0	0.00	13	19.50
Public Education	2	5.00	34	368.50
Public Fire Ed	3	15.00	3	15.00
Pump Operations	0	0.00	34	65.00
Reading Smoke - the Sequel	0	0.00	2	18.00
Safe Haven	0	0.00	7	7.00
SCBA	0	0.00	3	2.25
Shock	0	0.00	5	16.00
Splinting	0	0.00	2	0.00
Sprinkler Systems	0	0.00	1	9.00
Staff Meeting	0	0.00	10	20.00
Strategic and Tactical Operations	0	0.00	20	98.00
Survival Box	0	0.00	36	73.50
Table Top Exercise	0	0.00	1	4.00
Training Lecture	0	0.00	3	25.00
Truck Company Ops	0	0.00	5	45.00
Volunteer Fire Business Mtg.	29	58.00	228	464.50
Well-Being of EMT	0	0.00	13	19.50
Workforce Survey	0	0.00	1	0.00
	128	274.50	1,279	6,059.61

* 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 {08/01/2015} And {08/31/2015}**

District	Count	Pct of Incidents	Est Losses	Pct of Losses
004 Culver	1	0.47 %	\$0	0.00 %
007 Plymouth	143	68.42 %	\$0	0.00 %
011 Center Twp	17	8.13 %	\$2,000	66.67 %
019 West Twp	37	17.70 %	\$1,000	33.33 %
12 Argos Paramedic Assist	3	1.43 %	\$0	0.00 %
16 Lakeville/Lapaz Paramedic Assist	3	1.43 %	\$0	0.00 %
18 Walkerton Paramedic Assist	4	1.91 %	\$0	0.00 %
19 Other - Paramedic Assist	1	0.47 %	\$0	0.00 %
Total Incident Count: 209			Total Est Losses: \$3,000	

Chief Miller requested to officially open the position to hire a new firefighter/paramedic following the resignation of an employee.

Board Members Smith and Culp moved and seconded to open the position. The motion carried.

Chief Miller also mentioned that the open interview for the firefighter position has been changed from October 1 to October 5 after receiving scheduling conflicts from several Board Members. Miller is hoping to have the conditional offer by October 12, 2015 for the firefighter position.

Street Superintendent Marquardt gave an update regarding the street projects. Paving has been completed on the Street projects. The striping still needs to be placed. Paving at the park is expected to begin Thursday of this week and paving at the cemetery is expected to begin on Friday of this week. There are sidewalks around the Marshall County Building that still need to be completed.

Board Member Ecker noted that he's had several complaints about rough railroad crossings, which this Board has discussed in the past. Marquardt stated that he and City Attorney Surrisi are coordinating a letter to be sent to the railroad company regarding these concerns.

City Engineer Gaul was present to answer any questions regarding the Baker Street – Safe Routes to School & ADA Stage 3 plans as presented in the Board Member's packets. The project is currently 85% completed.

Clerk-Treasurer Xaver presented the following request:

Block off 4-5 parking spaces on Water Street, west side north of 109 Water Street, Masonic Lodge, for American Red Cross Blood Mobile / Blood Drive Bus on September 19th 8:00 am – 12:00 pm. S/ Steven Troyer, Plymouth Masonic Lodge Officer, 574-780-1257

Board Members Smith and Culp moved and seconded to approve the request. Mayor Senter stated that this blood drive is scheduled at the same time as the weekly Farmer's Market. The Masonic Lodge did not contact the Farmer's Market about this drive. In addition, the South Bend Medical Foundation is scheduled at the same time for a blood drive on the other side of the Farmer's Market. The motion passed by roll call vote.

AYES: Ecker, Culp, Smith
NAYS: Senter, Grobe

Board Members Smith and Grobe moved and seconded to allow the salaried payroll for August 16-31, 2015, and the claims for September 14, 2015 as entered in Claim Register #2015. The motion carried.

There being no further business to discuss, Members Grobe and Ecker moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:30 p.m.

S/Jeanine M. Xaver
Clerk-Treasurer

APPROVED:

S/Mark Senter
Mayor

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

9/2/2015 Sidewalk Request – Sidewalk is cracking and unlevelled. S/ Cayetano Olivarez Jr., Property Owner at 214 N. Plum St., Plymouth, IN 574-767-0488

9/11/2015 Sidewalk Request – East side of Walnut St. going north of rectory entrance side walk – one section of side has lifted about 2 inches – definitely a tripping hazard. Thanks for your attention – Please! S/ Herb Schaller, for Saint Michael Catholic Church, 612 N. Walnut St., Plymouth, IN 574-936-4935

9/2/2015 Tree Request – Trimming trees in front of house (2) trees. S/ Cayetano Olivarez Jr., 214 N. Plum St., Plymouth, IN 574-767-0488

9/3/2015 Tree Request – Please trim tree in front my house hangs over onto house and street has a lot of dead branches. S/ Health Brumley, 911 Lake Ave, Plymouth, IN 574-780-6165

9/10/2015 Tree Request – I live at 517 N. Michigan, two doors north of Bruno's at intersection with Jefferson (on west side). There's a large tree just in front and in between my house and property at 509-511 (white house). This in-between tree has grown – now has many large branches about touching our roof line. Would like to trim these back some. S/ Bob Garrison, homeowner at 517 N. Michigan St., Plymouth, IN 574-936-8283

9/14/2015 Tree Request – Eileen Klinedinst of 814 W. Washington, Plymouth, IN has a tree in front of her home that she feels is dying. She feels it is an Ash tree possible. It is in the common area between sidewalk and street. She would like it have it removed. S/ Eileen Klinedinst, homeowner at 814 W. Washington St., Plymouth, IN 574-935-5284.