

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, JANUARY 13, 2020

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on January 13, 2020. The meeting was held in the Council Chambers, 124 N. Michigan St., Plymouth, Indiana.

Mayor Mark Senter called the meeting to order at 6:00 p.m. Senter presided for Board Members Duane Culp, Jeff Houin, Shiloh Milner and Bill Walters. City Attorney Sean Surrisi and Clerk-Treasurer Jeanine Xaver were also present.

Members Culp and Walters moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on December 23, 2019. The motion carried.

The board discussed setting the 2020 meeting dates and times. Clerk-Treasurer Xaver said the fourth Monday in May falls on Memorial Day. No other regularly scheduled meeting day has a conflict.

Board Members Houin and Milner moved and seconded to set the 2020 meetings for the 2nd and 4th Mondays of the month at 6:00 p.m. in the City Council Chambers with the exception of 2nd meeting in May, which will be held on Tuesday, May 26th.

Utility Superintendent Davidson presented the following monthly reports for utilities:

CITY OF PLYMOUTH WASTEWATER DEPARTMENT
Board of Public Works and Safety
December 2019 Monthly Report

PLANT OPERATIONS:

1. Total flow in gallons	52,783,380
2. Average daily flow in gallons	1,702,690
3. Rainfall	2.76"
4. Monthly average in BOD removal	98.8%
5. Monthly average in TSS removal	95.3%
6. Monthly average in Ammonia removal	97.7%
7. General plant maintenance	
8. Work orders completed:	

➤ 324 – Wastewater Treatment Plant

- Removed all SCADATA equipment control panels, which was replaced by new updated SCADA system.
- Installed temperature sensor in the pretreatment structure, connecting to SCADA for alarming of low temperature and possible freezing.

- Removed/repaired solenoid on water feed on the thickener, found gravel in the unit.
- Started installing new conduits to the centrifuge to allow the removal of the dewatering drum.
- Tested and adjusted natural gas pressures to all building in the plant.
- Cleaned and inspected lower bearing on hydro-gritter.
- Training all employees on inspection of our industrial users for discharge compliance.
- Started painting basement of secondary control building.
- 83– Vehicle/Mobile Equipment
 - Completed repairs to T-6, T-15 and T-21.
 - Installed new oil gauge and straightened panels on portable auxiliary generator.
- 35 – Lift Stations
 - Installed new radar level control unit in the Ferndale lift station.
 - Tested portable generator on all lift stations for compatibility.
 - Removed grease in Carriage Green lift station wet well.
 - Replaced heater in the Pioneer Dr. lift station control panel.
 - Update S.O.P. manual for lift stations generator.
 - Updating lift station schematics.
- 5 - Collection System
 - 0 - Eliminated structures
 - a.
 - 1 – Replaced structures
 - a. Douglas St. (J7C090)
 - 1 – Replaced / adjusted castings
 - a. W. Monroe St. (J6M205)
 - 1 – GIS data collection points
 - a. I6M306
 - 0– New structure
 - a.
 - 1 – Point Repairs
 - a. Repaired 12” RCP culvert on VanVactor Dr.
 - 0 – Mainline sewer new construction / replacement.
 - a.
 - 1 – Miscellaneous
 - a. Removed back water valve in manhole (J6M205) on E. LaPorte St. (Reese Theater) and sealed lateral.

COLLECTION SYSTEM:

1. Cleaned 20,437 feet of sewer lines.
 - 366 feet during service calls.
 - 20,071 feet during preventive maintenance.
2. Televised 0 feet of sewer lines.
3. Mechanically removed roots from 280 feet of sewer lines.
4. Removed approximately 10.22 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 29,885 gallons of potable water during sewer cleaning.
6. Performed routine maintenance on 10 CSO's and 16 pumping station.

MISCELLANEOUS

- Completed facilities (Culver Tool, RBC, Pretzels and Zentis) inspections on IDEM classified industrial users.

**CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety
December 2019 Monthly Report**

PLANT OPERATIONS

Water Treated – Ledyard Water Treatment Plant	18,160,508 gallons
Water Treated – Pine Water Treatment Plant	<u>17,917,736 gallons</u>
Water Treated - Total	36,078,244 gallons

Water Treated – Daily Average – Ledyard Water Treatment Plant	585,823 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>577,991 gallons</u>
Water Treated – Daily Average – Combined	1,163,814 gallons

- Backwashed filters at Ledyard Water Treatment Plant 9 times for a total of 756,000 gallons.
- Backwashed filters at Pine Water Treatment Plant 13 times for a total of 1,248,000 gallons.
- Total backwash usage for the month was 2,004,000 gallons.

MAINTENANCE WORK ORDERS COMPLETED

- 7– Ledyard Water Treatment Plant Maintenance
 - Completed repairs to the exhaust fan in the administration building.
 - Completed repairs to heater in electrical room.
 - Completed repairs to the chlorine feed system.
 - Inspect/repair telemetry on north and west water towers and added addition insulation.
 - Installed chemical containment equipment in the Ledyard filter room.
 - Repaired heater in chlorine room.
 - Completed plant maintenance inventory.
 - Monthly inspection of high service pumps and wells.
- 6 – Pine Water Treatment Plant Maintenance
 - Repaired front entry gate opener.
 - Completed plant maintenance inventory.
 - Monthly inspection of high service pumps and wells.
- 17 – Mobile Equipment
 - Completed repairs to W-6, W-1, and W-11.
 - Repaired traffic direction arrow board.

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required.
- 62 Distribution system chlorine residual samples, IDEM required.
- 8 Fluoride samples, ISDH required.

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- 318 Process control samples and analysis at the Ledyard Water Treatment Plant 1 samples include Ferrous Iron, Total Iron, Manganese, and Chlorine.
- 340 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 4th quarter.
- 0 HAA5's – Sample for 4th quarter.
- 0 VOC's sets.
- 0 Radionuclide (1) ea. Ledyard Plant and Pine Plant.
- 0 IOC & Sodium.
- 0 Lead & Copper Samples.
- 0 Extra Sampling.

SERVICE

Locates	51
Total Number of Work Orders	219
Service Disconnects	29
Service Disconnects for non-pay	31
Service Reconnects for non-pay	35
Blue Tags "Service Notice" left on door	7
Pink Tags "Insufficient Funds Notice" left on door	1
New Radio Read / Meter Installations	2
Accuracy Checks	112
After Hours Call Outs	0
Meters Repaired	1

CONSTRUCTION ACTIVITIES

- (0) Curb Stops Repaired / Replaced / Installed**
- (1) Old Curb Stops Located / Capped Off at Valves**
 - 12-13-2019 400 E. Jefferson St.- (Clark Station) Retired ¾" service at curb stop.
- (3) New Taps Installed**
 - 12-01-2019 100 N. Michigan St. (Reese Theater) 4" tap to serve for fire protection and domestic.
 - 12-07-2019 1001 Richter Dr.- Installed new 1" tap with meter pit and service line.
 - 12-13-2019 2935 Van Vactor Dr.- (Indiana Wheel) 6" tap off of existing 8" main for new and future domestic.
- (0) New Mains Completed**
- (0) Valves / Valve Boxes / Repaired / Replaced / Installed**
- (183) Hydrants Repaired / Replaced / Installed / Serviced / Painted**
 - 12-2019 Finished fire hydrant maintenance program 183 hydrants - repaired 6.
- (0) Valve Exercised**
- (1) Main Breaks and Leaks Repaired**
 - 12-19-2019 2124 Western Ave.- repaired leak on fire system for the Street Department (repaired hot tap clamp valve bonnet).
- (0) Service Lines / New / Repaired**

MISCELLANEOUS

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- Assisted INDOT 2845 Jack Greenlee Dr. in locating pressure/volume issue at their new facility.
- 30 disconnects for non-pay.
- Started meter verification program to confirm billing accuracy.

Davidson also reviewed the following letter with the board and discussed the proposed contract with Midwestern Engineers, Inc. for the Centennial Crossings Project:

1/6/20
Board of Works & Safety
RE: Centennial Crossings
Members:

Attached is a copy of the proposed engineering fees for off-site work associated with the Centennial Crossings project. Specifically, the engineering will include fees for the design, bidding, construction engineering and easement work required to bring sanitary sewer service (lift station and force main) to the development. All on-site utility work will be the responsibility of the developer.

Design	\$34,000
Construction Engineer	\$10,000
Bidding	\$6,000
Additional Services	<u>\$5,000</u>
Total	\$55,000

I will be requesting board approval to proceed with the engineering in hopes of construction this summer. Let me know if you have any questions

Donnie Davidson, Utilities Superintendent
City of Plymouth

Davidson noted that the Additional Services line item would include acquisition of easements and some survey work. He said an inspection would be an additional cost, however he anticipates that the inspection could be done internally since this is a small-scale project. The project consists of approximately 1100 ft² of forced main, lift station, and multiple valves and connections. It would start on the east side of the ditch along Plymouth-Goshen Trail and travel to the west and connect to the lift station at the corner of Michigan and Goshen Road by CVS Pharmacy.

Houin asked if the city's work is going to be this connection up to the edge of the development and then internal work within the development will be the developer's responsibility.

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Davidson said yes, the work inside the development has been the responsibility of the developer and detailed plans are complete, at least to the point where the city is comfortable moving forward with the outside work.

Board Members Houin and Milner moved and seconded to approve the agreement with Midwestern Engineers, Inc. for off-site work related to the Centennial Crossings project as presented. The motion carried.

Fire Chief Rod Miller presented the following monthly reports for the Fire Department:

**Plymouth Fire Dept
Departmental Activity Report**

Current Period: 12/01/2019 to 12/31/2019, Prior Period: 01/01/2019 to 12/31/2019
00:00 to 24:00
All Stations
All Shifts
All Units
Fire Alarm Responses, Training Classes

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Fire Alarm Situations				
Chemical release, reaction, or toxic	1	2.35	7	110.40
Combustible/flammable spills & leaks	1	12.69	12	73.07
Cultivated vegetation, crop fire	0	0.00	3	82.73
Dispatched and cancelled en route	12	7.61	161	186.18
Electrical wiring/equipment problem	1	1.60	10	26.83
Emergency medical service (EMS) Incident	140	487.40	1,782	5,096.95
Excessive heat, scorch burns with no	0	0.00	1	5.44
Explosion (no fire)	0	0.00	1	7.25
Extrication, rescue	0	0.00	1	2.20
False alarm and false call, Other	1	3.21	38	236.56
Fire in mobile property used as a fixed	0	0.00	2	21.41
Fire, Other	0	0.00	12	253.39
Good intent call, Other	0	0.00	5	9.14
Hazardous condition, Other	1	5.18	5	36.70
Medical assist	4	5.39	77	277.58
Mobile property (vehicle) fire	1	9.79	15	70.86
Natural vegetation fire	1	1.36	10	19.89
Outside rubbish fire	1	5.30	8	69.12
Public service assistance	0	0.00	1	1.28
Rescue or EMS standby	0	0.00	1	0.89
Rescue, emergency medical call (EMS),	0	0.00	2	6.35
Severe Weather & Natural Disaster -	0	0.00	1	0.00
Smoke, odor problem	0	0.00	3	11.65
Special outside fire	0	0.00	1	12.19

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Steam, Other gas mistaken for smoke	1	0.74	7	24.64
Structure Fire	1	8.42	18	395.46
System or detector malfunction	0	0.00	4	10.53
Unintentional system/detector operation	2	1.82	13	17.37
Vicinity alarm	1	3.04	1	3.04
Wrong location, no emergency found	0	0.00	1	1.55
	169	555.90	2,203	7,070.65
Training				
12 lead interpretation	0	0.00	6	6.00
Abulance Opps	0	0.00	1	0.50
adolescent bipolar depression	0	0.00	1	1.00
Advanced Cardiac Life Support	0	0.00	7	18.00
Air Bags	0	0.00	7	14.00
Airway Management	0	0.00	22	29.50
Airway Skills	0	0.00	32	40.50
Allergies	0	0.00	2	2.00
Anaphlaxis	0	0.00	2	2.00
Apparatus / Equipment	0	0.00	18	36.00
Ariel Operations	0	0.00	18	36.00
Bleeding Control	0	0.00	11	11.00
Blood Bourne Pathogens	0	0.00	4	4.00
Cardiac	0	0.00	1	1.00
Cardiology	0	0.00	19	48.00
chemical suicides	0	0.00	11	11.00
Communications Equipment	0	0.00	1	1.00
CPR	0	0.00	9	9.00
CPR Recert	0	0.00	36	144.00
Cric/needle cric	0	0.00	10	10.00
Debriefing	4	4.00	4	4.00
Diabetics	0	0.00	1	1.50
Driving Laws And Ordinances	4	4.00	7	7.00
EMS Audit & Review	22	44.00	94	160.17
EMS POST	1	1.00	1	1.00
EMS Skills	0	0.00	17	14.00
EMT-B	52	208.00	62	236.00
Epi Pens	0	0.00	1	1.00
Epinephrine Administraton	0	0.00	3	2.50
ESO	0	0.00	38	46.50
EVOC	4	4.00	4	4.00
FF I-II	0	0.00	106	310.25
FF I-II SKILLS	0	0.00	46	225.50
Fire Behavior	0	0.00	11	33.00
Fire Hose	0	0.00	5	12.50
Gas Pipe line Safety	0	0.00	23	48.50
General Building Construction	0	0.00	4	8.00
Grain Bin	0	0.00	26	48.00
Hand Hygiene	0	0.00	1	1.00
Hazardous Materials Overview	33	66.00	43	92.00
Hazmat Awareness and Operations	5	5.00	10	39.00
Hose Lays	0	0.00	18	36.00
Hyperthermia	0	0.00	11	11.00
Ice Rescure	0	0.00	13	39.00
Infection Control	0	0.00	1	1.00
influenza	0	0.00	1	1.00
Instructor Training	0	0.00	9	44.00
Landing Zone Helicopter	0	0.00	21	52.50

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IVAD	0	0.00	8	8.00
Marshall County Fire Association Mtg.	0	0.00	9	18.00
Mass casualty	0	0.00	38	38.00
Mega Code	0	0.00	23	33.00
NIMS MADATORY	0	0.00	2	4.00
Obstetrics	0	0.00	12	12.00
oxygenation	0	0.00	34	34.00
P H T L S	0	0.00	12	96.00
Paramedic School	0	0.00	7	46.00
Pediatric Emergencies	0	0.00	7	6.50
Peds. Drug Dosages	0	0.00	10	10.00
PEPP & PALS Hybrid Coarse	0	0.00	3	12.00
Personal Protective Equip.	0	0.00	4	8.00
Physical Ability Test	0	0.00	5	20.00
PPE	0	0.00	1	3.00
Protocol Review	0	0.00	13	18.00
Public Education	0	0.00	4	10.00
Public Relations	7	7.00	11	19.00
Pump Operations	0	0.00	33	56.00
quiktrach	0	0.00	10	82.00
Ropes & Knots	0	0.00	25	47.00
SCBA Donning Methods	0	0.00	11	11.00
SEARCH & RESCUE	0	0.00	21	73.50
Sepsis	0	0.00	11	11.00
Shock	0	0.00	1	1.00
Smart Triage	0	0.00	27	54.00
Solar Power Safety	0	0.00	11	22.00
Sprinkler Systems	0	0.00	4	8.00
Strategic and Tactical Operations	0	0.00	3	3.00
STREET DRUGS	0	0.00	21	42.00
Stroke Training	0	0.00	6	6.00
Suicide Prevention	1	1.00	3	3.00
Toxicology	0	0.00	5	10.00
verbal de-escalation	36	36.00	36	36.00
Volunteer Fire Business Mtg.	0	0.00	239	340.90
	<u>169</u>	<u>380.00</u>	<u>1,469</u>	<u>3,106.32</u>

Plymouth Fire Dept

Incidents by District (Summary)

Alarm Date Between {12/01/2019} And {12/31/2019}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
007 Plymouth	119	70.41 %	\$8,000	100.00 %
011 Center Twp	20	11.83 %	\$0	0.00 %
019 West Twp	20	11.83 %	\$0	0.00 %
16 Lakeville/Lapaz Paramedic Assist	3	1.77 %	\$0	0.00 %
18 Walkerton Paramedic Assist	2	1.18 %	\$0	0.00 %
30 Argos Ambulance Assist	4	2.36 %	\$0	0.00 %
31 Lapaz Ambulance Assist	1	0.59 %	\$0	0.00 %
Total Incident Count:	169		Total Est Losses:	\$8,000

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Plymouth Fire Dept

Incidents by District (Summary)

Alarm Date Between {01/01/2019} And {12/31/2019}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
001 Argos	27	1.22 %	\$31,500	4.72 %
002 Bourbon	3	0.13 %	\$0	0.00 %
004 Culver	4	0.18 %	\$0	0.00 %
006 Lapaz	6	0.27 %	\$0	0.00 %
007 Plymouth	1,493	67.77 %	\$110,500	16.57 %
008 Polk	3	0.13 %	\$0	0.00 %
011 Center Twp	265	12.02 %	\$280,000	41.98 %
019 West Twp	310	14.07 %	\$245,000	36.73 %
12 Argos Paramedic Assist	17	0.77 %	\$0	0.00 %
16 Lakeville/Lapaz Paramedic Assist	26	1.18 %	\$0	0.00 %
18 Walkerton Paramedic Assist	40	1.81 %	\$0	0.00 %
30 Argos Ambulance Assist	7	0.31 %	\$0	0.00 %
31 Lapaz Ambulance Assist	1	0.04 %	\$0	0.00 %
32 Culver Ambulance Assist	1	0.04 %	\$0	0.00 %
Total Incident Count: 2203			Total Est Losses: \$667,000	

Police Chief Dave Bacon presented the following monthly reports for the Police

Department:

PLYMOUTH POLICE DEPARTMENT
Activity Report Summary 2019

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Calls for Service, Complaints, Information	694	654	679	747	908	924	844	997	880	818	760	696	9,601
911 Hang-Up Calls	69	80	57	69	78	89	95	94	87	58	69	76	921
Alarms	89	64	64	60	56	80	64	65	62	70	65	63	802
Vehicle Checks	11	12	16	13	23	25	16	12	16	17	16	6	183
Assist Other Agencies	6	13	9	6	10	16	7	15	10	6	10	5	113
Animal Complaints	19	10	22	21	22	44	41	30	27	29	28	21	314
Traffic Stops	333	296	291	292	469	470	439	512	389	343	280	291	4,405
Citations Issued	141	84	146	115	311	289	273	301	197	138	101	147	2,243
Accident Reports	50	36	22	24	51	55	33	38	39	40	35	40	463
Case Reports	122	128	135	126	140	154	152	148	135	115	120	118	1,593
Arrests	46	52	65	35	56	50	45	57	42	37	44	39	568
Arrests (Adult)	41	43	52	30	46	44	42	51	33	27	27	32	468
Arrests (Juvenile)	5	9	13	5	10	6	3	6	9	10	17	7	100

**Code Enforcement
Activity Report Summary 2019**

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Tall Grass	0	0	0	0	45	47	10	31	30	24	0	0	187
Owner Complied	0	0	0	0	40	45	8	21	18	22	0	0	154
City Action (Mowed)	0	0	0	0	5	2	2	10	12	2	0	0	33
Action Pending	0	0	0	0	0	0	0	0	0	0	0	0	0
Abandoned or Junk Vehicles	7	9	13	13	6	8	10	54	24	16	3	1	164
Owner Complied	6	9	12	13	6	7	8	48	24	14	2	1	150
City Action (Towed)	1	0	1	0	0	1	2	6	0	2	1	0	14
Action Pending	0	0	0	0	0	0	0	0	0	0	0	0	0
Debris/Junk on Property	2	12	22	15	5	7	10	21	22	17	2	2	137
Owner Complied	2	8	16	15	5	6	10	14	12	17	2	0	107
City Action (Cleaned)	0	4	6	0	0	1	0	7	10	0	0	0	28
Action Pending	0	0	0	0	0	0	0	0	0	0	0	2	2
Fowl/Livestock	0	0	0	0	0	0	0	0	0	0	0	0	0
Owner Complied	0	0	0	0	0	0	0	0	0	0	0	0	0
City Action	0	0	0	0	0	0	0	0	0	0	0	0	0
Action Pending	0	0	0	0	0	0	0	0	0	0	0	0	0
Signs in Public Right of Way (Removed)	0	1	2	0	0	13	25	73	34	10	2	0	160

Chief Bacon requested the board's permission to begin the hiring process for an officer.

This would be to replace an officer that is anticipating retirement in the middle of March 2020.

Board Members Culp and Milner moved and seconded to allow Chief Bacon to begin the hiring process for a police officer. The motion carried.

Bacon also requested permission to begin soliciting quotes for three new police vehicles, which are approved as part of the 2020 budget.

Board Members Culp and Houin moved and seconded to approve the request to begin soliciting quotes for three police vehicles. The motion carried.

City Engineer Rick Gaul presented a request from Comcast for work in the city's right-of-way at 2112 Jim Neu Drive (UT-19-037). Gaul detailed the proposed work:

Starting approximately 250' north of the Jim Neu centerline on the west side of Walter Glaub (east), at an existing utility pole on the west side of Walter Glaub (east) ~ 10' north of the north edge of the drive; then south west to the ROW and private property.

- *Proposed new 2 ea 1 1/4" conduits*
- *Lines shall be installed 2' to 3' deep*
- *There are no street crossings*
- *Provide adequate clearance between City utilities and the proposed line a sanitary sewer force main and a gravity sanitary sewer are present in the area.*

The agreement includes a \$5000.00 financial guarantee.

Board Members Walters and Culp moved and seconded to approve the request as presented upon placement of financial guarantee and complete execution of the agreement. The motion carried.

City Attorney Surrisi presented a Uniform Conflict of Interest Disclosure Statement for Bill Walters. Mr. Walters is an employee with Marshall County Council on Aging, Inc., who receives funding from the City of Plymouth, IN.

Board Members Houin and Milner moved and seconded to accept the Uniform Conflict of Interest Disclosure Statement for Bill Walters. The motion carried.

Clerk-Treasurer Xaver presented a request from Jessie Strykul, resident at 700 Berkley Street, Lot #323, for a payment plan of \$125.00/month and the waiver of penalties until her bills reflecting the recently discovered leak are paid off. There was a leaking toilet which caused significant usage at the residence with a December usage bill totaling \$732.81. The leak was discovered and fixed on January 10th. Xaver noted that January usage, at least through the 10th, will also be higher than normal. This request of \$125.00 includes her current bills as they are generated.

Board Members Culp and Houin moved and seconded to approve the request of a payment plan of \$125 per month until the debt is paid and a waiver of penalties. The motion carried.

Board Members Houin and Milner moved and seconded to allow the payroll for January 15 and the claims for January 13, 2020, as entered in Claim Register #2020. The motion carried.

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Board Members Culp and Milner moved and seconded to accept the following communications:

- December 2019 Fire Reports
- December 2019 Water and Wastewater Reports

The motion carried.

There being no further business to discuss, Board Members Walters and Houin moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:12 p.m.

Jeanine M. Xaver, IAMC, CMC
Clerk-Treasurer

APPROVED:

Mark Senter
Mayor