

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, MARCH 11, 2013

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on March 11, 2013, 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 Deputy Clerk-Treasurer Xaver were also present. Clerk-Treasurer Hutchings was absent.

Board Members Ecker and Smith moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on February 25, 2013, as presented since they have been reviewed and found to be correct. The motion carried.

City Attorney Surrisi opened the following sealed quotes for police department vehicles:

Country Auto Center, 2705 N Michigan St., Plymouth, IN	
2013 Dodge Charge Pursuit Sedan V-6 Rear Wheel Drive	\$22,157.00
Less 2006 Crown Vic trade allowance	<u>1,800.00</u>
	\$20,357.00
Oliver Ford Lincoln Mercury, 1001 E. Jefferson St., Plymouth, IN	
2013 Ford AWD Pursuit Rated Utility	\$27,351.00*
* optional pricing - heated mirrors add \$55.00	
- remappable steering wheel switches add \$140.00	
2013 Ford AWD Pursuit Rated Sedan	\$25,546.00*
* optional pricing - heated mirrors add \$55.00	
2013 Ford FWD Pursuit Rated Sedan	\$24,499.00*
* optional pricing - heated mirrors add \$55.00	
Trade Vehicles:	
2006 Ford Taurus	\$2,500.00
2006 Ford Crown Victoria	\$1,750.00
2007 Dodge Mangum	\$5,000.00

Police Chief Bacon explained that his current budget allows for three marked police cars and one unmarked police car. He sent specifications for one all wheel drive utility vehicle, one all wheel drive sedan and one two wheel drive sedan. He explained that he feels the police department fleet needs all wheel drive vehicles due to our climate and the handling of the vehicles. He said that a couple of years ago when there was a large snowfall, the officers all had to drive their personal vehicles to get around. Bacon added that since the four wheel drive vehicles are more expensive, he would only purchase three vehicles this year. He explained that he also has the state bid, which is always available to all law enforcement agencies, but historically the local dealers bid lower than the state bid.

Board Members Smith and Ecker moved and seconded to take the bids under advisement.

After discussion, Board Members Smith and Ecker each rescinded his respective motion and second.

Board Members Smith and Culp moved and seconded to let the chief determine and award the lowest responsive and responsible bid and to report back to the board at the next meeting.

Audience Member Wilson Gerrard said that in consideration that the average four wheel drive vehicle gets two miles per gallon less than two wheel drive vehicles and the amount of snow that we have in our district, he asked if it would be better to go with only one four wheel drive vehicle in order to save on fuel throughout the year.

Chief Bacon responded that the new vehicles are more fuel efficient than a lot of the cars on the existing fleet; he said that the quoted vehicles are all V6, whereas the current vehicles are V8s. He noted that the utility vehicle is for the K9 unit, since he goes off-road most often. The other two cars are for patrol.

The motion to allow Chief Bacon to determine the low bid carried.

Board Member Smith commended the street department for their job cleaning streets after the last big snowfall.

Police Chief Bacon presented his monthly report:

TYPE OF CALL	February 2013
Information	568
Security Check	343
Complaint	186
Investigation	184
911	148
Charges Signed	120
Service	94
Traffic Stop	91
Civil Matter	50
Criminal Arrest	32
Vehicle Check	32
Alarm	30
Assist	29
Disabled Vehicle	27
DARE Detail	23
Accident PD	22
Animal	21
Dispatch	21
Escort	20
Suspicious Vehicle	18
Warrant Service	15
Welfare Check	15
Training Detail	14
Theft	14
K9 Use	11
Suspicious Person	11
Restraining Order	10
Juvenile Complaint	9
Extra Patrol	9
Court Detail	9
Traffic Arrest	7
Open Doors / Window	5
Battery	3
Merchant Pro Plan	2
Code Enforcement	2
Parking Enforcement	2
Traffic Warning	1
Domestic Fight	1

Utility Superintendent Davidson presented his monthly reports:

**CITY OF PLYMOUTH WASTEWATER DEPARTMENT
Board of Public Works and Safety
FEBRUARY 2013 Monthly Report**

PLANT OPERATIONS:

- | | |
|--|------------|
| 1. Total flow in gallons | 58,128,260 |
| 2. Average daily flow in gallons | 2,076,009 |
| 3. Rainfall | 1.49" |
| 4. Monthly average in BOD removal | 98.9% |
| 5. Monthly average in TSS removal | 94.9% |
| 6. Monthly average in Ammonia removal | 98.7% |
| 7. General plant maintenance | |
| 8. Michiana Contractors is continuing the installation of equipment for the CSO – Influent Headwork's Control Project – Torec Engineering conducted equipment start-up | |
| 9. Downey Insurance provided safety training to the Utilities on February 5, 2013 | |
| 10. Work orders completed: | |
| • 234 – Wastewater Treatment Plant | |

- Removed Aquatrol monitoring system from the primary control building
- Replaced access point on communications tower
- Repaired north primary scum beach
- Installing south Return Sludge meter
- Repaired north primary drain plug valve
- 72 – Vehicle/Mobile equipment
 - Serviced and rebuild applicators
- 27 – Lift Stations
 - Vacuumed grease and debris from Carriage Green lift station
- 0 – Collection System
 - 0 - Eliminated structures
 - 0 – Replaced structures
 - 0 – Replaced/adjusted castings
 - 0 – Point repairs
 - 0 – GIS data collection points

MEETINGS ATTENDED:

- 02-11 Board of Public Works and Safety
- 02-14 Update meeting with Bryan Baker, ComControl on utility communications
- 02-15 MS4 Audit
- 02-18 Comprehensive Plan Steering Committee
- 02-19 Redevelopment Commission (RDC)
- 02-25 Board of Public Works and Safety
- 02-28 Commonwealth Engineers Training Water/Wastewater

COLLECTION SYSTEM:

1. Cleaned 7,028 feet of sewer lines
 - 275 feet during service calls
 - 6,753 feet during preventive maintenance
2. Televised 6,753 feet of sewer lines
3. Mechanically removed roots from 350 feet of sewer lines
4. Removed approximately 3.5 tons of silt and debris during cleaning and inspections of sewers lines
5. Used approximately 22,250 gallons of potable water during sewer cleaning
6. Performed routine maintenance on 10 CSO's and 15 pumping station

**CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety
FEBRUARY 2013 Monthly Report**

PLANT OPERATIONS

Water Treated January– Ledyard Water Treatment Plant	29,396,785 gallons
Water Treated January – Pine Water Treatment Plant	<u>6,442,978 gallons</u>
Water Treated Total	35,839,763 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	1,049,885 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>378,999 gallons</u>
Water Treated – Daily Average - Combined	1,279,992 gallons

- Backwashed filters at Ledyard Water Treatment Plant 9 times for a total of 612,000 gallons
- Backwashed filters at Pine Water Treatment Plant 5 times for a total of 302,500 gallons
- Total backwash usage for the month was 914,500 gallons

MAINTENANCE WORK ORDERS COMPLETED

- 23 - Ledyard Water Treatment Plant Maintenance
 - Repaired air leaks on pneumatic valves on west side of filter plant
 - Flushed east and west venturi meter supply lines
 - Flushed all filter sample valves
 - Constructed new fluoride day tank
 - Serviced Cl² injectors and flushed lines
 - Installing and calibrating new pressure differential gauges on east pressure filters
- 9 – Pine Water Treatment Plant Maintenance
 - Completed improvements to chemical rooms for updates
 - Serviced equipment for reinstallation
 - Placed Pine Plant back on line after renovations
 - Installed exterior lights with sensor on pole barn
- 14 – Mobile Equipment

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 62 Distribution system chlorine residual
- 6 Fluoride samples, ISDH required
- 320 Process control samples and analysis at the Ledyard Water Treatment Plant

- 208 samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine
Process control samples and analysis at the Pine Water Treatment Plant
samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine
- 20 Pine Filters – Top 0 / Bottom 0
- 40 Ledyard Filters – Top 0 / Bottom 0
- 6 THM's
- 6 HAA5's
- 0 VOC Sets –

SERVICE

Locates	38
Total Number of Work Orders	85
Service Disconnects	15
Service Disconnects for non-pay	15
Service Reconnects for non-pay	11
“Service Notice” left on door (Blue Tags)	0
“Insufficient Funds” notice left on door (Pink Tags)	5
New Radio Read / Meter Installations	0
Accuracy checks	40
After Hours Call Outs	4
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 Installed**
- (0) Valve Repaired or Replaced / Valve Boxes Repaired or Replaced**
- (0) Hydrants Repaired or Replaced**
- (0) Main Breaks Repaired**
- (2) Service Lines Repaired, Replaced or Retired**
 - 1216 W. Washington St. – ¾” PVC service line break
 - 1137 Pennsylvania Ave. – ¾” service line leak – Off at corporation stop
 - 1223 W. Madison St. – Retired 1 ½” service line for old Plymouth Motel

MISCELLANEOUS

- Continued painting and renovating Ledyard Water Treatment Plant - painted garage, shop area – installed new shelving and lighting – reorganized material and tools
- Safety meeting with Downey Insurance on 2-5-2013
- River Park Square demolition meeting on 2-7-2013
- Pine Water Treatment Plant Improvement Project – Installed (3) 4” schedule 80 conduits for new chemical feeds to vault on north side of building
- Water Department internal meeting 2-12-13
- Security system inspection 2-19-13
- Alexander Chemical provide training on the use of Sodium Permanganate
- Attended EPA webinar on “Electronic Distribution of Consumer Confidence Report”
- Submitted IURC annual report
- Installed hydrant identification tags and marking flags on all new painted hydrants
- Organizing valve assessment program and scheduling data collection
- GPS curb stops in the Northwest section of the City
- 301 S. Liberty Street (Liberty Street Depot) Capped 8” CI main for old fire system
- 301 S. Liberty Street – Capped off 2” service off of Pennsylvania Ave.
- Created new IDEM sampling scheduled

Building Commissioner Hammonds reported that from April 15th through 18th he would be attending the Indiana Association of Building Commissioners annual meeting.

Hammonds reported that the new owner turned water on at the Economy Inn on North Michigan Street. He intends to re-open the hotel.

Fire Chief Miller presented his monthly reports:

Plymouth Fire Department

Incidents by District (Summary)

Alarm Date Between {02/01/2013} And {02/28/2013}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
002 Bourbon	1	0.66 %	\$0	0.00 %
004 Culver	1	0.66 %	\$0	0.00 %
007 Plymouth	106	70.20 %	\$0	0.00 %
011 Center Twp	17	11.26 %	\$3,000	100.00 %
019 West Twp	16	10.60 %	\$0	0.00 %
12 Argos Paramedic Assist	2	1.32 %	\$0	0.00 %
15 Culver Paramedic Assist	3	1.99 %	\$0	0.00 %
16 Lakeville/Lapaz Paramedic Assist	2	1.32 %	\$0	0.00 %
18 Walkerton Paramedic Assist	3	1.99 %	\$0	0.00 %
Total Incident Count:	151		Total Est Losses: \$3,000	

Plymouth Fire Department

Departmental Activity Report

Current Period: 02/01/2013 to 02/28/2013, Prior Period: 01/01/2013 to 02/28/2013

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	151	394.09	328	1,269.98
	151	394.09	328	1,269.98
Fire Alarm Situations				
Chemical release, reaction, or toxic	1	0.00	2	0.00
Dispatched and cancelled en route	8	0.00	17	0.00
Electrical wiring/equipment problem	0	0.00	1	0.00
Emergency medical service (EMS) Incident	122	0.00	257	0.00
Excessive heat, scorch burns with no	1	0.00	1	0.00
False alarm and false call, Other	2	0.00	10	0.00
Good intent call, Other	0	0.00	1	0.00
Medical assist	9	0.00	25	0.00
Mobile property (vehicle) fire	1	0.00	2	0.00
Person in distress	1	0.00	1	0.00
Public service assistance	1	0.00	1	0.00
Service call, Other	1	0.00	1	0.00
Steam, Other gas mistaken for smoke	1	0.00	1	0.00
Structure Fire	1	0.00	3	0.00
Unintentional system/detector operation	2	0.00	3	0.00
Water problem	0	0.00	1	0.00
	151	0.00	327	0.00
Training				
Administrative Procedures	0	0.00	2	16.00
Apparatus / Equipment	0	0.00	4	4.50
CPR	30	90.00	30	90.00
Disaster MGMT	0	0.00	5	15.00
EMS Audit & Review	8	16.00	39	58.00
EMS Skills	1	5.00	1	5.00
Ice Rescue	0	0.00	4	4.00
Incident Command System	1	7.00	1	7.00
Instructor Training	31	128.00	76	308.00
Leadership	0	0.00	3	21.00
Marshall County Fire Association Mtg.	4	6.00	4	6.00
Paramedic School	4	8.00	13	44.00
Pension Board Meeting	7	7.00	7	7.00
Preplan	0	0.00	29	87.00

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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
Training				
Pump Operations	0	0.00	2	3.00
Respiratory System	0	0.00	13	26.00
SCBA Donning Methods	4	2.00	4	2.00
SCBA Inspection, Care, and Cleaning	2	2.00	4	4.00
Staff Meeting	8	10.00	8	10.00
Training Lecture	0	0.00	1	6.00
Volunteer Fire Business Mtg.	0	0.00	32	48.00
	100	281.00	282	771.50

Fire Chief Miller asked permission to send seven volunteers and one full time employee to Fort Wayne Fire, which is a one day class on March 23rd. The class cost is \$60/person including meals. They will use station vehicles for their travel needs.

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

Miller requested permission for Deanna Cleveland to attend a SKILLS seminar on April 23rd in South Bend; the one day cost is \$149 plus mileage.

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

Member Ecker said he visited at the fire department last week; he thanked Chief Miller and his staff for their time.

Becky Milliser addressed the board members regarding the Relay for Life event at the park.

Board Members Smith and Ecker moved and seconded to take action on the request.

It was noted that her application for Exemption from the Licensing Requirements of Ordinance 1309 would have to be approved by the council.

Board Members Smith and Ecker withdrew their motion and second respectively.

Deputy Clerk-Treasurer Xaver referred to the request from Marshall County Builders Association that was tabled at the February 11th meeting.

Al Eisenhour addressed the board regarding the request. He said they would like permission to drive in procession from the farmer's market location to the Lifeplex building. He anticipates there will be fifty-five vendors at the home show, with up to thirty vehicles participating in the procession. He said there would not be any semis, but they might pull a racecar on a trailer in the procession.

Board Member Ecker voiced concern about trailers in the procession.

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

Mayor Senter presented the following request:

2/26/13 - St. Paddy's Day Dash for Hope, Saturday, March 16, 8:00 a.m. Registration; 10:00 a.m. start time. Police officers located at a variety of locations. PHS location for race 10 am - 12; will coordinate with police chief. S/ Kelsey C. Flynn, #1 Big Red Drive, 574-274-7200

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

Sandra Harris addressed the board regarding her request:

3/4/13 - To put up "no parking" signs on at least the north side of Harrison St.

I have tried to resolve an ongoing issue with the neighbors living on Harrison to no avail. On the evening of Mar 3, I called and asked for an officer to come to my house.

I've talked with the neighbor about the parking up into my yard area and it worked for a little while, but it didn't last.

At the suggestion of the Street Dept., I bought stakes and placed 5 of them on the Harrison St. side of my house. They would pull up the stakes and throw them in my yard. Their children would pull them up and play with them; and I even found 1 of the stakes in a drain on the corner of Harrison and Plum.

Parking on Harrison causes traffic congestion between Walnut and Plum. It's a high traffic area with semis and cars, plus the fact of the curves beginning at Plum. Within a week's time, there are anywhere from 2 to 5 cars parked in a half block area on Harrison.

I've asked about possibly having a curb put in, or an indented curb to help eliminate the parking in the yard and making ruts, but to alleviate the congestion, "No Parking" would make sense and limit costs.

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, MARCH 11, 2013

I would like something done with this issue, and would very much appreciate what can be done. Thank you for your attention to it.

S/ Sandra Harris, 901 N. Walnut St., Plymouth 574-780-9641

Mayor Senter asked that the members be allowed to review the situation and make a decision at the April 1st meeting.

Members Smith and Culp moved and seconded to allow the salaried payroll for February 16-28, 2013 and the claims for March 11, 2013, as entered in Claim Register #2013. The motion carried.

There being no further business to discuss, Board Members Grobe and Ecker moved and seconded to adjourn the meeting. Motion carried. The meeting was declared adjourned at 6:37 p.m.

S/Jeanine Xaver
Deputy Clerk-Treasurer

APPROVED:

S/Mark Senter, Mayor