

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on September 11, 2017, at 6:00 p.m. in the meeting room of the Plymouth Fire Department, 111 N. Center St., Plymouth, IN.

Mayor Senter presided for Board Members Culp, Grobe, and Houin. City Attorney Surrisi and Clerk-Treasurer Xaver were also present. Board Member Fonseca was absent.

Board Members Culp and Grobe moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on August 28, 2017. The motion carried.

City Attorney Surrisi made a last call for sealed quotes for the Crack Seal Project. Street Superintendent Marquardt sent out the following request to Pavement Solutions, Inc., Denler, Inc., and Pavement Maintenance Systems, LLC for proposals:

City of Plymouth Street Dept.
2124 Western Avenue
Plymouth, IN. 46563
 PHONE 574-936-2017 FAX 574-936-3551

The City of Plymouth Board of Public Works and Safety through the City of Plymouth Street Department wishes to invite you to present proposals for PW-17-084 Crack Seal Proposal Fall 2017 Projects; the crack sealing of several City Streets. The crack seal material shall be modified hot asphalt fiberized crack sealant and applied per Project Specifications and Standards.

The initial proposed streets to be addressed are to be funded by the City of Plymouth. Streets may be added or deleted during the project. Because of our budget constraints we are requesting an installed cost per pound price with a total cost not to exceed \$ 100,000.00 for the City Funded Projects.

The list below is a priority list for crack sealing:

<u>Street</u>	<u>Construction Limits</u>	<u>Street</u>	<u>Construction Limits</u>
Pioneer Dr.	US 30 to South Corp Limits	E. Jefferson	Kingston to east Corp Limits
Lincoln Way	E. Jefferson to East Corp Limits	Solomon	Dora to Richter
Richter	Ed Cook to E. Jefferson	Ohio	Wilson to Dora
Ed Cook	Dora to East Dead-end	Discovery	Nutmeg to Elm
Clark	Rose to Pearl	Pierce	S. Plum to S. Michigan
Broadway	Madison to Pidco	Corbin	Beerenbrook to Fifth
Fourth	Madison to Harrison	Eighth	W. Jefferson to Harrison
Hillcrest	SR17 to Crimson	Red Oak	Hillcrest to Dead-end
Hillcrest	Red Oak to Oak Dr.	Fairfield	Village to Marigold
Village	SR17 to Westgate Ave.	Felix Place	Westgate Ave to Pearson Pl.
Garro	Beerenbrook to Fifth		

Revisions may be made to the above list by the Street Superintendent as needed. Drawings were not prepared.

The project selections will be based upon the best value to the City of Plymouth while keeping within our budget. The Board reserves the right to reject any or all proposals, to accept all, or any part of any proposal and to waive ~~any and all~~ informalities in the proposal/quoting process and to accept the lowest and/or best quote/proposal.

Specifications and Project Details are available for review at:

City of Plymouth
 Clerk-Treasurer's Office
 124 N. Michigan St
 PO Box 492
 Plymouth, IN 46563

(Open 8:30AM to 4:30 PM weekdays)

Also, a copy of the General Specifications, Community Crossings Matching Grant (CCMG) Project Drawings, and General Project Details are attached to this request for proposals

The quotes/proposals will be due at the City of Plymouth Board of Public Works & Safety Meeting at 124 N. Michigan Street; PO Box 492; Plymouth, IN 46563 on September 11, 2017 at 6:00 PM (local time). Quotes/Proposals may be received at the Clerk-Treasurer's office prior to 4:30 PM of the same day. Quotes/Proposals received after the above times will be returned unopened.

Jim Marquardt
 Street Commissioner

The following sealed quotes were opened and read aloud:

Company	Location	Base Quote
Pavement Solutions, Inc	Middletown, IN	\$99,999.90

Marquardt requested the board's permission to move forward with the contract after review of all documents submitted with the quote.

Board Members Houin and Culp moved and seconded to allow Superintendent Marquardt to review the documents and award the quote to Pavement Solutions, Inc. if all the documents are in order. The motion carried.

Mark Sullivan of Midwestern Engineers was present and reviewed the Change Order #1 for Plymouth Goshen Trail Water Main Extension Project with the members. The Change Order is for Haskins Underground, Inc. and is an increase in the amount of \$6,281.50, bringing the total contract to \$517,913.50.

Sullivan said the project was completed last fall, however Haskins Underground had some items to finish in the spring of 2017. The increase in the project amount was due to changes in the location of the line, which was moved from its original planned location to the other side of Randolph Street due to the location of some valves. This change in plans involved more pavement being replaced than originally anticipated.

Sullivan requested the board approve Change Order #1 in the amount of \$6,281.50, which will officially close out the project. He said the substantial completion has already been issued.

Board Members Culp and Grobe moved and seconded to approve Change Order #1 in the amount of \$6,281.50. The motion carried.

Sullivan provided an update on the Wastewater Treatment Facility Improvement Project. He said it is moving along smoothly and ahead of schedule. It is anticipated to be completed before the deadline of January 2018. There was a setback in the schedule when the roofing of the bio roughing towers was removed. The inside of the concrete walls were very pitted. They were sandblasted and coated with epoxy, which is expected to give them an additional 30-year lifespan.

Utility Superintendent Davidson provided an update on the Richter Road Water Main Extension Project. The piping has been installed and surface connections have been made. The final asphalt restoration work, curb/sidewalk work, and seeding remain as outstanding items for this project. He hopes to close this project out within the next six weeks.

Police Chief Bacon provided an update on hiring process. He said after internal interviews, they are down to four applicants. He requested to schedule an executive session with the board for the interview of those four applicants. It was decided that the executive session would take place on Wednesday, September 20, 2017 at 6:00 p.m.

Park Superintendent Hite told the board that the Blueberry Festival went well. There was no major damage in the park, just normal wear and tear.

Hite did inform the board and media that the city auction will be held at the horse barn / Jefferson School parking lot on October 18th.

City Engineer Gaul presented Change Order #1 for the Oakhill/Soice at Michigan Street Intersection Signalization Project. There is reduction in price by \$284.40 due to a change in the material of the conduit that was installed by Michiana Contracting, bringing the contract total to \$261,646.12.

Board Members Grobe and Houin moved and seconded to approve Change Order #1. The motion carried.

Gaul also stated that this project is substantially completed. There were three outstanding items remaining: label street breakers, touch up paint on cabinet, and programming the push buttons. Gaul said the first two items have been completed, but they are waiting on the programming to get done.

Gaul asked the board's permission to approve the date of substantial completion for the Oakhill/Soice at Michigan Street Intersection Signalization due to the contractor having to wait on the delivery of light poles.

Board Members Houin and Culp moved and seconded to approve the date of substantial completion for the Oakhill/Soice at Michigan Street Intersection Signalization. The motion carried.

Gaul provided an update on the Safe Routes to Schools project which will begin during the week of September 11th and close out by November 1st.

City Attorney Surrisi presented Resolution No. 2017-767, A Resolution for Halloween 2017. He explained that this resolution will continue the tradition of having residential trick-or-treating on October 31, 2017 from 5-7 p.m.

Board Members Grobe and Culp moved and seconded to approve Resolution No. 2017-767, A Resolution for Halloween 2017. The motion carried.

City Attorney Surrisi presented Resolution No. 2017-768, A Resolution of the Board of Public Works and Safety Designating Surplus Property for Sale at Auction. Surrisi provided a copy of the listed items from the department heads.

City of Plymouth

Auction 2017

Description	Make	Model	Serial #
Police Dept.			
Numerous bicycles - all bicycles to auction received prior to 9/11/2016			
(2) 225/60/18 Goodyear & rims			
(3) 235/55/17 Goodyear & rims			
(2) 225/60/16 Goodyear & rims			
(3) 16 in. rims			
(3) 17 in. rims			
TV/ VCR Combo	Panasonic	PV-M1346	C6AA30115
TV	RCA	F19424	25426185
TV (basement PD)	Sanyo	HT30547	V7140515718820
Computer Monitor	Samsung	740N	HA17H9NL522603P
Instant Recaller	Teac	IR100A	441389
Transcriber	Panasonic		XE1BB12308
Surge Protector	Panamax	Max6	
7 - wood chairs			
18 - office chairs w/ wheels			
25 - yellow cushion chairs			
7 - pink cushion chairs			
1 - metal desk			
2 - wood desks			
1 - metal shelf unit (basement PD)			
5 - computer desks, wood			
5 ea. Squad car camera	Unk	TB-Z02	201009299350
5 ea. Squad car camera	Unk	Unk	
Camcorder	Sylvania	VKC210AV01	68682369
Camcorder	JVC	SC-M01V	17550354
Camcorder	JVC	GR-SXM260V	169Q1599
Micro cassette recorder	Lanier	MS-105	
Micro cassette recorder	Radio Shack	Micro-28	
Micro cassette recorder	Sony	M-102	
Zip drive	iomegaziploo	DDX2100P2	RBFH3203K4
Keyboard	Packard Bell		5139
Keyboard	Quadratech	E03601QUS201-C	Q005215889
Keyboard	Microsoft	X818767-001	65804496475
Keyboard	Labtec	Y-SM46	SYU41438697

Tape player/Transcriber	Lanier	MCC-60	114494
Car video vault	Kustom Signals	200-1639-30	ET02183
Car video vault	Kustom Signals	200-1639-30	ET02184
Car video vault	Kustom Signals	200-1466-00	ES14910
7 - center console/equipment box			
Eyewitness video system	Panasonic camera	Unk	
Eyewitness video system	Kustom Signals camera	Unk	
Watchguard video system	Unk	Unk	
Transcriber	Lanier	P-140	1962201
Transcriber	Lanier	P-141	2215446
Transcriber	Lanier	P-141	2239212
Transcriber	Lanier	P-142	2426382
Transcriber	Lanier	VW-260	288703
Transcriber	Lanier	VW-210	2562208
2 Drawer filing cabinet	Unk	Unk	
Animal Kennel	Petmate	Unk	
1- drinking fountain (wall mount)	Halsey Taylor	HAC8FS	930225000
9 - squad car partitions/cages			
Gas powered blower	Homelite	08041A	HQ2130278
Weed eater	Poulan		95123N
Camera	Kodak	DC215	EKS94315312
Camera	Sony	MVC-FD75	1639933
Camera	Sony	MVC-FD75	1639936
Camera	Sony	MVC-FD75	1639937
Camera	Sony	MVC-FD75	1639940
Camera	Sony	MVC-FD75	1639949
Camera	Sony	MVC-FD75	1638014
Camera	Sony	MVC-FD75	1639934
Camera	Sony	MVC-FD75	1639943
Camera	Sony	MVC-FD75	1639932
Camera	Sony	MVC-FD75	1639942
Camera	Sony	MVC-FD75	1639938
Camera	Sony	MVC-FD75	1639935
Camera	Sony	MVC-FD75	1639945
Camera	Sony	MVC-FD75	1639939
Camera	Sony	MVC-FD75	1639950
Camera	Sony	MVC-FD75	1639951

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5 ea Camera	Polaroid	Spectra	
Camera	Minolta	Freedom200	58320581
Camera	Canon	SnappyK	4510469
Camera	Canon	Snappy35	5502310
Paper Shredder	GBC	Shredmaster	WM12768
Camera	Minolta	AF Big Finder	74826246
Camera	Minolta	AF Big Finder	74827245
Camera	Polaroid	Spectra System SE	887
Computer Monitor	DFI	CK4148	CA1-69DF90716
6 ea. Garden gnomes			
Sanitaire upright vacuum			
Holmes Humidifier			
Six - black vinyl laptop cases			
4 - wood shelf units			
20 - bags of mulch			
8 - bags of soil			
1 - roll of insulation			
3 - metal tomato cages			
2 - concrete forms			
1 - picnic table			
1 - round file shelf w/ wheels			
5 - round metal trash cans			
1 - box of misc. plastic kitchen storage containers			
10 - vinyl window blinds			
1 - metal wall cabinet			
1 - desk fan			
1 - MTD snow blower			
1 - wood magazine rack			
1 - 4 drawer file cabinet			
numerous 3-ring binders			
numerous ring clip-boards			
1 - baby stroller			
1 - wall mount metal time card holder			
10 - plastic wall trays			
2 - TV wall mounts			
1 - metal coat rack			
13 - desk phones (old phone system)			

1 - Bunn coffee maker w/ decanters			
City Office			
Office Desk			
Computer desk with ledge (2)			
591 dot matrix printers (2)			
Large dot matrix printer			
Table lamps (2)			
Monitor stand with keyboard tray (5)			
Data print out filing racks (3)			
Cabinet for copier			
Chalkboard easel			
Typewriter stands (4)			
Single file drawer			
3 unit filing drawer-drawers are 4"wide x 10" high			
Typewriters (2)			
Metal tray stand			
Airport			
Cub Cadet 1200 garden tractor			
Cemetery			
ECHO weed eaters (2)			
Hp Laserjet printer with cartridges			
Park Department			
1993 Ford F-350 Black Pick-up	VIN: 2FTJW35H8PCS87037		
Tennis court and parking lot light poles and fixtures			
2-Cloth shade structures for a bench			
2005 Soft Cab for a 1435 John Deere mower			
3-Push mowers			
Commercial Stainless steel sink			
"South Bend" Industrial gas stove			
2-Time Clocks			
Wastewater Department			
Nortel Phone System			
Ambulance 1996 International			
Land Application Vehicle	1988 Ag Gator (broken front axle-engine runs		
Riding Lawn Mower	1990 1811 Cub Cadet 18 HP-mowing deck		
Kabota Generator	Onan 3cy. Diesel 7.5		
Tool boxes for pick-up truck			

Mortor mixer			
Water Department			
Fluorsant light fixtures-several			
Misc. air duct work			
Power washer spray wands			
HD desktop printer			
Trailer windows			
Wood wall cabinets - 2			
Time clock			
Metal dutch door			
metal book cases			
Bosch tool set			
Misc. PVC sch. 40 fittings			
Tool boxes for pick-up truck			
picnic table			
chemical containment			
metal doors			
Street Department			
4 Office desks (Firehouse)			
Clark Leader 2400 Deluxe floor scrubber			
Small push Gibson snow blower			
Econo charge Auto A/C machine			
White Industries Auto A/C machine			
(3) Hand held engine analyzers			
Truck tire on rim used Firestone 1100 20			
(2) Ford Super duty tires on rims	Goodyear LT 235/85 16 used		
Goodyear Traction HI Miller 8-14.5 LT \$137.69 ea. (warehouse)			
(14) Goodyear Eagle Ultra Grip 225/60 R 16 \$71.80 ea (warehouse)			

Board Members Culp and Houin moved and seconded to approve Resolution No. 2017-768, A Resolution of the Board of Public Works and Safety Designating Surplus Property for Sale at Auction. The motion carried.

Clerk-Treasurer Xaver presented the following request:

Fourway Computer Products would like to update equipment cabinet and make Metronet connection at Fire Dept. Would like to mount cabinet outside on building if possible. Would pay for our own Metronet connection. S/ Roland Houin, President, 12700 4A Rd, Plymouth, 574-220-7720

Roland Houin was present to discuss the request and answer questions.

Chief Miller said he has discussed this with Mr. Houin and has no issue with the equipment being installed on the building.

Board Members Grobe and Houin moved and seconded to approve the request as presented.

The motion carried.

Clerk-Treasurer Xaver presented the following request:

On Wednesday 9/13/17 construction on the new sidewalk on the north side of Baker St. will begin. After speaking with City Engineer Rick Gaul and PCSC Director of Safety & Security Ted Brown, I request that the City make the intersection of Baker & Columbus a 3-way stop. MACOG recently did a traffic study on the intersection and the conclusion of that study is attached. Thank you. S/ Mark Senter, Mayor, 124 N Michigan St, Plymouth, 574-936-6717

Mayor Senter discussed his request. City Engineer Gaul explained the results from the MACOG study which detailed the delays in traffic during peak hours, morning and afternoon school commutes. Their model showed a decrease in backed-up traffic if a 3-way stop were to be installed at this intersection.

Board Members Culp and Houin moved and seconded to approve the request as presented. The motion carried.

Board Members Grobe and Houin moved and seconded to allow the payroll for September 15, 2017, and the claims for September 11, 2017, as entered in Claim Register #2017. The motion carried.

In other business, City Attorney Surrisi discussed the necessity to close all the parking spaces on the south side of Garro Street right next to City Hall, except for the two western-most spaces, in order to accommodate for the demolition during the City Hall Renovation Project. The request also includes the closure of two spaces to the west of the alley on the north side of Garro Street and the closure of the alley from Garro south to just before the entrance to the grocery store. Surrisi said this closure will be for the duration of the project.

Houin asked if all of these closures will be for the entire duration of the project. Surrisi said the alley closure will almost certainly be for the duration of the project, but as the project progresses, the contractor may be able to free up some of those parking spaces along Garro Street.

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

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

- Fourway Computer Products equipment update request
- Mayor Senter's 3-way stop sign request

There being no further business to discuss, Members Culp and Houin moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:36 p.m.

Jeanine M. Xaver, IAMC, CMC
Clerk-Treasurer

APPROVED:

Mark Senter
Mayor

The following items were forwarded to the proper committee to act:

9/1/2017 – Tree Request: Please take a good look at the tree located on the blvd at 221 Elliot. "We" are concerned about some over hanging branches and the trunk starting to split. S/ Fred Collins, 221 Elliott St., Plymouth, 574-540-2520

9/1/2017 – Tree Request: Remove dead tree on north side of property on right of way. S/ Billy Ellinger, 100 S Kingston Rd, Plymouth, 574-936-3811

9/5/2017 – Tree Request: There is a dogwood tree that is dying in front of our house on city property at 520 Miner St. It needs to be removed. Will discuss an evergreen that was planted on city property with Jim. We would like that removed as well. S/ Kelly and Matthew Miller, 520 Miner St., Plymouth, 574-952-9966 or 574-952-2532