

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, SEPTEMBER 26, 2016

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on September 26, 2016, 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 Fonseca, Grobe, and Houin. City Engineer Gaul, City Attorney Surrisi and Clerk-Treasurer Xaver were also present. Board Member Delp was absent.

Board Members Fonseca and Houin moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on September 12, 2016, as presented since they have been reviewed and found to be correct. The motion carried.

The following legal notice was advertised in the Pilot Newspaper on September 12 & 19, 2016:

**NOTICE TO BIDDERS  
CITY OF PLYMOUTH,  
INDIANA**  
PW-16-033 2016  
STREET & SIDEWALK  
FALL PROJECTS  
Notice is hereby given  
that the CITY OF PLY-  
MOUTH, Indiana, by  
and through its Board  
of Public Works and  
Safety, hereinafter re-  
ferred to as the  
OWNER, will receive  
sealed bids for the  
CITY OF PLYMOUTH  
- PW-16-033 2016  
STREET & SIDEWALK  
FALL PROJECTS at  
the office of the  
Clerk-Treasurer of the  
City of Plymouth in the  
City Hall, 124 North  
Michigan Street, Ply-  
mouth, Indiana, 46563.  
Sealed bids are invited  
and may be forwarded  
by registered mail, ad-  
dressed to the City, in  
care of the  
Clerk-Treasurer by no  
later than 4:30 PM (lo-  
cal time) and will be  
considered by the  
OWNER at a public  
meeting called to open  
such proposals on or  
after 6:00 PM (local  
time) on September  
26, 2016 at the City  
Hall, 124 North Michi-  
gan Street, Plymouth,  
Indiana, 46563. Pro-  
posals received by the  
Clerk-Treasurer after  
4:30 PM (local time)  
shall be returned un-  
opened. The bidder  
shall be responsible to  
make sure that bids  
are mailed or other-  
wise delivered to the  
Clerk-Treasurer before  
said time. One final call  
for bids shall be made  
prior to the opening of  
the bids at the subject  
meeting.  
The PW-16-033 2016  
STREET & SIDEWALK  
FALL PROJECTS shall  
be the street  
milling/construction  
and hot mix asphalt  
placement project with  
ADA Ramps as de-  
scribed in the Specifi-  
cations.  
A complete set of Con-  
tract Documents and  
Specifications may be  
obtained at the  
Clerk-Treasurer's Of-  
fice between the hours  
of 8:30 a.m. and 4:30  
p.m., local time, Mon-  
day through Friday. A  
non-refundable fee of  
\$50.00 is required at  
the time of Contract  
Documents and Specifi-  
cations package pro-  
curement. The fee will  
be waived for the bid-  
ders on the PW-15-041  
2016 Street & Side-  
walk Projects.  
A pre-bid meeting will  
be held at the City of  
Plymouth - Wastewater  
Treatment Plant; 900  
Oakhill Avenue 8:00  
AM on Thursday Sep-  
tember 15, 2016.  
All bids received at the  
Office of the  
Clerk-Treasurer or de-  
livered to the meeting  
by 6:00 PM local time  
will be opened publicly  
and read aloud by the  
Board at the Board of  
Public Works and  
Safety Meeting: 124  
North Michigan Street  
(Garro Street En-  
trance) at the above  
time.

Bids are to be submit-  
ted on Indiana Form  
No. 96 and shall be ac-  
companied with the ap-  
propriate financial  
statement. Each bid  
shall be accompanied  
by a certified check or  
acceptable bid bond, in  
a sum of not less than  
five percent (5%) of the  
total bid amount. Bids  
shall be in sealed en-  
velopes, marked with  
the name and place of  
business of the bidder.  
E-Verify employment  
documentation, City  
documentation, City  
Neopolism documenta-  
tion and Doing Busi-  
ness with Iran docu-  
mentation shall be  
completed and submit-  
ted with the bid docu-  
ments.  
A performance bond  
equal to the contract  
price and a payment  
bond to insure the pay-  
ment of subcontract-  
ors, contract laborers,  
material suppliers, and  
persons furnishing  
services will be re-  
quired upon award of  
contract.  
No bid shall be with-  
drawn after scheduled  
closing time for re-  
ceipts of bids for at  
least thirty (30) days.  
The Board reserves  
the right to reject any  
or all bids, to accept  
all, or any part of any  
bid received, and to  
waive any and all infor-  
malities in bidding, and  
to accept the lowest  
and/or best bid.  
Board of Public Works  
and Safety Jeanine  
M. Xaver  
Clerk-Treasurer  
September 12 & 19,  
2016-P  
September 12, 19, 2016  
PN1764 hspaxlp

City Attorney Surrisi made a last call for bids for the 2016 Street and Sidewalk Fall Projects. He opened the following sealed bids:

- E & B Paving, 310 Blacketer Dr., Rochester, IN \$742,712.06
- Niblock, 1080 Spartan Dr., Columbia City, IN \$686,819.65
- Phend & Brown, 367 E 1250N, Milford, IN \$674,922.00
- Rieth-Riley, 25200 SR 23, South Bend, IN \$704,370.00

- Walsh & Kelly, 24358 SR 23, South Bend, IN \$700,104.00

Board Members Houin and Grobe moved and seconded for Engineer Gaul, City Attorney Surrisi, and Street Superintendent to review and award to the lowest responsible bidder upon approval of the additional appropriation and present it for ratification at the next Board of Public Works and Safety meeting. The motion carried.

Utility Superintendent Davidson provided an update on the Boys & Girls Club Sewer Relocation Project. He said that Thomas Excavating was awarded the bid. The materials have been delivered and construction is expected to begin late this week or early next week. The public should know that if they have any concerns they can contact Superintendent Davidson, the inspector, or the contractor themselves. The neighbors in the area have been notified of the upcoming construction.

Davidson said the materials for the Randolph Street Water Main Project are expected to be delivered this week with construction commencing next week. This project will be running through Centennial Park, so Park Superintendent Hite will be going over the construction schedule with the Plymouth schools so sporting events can be planned accordingly.

Davidson next discussed the demolition of the houses at 805 and 809 W Harrison Street. The punch list has been completed by the contractor. The claim for payment of this work is part of the September 26, 2016 docket. Superintendent Davidson explained that this area will be a shallow dry bottom retention area and is expected to be constructed next year once funds become available.

The guaranteed savings contract with Kokosing for the wastewater treatment facility updates continue with their preplanned, aggressive schedule. The aeration basins and final clarifier are expected to be in place before winter weather begins effecting the area.

Davidson notified the board that the Water Main Replacement Project along West Washington Street from Beerenbrook Street west towards the Jefferson Street apartments has been completed. The cast iron water main has twelve leaks within a two-block area so the decision was made to change out the water main. The testing is complete and all the homes are now connected to the new line.

Mayor Senter requested an update on the water main project on northbound Oak Drive. Davidson stated that this should be completed on September 27<sup>th</sup>.

Fire Chief Miller notified the board that a monetary donation from Barb Gretter was received and the funds should be receipted into the City’s Monetary Gift Fund.

Police Chief Bacon presented the August 2016 report:

**PLYMOUTH POLICE DEPARTMENT  
Activity Report Summary 2016**

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Information	451	470	568	559	524	634	550	635					4,391
Complaint	446	460	427	508	594	469	652	566					4,122
911 Calls	76	108	130	141	173	140	138	179					1,085
Residential Security Checks	139	102	128	91	34	10	4	2					510
Alarms	67	77	70	71	82	54	79	58					558
Vehicle Checks	34	22	28	29	41	39	36	34					263
Assist Other Agencies	10	9	22	18	16	13	10	17					115
Animal Complaints	18	16	27	21	30	37	49	48					246
Code Enforcement	40	23	28	58	100	65	69	34					417
Traffic Stops	281	294	383	322	367	290	218	359					2,514
Citations Issued	174	196	209	184	247	185	126	261					1,582
Accident Reports	39	42	37	38	48	42	38	53					337
Case Reports	106	99	136	141	131	123	151	143					1,030
Arrests	46	38	55	80	51	40	37	56					403
Arrests (Adult)	38	29	35	72	40	34	28	49					325
Arrests (Juvenile)	8	9	20	8	11	6	9	7					78

Chief Bacon requested the board’s approve to accept a monetary donation of \$1,000.00 from the Plymouth Wesleyan Church into the City’s Monetary Gift Fund and a private donation of \$100.00 into the K-9 Fund.

Board Members Houin and Fonseca moved and seconded to accept the donations. The motion carried.

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The Starke County Sheriff's Department contacted Chief Bacon because they are looking to purchase a Dodge Magnum for their K-9 unit, which is what the City of Plymouth previously used for its K-9 unit. The cage within the city's Dodge Magnum is of no use at this time and Starke County is interested in purchasing that item. Bacon requested that the board deem the cage surplus property so it may be sold.

Board Members Grobe and Houin moved and seconded to declare the K-9 cage as surplus property. The motion carried.

Bacon also requested the board's permission to hold a city-wide auction. The police department collects abandoned and stolen bicycles and other equipment and their storage unit is at capacity.

Board Members Grobe and Fonseca moved and seconded to allow the police department to hold a city-wide auction. The motion carried.

City Attorney Surrisi presented a proposal from the law offices of Foley & Small who represent someone who utilized the Plymouth Ambulance Service. The proposal is for an insurance settlement which was not adequate to cover the medical expenses. They have proposed a compromise of reducing the ambulance bill from \$519 to \$160.

Board Members Houin and Grobe moved and seconded to accept the settlement. The motion carried.

Clerk-Treasurer Xaver presented the following request:

The Heartland Artists would like to update the Board of Works on the Art Festival that will be taking place on October 1, 2016. In the midst of planning, we opted to pursue a temporary liquor license to help attract more people to the event. We pursued all appropriate avenues to obtain the proper licenses, but it was suggested by Chief Bacon to update the board as a courtesy. S/ Anna Kietzman, 10145 Princess Ct, Plymouth, IN 219-477-0747

Ms. Kietzman was present to answer questions. She noted that there will be a wine and beer garden at the south end of the festival.

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

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Board Member Houin and Fonseca moved and seconded to allow the payroll for September 30, 2016, and the claims for September 26, 2016, as entered in Claim Register #2016. The motion carried.

City Attorney Surrisi provided an update on the alleyway near Dickman Street close to Nancy Young's property. Following some discussions between Board Member Delp, City Attorney Surrisi and the Young's, it was decided that the best course of action would be to pursue purchasing a small triangle of land to which the alley has migrated. Real estate purchases under \$10,000 by the city can occur without appraisals and the agreed upon price between the land owner and Delp was \$750. Superintendent Marquardt received a quote from Plymouth Land Survey of \$725 to stake the land and complete a drawing of what the city would be acquiring. This brings the total cost to \$1,475 to resolve the issue. Funding can come from the City Properties and Maintenance Fund.

Board Member Houin asked if this included the title search. Surrisi noted that he had not planned on conducting that but will include it if the board deems it necessary.

Board Member Houin and Fonseca moved and seconded to approve moving forward with the purchase in addition to the title search and insurance. The motion carried.

Mayor Senter requested additional discussion regarding the parking on Harrison Street. Street Superintendent said that the current parking space between the alley and Michigan Street is a small area and allowing one resident to park there is making the situation worse. He has suggested that maybe the best solution is to make the whole area no parking again.

Board Member Houin suggested that settling disputes between neighbors is not something the board would like to be involved with, but rather settling the traffic problem and meeting the safety needs in that area is the main focus. His suggestion was to make all of Harrison Street from Plum Street to Michigan Street a no parking area.

Councilman Don Ecker agreed with Houin's suggestion. Board Member Grobe questioned whether or not there was adequate parking on the side streets, alleys, and driveways for residents in that area. He said he does not want the no parking area to push residents to move their vehicles on the sidewalks or in yards. Ecker said he believes that there is adequate parking.

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Houin requested that no action be taken today and that the residents along Harrison Street be notified of potential changes to the parking in that area. Marquardt said that letters to the residents will be drafted and given to the residents before any action is taken.

There being no further business to discuss, Members Fonseca and Grobe moved and seconded to adjourn the meeting. The motion carried. And the meeting was declared adjourned at 6:34 p.m.

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Jeanine M. Xaver  
Clerk-Treasurer

APPROVED:

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Mark Senter  
Mayor

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

9/16/16 – I would like to have new trees planted in front of my home located at 518 N Michigan St. S/ William Creech, 518 N Michigan St., Plymouth, 574-315-5734

9/19/16 – Large tree in front of my house looks to be dead and rotting could someone come and look at it. Cut down if dead. S/ Yvonne Hopple, 413 S Michigan St., Plymouth, 574-952-1175