

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, OCTOBER 24, 2016

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on October 24, 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 Delp, Fonseca and Houin. City Engineer Gaul, City Attorney Surrisi and Clerk-Treasurer Xaver were also present. Board Member Grobe was absent.

Board Members Delp and Houin moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on October 10, 2016, as presented since they have been reviewed and found to be correct. The motion carried.

Utility Superintendent Davidson provided an update on the Boys & Girls Club Sanitary Sewer Relocation Project. He said that all the structures and piping are in place. The project is expected to be substantially completed by November 15, 2016.

Davidson also said that the Randolph Street Water Main Project is approximately 50% complete. The construction crew will begin the directional drilling underneath the stream and river during the week of October 24th and would like to get as much done as they can before the winter weather sets in. The majority of the project is expected to be completed within the next thirty days with a projected substantial completion date of January 5, 2017.

Davidson requested the board's permission to release the remaining retainage to Thieneman Construction for the Ledyard Water Plant Improvement Project. All the punch list items have been completed and any future issues would be under warranty.

Board Members Delp and Fonseca moved and seconded to release the remaining retainage to Thieneman Construction. The motion carried.

Lastly, Davidson discussed the comparative rate study performed by Umbaugh and Associates. It was determined that the City of Plymouth, when compared to other cities the same size, charge rates for water services that are 23% below average and sewer services that are 40.2% below average. Davidson said he believes the figures show that our customers are receiving a good value for the services they are receiving through the City of Plymouth.

Board Member Delp asked Street Superintendent Marquardt if there were any updates on the Dickman Street alley procurement. City Attorney Surrisi and Marquardt both said the survey from Plymouth Land Survey has not yet been received. Marquardt said that he will follow up and have an update at the next meeting.

City Engineer Gaul presented the following request:

DEPARTMENT OF ENGINEERING
PUBLIC WORKS – STORMWATER MANAGEMENT
CITY OF PLYMOUTH, INDIANA
900 OAKHILL AVENUE - P.O. BOX 492
PLYMOUTH, IN 46563

Philip R. 'Rick' Gaul, P.E.
City Engineer

PHONE 574-936-3614
FAX 574-936-3017

DATE: October 24, 2016

TO: Board of Public Works & Safety
Mayor Mark Senter
Mike Delp
Shiloh Fonseca
Shawn Grobe
Jeff Houin

FROM: Rick Gaul

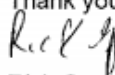
COPY: Jeanine M. Xaver
Gary Cook
Duane Culp
Don Ecker
Sean Surrisi
Donnie Davidson (e-mail)
Jim Marquardt (e-mail)
Chief Bacon (e-mail)

RE: 2016 Street & Sidewalk Fall Projects
No Parking Request
PW-16-033

Phend & Brown is requesting no parking on Washington, Alexander, and Ewing starting 10/31/2016 through 11/12/2016. This will allow street construction to proceed without delays in these areas.

Per the contract; Phend & Brown is to notify the affected property owners, press, and sign the affected areas 48 hours prior to the enforcement of no parking on the above listed streets.

We are requesting the Board of Public Works and Safety to approve, no parking on the streets outlined above.

Thank you,

Rick Gaul

Gaul said that he is awaiting Phend & Brown's submittal of e-Verify information and the project is expected to begin on October 31, 2016 and finish by November 12, 2016.

Board Members Houin and Delp moved and seconded to approve the no parking request as presented. The motion carried.

Gaul presented the following request:

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Donnie Davidson (e-mail)
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Chief Bacon (e-mail)

RE: Police Station Parking Lot
PW-16-069

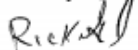
As you are aware there is a significant amount of subsidence at the parking lot south of the Police Station. We desire to utilize Ground Penetrating Radar (GPR) to better define the extent of the problems. This system has been used in the past by the City of Plymouth and was beneficial in the design and construction.

The cost for the GPR Investigation was quoted at \$800.00 and the Report was \$200.00 for a total of \$1000.00 (see attached). City personnel will survey the site to locate the problem areas.

We are requesting permission to enter into a contract for the GPR Investigation and Report.

Also we are requesting permission to close the parking lot for three days. The day before the investigation, the day of the investigation and the day after the investigation (for the survey). The parking lot or portions of the parking lot will be opened after the survey is performed.

Thank you,



Rick Gaul

Gaul explained that part of the parking lot on the south side of the building fell through and instead of blindly trying to determine where all the holes are underneath the concrete, he would like to use

Ground Penetrating Radar (GPR) to better map the layout underground. This information can be used when compiling proposals for the contractors. Gaul requested the board's approval of the quote for the survey and report as well as closure of the parking lot for three days.

Board Members Delp and Fonseca moved and seconded to approve the quote from Ground Penetrating Radar in the amount of \$1,000 for the police station parking lot and to close the lot as requested. The motion carried.

Gaul presented the following request:

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FROM: Rick Gaul

COPY: Jeanine M. Xaver
Gary Cook
Duane Culp
Don Ecker
Sean Surrisi
Jim Marquardt (e-mail)

RE: 2016 Crack Seal Projects
PW-16-056

The Street Department requests permission to receive Quotes for the PW-16-056 2016 Crack Seal Projects.

The quote will be a 'Lump Sum Price' for each individual Community Crossing Matching Grant Funded Projects and an 'unit price cost per pound' for the City Funded Projects based on the actual weight of hot asphalt fiberized crack sealing installed on the city streets.

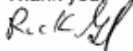
The initial proposed streets to be addressed are:

<u>Street</u>	<u>Construction Limits</u>	<u>Funding Type</u>	<u>Payment</u>
Michigan St.:	Corp Limit to Oakhill	Community Crossings	Lump Sum
Markley Dr.:	Oak to Shamrock	Community Crossings	Lump Sum
Water St.:	Laporte to Adams	City of Plymouth	Pound Weight
Harrison:	Oak to First	City of Plymouth	Pound Weight
Columbus Dr.:	Baker to E. Jefferson	City of Plymouth	Pound Weight
Berkley St.:	Blair east to the Dead End	City of Plymouth	Pound Weight

Streets may be added or deleted during the City Funded portion of the project. Because of our budget constraints we are requesting an installed cost per pound price with a total cost not to exceed \$ 50,000.00 for the City Funded Projects.

Quotes will be due at the November 14, 2016 Board of Public Works and Safety Meeting.

Thank you



Rick Gaul

He requested permission to solicit quotes for the 2016 Crack Seal Projects.

Board Members Delp and Houin moved and seconded to begin soliciting quotes for the 2016 Crack Seal Projects. The motion carried.

City Engineer Gaul updated the board and reviewed the report for the Oakhill/Soice and Michigan Streets Intersection.

September 20, 2016

Revised October 18, 2016

Re: Preliminary Engineering Report
Oakhill Avenue/Soice Street at Michigan Street
(Donahue Project 13129)

Dear Mr. Gaul,

As agreed to in Part 1, B.2. of the Engineering Services Agreement executed by Mayor Mark Senter on June 13, 2016, and following the approval of our Traffic Signal Warrant Analysis and completion of the field survey work, Donohue & Associates, Inc. is moving forward with the above referenced project by presenting the following Preliminary Engineering Report in the form of a letter.

This Preliminary Engineering Report was prepared to document the engineering analysis performed to define and support the alternative approaches to signalization of the Oakhill/Soice at Michigan Street intersection. In addition this report summarizes existing conditions, documents the purpose and need for the project, and documents additional data related to preliminary design alternatives. These alternatives will establish the functional or conceptual requirements that will be used as the starting point of the design phase. The purpose of the proposed project is to improve safety and provide for a higher level of service to better meet current and future transportation demands for all users (vehicles, pedestrians, and bicyclists).

Existing Conditions:

The intersection of Oakhill Avenue / Soice Street at Michigan Street is a 4-way intersection that is presently controlled by stop signs on the minor approaches. The mainline (Michigan Street) is a north-south principal arterial with one (1) thru lane in each direction. Michigan Street north of the intersection is a curbed section with a width of 39' face of curb to face of curb and sidewalks separated by a grass tree lawn on each side. It appears that on street parking could be permissible in this area. Michigan Street south of the intersection is a paved shoulder section with sidewalks separated by a grass tree lawn. It appears to have 24' of mainline pavement with 10' shoulders on each side. The church on the southwest corner appears to have a gravel parking area adjacent to Michigan Street. No exclusive turn lanes are currently provided on Michigan Street. Presently, the posted speed limit on Michigan Street, in the close proximity of the subject intersection, is 35 miles per hour (mph).

The east approach (Soice Street) is a two (2) lane east-west city street with one (1) travel lane in each direction. Soice street connects Webster Elementary School as well as a residential area to the east. It appears to have a pavement width of 40' from face of curb on the south side to edge of pavement on the north. Soice street appears to be overly wide, and does not align well with Oakhill Avenue to the west. A sidewalk and old driveway approach is adjacent on the curb on the south side of the street.

The west approach (Oakhill Avenue) is a two (2) lane east-west minor arterial with one (1) travel lane in each direction. This appears to conveniently connect with Indiana 17 which allows access to Culver to the south. Oakhill Avenue has a pavement width of 24' with a 2' curb and gutter section on both sides. Sidewalks exist on both sides, with sidewalk directly adjacent to the curb and gutter on the north and a small (+/- 4 foot) grass tree lawn provided on the south.

It is our understanding that the area surrounding the subject intersection is routinely impacted by the adjacent Webster Elementary School's arrival and departure activities. The location of Webster Elementary School has a start time of 8:15 am and dismissal of 3:00 pm. Based on the traffic data collected by MACOG our analysis has found that start and dismissal times are within the peak traffic duration for this intersection. Based on information found on the district website it appears that 4 buses are responsible for transporting students, while the remainder are either transported by parents or are walkers.

The traffic data was collected at 15-minute intervals. Based on the impacts from Webster Elementary School start and dismissal and other results indicate that the peak hour traffic flow at the subject intersection occurs in the morning between 7:00 to 9:00 and in the evening, between 3:00 to 5:00 PM, of an average weekday. In order to analyze this data outside of its tabular form, the data was compiled into a separate turning moving exhibits for each hour and the contributing 15 minutes volumes (Exhibit "A" attached). There were also fifty-four (54) pedestrian / bicycle crossings observed during the entire 12-hour survey period. Also provided on Exhibit A is a theoretical signal phase block. The final phasing and timings for the signal will be approached during the design and construction phases of the project.

Preliminary Design Alternatives:

Alternative 1

Alternative 1 (Alternative 1 Exhibit Attached) involves the addition of dedicated left turn lanes on Oakhill Avenue and Michigan Street north and south of the intersection. Michigan Street north of the intersection has sufficient width to support the widening. The mainline pavement on Michigan Street south of the intersection will need to be widened from 24' to 36' to add the left hand turn lane, and the shoulder can be reduced to 4' in width to hold the overall existing pavement section of 44' (36' main line + 4' shoulder + 4' shoulder). Oakhill Avenue will also need to be widened to add the left turn lane, and the tree lawn on the south side would be removed. Right of way limits on Oakhill Avenue would be very tight for this alternative. Immediately across the intersection on Soice Street is a proposed dedicated left turn lane which lines up directly across from the proposed turn lane on Oakhill Avenue. Soice Street is then widened on the north side to provide a combined right and thru lane that lines up with the thru lane on Oakhill Avenue.

Alternative 2

Alternative 2 (Alternative 2 Exhibit Attached) involves the same improvements on Michigan Street and Oakhill Avenue as specified in alternative 1 with one (1) major difference. The main difference in this alternative is that immediately across the intersection on Soice Street is a buffer area where Alternative 1 provided a left turn lane. The left turn lane is then turned into a combined left and thru lane lining up with the thru lane on Oakhill Avenue. North of the turn lane on Soice Street then would be a dedicated right hand turn lane. From the traffic data it appeared that the majority of vehicles on this approach were right turning vehicles onto Michigan Street.

Alternative 3

Alternative 3 (Alternative 3 Exhibit Attached) involved the same improvements on Michigan Street as Alternatives 1 & 2, however Oakhill Avenue would not be widened. Left turning vehicles off from Oakhill to north on Michigan Street should not conflict with a significant number of vehicles coming from Soice Street, and therefore should not need a left turn phase in order to improve the level of service. Removing the left turn lane on Oakhill Avenue allows us to move the combined thru and left turn lane further south on Soice Street, limiting the additional pavement widening and possible right of way and utility conflicts to the north.

Alternative 4

Alternative 4 would involve the do nothing alternative, where a traffic signal would be provided however no realignments or widening would occur on the project.

Traffic Signalization:

Span and Catenary

The Alternative 3 exhibit has been enhanced to show the span and catenary signalization configuration in red. Because of the existing pavement limits on Soice Street to the south, span and catenary configuration will have to use a "bridle" configuration on the southeast corner where the actual corner of the span wires would be in midair. This alternative may conflict with the existing overhead electric crossing the intersection on the north side of Oakhill Avenue and Soice Street.

Signal Cantilever

The Alternative 3 exhibit shows the signal cantilever configuration in blue. This configuration should provide the least impact to the overhead utilities and allows for a little more flexibility in the location of the signal heads, poles and the pedestrian heads.

It is important to note that the pedestrian push buttons need to be within 5' of the curb ramps and separate pedestals may need to be provided in some instances for both traffic signal alternatives.

Recommendation:

After review of all of the alternatives, Donohue recommends Alternative 3 as the preferred alternative. The reconstruction of Oakhill Avenue as discussed in Alternative 1 and 2 could have major implications on the existing right of way, and the needs of utilities which may have to relocate as a result of this project. Based on the traffic counts, it doesn't appear that Soice Street has a high opposing thru traffic volume or speed to conflict with the high left turn volume coming off from Oakhill Avenue. Therefore, a left turn arrow for vehicles on Oakhill Avenue would not be extremely beneficial at this intersection. The left turn lane on Michigan Street will remove stopped vehicles from through traffic which should increase the capacity of the roadway, and could potentially reduce rear-end crashes which may otherwise be caused by vehicles stopping to turn left.

As far as the traffic signal alternatives, either alternative may provide a good solution for the signalization. The Signal Cantilever structures may however be a better solution due to the significant number of utilities at the intersection. Placement of Signal Cantilever structure allows for a little more flexibility. The Span and Catenary configuration may conflict with the

overhead power lines which are crossing the intersection, however may provide a lower construction cost, yet higher maintenance costs. The Signal Cantilever system allows for more aesthetic options, and may be more aesthetically pleasing.

Prior to finalizing this PER, we look forward to receiving your comments and information resulting from a meeting with the Webster Elementary School staff at your direction. Please ask all commenting parties to forward their comments through your office.

The Minutes of the above reference meeting and final recommended Alternative 3A are attached following Exhibit "A" in this report.

S/ Kenneth P Herceg, PE, LS, Vice President of Donohue & Associates, Inc.

Gaul explained that the proposal includes putting in a right turn lane on Soice Street to northbound on Michigan Street at Webster Elementary School. This should help the flow of traffic in the area.

City Engineer Gaul updated the board on the Hoham Drive Reconstruction project. He said that he has met with representatives from INDOT regarding the project. At this time, only funding for the construction portion of the project has been awarded, which means the city must request funding three more times for preliminary engineering, purchase of right-of-ways, and construction engineering. The City of Plymouth signed up for a pilot program with INDOT to allow them to prepare the RFP and conduct the negotiations on the city's behalf. The city will be working alongside INDOT throughout the entire process and must concur with the negotiations in order to move forward. Gaul stated that he hopes that working side-by-side with INDOT will increase our chance of receiving the requests for funding of the preliminary engineering, purchase of right-of-ways, and construction engineering.

Board Member Delp and Fonseca moved and seconded to allow the payroll for October 31, 2016, and the claims for October 24, 2016, as entered in Claim Register #2016. The motion carried.

Clerk-Treasurer Xaver presented the following request:

A ramp (asphalt or cut out) placed in a parking space in front of Pathfinder Services at 113 Water St. This will assist clients using wheelchairs and walkers to more easily get into our building during the winter months. We provide day services to adults with disabilities from 8 AM – 4 PM Monday – Friday. S/ Anita Kline, Assistant Director, 113 Water St, Plymouth, IN

Ms. Kline was present to discuss the request and answer questions. Delp said that the original plan was to have a ramp in front of that building, however building owner Jim Vinall asked to have it moved down the street. Street Superintendent Marquardt said that he surveyed the area and there are concerns with elevation at this location as it has the highest elevation on the block. ADA requirements need to be kept in mind. City Engineer Gaul said he believes it would be difficult to put a ramp in this location and have it meet ADA requirements. Delp told Kline that he is sensitive to their needs, but is sure that it could not be done this year.

Kline asked if Pathfinders could purchase a portable metal ramp to put in one of the parking spaces. Delp said he would be receptive to this option as long as Pathfinders assumes responsibility and ensures that it meets ADA requirements. Councilman Ecker asked that the board consider who is assuming liability should someone get hurt while utilizing the ramp. Marquardt also brought up snow removal and that a portable ramp could cause issues.

It was decided that no action would be taken at this time. Pathfinders will be looking into additional options and presenting them before the board at a later date.

Clerk-Treasurer Xaver presented the following request:

Grant Houin – Boy Scout Troop 257 is requesting approval for his Eagle Scout project of landscaping of the new flag pole at River Park Square that his brother Luke Houin put in for this Eagle Scout project. S/ Chuck Houin, 13981 11th Rd, Plymouth, IN 574-532-0054

Grant Houin was present to discuss his request and answer any questions. He said that he is proposing to put bricks, bushes, and flowers in the area. The bricks will have the Boy Scouts twelve laws on them.

Delp asked when he planned on completing the project. Houin said he would like to have the project completed by the end of 2016, however if that is not possible then he will complete it in early 2017. Delp also asked about electric running in the ground. It was noted that the electricity runs through the pole and should not be an issue with this project.

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Funding for the project is estimated at \$300.00. Houin asked for funding support from the city.

Mayor Senter said that a donation could be provided for the project.

Board Members Houin and Fonseca moved and seconded to recommend the Park Board approve the project. The motion carried.

There being no further business to discuss, Members Houin and Fonseca 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
Clerk-Treasurer

APPROVED:

Mark Senter
Mayor

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

9/27/16 – The alley behind the 200 block of Webster is in dire need of repair. There are numerous large deep holes that have to be avoided when driving the alley. The alley wall has also become extremely unlevel, which is hard on vehicles. It needs to be filled, leveled and re-paved as soon as possible. S/ Ellen Gaines

10/14/16 – Between our property and our neighbors property. The tree is rather large and appears to be dead which is a concern to us in inclement weather. S/ Jennifer Munoz, 811 W Adams St, Plymouth, IN 46563 574-935-1824