

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, MARCH 11, 2019

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on March 11, 2019, at 6:00 p.m. in the Council Chambers, on the second floor of the City Building, 124 N. Michigan Street, Plymouth, Indiana.

Mayor Senter presided for Board Members Culp, Houin and Milner. City Attorney Surrisi and Deputy Clerk-Treasurer Collins were also present. Board Member Walters was absent.

Board Members Culp and Milner moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on February 25, 2019. The motion carried.

Utility Superintendent Davidson reviewed his recommendation for awarding the bid for the North Water Tower Improvements Project from himself and Dixon Engineering:

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, MARCH 11, 2019

Board of Works & Public Safety

RE: North Water Tower Improvements Project (Parkview St.)

Board Members:

We have completed the review of bids for the North Water Tower Improvements Project.

There were 2 different low bidders on the project – one for the Base Bid and one for the Base Bid + Alternate Exterior Overcoat.

Base Bid:

- | | |
|------------------------|------------------------|
| 1. Industrial Painting | \$207,800.00 |
| 2. Fedewa, Inc. | \$219,740.00 |
| | \$11,940.00 difference |

Base Bid + Alternate Exterior Overcoat:

- | | |
|------------------------|------------------------|
| 1. Fedewa, Inc. | \$239,740.00 |
| 2. Industrial Painting | \$261,000.00 |
| | \$21,260.00 difference |

If you chose to proceed with the project it is my recommendation to the board to award the project to the low bidder using the Base Bid plus the Alternate Exterior Overcoat, which is Fedewa, Inc. Hastings, MI for **\$239,740.00**.

I have also attached our engineer's recommendation, which also identifies Fedewa, Inc.



Donnie Davidson, Utilities Superintendent
City of Plymouth

Davidson also reviewed the recommendation from Dixon Engineering for the award of the bid for the North Water Tower Improvements Project:

Dixon Engineering & Inspection Services
712 Bailey Court
Angola, IN 46703

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, MARCH 11, 2019

Subject: North Water Tower painting Project- Recommendation for Award

Dear Donnie:

Dixon Engineering has reviewed the bids for the exterior overcoating, cathodic protection system installation, and miscellaneous repairs to the City's 1,000,000 North toroellipse elevated water tower. After review of the bids Dixon Engineering recommends awarding the project with the alternate overcoat paint system to the low bidder, Fedewa, Inc. of Hastings, Michigan, for the bid amount of \$239,740. The bid amount was lower than our project estimate. Fedewa, Inc. is a prequalified contractor with Dixon and in the past has successfully completed similar projects.

Enclosed find three copies of the Notice of Award for the project. After City review, please sign and forward all copies of the selected notice to the contractor for signature. The contractor is to return one copy to the City, forward one copy to our office, and retain one copy for his files. Also, please remind the contractor he then has ten days to forward to our office the required bonds and certificate(s) of insurance for inclusion in the Contract Documents.

If you have any questions, please contact me at 260-740-1360.

FOR DIXON ENGINEERING, INC.,



Jim Clevenger
Project Manager

Board Members Culp and Houin moved and seconded to award the bid as recommended by Utility Superintendent Davidson to Fedewa, Inc. of Hastings, Michigan for \$239,740.00 for the base bid plus the alternate exterior overcoat. The motion carried.

Davidson said the budget for this project was \$300,000. With the construction cost and the cost of engineering and inspections, the project is approximately \$30,000 below budget. The contractor has a window between July 22nd and August 23rd to complete the project. The work must be completed within 40 days of commencement because the water tower can only be out of service for 40 days. Davidson said there is a 2-year warranty bond on the project.

Police Chief Bacon recommended the Board award the quote for the two squad cars to Country Auto Center in the amount of \$58,864.00. He explained that they will be 2019 Dodge Durangos (pursuit rated).

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, MARCH 11, 2019

Board Members Houin and Milner moved and seconded to award the quote to Country Auto Center in the amount of \$58,864.00. The motion carried.

Utility Superintendent Davidson requested the board's permission to begin soliciting quotes for a wastewater maintenance truck with a service bed. He said this was budgeted for 2019 and will replace an existing vehicle.

Board Members Culp and Houin moved and seconded to allow Davidson to begin soliciting quotes for the wastewater maintenance truck. The motion carried.

Fire Chief Miller notified the board that Pioneer Seed will conduct their open burn project tomorrow, March 12th, from noon – 4:00 p.m.

Miller also presented the following monthly fire reports for February 2019:

Plymouth Fire Dept

Departmental Activity Report

Current Period: 02/01/2019 to 02/28/2019, Prior Period: 01/01/2019 to 02/28/2019

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	0	0.00	1	101.12
Combustible/flammable spills & leaks	1	9.45	2	20.96
Dispatched and cancelled en route	11	11.29	31	27.26
Electrical wiring/equipment problem	3	8.18	4	9.14
Emergency medical service (EMS) Incident	127	188.12	290	745.55
Extrication, rescue	0	0.00	1	2.20
False alarm and false call, Other	0	0.00	6	16.72
Fire, Other	0	0.00	2	9.04
Good intent call, Other	1	3.54	2	6.54
Medical assist	6	4.27	15	16.69
Mobile property (vehicle) fire	1	3.09	2	4.39
Outside rubbish fire	2	2.93	2	2.93
Public service assistance	0	0.00	1	1.28
Rescue or EMS standby	1	0.89	1	0.89
Steam, Other gas mistaken for smoke	1	4.82	2	8.75
Structure Fire	0	0.00	2	60.36
System or detector malfunction	1	0.08	2	1.71
Unintentional system/detector operation	2	5.52	5	8.71
Wrong location, no emergency found	1	1.55	1	1.55
	<u>158</u>	<u>243.73</u>	<u>372</u>	<u>1,045.79</u>
Training				
Allergies	0	0.00	2	2.00
Anaphlaxis	1	1.00	2	2.00
Blood Bourne Pathogens	1	1.00	4	3.50
Cardiology	9	29.00	11	39.00
Communications Equipment	1	1.00	1	1.00
CPR Recert	0	0.00	37	148.00
EMS Audit & Review	0	0.00	19	35.00
EMS Skills	14	3.00	14	3.00
EMT-B	4	9.00	7	21.00
Epi Pens	0	0.00	1	1.00
ESO	17	17.00	17	17.00
FF I-II	8	22.25	24	66.50
FF I-II SKILLS	27	155.00	36	191.00
Gas Pipe line Safety	0	0.00	5	12.50

* Staff hours for Fire Alarm responses that have an associated EMS alarm record are considered shared hours. Shared hours are posted only with the EMS alarm responses to avoid duplication of staff hours in totals.

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, MARCH 11, 2019

Training				
General Building Construction	4	8.00	4	8.00
Hazardous Materials Overview	1	2.00	1	2.00
Hazmat Awareness and Operations	1	8.00	1	8.00
Mega Code	9	14.00	13	23.00
Paramedic School	3	16.50	5	32.00
Pediatric Emergencies	0	0.00	7	7.00
Protocol Review	1	1.00	3	5.00
Ropes & Knots	22	44.00	22	44.00
Strategic and Tactical Operations	3	3.00	3	3.00
Suicide Prevention	0	0.00	1	1.00
Toxicology	5	10.00	5	10.00
Volunteer Fire Business Mtg.	25	50.00	50	87.50
	<u>156</u>	<u>394.75</u>	<u>295</u>	<u>773.00</u>

Plymouth Fire Dept

Incidents by District (Summary)

Alarm Date Between {02/01/2019} And {02/28/2019}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
001 Argos	1	0.63 %	\$0	0.00 %
006 Lapaz	1	0.63 %	\$0	0.00 %
007 Plymouth	113	71.51 %	\$0	0.00 %
011 Center Twp	18	11.39 %	\$0	0.00 %
019 West Twp	20	12.65 %	\$0	0.00 %
12 Argos Paramedic Assist	1	0.63 %	\$0	0.00 %
16 Lakeville/Lapaz Paramedic Assist	2	1.26 %	\$0	0.00 %
18 Walkerton Paramedic Assist	2	1.26 %	\$0	0.00 %
Total Incident Count: 158			Total Est Losses: \$0	

Police Chief Bacon presented the following monthly reports:

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, MARCH 11, 2019

Street Superintendent Marquardt discussed the light poles on Kingston Avenue. He talked with the six property owners where the current poles exist. He proposed the changes to the property owners and let them know that they would be replaced with the green street light poles that are currently used in the city's neighborhoods. He did propose the option of moving them from their current locations out to the terraces, and the city would fix any yard damage done in this process. The property owners all seemed fine with leaving them in their current locations. He feels the whole project could be done for around \$1,000.00 using the city employees.

Houin asked if the city would need agreements with the property owners since they are on private property. City Attorney Surrisi said yes and he will work with Street Superintendent Marquardt to get those documents together and to all the property owners and bring it back to the board to review.

City Attorney Surrisi presented Executive Order 2019-01, Regarding Placement of a Banner Across North Michigan Street. He requested the board's ratification of that executive order.

Board Members Houin and Culp moved and seconded to ratify Executive Order 2019-01. The motion carried.

Mayor Senter clarified that the Marshall County Blueberry Festival office has coordinated and scheduled the placement of banners over North Michigan Street by Centennial Park for years. REMC was the company that installed and hung the banners up for them. REMC has decided that they will not do this anymore, so the request is for the city to pick up this work for the placement of banners. Sherry Martin from the Marshall County Blueberry Festival office informed Street Superintendent Marquardt that her office would continue to maintain permits on file at their office. They also receive the banners. That office will continue to keep those records and continue to schedule. The only change would be asking the city street department to hang the banners once the Blueberry Festival office has their documentation in order. Marquardt said that there are hooks for

the top of the banners and the Blueberry Festival office will provide heavy-duty zip ties for the bottom of the banners. He estimated that it will take four employees approximately one hour to put a banner up.

Culp asked if Marquardt is going to mandate that the Blueberry office provide the permits to him before taking the banner. Marquardt said he would get a copy of the permit.

Board Members Houin and Culp moved and seconded to authorize the street department to use city employees to install banners when the Blueberry Festival has it scheduled. The motion carried.

Deputy Clerk-Treasurer Collins presented the following request:

The Heartland Artist Gallery is requesting to close down Michigan Street between LaPorte and Washington (2 city blocks) to hold their 6th Annual *Art in the Street Festival* on Saturday, June 22nd, 2019 from 10 am-3 pm. The event will include artists' booths, food vendors, live music and dancing entertainment, kids' activities and a wine and beer tent – all celebrating local and regional art. In previous years, the festival was held on a single city block (Laporte to Garro). Due to the success of last year's festival and the significant increase in booth applications already being received this year, we are requesting an extra block to give room to vendors, performers, and patrons. (This will be especially helpful in the setup and takedown of booths.) Additionally, to bring more attention to the festival and help beautify the downtown area, the gallery would like to request permission to hang banners on the lamp posts in the downtown area in the months or weeks leading up to the event. These banners would be reusable from year-to-year. S/ Anna Kietzman, President, 101 N Michigan St, Plymouth, 219-477-0747

Ms. Kietzman was present to discuss her request. She said Heartland Artists is open to suggestions regarding which streets to close that would provide them enough room to expand their event, but also keep public safety and the ease of closures in mind. Mayor Senter said he thought it would make the most sense to extend the closure to Washington Street. Houin also suggested closing Garro Street up to the alley.

Kietzman also requested the board's permission to have a beer and wine tent again this year. They will obtain permits for this and set up the proper fencing.

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, MARCH 11, 2019

Heartland Artists would also like to install banners on the city light poles. Their vision is to create an arts and culture district in the downtown area. Culp asked Marquardt if the Street Department would be okay with this. Marquardt said yes, as long as the banners are the correct size.

Board Members Milner and Houin moved and seconded to approve the request as presented and include the closure of Garro Street to the alley. The motion carried.

Collins presented the following request:

We would like to rent parking spaces in the parking lot on Water Street. We have a food trailer and would like to set up on Saturdays for business. S/ Mike and Lori Faylor, Owner, 14030 11th Rd, Plymouth, 574-948-1439

The Faylor's were present to discuss their request. Mike Faylor said he tried to get into the Farmer's Market, but was denied a space. Senter asked if this will be weekends only. Faylor said yes. Senter also asked if the trailer would stay in the parking spaces during the week or be moved. Faylor said it would be moved every weekend.

The Faylor's are looking to utilize the same parking spaces that Emanuel Reese previously occupied – along the northwest side of the building at the corner of Garro and Water Street. Senter asked if it would be for the entire summer. Faylor is hoping for that amount of time, but business will dictate if he stays or not. Houin asked how many spaces he would like. Faylor said he would like three or four spaces, but he could get away with two.

City Attorney Surrisi said that the city will have to go through the same process as before, which includes advertising for the leasing of these spaces and people can submit proposals. After that period, then the board could approve the lease and enter into an agreement. Surrisi did suggest that the agreement include a term with payment on the front end, as the city is currently chasing payment from the prior renter of these spaces.

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, MARCH 11, 2019

Board Members Houin and Milner moved and seconded to authorize City Attorney Surrisi to take the next step in the approval process and discuss details with the Faylors and put together a proposal to advertise for the lease. The motion carried.

Board Members Culp and Milner moved and seconded to allow the payroll for March 15, 2019 and the claims for March 11, 2019 as entered in Claim Register #2019. The motion carried.

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

- Fire Department Report for February, 2019

The motion carried.

There being no further business to discuss, the meeting was declared adjourned at 6:26 p.m.

Abigail Collins
Deputy Clerk-Treasurer

APPROVED:

Mark Senter, Mayor

The following request was forwarded to the proper committee to act:

03/04/2019 – Tree Request: I would like someone to take a look at the two trees in the front, facing Dickson St. My question is if they look like they might need trimming or if they look healthy. I've had large branches falling and just want to make sure they are safe. S/ Elizabeth Garza, 127 Dickson St., 574-540-1901