

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, JULY 13, 2020

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on July 13, 2020. The meeting was held in the Council Chambers, on the second floor of the City Building, 124 N. Michigan St., Plymouth, Indiana.

Mayor Mark Senter called the meeting to order at 6:00 p.m. Senter presided for Board Members Duane Culp, Jeff Houin and Shiloh Milner. As allowed by Governor Holcomb's Executive Order #20-04 and 20-09, Board Member Bill Walters attended the meeting virtually. City Attorney Sean Surrisi and Clerk-Treasurer Jeanine Xaver were also present.

Members Culp and Houin moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on June 22, 2020. The motion carried.

The following legal notice was advertised on June 18 and 25, 2020 in the Plymouth Pilot Newspaper:

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INVITATION FOR BIDS
CENTENNIAL CROSSING
LIFT STATION AND FORCE MAIN PROJECT
CITY OF PLYMOUTH
MARSHALL COUNTY, INDIANA

Notice is hereby given, that the City of Plymouth, Marshall County, Indiana by and through its Board of Public Works, hereinafter referred to as the Owner, will receive sealed bid packets for the construction of the CENTENNIAL CROSSING – LIFT STATION AND FORCE MAIN PROJECT.

Sealed bids are invited and may be forwarded by registered mail, addressed to the City, in care of the Clerk-Treasurer, 124 N Michigan St., Plymouth, IN 46563, by no later than 4:30 PM (local 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 July 13, 2020, at the City Council Chambers, 2nd floor, 124 North Michigan Street, (Garro St. Entrance) Plymouth, Indiana, 46563. Proposals received by the Clerk-Treasurer after 4:30 PM (local time) shall be returned unopened. The bidder shall be responsible to make sure that bids are mailed or otherwise 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.

A pre-bid meeting will be held at 10:00 A.M. (Local Time) on July 2, 2020 at the Plymouth Wastewater Treatment Plant, 900 Oakhill Avenue, Plymouth, Indiana 46563. All prime contractors, subcontractors and other interested parties are invited to attend.

The Project will be constructed in one (1) single prime contract, which is outlined in the construction documents and specifications. This contract will consist of the construction of a new sanitary lift station, approximately 1,050 linear feet of 6" sanitary force main, 30 linear feet of 8" sanitary sewer, sewer structures and associated electrical and SCADA system work. Surface restoration, including asphalt pavement repair and concrete curb and gutter repair is also included in the job.

Plans and Specifications for the Project are on file and may be examined at the following locations:

- Midwestern Engineers, Inc., 6809 Corporate Drive, Indianapolis, Indiana 46276
- Plymouth City Hall, 124 N. Michigan Street, Plymouth, Indiana 46563

Plans and Specifications are available at the office of Midwestern Engineers, Inc. The service charge for Contractors to view the plans for preparing their bid is as follows: 1) Purchase on CD - \$50.00, 2) Purchase by download at midwestemeng.com/planroom - \$30.00, and 3) Purchase paper-bound plans and specifications - \$300.00 per set. All service charges for purchasing are non-refundable.

The work to be performed and the bid to be submitted shall include sufficient and proper sums for all general construction, mechanical installation, labor, materials, permits, licenses, insurance, and so forth incidental to and required for the construction of the facilities.

Each bid must be enclosed in a sealed envelope bearing the title of the Project and the name and address of Bidder. All bids must be submitted on the bid forms as identified in the Contract Documents and Specifications.

Each bid shall be accompanied by a certified check or acceptable bidder's bond made payable to the Owner, in a sum of not less than five percent (5%) of the total amount of the highest aggregate bid, which check or bond will be held by the Owner as evidence that the bidder will, if awarded the contract, enter into the same with the Owner upon notification from him to do so within ten (10) days of said notification.

Approved performance and payment bonds guaranteeing faithful and proper performance of the work and materials, to be executed by an acceptable surety company, will be required of the Contractor at the time of contract execution. The bonds will be in the amount of 100% of the Contract Price and must be in full force and effect throughout the term of the Construction Contract plus a period of twelve (12) months from the date of substantial completion.

The Owner reserves the right to reject any bid, or all bids, or to accept any bid or bids, or to make such combination of bids as may seem desirable, and to waive any and all informalities in bidding. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bid may be withdrawn after the scheduled closing time for receipt of bids for at least ninety (90) days.

A conditional or qualified Bid will not be accepted. Award will be made to the low, responsive, responsible bidder.

All applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the project throughout.

Bids shall be properly and completely executed on bid forms included in the Specifications. Bids shall include all information requested by Indiana Form 96 (Revised 2010) included with the Specifications. Under Section III of Form 96, the Bidder shall submit a financial statement. A copy of the proposed Financial Statement to be submitted with the bid is included in the bid documents section to these specifications. The Owner may make such investigations as deemed necessary to determine the ability of the Bidder to perform the work and the Bidder shall furnish to the Owner all such information and data for this purpose as the Owner may request. The Owner reserves the right to reject any bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy the Owner that such Bidder is properly qualified to carry out the obligations of the Agreement and to complete the work contemplated therein.

Each Bidder is responsible for inspecting the Project site(s) and for reading and being thoroughly familiar with the Contract Documents and Specifications. The failure or omission of any Bidder to do any of the foregoing shall in no way relieve any Bidder from any obligation with respect to its Bid.

Any Contracts awarded under this Advertisement for Bids are expected to be funded in full by the Owner using funds on hand. Notice of contract award will be made promptly upon Owner's review and acceptance of the lowest responsive and responsible bid.

Mark Senter, Mayor
City of Plymouth, Indiana
Attest: Jeanine Xaver
Clerk-Treasurer
City of Plymouth, Indiana

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City Attorney Surrisi made a last call for bids. The following sealed bids were opened and read aloud for Centennial Crossing Lift Station and Force Main Project:

Company	Location	Base Bid	Base + Alternate Bid #1
Haskins Underground, Inc	Plymouth, IN	\$237,250	\$242,250
TGB Unlimited, Inc	South Bend, IN	\$268,500	\$268,500
HRP Construction, Inc	South Bend, IN	\$328,440	\$321,440
API Construction	LaOtto, IN	\$326,150	\$311,150

Board Members Culp and Milner moved and seconded to take the bids under advisement. The motion carried.

The following legal notice was advertised on June 29 and July 6, 2020 in the Plymouth Pilot Newspaper:

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**NOTICE TO BIDDERS
CITY OF PLYMOUTH,
INDIANA
PW-20-012 2020 STREET &
SIDEWALK SUMMER
PROJECTS**

Notice is hereby given that the CITY OF PLYMOUTH, Indiana, by and through its Board of Public Works and Safety, hereinafter referred to as the OWNER, will receive sealed bids for the CITY OF PLYMOUTH - PW-20-012 2020 STREET & SIDEWALK SUMMER PROJECTS at the office of the Clerk-Treasurer of the City of Plymouth - City Hall, 124 North Michigan Street, Plymouth, Indiana, 46563. Sealed bids are invited and

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may be forwarded by registered mail, addressed to the City, in care of the Clerk-Treasurer by no later than **4:30 PM (local 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 **July 13, 2020** at the City of Plymouth - City Hall, 124 North Michigan Street, Plymouth, Indiana, 46563 (Garro Street Entrance). Proposals received by the Clerk-Treasurer after 4:30 PM (local time) shall be returned unopened. The bidder shall be responsible to make sure that bids are mailed or otherwise delivered to the Clerk-Treasurer before said time. One final call for bids shall

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be made prior to the opening of the bids at the subject meeting. The PW-20-012 2020 STREET & SIDEWALK SUMMER PROJECTS shall be the street milling/reconstruction and hot mix asphalt placement project with sidewalks and ADA Ramps as described in the Specifications. A complete set of Contract Documents and Specifications may be obtained at the Clerk-Treasurer's Office between the hours of 8:30 a.m. and 4:30 p.m., local time; Monday through Friday. A non-refundable fee of \$50.00 is required at the time of Contract Documents and Specifications package procurement. The fee will be waived for all contractors

who submitted a bid for the PW-19-037 Pioneer Drive Reconstruct CCMG 2020-1 Project.

A pre-bid meeting will be held at the City of Plymouth - Wastewater Treatment Plant; 900 Oakhill Avenue 9:00 AM on Wednesday July 1, 2020. (Due to social distancing only one attendee per bidder. All bids received at the Office of the Clerk-Treasurer or delivered 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 entrance) at the above time.

Bids are to be submitted on Indiana Form No. 96 and shall be accompanied with the appropriate 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 envelopes, marked with the name and place of business of the bidder. E-Verify employment documentation, City Nepotism documentation, Doing Business with Iran, and Tier 1 Contractor Certification Pursuant to IC 5-16-13 documentation shall be completed and submitted with the bid documents.

A performance bond equal to the contract price and a payment bond to insure the payment of subcontractors, contract laborers, material suppliers, and persons furnishing services will be required upon award of contract. No bid shall be withdrawn after scheduled closing time for receipts of bids for at least

forty-five (45) 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 informalities in bidding, and to accept the lowest and/or best bid. Board of Public Works and Safety Jeanine M. Xaver, Clerk-Treasurer
June 29 & July 6, 2020
June 29, July 6, 2020 PN314205 hspaidp

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City Attorney Surrisi made a last call for bids. The following sealed bids were opened and read aloud for the 2020 Street and Sidewalk Summer Projects:

Company	Location	Base Bid
E & B Paving, Inc	Rochester, IN	\$706,205.97
Niblock Excavating, Inc	Bristol, IN	\$655,624.05
Phend & Brown, Inc	Milford, IN	\$776,324.24
Rieth-Riley Construction Co, Inc	South Bend, IN	\$615,132.00
Walsh & Kelly, Inc	South Bend, IN	\$602,523.35

Board Members Culp and Houin moved and seconded to take the bids under advisement. The motion carried.

Councilman Houin suggested that the City of Plymouth reactivate their Zoom account so there is the option to virtually attend and stream public city meetings.

Utility Superintendent Davidson presented the proposed, revised, agreement between City of Plymouth, Indiana and Kokosing Industrial, Inc. for the General Water and Wastewater Capital Maintenance Project for Construction Contract (Cost-Plus) (Guaranteed Savings Contract). He noted that this is specifically for the Digester Renovation Project. The total cost of the project is \$938,471.00, which is an increase for the originally projected cost. This is due to shifting some of the project responsibilities off of the city and encompassing those are part of the contractor's duties. Davidson said the city tried to remove all the material from the digester, but they were not able to safely complete this extraction. The cost is about \$138,000 over the projected cost and the plan is to reduce other capital improvement projects in 2020 and 2021 to try and make up that difference.

Davidson said he feels the agreement is in order and recommends the board approve the agreement as presented.

Board Members Houin and Culp moved and seconded to approve the agreement with Kokosing Industrial, Inc., in the amount of \$938,471.00,

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as presented. The motion carried.

Building Commissioner Keith Hammonds requested the board's affirmation of his Order to Take Action Regarding 412 W Garro Street. Hammonds said the property owner did receive his certified mail. The building is falling down and is unsafe.

Board Members Culp and Milner moved and seconded to affirm the Order to Take Action Regarding 412 W Garro Street. The motion carried.

Fire Chief Rod Miller presented the following June 2020 Fire Reports:

**Plymouth Fire Dept
Departmental Activity Report**

Current Period: 06/01/2020 to 06/30/2020, Prior Period: 01/01/2020 to 06/30/2020

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	3	3.35
Combustible/flammable spills & leaks	0	0.00	2	21.34
Dispatched and cancelled en route	9	11.91	49	156.99
Electrical wiring/equipment problem	1	4.34	4	22.51
Emergency medical service (EMS) Incident	176	292.90	881	2,359.17
False alarm and false call, Other	2	6.20	18	51.00
Fire, Other	1	30.16	3	40.67
Good intent call, Other	0	0.00	2	12.31
Hazardous condition, Other	0	0.00	2	2.99
Medical assist	1	0.00	17	9.85
Mobile property (vehicle) fire	1	3.65	7	36.08
Natural vegetation fire	2	29.64	5	43.67
Service call, Other	1	4.22	1	4.22
Smoke, odor problem	1	3.47	6	16.84
Steam, Other gas mistaken for smoke	0	0.00	1	2.21
Structure Fire	1	12.85	8	97.33
System or detector malfunction	0	0.00	3	67.73
Unintentional system/detector operation	0	0.00	3	6.09
	196	399.34	1,015	2,954.35

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Training				
1403	0	0.00	12	48.00
adult education	0	0.00	2	6.00
AEMT Class	0	0.00	1	1.25
altered mental status	0	0.00	12	24.00
Ambulance Ops	0	0.00	8	8.00
Anaphlaxis	0	0.00	66	78.50
Autisim Disorder	0	0.00	1	1.00
Burns	0	0.00	30	30.00
Chest and Abdominal Injuries	0	0.00	35	35.00
covid-19 online idhs	0	0.00	6	6.00
CPAP ONLINE LMS	0	0.00	29	29.00
CPR Recert	0	0.00	26	52.00
Debriefing	9	9.00	9	9.00
dementia	0	0.00	1	0.00
EMS Audit & Review	16	32.00	18	36.00
EMS Skills	0	0.00	86	289.50
EMT-B	8	18.25	255	901.25
ETCO2 Monitoring	0	0.00	12	12.00
extrication	0	0.00	1	1.00
Fire Search & Rescue	0	0.00	29	106.00
Gas Pipe line Safety	0	0.00	1	1.50
Grain Bin	25	50.00	25	50.00
Hazardous Materials Overview	0	0.00	3	3.00
Hazmat Awareness and Operations	0	0.00	2	148.00
Hypothermia	0	0.00	39	39.00
Ice Rescure	0	0.00	26	52.00
MAYDAY	20	60.00	20	60.00
Personal Protective Equip.	0	0.00	6	36.00
Pump Operations	0	0.00	9	9.00
respiratory skills	0	0.00	1	2.00
sids	0	0.00	1	1.00
tic training	0	0.00	11	11.00
Truck Company Ops	0	0.00	5	7.00
Volunteer Fire Business Mtg.	27	54.00	114	173.00
	<u>105</u>	<u>223.25</u>	<u>902</u>	<u>2,266.00</u>

Plymouth Fire Dept

Incidents by District (Summary)

Alarm Date Between {06/01/2020} And {06/30/2020}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
006 Lapaz	1	0.51 %	\$0	0.00 %
007 Plymouth	139	70.91 %	\$0	0.00 %
011 Center Twp	26	13.26 %	\$0	0.00 %
019 West Twp	30	15.30 %	\$0	0.00 %
Total Incident Count:	196		Total Est Losses:	\$0

Police Chief Dave Bacon presented the following June 2020 Police Reports:

PLYMOUTH POLICE DEPARTMENT

Code Enforcement

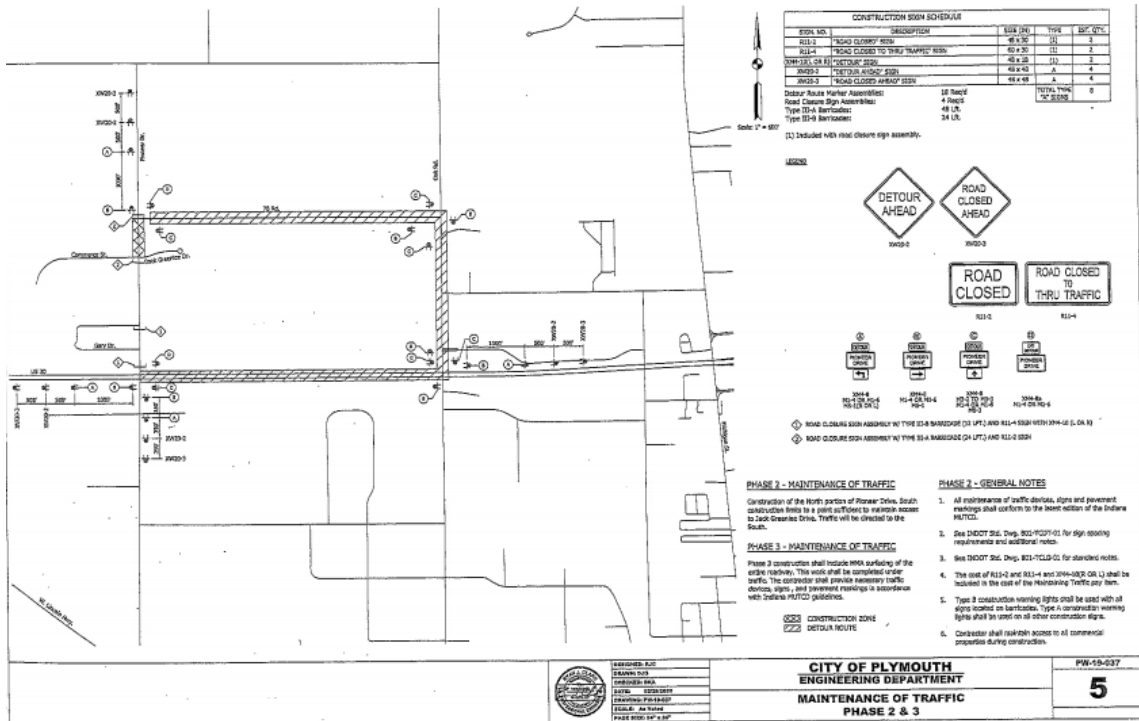
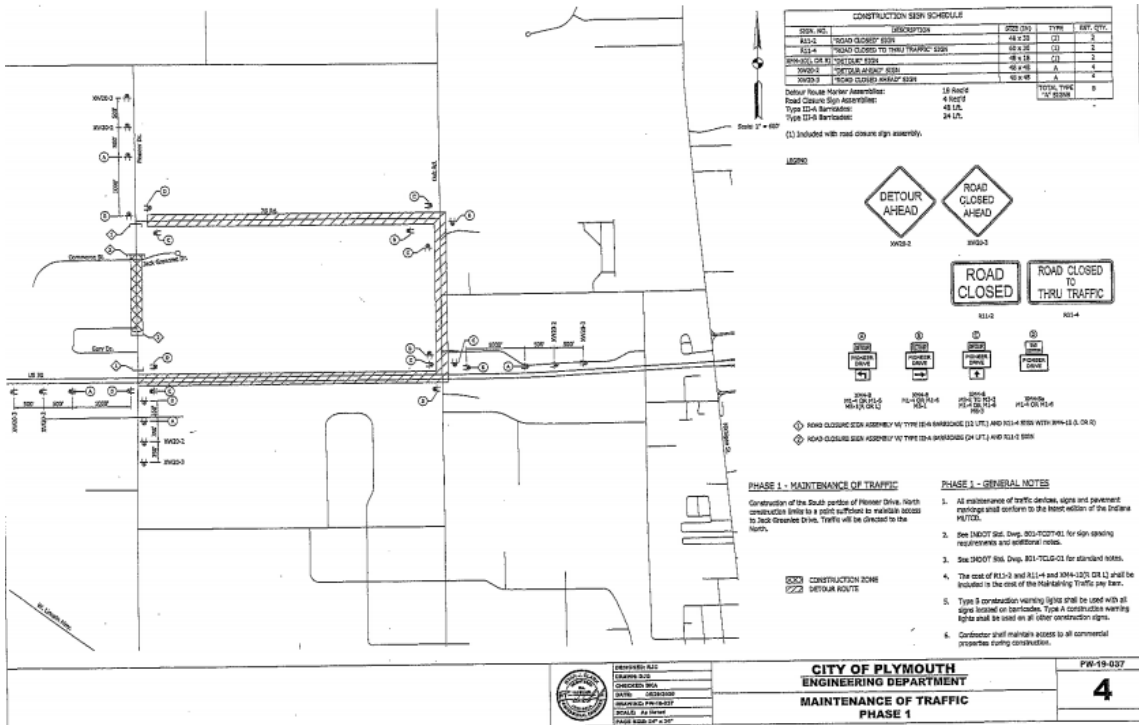
Activity Report Summary 2020

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Tall Grass	0	0	0	0	101	18							119
Owner Complied	0	0	0	0	90	15							105
City Action (Mowed)	0	0	0	0	11	3							14
Action Pending	0	0	0	0	0	0							0
Abandoned or Junk Vehicles	5	11	2	1	22	11							52
Owner Complied	4	10	2	1	22	9							48
City Action (Towed)	1	1	0	0	0	2							4
Action Pending	0	0	0	0	0	1							1
Debris/Junk on Property	8	8	2	2	42	5							67
Owner Complied	5	6	2	1	32	5							51
City Action (Cleaned)	3	2	0	1	10	0							16
Action Pending	0	0	0	0	0	0							0
Fowl/Livestock	0	0	0	0	0	1							1
Owner Complied	0	0	0	0	0	0							0
City Action	0	0	0	0	0	0							0
Action Pending	0	0	0	0	0	1							1
Signs in Public Right of Way (Removed)	5	3	0	0	6	14							28

Activity Report Summary 2020

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Calls for Service, Complaints, Information	660	666	680	553	742	927							4,228
911 Hang-Up Calls	59	70	106	104	113	109							561
Alarms	58	47	74	43	60	53							335
Vehicle Checks	11	7	8	7	12	27							72
Assist Other Agencies	8	10	2	1	5	8							34
Animal Complaints	15	13	19	19	36	37							139
Traffic Stops	245	245	221	61	246	330							1,348
Citations Issued	102	118	182	20	129	229							780
Accident Reports	34	40	33	21	17	41							186
Case Reports	98	101	98	60	94	122							573
Arrests	36	30	23	13	28	37							167
Arrests (Adult)	30	19	16	12	23	26							126
Arrests (Juvenile)	6	11	7	1	5	11							41

City Engineer Gaul discussed the detour for the Pioneer Drive Reconstruction Project (PW-19-037). The plan is to start the project at the end of July or first part of August and it is expected to take two months to complete. Gaul is requesting the board's approval to move forward with street closures:



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Board Members Houin and Milner moved and seconded to approve the street closures as presented.

City Attorney Surrisi presented Executive Order 2020-19, Regarding Plymouth Community Ambulance Service. Fire Chief Miller said this is in response the Vice President Pence's annual visit to Culver. The Plymouth Community Ambulance Service was asked to escort him from Grissom Air Force Base to Marshall County.

Board Members Culp and Houin moved and seconded to ratify Executive Order 2020-19, Regarding Plymouth Community Ambulance Service. The motion carried.

Clerk-Treasurer Xaver presented the following request:

Make Clark Street between Lincoln and Pearl Streets parking on one side only. When vehicles are parked on both sides of the street it creates an inability for emergency vehicles to get down the street. Fire Chief Miller has investigated the problem and advises it is an issue on that stretch of street. S/ Maureen Holston, 717 Lincoln Street, Plymouth, 574-982-6956

Street Superintendent Marquardt said that this has been discussed in the past. He said if the board would like to move forward, the next step would be to send letters to the residents along this street. Marquardt said this street is 22-foot wide. Conger, which is the next street over, is 30-foot wide. He feels if the city were to restrict parking along this stretch that the no parking should be on the north side due to the way the houses are situated.

Chief Miller confirmed that it is challenging for fire trucks to get through this area. The truck does take up more than half of the road, so he agrees with no parking on one side of the street.

Houin agrees that surrounding property owners and residents should be notified so they can have a chance to discuss this at a public meeting. Marquardt will send notifications and the discussion regarding this request will continue at the July 27th meeting.

Board Members Culp and Milner moved and seconded to allow the payroll for July 15, 2020 and the claims for July 13, 2020, as entered in Claim Register #2020.

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Clerk-Treasurer Xaver noted that there is a progress payment to Baker Tilly for their work through June 30, 2020 on the City's comprehensive financial plan totaling \$12,132.50. Houin asked when this plan will be ready for review. Xaver said it is possible that the plan will be ready by the end of July.

The motion carried.

Board Members Houin and Milner moved and seconded to accept the following communications that were received in the board's packets:

- June 2020 Fire Reports
- June 2020 Police Reports

There being no further business, Board Members Culp and Milner moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:32 p.m.

Jeanine M. Xaver, IAMC, CMC
Clerk-Treasurer

APPROVED:

Mark Senter
Mayor

The following requests have been submitted to the proper committee to act:

6/18/2020 – Tree Request: 3 Elm trees in front of Johnson-Danielson Funeral Home need dead limbs taken out. S/ Jim Weldy, Owner, 1100 N Michigan St, 936-2829

6/19/2020 – Tree Request: Between sidewalk and road. There are 2 trees that are dropping huge branches. Very unsafe. S/ James Mason, 406 E Garro St, Plymouth, 505-660-1134