

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on April 10, 2017, 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 Culp, Fonseca, Grobe, and Houin. City Attorney Surrisi and Clerk-Treasurer Xaver were also present.

Board Members Culp and Fonseca moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on March 27, 2017, as presented since they have been reviewed and found to be correct. The motion carried.

City Attorney Surrisi made a last call for bids for the 2017 Ledyard Plant Filter Building Roof Replacement Project. The following sealed bids were opened and read aloud:

Company	Location	Base Quote	Decking cost / ft²
Bradley Maintenance Service, LLC	Rochester, IN	\$113,700	\$30.00
Metal Building Maintenance Co.	Walkerton, IN	\$107,562	\$23.50
Morris & Sons Roofing	Bourbon, IN	\$95,922	\$20.00

Board Members Grobe and Fonseca moved seconded to take all bids under advisement to allow Superintendent Davidson to review and award at the next meeting. The motion carried.

City Engineer Gaul discussed awarding the bid for the Oakhill / Soice at Michigan Street Intersection Signalization Improvements. He noted that Michiana Contracting was the low bidder and the other bidder did not present all the required information. The total bid price for the project is \$261,930.52.

Board Members Culp and Grobe moved and seconded to affirm the notice of award for the Oakhill / Soice at Michigan Street Intersection Signalization Improvement project to Michiana Contracting. The motion carried.

Davidson discussed the Wastewater Department's purchase of a combination sewer cleaner through the National Joint Powers Alliance.

City of Plymouth Utilities

**Wastewater Treatment Facility
900 Oakhill Avenue
Plymouth, Indiana 46563**

**Water Treatment Facility
900 Ledyard Street
Plymouth, Indiana 46563**

DONNIE DAVIDSON
Utilities Superintendent

LARRY HATCHER JR.
*Wastewater Assistant Superintendent
Pretreatment Coordinator*

JEFF YEAZEL
Water Assistant Superintendent

*Phone (574)936-3017
Wastewater Treatment Facility*

*Phone (574)936-2368
Industrial Pretreatment*

*Phone (574)936 -2543
Water Treatment Facility*

April 4, 2017

Board of Works & Safety

RE: Purchase - Combination Sewer Cleaner

Board Members:

Recently the City has adopted Resolution No. 2017-721 (attached), which authorizes purchases of equipment and supplies through interlocal cooperation with the National Joint Powers Alliance ("NJPA").

The 2017 Wastewater Department has budgeted \$400,000 for the purchase of a new 2017 Combination Sewer Cleaner. Included in the NJPA approved vendor list is Vactor – manufactures of combination sewer cleaners, of which the City of Plymouth currently owns three units, one of which is proposed to be a trade in on the purchase of a new unit.

I have requested a proposal from the Vactor Co. utilizing the NJPA public bidding procedure. The attached proposal of \$371,988.00 includes the following breakdown:

Specified Unit	\$306,173.00
Chassis	<u>\$ 93,000.00</u>
	\$399,173.00
NJPA Discount	\$ 9,185.00
Trade in of 1990 Vactor	<u>\$ 18,000.00</u>
	\$ 27,185.00
Total Purchase Price	\$371,988.00

I believe that in this particular case the purchasing of this unit through the NJPA process, which is based on industry standards of the equipment would be prudent due to the following:

1. The City currently owns three similar Vactor combination sewer cleaner units and has been extremely satisfied with the durability and performance.
2. The familiarity of the Vactor units reduces the training and improves efficiencies for the operators.
3. The Wastewater Department currently has in inventory of several spare parts for Vactor combination sewer cleaners, which are still interchangeable with new units. Reduction in spare parts for two completely different manufactures would result in a substantial savings.
4. With the competitively solicited pricing provided by the NJPA process it eliminates time and expenses associated with the traditional bidding process. All required paperwork is performed by the vendor and NJPA.
5. The NJPA process protects the buyer from price escalation on proprietary equipment that under traditional bidding would disqualify other bidders whom cannot met the specification.

I will be recommending the purchase through the NJPA process and requesting approval from the Board of Works at the next meeting on April 10, 2017.

Let me know if I can provide any additional information.



Donnie Davidson
Utilities Superintendent

Davidson provided an overview of the department's current equipment, which will be the same brand as the proposed piece of equipment through Vactor Co. He recommended the board purchase the combination sewer cleaner through the NJPA process.

Board Members Grobe and Fonseca moved and seconded to purchase the combination sewer cleaner through the NJPA process.

Grobe asked, in Davidson's opinion, if it was likely that had this been bid in the traditional manner, anything competitive enough to match this proposal that would have come through.

Davidson said he does not think so and he feels this type of unit is the best on the market.

The motion carried.

Building Commission Hammonds provided his quarterly report the board.

**Building Commissioners
2017 First Quarter Report**

TYPE OF CONSTRUCTION		ESTIMATED COST
Accessory	8	
Comm. Addition	2	\$3,041,333.00
Commercial New	1	
Commercial Renovation	6	
Fence	2	
Plumbing	3	
Porch/Deck	1	
Residential Addition	1	
Residential Double wide	1	
Residential Mobil Home	1	
Residential Single Family	1	
Residential Renovation	6	
Sign	5	
Total	38	

Submitted the 10th day of April 2017

Fire Chief Miller presented the fire department's March 2017 reports:

Plymouth Fire Department
Departmental Activity Report

Current Period: 03/01/2017 to 03/31/2017, Prior Period: 01/01/2017 to 01/18/2017

00:00 to 24:00

All Stations

All Shifts

All Units

Fire Alarm Responses, EMS Alarm Responses, Training Classes

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
EMS Alarm Situations				
No Location Provided	189	863.21	126	303.46
	189	863.21	126	303.46
Fire Alarm Situations				
Dispatched and cancelled en route	20	0.00	9	0.00
Electrical wiring/equipment problem	1	0.00	0	0.00
Emergency medical service (EMS) Incident	142	0.00	90	0.00
False alarm and false call, Other	2	0.00	1	0.00
Good intent call, Other	0	0.00	3	0.00
Hazardous condition, Other	0	0.00	1	0.00
Medical assist	7	0.00	9	0.00
Mobile property (vehicle) fire	1	0.00	3	0.00
Natural vegetation fire	2	0.00	1	0.00
Outside rubbish fire	1	0.00	0	0.00
Smoke, odor problem	0	0.00	3	0.00
Special outside fire	0	0.00	1	0.00
Steam, Other gas mistaken for smoke	0	0.00	1	0.00
Structure Fire	8	0.00	2	0.00
System or detector malfunction	2	0.00	1	0.00
Unintentional system/detector operation	3	0.00	1	0.00
	189	0.00	126	0.00
Training				
Apparatus / Equipment	3	6.00	0	0.00
Class Final	6	24.00	0	0.00
CPR	0	0.00	17	68.00
EMS Audit & Review	0	0.00	8	8.00
EMS Skills	26	117.00	3	12.00
ENvironmental Emergencies	0	0.00	7	23.50
Fire Behavior	19	133.00	0	0.00
Gas Pipe line Safety	0	0.00	4	11.00
Gastrointestinal Emerg	0	0.00	3	12.00
Infants & Children	0	0.00	3	12.00
Instructor's Meeting	10	10.00	7	7.00
Marshall County Fire Association Mtg.	4	8.00	4	6.00

* 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.

Plymouth Fire Department
Departmental Activity Report

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00:00 to 24:00

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All Units

Fire Alarm Responses, EMS Alarm Responses, Training Classes

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Training				
MAYDAY	34	68.00	0	0.00
Neurological Emergencies	0	0.00	2	8.00
Obstetrics	0	0.00	2	8.00
Performance Enhancing Products in student	1	1.00	0	0.00
Public Education	2	1.00	0	0.00
RIT/FF CPR	3	4.50	0	0.00
Toxicology	0	0.00	3	12.00
Training Lecture	1	4.00	0	0.00
Volunteer Fire Business Mtg.	25	31.25	28	28.00
	134	407.75	91	215.50

PLYMOUTH POLICE DEPARTMENT
Activity Report Summary 2017

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Information	311	256	323										890
Complaint	505	494	495										1,494
911 Hang-Up Calls	90	69	87										246
Residential Security Checks	113	183	184										480
Alarms	58	57	56										171
Vehicle Checks	17	23	32										72
Assist Other Agencies	5	8	10										23
Animal Complaints	20	17	19										56
Traffic Stops	334	399	439										1,172
Citations Issued	148	271	317										736
Accident Reports	33	46	55										134
Case Reports	135	163	134										432
Arrests	49	74	59										182
Arrests (Adult)	42	65	49										156
Arrests (Juvenile)	7	9	10										26

City Engineer Gaul presented PW-17-016:

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: April 10, 2017

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

FROM: Rick Gaul

COPY: Jeanine M. Xaver
 Gary Cook
 Don Ecker
 Bill Walters
 Sean Surrisi
 Donnie Davidson (e-mail)
 Jim Marquardt (e-mail)
 Keith Hammonds (e-mail)
 Chief Bacon (e-mail)
 Chief Miller (e-mail)
 Craig Cultice (e-mail)
 Brad Benninghoff – PirTano Construction (e-mail)
 Olivia Carlin (e-mail)
 Rick Walstra – Comcast (e-mail)

RE: Comcast Permit – PT-PY0209ME
 Conduit Vault; 1800 North Oak Drive
 Project Notations Summary
 PW-17-016

PirTano Construction Company on behalf of Comcast is requesting the City of Plymouth Board of Public Works and Safety for permission to perform work in the City's Right of Way to install a conduit vault on the east side of Oak Drive near 1800 North Oak Drive.

Various City Department Superintendents have reviewed the above installation. Superintendents suggest that the Board of Public Works and Safety approve the following notations.

FINANCIAL GUARANTEES

Financial Guarantees and their release are being addressed in the License Agreement for the vault placement that stipulates the work to be performed and that Comcast / PirTano Construction will indemnify the City of Plymouth regarding any claims/damages resulting from the project. Furthermore, a cash financial guarantee for this project is requested in the amount of \$2,000.00 for approval by the Board of Public Works & Safety.

APPROVAL NOTATIONS

1. Comcast / PirTano Construction and/or their Representatives shall contact the Utility Superintendent [574-936-3017] in writing five days prior to the beginning of work and by telephone a minimum of two days prior to the beginning of work.
2. Comcast / PirTano Construction and/or their Representatives shall identify the areas requiring utility locates with white paint. Comcast / Pirtano Constr, Co, and their Representative(s) are responsible for the location of all Utilities within the construction area as per Indiana Law. Contact 1-800-382-5544 or 811 two working days prior to construction for utility locates.
3. Once Utility locates are performed and prior to the beginning of work activities; Comcast / PirTano Construction and/or their Representatives shall lay out the proposed line placement location at the site. Comcast / Pirtano Construction and/or their Representatives shall notify the following Departments two working days prior to the meeting to discuss installation location, depth, and traffic control items:

Utilities	Donnie Davidson	574-936-3017
Street	Jim Marquardt	574-936-2017
Police	Chief Dave Bacon	574-936-2126
Fire	Chief Rod Miller	574-936-8291
Engineering	Rick Gaul	574-936-3614
4. Comcast / PirTano Construction and/or their Representatives shall 'pot hole' and locate all City utilities crossings and all adjacent City utilities within 3' of the proposed installation to insure the proper depth and clearance of the proposed bore. Notify the Utility Superintendent if the utility is not visually identified. If the 'pot hole' is in a paved area contact the Street Superintendent (574-936-2017) to obtain a Street Cut Permit.
5. Comcast / PirTano Construction and/or their Representatives shall provide traffic control during site operations. All operations are scheduled to be in the Right of Way outside the pavement.
6. All damage by Comcast / PirTano Construction and/or their Representatives to City of Plymouth infrastructure shall be repaired to equal or better condition.
7. Comcast / PirTano Construction and/or their Representatives shall contact the City of Plymouth Building Commissioner (574-936-2824) regarding permits required for work on private property.
8. Comcast / PirTano Construction, and/or their Representatives shall contact the Marshall County Surveyor (574-935-8530) regarding permits required for work in the Legal Drain area.
9. Upon completion of the project Comcast / PirTano Construction and/or their Representative(s) shall provide written completion notice with '811 underground locate' verification, and 'as-built' drawings to the City Engineer. Contact the City Engineer to schedule departmental inspections and approvals for the release of the financial guarantee. The release of the financial guarantees does not release Comcast / PirTano Construction and/or their Representative(s) from repairing 'latent damages'.

See the attachments for more information; E-mail, License Agreement, a drawing of the planned installation.

We are requesting the Board for approval of the above request pending the signing of the License Agreement, placement of the cash Financial Guarantees and agreement to perform the above Notations.

Thank You,
Rick Gaul

Gaul noted that his agreement includes a \$2,000 financial guarantee.

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

Gaul also provided an update on the 2017 Spring Projects. There will be a pre-bid meeting on April 11, 2017 and bids will be opened at the April 24, 2017 Board of Public Works and Safety Meeting for both the Street and Sidewalk Project as well as the Microsurfacing Project.

Gaul notified the board the INDOT will begin working on curb ramps throughout the city starting next week.

Mayor Senter presented Resolution No. 2017-731, A Resolution of the Board of Public Works and Safety Designating a Handgun as Surplus Property of the Plymouth Police Department and Authorizing Its Transfer to a Retiring Police Officer.

Board Members Grobe and Fonseca moved and seconded to approve Resolution No. 2017-731, A Resolution of the Board of Public Works and Safety Designating a Handgun as Surplus Property of the Plymouth Police Department and Authorizing Its Transfer to a Retiring Police Officer. The motion carried.

Board Members Culp and Fonseca moved and seconded to allow the payroll for April 13, 2017, and the claims for April 10, 2017, as entered in Claim Register #2017. The motion carried.

Members Grobe and Culp moved and seconded to accept the following communications:

- Letter of Retirement from Jim Cox

There being no further business to discuss, Members Grobe and Culp moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:17 p.m.

Jeanine M. Xaver, IAMC
Clerk-Treasurer

APPROVED:

Mark Senter
Mayor

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

3/30/2017 – Tree Request: Tree Removal – Large tree – leaning and pulling up sidewalk. Branches have fallen. Creeks badly. Located in front of house. Many times have needed to park elsewhere due to creeking and watching for branches falling. Neighbors concerned. Please consider and grant request of removal. Thank you. S/ Cathy Sellers, 709 N Center St, Plymouth, 574-952-6503

4/3/2017 – Tree Request: Tree located in the alley on the south side of parking area. Large branch looks like it is dying located very close to power lines. S/ Amber Beaver, 925 N. Michigan St., Plymouth, 574-540-8947

*Determination of Request: I looked at this tree and it is not a city tree. Melita Green was calling Amber back to tell her it is their tree to take care of not the city. S/ James Marquardt, Street Superintendent 4-7-2017

4/10/2017 – Yard Request: City snow plow, during the winter, plowed the snow in the back alley of my property, so of my yard in the back is laying in long sections missed hitting the bush. S/ Rosalie J. Ousnamer, 1606 Kenwood Ave, Plymouth, 574-936-5442