

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on February 24, 2014, 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, Ecker, Grobe and Smith. City Engineer Gaul, City Attorney Surrisi and Clerk-Treasurer Hutchings were also present.

Board Members Ecker and Culp moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on February 10, 2014, as presented since they have been reviewed and found to be correct. The motion carried.

Street Superintendent Marquardt referred to the quotes opened at the last meeting for a new truck chassis for the street department. He said that the low quote was from Country Auto Center, but there was an error in subtraction in their quote, making it \$36,108.00 instead of \$35,808.00; so the difference between the two quotes was \$708.00. He said that Oliver quoted a 2015, even though the specifications were for a 2014. He recommended that the board award the quote to the lower quoter, Country Auto, in the amount of \$36,108.00.

Board Members Ecker and Culp moved and seconded to award the quote to Country Auto Center in the amount of \$36,108.00. The motion carried.

Utility Superintendent Davidson opened the following sealed quotes for a 2014 half-ton pick-up truck for the wastewater department:

<u>Country Auto Center, 2705 N. Michigan St., Plymouth, IN</u>	\$26,169.00
Less Trade In (1991 Chevy 2500):	<u>\$ 1,000.00</u>
Total:	\$25,169.00
<u>Oliver Ford Lincoln Mercury, 1001 E. Jefferson St., Plymouth, IN</u>	\$25,789.00
Trade in value:	<u>\$ 300.00</u>
Total:	\$25,489.00

Utility Superintendent Davidson opened the following sealed quotes for a 2014 body mounted on a single axis 2014 or newer chassis for the water department:

<u>Country Auto Center, 2705 N. Michigan St., Plymouth, IN</u>	\$39,998.00
Option A - Snow plow package	\$ 5,934.26
Less Trade In (1996 Ford F150):	<u>\$ 1,000.00</u>
<u>Oliver Ford Lincoln Mercury, 1001 E. Jefferson St., Plymouth, IN</u>	\$47,503.00
Option A - Snow plow package	\$ 6,100.00
Less Trade In (1996 Ford F150):	<u>\$ 300.00</u>

Breakdown on pricing from Oliver Ford:	Chassis	\$27,521.00
	Body	<u>19,982.00</u>
	Total	\$47,503.00

Superintendent Davidson asked the board to take the quotes under advisement.

Board Members Smith and Ecker moved and seconded to allow Davidson to review the quotes and report back at the next meeting. The motion carried.

Police Chief Bacon reported that he reviewed the quotes for the three police vehicles. He said that Oliver Ford's quote for the SUV was \$27,239.00 and their quote for the sedans was \$25,104.00 each with a total trade of \$9,500.00. He said that Country Auto Center's quote for the two sedans was \$28,897.00 per vehicle with a trade in of \$8,500.00. He recommended that the board award the quote to Oliver Ford in the total amount of \$67,947.00.

Board Members Smith and Culp moved and seconded to award the quote as recommended.  
The motion carried.

Superintendent Davidson said that the city had received the proposed contract from Midwestern Engineers Inc. for the engineering services for the Water Master Plan that was proposed at the last meeting. He said that he and City Attorney Surrisi have both reviewed the contract. He recommended that the board approve the contract as written.

Board Members Ecker and Culp moved and seconded to approve the contract from Midwestern Engineers Inc. for the Engineering Services for the Water Master Plan for the Lump Sum not to exceed price of Twenty-Eight Thousand, Seven Hundred and Fifty dollars (\$28,750.00). The motion carried.

Davidson referred to the proposal in the members' packets from Midwestern Engineers for Engineering Services for the Beerenbrook Street and West Jefferson Street Storm Sewer Design.

Midwestern Engineers, Inc.  
802 W. Broadway St.  
PO Box 295  
Loogootee, IN 47553-0295

January 31, 2014

Mr. Donnie Davidson, Utility Superintendent  
900 Oakhill Avenue  
Plymouth, Indiana 46563

Re: Proposal for Engineer Services - Beerenbrook Street and West Jefferson Street Storm Sewer Design

Dear Donnie:

Midwestern Engineers, Inc. is pleased to submit a proposal to you for Engineering Services to perform Design, Bidding, Construction Engineering and Inspection for the Beerenbrook Street / West Jefferson Street Storm Sewer Project. Based on our discussions with you and a review of your drainage study for this area, we offer the following scope of work:

1. Design of Alternative 1A or 1B as presented in the Drainage study for this area. Final selected route will be determined based on the completion of field work, field visits to determine constructability and consultation with City of Plymouth Personnel. Design will produce plans and specifications suitable for public bidding and all necessary permitting to proceed with construction.
2. Bidding Assistance of the Project - Engineer will assist Plymouth in the public bidding process including distribution of the plans and specifications, answering questions and issuing necessary Addendums. Also included in this phase would be attendance of a pre-bid conference held in Plymouth. The Engineer will assist with the bid opening and will assemble bid tabulations and make recommendations for the low, responsive, responsible Contractor to the City following the bid opening. Engineer will assist and prepare Contractor/City Contract documents.
3. Construction Engineering - Engineer will provide supervision during the construction of the project including reviewing and approving shop drawings, answering questions and interpreting plans and specifications and overseeing / approving monthly pay claims from the Contractor.
4. Inspection Services - Engineer will furnish a Resident Project Representative to oversee the construction of the project and to report to the Engineer and the City of Plymouth. It is assumed for the purposes of this project that the construction period will be 90 days. The budget identified assumes full time inspection including all expenses and subsistence.

Time of Completion and Project Schedule

The following schedule is proposed for this project:

Midwestern begins design	March, 2014
Design is completed and ready to bid	May, 2014
Open Project Bids	June, 2014
Begin Construction	July, 2014
Complete Construction	September, 2014
Project Close-out	October, 2014

Engineer Fees

1. The Engineer will perform all Design services described above for the not to exceed Lump Sum fee of Thirty-Eight Thousand Dollars (\$38,000.00).
2. The Engineer will perform all Bidding services described above for the not to exceed Lump Sum of Six Thousand Dollars (\$6,000.00).
3. The Engineer will perform all Construction Engineering services described above for the not to exceed Lump Sum of Twelve Thousand Dollars (\$12,000.00).
4. The Engineer will provide inspection services on an hourly basis, plus expenses, for the not to exceed budget of Forty Thousand Dollars (\$40,000.00). The fee for this service will only be incurred when authorized by the City of Plymouth. A copy of the current per diem schedule is attached for review.

We are prepared to give this project our full attention and begin work right away. If you have any questions or would like to meet and discuss this proposal, we are at your full disposal. Please do not hesitate to contact us.

Sincerely,

MIDWESTERN ENGINEERS, INC.  
S/ Mark M. Sullivan, P.E.  
Sr. Project Engineer

Board Members Ecker and Smith moved and seconded to authorize Mr. Sullivan to prepare a contract with the City of Plymouth for services identified in the proposal. The motion carried.

Building Commissioner Hammonds reported that he received a letter today from Adam Lukenbill, the attorney representing Terry Graham, regarding the property on North Fourth Street that has been discussed at the last couple of meetings. He said that they have had a state certified inspector test the house for any remnants of the meth products but the results are not back in yet.

Fire Chief Miller reported that in January he received a letter of resignation from Nate Skoviak because he was seeking employment elsewhere. He said that after speaking with legal counsel, he chose to hire from the previous pool of applicants who had already been interviewed when Mr. Skoviak was hired. Miller said that Mike Jernstrom has been a volunteer with the department for seven years and asked permission to offer Jernstrom a conditional offer of employment.

Board Members Smith and Culp moved and seconded to offer Mike Jernstrom a conditional offer of employment. The motion carried.

Police Chief Bacon reported on his hiring process at the police department. He said he has six applicants remaining in the process.

City Engineer reviewed the following information with the members:

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: February 24, 2014

TO: Board of Public Works & Safety  
Mayor Mark Senter  
Duane Culp  
Don Ecker

Shawn Grobe  
Wayne Smith

FROM: Rick Gaul

COPY: Toni Hutchings  
Mike Delp  
Sean Surrisi  
Donnie Davidson (e-mail)  
Jim Marquardt (e-mail)  
Chief Cox (e-mail)  
Chief Miller (e-mail)  
Mark Lubiano – Comcast (e-mail)

RE: Adams Street  
Comcast Infrastructure Installation - CRC  
PW-14-010

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 underground cable infrastructure along the south side of Adams Street between the alley east of Plum Street to the east side of First Street then north to the north side of the CRC Building then west across First Street to the building.

Various City Department Superintendents have reviewed the project and found to be acceptable. The Superintendents suggest that the Board of Public Works and Safety approve the request with the following stipulations.

FINANCIAL GUARANTEES

A financial guarantee may be set if desired by the Board of Public Works & Safety. Upon reviewing the projects exposure of City Utilities and with no legal documentation Comcast signatory, we recommend a \$5,000.00 Financial Guarantee be required. (Contact the City of Plymouth Clerk Treasurer's Office for the acceptable type Financial Guarantees.)

NOTATIONS

1. Comcast shall contact the Utility Superintendent [574-936-3017] in writing five days prior to the beginning of work and by telephone two days prior to the beginning of work.
2. Comcast shall identify the areas requiring utility locates with white paint. Comcast 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. Comcast and/or their Representatives shall "pot hole" all City of Plymouth utility crossings to insure the proper depth of the proposed bore,
4. All damage by Comcast and/or their Representative(s) to City of Plymouth infrastructure shall be repaired to equal or better condition.
5. Comcast shall provide traffic control during site operations. Above ground operations are scheduled to be in the Right of Way outside the pavement.
6. Upon completion of the project Comcast shall notify the Utility Superintendent [574-936-3017] to schedule departmental inspections and approvals for the release of the Financial Guarantee.

See the attachments for more information; Comcast application 'Request for Permit' documentation and a sketch of the planned installation.

We are requesting the Board to approve the above request with the provided Application for Permit form, the above notation requirements, and submission of the \$5,000.00 Financial Guarantee.

Board Members Ecker and Culp moved and seconded to approve the request as presented.

The motion carried.

Street Superintendent Marquardt addressed the members regarding street deterioration. He said their intent is to finish off Garro Street and LaPorte Streets from the project that was started last year. They also intend to work on Jefferson Street from the west city limits to Auto Park and from Fifth Street to Walnut Street. He said that South Michigan from the city limits north to Oakhill. He

said that has a paved berm that has been deteriorating, so he and City Engineer Gaul discussed the possibility of milling the street and berm and putting it back and then adding an inch and a half on top of the berm to allow room for bikes. He said that additional projects will depend on the weather; some of the projects may be patching. He asked permission for Rick to begin working on these streets.

Board Members Smith and Culp moved and seconded to approve the request as presented. The motion carried.

Members Smith and Ecker moved and seconded to allow the salaried payroll for February 1-15, 2014 and the claims for February 24, 2014, as entered in Claim Register #2014. The motion carried.

There being no further business to discuss, Board Members Grobe and Ecker moved and seconded to adjourn the meeting. Motion carried. The meeting was declared adjourned at 6:27 p.m.

S/Toni L. Hutchings, IAMC, CMC, CPFA  
Clerk-Treasurer

APPROVED:

S/Mark Senter, Mayor