

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on September 25, 2017, at 6:00 p.m. in the meeting room of the Plymouth Fire Department, 111 N. Center St., Plymouth, IN.

Mayor Senter presided for Board Members Culp, Fonseca, and Houin. City Attorney Surrisi and Clerk-Treasurer Xaver were also present. Board Member Grobe was absent.

Board 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 September 11, 2017 and the last executive session of the Board of Public Works and Safety on September 20, 2017. The motion carried.

Utility Superintendent Davidson reviewed the following letter with the members:

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
Phone (574)936-3017
Wastewater Treatment Facility

LARRY HATCHER JR.
Wastewater Assistant Superintendent
Pretreatment Coordinator
Phone (574)936-2368
Industrial Pretreatment

JEFF YEAZEL
Water Assistant Superintendent
Phone (574)936 -2543
Water Treatment Facility

9-20-17

Members – Board of Works & Safety

RE: Water Main Extension – S.R. 17 / W. Lake Ave.

Members:

Representatives from the development Autumn Trace (assisted living facility) has meet with the TRC on Tuesday September 19, 2017 in reference to their proposed development. The location of the proposed facility is on S.R. 17 / W. Lake Ave. northwest of the intersection of S.R. 17 and Glen Overmyer Dr. Part of the request is for city utilities sewer/water, which sanitary sewer is already in place, but water still needs to be extended approximately 900' to the property line.

The property was annexed several years ago and part of the annexation requirements is to provide city services. We delayed extending the water until there was a firm user of the utility, which obviously is now. With the recent developments - referring to the loss of 2 major utility customers the timing is not ideal, but this is part of our obligation and is one of the few ways we can expand our tax base.

Attached is a proposal from Midwestern Engineer is perform the necessary engineering work for the project and be prepared for spring construction, which matches the developers schedule. I will be requesting approval Monday evening for the engineering services.

If you have any questions, contact me at (574)936-3017.



Donnie Davidson, Utilities Superintendent
City of Plymouth



Quality Engineering Services Since 1959
Consultants • Mechanical • Electrical • Civil
JOHN W. WETZEL, P.E. MARK M. SULLIVAN, P.E. NATHAN J. WALKER, P.L.S.
R. DERICK WIGGINS, P.E. ALAN F. BURCH, P.E. BRANDON A. PARKER, P.L.S.
CLINT W. ROOS, P.E.

September 19, 2017

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

Re: Proposal for Engineering Services
West Lake Water Main Extension

Dear Mr. Davidson:

Thank you for allowing Midwestern Engineers, Inc. (MEI) the opportunity to provide a proposal for Engineering Services to perform Design, Bidding, Construction Engineering and Inspection for the West Lake Water Main Extension. Based on our discussions with you and a review of data you have provided, we offer the following scope of work:

1. Attend a Kick-Off Meeting with the City to discuss the goals and determine the exact requirements for the water main extension. Provide the City with regular progress updates. Meet with the City as needed during the Design for coordination.
2. Perform Design Services to include:
 - a. Existing Utilities Investigation;
 - b. Prepare Project Construction Plans; and
 - c. Prepare Project Specifications
3. Assist the City in bidding the construction project by:
 - a. Preparing Bid Documents;
 - b. Advertising the project and distributing the Bid Documents;
 - c. Respond to Contractor Requests for Information (RFI);

802 W. BROADWAY ST. • P.O. BOX 295 • LOOGOOTEE, IN 47553 • P: 812-295-2800
6809 CORPORATE DRIVE • INDIANAPOLIS, IN 46278 • P: 317-334-0262
meinc@midwesterneng.com • www.midwesterneng.com

ACEC
AMERICAN COUNCIL OF ENGINEERING COMPANIES
of Indiana

- d. Attend the Pre-Bid Conference;
 - e. Prepare addendum(s) as needed;
 - f. Attend the Bid Opening; and
 - g. Review the Bids and make a recommendation to the City
4. Perform Construction Engineering services to include:
- a. Review Shop Drawings;
 - b. Respond to Contractor RFI;
 - c. Attend Construction Progress Meetings; and
 - d. Process Pay Requests
5. Perform Permitting services to include:
- a. Obtain Water NOI;
 - b. Obtain Rule 5 Permit; and
 - c. Obtain INDOT Permit(s)
6. Perform Survey and Easement services to include:
- a. Perform survey of project area; and
 - b. Prepare any easement documents required for construction of extension
7. Perform Inspection services to include:
- a. As desired by the City of Plymouth, the 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.

Time of Completion and Project Schedule

The following schedule is proposed for the project:

City Selects MEI and executes contract	October, 2017
MEI begins Design	October, 2017
100% Design Complete	December, 2017
Advertise	January, 2018
Receive/Review Bids	February, 2018
Award Construction Contract	March, 2018
Begin Construction	April, 2018
Complete Construction	July, 2018

Engineering Fees

Midwestern Engineers will complete the engineering services for the construction of the West Lake Water Main Extension, including all public meetings, as follows:

- 1. Design Services – Midwestern Engineers will complete the design services for a lump sum of \$18,000
- 2. Bidding Services – Midwestern Engineers will complete the bidding services for a lump sum of \$5,000
- 3. Construction Engineering Services – Midwestern Engineers will complete the C.E. Services for a lump sum of \$8,000
- 4. Permitting Services - Midwestern Engineers will complete the Permit Services for not to exceed sum of \$5,000
- 5. Survey/Easement Services - Midwestern Engineers will complete the Permit Services for not to exceed sum of \$7,500
- 6. Inspection Services – As needed and requested by the City. Midwestern Engineers would provide inspection services as requested per the “per diem” rate schedule attached.

MEI is 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, MEI is at your full disposal. Please do not hesitate to contact me.

Sincerely,



Andrew Miller, P.E.

Project Engineer

Attachment A
MIDWESTERN ENGINEERS, INC.
PER DIEM FEES FOR
ENGINEERING AND SURVEYING SERVICES
JANUARY 2017

	<u>RATES PER HOUR</u>
<u>Engineering and Surveying</u>	
Senior Project Engineer	\$195.00
Project Engineer II	165.00
Project Engineer I	140.00
Assistant Project Engineer	105.00
Senior Project Designer	150.00
Senior Land Surveyor	135.00
Land Surveyor	85.00
<u>Computer Aided Design</u>	
Designer	95.00
Drafter	75.00
Drafter Intern	35.00
<u>Field Personnel</u>	
Project Representative	85.00
Staff Environmentalist	105.00
Environmental/Safety Administrator	105.00
Project Representative for Water Storage Tanks	105.00
<u>Administrative</u>	
Administrative Assistant II	65.00
Administrative Assistant I	55.00
<u>Information Systems</u>	
Network Administrator	95.00

All work over eight hours per day or work performed on Saturday, Sunday or holidays is considered overtime work and will be billed at 1.5 times above listed rates.

Direct & Reimbursable Costs

Direct project costs shall be reimbursed with a 10% handling charge. Direct project costs shall include, but not be limited to, the following:

1. **Project Travel Subsistence:**
 Mileage shall be billed at \$0.54/mile.
 Subsistence of \$120/day/employee shall be billed whenever it is necessary for the employee to travel more than 50 miles to the job site and to be present for a minimum of two consecutive days.
2. **Archaeological Surveys.**
3. **Site Services:** Fees for legal land surveys.
4. **Sub-surface Investigation and Lab Testing.**
5. **Permit Filing Fees.**
6. **Other Contract Services:** Fees for other specialized services as may be required and approved by Owner.
7. **Other Direct Expenses:**
 As may be required and approved by Owner such as legal advertising, reproduction, lab testing, etc.
8. **Per Diem Fees** pertaining to contractor and/or third party disputes, potential litigation, litigation, arbitration and/or mediation shall be 2 times the above listed rates.

NOTE: Per Diem rates shall be subject to annual modification unless stated otherwise in the Contract or when attached to a Rural Development Contract.

Houin asked if there is an anticipation of other residents also connecting on to city water and sewer services with this extension. Davidson said it is a possibility. He said most of these buildings have wells and usually when those fail the residents ask to connect to city services.

Board Members Houin and Fonseca moved and seconded to approve the proposal in the amount of \$43,500 plus inspection services and reimbursables. The motion carried.

Fire Chief Miller requested the board's approval to have in-house training for six employees. The course is online through Lutheran Hospital and will take place on September 27th and 28th. The cost is \$15.00 per person. Miller completed Specialized Training Request forms for Barb Bustamante, Dave Oldaker, Michael Jernstrom, Zack Strbjak, Brian Smith and Daren Miller.

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

Miller also asked for the board's permission to write two grants for armored safety vests for full-time employees. The two grant suppliers would be Marshall County REMC Operation Roundup and Firehouse Subs Restaurant Safety Grant. Miller said this is not a matching grant and that this funding would cover 100% of thirteen vests they are looking at purchasing.

Board Members Houin and Fonseca moved and seconded to approve Chief Miller's request to apply for the two grants. The motion carried.

Police Chief Bacon recommended the board offer conditional offers of employment to David Finn and Nicholas Kindig.

Board Members Culp and Houin moved and seconded to offer conditional offers of employment to David Finn and Nicholas Kindig. The motion carried.

Street Superintendent Marquardt told the board he still has not heard back from A&M for the light pillars around Lincolnway East.

Marquardt provided an update on the stop sign request for the alley between Baker and Franklin Streets. He suggested putting up a caution sign, as stop signs are usually not used in alleyways.

City Engineer Gaul discussed the potential projects for year two of the Community Crossings Matching Grant. There is \$519,039.25 that was awarded to the City of Plymouth. The potential projects include Airport Drive from Michigan to dead end, Maple, Stanley to Jim Neu, Chester/Clinton, Ferndale/Liberty/Kingston, and Freeman.

City Attorney Surrisi requested ratification of Executive Order 2017-05, Regarding 408 Pierce Street. He explained that a dumpster needed to be placed in the city's right-of-way during restoration work at this residence.

Board Members Houin and Fonseca moved and second to ratify Executive Order 2017-05, Regarding 408 Pierce Street. The motion carried.

Clerk-Treasurer Xaver presented the following request:

The Plymouth Chamber of Commerce is requesting Michigan Street be closed on October 28, 2017 from 12:30 p.m. – 3:30 p.m. between Adams & LaPorte Streets for the annual Plymouth Downtown Merchants Trick or Treat event. S/ Connie Holzward, Chamber Director, 120 N Michigan St, Plymouth, 574-936-2323

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

Clerk-Treasurer Xaver presented the following request:

The Mayor's Youth Council would like to present their idea for a new project – "Adopt a Street" – to determine whether or not to further develop the project and what more information may be needed. S/ Leah Smith, 10665 Nutmeg Rd, Plymouth, 574-780-7337

Members of the Mayor's Youth Council, Nicole Keller and Griffith Nate, spoke about the potential project. The idea is to involve the community and local businesses to donate money and sponsor a stretch of the roadway. The street department would then install a sign indicating which business has 'adopted that street'. The idea is that the business would help maintain that stretch of road by picking up litter and washing the street.

Councilman Ecker asked what their goal was regarding the number of streets that they would like to include in this project. Nate said they are unsure about this goal until they have discussed it with the Street Department.

Board Members Houin asked if the companies that sponsor the street will have fees for the program. Keller said they have not discussed a price point yet, but the idea is that the fee would cover the cost and installation of the sign and any profit leftover would be used for community events.

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

Clerk-Treasurer Xaver presented the following request:

Proposed to close approximately 1 block of Beerenbrook Street on both the north and south sides of Jefferson Street. This is Saturday, October 7th from 9am to 12:00 noon for the FINAL Cars and Coffee event. Hosted at the restored mobile gas station owned by Calvin Bailey. Benefits from this event will go to Ounce of Prevention during Breast Cancer Awareness Month. S/ John Montgomery, 10548 King Rd, Plymouth, 574-780-6885

Mr. Montgomery was present to discuss his request. He said the only change from his previous two requests is the time because it is too dark to begin at 7am. The local sheriffs reserve will be there to help with safety and street crossing.

Houin asked if this would be the final event or just the final event for year. Montgomery said it would be the final event for year. Houin said he has heard only positive feedback regarding this event and would like to see it continue.

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

City Attorney Surrisi asked the board to include in their approval of claims a payment of \$437.00 to Preston Oberly on behalf of the Board of Aviation Commissioners.

Board Members Houin and Culp moved and seconded to allow the payroll for September 29, 2017, and the claims for September 25, 2017, as entered in Claim Register #2017, as well as the payment added by City Attorney Surrisi. The motion carried.

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

- Wastewater Department August 2017 Monthly Report
- Water Department August 2017 Monthly Report
- Water Main Extension SR 17/W Lake Ave Packet & Midwestern Engineer Proposal
- Executive Order 2017-05, Regarding 408 Pierce Street
- Chamber of Commerce Request
- Mayor's Youth Council Request
- John Montgomery Request

There being no further business to discuss, Members Culp and Fonseca moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:23 p.m.

Jeanine M. Xaver, IAMC, CMC
Clerk-Treasurer

APPROVED:

Mark Senter
Mayor

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

9/12/2017 – Tree Request: Please take a look at the dead tree in front of the house. It was trimmed last week – but the whole tree is dead. S/ San Juanita Hisey, 412 Pennsylvania Ave, Plymouth, 574-387-1557

9/14/2017 – Sidewalk Request: Broken up & buckled at 1010 Lake Ave, Plymouth. S/ Becky Leininger, 68350 Oak Rd, Lakeville, 574-780-7464

9/21/2017 – Tree Request: Trunk rot, there's an active fungus growing inside of the trunk that is producing a mushroom type structure on the side of the tree, concerned about the fungus destroying the structural integrity of the trunk over time. Please come out and assess the current health of the tree. S/ Lois Evans, 1111 Chester St, Plymouth, 574-936-7917