

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, FEBRUARY 10, 2020

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on February 10, 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, Shiloh Milner and Bill Walters. City Attorney Sean Surrisi and Deputy Clerk-Treasurer Abby Collins were also present.

Members Culp and Walters moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on January 27, 2020. The motion carried.

City Attorney Surrisi made a last call for street department vehicles. Street Superintendent Marquardt had sent a request for quotes. The following sealed quotes were opened and read aloud:

**Street Vehicle Quote – 4500 Series**

<b>Company</b>	<b>Base Price</b>	<b>Trade</b>	<b>Final</b>
Wiers International Trucks, Plymouth, IN	\$49,521.00	\$2,000.00	\$47,521.00
Oliver Ford Lincoln, Plymouth, IN	\$45,315.00	\$5,000.00	\$40,315.00
Country Auto Center, Plymouth, IN	\$43,231.00	\$4,500.00	\$38,731.00

**Street Vehicle Quote – 2500 Series**

<b>Company</b>	<b>Base Price</b>	<b>Trade</b>	<b>Final</b>	<b>Optional Tool Box</b>	<b>Optional Tailgate</b>
Oliver Ford Lincoln, Plymouth, IN	\$32,556.00	\$500.00	\$32,056.00	\$524.00	\$342.00
Country Auto Center, Plymouth, IN	\$32,698.00	\$500.00	\$32,198.00	\$955.00	n/a

Board Members Culp and Walters moved and seconded to take all bids under advisement. The motion carried.

City Attorney Surrisi made a last call for the cemetery department truck. Cemetery Superintendent Collins had sent a request for quotes to four dealerships. The following sealed quotes were opened and read aloud:

- Auto Park Plymouth, IN – sent letter stating that they do not have a vehicle that meets the specifications.
- McCormick Motors, Nappanee, IN                      \$41,048.39 (cab)  
   \$ 9,530.00 (bed)

Surrisi noted that the quote from McCormick Motors was received via FedEx in the Clerk-Treasurer's office earlier in the day. It was not marked as being designated a sealed quote; therefore, it was opened. He was contact immediately following the opening of package, which he advised the quote be placed in a sealed envelope for the meeting tonight.

Cemetery Superintendent Mike Collins requested that the board approve awarding the quote to McCormick Motors contingent upon full review of the information submitted.

Board Members Culp and Milner moved and seconded to approve awarding the quote to McCormick Motors provided it meets the specifications. The motion carried.

City Attorney Surrisi made a last call police vehicle quotes. The following sealed quotes were opened and read aloud:

<b>Company</b>	<b>Base Price</b>	<b>Trade</b>	<b>Final</b>
Oliver Ford Lincoln, Plymouth, IN	\$32,985.00	\$4,000.00	\$94,955.00 (x3)
Country Auto Center, Plymouth, IN *Optional V8 Engine \$2,997 for each unit	\$29,369.00	\$4,000.00	\$84,107.00 (x3)

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

Utility Superintendent Donnie Davidson reviewed the upcoming wastewater capital improvement project for the renovation of the primary anaerobic digester. He estimates the project to cost approximately \$800,000 (in a worst-case-scenario) and reviewed following information:

### **SCOPE AND SUMMARY OF WORK DIGESTER REHABILITATION PROJECT**

DIGESTER REHABILITATION PROJECT is to clean, inspect, diagnose and remedy the existing digester. Overall, the work consists of cleaning the digester (Phase I), conducting a full inspection of the structure, piping, etc. by a competent person (Phase II), and designing and constructing the remedy to issues identified in Phase II (Phase III). By the nature of the work, the full scope for Phase II will not be known until Phase I is complete and the full scope for Phase III will not be known until Phase II is complete.

The Scope of Work for Phase I Digester Cleaning as summarized below:

- Digester Cleaning:
  - Removal of all materials from the Digester;
  - Disposal of all materials;
  - Pressure washing of interior walls including provision of wash water and disposal of waste water
- The work listed below is to be performed by the City in support of Phase I:
  - Draw Digester down to minimum levels; and
  - Remove Digester from service;
- Proposal Clarifications, Assumptions, and Exceptions
  1. Pricing will be based upon being awarded the quoted work in its entirety. Pricing is based on the Lump Sum Guaranteed Maximum Price.
  2. Schedule: the anticipated substantial completion timeframe from NTP is XXX months.

The Scope of Work for Phase II Digester Inspection as summarized below:

- Digester Inspection
  - Perform inspection of the Digester for structural and mechanical integrity. Elements to be evaluated include all pipes, all bracings/ brackets, all pipe penetrations, walls, coating, mechanical elements
  - It is known that the mixer requires replacement
  - Develop an estimate for corrective work
- The work listed below is to be performed by the City in support of Phase II:
  - Maintain Digester out of service;
- Proposal Clarifications, Assumptions, and Exceptions
  1. Pricing will be based upon being awarded the quoted work in its entirety. Our pricing is based on the Lump Sum Guaranteed Maximum Price.
  2. Schedule: the anticipated substantial completion timeframe from NTP is XXX months.

The Scope of Work for Phase III Digester Rehabilitation as summarized below:

- Digester Rehabilitation
  - Replacement of the existing mixer, in kind, with associated repairs including to digester cover, electrical, valves, coatings & supports.
  - Recoating of the interior walls;
  - Minimal tuck pointing;
  - Resealing around pipe penetrations;
  - Replacement of all interior piping;
  - Replacement of interior metalworks;
  - Replacement of existing influent and effluent valves;
- The work listed below is to be performed by the City in support of Phase III:
  - Maintain Digester out of service;
- Proposal Clarifications, Assumptions, and Exceptions
  1. Pricing will be based upon being awarded the quoted work in its entirety. Pricing is based on the Lump Sum Guaranteed Maximum Price.
  2. Schedule: the anticipated substantial completion timeframe from NTP is XXX months.

Davidson recommended the board consider not going through the traditional bid process, but rather entering into a guaranteed savings contract to try and save money during the project. This method was used in the 2017 Wastewater Plant Renovation Project and saved the city over \$300,000. Davidson recommended the board proceed with guaranteed savings contract process and requested permission to advertise for the request for contractor qualifications.

Board Members Houin and Culp to approve the request and move forward with the guaranteed savings contract for the 2020 Digester Rehabilitation Project. The motion carried.

Fire Chief Rod Miller submitted the following monthly reports:

Plymouth Fire Dept				
Incidents by District (Summary)				
Alarm Date Between {01/01/2020} And {01/31/2020}				
District	Count	Pct of Incidents	Est Losses	Pct of Losses
004 Culver	1	0.62 %	\$0	0.00 %
007 Plymouth	102	63.75 %	\$500	100.00 %
011 Center Twp	23	14.37 %	\$0	0.00 %
019 West Twp	26	16.25 %	\$0	0.00 %
16 Lakeville/Lapaz Paramedic Assist	1	0.62 %	\$0	0.00 %
18 Walkerton Paramedic Assist	5	3.12 %	\$0	0.00 %
30 Argos Ambulance Assist	2	1.25 %	\$0	0.00 %
<b>Total Incident Count:</b> 160	<b>Total Est Losses:</b>		<b>\$500</b>	

**Plymouth Fire Dept**  
**Departmental Activity Report**

Current Period: 01/01/2020 to 01/31/2020, Prior Period: 01/01/2020 to 01/31/2020

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
<b>Fire Alarm Situations</b>				
Chemical release, reaction, or toxic	1	1.41	1	1.41
Dispatched and cancelled en route	13	61.83	13	61.83
Electrical wiring/equipment problem	1	8.82	1	8.82
Emergency medical service (EMS) Incident	131	233.92	131	233.92
False alarm and false call, Other	3	6.72	3	6.72
Hazardous condition, Other	1	2.34	1	2.34
Medical assist	6	2.26	6	2.26
Structure Fire	3	47.23	3	47.23
Unintentional system/detector operation	1	1.62	1	1.62
	<u>160</u>	<u>366.15</u>	<u>160</u>	<u>366.15</u>
<b>Training</b>				
CPR Recert	26	52.00	26	52.00
EMS Audit & Review	2	4.00	2	4.00
EMT-B	87	336.00	87	336.00
ETCO2 Monitoring	12	12.00	12	12.00
Gas Pipe line Safety	1	1.50	1	1.50
Hazmat Awareness and Operations	2	148.00	2	148.00
Hypothermia	39	39.00	39	39.00
Personal Protective Equip.	6	36.00	6	36.00
tic training	11	11.00	11	11.00
Volunteer Fire Business Mtg.	32	64.00	32	64.00
	<u>218</u>	<u>703.50</u>	<u>218</u>	<u>703.50</u>

Miller also requested the board's approval to send four volunteer firefighters to attend specialized training for a search and rescue class, which is being hosted by the Angola Fire Department on March 7, 2020. The cost is \$60.00 per person.

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

Police Chief Dave Bacon submitted the following monthly reports:

**PLYMOUTH POLICE DEPARTMENT****Activity Report Summary 2020**

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Calls for Service, Complaints, Information	660												660
911 Hang-Up Calls	59												59
Alarms	58												58
Vehicle Checks	11												11
Assist Other Agencies	8												8
Animal Complaints	15												15
Traffic Stops	245												245
Citations Issued	102												102
Accident Reports	34												34
Case Reports	98												98
Arrests	36												36
Arrests (Adult)	30												30
Arrests (Juvenile)	6												6

**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
Owner Complied	0												0
City Action (Mowed)	0												0
Action Pending	0												0
Abandoned or Junk Vehicles	5												5
Owner Complied	2												2
City Action (Towed)	0												0
Action Pending	3												3
Debris/Junk on Property	8												8
Owner Complied	5												5
City Action (Cleaned)	1												1
Action Pending	2												2
Fowl/Livestock	0												0
Owner Complied	0												0
City Action	0												0
Action Pending	0												0
Signs in Public Right of Way (Removed)	5												5

Bacon also notified the board that he currently has an officer going through drug recognition training. The first part of that training was in Indianapolis in January and the second part will take place in Jacksonville, Florida, in March. There is no cost to the city other than continuing to pay his

wages. Bacon requested the board's approval to allow the officer to continue training in March in Florida.

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

There was a sidewalk request from Jerry Nichols, located at 800 W Washington Street:

All the sidewalks are broken and or missing. Please help. Thank you. S/  
Jerry Nichols, 800 W Washington Street, Plymouth, 574-345-1041

Street Superintendent Jim Marquardt was not in attendance at this meeting. Board Members Houin and Walters moved and seconded to table the request until Superintendent Marquardt can weigh-in on the status of this request. The motion carried.

City Engineer Rick Gaul presented the INDOT LPA Construction Agreement (PW-17-106) for the East LaPorte Street Historic Footbridge Rehabilitation Project. He noted that this agreement is for the maximum federal funding, totaling \$1,310,400.00. This includes the construction and construction engineering and is a preliminary estimate. The city's share would total \$42,800.00 for construction engineering and \$284,800.00 for construction. Gaul said this is preliminary number and once we receive bids, all these numbers will change based on that bid total.

Board Members Houin and Walters moved and seconded to approve the agreement as presented. The motion carried.

Gaul also presented a right of entry license agreement with NIPSCO for the Hoham Drive Reconstruction Project. The agreement is to allow the city to enter NIPSCO property and do soil borings.

Board Members Houin and Milner moved and seconded to approve the license agreement. The motion carried.

Next, Gaul presented UT-19-027, a request from Comcast for work in the city's right-of-way at 2915 Gary Drive. He reviewed the plan and noted there is a \$5,000 financial guarantee.

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, FEBRUARY 10, 2020

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

Lastly, Gaul presented UT-20-005, a request from Comcast for work in the city's right-of-way at 2050 Oak Drive for Zentis. He reviewed the plan and noted that there is a \$1,000 financial guarantee.

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

City Attorney Surrisi presented Resolution No. 2020-886, A Resolution of the Board of Public Works and Safety to Write Off Delinquent and Uncollectable Water, Wastewater, Garbage, and Stormwater Bills.

Board Members Culp and Houin moved and seconded to approve Resolution No. 2020-886, A Resolution of the Board of Public Works and Safety to Write Off Delinquent and Uncollectable Water, Wastewater, Garbage, and Stormwater Bills. It passed by roll call vote.

AYES: Senter, Culp, Houin, Milner, Walters  
NAYS: None

Board Members Walters and Milner moved and seconded to allow the payroll for February 14 and the claims for February 10, 2020, as entered in Claim Register #2020. The motion carried.

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

- Scope and Summary of Work Digester Rehabilitation Project
- Fire Department 2020 Report
- Jerry Nichols Sidewalk Request
- Jerry Nichols Tree Request
- Gerardo Velosquez Tree Request

The motion carried.



REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, FEBRUARY 10, 2020

There being no further business to discuss, Board Members Culp and Houin moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:31 p.m.

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Jeanine M. Xaver, IAMC, CMC  
Clerk-Treasurer

APPROVED:

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Mark Senter  
Mayor

The following requests were forwarded to the proper committee to act upon:

1/31/2020 – Tree Request: I would like the city to remove more branches from the tree that is located on the sidewalk of Louisa St. If possible, I want the whole tree cut. This is because on windy days the branches hit the windows of my property. S/ Gerardo Velasquez, 401 S Michigan St, Plymouth, 809-910-1483