

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, JULY 12, 2021

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on July 12, 2021. The meeting was held in the Council Chambers, on the second floor of the City Building, 124 N. Michigan St., Plymouth, Indiana.

Mayor Senter called the meeting to order. Senter presided for Board Members Bill Walters, Duane Culp, Jeff Houin and Shiloh Milner who were physically present. City Attorney Sean Surrisi and Clerk-Treasurer Xaver were also present. The public was able to see and hear the meeting through Microsoft Teams.

Board Members Walters and Culp moved and seconded to approve the minutes of the Regular Session meeting of June 28, 2021. The motion carried.

The following legal notice was advertised in the Plymouth Pilot Newspaper on June 25 and July 2, 2021:

116
July 2, 2021
Legals

116
Legals

**NOTICE TO BIDDERS
CITY OF PLYMOUTH,
INDIANA**
**PW-20-045 2021 STREET &
SIDEWALK 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-20-045 2021 STREET & SIDEWALK 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 may be forwarded by registered mail, addressed to the City, in care of the Clerk-Treasurer by no later than 4:30 P.M. (local time) and will be considered by the OWNER at a public meeting called to open such proposals on or after 6:00 P.M. (local time) on July 12, 2021 at the City of Plymouth - City Hall, 124 North Michigan Street, Plymouth, Indiana, 46563.

A pre-bid meeting will be held at the City of Plymouth - Wastewater Treatment Plant; 900 Oakhill Avenue 9:00 AM on Thursday July 1, 2021.

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 Itm, 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 25, July 2, 2021 PW20-045 Regular

City Attorney Surrisi made a final call for bids. The following sealed bids were opened and read aloud.

Company	Location	Base Bid
E&B Paving, Inc.	Rochester, IN	\$446,816.14
Milestone Contractors North, Inc.	South Bend, IN	\$510,538.57
Niblock Excavating, Inc.	Bristol, IN	\$599,033.96
Reith Riley Construction Co.	South Bend, IN	\$496,788.00

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, JULY 12, 2021

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

Awarding of the bids and the affirmation from the board would take place at the next meeting. The motion carried.

Building Commissioners Hammonds updated the board on the Orders to take Action that were affirmed on June 14, 2021. He stated that the houses at 100 N. Liberty Street and 405 Clark Street had been completed by the owners of the properties. 349 Williams Street was sold to a new owner who was aware that the order exists. 801 Sycamore Street was also sold to a new owner who was aware of the order, and had already started to clean up the place.

City Engineer Gaul stated that HB 1164 was included in the packets sent out to the board prior to the meeting. Since City Attorney Surrisi did not get all the way through the document, this would become a discussion in the future on how this may affect work in the right of way procedures.

Surrisi added that from what he had seen, there were some changes made to make it more friendly to the wireless industry. This may cut back on local control. He stated that he would take a look at this and see if any amendments would need to be made on the city's procedures. There would be a report on this at the next meeting.

City Engineer Gaul reviewed UT21-013 Maplenet/Surf-602 Ply E. Jefferson Build. He said that there was a TRC meeting on the 22nd where a representative from Maplenet and the Troyer Group were present. During this they discussed what they wanted to do for their buildout. This was an extensive buildout which included a few questions. One of which was where they could go in the alleys. Gaul stated that alleys would be fine as they were out of the way for the sewer department. One of the concerns that was brought up at the meeting was if the handhole was going in the right of way, they would want traffic rated unless it was out of the way. This was a concern due to the "flowerpots" being in their plans to go into the alleys. These are not a traffic rated item. They were also concerned as to who was responsible if something were to get damaged in the right of way if these items were not traffic rated. Gaul stated that he and other department heads believe that it should be the responsibility of Maplenet. This was brought forth to the council in case there were any replies to the questions that were asked. There had not been any replies at this time. Gaul invited one or two of the board members to come to the next Technical Review Committee meeting if they were free to learn and talk about this issue.

Houin asked what the board's role would be in this right now. Gaul stated that this was just to get clarification on what the city would expect to be done with work in the right of way and contractors.

Houin asked who would make the determination on the project if the city were to want a traffic rated handhole. Surrisi stated that if the contractor were to not want to follow the requirements of the TRC, they could come before the board and ask for a variance. An update on this could be done when these questions were answered.

Utility Superintendent Davidson introduced Ken Jones from JPR. He stated that Marshall County has been working with JPR in order to develop options for the county in terms of their sewer district. Jones's job was to identify areas of need in and around Plymouth and in other areas of Marshall County.

Ken Jones explained that the Marshall County Water Taskforce and Marshall County Health Department were who asked for him to work on this project in 2019. During the COVID year of 2020 this project went quiet. Jones expanded on how the clean water taskforce came about looking at this. Some rural neighborhood and smaller communities brought up some concerns about sewage to the health department which sparked the project. He added that they were about 80% complete with the preliminary engineering report that is needed to file with the IDEM Commissioner to form the district. This type of visit would be to see what kind of partners and support that would be available in these areas. Jones provided a handout to the board and showed that the main area of concern for Plymouth would be the northern neighborhoods on Michigan Street. This was due to adjacency, significantly small residential home sites, less than ideal soils, and problematic replacement of septic systems in the area. If the city were to choose to be a part of this it would potentially add an additional 1914 accessory dwelling units. This number does not include the areas in Marshall County in which were isolated from the City of Plymouth. He stated that they would look for another option in which would not overburden the rate payers in that case.

When the County applies for the Regional Sewage District from IDEM, they would need to have projects that were immediately viable, projects that would allow for the district to become a municipal entity in the county, and develop further projects over time. With the number of homes that would need serviced, this would end up being a twenty-year plan. To do this, there would be consideration on how to collect the wastewater and deliver it to the city. The main obstacle for this would be that these areas are already fully developed, which would mean that sometimes whole streets, sidewalks, and landscaping, etc. would have to come up to install this. The first option to

collect the wastewater would be to use the collection system that the city typically uses which is the gravity sewer. The issue with this would be the cost of replacing the roads that would be affected would outpace or keep pace of actually building the collection system. The other option would be to use a step sewer, which would make use of the existing septic tanks already on the property. The only type of septic tanks that would be able to be used would be the concrete tanks in which the pump chamber would be place in or next to. In this case only the liquid portion would be evacuated and sent to the city, while the sludge would remain in the tank to be removed separately and be taken to a separate facility. He stated that they had provided Utility Superintendent Davidson with the loading requirements for the city with this project.

Overall, the use of a step sewer would result in a two-million-dollar savings for the residents of this service area, would be less complicated to care for the system, longer life on the types of pumps used, and the delivered wastewater would be easier to treat by the city due to the lowered number of solids. He asked the board to consider the proposal and to keep up the communication with them until both parties feel comfortable going to the county council with the results.

City Attorney Surrisi presented a proposed agreement with Herrman & Goetz, Inc. for Quarterly HVAC Preventative Maintenance Program.



Herrman & Goetz, Inc.
225 S. Lafayette Blvd.
South Bend, IN 46601
(574) 237-6740 Fax: (574) 283-4900
(800) 528-1696

Proposal for Quarterly HVAC Preventive Maintenance Program

July 8, 2021
City of Plymouth, In.
124 North Michigan St.
Plymouth, In. 46563
Attention Jeanine Xavier

Dear Jeanine,

Enclosed is a proposal for a quarterly preventive maintenance program for the City of Plymouth Mayor's office building located at 124 North Michigan St. Plymouth, In.

The inspections will follow the scope of work as outlined in Attachment No. 10. Any needed repairs to the equipment will be brought to your attention.

Approved repairs will be billed on separate invoices as extras at a reduced rate offered to our contract customers.

Thank you for this opportunity to propose your preventive maintenance needs. If this proposal is acceptable, then please sign and date *just the signature page and return by fax or email*. If you have any questions, please call. Thank you!

Sincerely,



Bill La Velle
Preventive Maintenance Sales
(574) 282-2596 ext. 3078
blavelle@hgservices.com



July 8, 2021

Building Services Agreement Between

Herrman & Goetz Services

and

Customer known as:

Herrman & Goetz, Inc.
225 South Lafayette Blvd.
South Bend, IN 46601
February 6, 2013

City of Plymouth, IN.
124 North Michigan St.
Plymouth, IN. 46563

Services to be provided at the following location:

City of Plymouth, In. Mayor's Office
124 North Michigan St.
Plymouth In. 46563

Type of Service: Quarterly H.V.A.C. inspections as outlined in Attachment 10.

Price per year: \$7,444.00 per year
(To be billed quarterly at \$1,861.00 per billing)

This proposal, including the attached pages, Attachment 10, Special Conditions Page, Task List, and our Equipment Schedule constitutes the entire agreement between us, and shall become a valid contract after your acceptance. This agreement supersedes all prior presentations and agreements not incorporated herein.

This agreement may be terminated in writing at any time.

Proposed By:
Bill La Velle

Signed: Bill La Velle
Title: Preventive Maintenance Sales

Signed: mad [signature]
Printed name: Mark Senter

Title: Manager

Date: July 12, 2021

Purchase order if used: _____



Attachment Number 10

MECHANICAL MAINTENANCE

SERVICES TO BE PROVIDED:

1. Quarterly H.V.A.C. inspections.
2. Spring cooling start up and fall heating start up.
3. Condensers will be flushed once per year on the Spring inspection.
4. Air filters will be provided and changed four times per year.
5. Belts will be provided and replaced one time per year.
6. Boiler tune up parts will be provided one time per year.

7. Not included in this agreement:

- Labor and/or material required to repair or replace equipment.
- Extra service calls for emergencies (emergency service is available 24/7/365 at additional charges).



SPECIAL CONDITIONS

1. This agreement applies only to equipment installed prior to effective date of this agreement as described on attachment(s). Normal working hours (7:00 am to 3:30 pm) will apply to all services unless otherwise stated.
2. This agreement assumes the systems covered to be in maintainable condition. If repairs are found to be necessary upon initial inspection or initial seasonal start-up, then repair charges will be submitted for approval. Should these restoration charges be declined, those non-maintainable items will be eliminated from the program and the agreement price adjusted accordingly.
3. It is agreed that the customer will provide reasonable means of access to all equipment that is to be maintained. H&G Services shall be free to start and stop all primary equipment incidental to the operation of the mechanical system.
4. It is agreed that the contract price may be adjusted yearly; such adjustments shall be consistent with current labor rates and material costs. Either party may terminate this agreement at any time by giving (30) day written notice. Upon cancellation of contract, H&G Services will compute a final invoice. This final invoice will be a prorated value based upon current costs to date and original contract margins.
5. If the system is modified, changed, or altered or if any equipment is added or if the system is removed within the premises or to other premises, then this agreement is immediately terminated at our option.
6. H&G Services shall not, under any circumstances, be held liable for injury to persons or damage to property unless such injury or damage is caused by a negligent act of omission or commission by H&G Services' agent, employees, or subcontractors.
7. H&G Services and the customer assume the non-occurrence of the following contingencies which, without limitation, might render performance by H&G Services impractical: strikes, fires, wars, late or non-delivery by suppliers of H & G Services, and all other contingencies beyond the reasonable control of H&G Services. Under no circumstances shall H&G Services be liable for any special or consequential damages whether based upon lost goodwill, lost resale profits, work stoppage, impairment of other goods or otherwise and whether arising out of breach of warranty, breach of contract, negligence, or otherwise, except only in the case of personal injury where applicable law requires such liability.



City of Plymouth Mayors Office
Equipment Schedule

Unit Description	Unit Designation	Manufacturer	Model	Serial	LOCATION
Package unit	1	Trane	YHD240G3RVB1C1B0000001000000	174110B42D	Roof
Condensing unit	1	Trane 113ANA04 & H	4TTA30C08B3000BA	17234HKK3F	Roof
Condensing unit	2	Trane 113ANA04 & H	113ANA048-H	3713E15421	Roof
Fan coil unit	1	Trane	BCXD1	TBD	2nd floor mech. Rm.
Furnace	1	Bryant	915SA60	1113A50054	
Boiler	1	Lochinvar	KBNA00	17051C47500 84	2nd floor mech. Rm.
ERV for FCUI	1	Renew Air	HE1.5X1NH	L17-7476C	Mech Rm. 209
Backflow preventer	1	Watts	LE919QT	32095	Main water line basement
Water heater	1	TBD	TBD	TBD	Janitor closet 2nd Fl.
Dehumidifier	1	Therma-star	HL-E DRY195	G1543972	Basement
Cabinet heaters	1,2,3	Kuiper	KYFS	TBD	Vestibules
Hot water unit heaters	1,2,3,4,5,6	Sterling	HS-24	TBD	Mech. Rm. Basement
Electric unit heaters	7,8,9	Martek	HF5605T	TBD	Atrio



Tasking List

- **Condensing Units**
- **Spring visit**
 1. Wash condenser coils per contract.
 2. Check operation of condenser fan motor.
 3. Perform visual check for refrigerant leaks.
 4. Inspect control contactors for wear and damage.
 5. Check electrical connections.
 6. Check refrigerant sub cooling.
- **Package heating/cooling roof top units;**
- **Spring**
 1. Clean condenser coil one time per year.
 2. Inspect evaporator coil.
 3. Clean drain line.
 4. Lubricate fan bearings as per manufacturer's recommendations (if applicable).
 5. Lubricate motor bearing as per manufacturer's recommendations (if applicable).
 6. Check fan drive belt(s) and sheaves for wear and adjustment replace belt one time per year.
 7. Check supply fan motor and motor mounts and vibration pads.
 8. Check condensate overflow switch.
 9. Inspect evaporator coils.
 10. Inspect fresh air and return air dampers and lubricate as needed.
 11. Inspect power exhaust blower operation.
 12. Inspect condenser fan motors.
 13. Change air filters per attachment #10.
 14. Visually check unit for refrigerant leaks.
 15. Check starter contacts and electrical connections for wear and tightness.
- **Fall**
 1. Inspect heat exchanger.
 2. Check burner sequence of operation.
 3. Lubricate fan bearings as per manufacturer's recommendations (if applicable).
 4. Lubricate motor bearing as per manufacturer's recommendations (if applicable).
 5. Check motor mounts and vibration pads.
 6. Inspect wiring and tighten electrical connections.
 7. Check fan operation.
 8. Change filters per contract.
 9. Check starter contacts for wear.



Tasking List Continued

- **Boiler**
- **Fall**
 1. Remove and clean burner.
 2. Clean heat exchanger.
 3. Check, clean or replace ignition and flame sensing rods and check flame signal.
 4. Check for water leaks.
 5. Clean condensate trap and drains.
 6. Check water pressure, water fill and expansion tank.
 7. Check temperature rise.
 8. Check control settings.
 9. Perform combustion analysis and provide a printout report.
 10. Test all operating and safety controls including temperature/pressure relief.
 11. Check local gas piping for leaks.
- **Winter**
 1. Mid-season operational inspection
- **Gas fired furnaces**
- **Fall**
 1. Check burner sequence of operation.
 2. Check heat exchanger.
 3. Replace filter per contract.
 4. Clean condensate drains.
 5. Check temperature rise.
 6. Check limit control.
- **Spring, Summer, Winter**
 1. Replace filters per contract.
 2. Clean condensate drains.
- **RPZ Backflow preventer**
 1. Perform inspection and provide report one time per year.



Tasking List Continued

- **Energy recovery unit**
 1. Vacuum the exchange element one time per year.
 2. Replace air filters quarterly.
- **Hot water unit heaters**
- **Fall**
 1. Check heater operation.
 2. Check fan operation.
 3. Clean coil.
- **Cabinet heaters**
- **Fall**
 1. Check heater operation.
 2. Check fan operation.
 3. Clean coil.
- **Electric unit heaters**
- **Fall**
 1. Check heater operation.
 2. Check fan operation.
 3. Clean coil.
- **Dehumidifier**
 1. Clean energy exchange element one time per year.
 2. Replace filters four times per year.
 3. Check and clean condensate pump and drain line.
- **Electric water heater**
 1. Flush sediment one time per year.
- **Fan coil unit**
 1. Inspect and clean coils.
 2. Clean drain pan and drain line.
 3. Check blower operation.



City of Plymouth Mayor's Office
PM Schedule

Month	Year	Tasks
January	2022	Mid-season boiler operational inspection, fan coil PM, Backflow inspection, water heater PM, Energy recovery unit PM, filter change.
February		
March		
April	2022	
May		RTU cooling PM, Condensing units PM, Filter and belt change.
June		
July	2021	
August		
September		Filter change
October	2021	
November		
December		

Surrisi asked the board for approval of the agreement for the maintenance program for the city building HVAC system.

Houin asked if this was a new program for the city building. Xaver stated that this company had been used for the last year.

Houin asked if this was anything different than the last year of service. Surrisi stated that this was not any different.

Board Members Houin and Milner moved and seconded to approve the Herman & Goetz, Inc. for Quarterly HVAC Preventative Maintenance Program Agreement. The motion carried.

City Attorney Surrisi presented Executive Order 2021-04: Temporary Closure of Alley.

Surrisi stated that this order was to close the alley behind the French Press to repair some masonry above the café that was damaged due to a lightening strike.

Board Members Houin and Walters moved and seconded to ratify Executive Order 2021-04,

Temporary Closure of Alley. The motion carried.

Board Members Milner and Walters moved and seconded to allow for the payroll for July 15, 2021 and the claims for July 12, 2021, as entered in Claim Register #2021. The motion carried.

Board Members Walters and Milner moved and seconded to accept the following

communications:

- 07.12.21 Check Register
- June 22, 2021 Technical Review Committee Meeting Notes
- June 2021 Wastewater Utility Report
- June 2021 Water Utility Report

- Global Ransomware Attack in Maryland News Article
- Marshall County Drainage Board Rightly Ditch Treatment

Houin addressed how one of the communications was a news article about a ransomware attack on a city in Maryland. He stated that the article seemed to be focused on the down side that the city was shut down while they were restoring their backups. Yet, the positive to this situation would be that the city had backups in which they could use to get their information back without paying the ransom. He asked for the city to pursue options to ensure that there are safeguards in place and that they have professional consultants to ensure the safety of city information. He added that he would like to see this as a part of next year's budget as this has happened in nearby cities in Indiana as well.

The motion carried.

There being no further business, after a proper motion and second to adjourn. Senter declared the meeting adjourned at 6:47 p.m.

APPROVED:

Jeanine M. Xavier
Jeanine M. Xavier, IAMC, CMC, CPFIM
Clerk-Treasurer

Mark Senter
Mark Senter
Mayor

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

07/01/21 - I contacted Mr. Robert Yoder of the Extension office, whom I understand also serves on the city tree committee, concerning this tree noted above. He inspected the tree and then sent me the attached letter. As Mr. Yoder has stated, this tree constitutes a public hazard. I request that the city timely remove this tree for the reasons noted, and a replacement tree be planted. S/ Kenneth H. Lukenbill, 1008 Ferndale Street

7/6/21 - Please cut off the dead branches off of the 2 trees in from of the house. One of beside the drive. S/Susan E. Knepper, 331 Conger Street (574)-936-5245

7/6/21 - Nice tree along easement in front of 420 S. Michigan Street. S/Tim Peters, 420 S. Michigan Street (574)-952-8467

7/7/21 - There is a maple tree that appears to be dying. It has many dead branches, and its foliage is markedly thinner compared to even a year ago. It does look much less healthy than the other surrounding maples on this block on either side of the street. The tree is at 719 S. Michigan Street and is located between the curb and the sidewalk. My request is that it be inspected to see if it is time for it to be removed. S/ Michael Hawes, 719 S. Michigan Street (574)-540-9723

7/8/21 - Tree on road side in grass has a limb that is pulling down the gutter on our house. Would like tree limb cut down, if possible, please. Could cause major damage to the house if it pulls gutter down. S/Kaitlyn Henry, 829 N. Michigan Street (574)-249-8954