

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on January 25, 2016, 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 Delp, Grobe, and Houin. City Engineer Gaul, City Attorney Surrisi and Clerk-Treasurer Xaver were also present. Board Member Fonseca was absent.

Board Members Houin and Delp moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on January 11, 2016, as presented since they have been reviewed and found to be correct. The motion carried.

City Attorney Surrisi acknowledged receipt of the proposals for the Wastewater Guaranteed Savings Project from the following contractors:

- Kokosing Industrial Inc., 235 Westerville Rd, Westerville, OH
- FA Wilhelm Construction, 3914 Prospect St., Indianapolis, IN
- Thieneman Construction, Inc., 17241 Foundation Parkway, Ste 100, Westfield, IN
- Bowen Engineering Corp., 8802 Meridian, Indianapolis, IN

Utility Superintendent Davidson will distribute RFQ's and scoring sheets to the committee members. They will then meet to discuss the proposals. The intent is to have a recommendation for the Board at their next meeting. Delp asked when construction would begin. Davidson stated June 2016.

City Attorney Surrisi made a last call for quotes for the Cemetery Department's new compact excavator. The following quotes were opened and read aloud:

**Compact Excavator Quotes – Plymouth Oak Hill Cemetery  
Opened 1 – 25 -2016**

<b>Total – Base Bid</b>						
<b>Company</b>	<b>Brand</b>	<b>Model</b>	<b>Base</b>	<b>Alternate No. 1</b>	<b>Alternate No. 2</b>	<b>Total</b>
Bobcat of Warsaw	Bobcat	E50/A31	\$54,068.88			\$54,068.88
Bobcat of Warsaw	Bobcat	E50/A91	\$55,607.44			\$55,607.44
GreenMark Equipment	John Deere	50G	\$59,537.55			\$59,537.55
MacAllister Machinery	Cat	305.5E2 CR	\$63,500.00			\$63,500.00

<b>Total – Base Bid, Alternate No. 1</b>						
<b>Company</b>	<b>Brand</b>	<b>Model</b>	<b>Base</b>	<b>Alternate No. 1</b>	<b>Alternate No. 2</b>	<b>Total</b>
Bobcat of Warsaw	Bobcat	E50/A31	\$54,068.88	\$708.00		\$54,776.88
Bobcat of Warsaw	Bobcat	E50/A91	\$55,607.44	\$708.00		\$56,315.44
GreenMark Equipment	John Deere	50G	\$59,537.55	\$1,464.71		\$61,002.26
MacAllister Machinery	Cat	305.5E2 CR	\$63,500.00	\$930.00		\$64,430.00

<b>Total – Base Bid, Alternate No. 2</b>						
<b>Company</b>	<b>Brand</b>	<b>Model</b>	<b>Base</b>	<b>Alternate No. 1</b>	<b>Alternate No. 2</b>	<b>Total</b>
Bobcat of Warsaw	Bobcat	E50/A31	\$54,068.88		\$5,740.20	\$59,809.08
Bobcat of Warsaw	Bobcat	E50/A91	\$55,607.44		\$5,740.20	\$61,347.64
GreenMark Equipment	John Deere	50G	\$59,537.55		\$6,991.54	\$66,529.09
MacAllister Machinery	Cat	305.5E2 CR	\$63,500.00		\$8,500.00	\$72,000.00

<b>Total – Base Bid, Alternate No. 1 and Alternate No. 2</b>						
<b>Company</b>	<b>Brand</b>	<b>Model</b>	<b>Base</b>	<b>Alternate No. 1</b>	<b>Alternate No. 2</b>	<b>Total</b>
Bobcat of Warsaw	Bobcat	E50/A31	\$54,068.88	\$708.00	\$5740.20	\$60,517.08
Bobcat of Warsaw	Bobcat	E50/A91	\$55,607.44	\$708.00	\$5740.20	\$62,055.64
GreenMark Equipment	John Deere	50G	\$59,537.55	\$1,464.71	\$6,991.54	\$67,993.80
MacAllister Machinery	Cat	305.5E2 CR	\$63,500.00	\$930.00	\$8,500.00	\$72,930.00

<b>Total – Base bid with Coupler Block &amp; Single Lift Point Kits &amp; Install Labor, Alternate No. 1 and Alternate No. 2</b>						
<b>Company</b>	<b>Brand</b>	<b>Model</b>	<b>Base</b>	<b>Alternate No. 1</b>	<b>Alternate No. 2</b>	<b>Total</b>
Bobcat of Warsaw	Bobcat	E50/A91	\$56,410.72	\$708.00	\$5740.20	\$62,858.92

Board Members Delp and Houin moved and seconded to take all quotes under advisement.

The motion carried.

Fire Chief Miller presented the Fire Department's December 2015 activity report:

**Plymouth Fire Department  
Departmental Activity Report**

Current Period: 12/01/2015 to 12/31/2015, Prior Period: 01/01/2015 to 12/31/2015

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
<b>EMS Alarm Situations</b>				
No Location Provided	150	395.87	2,212	14,011.64
	150	395.87	2,212	14,011.64
<b>Fire Alarm Situations</b>				
Accident, potential accident	0	0.00	2	0.00
Chemical release, reaction, or toxic	1	0.00	7	0.00
Combustible/flammable spills & leaks	1	0.00	13	0.00
Controlled burning	0	0.00	3	0.00
Dispatched and cancelled en route	8	0.00	136	0.00
Electrical wiring/equipment problem	1	0.00	18	0.00
Emergency medical service (EMS) Incident	113	0.00	1,661	0.00
Excessive heat, scorch burns with no	1	0.00	2	0.00
Extrication, rescue	0	0.00	1	0.00
False alarm and false call, Other	3	0.00	46	0.00
Fire in mobile property used as a fixed	1	0.00	3	0.00
Fire, Other	1	0.00	4	0.00
Good intent call, Other	3	0.00	20	0.00
Hazardous condition, Other	0	0.00	1	0.00
HazMat release investigation w/no HazMat	0	0.00	1	0.00
Malicious, mischievous false alarm	0	0.00	1	0.00
Medical assist	8	0.00	153	0.00
Mobile property (vehicle) fire	2	0.00	12	0.00
Natural vegetation fire	0	0.00	21	0.00
Outside rubbish fire	0	0.00	5	0.00
Overpressure rupture, chemical reaction	0	0.00	2	0.00
Person in distress	0	0.00	2	0.00
Public service assistance	1	0.00	17	0.00
Rescue or EMS standby	1	0.00	1	0.00
Rescue, emergency medical call (EMS),	0	0.00	2	0.00
Search for lost person	0	0.00	1	0.00
Service call, Other	0	0.00	1	0.00
Severe Weather & Natural Disaster -	0	0.00	1	0.00
Smoke, odor problem	0	0.00	4	0.00
Special outside fire	0	0.00	3	0.00
Special type of incident, other	0	0.00	1	0.00
Steam, Other gas mistaken for smoke	0	0.00	2	0.00

\* 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.

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Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
<b>Fire Alarm Situations</b>				
Structure Fire	1	0.00	20	0.00
System or detector malfunction	0	0.00	9	0.00
Unauthorized burning	0	0.00	1	0.00
Unintentional system/detector operation	3	0.00	34	0.00
Wrong location, no emergency found	1	0.00	1	0.00
	150	0.00	2,212	0.00
<b>Training</b>				
Active Shooter	0	0.00	7	7.00
Advanced Cardiac Life Support	0	0.00	2	11.00
Airway Management	0	0.00	9	9.00
Apparatus / Equipment	0	0.00	37	89.00
Apparatus Check Procedures	0	0.00	2	2.00
Apparatus Drafting	0	0.00	2	6.00
Ariel Operations	0	0.00	24	61.00
Autisim Disorder	0	0.00	3	1.50
Cardiac Assessment	0	0.00	9	20.00
Chest and Abdominal Injuries	0	0.00	2	4.00
Class Final	0	0.00	4	16.00
Class Review	0	0.00	3	12.00
Combat Ready Firefighting	0	0.00	7	59.50
CPR	0	0.00	34	67.00
Debriefing	0	0.00	33	66.00
Diabetics	0	0.00	3	4.00
Documentation	0	0.00	40	40.00
Drug Addiction	0	0.00	1	6.00
Emergency Medical Services	0	0.00	3	15.00
EMS Audit & Review	27	56.00	164	189.55
EMS Operations	0	0.00	1	9.00
EMS Skills	0	0.00	38	128.00
EMT-B	0	0.00	65	1,658.00
Extrication	0	0.00	48	94.00
FF I-II	0	0.00	142	481.00
FF I-II SKILLS	0	0.00	15	52.50
Fire Behavior	0	0.00	1	8.00
Fire Board	0	0.00	1	3.00

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Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
<b>Training</b>				
Fire Department Organization	0	0.00	5	5.00
Fire Dept Inventory	0	0.00	17	34.00
Fire Fighter I Skills Exam	0	0.00	5	10.00
Fire Investigation	0	0.00	1	4.00
Fire Preplan	0	0.00	71	121.50
Fire Streams	0	0.00	22	132.00
Fireman Health and Safety	0	0.00	1	2.00
Gas Pipe line Safety	0	0.00	5	12.50
General And Topographic Anatomy	0	0.00	1	4.00
Glucometer Training/Skills Blood	0	0.00	9	9.00
Hazardous Materials Overview	0	0.00	37	137.50
Hazmat Awareness and Operations	0	0.00	29	106.00
Heart Monitor, 12 lead, defib,	0	0.00	18	20.00
Hose Lays	0	0.00	2	4.00
Hose Loads	0	0.00	53	116.06
Hose Test	0	0.00	50	100.00
Hypothermia	0	0.00	2	8.00
Infants & Children	0	0.00	9	41.00
Instructor Training	0	0.00	10	22.00
Instructor's Meeting	0	0.00	11	5.50
Ladders	0	0.00	31	62.00
LP Gas	0	0.00	1	4.00
Medical Video	0	0.00	2	1.00
Mill Rescue	0	0.00	32	80.00
Modern Fire Attack	0	0.00	1	4.00
New Construction Tour	0	0.00	3	6.00
Obstetrics	0	0.00	4	8.00
Oxygen admin	0	0.00	9	9.00
Patient Assessment	0	0.00	15	13.50
Penetrating Trauma	0	0.00	2	4.00
Personal Protective Equip.	0	0.00	19	38.00
Physical Ability Test	0	0.00	15	30.00
Physicians Order Scope Treatment	0	0.00	1	2.00
PPE	0	0.00	5	15.00
Preplan	0	0.00	13	19.50
Public Education	0	0.00	34	368.50

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Fire Alarm Responses, EMS Alarm Responses, Training Classes

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
<b>Training</b>				
Public Fire Ed	0	0.00	15	71.00
Public Relations	11	44.00	11	44.00
Pump Operations	0	0.00	34	65.00
Reading Smoke - the Sequel	0	0.00	2	18.00
Safe Haven	0	0.00	7	7.00
SCBA	0	0.00	7	6.25
Shock	0	0.00	5	16.00
Splinting	0	0.00	2	0.00
Sprinkler Systems	0	0.00	1	9.00
Staff Meeting	0	0.00	10	20.00
Strategic and Tactical Operations	0	0.00	21	102.00
Survival Box	0	0.00	36	73.50
Table Top Exercise	0	0.00	1	4.00
Training Lecture	22	22.00	25	47.00
Trauma Symposium	0	0.00	1	8.00
Truck Company Ops	0	0.00	5	45.00
Volunteer Fire Business Mtg.	30	60.00	344	669.00
Well-Being of EMT	0	0.00	13	19.50
Workforce Survey	0	0.00	1	0.00
	90	182.00	1,786	5,901.86

**Plymouth Fire Department  
Incidents by District (Summary)**

Alarm Date Between {12/01/2015} And {12/31/2015}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
001 Argos	1	0.66 %	\$0	0.00 %
007 Plymouth	88	58.66 %	\$50,000	93.46 %
011 Center Twp	21	14.00 %	\$0	0.00 %
019 West Twp	31	20.66 %	\$3,500	6.54 %
12 Argos Paramedic Assist	2	1.33 %	\$0	0.00 %
14 Starke Co. Paramedic Assist	1	0.66 %	\$0	0.00 %
15 Culver Paramedic Assist	2	1.33 %	\$0	0.00 %
16 Lakeville/Lapaz Paramedic Assist	4	2.66 %	\$0	0.00 %
<b>Total Incident Count:</b>	<b>150</b>		<b>Total Est Losses:</b>	<b>\$53,500</b>

**Plymouth Fire Department**  
**Incidents by District (Summary)**  
**Alarm Date Between {01/01/2015} And {12/31/2015}**

District	Count	Pct of Incidents	Est Losses	Pct of Losses
001 Argos	10	0.45 %	\$0	0.00 %
002 Bourbon	2	0.09 %	\$0	0.00 %
004 Culver	4	0.18 %	\$0	0.00 %
006 Lapaz	5	0.22 %	\$0	0.00 %
007 Plymouth	1,451	65.59 %	\$78,150	58.87 %
008 Polk	5	0.22 %	\$0	0.00 %
011 Center Twp	291	13.15 %	\$7,500	5.65 %
019 West Twp	301	13.60 %	\$47,100	35.48 %
12 Argos Paramedic Assist	18	0.81 %	\$0	0.00 %
13 Bourbon Paramedic Assisst	1	0.04 %	\$0	0.00 %
14 Starke Co. Paramedic Assist	7	0.31 %	\$0	0.00 %
15 Culver Paramedic Assist	17	0.76 %	\$0	0.00 %
16 Lakeville/Lapaz Paramedic Assist	33	1.49 %	\$0	0.00 %
18 Walkerton Paramedic Assist	64	2.89 %	\$0	0.00 %
19 Other - Paramedic Assist	2	0.09 %	\$0	0.00 %
20 Other Locations	1	0.04 %	\$0	0.00 %
<b>Total Incident Count: 2212</b>			<b>Total Est Losses: \$132,750</b>	

Miller also presented a specialized training request for the Firefighter Safety class at the National Fire Academy in Emmitsburg, MD. The class is March 19 and 20, 2016. John Grolich and Aaron Wagers have asked to attend. The cost of the class is free, but there would be expenses for lodging, meals, and transportation.

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

Miller notified the Board regarding George Cook's retirement from the Plymouth Fire Department on May 4, 2016. Miller requested the Board's permission to start the hiring process now so a conditional offer can be made immediately following Cook's last day.

Board Members Grobe and Delp moved and seconded to allow the hiring process to begin now. The motion carried.

City Engineer Gaul presented the following proposed Memorandum of Understanding for Drainage at Plymouth High School:



Administrative Office  
P.574.936.3115 • F.574.936.3160  
611 Berkley Street • Plymouth, IN 46563

Office of the Superintendent

Our vision is to provide quality education for all.

January 11, 2016

**MEMORANDUM OF UNDERSTANDING**

This Memorandum of understanding (MOU) is entered into by the Plymouth Community School Corporation and the City of Plymouth for the purpose of providing additional storm water drainage runoff control for to the Plymouth High school campus located at: 1 Big Red Drive, Plymouth, IN 46563.

Plymouth Community School Corporation agrees to establish a detailed specification and scope of work to execute the project, which will encompass calculated drainage retention and storm water release rates for the Plymouth High School Campus.

Plymouth Community School Corporation agrees to the following timeline.

- Plymouth Community School Corporation intends to start this project, weather permitting, prior to the ending of the 2015-16 school year.
- Plymouth Community School Corporation agrees to complete the drainage project in 1 year from the date of design approval.

The City of Plymouth will provide limited assistance in the identification of drains associated with said project, plan review and approval resulting in the necessary permits.

This Memorandum of Understanding is the complete agreement between Plymouth Community School Corporation and The City of Plymouth and may be amended only by written agreement signed by each of the parties involved.

Plymouth Community Schools  
Address: 611 Berkley St.  
Plymouth, IN 46563  
Telephone: 574.936.3115

City of Plymouth  
900 Oakhill Ave.  
Plymouth, IN 46563  
Telephone: 574.936.3614

[www.plymouth.k12.in.us](http://www.plymouth.k12.in.us)

Board Members Delp and Grobe moved and seconded to approve the proposed Memorandum of Understanding for Drainage at Plymouth High School. Board Member Houin did abstain from voting due his legal representation of the Plymouth Community School Corporation. The motion carried.

Gaul also presented the Preliminary 2016 Street and Sidewalk Projects.

- Plum – Harrison to North
  - Partial reconstruction with drainage issues
  - Harrison & Plum Intersection an issue
  - In the process of getting a survey

- Fairfield Blvd – Hillcrest to the detention pond (recent projects)
  - The inlet to the pond will need adjusted
  - Repair similar to Marigold (last year – possibly minimal curb replacement)
  - No Sidewalks/crossings - ADA
- PIDCO – Broadway turn to Oak Drive
  - Flooding in the area
  - No Sidewalks/crossings – ADA
- Nutmeg – Corp limits to Oakhill
  - Mill & Fill w/ undercut patch
  - No Sidewalks/crossings – ADA
- Memory Court
  - Possible reconstruction of pavement
  - Possible some new curbs – depending on gutter line – drainage issues
  - No Sidewalks/crossings - ADA
  - In the process of getting a survey

The priorities have not been set at this time and projects may be deleted or added to the above list.

Board Members Delp and Houin moved and seconded to approve the preliminary list of 2016 Street and Sidewalk projects. Delp noted that he agrees the PIDCO area is need of repair. He stated in his opinion, that he would like to see Plum – Jefferson to North and complete the street all the way through rather than sections at a time. Alexander – Angel to Bayless was another suggested project by Delp due to drainage and curb problems. The motion carried.

Gaul presented the Engineering 2015 Yearly Summary Report for the Engineering Department.



**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: January 25, 2016

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

FROM: Rick Gaul

COPY: Jeanine M. Xaver  
Gary Cook  
Duane Culp  
Don Ecker  
Donnie Davidson  
Jim Marquardt

RE: Engineering 2015 Yearly Summary Report  
SW-16-001

Please find below the 2015 Yearly Summary Report for the Engineering Department.

**2015 Time Breakdown Per Area**

Engineering Time is funded by the Stormwater Utility (75%) and City Taxes (25%). There are three basic areas that require time; Stormwater, Public Works, and Planning [Technical Review Committee (TRC) items]

Area City Engineering time for 2015:

- Storm Water (Drainage & MS4) – 50% - (36% in 2014)
- Public Works (Streets, LPA (federal funded) Projects, etc) – 46% - (61% in 2014)
- Planning, TRC Meetings, & Plan Commission – 4% - (3% in 2014)

**2015 Time Breakdown Per Department/Entity** for the 2015 City Engineering time:

- MS4 Projects – 26% (18% in 2014)
  - Illicit Discharge Detection & Elimination (IDDE) Inspections and Outlet Mapping
    - 25% of the outlets re-inspected and tested this year
  - Stormwater Pollution Prevention Plans (SWPPP) Reviews & Site Inspections
  - IDEM MS4 Permit Renewals, Reports, & Audits
  - Six Minimum Control Measure requirements, etc

- Street Department Projects – 20% (17% in 2014)
  - 2015 Mill & Fill Projects
  - 2015 Street & Sidewalk Projects
- Public Work/ Engineering Projects – 16% (16% in 2014)
  - Safe Routes to School
  - Misc LPA Reviews & Reports
- Stormwater Drainage – 16% (8% in 2014)
  - Stormwater Drainage Reviews, etc
  - Flooding Issues
- Park Department Projects – 7% ( 14% in 2014)
  - Greenways Trail II
  - New Tennis Courts Project
- Misc Departments – 15% ( 27% in 2014)
  - Redevelopment, Plan Commission (TRC), Board of Public Wrks & Safety, Fire, Wastewater, Water, Benefit Days.

Not included in the above: 45% (45% in 2014) of the total Engineering Technician's time was used for Engineering and Storm Water activities; the remaining time was generally used for City Water & Wastewater Utilities.

#### **2015 Project Time Breakdown**

The following projects required the most combined City Engineering time and Engineering Tech project time in 2015:

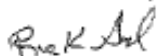
- PW-14-030 2015 Mill & Fill Projects [23 %]
  - General design, contract, bidding, misc inspections, contract administration
- SW-14-037 2015 MS4 Good Housekeeping Audit [14 %]
  - IDEM MCM #6 Program Audit, Facility SWPPP Updates, GIS Updates
- PW-15-032 2015 Street & Sidewalk Projects [8 %]
  - General design, contract, bidding, contract administration
- PW-13-037 Greenways Trail II LPA Project [5 %]
  - FHWA Funding Request, Documentation, PE Reports, INDOT Requirements

These four projects accounted for ~50% of the combined Engineering Time & Engineering Tech project time breakdown.

A total of 167 (162 in 2014) projects were addressed, in varying degrees, this year and accounted for most of the remaining Engineering Time.

If you have any questions or desire further information/details, please advise.

Thank You,



Rick Gaul

Board Members Delp and Houin moved and seconded to allow the payroll for January 29, 2016, and the claims for January 25, 2016, as entered in Claim Register #2016. The motion carried.

There being no further business to discuss, Members Grobe and Delp moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:22 p.m.

S/Jeanine M. Xaver  
Clerk-Treasurer

APPROVED:

S/Mark Senter  
Mayor