

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on December 9, 2019. The meeting was held in the Council Chambers, 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 Clerk-Treasurer Jeanine Xaver 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 November 25, 2019. The motion carried.

The following legal notice was advertised in the Pilot Newspaper on November 25 and December 2, 2019:

<p>116 Legals</p> <p>NOTICE TO BIDDERS FOR FUEL SUPPLIES – 2020 CITY OF PLYMOUTH, INDIANA</p> <p>Notice is hereby given that the Board of Public Works and Safety of the City of Plymouth, Indiana, for its various department will receive sealed proposals or bids to be good until December 31, 2020 for gasoline and diesel fuel until 6:00 p.m. on Monday December 9, 2019, in the Council Chambers of the City Building 124 N Michigan Street, Plymouth, IN. (Garro St entrance, then proceed to second floor) at which time all bids will be opened and read aloud.</p> <p>Bids may be delivered until 4:30 p.m., December 9, 2019, to the Clerk-Treasurer's office located at 124 N. Michigan Street, Plymouth, if the bidder so desires.</p> <p>Item #1 – 22,500 gallons more or less ultra low sulfur diesel fuel (for on-highway use) delivered by tank truck as needed. Price to include the extra cost of Extreme winterization (with</p>	<p>116 Legals</p> <p>15% K-1) per gallon.</p> <p>Item #2 – 40,000 gallons more or less 87 octane E10 Plus unleaded gasoline</p> <p>Bids shall be submitted on Form 95, copies of which may be obtained from the Clerk-Treasurer's Office, all parts of which shall be properly filled out and accompanied by a bid bond, certified check or cashier's check in the amount of not less than five (5%) percent of the bid. E-Verify employment documentation, City Nepotism documentation and Doing Business with Iran documentation shall be completed and submitted with the bid documentation.</p> <p>Separate prices shall be stated for each item of material or work. Please provide fixed or guaranteed pricing. Please provide price before taxes and fees; provide taxes and fees; and the total cost including taxes and fees.</p> <p>The City reserves the right to reject any and all bids or to waive any informalities in the bids or to award the contract to</p>	<p>116 Legals</p> <p>the bidder deemed in the best interest of the City without explanation. No bidder may withdraw his bid for a period of thirty (30) days after the date set for opening of bids.</p> <p>Any bid received after the designated time will be returned unopened.</p> <p>Jeanine M. Xaver Clerk-Treasurer City of Plymouth, Indiana November 25, 2019 December 2, 2019</p> <p>November 25, December 2, 2019 PN307589 hepaxlp</p>
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Street Superintendent Jim Marquardt made a last call for bids and opened the following sealed bids for 2020 Fuel Supplies:

1) Bellman Oil Company, 550 E Second St, Bremen, IN 46506

<u>Item</u>	<u>Quantity</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>
1	22,500	Gallon	Ultra Low Sulfur- On Road Fuel	\$2.175
			State Excise Tax	\$0.49
			Inspection Fee	\$0.01
			L.U.S.T. Tax	<u>\$0.001</u>
			NET TRANSPORT BID PRICE	\$2.676

Add winterization additive \$0.05 per gal
 Add 15% K-1 for extreme winterization \$0.18 per gal

<u>Item</u>	<u>Quantity</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>
2	40,000	Gallon	Gasoline – 87 Octane Unleaded	\$2.025
			State Excise Tax	\$0.30
			Inspection Fee	\$0.010
			L.U.S.T. Tax	<u>\$0.001</u>
			NET TRANSPORT FIRM PRICE	\$2.336

Firm pricing is for the period of January 1, 2020 to December 31, 2020. Escalation / De-Escalation clause shall be in effect until the time that a contract is signed. Actual firm pricing cannot be established until the time that the City of Plymouth would notify Bellman Oil Co. that they wish to enter into agreement. Above pricing is based on December 9, 2019 at 11:00 AM.

2) Ceres Solutions, 2025 S. Wabash St., Wabash IN 46992

<u>Item</u>	<u>Quantity</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>
1	22,500	Gallon	COUNTRYMARK #2 DIESEL ON ROAD	\$2.014
			Ultra Low Sulfur- On Road Fuel	
			To be delivered in transport truck lots	
			State Excise Tax	\$0.490
			Inspection Fee	\$0.010
			L.U.S.T. Tax	<u>\$0.001</u>
			NET TRANSPORT BID PRICE	\$2.515

Price includes upgrade to Prem. Diselex-4 Winter and Winter Extreme as needed.

<u>Item</u>	<u>Quantity</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>
2	40,000	Gallon	COUNTRYMARK 87 E-10 PLUS	\$1.735
			Gasoline – 87 Octane Unleaded	
			Fuel to be delivered in transport truck lots	
			State Excise Tax	\$0.300
			Inspection Fee	\$0.010
			L.U.S.T. Tax	<u>\$0.001</u>
			NET TRANSPORT FIRM PRICE	\$2.046

Firm pricing for the period of Jan. 1 – Dec. 31, 2020. Actual firm pricing cannot be established until the time that the City of Plymouth notified Ceres Solutions.

Superintendent Marquardt asked for permission to review the bids, watch the market, get a final fuel price from both companies on the same day, and lock in a price with the lowest responsive and responsible bidder. He will report back at the next meeting to ratify the decision.

Board Members Culp and Houin moved and seconded to allow Street Superintendent Marquardt to proceed as requested and ratify the final decision at the next meeting. The motion carried.

The following legal notice was advertised in the Pilot Newspaper on November 25 and December 2, 2019:

**116
Legals**

**116
Legals**

als for the year 2020 until 6:00 p.m. on Monday, December 9, 2019, in the Council Chambers of the City Building 124 N Michigan St, Plymouth, IN, (Garro St entrance, then proceed to second floor) at which time all bids will be opened and read aloud.

Bids may be delivered until 4:30 p.m., December 9, 2019 to the Clerk-Treasurer's Office at 124 N. Michigan Street, Plymouth, if the bidder so desires.

Item No. 1 - 4,000 tons more or less of coarse aggregate meeting Indiana State Highway Commission specifications size no. 53's. Price per ton F.O.B. plant location loaded on City Trucks.

Item No. 2 - 3,500 tons more or less ice sand. Price per ton F.O.B. plant location loaded on City trucks.

Item No. 3 - 2,500 tons more or less fill dirt. Price per ton F.O.B. plant location loaded on

City trucks.

Item No. 4 - 2,500 tons more or less fill sand. Price per ton F.O.B. plant location loaded on City trucks.

Item No. 5 - 5,000 tons more or less #53 Crushed Limestone and #73 Crushed Limestone. Price per ton F.O.B. plant location loaded on City trucks.

All loads of material are to be accompanied with weight tickets.

Any bid received after the designated time will be returned unopened. Bids shall be submitted on Form 95, copies of which may be obtained from the Clerk-Treasurer's Office, all parts of which shall be properly filled out and accompanied by a bid bond, certified check or cashier's check in the amount of not less than five (5%) percent of the bid. Separate prices shall be stated for each item of material or work.

The City reserves the right to

reject any and all bids or to waive any informalities in the bids or to award the contract to the bidder deemed in the best interest of the City without explanation. No bidder may withdraw his bid for a period of thirty (30) days after the date set for opening of bids.

Jeanine M. Xaver
Clerk-Treasurer
City of Plymouth, Indiana
November 25, 2019
December 2, 2019

November 25, December 2, 2019
PN307668 hspaulp

**NOTICE TO BIDDERS
FOR STREET
MATERIALS - 2020
CITY OF PLYMOUTH,
INDIANA**

Notice is hereby given that the Board of Public Works and Safety of the City of Plymouth, Indiana, for its various department will receive sealed proposals or bids for street materi-

Street Superintendent Marquardt made a last call for bids for 2020 Street Materials. The

following sealed bids were opened and read aloud:

1) Stockberger Trucking, LLC, 7991 Lilac Road, Plymouth IN 46563

<u>Item</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>
1	4,000 ton (more or less)	Course aggregate #53 Gravel (Commercial) FOB 11th Road Pit	\$11.50 per ton
2	3,500 ton (more or less)	Ice Sand FOB 11th Road Pit	\$ 8.50 per ton
3	2,500 yards (more or less)	Fill Dirt FOB 11th Road Pit	\$ 7.75 per ton
4	2,500 ton (more or less)	Fill Sand FOB 11th Road Pit	\$ 8.25 per ton
5	5,000 ton (more or less)	#53 Crushed limestone #73 Crushed limestone FOB Lilac Road	\$20.00 per ton \$20.00 per ton

2) IMI Aggregate, Plymouth Plant, 10988 11th Road, Plymouth IN 46563

1		No Bid	
2	3,500 tons (more or less)	23/24 Sand (Ice Sand) FOB plant location loaded on City trucks	\$ 8.50 per ton
3	2,500 tons (more or less)	Fill Dirt FOB plant location loaded on City trucks	\$ 8.75 per ton
4	2,500 tons (more or less)	Fill Sand #4 Structural Backfill FOB plant location loaded on City trucks	\$ 6.65 per ton \$ 7.75 per ton
5	5,000 tons (more or less)	No. 53, No. 73 Commercial Stone FOB plant location loaded on City trucks	\$19.90 per ton

Board Members Walters and Milner moved and seconded to take all bids under advisement.

The motion carried.

City Engineer Rick Gaul reviewed the bid tabulation for the 2019 Street and Sidewalk Community Crossing Matching Grant Projects, PW-19-038:

CITY OF PLYMOUTH, INDIANA						Page 1 of 8
PW-19-038 2019 STREET & SIDEWALK CCMG PROJECTS						
BID TABULATION						
BIDS RECEIVED: November 25, 2019						
BIDS TABULATED: December 9, 2019						
	E&B PAVING 310 Blacktor Dr Rochester, IN 46975	NIBLOCK 1080 Spartan Drive Columbia City, IN 46725	PHEND & BROWN 367 E 1250N PO Box 150 Milford, IN 46542	RIETH-RILEY PO Box 1775 25200 S.R. 23 South Bend, IN 46614	WALSH & KELLY 24358 S.R. 23 South Bend, IN 46614	
Bid Schedule	YES		YES	YES	YES	
Acknowledgement of Addenda Receiver	YES		YES	YES	YES	
Form No. 96 w/Non-Collusion Affidavit	YES		YES	YES	YES	
Financial Statement	YES		YES	YES	YES	
E-Verify Documentation	YES		YES	YES	NO	
Nepotism Policy Documentation	YES		YES	YES	YES	
Doing Business with Iran Documentation	YES		YES	YES	YES	
Bid Bond	YES		YES	YES	YES	
Tier 1 Certification	YES		YES	YES	NO	
DESCRIPTION	PRICE	PRICE	PRICE	PRICE	PRICE	PRICE
TOTAL BID	\$ 315,627.50		\$ 445,882.30	\$ 283,668.00	\$ 292,296.70	

He said the lowest responsive and responsible bidder is Rieth-Riley, totaling \$283,668.00. He requested the board’s approval of the city’s portions, which totals \$172,831.00. The Board of Aviation Commissioners will need to decide at their next meeting whether or not they choose to approve the work for their property, which will be the remaining balance of \$110,837.00.

Board Members Culp and Houin moved and seconded to award the bid in the amount of \$283,668, to the lowest responsive and responsible bidder, Rieth-Riley, contingent upon approval by the Board of Aviation Commissioners at their meeting on December 10th. The motion carried.

Mayor Senter announced that he will appoint Bill Walters to remain on the Board of Public Works and Safety even though he was not re-elected to the Common Council. By law, the members of the board do not need to be elected officials.

Fire Chief Rod Miller presented the following monthly reports:

Plymouth Fire Dept
Departmental Activity Report
 Current Period: 11/01/2019 to 11/30/2019, Prior Period: 01/01/2019 to 11/30/2019
 00:00 to 24:00
 All Stations
 All Shifts
 All Units
 Fire Alarm Responses, Training Classes

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Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Fire Alarm Situations				
Chemical release, reaction, or toxic	0	0.00	6	108.32
Combustible/flammable spills & leaks	1	3.48	11	62.46
Cultivated vegetation, crop fire	1	18.04	3	83.35
Dispatched and cancelled en route	16	14.56	149	183.02
Electrical wiring/equipment problem	2	7.00	9	26.21
Emergency medical service (EMS) Incident	150	399.90	1,642	4,775.73
Excessive heat, scorch burns with no	0	0.00	1	5.44
Explosion (no fire)	1	7.48	1	7.48
Extrication, rescue	0	0.00	1	2.20
False alarm and false call, Other	3	7.64	37	264.09
Fire in mobile property used as a fixed	0	0.00	2	21.41
Fire, Other	2	31.58	12	272.51
Good intent call, Other	0	0.00	5	9.30
Hazardous condition, Other	1	21.26	4	32.49
Medical assist	2	0.39	73	275.83
Mobile property (vehicle) fire	2	8.35	14	63.58
Natural vegetation fire	1	1.92	9	19.33
Outside rubbish fire	1	52.90	7	64.47
Public service assistance	0	0.00	1	1.28
Rescue or EMS standby	0	0.00	1	0.89
Rescue, emergency medical call (EMS),	0	0.00	2	6.57
Severe Weather & Natural Disaster -	0	0.00	1	0.00
Smoke, odor problem	0	0.00	3	12.19
Special outside fire	0	0.00	1	12.19
Steam, Other gas mistaken for smoke	0	0.00	6	24.86
Structure Fire	1	3.37	17	396.05
System or detector malfunction	1	3.12	4	11.21
Unintentional system/detector operation	1	0.91	11	16.46
Wrong location, no emergency found	0	0.00	1	1.55
	186	581.90	2,034	6,760.47
Training				
12 lead interpretation	0	0.00	7	7.00
Abulance Opps	0	0.00	1	0.50
adolescent bipolar depression	0	0.00	1	1.00
Advanced Cardiac Life Support	0	0.00	7	18.00
Air Bags	0	0.00	8	16.00
Airway Management	0	0.00	25	33.00
Airway Skills	24	33.00	33	42.00
Allergies	0	0.00	2	2.00
Anaphlaxis	0	0.00	2	2.00
Apparatus / Equipment	0	0.00	18	36.00
Ariel Operations	0	0.00	18	36.00
Bleeding Control	0	0.00	12	12.00
Blood Bourne Pathogens	0	0.00	5	5.00
Cardiac	0	0.00	1	1.00
Cardiology	0	0.00	21	51.00
chemical suicides	0	0.00	12	12.00
Communications Equipment	0	0.00	1	1.00
CPR	0	0.00	10	10.00
CPR Recert	0	0.00	37	148.00
Cric/needle cric	0	0.00	11	11.00
Diabetics	1	1.50	1	1.50
EMS Audit & Review	0	0.00	77	124.67
EMS Skills	0	0.00	17	14.00
EMT-B	0	0.00	10	28.00
Epi Pens	0	0.00	1	1.00
Epinephrine Administraton	0	0.00	3	2.50
ESO	0	0.00	40	49.00
FF I-II	0	0.00	115	329.00
FF I-II SKILLS	0	0.00	49	234.50
Fire Behavior	0	0.00	12	36.00
Fire Hose	0	0.00	5	12.50
Gas Pipe line Safety	0	0.00	24	50.50
General Building Construction	0	0.00	4	8.00
Grain Bin	0	0.00	26	48.00
Hand Hygiene	0	0.00	1	1.00
Hazardous Materials Overview	6	12.00	10	26.00
Hazmat Awareness and Operations	0	0.00	6	36.00
Hose Lays	0	0.00	18	36.00
Hyperthermia	0	0.00	12	12.00
Ice Rescure	0	0.00	13	39.00
Infection Control	0	0.00	1	1.00
influenza	1	1.00	1	1.00
Instructor Training	0	0.00	9	44.00
Landing Zone Helicopter	0	0.00	22	55.00
LVAD	0	0.00	9	9.00
Marshall County Fire Association Mtg.	0	0.00	9	18.00
Mass casualty	0	0.00	40	40.00
Mega Code	0	0.00	23	33.00

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NIMS MADATORY	0	0.00	3	6.00
Obstetrics	0	0.00	13	13.00
oxygenation	35	35.00	35	35.00
P H T L S	0	0.00	12	96.00
Paramedic School	0	0.00	7	46.00
Pediatric Emergencies	0	0.00	8	7.50
Peds. Drug Dosages	0	0.00	11	11.00
PEPP & PALS Hybrid Coarse	0	0.00	3	12.00
Personal Protective Equip.	0	0.00	4	8.00
Physical Ability Test	0	0.00	5	20.00
PPE	0	0.00	1	3.00
Protocol Review	0	0.00	13	18.00
Public Education	2	4.00	4	10.00
Public Relations	0	0.00	4	12.00
Pump Operations	1	0.50	34	58.00
quiktrach	11	107.00	11	107.00
Ropes & Knots	0	0.00	25	47.00
SCBA Donning Methods	0	0.00	12	12.00
SEARCH & RESCUE	0	0.00	22	77.00
Sepsis	0	0.00	12	12.00
Shock	0	0.00	1	1.00
Smart Triage	0	0.00	28	56.00
Solar Power Safety	0	0.00	12	24.00
Sprinkler Systems	5	10.00	5	10.00
Strategic and Tactical Operations	0	0.00	3	3.00
STREET DRUGS	0	0.00	21	42.00
Stroke Training	0	0.00	7	7.00
Suicide Prevention	0	0.00	2	2.00
Toxicology	0	0.00	5	10.00
Volunteer Fire Business Mtg.	23	23.00	242	345.07
	109	227.00	1,355	2,845.24

Plymouth Fire Dept

Incidents by District (Summary)

Alarm Date Between {11/01/2019} And {11/30/2019}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
001 Argos	1	0.53 %	\$0	0.00 %
002 Bourbon	1	0.53 %	\$0	0.00 %
007 Plymouth	119	63.97 %	\$0	0.00 %
011 Center Twp	33	17.74 %	\$2,000	66.67 %
019 West Twp	26	13.97 %	\$1,000	33.33 %
12 Argos Paramedic Assist	1	0.53 %	\$0	0.00 %
16 Lakeville/Lapaz Paramedic Assist	3	1.61 %	\$0	0.00 %
30 Argos Ambulance Assist	1	0.53 %	\$0	0.00 %
32 Culver Ambulance Assist	1	0.53 %	\$0	0.00 %
Total Incident Count:	186		Total Est Losses:	\$3,000

Police Chief Dave Bacon presented the following Police Department monthly report:

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Calls for Service, Compaints, Information	694	654	679	747	908	924	844	997	880	818	760		8,905
911 Hang-Up Calls	69	80	57	69	78	89	95	94	87	58	69		845
Alarms	89	64	64	60	56	80	64	65	62	70	65		739
Vehicle Checks	11	12	16	13	23	25	16	12	16	17	16		177
Assist Other Agencies	6	13	9	6	10	16	7	15	10	6	10		108
Animal Complaints	19	10	22	21	22	44	41	30	27	29	28		293
Traffic Stops	333	296	291	292	469	470	439	512	389	343	280		4,114
Citations Issued	141	84	146	115	311	289	273	301	197	138	101		2,096
Accident Reports	50	36	22	24	51	55	33	38	39	40	35		423
Case Reports	122	128	135	126	140	154	152	148	135	115	120		1,475
Arrests	46	52	65	35	56	50	45	57	42	37	44		529
Arrests (Adult)	41	43	52	30	46	44	42	51	33	27	27		436
Arrests (Juvenile)	5	9	13	5	10	6	3	6	9	10	17		93

Street Superintendent Marquardt notified the board and public that leaf pickup for the season will end tomorrow. The street department is preparing their trucks for winter, so after tomorrow all leaves will need to be bagged in order to be picked up by the city.

City Attorney Surrisi presented Resolution No. 2019-882, Resolution of the City of Plymouth Regarding Paramedic Assist Services. He noted that this would be allowing the city to commence implementation of a form agreement with the surrounding communities to allow Plymouth to charge up to \$300 for paramedic assist calls, otherwise known as Advanced Life Support (ALS) services. Currently, the surrounding communities are in charge of collecting fees for the ambulance services provided and then they are to pay fifty percent of what they collect to Plymouth.

Fire Chief Miller said the change in fees has come about because the hospital is now charging the city for supplies, which was implemented about a year ago. The out of pocket cost of supplies for the city has increased significantly.

Houin asked if this \$300 charge encompasses more than just supplies, such as manpower. Miller said the charge is intended to cover supplies only.

Houin asked if the surrounding communities were notified about this proposed change. Miller said a letter was sent out October 1st regarding this potential change and a reminder sent that it would be discussed at tonight's meeting.

Mayor Senter introduced Lisa Mullaney, Argos Clerk-Treasurer, George Null, Argos Town Board President, and Sarah McCallum, Argos EMS Director. Null noted that Argos is going to be the only town in Marshall County affected by this change, as they are the only community with only Basic Life Support (BLS) services, so paramedic assists are needed in their community. He said the town does not have the tax base to support hiring full time employees to implement the protocol changes the hospitals are requiring. Null asked the board to reconsider implementing this agreement.

Mullaney reviewed information about Argos' budget for their volunteer EMS department over the last two years. She said Plymouth has been called out to assist on 12 calls so far in 2019, which would be an additional \$3,600 expense and would be difficult to pay from their small budget.

McCallum noted that they are feeling the effects of the hospital's protocol changes. The new protocols would require Advanced Life Support assistance for even more circumstances.

She reviewed some of those situations and feels that they need additional time to review the changes and try to determine when ALS would be required and when it may not be necessary.

Mullaney added that she understands that Plymouth is helping their community and they appreciate that help, but she feels it might be a better solution to come to an agreement like the one they have in place with Lutheran Hospital. In situations where a paramedic intercept occurs, Argos is responsible for billing the Basic Life Support charges to the patient and Lutheran would charge for the Advanced Life Support services. She asked that the board take some time to consider alternatives to just a flat fee.

Clerk-Treasurer Xaver reviewed the budgetary numbers for the City of Plymouth. She said the year-to-date income for the fire department, excluding the tax draws, is almost \$580,000. Expenses year-to-date total \$1.6 million for the fire department. This leaves over \$1.1 million to be subsidized by City of Plymouth taxpayers for the fire department. She noted that the June tax draw for the entire General fund, which encompasses 13 departments, was \$1.5 million.

There was additional discussion regarding which entities are allowed to bill for which services. Xaver was under the impression, that only one government entity can bill services for a run. Mullaney said their agreement with Lutheran does allow Argos to call for assistance and Argos never receive a bill from that hospital. Fire Chief Miller noted that he is unsure of the billing laws but did note that Lutheran is a private ambulance service and not a government-operated ambulance service like the Plymouth EMS department, which could mean different invoicing standards.

Board Member Houin noted that the city expects to absorb costs associated with an ambulance service because we will never be able to collect enough to cover the expenses of this type of operation. This is part of the service to the city's constituents because they are providing the tax dollars that go into our general fund. He said when the city assists Argos, that is not for our constituents and our taxpayers. The city is not asking for reimbursement of the time, man-power, and wear and tear on equipment; we are only asking for help paying for the out-of-pocket expenses that we will have to pay to the hospital for the supplies.

Null said they are ultimately requesting that this be put on hold and investigated further before a final decision is made.

Board Members Houin and Milner moved and seconded to table Resolution No. 2019-882 until further research can be done on possible alternative solutions. The motion carried.

Clerk-Treasurer Xaver presented the following request:

St. Michael Church will conduct a holy procession walk in honor of the Virgin Mary. The walk will take place on Thursday, December 12. We ask for the permission to use the following streets from 4:00 p.m. – 5:00 p.m.: Berkley Street; Polk Street, E. Jefferson Street; and North Center Street. S/ Rev. John S. Korcsmar, C.S.C., Pastor, 612 N Walnut St, Plymouth, 574-936-4935

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

The motion carried.

Members Culp and Milner moved and seconded to allow the payroll for December 9, 2019 and the claims for December 13, 2019 as entered in Claim Register #2019. The motion carried.

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

- Fire Department November 2019 Reports

There being no further business to discuss, Board Members Houin and Milner moved and seconded to adjourn the meeting. The motion carried and Mayor Senter declared the meeting adjourned at 6:45 p.m.

Jeanine M. Xaver, IAMC, CMC
Clerk-Treasurer

APPROVED:

Mark Senter, Mayor

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

11/27/2019 – Tree Request: Tree at 908 N Center St. Tree to the north water coming from tree (bubbling) water running from inside of tree, after it rained. Please check to see if hollow. S/ Vicky Rich, 908 N Center St, 574-341-2724

12/4/2019 – Tree Request: Maple tree is dying it should come down puts kids walking to school at risk. Tree is at 910 Bailey St. beside driveway. S/ Jose Duenez, 69630 Quince Rd, Walkerton, 574-202-1004