

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on December 8, 2014, 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 Culp, Ecker and Grobe. City Engineer Gaul, City Attorney Surrisi and Clerk-Treasurer Xaver were also present. Board Member Smith was absent.

Board Members Ecker and Culp moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on November 24, 2014, as presented since they have been reviewed and found to be correct. The motion carried.

The following legal notice was advertised in the Pilot News on November 21 and 28, 2014:

NOTICE TO BIDDERS FOR FUEL SUPPLIES – 2015 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 for bids to be good until December 31, 2015 for gasoline and diesel fuel until 6:00 p.m. on Monday, December 8, 2014, in the Council Chambers of the City Building, 124 N. Michigan Street, Plymouth, IN, (Garro Street entrance) at which time all bids will be opened and read aloud. Bids may be delivered until 4:30 p.m., December 8, 2014, to the Clerk-Treasurer's Office at 124 N. Michigan Street, Plymouth, if the bidder so desires.

Item #1 – 15,000 gallons more or less ultra low sulfur diesel fuel (for on-highway use) delivered by tank truck as needed. Price to include the cost of winterization for months of November through March.

Item #2 – 24,000 gallons more or less 87 octane E10 Plus unleaded gasoline. 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. Please provide fixed or guaranteed pricing as well as market pricing. Please provide price before taxes and fees, provide taxes and fees, and the total cost including taxes and fees. Please provide a fax number so the City can obtain the price of the day. Orders need to be delivered the day they are ordered. 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. Any bid received after the designated time will be returned unopened.

Jeanine M. Xaver
Clerk-Treasurer
City of Plymouth, Indiana
November 21 & 28, 2014
November 21, 28, 2014
PN3301 hspaklp

City Attorney Surrisi opened the following sealed bids:

North Central Co-Op, PO Box 299, Wabash, IN 46992

<u>Item No.</u>	<u>Quantity</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>	<u>Amount</u>
1	15,000	gallons	CountryMark Premium Diesel-R Ultra Low Sulfur – On Road Fuel to be delivered in transport truck lots	\$2.777	\$41,655.00
			State Road Tax	\$0.180	\$2,700.00
			Inspection Fee	\$0.010	\$150.00
			L.U.S.T. Tax	\$0.001	\$15.00
			Net Transport Bid Price	\$2.968	\$44,520.00

Above price includes winterization to approx. -15F below for months of November thru March

Please note: Above price is subject to increases or decreases in the amount equal to the amount charged by our fuel supplier – CountryMark Cooperative.

North Central Co-Op can also offer firm pricing contracts for the City of Plymouth departments. These prices would be based on the contract price of fuel at time of acceptance and notification of seller that firm bid has been accepted. North Central Co-Op can contract fuel from 9:00 am to 3:00 pm Monday thru Friday. Firm price as of 12/2/14 NYMEX close for the period 1/1/15-12/31/15.

1 (FIRM)	15,000	gallons	CountryMark Premium Diesel-R Ultra Low Sulfur – On Road Fuel to be delivered in transport truck lots	\$2.688	\$40,320.00
			State Road Tax	\$0.180	\$2,700.00
			Inspection Fee	\$0.010	\$150.00
			L.U.S.T. Tax	\$0.001	\$15.00
			Net Transport Bid Price	\$2.879	\$43,185.00

Above price includes winterization to approx. -15F below for months of November thru March.

2	24,000	gallons	CountryMark 87 E-10 Plus Gasoline – 87 Octane Unleaded Top Tier Gasoline Fuel to be delivered in transport truck lots	\$1.982	\$47,568.00
			State Road Tax	\$0.180	\$4,320.00
			Inspection Fee	\$0.010	\$240.00
			L.U.S.T. Tax	\$0.001	\$24.00
			Net Transport Bid Price	\$2.173	\$52,152.00

Please note: Above price is subject to increases or decreases in the amount equal to the amount charged by our fuel supplier – CountryMark Cooperative.

North Central Co-Op can also offer firm pricing contracts for the City of Plymouth departments. These prices would be based on the contract price of fuel at time of acceptance and notification of seller that firm bid has been accepted. North Central Co-Op can contract fuel from 9:00 am to 3:00 pm Monday thru Friday. Firm price as of 12/2/14 NYMEX close for the period 1/1/15-12/31/15.

2 (FIRM)	24,000	gallons	CountryMark 87 E-10 Plus Gasoline – 87 Octane Unleaded Top Tier Gasoline Fuel to be delivered in transport truck lots	\$2.092	\$50,208.00
			State Road Tax	\$0.180	\$4,320.00
			Inspection Fee	\$0.010	\$240.00
			L.U.S.T. Tax	\$0.001	\$24.00
			Net Transport Firm Price	\$2.283	\$54,792.00

Bellman Oil Co., 550 E. 2nd Street, Bremen, IN 46506

<u>Item No.</u>	<u>Quantity</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>
1	15,000	gallon	Ultra Low Diesel Fuel	\$2.746
			State Tax	\$0.160
			Inspection Fee	\$0.010
			L.U.S.T. Tax	\$0.001
			Net Transport Bid Price	\$2.917

Quote is fixed margin over daily market price.
Escalation/De-escalation clause in effect. Normal terms apply.

2	24,000	gallon	87 Octane E-10 Gasoline	\$1.988
			State Tax	\$0.183
			Inspection Fee	\$0.010
			L.U.S.T. Tax	\$0.001
			Net Transport Bid Price	\$2.182

Quote is fixed margin over daily market price.
Escalation/De-escalation clause in effect. Normal terms apply.

Lemler Oil, Inc., PO Box 76, Bourbon, IN 46504

<u>Item No.</u>	<u>Quantity</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>	<u>Amount</u>
1	15,000	gallon	Ultra Low Sulfur Diesel - Summer Blend	\$234.9	
			Federal Tax	\$0.16	
			Ultra Low Sulfur Diesel - Winter Blend	\$245.9	
			Federal Tax	\$0.16	
2	24,000	gallon	87 Octane E10 Plus unleaded gasoline	\$191.90	
			Federal Tax	\$0.18	

Prices on escalating or de-escalating scale base on rack price on Dec. 4, 2014. These prices are not firm or fixed prices.

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

The motion carried.

The following legal notice was advertised in the Pilot News on November 21 and 28, 2014:

NOTICE TO BIDDERS FOR STREET MATERIALS - 2015 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 materials for the year 2015 until 6:00 p.m. on Monday, December 8, 2014, in the Council Chambers of the City Building, 124 N. Michigan Street, Plymouth, IN. (Garro Street entrance) at which time all bids will be opened and read aloud. Bids may be delivered until 4:30 p.m., December 8, 2014 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.

Jeanina M. Xavier
Clerk-Treasurer
City of Plymouth, Indiana
November 21 & 28, 2014

November 21, 28, 2014
PN3307 Issue#1p

City Attorney Surrisi opened the following sealed bids:

Stockberger Trucking, LLC., 7991 Lilac Road, Plymouth, IN 46563

<u>Item No.</u>	<u>Quantity</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>
1	4,000	ton	Course aggregate #53 Gravel (Commercial) FOB 11th Road Pit	\$8.25
2	3,500	ton	Ice Sand FOB 11th Road Pit	\$6.50
3	2,500	yard	Fill Dirt FOB 11th Road Pit	\$6.50
4	2,500	ton	Fill Sand FOB 11th Road Pit	\$6.50
5	5,000 (more or less)	ton	#53 Crushed Limestone #73 Crushed Limestone FOB Lilac Road	\$14.50 \$14.50

Note: the availability of the above materials is subject to our availability to produce and furnish.

IMI – Plymouth Plant, 10988 11th Road, Plymouth, IN 46563

We propose to furnish Crushed Limestone as per requisition and meeting Indiana State Highway Specifications, loaded on City of Plymouth Trucks at our IMI Peru Quarry located in Peru, IN plant for the following prices. CAPP approved source #972027

Item #1	4,000	ton	Course Aggregate - State Stone #53 Gravel (Commercial)	\$10.40
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All prices bid to Board of Public Works for City of Plymouth for 2015 include a \$0.25/ton environmental fee.

We propose to furnish Sand and Gravel as per requisition and meeting Indiana State Highway Specifications, loaded on City of Plymouth Trucks at our IMI Plymouth Sand & Gravel located at our Plymouth, IN plant for the following prices. CAPP approved source #982107

<u>Item No.</u>	<u>Quantity</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>
2	3,500	ton	No. 23, No. 24 - Natural Sand	\$6.75
3	2,500	ton	Fill Dirt	\$6.00
4	2,500	ton	Fill Sand	\$5.000

All prices bid to Board of Public Works for City of Plymouth for 2015 include a \$0.25/ton environmental fee.

We propose to furnish Crushed Limestone as per requisition and meeting Indiana State Highway Specifications, loaded on City of Plymouth Trucks at our IMI Peru Quarry located in Peru, IN plant for the following prices. CAPP approved source #972027

Item #5	5,000	ton	No. 53, No 73 Commercial Stone	\$7.40
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All prices bid to Board of Public Works for City of Plymouth for 2015 include a \$0.25/ton environmental fee.

We propose to furnish Crushed Limestone as per requisition and meeting Indiana State Highway Specifications, located on City of Plymouth Trucks at our IMI Plymouth Sand & Gravel located at our Plymouth, IN plant for the following prices. CAPP approved source #972027

Item #5	5,000	ton	No. 53, No 73 Commercial Stone	\$13.15
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We propose to furnish Crushed Limestone as per requisition and meeting Indiana State Highway Specifications, located on City of Plymouth Trucks at our Peru Quarry located in Peru, IN for the following prices. CAPP approved source #972027

<u>Material Size</u>	<u>F.O.B. Plant Price</u>
No. 2, 53, 73 Commercial Stone	\$7.40 per ton
No. 2, 53, 73 State	\$10.40 per ton
No. 9 Commercial Stone	\$9.05 per ton
No. 9 State	\$11.85 per ton
No. 11 Commercial Stone	\$9.75 per ton
No. 11 State	\$12.50 per ton
No. 12 Commercial Stone	\$10.00 per ton
No. 12 State	\$12.00 per ton
Rip Rap Commercial	\$9.50 per ton
Rip Rap State	\$11.25 per ton

Board Members Grobe and Ecker moved and seconded to take the bids under advisement. The motion carried

Mark Sullivan from Midwestern Engineer reported on the Beerenbrook/Jefferson Street Storm Sewer Project. He stated that the project is complete, although there is some grass seeding that will need to be repaired in the spring.

Sullivan presented Change Order No. 1 for the Beerenbrook and West Jefferson St. Storm Sewer Project in the amount of 5,555.67, increasing the project price from the original contract

price of \$412,067.00 to \$417,622.67. He explained that everything was purchased at a unit price and they even came in under on some quantities. They had to purchase a new manhole for \$3,500 and fix part of a road with concrete and asphalt for \$4,800. This was a total of \$8,300 that was unexpected. There was also a slight extension on the project because they shut down during a veteran’s event at the armory and over Labor Day weekend. No extra costs were incurred but it added an extra 10 days to the project.

Board Members Grobe and Culp moved and seconded to approve Change Order #1 in the amount of \$5,555.67 for the Beerenbrook/Jefferson Street Storm Sewer Project. The motion carried.

Sullivan presented a Substantial Completion Certificate for the board’s approval. He referred to the Date of Substantial Completion of November 11, 2014, listed on the certificate. He explained that this certifies that the contract is substantially complete and it applies to all work under the contract documents. He noted that the contract documents state that upon substantial completion, the city assumes responsibility for security, operations, safety, maintenance, insurance and anything associated with the project. He said that the contractor will provide the city with a one-year warranty from the date of the substantial completion. This will cover grass seeding, maintenance, settlement or other such items that are likely to be discovered in the spring.

Sullivan stated that there was an extension on the punch list to April 30th for the contractor due to weather related reasons, such as grass seed. It was stated that there is currently \$20,881.00 available in retainage and that 200% will be retained of punch list items.

Board Members Ecker and Culp moved and seconded to accept the completion request. The motion carried.

Utility Superintendent Davidson presented his monthly report to the board:

**CITY OF PLYMOUTH WASTEWATER DEPARTMENT
Board of Public Works and Safety
November 2014 Monthly Report**

PLANT OPERATIONS:

- | | |
|---|------------|
| 1. Total flow in gallons | 61,185,116 |
| 2. Average daily flow in gallons | 2,039,504 |
| 3. Rainfall | 3.31” |
| 4. Monthly average in BOD removal | 98.8% |
| 5. Monthly average in TSS removal | 95.2% |
| 6. Monthly average in Ammonia removal | 97.9% |
| 7. General plant maintenance | |
| 8. Completed 4 industrial pretreatment inspections | |
| 9. Land applied 233,900 gallons / 25.54 dry tons of bio-solids to local farm ground | |
| 10. Completed permit required bio-monitoring | |
| 11. Continuing to work on the odor control project on S. Sixth St. while waiting for power to be provided to the site | |
| 12. Work orders completed: | |
| • <u>242 – Wastewater Treatment Plant</u> | |
| ➤ Serviced ultra violet disinfection system | |
| ➤ Re-plumbing the non-potable water system | |
| • <u>70 – Vehicle/Mobile Equipment</u> | |
| • <u>40 – Lift Stations</u> | |
| • <u>77 – Collection System</u> | |
| ➤ 0 - Eliminated structures | |
| ➤ 0 – Replaced structures | |
| ➤ 0 – Replaced/adjusted castings | |
| ➤ 77 – GIS data collection points | |
| ➤ 0 – Point repair | |
| ➤ 0 – New structure | |
| ➤ 0 – Mainline sewer replacement | |

MEETINGS ATTENDED:

- 11-10 Board of Public Works and Safety
- 11-18 Redevelopment Commission
- 11-19 City Department Safety Meeting
- 11-20 Marshall County Economic Development Corporation – Swann Lake Resort
- 11-24 Board of Public Works and Safety

COLLECTION SYSTEM:

1. Cleaned 3,669 feet of sewer lines
 - 460 feet during service calls
 - 3,209 feet during preventive maintenance
2. Televised 0feet of sewer lines
3. Mechanically removed roots from 0 feet of sewer lines
4. Removed approximately 1.83 tons of silt and debris during cleaning and inspections of sewers lines
5. Used approximately 15,570 gallons of potable water during sewer cleaning
6. Performed routine maintenance on 10 CSO's and 16 pumping station

**CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety
NOVEMBER 2014 Monthly Report**

PLANT OPERATIONS

Water Treated November – Ledyard Water Treatment Plant	20,580,445 gallons
Water Treated November – Pine Water Treatment Plant	<u>20,529,079 gallons</u>
Water Treated - Total	41,109,524 gallons

Water Treated – Daily Average – Ledyard Water Treatment Plant	894,802 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>1,026,454 gallons</u>
Water Treated – Daily Average - Combined	1,921,256 gallons

- Backwashed filters at Ledyard Water Treatment Plant 6 times for a total of 318,000 gallons
- Backwashed filters at Pine Water Treatment Plant 14 times for a total of 882,000 gallons
- Total backwash usage for the month was 1,200,000 gallons

MAINTENANCE WORK ORDERS COMPLETED

- 19 - Ledyard Water Treatment Plant Maintenance
 - Inspected north and west towers
 - Installed and recalibrated chlorine room scales
 - Wired high service pumps VFD's to CPU on well #1 and well #2
 - Replaced cell motor on chlorine analyzer
 - Replaced exhaust pipe in chlorine analyzer
 - Cleaned out supply lines to east and west venturi meters
 - Flushed sample valves on pressure filters
 - Cleaned out influent and effluent chlorine injectors

- 20 – Pine Water Treatment Plant Maintenance
 - Cleaned lines to chlorine analyzer
 - Repaired block heater on auxiliary generator
 - Recorded bearing temperature readings on #2 and #4 HS pumps and motors
 - Cleaned influent and effluent chlorine injectors
 - Made corrections to chlorine vent tube per IDEM's request
 - Repaired pneumatic valves on #2 pressure filter
 - Cleaned and inspected influent and effluent injectors
 - Cleaned and inspected back wash tank
 - Replaced drive belt on dehumidifier

- 23 – Mobile Equipment

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 4 Fluoride samples, ISDH required
- 224 Process control samples and analysis at the Ledyard Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine
- 274 Process control samples and analysis at the Pine Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese and Chlorine
- 21 Extra samples - distribution, plant and wells
- 8 Plant discharge and distribution system pH monitoring
- 4 THM sets for 4th quarter
- 4 HAAS sets for 4th quarter

SERVICE

Locates	211
Total Number of Work Orders	165
Service Disconnects	46
Service Disconnects for non-pay	27
Service Reconnects for non-pay	25
Blue Tags "Service Notice" left on door	11
Pink Tags "Insufficient Funds Notice" left on door	9
New Radio Read / Meter Installations	3
Accuracy checks	42
After Hours Call Outs	0
Meters repaired	0
Hydrants Serviced	27
Hydrants Sandblasted and Painted	0

CONSTRUCTION ACTIVITIES

(2) Curb Stops Replaced/Installed

- 11-03-14 127 Dickson St. – ¾" curb stop replacement with box and rod
- 11-25-14 1920 Jim Neu Dr. – Replaced curb stop

(0) Old Curb Stops Found and Capped Off at Valve

(1) New Taps Installed

- 11-05-14 1650 Oak Rd. 1" tap for Crossroads Church (irrigation) new pit with 1" pit setter

(0) New Mains Completed

(3) Valve Repaired or Replaced / Valve Boxes Repaired or Replaced

- 11-04-14 1220 Madison St. – Repaired box that was damaged by paving crew
- 11-05-14 203 S. Michigan St. – Repaired buffalo box – removed debris
- 11-25-14 315½ N. Michigan St. – Installed new box and rod (1st Source bank drive thru)

(3) Hydrants Repaired/Replaced/Installed

- 11-14-14 Hydrant #389 – Replaced bonnet that was broken due to freezing
- 11-14-14 Hydrant #144 – Repaired leak – M. E. Simpson leak detection program
- 11-14-14 Hydrant #145 – Repaired leak – M. E. Simpson leak detection program

(1) Main Breaks Repaired

- 11-12-14 1955 Oak Dr. (Bomarko) – 2" PVC elbow leak

(2) Service lines repaired or replaced

- 11-13-14 920 N. Center St. – Replaced ¾" service line from main to curb stop, used horizontal boring to install 40 feet of K-Copper
- 11-18-14 121 Franklin St. – Spliced service line cut by contractor replacing sewer lateral line

MISCELLANEOUS

- Water Department staff meeting on 11-4-14 at the Pine Plant
- One employee took the IDEM certification exam for distribution license
- Mark Sullivan, Midwestern Engineers in to review Ledyard Water Treatment Plant renovations on 11-13-14
- Sanitary survey was performed by IDEM personnel on 11-14-14 at all City of Plymouth water facilities
- Four employees attended "Excavation Safety" seminar in Kendallville, IN on 11-12-14
- Midwestern Engineers were at the Ledyard Water Treatment Plant and performed field work/data gathering for the facility renovations
- Metronet fiber has been installed to the control panel at both water treatment plants
- Two weeks maintenance of pit insulation
- Two weeks maintenance of hydrants (lubricating caps, operating nut assembly, etc.)
- Formed and poured pad for north water tower
- Maintenance of equipment

Fire Chief Miller presented his monthly reports:

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

Alarm Date Between {11/01/2014} And {12/31/2014}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
004 Culver	1	0.48 %	\$0	0.00 %
007 Plymouth	147	71.70 %	\$10,000	100.00 %
011 Center Twp	17	8.29 %	\$0	0.00 %
019 West Twp	25	12.19 %	\$0	0.00 %
14 Starke Co. Paramedic Assist	4	1.95 %	\$0	0.00 %
15 Culver Paramedic Assist	1	0.48 %	\$0	0.00 %
16 Lakeville/Lapaz Paramedic Assist	2	0.97 %	\$0	0.00 %
18 Walkerton Paramedic Assist	7	3.41 %	\$0	0.00 %
20 Other Locations	1	0.48 %	\$0	0.00 %
Total Incident Count: 205			Total Est Losses: \$10,000	

**Plymouth Fire Department
Departmental Activity Report**

Current Period: 11/01/2014 to 11/30/2014, Prior Period: 01/01/2014 to 11/30/2014
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
EMS Alarm Situations				
No Location Provided	165	1,110.34	1,974	11,334.39
	<u>165</u>	<u>1,110.34</u>	<u>1,974</u>	<u>11,334.39</u>
Fire Alarm Situations				
Accident, potential accident	0	0.00	1	0.00
Chemical release, reaction, or toxic	0	0.00	7	0.00
Combustible/flammable spills & leaks	2	0.00	15	0.00
Dispatched and cancelled en route	8	0.00	102	0.00
Electrical wiring/equipment problem	0	0.00	7	0.00
Emergency medical service (EMS) Incident	133	0.00	1,527	0.00
Extrication, rescue	0	0.00	1	0.00
False alarm and false call, Other	6	0.00	44	0.00
Fire, Other	0	0.00	1	0.00
Good intent call, Other	3	0.00	23	0.00
Hazardous condition, Other	0	0.00	1	0.00
HazMat release investigation w/no HazMat	0	0.00	4	0.00
Medical assist	7	0.00	108	0.00
Mobile property (vehicle) fire	0	0.00	10	0.00
Natural vegetation fire	2	0.00	14	0.00
Outside rubbish fire	0	0.00	6	0.00
Overpressure rupture, explosion, overheat,	0	0.00	1	0.00
Person in distress	0	0.00	1	0.00
Public service assistance	0	0.00	7	0.00
Rescue, emergency medical call (EMS),	0	0.00	2	0.00
Service call, Other	0	0.00	4	0.00
Severe Weather & Natural Disaster - Other	0	0.00	1	0.00
Severe Weather & Natural Disaster -	0	0.00	3	0.00
Smoke, odor problem	0	0.00	6	0.00
Special outside fire	0	0.00	7	0.00
Steam, Other gas mistaken for smoke	1	0.00	9	0.00
Structure Fire	1	0.00	27	0.00
System or detector malfunction	0	0.00	10	0.00
Unauthorized burning	0	0.00	1	0.00
Unintentional system/detector operation	2	0.00	22	0.00
Wrong location, no emergency found	0	0.00	3	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.

**Plymouth Fire Department
Departmental Activity Report**

Current Period: 11/01/2014 to 11/30/2014, Prior Period: 01/01/2014 to 11/30/2014
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
Fire Alarm Situations	165	0.00	1,975	0.00
Training				
Administrative Procedures	0	0.00	5	15.25
AEMT Class	0	0.00	75	267.75
Apparatus / Equipment	0	0.00	62	98.00
Cardiac Assessment	0	0.00	12	23.00
CPR	0	0.00	38	112.00
Defensive Driving	0	0.00	20	20.00
Diabetics	0	0.00	7	7.00
Disaster MGMT	0	0.00	6	44.00
EMAI Conference	0	0.00	3	24.00
Emergency Medical Services	2	0.00	4	0.00
Emergency Vehicle Operation Course	0	0.00	54	276.75
EMS Audit & Review	23	24.50	123	135.97
FF I-II	0	0.00	2	8.00
Fire Behavior	0	0.00	1	2.00
Fire Control, General	4	16.00	8	50.50
Fire Department Organization	0	0.00	23	115.00
Fire Ground Safety	0	0.00	37	71.50
Fire Investigation	0	0.00	3	18.00
Fire Preplan	0	0.00	55	134.00
Foam Applications	0	0.00	31	57.00
Hazmat Awareness and Operations	0	0.00	21	128.00
Hazmat Laws and Regulations	0	0.00	7	14.00
Heart Monitor, 12 lead, defib,	2	1.50	2	1.50
Helicopter EMS Orientation	0	0.00	10	15.00
Hose Test	0	0.00	71	118.50
Hypothermia	13	15.00	13	15.00
Infection Control	0	0.00	5	5.00
Instructor Training	0	0.00	37	65.50
Ladder Skills	0	0.00	24	60.00
Ladders	0	0.00	14	28.00
Leadership	0	0.00	17	108.00
Marshall County Fire Association Mtg.	21	52.50	24	58.50
Mega Code	0	0.00	4	6.00
* 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.				

**Plymouth Fire Department
Departmental Activity Report**

Current Period: 11/01/2014 to 11/30/2014, Prior Period: 01/01/2014 to 11/30/2014
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
Training				
Nusing Home Fires	0	0.00	2	2.00
Officers Meeting	0	0.00	47	54.75
Paramedic School	0	0.00	24	100.00
Ped. Adv. Life Support	0	0.00	12	12.00
Pension Board Meeting	0	0.00	8	4.00
Personal Safety	0	0.00	18	36.00
Power Cot Lift	0	0.00	12	18.00
Public Education	0	0.00	38	140.00
Public Information Officer	0	0.00	15	46.02
Respiratory System	0	0.00	5	5.00
Ropes & Knots	0	0.00	34	83.00
SCBA	0	0.00	5	3.75
SCBA Inspection, Care, and Cleaning	2	2.00	2	2.00
Scene Size Up	0	0.00	28	42.00
Self Rescue	0	0.00	4	6.00
Splinting	0	0.00	4	2.00
Staff Meeting	0	0.00	11	22.00
Training Lecture	0	0.00	5	23.00
Venting the fire	0	0.00	31	113.50
Volunteer Fire Business Mtg.	30	60.00	336	675.00
	97	171.50	1,459	3,492.74

Fire Chief Miller requested permission to hire a vacancy in his department, stating that he would get with HR to set dates for an advertisement.

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

Chief of Police Bacon presented his monthly report to the board:

**Plymouth Police Department
Activity Report for Summary 2014**

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	YTD
Information	797	786	790	753	759	802	900	865	806	764	662	8,684
Complaint	162	174	198	189	237	226	290	206	241	205	176	2,304
911 Calls	175	165	141	180	171	173	185	177	162	126	166	1,821
Residential Security Checks	305	291	326	157	106	45	106	38	82	75	182	1,713
Alarms	59	35	50	33	40	45	47	40	45	42	44	480
Vehicle Checks	15	23	34	34	47	33	33	28	34	28	28	337
Assist Other Agencies	53	51	46	32	20	23	18	29	19	21	30	342
Animal Complaints	25	30	33	44	52	53	26	40	33	31	17	384
K9 Use	9	16	30	28	27	14	17	27	24	21	12	225
Code Enforcement				29	39	35	30	14	8	22	8	185
Traffic Stops	123	167	347	202	285	339	329	300	206	192	234	2,724
Citations Issued	105	82	213	83	170	209	281	252	149	73	112	1,729
Accident Reports	47	38	25	31	40	34	37	49	41	38	52	432
Arrests	23	39	38	55	35	48	56	53	44	42	51	484
Case Reports	84	115	121	132	104	107	131	149	115	106	108	1,272
Signed Charges (Adult)	19	33	38	48	28	37	49	47	35	30	38	402
Signed Charges (Juvenile)	4	6	0	7	7	11	7	6	9	12	13	82

Street Superintendent Marquardt presented the following street light request:

12/3/14 – I request a street light near my house on 212 Pennsylvania Ave. Thank you. S/ Julie Robinson, 212 Pennsylvania Ave.

Marquardt stated that there are street lights a half block away, 2 houses to the east and in the alley behind Penguin Point. The only pole that could feasibly be used for this street light is halfway between the house and Michigan Street, which would put a light very near the other lights. He recommended that the city not approve the request.

Marquardt noted that NIPSCO is starting to replace some street lights with LED lights, which will make a difference in the street lighting.

Board Member Grobe asked the members to drive by when it is dark.

Board Members Grobe and Ecker moved and seconded to table the request until the next meeting. The motion carried.

Marquardt then requested permission to start the process of replacing his secretary who would be retiring on January 8th, 2015. He explained that the process would be to post the job opening within each department in the City and there would be 7 days for any current city employee to express interest. If there is none, the next step is to post the position for public access.

Board Members Ecker and Culp moved and seconded to grant permission to start the process of replacing Marquardt’s secretary. The motion carried.

City Engineer Gaul presented a boiler plate agreement on the Plymouth Baker Street SRTs and ADA Improvements Project that he, the City Attorney, Park Department and Street Department had looked at.

Board Members Ecker and Culp moved and seconded for preliminary approval based on INDOT's approval of the contract. The motion carried.

City Attorney Surrisi introduced Jerry Chavez, Executive Director of Marshall County Economic Development Corporation, who addressed the members regarding the plat for an industrial subdivision of 14 acres that will be home to INDOT's vehicular maintenance facility. He explained that the Plan Commission granted primary plat approval on December 2, 2014; after primary plat approval, and before secondary plat approval, an applicant must place financial guarantees for the infrastructure construction or they must construct the infrastructure without placing financial guarantees. PIDCO is the developer behind this project.

Steve McAvoy, the Statewide Director of Facilities for INDOT also spoke. He said that they were in need of more facilities and already received approval from the Statewide Budget Committee. The property will have an 18,000 square foot maintenance garage and a 19,000 square foot fully enclosed structure. The project would begin July 1st and will take 14 months to complete. After the project is complete, the current facility will go up for sale.

It was noted that a concern voiced at the plan commission meeting was that parts would be laying outside.

McAvoy said that they don't really store much outside any more. He said that there may be some guard rail, stone or culvert pipe on site; but it would not be used as a collector site for materials. He estimated there would be 15 to 20 employees there, including five mechanics.

Board Members Culp and Ecker moved and seconded to waive the procedure that applies to building permits so that the developer won't have to provide financial guarantees, with the understanding that INDOT will be the one taking on the construction of the roadway and drainage, once the agreement is in place. The motion carried.

Board Members Ecker and Grobe moved and seconded to allow the salaried payroll for November 16-30, 2014, and the claims for December 8, 2014 as entered in Claim Register #2014. The motion carried.

Chip Dean expressed his gratitude to employees of the police department and fire department for their action to save his life on October 19, 2014.

There being no further business to discuss, Members Grobe and Culp moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:52 p.m.

S/Jeanine M. Xaver
Clerk-Treasurer

APPROVED:

S/Mark Senter
Mayor