

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on November 27, 2017, at 6:00 p.m. in the meeting room of the Plymouth Fire Department, 111 N. Center St., Plymouth, IN.

Mayor Senter presided for Board Members Culp, Fonseca, Grobe and Houin. City Attorney Surrisi and Clerk-Treasurer Xaver were also present.

Board Members Houin and Grobe moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on November 13, 2017. The motion carried.

Utility Superintendent Davidson presented the October 2017 reports for the Water and Wastewater Departments:

**CITY OF PLYMOUTH WASTEWATER DEPARTMENT
Board of Public Works and Safety
October 2017 Monthly Report**

PLANT OPERATIONS:

1. Total flow in gallons	70,072,010
2. Average daily flow in gallons	2,260,387
3. Rainfall	5.58"
4. Monthly average in BOD removal	99.1%
5. Monthly average in TSS removal	97.4%
6. Monthly average in Ammonia removal	95.9%
7. General plant maintenance	
8. Work orders completed:	

- 300 – Wastewater Treatment Plant
 - Replaced circuit board on U.V. unit.
 - Replaced seals and pump on south grit pump.
 - Completed the installation of polymer scales in de-watering building.
 - Repaired VFD on Vaughn sludge feed pump.
 - Installed bracing on feed line to centrifuge.
 - Re-packed #3 return sludge pump.
 - Repaired VFD on sludge thickener.
 - Re-assembled final clarifier after painting.
 - Install relay on new final clarifier.
 - Winterizing all equipment.
- 244– Vehicle/Mobile Equipment
 - Completed repairs to T-17 at Jack Doheny's in Whitestown, IN.
 - Installed liner in trailer by Dragon Industries.
- 37 – Lift Stations
 - Pull and unplug pump at Clark & Rose lift station.
 - Repaired heater at the Pioneer & US 30 lift station.
 - Repaired wet well at the Industrial Park lift station.
- 5- Collection System
 - 0 - Eliminated structures
 - a.
 - 2 – Replaced structures
 - a. Ferndale St. & Earl St. (K7C112)
 - b. Ferndale St. & Earl St. (K7C114)

- 0– Repaired structure
 - a.
- 2 – Replaced/adjusted castings
 - a. 314 E. Jefferson St. (J6M379)
 - b. 314 E. Jefferson St. (J6M367)
- 0 – GIS data collection points
 - a.
- 1 – Point repair
 - a. Lincoln St. & Oakhill Ave. – repaired sinkhole
- 0– New structure
 - a.
- 0 – Mainline sewer new construction / replacement.
 - a.
- 0 – Miscellaneous
 - a.

COLLECTION SYSTEM:

1. Cleaned 28,175 feet of sewer lines.
 - 0 feet during service calls.
 - 28,175 feet during preventive maintenance.
2. Televised 0 feet of sewer lines.
3. Mechanically removed roots from 2,884 feet of sewer lines.
4. Removed approximately 14.09 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 28,175 gallons of potable water during sewer cleaning.
6. Performed routine maintenance on 10 CSO's and 16 pumping station.

MISCELLANEOUS

- Provided plant tour for the Lego Robotics Club from St. Michael's School on 10/10/17.
- City auction on 10/18/17, all items purchased.
- Two men attended seminar in Nappanee, IN on Post Stress Concrete Tanks on 10/24/17.
- Financial review of the Water and Wastewater financial status and recommended rate increase by Eric Walsh, Umbaugh Associates on 10/30/17.

WASTEWATER TREATMENT PLANT RENOVATION PROJECT

- Repaired corrosion damage on inter walls of west bio-tower, replaced media, replaced rotary distributor and reinstalled re-coated domes.
- Installed all fiber communication cables.
- Metal roof, fascia and soffit have been completed on the chemical feed building.
- Completed sand blasting, steel repairs and re-coating of the north final clarifier.
- Completed all masonry work in the project.
- Project is approximately 85.8% complete according to pay claims.
- Completed the installation of all overhead doors in the pretreatment structure.
- Completed 90% of sidewalks.
- Fiberglass entry doors have been replaced in all designated locations.
- Building heaters and new gas lines have been installed.
- Completed several hours of utility locates for the contractor.
- Continuing with landscaping around the plant after construction.

**CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety
October 2017 Monthly Report**

PLANT OPERATIONS

Water Treated – Ledyard Water Treatment Plant
Water Treated – Pine Water Treatment Plant

25,651,785 gallons
20,784,314 gallons

Water Treated - Total 46,436,099 gallons

Water Treated – Daily Average – Ledyard Water Treatment Plant 827,477 gallons

Water Treated – Daily Average – Pine Water Treatment Plant 670,462 gallons

Water Treated – Daily Average – Combined 1,497,939 gallons

- Backwashed filters at Ledyard Water Treatment Plant 9 times for a total of 774,000 gallons.
- Backwashed filters at Pine Water Treatment Plant 13 times for a total of 1,248,000 gallons.
- Total backwash usage for the month was 2,022,000 gallons.

MAINTENANCE WORK ORDERS COMPLETED

- 10 – Ledyard Water Treatment Plant Maintenance
 - Winterizing plant and water towers.
 - Backwash waste tank was cleaned and inspected on 10/19/17.
- 5 – Pine Water Treatment Plant Maintenance
 - Completed re-plumbing the water system in laboratory.
 - Repaired chlorine analyzer.
 - Backwash waste tank was cleaned and inspected on 10/16/17.
- 22 – Mobile Equipment
 - Repaired the Wach's Valve Exerciser

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required.
- 62 Distribution system chlorine residual samples, IDEM required.
- 8 Fluoride samples, ISDH required.
- 385 Process control samples and analysis at the Ledyard Water Treatment Plant samples include Ferrous Iron, Total Iron, Manganese, and Chlorine.
- 367 Process control samples and analysis at the Pine Water Treatment Plant samples. Includes Ferrous Iron, Total Iron, Manganese and Chlorine.
- 0 THM's –Sample for 4th quarter.
- 0 HAA5's – Sample for 4th quarter.
- 0 VOC's sets.
- 0 Radionuclide (1) ea. Ledyard Plant and Pine Plant.
- 0 IOC & Sodium.
- 0 Lead & Copper Samples
- 5 Extra Sampling.

SERVICE

Locates	116
Total Number of Work Orders	239
Service Disconnects	44
Service Disconnects for non-pay	43
Service Reconnects for non-pay	47
Blue Tags "Service Notice" left on door	2
Pink Tags "Insufficient Funds Notice" left on door	4
New Radio Read / Meter Installations	0
Accuracy Checks	138
After Hours Call Outs	0
Meters Repaired	0

CONSTRUCTION ACTIVITIES

(4) Curb Stops Repaired / Replaced / Installed
 1209 W. Madison St.- Replaced ¾" curb stop with box & rod.

10/13/2017

10/16/2017 1145 Markey Dr. - Cut in new ¾" curb stop with box & rod.
10/30/2017 915 Columbus Dr. - Replaced the ¾" curb stop with box & rod.
10/30/2017 1010 W Lake Ave.- Replaced ¾" curb stop with box & rod.

(0) Old Curb Stops Located / Capped Off at Valve

(0) New Taps Installed

(1) New Mains Completed

10/27/2017 South Gateway Project 350' of 8" ductile iron main. All tested & passed, online and in service.

(3) Valves / Valve Boxes / Repaired / Replaced / Installed

10/27/2017 Baker St. & Randolph St. - Repaired valve box K6V001
10/27/2017 Baker St. & Randolph St. - Repaired valve box K6V002
10/27/2017 Baker St. & Randolph St. - Repaired valve box K5V007

(278) Valve Exercised

October - 278 Valves Exercised - 48 problems.

(4) Hydrants Repaired / Replaced / Installed / Serviced / Painted

10/09/2017 Fire flow test for Autumn Trace development – S.R. 17.
10/10/2017 Gary Dr. & Pioneer Dr. - Installed bollard at (HYD397).
10/18/2017 W. Lake Ave. & Kenwood Ave. – Sandblasted and painted.
10/31/2017 Kenwood Ave. & S.R. 17 - Replaced (HYD072) – Hit by Car.

(0) Main Breaks and Leaks Repaired

(1) Service Lines / New / Repaired

10/19/2017 414 Klinger St. – Contractor (Haskins Inc.) Installed a new ¾" service line from curb stop to house.

MISCELLANEOUS

- Completed the bacteria testing on new water main located on E. Lake Ave., all passed and is now in service.
- Staff meeting on GIS data collection/input of data.
- 10/11/2017 – Sanitary Survey performed by IDEM inspector on both water treatment plant. No deficiencies/violation identified in either plant.
- 10/26/2017 – Three employees attended Well and Pump Maintenance seminar in Plymouth.
- Unregulated Contaminant Monitoring Rule (UCMR) 4 registration has been completed, submitted and approved by the E.P.A.
- M.E. Simpson completed our annual leak detection of 14 miles of city water mains. Located 2 minor leaks that have been corrected.
- City auction was completed 10/18/17. All surplus items were purchased.
- Located several missing curb stops.
- Completed required testing on city owned backflow preventers.

Utility Superintendent Davidson discussed the Wastewater Treatment Plant Improvement Project. He requested the board's permission to shift \$30,000 in funding from Inspection to Construction Engineering to pay for several alternate items that were not in the original contract. Davidson explained that this is not an increase to the budget, but because of the nature of the Guaranteed Savings Plan,

money has been saved in other areas. He said that if approved, he will be requesting a change in the contract with Midwestern Engineers.

Board Members Culp and Houin moved and seconded to approve the request. Grobe asked for clarification regarding the money saved. Davidson explained that the money saved is still within the \$10.8 million bond and money must be used within the scope of that bond project. The motion carried.

Davidson provided an update on the Water and Wastewater Department projects. Kokosing Industrial is expected to have the Wastewater Treatment Plant Improvement Project substantially complete by the middle of December 2017, however the final completion date will be dependent on the weather. The completion date is originally scheduled for February 20, 2018.

Davidson notified the board that the Goshen Road Water Main Extension project had a savings of \$14,000 in inspection fees because some of the inspections were performed internally.

He reported that the Richter Road Water Main Extension project had a savings of \$10,000 in inspection fees and \$1,000 in expenses.

Fire Chief Miller forwarded the following reports to the board members prior to the meeting:

**Plymouth Fire Dept
Departmental Activity Report**

Current Period: 10/01/2017 to 10/31/2017, Prior Period: 01/01/2017 to 10/31/2017

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	0	0.00	623	1,953.98
	0	0.00	623	1,953.98
Fire Alarm Situations				
Animal problem or rescue	0	0.00	1	1.23
Chemical release, reaction, or toxic	2	6.42	4	16.42
Combustible/flammmable spills & leaks	1	7.49	7	26.89
Cultivated vegetation, crop fire	1	6.82	2	24.02
Dispatched and cancelled en route	11	52.08	143	250.80
Electrical wiring/equipment problem	0	0.00	5	31.16
Emergency medical service (EMS) Incident	119	375.34	1,415	4,342.45
Extrication, rescue	0	0.00	1	14.55
False alarm and false call, Other	4	4.01	33	77.39
Fire in mobile property used as a fixed	0	0.00	1	4.12
Fire, Other	0	0.00	9	144.07
Good intent call, Other	2	1.35	8	5.66
Hazardous condition, Other	0	0.00	3	74.60
HazMat release investigation w/no HazMat	0	0.00	2	3.09
Medical assist	17	290.48	84	407.93
Mobile property (vehicle) fire	1	28.36	19	76.29
Natural vegetation fire	0	0.00	18	107.64
Outside rubbish fire	0	0.00	7	10.78
Overpressure rupture, explosion, overheat,	0	0.00	1	0.39
Public service assistance	0	0.00	1	27.89
Rescue or EMS standby	0	0.00	1	4.00
Rescue, emergency medical call (EMS),	1	2.97	2	26.87
Service call, Other	0	0.00	3	5.17
Smoke, odor problem	2	9.77	13	59.13
Special outside fire	0	0.00	1	0.00
Steam, Other gas mistaken for smoke	0	0.00	2	13.05
Structure Fire	0	0.00	26	233.12
System or detector malfunction	2	149.04	13	173.82
Unintentional system/detector operation	1	0.60	9	2.47
Water or ice-related rescue	0	0.00	1	8.33
Wrong location, no emergency found	0	0.00	1	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
Fire Alarm Situations				
	164	934.73	1,836	6,173.33
Training				
Abulance Opps	0	0.00	3	12.00
Advanced Cardiac Life Support	0	0.00	2	8.00
AEMT Class	0	0.00	2	0.00
Airway Management	3	9.00	16	35.00
Apparatus / Equipment	0	0.00	81	146.00
Apparatus Drafting	0	0.00	4	8.00
Ariel Operations	0	0.00	9	30.50
Bleeding Control	0	0.00	5	10.00
Burns	0	0.00	5	20.00
Class Final	0	0.00	7	26.50
CPR	0	0.00	34	109.00
Documentation	6	6.00	42	74.00
Drug Addiction	0	0.00	2	0.00
Emergency Medical Services	0	0.00	2	8.00
EMS Audit & Review	0	0.00	64	108.00
EMS Skills	2	8.00	74	231.00
EMT-B	0	0.00	14	50.00
ENvironmental Emergencies	0	0.00	7	23.50
Extrication	0	0.00	37	94.00
Farm Injuries	6	6.00	6	6.00
Fire Behavior	0	0.00	48	205.50
Fire Investigation	0	0.00	1	2.50
Forceable Entry	0	0.00	4	14.00
Gas Pipe line Safety	0	0.00	4	11.00
Gastrointestinal Emerg	0	0.00	3	12.00
General Fire Prevention	2	3.00	5	12.00
Hazmat Awareness and Operations	0	0.00	10	20.00
Helicopter EMS Orintaion	0	0.00	22	44.00
Hose Test	0	0.00	60	108.00
Human Body A&P	0	0.00	2	8.00
Infants & Children	0	0.00	5	20.00
Instructor's Meeting	0	0.00	22	27.00
IV Therapy	0	0.00	13	28.00

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, NOVEMBER 27, 2017

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Training				
Marshall County Fire Association Mtg.	6	6.00	28	42.32
MAYDAY	0	0.00	34	68.00
Medical on-going Assessment	0	0.00	2	8.00
Meical-legal-Ethical issues	0	0.00	2	8.00
Neurological Emergencies	0	0.00	4	16.00
Obstetrics	1	4.00	3	12.00
P H T L S	0	0.00	8	46.00
PEPP & PALS Hybrid Coarse	0	0.00	3	15.00
Performance Enhancing Products in student	0	0.00	1	1.00
Physical Ability Test	0	0.00	15	45.00
Public Education	4	24.00	12	38.00
Public Fire Ed	3	12.00	3	12.00
Public Relations	11	27.50	95	212.50
Pump Operations	0	0.00	14	32.00
RESCUE TOOLS	0	0.00	15	45.00
RIT/FF CPR	0	0.00	52	86.50
SCBA Testing and Filling Procedures	0	0.00	39	71.00
SEARCH & RESCUE	26	78.00	66	158.00
Shock	0	0.00	9	2,268.00
Spine and Neck Injuries	0	0.00	1	4.00
Splinting	0	0.00	2	8.00
STREET DRUGS	0	0.00	6	12.00
Test and Skills	0	0.00	3	12.00
Tower Prep	3	6.00	4	8.00
Toxicology	0	0.00	3	12.00
Training Lecture	0	0.00	1	4.00
Trauma	4	16.00	23	64.00
Volunteer Fire Business Mtg.	27	27.00	262	379.43
	<u>104</u>	<u>232.50</u>	<u>1,325</u>	<u>5,199.25</u>

Plymouth Fire Dept

Incidents by District (Summary)

Alarm Date Between {10/01/2017} And {10/31/2017}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
007 Plymouth	109	66.46 %	\$0	0.00 %
011 Center Twp	22	13.41 %	\$0	0.00 %
019 West Twp	19	11.58 %	\$10,000	100.00 %
12 Argos Paramedic Assist	1	0.60 %	\$0	0.00 %
16 Lakeville/Lapaz Paramedic Assist	2	1.21 %	\$0	0.00 %
18 Walkerton Paramedic Assist	11	6.70 %	\$0	0.00 %
Total Incident Count:	164		Total Est Losses:	\$10,000

Police Chief Bacon forwarded the following reports to the board members prior to the meeting:

PLYMOUTH POLICE DEPARTMENT

Activity Report Summary 2017

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Calls for Service, Complaints, Information	816	750	818	853	868	914	894	943	1,083	868			8,807
911 Hang-Up Calls	90	69	87	87	112	106	92	109	104	77			933
Residential Security Checks	113	183	184	145	58	6	1	1	6	5			702
Alarms	58	57	56	55	68	91	49	56	54	61			605
Vehicle Checks	17	23	32	25	30	42	27	22	19	21			258
Assist Other Agencies	5	8	10	11	12	6	6	10	7	10			85
Animal Complaints	20	17	19	25	22	37	35	17	24	19			235
Traffic Stops	334	399	439	237	339	390	344	509	408	424			3,823
Citations Issued	148	271	317	141	154	213	133	295	232	207			2,111
Accident Reports	33	46	55	42	50	49	33	35	60	51			454
Case Reports	135	163	134	110	126	160	132	153	155	118			1,386
Arrests	49	74	59	51	42	64	33	47	52	45			516
Arrests (Adult)	42	65	49	47	36	55	31	46	43	42			456
Arrests (Juvenile)	7	9	10	4	6	9	2	1	9	3			60

PLYMOUTH POLICE DEPARTMENT

Code Enforcement

Activity Report Summary 2017

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Tall Grass	0	0	0	0	120	44	55	21	0	0			240
Owner Complied	0	0	0	0	110	38	40	12	0	0			200
City Action (Mowed)	0	0	0	0	10	6	15	9	0	0			40
Action Pending	0	0	0	0	0	0	0	0	0	0			0
Abandoned or Junk Vehicles	16	12	4	26	67	45	25	16	11	8			230
Owner Complied	15	7	3	17	60	39	22	14	8	5			190
City Action (Towed)	1	0	1	0	7	6	3	2	3	0			23
Action Pending	0	5	0	9	0	0	0	0	0	3			17
Debris/Junk on Property	21	21	8	36	65	22	28	33	6	20			260
Owner Complied	14	18	4	26	58	17	21	24	4	15			201
City Action (Cleaned)	7	0	2	4	7	5	7	9	0	2			43
Action Pending	0	3	2	6	0	0	0	0	2	3			16
Fowl/Livestock	0	0	0	0	0	0	0	0	0	0			0
Owner Complied	0	0	0	0	0	0	0	0	0	0			0
City Action	0	0	0	0	0	0	0	0	0	0			0
Action Pending	0	0	0	0	0	0	0	0	0	0			0
Signs in Public Right of Way (Removed)						18	34	50	14	22			138

Street Superintendent Marquardt provided an update on the fall street and sidewalk projects. He said the contractor will be working on the concrete curb and sidewalk work now and plans on completing the paving in the spring.

City Attorney Surrisi presented Resolution No. 2017-776, A Resolution Regarding techFarm Land Sale Proceeds. He explained that this resolution is an effort to help simplify the discussions over the last several meetings regarding the use of these proceeds. He said rather than amend the agreement that is in place, it will put in place guidelines for the Board of Public Works and Safety to use those proceeds in and around the techFarm.

Board Members Grobe and Houin moved and seconded to approve Resolution No. 2017-776, A Resolution Regarding techFarm Land Sale Proceeds.

Grobe said he requested that City Attorney Surrisi put this together in an attempt to simplify how the proceeds are spent and keep the decision-making within the Board of Public Works and Safety. He

feels this clearly shows how the money is to be spent and also gives flexibility to be able to use the funds for adjacent properties, if needed.

Houin said that he likes the verbiage from the original proposed amendment to the agreement stating that first priority goes to the techFarm and adjacent properties and second priority would be for other needs within the city. He feels that gives the board more flexibility for use of the funds rather than a mandatory way of using the money. He said he feels the resolution is a good compromise, but would be more comfortable adding the priority language into this resolution.

Mike Delp, 1707 S. Michigan Street, said he agrees with Houin and Grobe and feels that the decision on use of the funds should stay with the Board of Public Works and Safety. He said he does not recall any stipulation that said all the funds were to be used within the techFarm and as a taxpayer, feels the board is on the right path with what Houin and Grobe have expressed.

City Attorney Surrisi said that passing this resolution as is leaves the responsibility within the Board of Public Works and Safety, so should the board decide in the future that the funds are needed elsewhere, they would not need to seek approval from any body outside of this board in order to change the proposed resolution on the table.

The resolution passed by roll call vote.

AYES: Senter, Culp, Fonseca, Grobe, Houin

NAYS: None

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 Sunday, December 10. We ask for the permission to use the following streets from 5:00 p.m. – 6:00 p.m.: Berkley Street; Polk Street, E. Jefferson Street; and North Center Street. S/ John S. Korcsmar, Pastor, 612 N Walnut St, 574-936-4935

Mayor Senter asked if this was for use of the sidewalks and not the streets. Xaver said yes, it is for use of the sidewalks.

Board Members Grobe and Fonseca moved and seconded to approve the request as presented. The motion carried.

Members of the Mayor's Youth Council addressed the board to discuss their proposed Adopt-A-Street Program. They presented a Power Point presentation and discussed the purpose of the program and the responsibilities of each party involved.



Mayor's Youth Council Adopt-a-Street Program

Applicant's Responsibilities

1. Remove litter at least two times a year in the public right-of-way adjacent to the roadway and on the medians.
2. Perform litter removal in strict accordance with the guidelines of the Plymouth Indiana "Adopt-a-Street Program".
3. Contact the Street Department by calling (574) 936-2017 to arrange an appropriate litter removal schedule and to obtain safety vests prior to litter-removal activity and return same when the activity is complete. Please ensure that all participants wear safety vests at all times during the litter-removal activity.
4. Each applicant shall provide their own supplies for litter removal (i.e., plastic garbage bags, gloves, water, etc).
5. Only allow such persons to participate as are determined by the Group to be responsible enough to safely participate in the litter-removal activities.
6. Do not wear clothing which will hinder the sight of participants.
7. Pay the City of Plymouth a one time fee of \$40 to receive status as a participant in the "Adopt-a-Street Program". Please make checks out to the City of Plymouth.

City's Responsibilities

1. Provide permanent "Adopt-a-Street Program" signs at the beginning and end of the adopted roadway.
2. Remove filled plastic bags from the adopted roadway section and dispose of them at an approved facility.
3. Remove certain litter under unusual circumstances (i.e., large, heavy or hazardous items).

- No member, officer, director or volunteer of the Group shall be considered an employee or independent contractor of the Department or City for any reason whatsoever in carrying out its obligation under this agreement.
- The Group covenants and agrees that it will indemnify and hold harmless the City of Plymouth and its Public Works Department, and all City and Departmental officers, agents and employees from any claims, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the Group during the performance of the Agreement, whether direct or indirect, and whether to any person or property to which the City or said parties may be subject, except that neither Group nor any members shall be liable under this provision for damages arising out of injury or damage to person or property directly cause or resulting from the sole negligence of the City and its member agencies, any maintaining agencies and all their officers, agents and employees.
- This Agreement is non-transferable and non-assignable in whole or in part without the consent of the City.
- This agreement is mainly for litter removal activities. Beautification activities and graffiti removal activities are encouraged, but must be coordinated and approved by the Street Department.

I have read and understand the guidelines of the Plymouth Adopt a Street Program and agree to follow all rules as stated above.

Name of organization: _____

Address: _____
Street City State Zip Code

Date of application: _____

Specific street that group is requesting to adopt: _____

Organization Representative's Signature: _____

Phone Number: _____ **Email:** _____

City of Plymouth Authorization Signature: _____

There was discussion regarding a cap on the number of participants in the program. It was decided that council would limit it to 8-10 participants to begin with since this is a new program and they are unsure of the local interest to participate.

Houin asked if participants will be allowed to choose their own street or if there are predetermined streets. The youth council said this area is up for negotiations between the participant and the street department. There will be restrictions in place. For example, adopted streets must have sidewalks in order to be considered for the program.

Mike Delp asked the board to consider allowing streets that do not have sidewalks, but do have large berms for helpers to safely walk down and clean up trash. He said he lives south of

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Family Express on Michigan Street and they have a problem with an abundance of garbage collecting on their land. Even though there is no sidewalk, there is plenty of green area to walk down.

City Attorney Surrisi did note that the city likes to be aware of when volunteers are working and asked that participants notify the city in advance. The city's insurance carrier asks that there be a list of volunteers on file in the city office before the event.

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

Board Members Houin and Culp moved and seconded to allow the payroll for November 30, 2017, and the claims for November 27, 2017, as entered in Claim Register #2017. The motion carried.

Board Members Culp and Fonseca moved and seconded to approve the following communications:

- City of Plymouth Water Department Report for October, 2017
- City of Plymouth Wastewater Department Report for October, 2017
- Plymouth Fire Department Report for October, 2017
- Plymouth Police Department Activity Report for October, 2017
- Plymouth Police Department Code Enforcement Activity Report for October, 2017
- Mayor's Youth Council Adopt-a-Street Program Information

Clerk-Treasurer Xaver reminded the board members and public that the last meeting of the year will be on Wednesday, December 27, 2017.

There being no further business to discuss, Members Grobe and Fonseca moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:27 p.m.

Jeanine M. Xaver, IAMC, CMC
Clerk-Treasurer

APPROVED:

Mark Senter
Mayor