

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on May 11, 2015, 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 Smith. City Engineer Gaul, City Attorney Surrisi and Clerk-Treasurer Xaver were also present. Board Member Grobe 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 April 27, 2015, as presented since they have been reviewed and found to be correct. The motion carried.

The quotes for the Wastewater Furnace and A/C Unit for the Old Administration Building have been reviewed and have met minimum specs. Utilities Superintendent Davidson recommended the bid be awarded to the lowest bidder, Peregrine Heating & Cooling, for a total cost of \$11,981.00.

Board Members Ecker and Smith moved and seconded to award the bid to Peregrine Heating & Cooling. The motion carried.

The following legal notice was advertised in the Plymouth Pilot Newspaper on April 27 and May 4, 2015:

**NOTICE TO BIDDERS**  
**CITY OF PLYMOUTH, INDIANA**  
**PW-14-030 2015 MILL & FILL PROJECTS**

Notice is hereby given that the CITY OF PLYMOUTH, Indiana, by and through its Board of Public Works and Safety, hereinafter referred to as the OWNER, will receive sealed bids for the CITY OF PLYMOUTH - PW-14-030 2015 MILL & FILL PROJECTS at the office of the Clerk-Treasurer of the City of Plymouth in the City Hall, 124 North Michigan Street, Plymouth, Indiana, 46563. Sealed bids are invited and may be forwarded by registered mail, addressed to the City, in care of the Clerk-Treasurer by no later than **4:30 PM (local time)** and will be considered by the OWNER at a public meeting called to open such proposals on or after **8:00 PM (local time) on May 11, 2015** at the City Hall, 124 North Michigan Street, Plymouth, Indiana, 46563. Proposals received by the Clerk-Treasurer after 4:30 PM (local time) shall be returned unopened. The bidder shall be responsible to make sure that bids are mailed or otherwise delivered to the Clerk-Treasurer before said time. One final call for bids shall be made prior to the opening of the bids at the subject meeting.

The PW-14-030 2015 MILL & FILL PROJECTS shall be the street milling and hot mix asphalt placement project with ADA Ramps as described in the Specifications.

A complete set of Contract Documents and Specifications may be obtained at the Clerk-Treasurer's Office between the hours of 8:30 a.m. and 4:30 p.m., local time, Monday through Friday. A non-refundable fee of \$50.00 is required at the time of Contract Documents and Specifications package procurement.

**A pre-bid meeting will be held at the City of Plymouth - Wastewater Treatment Plant; 900 Oakhill Avenue 8:00 AM on Friday May 1, 2015.**

All bids received at the Office of the Clerk-Treasurer or delivered to the meeting by 8:00 PM local time will be opened publicly and read aloud by the Board at the Board of Public Works and Safety Meeting; 124 North Michigan Street (Garro Street Entrance) at the above time.

Bids are to be submitted on Indiana Form No. 96 and shall be accompanied with the appropriate financial statement. Each bid shall be accompanied by a certified check or acceptable bid bond, in a sum of not less than five percent (5%) of the total bid amount. Bids shall be in sealed envelopes, marked with the name and place of business of the bidder. E-Verify, employment documentation, City Nepotism documentation and Doing Business with Iran documentation shall be completed and submitted with the bid documents.

A performance bond equal to the contract price and a payment bond to insure the payment of subcontractors, contract laborers, material suppliers, and persons furnishing services will be required upon award of contract.

No bid shall be withdrawn after scheduled closing time for receipts of bids for at least thirty (30) days. The Board reserves the right to reject any or all bids, to accept all, or any part of any bid received, and to waive any and all informalities in bidding, and to accept the lowest and/or best bid.

Board of Public Works and Safety  
Jeanine M. Xaver  
Clerk-Treasurer

April 27, May 4, 2015 PN2069 hspaxip

City Engineer Gaul stated that the 2015 Mill and Fill Projects included the south entrance into Centennial Park and two streets in the cemetery. City Attorney Surrisi made a last call for bids to be opened for the evening.

The following sealed quotes for the 2015 Mill and Fill Projects were opened and read aloud:

- Phend & Brown 367 E 1250N, Milford, IN 46542 for \$534,080.20
- Niblock 1080 Spartan Dr., Columbia City, IN 46725 for \$488,550.00
- Rieth-Riley 25200 SR 23, South Bend, IN 46614 for \$622,750.00
- Walsh & Kelly 24358 SR 23 South Bend, IN 46614 for \$615,102.86
- E&B Paving 310 Blacketor Dr., Rochester, IN 46975 for \$696,457.62

Board Members Ecker and Smith moved and seconded to take all bids under advisement. The motion carried.

Mayor Senter presented the Gateway Signage RFP memo to the Board. City Attorney Surrisi reviewed the memo with the Board members, "The committee's discussion has been led by Shelly

Heiden of Heiden Creative and Shelley Moore of Insight Strategic Concepts. They are the same team that led the City's branding and logo development last year. The committee's goal is to incorporate the branding effort and priorities identified in the City's recent Comprehensive Plan into the signage project. An RFP was recently issued to sign companies for proposals for a sign at the new roundabout on Michigan St. and as many other signs as can be purchased with this years \$100,000 budget. These signs will set the style or a template for future signs at identified locations, which can be purchased as funding permits in later years. The RFPs will be received at your May 26<sup>th</sup> meeting. Then, the committee will review the RFPs, negotiate with the responding companies, and make a recommendation to you for selection in June. The plan is to have the first signs installed prior to the Blueberry Festival."

Utility Superintendent Davidson presented the following reports for his departments:

**CITY OF PLYMOUTH WATER DEPARTMENT  
Board of Public Works and Safety  
APRIL 2015 Monthly Report**

**PLANT OPERATIONS**

Water Treated April – Ledyard Water Treatment Plant	20,725,635 gallons
Water Treated April – Pine Water Treatment Plant	<u>24,552,695 gallons</u>
Water Treated - Total	45,278,330 gallons

Water Treated – Daily Average – Ledyard Water Treatment Plant	767,616 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>818,423 gallons</u>
Water Treated – Daily Average - Combined	1,586,039 gallons

- Backwashed filters at Ledyard Water Treatment Plant 5 times for a total of 290,000 gallons
- Backwashed filters at Pine Water Treatment Plant 15 times for a total of 945,000 gallons
- Total backwash usage for the month was 1,235,000 gallons
- Lowered fluoride levels to 0.7 mg/l consistent with EPA recommendations
- Transferred equipment/ materials from Ledyard Plant to Pine Plant preparing for Ledyard Plant Improvements

**MAINTENANCE WORK ORDERS COMPLETED**

- 26 - Ledyard Water Treatment Plant Maintenance
  - Inspected north and west water towers
  - Cleaned influent and effluent chlorine injectors
  - Cleaned east and west venturi meter supply lines
  - Replaced well motor on well #1A and #3C
  - Replaced supply lines to #2 permanganate pump
  - Re-primed fluoride pump #1
  - Replaced fuse to indicator light on well #1
  - Removed ductwork for dehumidifiers
  - Peerless Midwest installed flow meter on well #2B
  - Suspected lightning strike occurred on April 19<sup>th</sup>, causing substantial damage to equipment
- 16 – Pine Water Treatment Plant Maintenance
  - Cleaned out lines to chlorine analyzer
  - Repaired backflow preventer
  - Cleaned out and inspected backwash tank
  - Cleaned effluent and influent chlorine injectors
  - Cleaned out and lubricated door locks
  - Performed generator test
- 25 – Mobile Equipment
  - Backhoe fuel system repairs

**WATER SAMPLING**

- 10 Distribution system bacteria samples, IDEM required
- 60 Distribution system chlorine residual, IDEM required
- 8 Fluoride samples, ISDH required
- 303 Process control samples and analysis at the Ledyard Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese, and Chlorine
- 387 Process control samples and analysis at the Pine Water Treatment Plant samples includes Ferrous Iron, Total Iron, Manganese and Chlorine

- 0 THM's
- 0 HAA5's
- 0 VOC's sets
- 0 SOC's / Nitrates
- 35 Extra samples - distribution, plant and wells

**SERVICE**

Locates	218
Total Number of Work Orders	154
Service Disconnects	20
Service Disconnects for non-pay	37
Service Reconnects for non-pay	31
Blue Tags "Service Notice" left on door	12
Pink Tags "Insufficient Funds Notice" left on door	5
New Radio Read / Meter Installations	2
Accuracy checks	19
After Hours Call Outs	2
Meters repaired	0
Hydrants Serviced	0
Hydrants Sandblasted and Painted	0

**CONSTRUCTION ACTIVITIES**

**(2) Curb Stops Replaced/Installed**

- 04-10-2015 309 E. Jefferson St. – Cut in new ¾" curb stop – curb stop was lost
- 04-10-2015 418 Charles St. – Cut in new ¾" curb stop – added new meter pit

**(1) Old Curb Stops Found and Capped Off at Valve**

- 04-15-2015 W. Harrison St. and N. Walnut St. – Removed old 4" main line valve – was buried in the closed position – reconnected all piping correctly

**(1) New Taps Installed**

- 04-09-2015 1120 Solomon Ct. – Installed new 1" curb stop and new meter pit – new box, rod

**(0) New Mains Completed**

**(4) Valve Repaired or Replaced / Valve Boxes Repaired or Replaced**

- 04-22-2015 Adjusted valve box at 1620 N. Oak Dr. irrigation system
- 04-29-2015 W. Harrison St. and N. Michigan St. - Replaced top of valve box
- 04-29-2015 Repaired operating nut on mainline vale at Gray St. and Sycamore St. (H7V015)
- 04-31-2015 Center St. and LaPorte St (J7V018) replaced main line valve

**(0) Hydrants Repaired/Replaced/Installed**

**(130) Valves Exercised and Inspected**

**(0) Main Breaks Repaired**

**(3) Service lines repaired or replaced**

- 04-02-2015 Centennial Park at Bill Nixon Field. Installed meter pit for irrigation system - 2"
- 04-06-2015 Centennial Park at B-League field – Installed meter pit for irrigation system - 1½"
- 04-06-2015 Centennial Park at Softball Fast Pitch Field – Installed meter pit for irrigation system - 2"

**MISCELLANEOUS**

- April Electrical training seminar at Conservation Club House
- April Removed 80 loads of donated top soil from Solomon Ct. area
- April Power raked/seeded Solomon Ct. area in Centennial Park new meter pit areas
- April Asphalted 23 street cuts
- April Restored dirt and seed at various construction sites throughout the city
- April Replaced 12" check valve from well #1A at the Ledyard facility
- April Hauled excavation spoils to dumping area
- April Gray St. and Sycamore St. – H7V015 – Replaced/Repaired operating nut on 4" main line valve
- April NOBI completed changes to the security systems at both plant to make compatible with the Metronet
- April Utility Services inspected the exteriors of both water towers
- April 4 – Way Communications removed equipment from both water towers
- April Staff meeting on 4-20-15

**WATER DEPARTMENT IMPROVEMENT PROJECTS**

- 04-13-2015 Received bids for Division 1, 2 and 3 on the project

04-27-2015 Provided recommendation to the Board, awards to Thieneman Construction Division, Haskins Underground Division 2 and Michiana Contracting Division 3

**CITY OF PLYMOUTH WASTEWATER DEPARTMENT**  
**Board of Public Works and Safety**  
**April 2015 Monthly Report**

**PLANT OPERATIONS:**

1. Total flow in gallons 61,248,158
2. Average daily flow in gallons 2,041,605
3. Rainfall 2.71"
4. Monthly average in BOD removal 97.8%
5. Monthly average in TSS removal 95.4%
6. Monthly average in Ammonia removal 90.3%
7. General plant maintenance
8. Land applied 1,949,300 gallons - 205.59 dry/tons of bio-solids to local farm fields
9. Analysis performed on plant wastewater for phosphorous levels by Wilson Industrial
10. Work orders completed:
  - 287 – Wastewater Treatment Plant
    - Rebuilt irrigation system on plant odor control unit
  - 68 – Vehicle/Mobile Equipment
    - Replace transfer unit on Big A land application vehicle
  - 47 – Lift Stations
  - 0 – Collection System
    - 0 - Eliminated structures
    - 0 – Replaced structures
    - 0 – Replaced/adjusted castings
    - 0 – GIS data collection points
    - 0 – Point repair
    - 0 – New structure
    - 0 – Mainline sewer replacement
    - Installing irrigation system on trunk line odor control unit

**MEETINGS ATTENDED:**

- 04-07 Alliance of Indiana Rural Water seminars at Conservation Clubhouse in Plymouth – topic "Know Your Electrical System"
- 04-07 TRC – 1) CMD, development of 2 residential lots on Hogarth St.
- 04-13 Board of Public Works and Safety
- 04-21 TRC – 1) PIDCO replat Pioneer Dr. 2) CMD, development of 2 residential lots on Hogarth St.
- 04-21 Redevelopment Commission
- 04-22 City Department Safety Meeting
- 04-27 Board of Public Works and Safety

**COLLECTION SYSTEM:**

1. Cleaned 439 feet of sewer lines
  - 439 feet during service calls
  - 0 feet during preventive maintenance
2. Televised 0 feet of sewer lines
3. Mechanically removed roots from 0 feet of sewer lines
4. Removed approximately 0.00 tons of silt and debris during cleaning and inspections of sewers lines
5. Used approximately 19,400 gallons of potable water during sewer cleaning
6. Inspected and cleaned 335 storm inlets
7. Performed routine maintenance on 10 CSO's and 16 pumping station

Superintendent Davidson presented a financial update on the Ledyard Treatment Plant Improvement Project. He said that the City is expected to close on the bond issue around June 4, 2015.

Superintendent Davidson presented an update on the Beerenbrook / Jefferson Streets Storm Sewer Project which occurred last fall. The contractor, Haskins Underground, has requested release of the \$5,600.00 retainage. The items on the punch list have all been completed to satisfaction and Davidson recommended approval for the release of these funds.

Board Members Culp and Ecker moved and seconded to approve the release of the \$5,600.00 retainage. The motion carried.

Superintendent Davidson notified the Board that water main flushing will begin June 1<sup>st</sup> and last approximately 30 days. Notification will go out on all the water bills and he will notify the media regarding this upcoming project.

Mike Delp asked Building Commissioner Hammonds if there was anything that can be done regarding the safety of children in the area of a collapsed house at the corner of Walnut and Adams Streets. Delp suggested fencing if the repair work is going to take more than a couple of days.

Hammonds stated that he wasn't aware of any ordinances that required such action, but he will contact the owner regarding the concern.

Fire Chief Miller presented the following reports for April 2015:

**Plymouth Fire Department  
Departmental Activity Report**

Current Period: 04/01/2014 to 04/30/2014, Prior Period: 01/01/2015 to 04/30/2015  
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	175	549.97	659	4,101.55
	175	549.97	659	4,101.55
<b>Fire Alarm Situations</b>				
Accident, potential accident	0	0.00	2	0.00
Chemical release, reaction, or toxic	0	0.00	1	0.00
Combustible/flammable spills & leaks	1	0.00	3	0.00
Controlled burning	0	0.00	1	0.00
Dispatched and cancelled en route	7	0.00	45	0.00
Electrical wiring/equipment problem	0	0.00	1	0.00
Emergency medical service (EMS) Incident	135	0.00	505	0.00
False alarm and false call, Other	3	0.00	11	0.00
Fire in mobile property used as a fixed	0	0.00	1	0.00
Fire, Other	0	0.00	3	0.00
Good intent call, Other	2	0.00	5	0.00
Hazardous condition, Other	1	0.00	0	0.00
HazMat release investigation w/no HazMat	1	0.00	0	0.00
Medical assist	8	0.00	39	0.00
Mobile property (vehicle) fire	2	0.00	3	0.00
Natural vegetation fire	6	0.00	12	0.00
Outside rubbish fire	1	0.00	2	0.00
Overpressure rupture, chemical reaction	0	0.00	1	0.00
Person in distress	0	0.00	1	0.00
Public service assistance	0	0.00	1	0.00
Smoke, odor problem	0	0.00	1	0.00
Special outside fire	1	0.00	1	0.00
Steam, Other gas mistaken for smoke	1	0.00	2	0.00
Structure Fire	4	0.00	4	0.00
System or detector malfunction	0	0.00	3	0.00
Unauthorized burning	1	0.00	1	0.00
Unintentional system/detector operation	1	0.00	10	0.00
	175	0.00	659	0.00
<b>Training</b>				
AEMT Class	2	4.00	0	0.00

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Airway Management	0	0.00	9	9.00
Combat Ready Firefighting	0	0.00	7	59.50
CPR	2	4.00	33	64.00
Diabetics	0	0.00	1	0.00
Disaster MGMT	1	4.00	0	0.00
Emergency Medical Services	0	0.00	1	0.00
EMS Audit & Review	1	1.00	80	1,493.50
EMS Skills	0	0.00	2	0.00
Extrication	0	0.00	46	92.00
FF I-II	0	0.00	6	24.00
Fire Control, General	1	3.00	0	0.00
Fire Department Organization	0	0.00	5	5.00
Fire Investigation	0	0.00	1	4.00
Fire Preplan	1	1.00	71	121.50
Foam Applications	5	5.00	0	0.00
Gas Pipe line Safety	0	0.00	5	12.50
Hazardous Materials Overview	0	0.00	36	133.50
Hazmat Awareness and Operations	2	8.00	0	0.00
Heart Monitor, 12 lead, defib,	0	0.00	10	10.00
Hose Loads	0	0.00	19	38.00
Hose Test	61	98.50	23	46.00
Infants & Children	0	0.00	3	24.00
Instructor Training	0	0.00	4	16.00
Instructor's Meeting	0	0.00	11	5.50
Mega Code	4	6.00	0	0.00
Oxygen admin	0	0.00	9	9.00
Paramedic School	5	20.00	0	0.00
Patient Assessment	0	0.00	15	13.50
Physical Ability Test	0	0.00	15	30.00
Public Education	5	20.00	4	11.00
Pump Operations	0	0.00	3	3.00
Reading Smoke - the Sequal	0	0.00	2	18.00
Respiratory System	5	5.00	0	0.00
Safe Haven	0	0.00	7	7.00
SCBA	0	0.00	3	2.25
Staff Meeting	0	0.00	10	20.00

\* 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.

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
<b>Training</b>				
Strategic and Tactical Operations	0	0.00	20	98.00
Training Lecture	0	0.00	2	16.00
Truck Company Ops	0	0.00	5	45.00
Volunteer Fire Business Mtg.	27	54.00	109	181.50
Well-Being of EMT	0	0.00	13	19.50
	<u>122</u>	<u>233.50</u>	<u>590</u>	<u>2,631.75</u>

**Plymouth Fire Department**

**Incidents by District (Summary)**

**Alarm Date Between {04/01/2015} And {04/30/2015}**

District	Count	Pct of Incidents	Est Losses	Pct of Losses
006 Lapaz	1	0.61%	\$0	0.00%
007 Plymouth	90	55.21%	\$500	25.00%
011 Center Twp	28	17.17%	\$1,500	75.00%
019 West Twp	35	21.47%	\$0	0.00%
15 Culver Paramedic Assist	1	0.61%	\$0	0.00%
16 Lakeville/Lapaz Paramedic Assist	3	1.84%	\$0	0.00%
18 Walkerton Paramedic Assist	5	3.06%	\$0	0.00%
<b>Total Incident Count:</b>	<b>163</b>		<b>Total Est Losses:</b>	<b>\$2,000</b>

Police Chief Bacon presented the following report for April 2015:

**PLYMOUTH POLICE DEPARTMENT**  
**Activity Report Summary 2015**

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Information	619	469	695	710									2,493
Complaint	249	245	350	395									1,239
911 Calls	144	122	164	128									558
Residential Security Checks	230	263	272	225									990
Alarms	42	38	33	32									145
Vehicle Checks	34	32	31	35									132
Assist Other Agencies	37	20	23	16									96
Animal Complaints	20	14	21	26									81
K9 Use	21	26	21	19									87
Code Enforcement	19	51	4	7									81
Traffic Stops	179	193	387	353									1,112
Citations Issued	69	90	239	186									584
Accident Reports	47	37	37	37									158
Arrests	51	30	52	51									184
Case Reports	122	78	113	131									444
Arrests (Adult)	32	28	42	39									141
Arrests (Juvenile)	19	2	10	12									43

Board Member Ecker complimented the police and fire departments for their prompt response and professionalism while on a call regarding a family being mauled by dogs in their foster care.

Street Superintendent Marquardt gave an update on the barricades around the building at the corner of Water and Washington Streets. The gentleman that was hired to help assess the building told Marquardt about the plans to tuck point and replace some of the bricks on the front, which will not be as of a large project as originally anticipated. The barrels will be put up against the building to help protect people that are walking down the sidewalk.

Superintendent Marquardt wanted to remind citizens of the City that the Street Department no longer picks up whole trees that have been cut down. The Street Department used to provide this service, but that policy has now changed.

Member Ecker asked Marquardt to contact Elkhart Western Railroad regarding the rough crossings at Harrison Street and at Jefferson Street for repairs.

Bill Walters asked Marquardt if contractors are allowed to block streets when removing trees from properties. Mayor Senter and Superintendent Marquardt both stated that those contractors should be presenting that information to the Board of Public Works and Safety to have prior approval before beginning work that will block traffic on the streets.

Mr. Walters also stated that the railroad crossing on Liberty Street is in need of repair as well.

City Engineer Gaul presented an invoice for the Greenway Trail Phase II in the amount of \$22,624.91. Gaul asked that the invoice be approved which would then be confirmed by the Park Department.

Board Members Culp and Smith moved and seconded to approve the invoice. The motion carried.

Engineer Gaul presented information for the preliminary plans for the Baker Street Safe Routes to School project. He asked that the Board review the information which would be discussed in June.

City Attorney Surrisi presented the Uniform Conflict of Interest Disclosure Statement and IC 36-1-21-5(b)(2), (3) Certified Statement Regarding Councilmember's Relative's Contract with the City of Plymouth, Indiana.

Board Members Ecker and Smith moved and seconded to accept the Uniform Conflict of Interest Disclosure Statement and IC 36-1-21-5(b)(2), (3) Certified Statement Regarding Councilmember's Relative's Contract with the City of Plymouth, Indiana. The motion carried.

Connie Holzwart addressed the members on the following request:

5/5/15 - Plymouth Chamber of Commerce is requesting to close Michigan Street between Garro and LaPorte Streets on June 6<sup>th</sup> from 8:00 a.m. until 4:00 p.m. for the Summer Saturday Event 'Art in the Street'. S/ Connie Holzwart, Executive Director, 120 N. Michigan St., Plymouth 936-2323

Board Members Smith and Culp moved and seconded to accept the request.

Mayor Senter asked if this was the same weekend as the Yellow River Festival.

Ms. Holzwart said yes and said she saw it as an opportunity to provide another activity for attendees of the Farmer's Market and Yellow River Festival that day.

The motion carried.

Clerk-Treasurer presented the following request:

The Marshall County Historical Society is requesting four parking spots to be reserved for Saturday, May 16 from 9:00 a.m. to 4:00 p.m. The Lincoln Highway Association is holding their spring meeting at the museum and a few of the members will be driving their vintage cars. S/ Linda Rippy, Executive Director, Marshall County Historical Society

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

Board Members Smith and Ecker moved and seconded to allow the salaried payroll for April 16-30, 2015, and the claims for May 11, 2015 as entered in Claim Register #2015. The motion carried.

There being no further business to discuss, Members Culp and Ecker moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:37 p.m.

S/Jeanine M. Xaver  
Clerk-Treasurer

APPROVED:

S/Mark Senter  
Mayor

The following request was presented to the proper committee to act:

5/11/2015 – 1105 Pennsylvania Ave. Large dead tree by driveway in front of house. City parcel indicates that tree sits in easement area of city right away. Property stakes are located 2 feet north of sidewalk. S/ Eric Keilman, 574-930-6376