

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on May 9, 2016, at 6:00 p.m. in the Council Chambers of the City Building, 124 N. Michigan St., Plymouth, IN.

Mayor Pro Tempore Ecker presided for Board Members Delp, Fonseca and Houin. City Engineer Gaul, City Attorney Surrisi and Clerk-Treasurer Xaver were also present. Mayor Senter and Board Member Grobe were absent.

Board Members Houin and Fonseca moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on April 25, 2016, and executive session of the Board of Public Works and Safety on April 25, 2016, as presented since they have been reviewed and found to be correct. The motion carried.

City Attorney Surrisi made a last call for bids for the 2016 Street and Sidewalk Projects. The following sealed bids were opened and read aloud:

- Rieth Riley, South Bend, IN \$531,065.00
- Phend & Brown, Inc., Milford, IN \$375,279.74
- Walsh & Kelly, Inc., South Bend, IN \$349,681.00
- E & B Paving, Inc., Rochester, IN \$453,828.82
- Niblock Excavating, Columbia City, IN \$399,871.00

Board Members Delp and Houin moved and seconded to take all bids under advisement. The motion carried.

Mark Sullivan of Midwestern Engineers addressed the Board regarding the process for negotiating the Guaranteed Savings Project for the Wastewater Treatment Plant Project with Kokosing Construction. He noted that negotiations have gone well and a price has been successfully determined that falls within the proposed budget. Midwestern Engineering will begin working with City Attorney Surrisi on drafting a contract. This contract and a recommendation will be presented to the Board within a month or so. The contract cannot be signed until the bonds are closed and financing is in place, which could take another 30 days or more.

Utility Superintendent Davidson presented the monthly utility reports for the Water and Wastewater Departments:

**CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety
APRIL 2016 Monthly Report**

PLANT OPERATIONS

Water Treated March – Ledyard Water Treatment Plant	15,148,199 gallons
Water Treated March – Pine Water Treatment Plant	<u>28,534,026 gallons</u>
Water Treated - Total	43,682,225 gallons

Water Treated – Daily Average – Ledyard Water Treatment Plant	504,940 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>951,134 gallons</u>
Water Treated – Daily Average - Combined	1,456,074 gallons

- Backwashed filters at Ledyard Water Treatment Plant 4 times for a total of 176,800 gallons
- Backwashed filters at Pine Water Treatment Plant 17 times for a total of 1,071,000 gallons
- Total backwash usage for the month was 1,148,000 gallons

MAINTENANCE WORK ORDERS COMPLETED

- 31 – Ledyard Water Treatment Plant Maintenance

- Recorded bearing temperature readings on Ledyard high service pumps and motors
 - Flushed all sample taps and inspected filters
 - Inspected wells and detention tanks
 - Completed generator test and inspection
 - Cleaned influent and effluent chlorine injectors and flushed supply lines
 - Inspected north and west towers
 - Completed generator test and inspected
 - Replaced bathroom toilet and sink fixtures
 - Removed raw water pit lid and filled in
 - Replaced pre-chlorine pipe and valve at detention tank outlet
 - Installed conduit, wiring and outlet in storage barn
- 30 – Pine Water Treatment Plant Maintenance
 - Cleaned and inspected chlorine analyzer, replaced filter and inspected
 - Cleaned and repaired air release system on wells 4D, 5E, and 6F
 - Cleaned influent and effluent chlorine injectors and flushed supply lines
 - Recorded bearing temperature readings on high service pumps and motors
 - Flushed 4” main line to plant weekly
 - Completed generator test and inspected
 - 19 – Mobile Equipment
 - Inspected vehicles W-1 through W-14

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required
- 60 Distribution system chlorine residual samples, IDEM required
- 10 Fluoride samples, ISDH required
- 335 Process control samples and analysis at the Ledyard Water Treatment Plant samples include Ferrous Iron, Total Iron, Manganese, and Chlorine
- 389 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 1st quarter
- 0 HAA5's – Sample for 1st quarter
- 0 VOC's sets
- 0 SOC's / Nitrates (1) Set for each plant for 1st quarter
- 0 Radionuclide (1) ea. Ledyard Plant and Pine Plant
- 0 IOC & Sodium
- 12 Extra samples - distribution, plant and wells

SERVICE

Locates	206
Total Number of Work Orders	180
Service Disconnects	7
Service Disconnects for non-pay	23
Service Reconnects for non-pay	18
Blue Tags “Service Notice” left on door	5
Pink Tags “Insufficient Funds Notice” left on door	4
New Radio Read / Meter Installations	0
Accuracy checks	60
After Hours Call Outs	6
Meters repaired	0

CONSTRUCTION ACTIVITIES

- (3) Curb Stops Repaired / Replaced / Installed**
 - 04-06-2016 11116 W. Lake St. – Installed new 3/4” curb stop with box and rod
 - 04-18-2016 1919 Westgate – Installed new 3/4” curb stop
 - 04-20-2016 114-116 E. Adams St. – Replaced 3/4” curb stop, box and rod
- (0) Old Curb Stops Located / Capped Off at Valve**
- (2) New Taps Installed**
 - 04-18-2016 340 Juniper Lane. – Installed new 1” tap with new service line, curb stop and meter pit
 - 04-11-2016 Installed meter vault and approximately 300’ of 2” main with 3 shut-offs and one (1) blow off for the Ledyard project
- (0) New Mains Completed**
- (1) Valves / Valve Boxes / Repaired or Replaced / Valve Boxes Repaired or Replaced**
 - 04-1-2016 7th St. and W. Lake St. Replaced valve H7V002 – Packing leak
- (1) Hydrants Repaired / Replaced / Installed / Serviced / Painted**

04-19-2016 Baker St. and Randolph St. – Removed Hyd. #190 for new Safe Walks to School Project, will relocate hydrant in a future project

(0) Valves Exercised

(0) Main Breaks and Leaks Repaired

(5) Service Lines / New / Repaired

04-04-2016 711 Broadway St – Installed new ¾” curb stop w meter pit (new line)
04-05-2016 2110 N. Michigan St – Installed new 1” curb stop with meter pit
04-26-2016 714 E LaPorte St – Leak - installed new ¾” service line with new curb stop, box and rod
04-11-2016 Installed meter vault and approximately 300’ of 2” main with 3 shut-offs and one (1) blow off for the Ledyard project

MISCELLANEOUS

- April – Street Department has installed new sidewalks at the Ledyard Plant
- April – Two employees attended workshop in Merrillville, IN on mandated Why-Fi Water reporting requirement
- April – One man attended class on electric motors in Merrillville, IN
- April – Midwestern Engineers on site to confirm the layout of new 12” water main to be installed at Goshen Rd. and Randolph St.
- April - Adam Hudson started 4-22-16 as serviceman/laborer

WATER DEPARTMENT IMPROVEMENT PROJECTS

- April Division 1 – Ledyard Water Treatment Plant Improvements
 1. 4-11-16 Progress Meeting
 2. New electrical for high service pumps competed
 3. All face piping and airline piping is complete
 4. Back wash pit has been completed
 5. Filter media has been installed and completed, filter face piping has been completed
 6. Blasting and recoating east detention tank completed
 7. Construction of breakroom, dressing room and offices is complete
 8. Masons have completed block work
 9. Preparing for concrete slab around detention tanks
 10. New doors installed in administration building
- April Division 2 – 12” Water main W. LaPorte St. to Oakhill Ave.
 1. Punch list items were completed. Will inspect at the request of the contractor.
 2. \$5,600 remains to complete the remaining punch list items.

**CITY OF PLYMOUTH WASTEWATER DEPARTMENT
Board of Public Works and Safety
April 2016 Monthly Report**

PLANT OPERATIONS:

1. Total flow in gallons 81,404,880
2. Average daily flow in gallons 2,713,496
3. Rainfall 4.28”
4. Monthly average in BOD removal 98.3%
5. Monthly average in TSS removal 96.1%
6. Monthly average in Ammonia removal 99.2%
7. General plant maintenance
8. Land applied 1,909,400 gallons / 178.46 dry tons of bio-solids to local farm fields
9. Work orders completed:
 - 284 – Wastewater Treatment Plant
 - Removed aquatrol panel from secondary control building
 - 48 – Vehicle/Mobile Equipment
 - Replace transfer case on Big-A land application vehicle
 - 39 – Lift Stations
 - Replace control floats in wet well
 - 1 - Collection System
 - 0 - Eliminated structures
 - a.
 - 0 – Replaced structures
 - a.
 - 0 – Replaced/adjusted castings
 - a.
 - 0 – GIS data collection points
 - a.
 - 0 – Point repair

- a.
 - 0 – New structure
- a.
 - 1 – Mainline sewer replacement
 - a. Completed restoration on Lake Ave.
- 0 – Miscellaneous
 - a.

MEETINGS ATTENDED:

04-05 Kokosing Construction and Midwestern Engineers – develop scope of WWTP improvements
04-11 Board of Public Works and Safety
04-13 Five employees attended Northern Indiana Operators Association meeting at Koontz Lake
04-19 TRC / 805 N. Center St. – fence / New Song Church – SW corner of Baker St. and Richter Rd. / Plat review – Carl Stockberger
04-19 Redevelopment Commission Meeting
04-22 Mayor's Roundtable
04-25 Larry Fisher, County Surveyor and Kevin Overmyer on the Eastside Drainage Study
04-25 Board of Public Works and Safety
04-27 City Safety Meeting
04-28 Street project pre-bid

COLLECTION SYSTEM:

1. Cleaned 250 feet of sewer lines
 - 0 feet during service calls
 - 250 feet during preventive maintenance
2. Televised 0 feet of sewer lines
3. Mechanically removed roots from 1,059 feet of sewer lines
4. Removed approximately 0 tons of silt and debris during cleaning and inspections of sewers lines
5. Used approximately 1,716 gallons of potable water during sewer cleaning
6. Performed routine maintenance on 10 CSO's and 16 pumping station

Superintendent Davidson also requested the Board's permission to begin soliciting quotes for the installation of the concrete floor for the proposed bio filter at the Wastewater Treatment Facility.

Board Members Delp and Fonseca moved and seconded to allow Superintendent Davidson to begin soliciting quotes for this project. The motion carried.

Davidson also provided an update on the improvement project for the Ledyard Water Treatment Plant. The west side construction has been completed and the east side is anticipated to start on Tuesday, May 17, 2016. He also notified the Board that the contractor for Division II Water Main Extension Project has addressed all of the punch-list items and he anticipated a final claim to be submitted soon for the release of the retainage.

Building Commissioner Hammonds notified the Board that a local business has an electric sign that is not up to code and an unsafe building order has been issued. There was discussion regarding whether the City should fix the problem or whether the electric to the sign should be shut off until the owner fixes the violation. Additional information will be brought before the Board at the next meeting.

Board Member Delp asked Building Commissioner Hammonds to look into the brick falling off a building on Pidco Drive just east of Oak Road. He will look at it and get back with the Board.

Fire Chief Miller presented the following monthly reports:

**Plymouth Fire Department
Departmental Activity Report**

Current Period: 04/01/2016 to 04/30/2016, Prior Period: 01/01/2016 to 04/30/2016

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	189	440.23	685	3,169.66
	<u>189</u>	<u>440.23</u>	<u>685</u>	<u>3,169.66</u>
Fire Alarm Situations				
Chemical release, reaction, or toxic	0	0.00	3	0.00
Combustible/flammable spills & leaks	0	0.00	2	0.00
Controlled burning	1	0.00	1	0.00
Dispatched and cancelled en route	13	0.00	48	0.00
Electrical wiring/equipment problem	0	0.00	3	0.00
Emergency medical service (EMS) Incident	140	0.00	514	0.00
False alarm and false call, Other	3	0.00	11	0.00
Fire, Other	1	0.00	1	0.00
Good intent call, Other	1	0.00	3	0.00
Hazardous condition, Other	0	0.00	1	0.00
Medical assist	14	0.00	46	0.00
Mobile property (vehicle) fire	1	0.00	4	0.00
Natural vegetation fire	5	0.00	11	0.00
Outside rubbish fire	2	0.00	2	0.00
Overpressure rupture from air or gas (no	1	0.00	1	0.00
Public service assistance	0	0.00	3	0.00
Service call, Other	0	0.00	2	0.00
Smoke, odor problem	0	0.00	1	0.00
Steam, Other gas mistaken for smoke	2	0.00	2	0.00
Structure Fire	2	0.00	11	0.00
System or detector malfunction	1	0.00	3	0.00
Unintentional system/detector operation	2	0.00	10	0.00
Wrong location, no emergency found	0	0.00	2	0.00
	<u>189</u>	<u>0.00</u>	<u>685</u>	<u>0.00</u>
Training				
12 lead Acquisition/transmission	0	0.00	4	2.00
Advanced Cardiac Life Support	0	0.00	5	40.00
Alternative Fuel	0	0.00	2	20.00
Apparatus / Equipment	0	0.00	15	45.00
Cardiac Assessment	0	0.00	6	12.00

* 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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00:00 to 24:00

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Fire Alarm Responses, EMS Alarm Responses, Training Classes

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Training				
Chest and Abdominal Injuries	0	0.00	2	8.00
CHF vs. COPD	0	0.00	1	1.00
CPR	0	0.00	32	69.25
Crude by Rail	1	3.00	1	3.00
Diabetics	0	0.00	2	8.00
Drug Addiction	0	0.00	1	1.00
EMS Audit & Review	0	0.00	19	18.75
EMS Skills	0	0.00	14	26.00
EMT-B	0	0.00	24	90.00
ENvironmental Emergencies	2	8.00	2	8.00
Extrication	26	65.00	26	65.00
FF I-II	6	12.00	12	24.00
Fire Behavior	0	0.00	21	165.50
Fire Investigation	0	0.00	3	6.00
Fire Preplan	0	0.00	2	1.50
Gas Pipe line Safety	0	0.00	11	33.00
Geriatric Emergencies	0	0.00	2	8.00
Glucometer Training/Skills Blood	0	0.00	4	2.00
Hose Lays	0	0.00	6	6.00
Infants & Children	0	0.00	1	1.00
Instructor Training	0	0.00	4	20.00
IV Therapy	0	0.00	2	1.00
Knowing Your Smoke	8	64.00	8	64.00
Leadership	0	0.00	1	8.00
Marshall County Fire Association Mtg.	0	0.00	3	4.50
Obstetrics	0	0.00	2	8.00
P H T L S	0	0.00	17	129.50
Patient Assessment	0	0.00	6	17.00
Pediatric Emergencies	0	0.00	2	8.00
Pension Board Meeting	10	1.70	20	3.40
PEPP & PALS Hybrid Coarse	0	0.00	5	747.50
Physical Ability Test	0	0.00	10	30.00
Preplan	0	0.00	30	60.00
Public Education	2	6.00	2	6.00
Pump Operations	3	6.00	9	18.00
Risk Managment	0	0.00	1	9.00

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00:00 to 24:00
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Fire Alarm Responses, EMS Alarm Responses, Training Classes

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Training				
SEARCH & RESCUE	0	0.00	38	104.50
Trauma	4	16.00	4	16.00
Trauma Symposium	0	0.00	1	8.75
Volunteer Fire Business Mtg.	27	40.50	112	144.76
Water Supply	0	0.00	1	4.00
	<u>89</u>	<u>222.20</u>	<u>496</u>	<u>2,075.91</u>

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

Alarm Date Between {04/01/2016} And {04/30/2016}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
002 Bourbon	1	0.52 %	\$0	0.00 %
004 Culver	1	0.52 %	\$0	0.00 %
006 Lapaz	1	0.52 %	\$0	0.00 %
007 Plymouth	118	62.43 %	\$16,000	100.00 %
008 Polk	1	0.52 %	\$0	0.00 %
011 Center Twp	29	15.34 %	\$0	0.00 %
019 West Twp	26	13.75 %	\$0	0.00 %
12 Argos Paramedic Assist	2	1.05 %	\$0	0.00 %
14 Starke Co. Paramedic Assist	1	0.52 %	\$0	0.00 %
15 Culver Paramedic Assist	4	2.11 %	\$0	0.00 %
16 Lakeville/Lapaz Paramedic Assist	2	1.05 %	\$0	0.00 %
18 Walkerton Paramedic Assist	3	1.58 %	\$0	0.00 %
Total Incident Count:	189		Total Est Losses:	\$16,000

Chief Miller asked for the Board's permission to proceed with conditional offers of employment to Walt Hanselman and Zack Strbjak for the two open firefighter positions.

Board Members Houin and Fonseca moved and seconded to proceed with the conditional offers of employment to Walt Hanselman and Zack Strbjak. The motion carried.

Police Chief Bacon presented the Activity Summary Report for April 2016:

**Plymouth Police Department
Activity Report for Summary 2016**

Type	Jan	Feb	Mar	Apr	YTD
Information	451	470	568	559	2,048
Complaint	446	460	427	508	1,841
911 Calls	76	108	130	141	455
Residential Security Checks	139	102	128	91	460
Alarms	67	77	70	71	285
Vehicle Checks	34	22	28	29	113
Assist Other Agencies	10	9	22	18	59
Animal Complaints	18	16	27	21	82
Code Enforcement	40	23	28	58	149
Traffic Stops	281	294	383	322	1,280

Citations Issued	174	196	209	184	763
Accident Reports	39	42	37	38	156
Arrests	106	99	136	141	482
Case Reports	46	38	55	80	219
Signed Charges (Adult)	38	29	35	72	174
Signed Charges (Juvenile)	8	9	20	8	45

Street Superintendent Marquardt requested the Board’s permission to fill an open position at the Street Department using the recent pool of applications.

Board Members Delp and Houin moved and seconded to allow Superintendent Marquardt to fill the open position as requested. The motion carried.

City Engineer Gaul provided an update on the Greenway Trail Phase II project. INDOT funding for the Right of Way is still pending. Gaul and several other City representatives met with SEH, Inc. regarding the preliminary engineering portion of the project. An agreement with INDOT has been compiled seeking the State’s approval to pay their portion of the project. Gaul asked for the Board’s permission to allow Mayor Pro Tempore Ecker to sign the agreement.

Board Members Houin and Fonseca moved and seconded to approve the agreement. The motion carried.

City Engineer Gaul discussed the Hoham Drive INDOT Funding Application for updates to Hoham Drive from Michigan Street to Western Avenue. Board Member Delp asked if this application included an updated traffic signal. Gaul verified that it does.

Gaul also discussed the Congressional Earmark Repurposing for Hoham Drive. An application for a \$500,000 federal grant was submitted but there has been a setback due to the application stating the project was an extension rather than improvements. Adjustments to that application have been made and the submission is moving forward.

Gaul provided an update on the potential traffic signal at Michigan Street and Oakhill Avenue. A warrant analysis, preliminary engineering and design and surveying will need to be completed. This could cost up to \$26,000.00. Funding for the project still needs to be determined, but the hope is to have the project be part of the 2017 budget.

Finally, Gaul provided an update on the Jefferson Street Sidewalks. He discussed the 50/50 INDOT funding, where the State will cover 50% and the City must match that with the remaining 50%. Gaul noted that a potential new wheel tax could help cover the cost should that tax be passed. The Rainy Day Fund could potentially be another option for funding.

City Attorney Surrisi presented Resolution No. 2016-690, Resolution of the Plymouth Board of Public Works and Safety Accepting the Transfer of Tax Certificates from the Marshall County Commissioners. Surrisi noted that this resolution began back in 2014 but was put on hold by the County until recently. The transfer includes five properties along the river, one on Gilmore Street and four on South Plum Street.

Board Members Delp and Houin moved and seconded to pass Resolution No. 2016-690, Resolution of the Plymouth Board of Public Works and Safety Accepting the Transfer of Tax Certificates from the Marshall County Commissioners. It passed by roll call vote.

AYES: Delp, Fonseca, Houin
NAYS: None
ABSENT: Senter, Grobe

Clerk-Treasurer Xaver requested the Board's authorization to pay a title late fee for the Kubota purchased by the Board of Aviation Commissioners in the fall of 2015. A Certificate of Origin was received by the Clerk-Treasurer's office which prompted an investigation into whether the vehicle needed to be titled or not. It is not required to be titled but is recommended by the dealer. Due to the title not being obtained within thirty days, a late fee of \$21.50 will be incurred in addition to the \$15.00 for the title.

Board Members Houin and Fonseca moved and seconded to allow Clerk-Treasurer Xaver to pay the fee for the title. The motion carried.

Clerk-Treasurer Xaver presented the following request:

We request that Center Street between Madison and Monroe be blocked off for our Olympic Day/Race for Education. We will not block the exit to the County parking lot. The time frame is 7:30 a.m. to 3:00 p.m. on Wednesday, May 25th. Rain date is May 26th. S/ Molly Kuykendall, Secretary, 612 N. Center St, Plymouth, IN 574-936-4329

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

Tony Gamble was present to discuss the following request:

Closure of River Street on east side of River Park Square on June 24th and June 25th for the Summer Sippin' Craft Brew Fest (and E. LaPorte – section by River Park Square). S/ Tony Gamble, 335 Crimson Ln, Plymouth, IN 574-952-2492

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

Clerk-Treasurer Xaver presented the following requests:

To close West Garro Street from Michigan Street to the alley, Thursday, July 14, 2016, through Saturday, July 16, 2016, for the Rotary Club Pancake Days. S/ Laurie Sutter, Chair, 409 E. Jefferson St, Plymouth, IN 574-936-3405

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

Mandy Metsker of 829 N. Michigan Street addressed the Board. She voiced her concern over newly placed 'No Parking' signs on Harrison Street and requested that the signs be removed. Board Member Delp apologized for not including Ms. Metsker and her neighbor when the discussion was initially brought up, but he feels it is important to have these 'No Parking' areas due to the high volume of traffic on Harrison Street from Michigan Street. Since the signs have been put in place, she has received a parking ticket and signed a denial of violation form which was filed with the City Attorney Surrisi.

Board Members Houin and Fonseca moved and seconded to waive the fine for the parking violation for Ms. Metsker. The motion carried.

Board Member Houin noted that school buses and semis have difficulty maneuvering the area due to the parking, so he is not sure there is an alternative solution. There was discussion about restricting the times that cars are allowed to park there. Enforcement of this restriction would be challenging and "No Parking" areas are easier to track and enforce. Delp suggested moving the "No Parking" sign on the south side of Harrison to the east, which would allow for one parking space

in that area. He noted that parking should be on the street and not in the grassy area. He suggested this as an alternative until a permanent solution can be discussed regarding the ongoing traffic issue.

Board Member Delp and Houin moved and seconded to move the "No Parking" sign on the south side of Harrison Street to the east to allow for one parking space, noting that spot is not reserved for any residence. The motion carried.

Joyce Maxwell-Downs addressed the Board regarding the fluoridation of the City's water supply. She stated that the surrounding towns of Bourbon, Lakeville, North Liberty, Walkerton and Argos have all discontinued the fluoridation of their water supply due to cost and health hazards.

Rod Fry of 203 Klinger Street also addressed the Board. As a disabled veteran, cancer survivor and 20-year resident of the community, he questioned whether the practice of fluoridation is safe and if it is something that is necessary to add to our water supply.

Gary Cook of 418 Crimson Lane addressed the Board. He expressed that he is in favor of continuing fluoridation of the water supply for the well-being of the children in this community.

Wilson Gerrard of 209 Baker Street also expressed that he is in favor of continuing fluoridation of the City's water supply for those that cannot afford this treatment at a dentist's office.

Board Members Delp and Houin moved and seconded to allow the payroll for May 13, 2016, and the claims for May 9, 2016, as entered in Claim Register #2016. The motion carried.

There being no further business to discuss, Members Houin and Fonseca moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 7:11 p.m.

S/Jeanine M. Xaver
Clerk-Treasurer

APPROVED:

S/Mark Senter
Mayor

The following requests have been submitted to the proper committee to act:

New Pothole Repair Request: In the alley behind 1212 N. Michigan near the KFC side. It has been an issue since NIPSCO dug it up a few years ago but someone had a concrete mixing truck go down the alley and reopened the mini craters. S/ Ian Anderson, 1211 N. Michigan St, Plymouth, IN 574-952-0084

Tree Request Form: 2 trees at the street in front of house are very high and need to be topped down shorter than they are because of high winds and branches falling. S/ Douglas Miller, 1532 Kenwood Ave, Plymouth, IN 574-767-1242