

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, SEPTEMBER 24, 2018

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on September 24, 2018, 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, Houin, Milner and Walters. City Attorney Surrisi and Clerk-Treasurer Xaver were also present.

Board Members Culp and Walters moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on September 10, 2018. The motion carried.

Utility Superintendent Davidson presented the following monthly reports:

**CITY OF PLYMOUTH WASTEWATER DEPARTMENT**  
**Board of Public Works and Safety**  
**August 2018 Monthly Report**

**PLANT OPERATIONS:**

- |   |            |
|---|------------|
| 1. Total flow in gallons  | 55,778,470 |
| 2. Average daily flow in gallons  | 1,799,305  |
| 3. Rainfall   | 5.93"      |
| 4. Monthly average in BOD removal   | 99.3%      |
| 5. Monthly average in TSS removal   | 95.2%      |
| 6. Monthly average in Ammonia removal   | 98.9%      |
| 7. General plant maintenance  |            |
| 8. Work orders completed:   |            |
| ➤ <u>275 – Wastewater Treatment Plant</u>   |            |
| ➤ Completed the installation of the new odor control unit   |            |
| ➤ Assisted Kokosing Industrial in replacing 3 upper 16" return sludge valves.   |            |
| ➤ Cleaned pump drain lines in secondary control building basement.  |            |
| ➤ Received and assembled new gantry crane for the removal of the centrifuge drum.                                     |            |
| ➤ Installed new LED lights in the thickener building.   |            |
| ➤ Completed protective cover for the influent radar/flowmeter.  |            |
| ➤ Rebuilt fire hydrant at disinfection unit.  |            |
| ➤ Completed work on secondary control wet well gate valve that had seized.  |            |
| ➤ Replaced all hydraulic hoses and tightened connections on the wiper system on the ultra violet disinfection system. |            |
| ➤ Started the installation of the new flow meters on the gravity belt thickener.                                      |            |
| ➤ Installed sprinkler system on east final clarifier.   |            |
| ➤ Installed French drain on east side of east final clarifier.  |            |
| ➤ <u>81 – Vehicle/Mobile Equipment</u>  |            |
| ➤ Repaired air leak on T-20 (Semi-tractor).   |            |
| ➤ Changed fuel filter on E-30 after running out of fuel.  |            |
| ➤ <u>56 – Lift Stations</u>   |            |
| ➤ Replaced roll pin in #2 check valve in the Plymouth-Goshen Rd. lift station.  |            |
| ➤ All 16-lift station wet wells were cleaned.   |            |

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, SEPTEMBER 24, 2018

- Discharge hoses for the sump pump were changed on Plymouth-Goshen Rd. lift station.
- Repaired work light on the Candy Ln. lift station.
- Completed start-up of new pump at 30/17 lift station. Pump at Plymouth-Goshen Rd. lift station did not fit and was returned.
- Removed debris from Candy Ln. lift station check valves.
- Assisted Marshall County Jail maintenance staff in the replacement of the sewer grinder unit.
  
- 13 - Collection System
  - 0 - Eliminated structures
    - a.
  - 7 – Replaced structures
    - a. Madison St. & Broadway St. (I6C314).
    - b. S. 7<sup>th</sup> St. & W. LaPorte St. (H7C114).
    - c. 4<sup>th</sup> St. at alley between W. LaPorte St. & W. Lake Ave. (I7C107).
    - d. (2) Nursery St. & Pearl St. (J7C302 & J7C303)
    - e. 1009 W. Jackson St. (I6C005)
    - f. Beerenbrook St. & W. Jackson St. (I6C002)
  - 0– Repaired structure
    - a.
  - 0 – Replaced/adjusted castings
    - a.
  - 0 – GIS data collection points
    - a.
  - 2 – Point repair
    - a. N. 5<sup>th</sup> St. & W. Jefferson St. – repaired washout at inlet (I6C221).
    - b. W. Jefferson St. & N. 5<sup>th</sup> St. – removed data cable (PEG Broadwidth) from 18” VCP sanitary sewer.
  - 2– New structure
    - a. 1 new manhole on Polk St. going into Gibson Ins. driveway.
    - b. CSO-010 City Dump – installed monitoring manhole.
  - 0 – Mainline sewer new construction / replacement.
    - a.
  - 2 – Miscellaneous
    - a. Installed approach at 511 W. Adams St. for drainage control.
    - b. 1136 Warana Dr. – cleaned and lined with limestone existing detention pond.

**COLLECTION SYSTEM:**

1. Cleaned 26,590 feet of sewer lines.
  - 402 feet during service calls.
  - 26,188 feet during preventive maintenance.
2. Televised 898 feet of sewer lines.
3. Mechanically removed roots from 0 feet of sewer lines.
4. Removed approximately 13.30 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 48,200 gallons of potable water during sewer cleaning.
6. Performed routine maintenance on 10 CSO’s and 16 pumping station.

**MISCELLANEOUS**

- Completed Local Limits Evaluation to IDEM and EPA.

**CITY OF PLYMOUTH WATER DEPARTMENT**  
**Board of Public Works and Safety**  
**August 2018 Monthly Report**

**PLANT OPERATIONS**

Water Treated – Ledyard Water Treatment Plant	21,731,985 gallons
Water Treated – Pine Water Treatment Plant	<u>21,079,752 gallons</u>
Water Treated - Total	42,811,737 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	701,032 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>679,992 gallons</u>
Water Treated – Daily Average – Combined	1,381,024 gallons

- Backwashed filters at Ledyard Water Treatment Plant 9 times for a total of 756,000 gallons.
- Backwashed filters at Pine Water Treatment Plant 14 times for a total of 1,548,000 gallons.
- Total backwash usage for the month was 2,340,000 gallons.

**MAINTENANCE WORK ORDERS COMPLETED**

- 10 – Ledyard Water Treatment Plant Maintenance
  - Cleaned chlorine injectors.
  - Inspect and flush telemetry for north and west water towers.
  - Completed repairs to chemical rooms exhaust fans.
  - Installing bird shields to west detention tank.
- 6 – Pine Water Treatment Plant Maintenance
  - Cleaned chlorine injectors.
  - Cleaned filter for analyzer.
  - Completed repairs to front gate.
  - Completed repairs to chlorine injectors.
  - Well drawdowns 8/28 and 8/29.
- 18 – Mobile Equipment
  - Complete repairs to W-9.
  - Completed repairs to W-5.
  - Completed repairs to W-23.
  - Completed repairs to W-3.
  - Completed repairs to W-28.
  - Completed repairs to W-8.
  - Completed repairs to W-4.
  - Completed repairs to W-17.

**WATER SAMPLING**

- 10 Distribution system bacteria samples, IDEM required.
- 62 Distribution system chlorine residual samples, IDEM required.
- 8 Fluoride samples, ISDH required.
- 347 Process control samples and analysis at the Ledyard Water Treatment Plant 1 samples include Ferrous Iron, Total Iron, Manganese, and Chlorine.

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, SEPTEMBER 24, 2018

- 354 Process control samples and analysis at the Pine Water Treatment Plant samples. Includes Ferrous Iron, Total Iron, Manganese and Chlorine.
- 4 THM's –Sample for 4th quarter.
- 4 HAA5's – Sample for 4th quarter.
- 0 VOC's sets.
- 0 Radionuclide (1) ea. Ledyard Plant and Pine Plant.
- 2 IOC & Sodium.
- 0 Lead & Copper Samples
- 0 Extra Sampling.

**SERVICE**

Locates	192
Total Number of Work Orders	272
Service Disconnects	16
Service Disconnects for non-pay	54
Service Reconnects for non-pay	59
Blue Tags "Service Notice" left on door	2
Pink Tags "Insufficient Funds Notice" left on door	4
New Radio Read / Meter Installations	2
Accuracy Checks	131
After Hours Call Outs	1
Meters Repaired	0

**CONSTRUCTION ACTIVITIES**

- (4) **Curb Stops Repaired / Replaced / Installed**
  - 08-01-2018 1027 N. Walnut St. – Replaced ¾" curb stop.
  - 08-03-2018 131 Franklin St – Replaced ¾" curb stop.
  - 08-16-2018 804 W. Lake Ave. – Replaced ¾" curb stop.
  - 08-28-2018 Jefferson School Parking lot – Replaced a 2" valve for Blueberry Festival.
- (3) **Old Curb Stops Located / Capped Off at Valve**
  - 08-22-2018 300 Block of N. Kingston Rd. – Retired 863 Lincoln Way East service line.
  - 08-22-2018 Ledyard St. & Angel St. – Retired a 1½" corporation stop.
  - 08-28-2018 Charles St. & Angel St. – Retired a 1" corporation stop.
- (3) **New Taps Installed**
  - 08-02-2018 2425 Hillcrest Ave. – Installed new 1" tap with meter pit.
  - 08-02-2018 2455 Hillcrest Ave. – Installed new 1" tap and meter pit.
  - 08-23-2018 863 Lincolnway East – Installed new 1" tap and meter pit.
- (1) **New Mains Completed**
  - 08-21-2018 – 08-28-2018 – 2560 W. Lake Ave. (Autumn Trace) 450' of 8" D.I., 270' of 6" D.I. and 80' of 4" D.I. with 1 hydrant.
- (9) **Valves / Valve Boxes / Repaired / Replaced / Installed**
  - 08-03-2018 1907 Westgate Ave. – Kerf cut street box in driveway.
  - 08-06-2018 900 Oakhill Ave. – Repaired 4 curb boxes.
  - 08-08-2018 N. Oak Dr. & W. Harrison St. – Replaced valve operating nut extension on valve H6V034.
  - 08-09-2018 801 Maple Ave.- Repaired broken valve (I7V017).
  - 08-10-2018 604 Columbus Dr. – Replaced broken curb box.
  - 08-13-2018 S. Plum St. at Hyd-495 – Adjusted auxiliary valve box for new side walk by the Street Department.
- (1) **Hydrants Repaired / Replaced / Installed / Serviced / Painted**

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, SEPTEMBER 24, 2018

- 08-29-2018 W. Lake Ave. & Kenwood Ave. – Repaired Hyd-072- (hit by Car).
- (0) **Valve Exercised**
- (2) **Main Breaks and Leaks Repaired**
- 08-01-2018 715 W. Jefferson St. – Leak on customers side of curb stop.
- 08-16-2018 1918 Hillcrest Ave.- Replaced 1” tapping saddle.
- (3) **Service Lines / New / Repaired**
- 08-08-2018 Klinger St. – Replaced service box, added a meter pit (house being demolished and new one being built).
- 08-09-2018 1660 N. Michigan St. – South side of Becknell Dr. by Nixon Field. Pot holed 2” service.
- 08-23-2018 863 Lincolnway East – New service. (Bored 1” line, moved new service to property line).

**MISCELLANEOUS**

- Demonstration of automatic flush hydrants by Kupferle.
- Project staff meeting 8/2/18.
- Set up water services for the Blueberry Festival.

Street Superintendent Marquardt discussed the following sidewalk request:

9/17/2018 - Sidewalk is so bad. Is (hardly) any remaining. Tree needs to be removed. Corner of 601 W Washington and 2<sup>nd</sup> Streets. S/ John W. Popi, 601 W Washington St, Plymouth, IN 574-780-4957

Marquardt said that this location is down on the list identified by MACOG, however after surveying the area, there is little sidewalk left in this location. He recommended that this section of sidewalk be added to this list for restoration in 2019.

Marquardt also discussed the following sidewalk request:

Sidewalk is a trip hazard – pieces are sticking up and is raised in areas in front of my home. A lot of people walk that area and I’m afraid someone will trip and fall and get hurt. S/ Jodi Snedeker, 706 N Walnut St, Plymouth, IN 574-780-9029

Marquardt said this section of sidewalk is getting close to the top of the list for restoration. He recommended that this section also be added to the 2019 sidewalk repair list.

City Attorney Surrisi presented Resolution No. 2018-816, Resolution for Halloween 2018.

Board Members Houin and Milner moved and seconded to approve Resolution No. 2018-816, Resolution for Halloween 2018, which sets the residential trick or treating time from 5-7:00 pm on Wednesday, October 31<sup>st</sup>.

Clerk-Treasurer Xaver presented the following request David Barkmeier:

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, SEPTEMBER 24, 2018

September 24, 2018

I recently contracted for a garage door and apron to be constructed on the south side of my garage at 219 Lewis ST. This would allow me to exit onto the alley that separates the properties of 219 Lewis ST and 321 South Walnut. Exhibit 1 is a copy of my permit for that construction. I asked Mr. Hammonds twice if there was any reason that would prevent me from using that door. He replied that I had every legal right to drive on that alley and that I was NOT impinging on any rights of my neighbors.

Before I engaged in the above described activity, I had an accident backing out onto Lewis ST. I had backed out onto the street and my neighbor directly across from me backed into me. Also, over the past two years, there has been a tremendous increase in the number of children riding bicycles up and down Lewis street including the three children who live at 321 South Walnut. I thought that having a drive through garage was a much safer alternative.

I was informed by the wife of my cement contractor that I could drive on the new cement on August 22th. However, my neighbors have deliberately prevented me from exiting that garage door. I have NOT yet driven out of that door. Exhibits 2+3 show how they have blocked me in. These actions are a violation of city ordinances 71.09 and 96.001.

Exhibit 4 shows a copy of my deed to 219 Lewis St. Exhibit 5 shows a copy of the deed to 321 South Walnut Street.

Exhibits 6+7 show that the residents at 321 South Walnut have repeatedly violated the parking laws of the City of Plymouth. Exhibit 7 shows that they deliberately parked a car with disability plates onto that alley, I assume, thinking that disability plates exempted them from all parking laws. I believe that NO one in that house qualifies as disabled since ALL of the plates that have appeared on their cars since have regular plates and they got rid of the car with disability plates approximately 1 week after being told by letter and the police that they could NOT park that vehicle in the alley. Also, my records indicate that I called the police at least 7 times for parking violations.

Exhibit 8 is a copy of my Boundary Survey. It shows that my southern property line corresponds to the north cut for that alley. It also shows that I own 127.25 feet fronting South Walnut. I have measured that 127.25 feet three times and have always arrived at approximately the same spot. Exhibit 9 shows the last measurement. The outside of my right foot shows where I believe my boundary is.

Exhibit 10 shows copies of 4 maps of the land in question – from 1905, 1924, 1940 and the Beacon map. Each shows a 12-foot alley. My Boundary Survey also shows a 12-foot alley. The 1905 and 1924 maps show that the structure on lot number 49 was a horse stables that was on the property line. The 1940 map shows that the stables were converted into a house and given the number 321. I checked the City Directory for 1939 which shows NO house at that location. Also, 1940 was when 32 feet was taken from lots 48 and 49. Sometime in, I believe, the 1980s, the house was illegally remodeled and expanded into the alley by at least 3 if not 5 feet.

On the afternoon that I took the picture for exhibit 9, I then measured the alley (12 feet) and turned around and took a photo. Exhibit 11 shows that the southern alley cut is in line with where it should be. I then turned around and took another picture which has previously been presented (Exhibit 12).

On September 17, I took the final picture (exhibit 12). I started at where I had measured the southern boundary of the alley and walked towards the house at 321 S. Walnut. I was very careful to walk on the northern side of that boundary since someone living at that address had called the police on me for being on public property on the 15<sup>th</sup>. I believe that this picture shows that the boundary for the alley runs somewhere through that window.

Thank you for your consideration of my request.

Mr. Barkmeier was present to discuss his request regarding his residence at 219 Lewis Street. He discussed the history of the disagreements with the neighbors at 321 S Walnut Street. He

reviewed the reason why he built his garage with an entrance out to the alleyway and said he had discussed the legality several times with Building Commissioner Hammonds before constructing his garage. Barkmeier explained that his neighbors are blocking that alley and parking their cars illegally on public property. He said there have been repeated attempts notifying the current resident at this property that they are not allowed to park in an alleyway.

Barkmeier requested that the board order that the alley be opened so that he can drive on the south side of his garage.

Houin said he sees two problems – one, that the residents are consistently parking in the alley and two, that the house is likely encroaching on the city's right-of-way. Houin asked if Barkmeier's only problem was the parking in the alley and he has no complaints regarding the location of the house. Barkmeier said yes, his only complaint is that he cannot drive through that alleyway.

Bradley Harris, 321 S Walnut Street, was present to discuss his side of the disagreement. He said he has been utilizing space he thought was his property based on maps from the Marshall County GIS. He was also told by the city that a tree close to the alley was his responsibility to maintain. Following the determination that the tree was his responsibility, he began parking in line with that tree, assuming that this was his property line. Harris also noted that he does not own the property, but is in the process of purchasing it on land contract. He is working on getting the funds to pay for a survey of the property lines at 321 S Walnut Street so he knows exactly where his property ends. The cost for that survey is \$700. Harris said that he does not think Mr. Barkmeier can make a 90-degree turn into the alley from his garage without driving on his property.

Culp asked Harris if he understood that he is parking in an alley. Harris said at first, he had no idea it was an alley until he noticed several manholes. Surrisi noted that his initial letter to Mr. Harris notified him that this was an alley, even though there is quite a bit of grass in the area and could be confused as a driveway. Surrisi discussed the tree that was removed. He said he thinks Mr.

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, SEPTEMBER 24, 2018

Harris moved his car over from the alleyway closer to the tree line because he thought this was his property.

Surrisi said Mr. Barkmeier has been in contact over the last several years with him and the police department. Surrisi explained that without knowing where property lines are located, it has been challenging to enforce any restrictions on parking in this area.

Houin said he believes the proper way to move forward would be a land survey including the location of structures. It was noted that Mr. Barkmeier had a survey done in 1994. Surrisi said that has been quite some time ago and a new survey would be beneficial. Houin said that survey from 1994 did not include any structures. He suggested that the current property owner be contacted and see if they will share in the cost of the land survey with the city.

Walters said he looked at the property this afternoon. He said he can clearly see that there is an alley in this location, however the property lines are not clear on either side of the alley.

Houin and Culp moved and seconded to have City Attorney Surrisi investigate the cost of a land survey, contact the property owner to ask to share in the cost of the survey, and report back to the Board with these findings to determine if they will move forward with the survey.

Mr. Barkmeier asked if the board is going to set a deadline. Surrisi said he will be able to report back to the board at their next meeting once he contacts the current property owner. He also noted that Mr. Barkmeier has more information and evidence than Mr. Harris as to where the property line might be, but he does not feel comfortable having the city get involved in enforcing the boundaries and ticketing cars for encroaching in a public right-of-way at this point. He recommended that the city not take any enforcement action at this time and leave it to the civil legal process if they have an unresolved dispute.

The motion carried.

Clerk-Treasurer Xaver presented the following request:

The Plymouth Chamber of Commerce is requesting to close N. Michigan Street between Adams and LaPorte Streets on Saturday, October 27<sup>th</sup>, for Downtown



REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, SEPTEMBER 24, 2018

Trick or Treat form 12:45 p.m. – 3:15 p.m. S/ Connie Holzgart, Director, 120 N Michigan St, Plymouth 574-936-2323

Board Members Walters and Milner moved and seconded to approve the request. The motion carried.

Clerk-Treasurer Xaver presented the following request:

Requesting a waiver or reduction in the deposit amount at 10924 Lincoln Hwy. David's Courage is a not for profit drug and alcohol sober living rehabilitation facility. Thank you for your consideration. S/ Gregory Erickson, President, 10924 Lincoln Hwy, Plymouth 574-248-1098.

Mr. Erickson was present to discuss the request and answer questions. Houin asked how much the deposit is for this property. Utility Superintendent Davidson said this property is a sewer-only account. He told the board that this deposit would help cover any unpaid utility bills as there is no way to shut services off at this property. Davidson noted that this property is outside the city limits and said that the lift station at the facility and the main coming from the facility into the city connection has a manhole that belongs to the property owner, not the city. Davidson explained that this type of situation creates a problem for the city if there is ever an unpaid bill and bankruptcies are filed because the city basically ends up covering those charges if a lien cannot be filed.

Walters asked if the city has waived deposits for not-for-profit organizations in the past. Xaver said she does not recall the city waiving any deposits.

Randy Longanecker said he has been called to work on this lift station multiple times for groundwater issues. He suggested the property owner consider an inspection of the lift station. Davidson noted that flooding due to rain water has been an issue and he would suggest the problem be resolved as soon as possible.

Milner asked if the customer would receive a refund of any money remaining after the deposit is applied to their final bill. Xaver said yes, the deposit is applied to the final bill and then the customer would be refunded any money that is leftover.

Xaver clarified that the required deposit would be \$830.00. Davidson noted that the deposit is calculated based on the previous tenant's usage and it is unknown at this time what the

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, SEPTEMBER 24, 2018

consumption will be for this new business will actually be. He said the city has a meter on their well to calculate the water usage. From that reading, the city bills sewer charges only.

Mayor Senter asked Erickson to explain what David's Courage will be doing at the facility. He explained what they are trying to accomplish and how they would like to help the community. He said they are hoping to begin operations in December 2018 or early in 2019.

Board Members Houin and Culp moved and seconded to reduce the deposit for David's Courage to \$500.00.

Superintendent Davidson said he would like to see the clear water corrected because their sewer bill is based on their water meter flow. The clear water is going into the city's sewer and being treated and the wastewater treatment plant so they may actually be discharging more than what the water meter is reading.

It passed by roll call vote.

AYES: Culp, Houin, Milner, Walters

NAYS: Senter

Clerk-Treasurer Xaver presented the following request:

**The Plymouth Band Booster's request that they are allowed to put up "No Parking" signs on September 29, 2018 for their Harvest Festival of Band's competition. The time request for the no parking signs on September 29, 2018 is 6:00 am to midnight on the same day.**

**We request that the signs be placed from the corner of Randolph & Baker going east on Baker to the entrance of the PHS main parking lot on Baker. We request that the signs be placed on the south side of the road. Please see map. We will be using the Marshall County Blueberry's no parking signs if approved.**

**The reason for the request is for the safety of the children and adults. It is to keep a buffer from the road to the PHS parking lot. The main PHS parking lot is used for band bus parking and semi-trucks. We also seek a moratorium of agreement with the city to be able to place these signs every year for the Harvest Festival of Bands. With the understanding that we notify the mayor's office and the chief of police two weeks in advance of the competition.**

S/ Shannon King, 611 Randolph Dr, Plymouth 574-341-2972

Shannon King was present to discuss his request. He said the purpose is for safety of the students and those attending the band competition.

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, SEPTEMBER 24, 2018

Walters asked if there would be any traffic restrictions. King said no, it would just be to prevent people from parking along the side of the road. Police Chief Bacon said he has no problems with this request.

Board Members Culp and Walters moved and seconded to approve the request.

King asked if their can be a memorandum or agreement with the city that this does not have be request every year. Houin said he would prefer that the request be made every year so it is not forgotten in the future.

The motion carried.

Board Members Walters and Houin moved and seconded to allow the payroll for September 28, 2018, and the claims for September 24, 2018, as entered in Claim Register #2018.

The motion carried.

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

- August 2018 Wastewater Department Report
- August 2018 Water Department Report

The motion carried.

There being no further business to discuss, the meeting was declared adjourned by Mayor Senter at 6:54 p.m.

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Jeanine M. Xaver, IAMC, CMC  
Clerk-Treasurer

APPROVED:

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Mark Senter, Mayor

The following request was forwarded to the proper committee to act upon:

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, SEPTEMBER 24, 2018

09/13/2018 – Tree on north terrace has large chunks of bark missing and a lot of ants leaving piles of sawdust at the base of the tree. 901 S Michigan Street, north side of the house. S/ Linda Yoder, 901 S Michigan St, Plymouth 574-354-0315

09/18/2018 – Tree – it is over half dead. Tree is the one in front of our house. S/ Roy Swihart, homeowner, 1110 Lake Ave, Plymouth 574-936-7222