

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on August 26, 2019. The meeting was held in the Council Chambers, 124 N. Michigan St., Plymouth, Indiana. Mayor Pro Tempore Don Ecker called the meeting to order at 6:00 p.m.

Ecker presided for Board Members Culp, Houin, Milner and Walters. City Attorney Surrisi and Clerk-Treasurer Xaver were also present. Mayor Senter was absent.

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 August 12, 2019. The motion carried.

The Redevelopment Commission was scheduled to open Letters of Interest for Engineering Services for the Proposed Pioneer Drive Project at their meeting last Tuesday, but did not have a quorum. The Letters of Interest are required to be opened at a public meeting. City Attorney Sean Surrisi made a last call for letters.

The City received sealed letters of interest from:

- The Troyer Group, 550 Union St., Mishawaka, IN 46544
- Jones Petrie Rafinski, 325 S Lafayette Blvd, South Bend, IN 46601
- Territorial Engineering, LLC, 7908 N SR 23, Walkerton, IN 46574
- A&Z Engineering, 429 E Dupont Road, Fort Wayne, IN 46825
- Lochmueller Group, 6200 Vogel Rd, Evansville, IN 47715
- Abonmarche Consultants, Inc, South Bend, IN 46601

Utility Superintendent Davidson presented the following monthly reports:

CITY OF PLYMOUTH WASTEWATER DEPARTMENT
Board of Public Works and Safety
July 2019 Monthly Report

PLANT OPERATIONS:

1. Total flow in gallons	55,595,960
2. Average daily flow in gallons	1,793,418
3. Rainfall	1.77"
4. Monthly average in BOD removal	98.1%
5. Monthly average in TSS removal	94.7%
6. Monthly average in Ammonia removal	99.1%
7. General plant maintenance	
8. Work orders completed:	
➤ <u>374 – Wastewater Treatment Plant</u>	
➤ Completed additional repairs to the ultra violet disinfection system.	

- Completed updates to the facility's Lock out / Tag out program.
- Rebuilt the methane waste flare condensation trap.
- Repacked intermediate pump #1.
- Replaced macerator in front of primary pump #1.
- Completed repairs to primary pump #1.
- Serviced all ventilation fans in the facility.

- 45 – Vehicle/Mobile Equipment
 - Completed repairs the forklift.

- 43 – Lift Stations
 - Completed all lift station renovations at the Candy Ln. lift station.
 - Completed the installation of the new controller at the S. Oak lift station.
 - Installed new underground wiring for power feed from REMC to Showland lift station.

- 11 - Collection System
 - 0 - Eliminated structures
 - a.
 - 0 – Replaced structures
 - a.
 - 3 – Replaced / adjusted castings
 - a. Replaced casting at structure (J8M010) S. Michigan St. & Nursery St.
 - b. Replaced casting at structure (K7M113) Ferndale St. & East St. St.
 - c. Replaced casting at structure (K7M117) Ferndale St. & Earl St.
 - 0 – GIS data collection points
 - a.
 - 5– New structure
 - a. Installed 4 new inlets in the 700 & 800 blocks of Ledyard St.
 - b. Installed 1 new manhole in the 700 block of Ledyard St.
 - 1 – Mainline sewer new construction / replacement.
 - a. Installed approximately 400' of 12" and 8" storm sewer in the 700 & 800 blocks of Ledyard St.
 - 2 – Miscellaneous
 - a. Installed new back water preventer on storm sewer at 916 W. Washington St.
 - b. Remove concrete around casting (K7M002) Ferndale St. & West St.

COLLECTION SYSTEM:

1. Cleaned 23,990 feet of sewer lines.
 - 683 feet during service calls.
 - 23,307 feet during preventive maintenance.
2. Televised 0 feet of sewer lines.
3. Mechanically removed roots from 0 feet of sewer lines.
4. Removed approximately 12.00 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 57,112 gallons of potable water during sewer cleaning.
6. Performed routine maintenance on 10 CSO's and 16 pumping station.

MISCELLANEOUS

- Cleaned and inspected pressure relief valve on force main from Pioneer Dr. & US 30 lift station.

**CITY OF PLYMOUTH WATER DEPARTMENT
Board of Public Works and Safety
July 2019 Monthly Report**

PLANT OPERATIONS

Water Treated – Ledyard Water Treatment Plant	32,594,097 gallons
Water Treated – Pine Water Treatment Plant	<u>16,909,925 gallons</u>
Water Treated - Total	49,504,022 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	1,121,309 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>545,481 gallons</u>
Water Treated – Daily Average – Combined	1,666,790 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 1,344,000 gallons.
- Total backwash usage for the month was 2,000,000 gallons.

MAINTENANCE WORK ORDERS COMPLETED

- 8 – Ledyard Water Treatment Plant Maintenance
 - Repaired garage door #1.
 - Repaired de-humidifier #2.
 - Infrared inspection completed on all major electrical components 7-17.
 - Completed repairs to all detected hot spots located during the infrared inspection.
- 5 – Pine Water Treatment Plant Maintenance
 - Flushed water lines and chlorine analyzer.
 - Infrared inspection completed on all major electrical components 7-17.
 - Completed repairs to all detected hot spots located during the infrared inspection.
 - Repaired VFD on high service pumps.
 - Repaired fluoride pumps.
 - Completed mowing operations including retention ponds.
- 23 – Mobile Equipment
 - Completed repairs to W-2, W-4, W-5, W-6, W-7, W-9, W-23, W-30 and T-17.

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required.
- 61 Distribution system chlorine residual samples, IDEM required.
- 8 Fluoride samples, ISDH required.
- 328 Process control samples and analysis at the Ledyard Water Treatment Plant 1 samples include Ferrous Iron, Total Iron, Manganese, and Chlorine.
- 335 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.

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, AUGUST 26, 2019

- 0 HAA5's – Sample for 4th quarter.
- 0 VOC's sets.
- 2 Radionuclide (1) ea. Ledyard Plant and Pine Plant.
- 2 IOC & Sodium.
- 0 Lead & Copper Samples
- 0 Extra Sampling.

SERVICE

Locates	197
Total Number of Work Orders	295
Service Disconnects	22
Service Disconnects for non-pay	35
Service Reconnects for non-pay	52
Blue Tags "Service Notice" left on door	10
Pink Tags "Insufficient Funds Notice" left on door	4
New Radio Read / Meter Installations	0
Accuracy Checks	164
After Hours Call Outs	2
Meters Repaired	0

CONSTRUCTION ACTIVITIES

- (0) **Curb Stops Repaired / Replaced / Installed**
- (1) **Old Curb Stops Located / Capped Off at Valves**
07-09-2019 N. Liberty St. & E. Jefferson St.- Retired C.I. 8" Main (shut off & capped).
- (0) **New Taps Installed**
- (2) **New Mains Completed**
07-25-2019 700-800 Block of Angel St.- Bored approximately 450' of 2" polyethylene line, replaced old galvanized ¾" line.
07-31-2019 W. Jackson St & N. Fourth St.- Bored approximately 400' of 2" polyethylene, replaced old 1 ½" line.
- (4) **Valves / Valve Boxes / Repaired / Replaced / Installed**
07-10-2019 1116 W. Lake Ave.- Repaired service box.
07-18-2019 309 N. Walnut St.- Replaced service box.
07-30-2019 916 W. Washington St. – Replaced service box.
07-31-2019 W. Madison & N. Plum St -. Repaired valve box J6V072.
- (1) **Hydrants Repaired / Replaced / Installed / Serviced / Painted**
07-25-2019 1310 Pilgrim Ln. (TSC) - Private Hydrant (HYD-P978) replaced by contractor (City crews assisted contractor).
- (0) **Valve Exercised**
- (4) **Main Breaks and Leaks Repaired**
07-18-2019 303 Pierce St.- Repaired leak before pit and changed out pit.
07-22-2019 316 Lynn St.- Repaired leak on service line.
07-22-2019 615 E. Jefferson St.- Leak on meter setter. (Changed out pit & installed new curb stops).
07-23-2019 512 Pennsylvania Ave.- Repaired leak on service line.
- (12) **Service Lines / New / Repaired**
07-01-2019 607 N. Liberty St.- New 1" copper service from main to new 1" curbstop.
07-02-2019 605 N. Liberty St.- New 1" copper service from main to new 1" curbstop.

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, AUGUST 26, 2019

- 07-02-2019 604 N. Liberty St.- New 1" copper service from main to new 1" curbstop.
- 07-03-2019 603 N. Liberty St.- New 1" copper service from main to new 1" curbstop.
- 07-03-2019 602 N. Liberty St.- New 1" copper service from main to new 1" curbstop.
- 07-08-2019 601 N. Liberty St.- New 1" copper service from main to new 1" curbstop
- 07-08-2019 600 N. Liberty St.- New 1" copper service from main to new 1" curbstop
- 07-08-2019 609 E. Jefferson St.-New 1" copper service from main to new 1" curbstop.
- 07-09-2019 501 E. Jefferson St.-New 1" copper service from main to new 1" curbstop.
- 07-09-2019 505 E. Jefferson St.-New 1" copper service from main to new 1" curbstop.
- 07-09-2019 N. Liberty& E. Jefferson St-Retired the temporary tie in off the old main to new main.
- 07-17-2019 723 W. Adams St.-Customer replaced service line from main to house.

MISCELLANEOUS

- AT&T continuing upgrading antennas on the north tower.
- Derrick Collins completed his Commercial Driver's License requirements and is classified as a Class-A driver.
- Fire flow test for old Bay Valley Building on Western Ave. and for Culver Tool on Walter Glaub Dr.
- Received waiver from IDEM on sampling frequency for disinfection by-products.

Ecker asked Building Commissioner Keith Hammonds if he has received any correspondence from the owner of 400 East Jefferson Street (Clark Station) regarding the affirmation of the demolition that was approved at the last board meeting. Hammonds said he has not had any communications regarding this demolition, although he, City Attorney Surrisi, Utility Superintendent Donnie Davidson and City Engineer Rick Gaul all met at the location to discuss the scope of the demolition. Surrisi will have the scope drawn up so proposals for demolition can be received at the second board meeting in September.

Culp asked for a status update on 881 Broadway Street. Surrisi said he has been in touch with the attorney for the local owner and was notified that the local owner has sent a proposal to purchase the building to the owner in Florida. Surrisi has not had any communications from the Florida owner. The two property owners were given until September 9, 2019 to come to an agreement, otherwise the city will begin seeking demolition quotes.

Police Chief Dave Bacon was present to discuss the funding for 2020 Central Dispatch through Marshall County. Councilman Houin said he reviewed the city's contract with the

county regarding these services, which was originally approved in 2016 for services beginning in 2017. He said there have been no amendments to the original contract. Any review of the contract was to include the city and any amendment would have to be approved by the city. Houin said his interpretation is that the fee of \$127,987.00 in the original contract is still in effect for 2020, should have been in effect in 2017, 2018, and 2019, and will continue in the future until the board approves an amendment. In 2018, the city paid \$132,000 which is \$4,013.00 over the contracted amount. In 2019, the city paid \$158,111.00 which is \$30,124.00 over the contract amount. Houin said his stance is that the city should pay \$93,850.00 for services in 2020, which is \$127,987.00 (contracted amount) less the over payment for the last two years totaling \$34,137.00. Houin noted that there is an advisory board but he does not feel they have authority to make changes to the contract and he would like to see the sheriff come before the board if he wants to make any changes.

City Attorney Surrisi said the city does have representation on the advisory board and this city board would have approved the payment of the invoice and claims in 2018 and 2019 with the increased rates, which he feels is the city's agreement to pay those increased rates. However, he does think this warrants further investigation into how to proceed in the future.

Houin disagreed with Surrisi's opinion that by approving the submitted claim the Board of Works agreed to a newly negotiated contract.

Walters asked why the percentage calculated and paid by the city is different from the other entities in the county that are part of the dispatch services. He said he understands that the city will pay a higher rate because the call volume is larger for the city, but he does not understand the calculated percentages for each entity. Chief Bacon said he does not have an answer and is unsure how the county formulated these figures. Bacon noted that if broken

down into a per call rate, the City of Plymouth is being charged two to three times more than the other entities for the same service.

There was additional discussion regarding the county's contributions to the dispatch services. At this point, that information is unknown because it is not disclosed on any of the information from the county. The police chief and fire chief representatives on the committee are unknown and Mayor Senter is the only representative from the city on the committee at this time.

Board Members Houin and Milner moved and seconded to have City Attorney Surrisi draft a letter to the sheriff stating that the city's stance is that the fee to be paid for dispatch services is as agreed upon in the original contract and if the sheriff wants to amend that, he needs to come before the board and discuss it. The motion carried.

Street Superintendent Jim Marquardt opened the discussion on the request from Winona Building Products LLC to limit parking on North Street. Letters were sent to the neighbors informing them of the discussion to take place this evening. Dennis and Mary Hooker, who live at the corner of Walnut and North Street, stopped by the Street Department and told Marquardt that they were in favor of the request for no parking along North Street.

Marquardt said that he feels having no parking for more than a block or even a half block would be too much. He thinks that truck routes along Western Avenue should be followed. Culp asked if there is a truck route posted on Hoham Drive. Marquardt said no, there are no signs posted at this time. Culp also asked about weight restrictions on Veteran's Parkway. Marquardt said he is not aware of any weight limits in this area on Veteran's Parkway and the roundabout.

Walters stated that he is in favor of no parking along both sides of North Street for at least the first half-block off of Michigan Street to give trucks more room to turn.

Tyson Edwards, owner of 1101 N Michigan Street, said his renters have been ticketed for parking in their driveway in front of the garage because the vehicle ends up partially over the sidewalk. He would be in favor of alternatives such as parking on one side of the street, restricted hours, or leniency regarding parking on the sidewalk.

Ashley Garcia, owner at 1017 N Michigan Street, spoke against the request, citing traffic congestion and concern for the safety of the densely populated residential area, including many children that live, play, and travel through this area to get to the surrounding schools. She addressed additional safety concerns including a school bus stop at North and Plum where there are no stop signs, lack of sidewalk on the south side of North Street, and no crosswalks in the area and said that additional commercial traffic will only intensify these concerns. Garcia thinks, at the very least, a traffic study should be done to better understand the impact of such a significant change. She feels that companies in the industrial park can train their truck drivers to use the appropriate, already established, commercial routes that were designed for this type of traffic to be utilized rather than a residential area.

Fran D'Ottavio, 1023 N Michigan Street, also spoke against the request. She was also concerned for the safety of the children in the area. She has seen accidents and congestion in this area due to semi-truck traffic. D'Ottavio was also concerned with the possibility of a decline in property value for her home.

Irma Tapia, whose mother lives across the street from the old Del Monte building, spoke against the request. She was there representing her family and friends in the area that do not speak English and were not comfortable attending the meeting. They are also concerned about the safety of the children in the area and have concerns about alternative places to park.

Bob Sturtevant, 11337 Shadylane Drive, spoke against the request. He feels that even with the proposed no parking, it would still be a dangerous turn for commercial trucks. This

would also promote additional truck traffic in this already congested area, which does not make sense from a safety perspective.

Board Member Houin thanked those in attendance and those who spoke, which was the purpose of sending the letters and inviting open discussion. Houin noted that a traffic study was suggested, but he feels it is unnecessary as it is already clear that the preferred route is Hoham to Western. He thinks the city can take measures such as designating a truck route and adding signage to direct truck traffic to the appropriate route. Due to the response from the neighborhood, Houin is not in favor of the request.

Houin and Culp moved and seconded to deny the request.

Walters said he did not realize there were so many children living in the area. He does realize that this is probably a more convenient route for truck drivers, but safety is more important than convenience and he no longer supports the proposed restricted parking. Culp echoed Walters' comments and asked if a truck route can be established. Marquardt said he is unsure how to establish the route and where signage would be placed, but it is something they can look into. It was determined that the Street Superintendent Marquardt will work with the representative from Winona Building Products to help direct them and their truck drivers to Hoham and Western Avenues.

The motion to deny the request carried.

Street Superintendent Marquardt discussed the following sidewalk request:

Our side of the street, all between Jefferson and Harrison St is a well-traveled sidewalk year-round. However, it is very uneven and is often a source of people tripping. Tree roots and time have left them uneven and a danger not only to our own family and our young kids who are often outside biking and scootering, but to those who walk our sidewalk. We actually would love the sidewalk in the following sketch to be replaced and our neighbors agree as they would also love to have sidewalks that are easy to walk on. The highlighted sidewalk on Harrison St is so bad we cannot ever walk there, or allow our kids to bike around the block. Thank you for your help!
S/ Lindsey Gamble, 808 N Center St, Plymouth, 574-540-3928.

Marquardt said he looked at the sidewalk. He noted that there are areas of sidewalk in the city that are in worse condition and if we did something in this area it would be a fill-in. Houin did check the area out and said he does not think Center Street sidewalks are in terrible condition, however the sidewalks along Harrison Street are in need of attention. Marquardt will follow up with Ms. Gamble regarding her request.

Marquardt also discussed the following sidewalk request:

Would like the city to install sidewalk next year from Lemler St to approx. 200' south of Jackson Heights St. This is about 1.5 blocks long. I see more and more kids using the east shoulder of Michigan to get to Family Express for snacks. Safety issue. Thank you! S/ Mike Delp, 1707 S Michigan St, Plymouth, 574-930-4552

Marquardt said this would be adding sidewalk that is currently not there. He noted that there are some elevation issues in between Jackson Heights Rd and Lemler, but it is something that can be discussed. Delp was present to discuss the request. He said there are some areas between Webster School and the Family Express gas station that do not have sidewalks and he feels it needs to be there for safety reasons. He drives past this area multiple times per day and frequently sees kids walking on the shoulder of Michigan Street.

It was decided that this is something the board would consider. Houin asked Marquardt to report on an estimated cost at a later date.

Lastly, Marquardt discussed issues with the sidewalks and trees located in front of 1065, 1087, and 1101 Wilson Street. He said the growth of maple and pear trees that were planted during the development of the subdivision is now negatively affecting the sidewalks in the area. The city arborist and Urban Forest and Flower Committee agree that they should never have been planted in such a small terrace. Marquardt has determined that the only way to correct the issue on the west side of Wilson Street would be to pull all the trees and fix the sidewalks in front of those houses. The cost is estimated at \$2,000.00. Marquardt said these three homes are the oldest in that development, so the city should anticipate the same issues

happening in the rest of the development in the future if action is not taken soon. He noted that there are areas where the sidewalk can be shaved down to help alleviate trip hazards, but ultimately the rest of the neighborhood will feel the same affects if those trees are not pulled.

Marquardt said this could be something that is started in a few months. The trees and stumps can be removed in winter and sidewalks fixed in the spring. Houin asked if he needed the board's approval for this project. Marquardt said traditionally sidewalk projects have gone through approval from this board. Culp asked if they should send letters to the residents in the area so they know that this is the pipeline. Marquardt said he can knock on doors to let people know. He also suggested possibly putting something in the paper or on the radio so people know why the city will be pulling 18 trees from this area. Councilman Longanecker also mentioned that this area is in need of ramps and crosswalks.

By consensus, it was decided to move forward and begin talking with homeowners in the area.

City Engineer Gaul presented a request from Comcast for work in the city's right-of-way, UT-19-028, for 2935 VanVactor Drive (Indiana Wheel Co). He said the agreement includes a \$5,000 financial guarantee and also a 90-day conditional approval.

Board Members Culp and Walters moved and seconded to approve UT-19-028 work in the right-of-way, subject to the terms, notes, and conditions outlined in the correspondence provided by City Engineer Gaul and the placement of the financial guarantee. The motion carried.

Gaul also presented UT-19-029, also a request for work in the city's right-of-way from Comcast, for 2915 Commerce Dr (Harrington Noodles). Gaul said this includes a \$5,000 financial guarantee and the same 90-day conditional approval.

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, AUGUST 26, 2019

Board Members Houin and Walters moved and seconded to approve UT-19-029 work in the right-of-way, subject to the terms, notes, and conditions outlined in the correspondence provided by City Engineer Gaul and the placement of the financial guarantee. The motion carried.

Gaul noted that UT-19-026 was tabled at the last board meeting.

Board Members Milner and Walters moved and seconded to remove UT-19-026 from the table. The motion carried.

Gaul said this will be work done at 725 Maple Avenue. There were previously two or three different designs and the city was unsure what Comcast wanted to do. The plans were finalized, which are outlined in the correspondence. The agreement includes a \$5,000 financial guarantee.

Board Members Culp and Walters moved and seconded to approve UT-19-026 work in the right-of-way, subject to the terms, notes, and conditions outlined in the correspondence provided by City Engineer Gaul and the placement of the financial guarantee. The motion carried.

Gaul discussed the 2019 Street and Sidewalk Fall Projects. He said the city will receive bids on September 9th. There is a pre-bid meeting on August 29th at 9:00 am at the Wastewater Treatment Plant. The projects include:

- Williams Street from Michigan to Liberty
- Third Street from Lake to Jefferson
- Washington Street from Third to Plum
- Several areas within the Park Department

Lastly, Gaul said that the Redevelopment Commission is requesting the appointment of three volunteers, Mike Miley, Nancy Felde, and Billy Ellinger, as the Proposed Volunteer Scorers for the Pioneer Drive Reconstruction Community Crossings Matching Grant Project.

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, AUGUST 26, 2019

Board Members Houin and Walters moved and seconded to approve the volunteer scorers from the Redevelopment Commission. The motion carried.

City Attorney Surrisi presented Resolution No. 2019-867, Resolution of the Plymouth Board of Public Works and Safety Establishing the Date and Time for Halloween 2019. Surrisi said the date and time will be 5:00-7:00 pm on October 31st.

Board Members Milner and Walters moved and seconded to approve Resolution No. 2019-867, Resolution of the Plymouth Board of Public Works and Safety Establishing the Date and Time for Halloween 2019. The motion carried.

City Attorney Surrisi presented Executive Order 2019-04, Regarding 1210 N Walnut Street. He said this request was to place a dumpster on the street, which came in between meetings.

Board Members Walters and Milner moved and seconded to approve Executive Order 2019-04, Regarding 1210 N Walnut Street. The motion carried.

Clerk-Treasurer Xaver presented the following request:

We would like to put up barricades at both ends of Warana Ct. We will be having a block party on Saturday, September 9, 2019. These barricades should not interfere with the flow of traffic since Warana Drive goes around Warana Ct and connects to Jefferson and Lincolnway. S/ Nickey Shively, 1134 Warana Ct, Plymouth, 574-936-2717

Ms. Shively was present to discuss the request and answer questions. She said the time would be from 1:00 pm until 5:00 pm.

Board Members Culp and Walters moved and seconded to approve the request as presented. The motion carried.

Clerk-Treasurer Xaver presented the following request:

The Plymouth Chamber of Commerce requests permission to close streets for the Annual Trick or Treat Event in Downtown Plymouth. Streets to be closed are N. Michigan between Washington and LaPorte, and W. LaPorte between N. Michigan

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, AUGUST 26, 2019

and N. Center. The request is for October 26, 2019 from 12:45 p.m. – 3:15 p.m. S/ Connie Holzwart, Event Director, 120 N Michigan St, Plymouth, 574-936-2323

Ms. Holzwart was present to discuss the request and answer questions. She said the plan this year is to move off the sidewalk and pass candy out in the street. The closure of West LaPorte Street would be an addition to what the board has approved in the past. Holzwart said the purpose is for safety reasons, but realizes this may be a problem. Milner asked Fire Chief Miller his thoughts on the additional road closure. He said it would be tough to have LaPorte closed because many volunteers use that route to get to the station during calls. Police Chief Bacon agreed that closing along Adams or LaPorte Streets would be a problem. He does not see issues with closing any roads in between, but those two are the gateway to Center and Water Streets and are used to divert traffic.

Brian VanDuyne, 206 N Michigan Street, expressed concern over public restrooms for events that are being brought downtown. He asked if there is an ordinance dictating whether or not public restrooms need to be provided when a street is closed down.

City Attorney Surrisi said there is no ordinance that addresses this and ordinances generally say people cannot do things in the street, so organizations are coming to the board to ask for approval of these events. He noted that this brings about an opportunity for the board to attach conditions they feel are appropriate when requests are brought to them.

Board Members Walters and Houin moved and seconded to approve the request with the exception that LaPorte Street will not be closed. The motion carried.

Clerk-Treasurer Xaver presented the following request:

For the annual Crop Walk for the Church World Service on September 22, 2019 at 1:30 pm. See attached map. S/ Norman Long, 17476 Lincoln Hwy, Plymouth, 574-936-8441

Xaver said based on the map, it appears they are requesting the use of the sidewalks. She said they have done this walk for many years.

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, AUGUST 26, 2019

Board Members Culp and Milner moved and seconded to approve the request as presented. The motion carried.

Clerk-Treasurer Xaver presented the following request:

I'm requesting a payment plan for my utility bill. I have had a water main leak since July. My July bill was \$176.00. I had to pay \$2500 for the fix. I can pay \$50.00 with the normal bill; totaling about \$110.00 until bill is paid. I am also request a waiver of penalties until paid in full. Thank you. S/ Deanne Stiles, 723 W Adams St, Plymouth

Xaver said Ms. Stiles had a high utility bill and is requesting a payment plan.

Board Members Houin and Milner moved and seconded to approve the request as presented. The motion carried.

Members Walters and Milner moved and seconded to allow the payroll for August 30, 2019 and the claims for August 26, 2019 as entered in Claim Register #2019. The motion carried.

Board Members Houin and Milner moved and seconded to approve the following communications:

- June 2019 Water and Wastewater Department Monthly Reports
- North Street NO PARKING Letter 08.13.2019

The motion carried.

There being no further business to discuss, Members Walters and Culp moved and seconded to adjourn the meeting. Mayor Pro Tempore Ecker declared the meeting adjourned at 7:18 p.m.

Jeanine M. Xaver, IAMC, CMC
Clerk-Treasurer

APPROVED:

Don Ecker, Mayor Pro Tempore

The following requests were forwarded to the proper committee to act upon:

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, AUGUST 26, 2019

8/12/2019 – Tree Request: The tree in front of our home at 808 N Center St. is dying. The bark is peeling off all around the trunk, and the large top fell off and landed on the sidewalk during a summer storm. Thankfully, it did not hurt anyone and did not land on our parked cars as we only have street parking. The tree at our neighbors in the white house next door is also dying and is losing it's leaves and the bark is buckling on it as well. The tree in front of our home at 808 N Center St is clearly dying though and to avoid damage to our cars and pedestrians, we are requesting to have it removed. Thank you for your consideration. S/ Lindsey Gamble, 808 N Center St, Plymouth, 574-540-3928

8/15/2019 – Tree Request: The tree that is in front of my house. The leaves are already falling off and the bark is breaking up. It looks like it starting to lean more to the west. S/ Rebecca Stevens, 804 N Center St, Plymouth, 574-341-4742

8/16/2019 – Tree Request: Sewer backing up due to tree roots (repeatedly) – 2 trees closest to driveway. S/ Lorre Osborn, Owner, 701 N Michigan St, Plymouth, 574-952-7597 (this request was presented to both the street department and the wastewater department)

8/21/2019 – Tree Request: May I get 2 young Maple trees properly trimmed at 310 Charles St. S/ Doug Baker, 310 Charles St, Plymouth, 574-780-1871