

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, April 22, 2024

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session at 6:00 p.m. on April 22, 2024. The meeting was held in the Council Chambers, on the second floor of the City Building, 124 N. Michigan St., Plymouth, Indiana.

Mayor Listenberger called the meeting to order. Listenberger presided for Board Members Duane Culp, Don Ecker Jr, Shiloh Milner, and Dave Morrow who were physically present. City Attorney Houin and Clerk-Treasurer Gorski were also present. The public was able to see and hear the meeting through Microsoft Teams.

Board Members Culp and Morrow moved and seconded to approve the minutes of the regular session of the Board of Public Works and Safety meeting of April 8, 2024. The motion carried.

Building Commissioner Manuwal stated that he had sent an Order to Take Action on an unsafe building for 222 W. LaPorte Street back on February 1<sup>st</sup>, 2024. He explained that the owner refused the certified letter twice and it was returned on February 23<sup>rd</sup>, 2024. He stated the owner had 30 days to comply and he did not comply in thirty days and now it is sixty days to fix the problem and it has not happened. He stated he could order someone to go in there and do it as the front porch on that location is actually caving in and is unsafe. He stated he would like to implement a \$2,500 fine on the property owner but if he complies within 30 days, he would be fine with waiving the fine.

Houin shared some images of the damaged porch in question (see attached images below). He stated that there are a couple of options. He explained the first, because of the type of remediation it is, that Manuwal has the option to hire a contractor to get the work performed and then we would bill the property owner for that work. He stated if the owner does not pay that bill, we could file with the court to have a judgement lien attached to the property. He stated in addition or in lieu of that, the Board of Public Works and Safety has the authority to impose a fine of up to \$2,500 for noncompliance with the order that has already been issued. He stated if the work is still not completed, then every 90 days, you could add an additional \$1,000 fine on top of that. He stated if you are inclined to fine the property owner, you could impose a fine of \$2,500 but essentially defer that fine for a period of 30 days so if the owner complies within 30 days, the fine would be waived. He stated if there is no compliance after thirty days, the fine would automatically go into effect and be imposed against the property. He stated during that time or after that time, Manuwal still has the option to hire a contractor if he is able to locate a contractor who is able to do the work.



Ecker asked in regards to the \$2,500 fine, if the work needed to be completed within the 30 days.

Houin responded by stating that it is up to the board because if they decided to do it that way, then technically the fine is being imposed today. He stated they could either defer that fine for 30 days or however long they would want. He explained that their suggestion is 30 days as a reasonable amount of time. He stated if you are planning on deferring it then it is essentially a warning to the property owner that you are serious, and he has however long to complete the work based upon your decision.

Culp asked if the person living there is an owner or a renter.

Manuwal responded by stating renter.

Culp asked for clarification that we are going after the owner with this fine. Manuwal agreed.

Ecker asked how we came upon this.

Manuwal responded by stating he had received numerous complaints on this property and he happened to be driving by one day and noticed the snow melting oddly. He explained that after it warmed up, he went and saw that it was all caving in and that the water was running towards the foundation/sill plate of the house. He stated from his standpoint on the street, it looked as if it started to rot out from the water running into it.

Ecker asked if he is aware if the renters had contacted the landlord.

Manuwal responded by stating he was unsure.

Morrow asked if there was any immediate danger to the tenants, postal service, or emergency personnel that could come onto the site.

Manuwal responded by stating he is unsure the severity of how far it is caved in underneath. He provided the example of some of the parking lots that we have had that settled over time as they appear fine before suddenly caving. He expressed that the same thing could happen here.

Morrow asked if by waiting, without initiating the repairs, if we are participating in a public nuisance by not getting it taken care of.

Culp stated that his opinion is we ought to work with the homeowner but on the same token it sounds to him that he is trying to elude Manuwal.

Milner stated he refused the letter. She stated we could impose this fine but if he is going to continue to reject our letters then what is our next step. She added that she is in agreement that this is serious.

Manuwal explained Houin's earlier statement about fining the landlord \$2,500 as the maximum fine and if the issue isn't fixed in 90 days, that it is an additional \$1,000.

Mayor Listenberger asked if it stated up to \$2,500.

Houin responded by stating \$2,500 is the statutory limit. He stated that every 90 days he is not in compliance, an additional up to \$1,000 can be imposed.

Ecker stated that he feels this needs to be on the burden of the landlord.

Mayor Listenberger asked if work was in progress and not yet complete before the 30 days.

Ecker responded by stating the issue he has with a work in progress is that it can be open ended. He stated if you start the work but never draw the line that it is left as open ended. He explained that we are talking about potential safety issues here.

Houin explained that the other consideration is that there is going to be at least one more meeting within the next thirty days so if the property owner wants to come and discuss this with the board that he can certainly come to a Board of Public Works and Safety meeting and request that it be changed.

Ecker recalled having an incident several years ago where there was a situation where the landlord ignored all communications and took zero action. He stated the police got involved

and there had to be a lien put on the property and then he came to appeal. He explained there was never any action taken during those communications and there was no stake into it until we put a lien on the property. He explained that there is potential injury as there are renters who are paying rent in good faith and they are entitled to have safety.

Board Members Ecker and Milner moved and seconded to approve the request of putting a fine up to \$2,500 for the landlord and to defer the fine if this matter has been resolved within 30 days. The motion carried.

Fire Chief Holm stated he received a letter from IDEM in reference to a burn permit from Corteva Agriscience (Pioneer Seed) that they typically do every 2-3 years. He stated the property to the south along the highway is wild grass and every couple of years they burn it off to regenerate the grasslands there. He explained the permit is good for a year and he spoke to their Safety Supervisor who applied for this and he explained that if conditions were favorable in the next 2-3 weeks that they would be conducting the open burn. He stated if not, they plan on waiting until next Spring. He expressed that they said they will inform us within 24 hours before they plan on conducting it.

Street Superintendent Marquardt stated Rieth-Riley Construction had started milling out at Pioneer Drive and Commerce Street so if everything goes well, they plan on putting asphalt out on Monday. He also stated that there is a crack seal team in the city handling crack seals so that will disrupt traffic a little as well.

Clerk-Treasurer Gorski introduced a request to block parking spaces from the Marshall County Historical Society. Mike Miley was in attendance to answer questions.

### **Request to Block Parking Spaces in Downtown Plymouth**

From: Marshall County Historical Society

Dates: June 25<sup>th</sup> and June 27<sup>th</sup>, 2024

Time: 11:00 AM to 2:30 PM each day

Request: To block parking spaces on the south side of Garro St. between Center St. and Michigan St. from the alley to Michigan St. for the purpose of parking a large motor bus with visitors to the Museum and downtown Plymouth.

Event: The Marshall County Historical Society will be hosting visitors from the National Lincoln Highway Association Annual Convention at the Marshall County Museum. We are requesting these parking spaces be blocked to park a large motor bus beside the Museum. The visit will include a tour of the museum along with a tour of historic downtown Plymouth. We will also be hosting a luncheon at the Museum for the visitors catered by a local restaurant. We will be hosting these visitors on Tuesday June 25<sup>th</sup> and another group on Thursday June 27<sup>th</sup>. I am not sure at this time the exact number of visitors we will be hosting but I assume it will be whatever the capacity of a motor bus would be.

Miley explained that the week of June 23<sup>rd</sup> is when the Indiana Lincoln Highway Association is hosting the internal Lincoln Highway Association annual conference in Elkhart, IN. He stated as part of that conference, they will be taking bus trips along the old Lincoln Highway which includes coming down through Plymouth. He explained that there will be visitors on two different days. He stated they will stop at the Museum and have lunch there before having a tour of Downtown Plymouth and discuss our historic buildings. He stated they will be coming in a big motor coach and he hates that it may be blocking the handicap accessible spot but he is unsure how many spaces the motor coach will take up. He stated they will not be there for the whole day but in discussions with the Street Superintendent it was looking like it will be blocked off early in the morning and be done by 2:30 PM. He explained that the original Lincoln Highway did not come through Plymouth. He stated it originally came through Fort Wayne, went up through Goshen, Elkhart, South Bend, Valparaiso and then came back down. He stated around 1926-1928, they decided they wanted to shorten the route and that is how Plymouth ended up on the Lincoln Highway.

Board Members Morrow and Ecker moved and seconded to approve the request to block parking spaces from the Marshall County Historical Society as presented. The motion carried.

Clerk-Treasurer Gorski introduced a street closure request from Curtis Nordmann for Steps for Steps, which is a 5K Fundraiser. Curtis Nordmann was in attendance to speak on behalf of this request.

**REQUEST FORM  
CITY OF PLYMOUTH**

Date 4/12/24

Notice to BOARD OF PUBLIC WORKS AND SAFETY, CITY OF PLYMOUTH, INDIANA

Kindly take care of the following request:

On May 5th, members of PHS are putting together the Steps for Steps 5k  
which starts at PHS and goes through the park. We would like to request to  
close off part of Baker Street north of PHS from Randolph St. to Columbus Dr.  
This is a fundraiser for Haley Stegmann's (PHS Art Teacher) husband who  
has recently been diagnosed with ALS. We would need the street closed  
from 2-4 pm if that is possible. Thank you for your consideration.

Curtis S. Nordmann (PHS Math Teacher)

\_\_\_\_\_  
Signature

#1 Big Red Drive, Plymouth IN 46563

\_\_\_\_\_  
Address

Phone number (574)305-0447

Determination of request:

Approved by Board of Public Works & Safety  
on April 22, 2024

Return original form to Clerk-Treasurer's Office after determination is complete.

Jane M. Gorski  
Signature  
Clerk-Treasurer

Nordmann explained that this is a 5K fundraiser for Haley Stegelmann and her husband as he was recently diagnosed with ALS (Lou Gehrig's Disease) and as a community are putting on a 5K. He stated there is currently about 700 signed up for the fun run and 5K so it will be a lot of people. He explained that they would like to close down Baker Street just north of the High School by the Soccer Complex. He added that the route would start there, enter the park, and return to the same location. He stated that he had coordinated with School Resource Officer (SRO) Bridget Hite to have a couple patrol cars posted at different spots and mainly the spot that would be blocked would be at Randolph and Baker Street.

Culp asked if the Police Chief or the Fire Chief had any problems with blocking off the road there.

Weir responded by stating that he had SRO Hite head it so she could have it planned out. He said he will be out there as well.

Nordmann added that he believed SRO Hite expressed that she had an EMS that was planning on being on site for this as well.

Marquardt asked if there would be a hard closure on Baker Street or if he planned to allow for the main entrance of River Park to still be open for those who live there.

Nordmann responded by stating he was thinking about not closing off all the way to Columbus Street but just west of their entrance closer to Randolph Street so they can still enter in and out.

Gorski requested for Nordmann to inform the manager at River Park to let the residents know. Nordmann agreed.

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

Board Members Morrow and Ecker moved and seconded to allow the payroll for April 15, 2024 and the claims for April 22, 2024, as entered in Claim Register #2024-8. The motion carried.

Board Members Ecker and Milner moved and seconded to accept the following communications:

- April 22, 2024 Docket
- Plymouth Water Department Activity Report – March 2024
- Plymouth Wastewater Department Activity Report – March 2024
- Notification of Order to Take Action for 222 W. LaPorte Street

The motion carried.

There being no further business, Board Members Culp and Morrow moved and seconded to adjourn, Listenberger declared the meeting adjourned at 6:23 p.m.

  
Lynn M. Gorski  
Clerk-Treasurer

APPROVED:

  
Robert Listenberger  
Mayor

**CITY OF PLYMOUTH WASTEWATER DEPARTMENT**  
Board of Public Works and Safety  
March 2024 Monthly Report

**PLANT OPERATIONS:**

1. Total flow in gallons	54,442,650
2. Average daily flow in gallons	1,756,215
3. Rainfall	4.26"
4. Monthly average in BOD removal	99.0%
5. Monthly average in TSS removal	96.0%
6. Monthly average in Ammonia removal	98.0%
7. Monthly average in Phosphorus removal	79.3%
8. General plant maintenance	
9. Work orders completed:	

**459 – Wastewater Treatment Plant**

- Exercised 68 plant valves.
- Schneider Electric completed the replacement of the PLC in the plants electrical switch gear.
- Installed the ultra violet disinfection banks/bulbs and tested the system.
- Bowman's Tin Shop installed new HVAC unit in the thickener offices.

**64 – Vehicle/Mobile Equipment**

- Repaired the boom on T-20.

**68 – Lift Stations**

- Replaced the digital read out on the Ferndale lift station.
- Replaced high level float on Candy Ln. lift station.
- Installed new aerator in the wet well at the Pioneer Dr. lift station.
- Installed new SCADA radio on Ferndale St. lift station.
- Replaced the soft start on the Pioneer Dr. lift station.
- Replaced control breaker in the Pioneer Dr. lift station.

**22 – Collection System**

- 0 – Eliminated structures
  - a.
- 0 – Replaced structures
  - a.
- 0 – Repaired structure
  - a.
- 14 – Replaced / adjusted castings.
  - a. I6M339, I7M101, J8M011, I7M102, K7M123, K7M124, K7M228, J7M362, I7M121, J7M324, J7M307, J7M325, J7M237 and I6M305.
- 0 – GIS data collection points.
  - a.
- 0 – New structure
  - a.
- 3 – Point Repairs
  - a. 422 W. Garro St. between I7M115 and I7M113 – 19" pipe replacement.
  - b. 701 Broadway St. at west alley, repaired broken pipe.
  - c. 807 W. Washington St. – replaced 15" of 18" sewer.
- 5 – Miscellaneous
  - a. Gripp Inc. was on site and calibrated CSO-003.
  - b. 4 new sewer taps, 720,730, 740 and 760 Knott Ct.

**COLLECTION SYSTEM GENERAL:**

1. Cleaned 4,041 feet of sewer lines:
  - 0 feet during service calls
  - 4,041 feet during preventive maintenance
2. Televised 3,260 feet of sewer lines.
3. Mechanically removed roots from 0 feet of sewer lines.
4. Removed approximately 1,630 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 8,605 gallons of potable water during sewer cleaning.
6. Performed routine maintenance on 10 CSO's and 17 pumping station.

**MISCELLANEOUS**

- Completed our IDEM, EPA Industrial Pretreatment audit on 3-19 and 3-20, with no violations.
- Two employees attended Northern Indiana Operators Association meeting at Nappanee WWTP, training on sampling procedures on 3/13/24.
- Received new John Deere mower.
- Two employees received training on "Vega" level controllers.

**CITY OF PLYMOUTH WATER DEPARTMENT**  
**Board of Public Works and Safety**  
**March 2024 Monthly Report**

**PLANT OPERATIONS**

Water Treated – Ledyard Water Treatment Plant	23,139,248 gallons
Water Treated – Pine Water Treatment Plant	<u>18,417,855 gallons</u>
Water Treated - Total	41,557,103 gallons
Water Treated – Daily Average – Ledyard Water Treatment Plant	746,427 gallons
Water Treated – Daily Average – Pine Water Treatment Plant	<u>594,134 gallons</u>
Water Treated – Daily Average – Combined	1,340,561 gallons

- Backwashed filters at Ledyard Water Treatment Plant 9 times for a total of 756,000 gallons.
- Backwashed filters at Pine Water Treatment Plant 13 times for a total of 1,248,000 gallons.
- Total backwash usage for the month was 2,004,000 gallons.

**MAINTENANCE WORK ORDERS COMPLETED**

- **26- Ledyard Water Treatment Plant Maintenance**
  - Completed auxiliary generator test.
  - Completed temperature checks on high service pumps.
  - Cleaned and inspected chlorine injectors.
  - Inspected both water towers.
  - Started installing the concrete for the well vault, installing discharge piping and electrical conduits.
- **14 – Pine Water Treatment Plant Maintenance**
  - Completed auxiliary generator test.
  - Completed temperature checks on high service pumps.
  - Cleaned and calibrated chlorine analyzer.
  - Cleaned chlorine injector.
  - Clean air relief valves on all pressure filters.
  - Peerless Midwest removed high service pump #2 for rebuild.
  - Peerless Midwest pulled well #6F for rebuild.
- **31 – Mobile Equipment**
  - W-2, W-3, W-5, W-6, W-7, W-9, W-13, W-16 W-17, W-22, W-28, W-29, W-33, W-34, W-35, W-36, E-18, E-59, T-10, T-17 and T-20.

**WATER SAMPLING**

- 10 Distribution system bacteria samples, IDEM required
- 62 Distribution system chlorine residual samples, IDEM required
- 5 Fluoride samples, ISDH required
- 363 Process control samples and analysis at the Ledyard Water Treatment Plant include Ferrous Iron, Total Iron, Manganese, and Chlorine
- 342 Process control samples and analysis at the Pine Water Treatment Plant Samples include Ferrous Iron, Total Iron, Manganese and Chlorine
- 0 THM's Sets.
- 0 HAA5's Sets
- 0 VOC's sets
- 0 SOC/2nd Annual 1 for each plant sets
- 0 Radionuclide
- 0 IOC- Metals-Radon
- 0 Lead & Copper Samples
- 0 Nitrate/Sampling for each Plant (sets)
- 0 Extra Sampling
- 0 Hardness/Corrosion
- 0 Set IDEM required PFAS sampling on all 6 wells

**SERVICE**

Utility Locates	330
Total Number of Work Orders	287
Service Disconnects	16
Service Disconnects for non-pay	40
Service Reconnects for non-pay	54
Blue Tags "Service Notice" left on door	7
Pink Tags "Insufficient Funds Notice" left on door	5
New Radio Read / Meter Installations	11
Accuracy Checks	153
After Hours Call Outs	2
Meters New/Repaired	0
Consumer Confidence Report Requested Hand Delivery	0

**CONSTRUCTION ACTIVITIES**

- (0) Curb Stops Repaired / Replaced / Installed
- (0) Curb Stops Located / Capped Off at Valves
- (2) **New Taps Installed**
  - 03-26-2024 2525 Western Ave. - 2" tap & bore (Set meter pit).
  - 03-27-2024 Packard Woods Unity Garden- 1" tap & bore (Set 2-yard hydrants).
- (0) New Mains Completed
- (0) Valves / Valve Boxes / Repaired / Replaced / Installed
- (0) Hydrants Repaired / Replaced / Installed / Serviced / Painted
- (0) Valve Exercised
- (2) **Main Breaks and Leaks Repaired**
  - 03-11-2024 1915 Felix Pl.- Repaired service line leak. Replaced from main to curb stop.
  - 03-11-2024 207 Alexander St.- Replaced service line leak.
- (1) **Service Lines / New/ Repaired**
  - 03-27-2024 Packard Woods Unity Garden- 1" tap & bore (Set 2-yard hydrants).

**MISCELLANEOUS**

- GIS data collection.
- Continuing lead service line inspections. A total of 1,743 service lines were identified by either hydro-excavation, physically entering the basements or records search.
- Continuing to work with Commonwealth Engineers on certifying the department's asset management plan.