

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, April 28, 2025

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session at 6:00 p.m. on April 28, 2025. The meeting was held in the Council Chambers, on the second floor of the City Building, 124 N. Michigan St., Plymouth, Indiana.

Mayor Robert 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 Lynn 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 14, 2025, as presented. The motion carried.

Ecker wished to thank the Parks Department for the great condition that Freedom Park was in during his visit over the weekend.

Utility Superintendent Donnie Davidson stated that a few months ago, Greg Hildebrand, of Marshall County Economic Development Corporation (MCEDC), became aware there was a Site Readiness Grant offered through the Wabash Valley Power Alliance. He stated that Hildebrand contacted him, and they developed a potential scope for serving some developing areas along Pioneer Drive and Lincoln Highway. He stated they received a quote for the work which was \$14,000 and submitted the grant. He explained that Hildebrand was notified that they did receive the grant for \$10,000 and asked for the board's permission to participate in this with \$2,000 from the Water Department and \$2,000 from the Wastewater Department. He stated this would complete the study to its fullest at a minimal cost for both the utilities.

Board members Ecker and Milner moved and seconded to approve participation in the grant process as presented. The motion carried.

Davidson updated the board on the Division 1 Water Main Improvement Projects that were awarded to TGB Unlimited last year. He stated they were back in town working on Jefferson Street and would be making connections to the various businesses and conducting testing on the lines that had been installed. He stated they would also be finishing the final section at the Pointe Apartments on Lincolnway E. and Jefferson Street to the south down Roy Street connecting into the large main on Rex Street. He added that they would directionally drill or open cut those. He stated for the other side of town, they had yet to receive their railroad permit. He explained they submitted their information and received a response that

they were short handed while waiting a month between responses. He stated they could not talk to anybody personally and now there was a new railroad involved, New York Fort Wayne, and they want them on the insurance policy too. He stated it had been a challenge.

Mayor Listenberger asked if there would be any jeopardy of not getting these done this year.

Davidson replied by that that he believed they would get it done but it was rather inconvenient for them and the contractor both.

City Engineer Dan Sellers presented a request from Centennial Crossings for dedication of infrastructure into the public domain. See attached letter below:



Department of Engineering  
900 Oakhill Avenue • P.O. Box 492  
Plymouth, IN 46563  
Phone: (574) 936-3614 Fax: (574) 936-3017

4/7/2025

RE: CENTENNIAL CROSSINGS Dedication of Public Infrastructure the City of Plymouth

Dear Board of Works:

We are recommending the following public infrastructure constructed as part of the Centennial Crossing Project be accepted into the public domain for maintenance on behalf of Centennial Crossing, LLC and Construction Management and Design, Inc. according to the Memorandum of Understanding dated 3/11/2020. The proposed public infrastructure appears to meet Plymouth specifications and requirements for the project.

Streets, Curb and Sidewalks to be accepted:

Street	Approx. Length	Approx. Width
Elk Run Drive	910 ft	35
Glacier Drive	635 ft	28
Creekside Boulevard	870 ft	35
Yellowstone Drive	510 ft	28

Quantities for Storm Sewer, Sanitary Sewer, Water Mains, Street lighting, and road/sidewalk asphalt and concrete are attached. Maps depicting the Infrastructure dedicated to the City are also attached.

The cost of the construction of the proposed public infrastructure was approximately \$1,357,830.

Sincerely,

  
Dan Sellers-City Engineer

  
Jim Marquardt - Street Superintendent

  
Donnie Davidson - Utility Superintendent

Attachments: Infrastructure Maps; Quantity/Cost Information; Dedication Letter

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Ecker asked if all the requirements had been met and up to code. He asked if there was a punch list of items that needed to be addressed.

Street Superintendent Jim Marquardt replied that there was one list they had and had been in discussion with Centennial Crossings. He explained the pavement markings needed repainted as it had been three years since anything was painted and they were aware of that.

He stated they were waiting for better weather before painting. He added there was also a stop sign coming out onto Plymouth-Goshen Trail that was angled that needed straightening. He stated that everything else they had asked for had been done.

Ecker stated it may be considered minor but for this situation he asked if it was something they approve of with contingencies.

Houin replied that they could approve this dedication with it being contingent upon Centennial Crossings finishing those punch-list items.

Ecker asked if that would mean they do not accept the infrastructure until those contingencies were complete. Houin agreed.

Davidson added that they were awaiting some easements as well so they could access some of the dedicated storm sewer.

Ecker asked if there would be a cost to the city.

Marquardt replied that there would be a maintenance cost to plowing.

Morrow asked if the property owners or HOA were responsible for the items not dedicated to the public. He asked if it was spelled out anywhere.

Sellers replied that the maps govern what they would be taking over so anything highlighted would be what the city would take over.

Davidson replied that it was his understanding that the HOA was responsible for the portions that were not dedicated to the city such as the maintenance of the stormwater detention basins and all the storm sewers in the private areas. He stated they also had to get approval from the HOA for the lift station easement, so they were a part of this.

Houin replied that the legal answer would be anything not dedicated into the public domain would be the responsibility of the property owner and any agreement they had with the HOA would be between the property owner and HOA. He stated if the city had any issue, they would contact the property owner, and then it would be up to the property owner to contact the HOA for anything they failed to do.

Board members Ecker and Milner moved and seconded to accept dedication of infrastructure into the City of Plymouth contingent upon the completion of punch-list items by Centennial Crossings. The motion passed by roll call vote.

In Favor: Culp, Ecker, Milner, Morrow, and Listenberger

Opposed: N/A

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, April 28, 2025

Fire Chief Steve Holm stated they completed the process for the three new positions at the Fire Department and wished to extend a conditional offer of employment to Mike Jimenez, Maclain Middaugh, and Steve Williams. He added that Jimenez and Middaugh would not be lateral transfers so they would have to go through the process of being accepted into the pension.

Culp asked if this was set in the budget for this year.

Holm replied that they would not be making any initial changes to the budget and that was why they were holding off so long on the hiring to ensure they stayed in the budget as much as possible. He added they may have to have an additional appropriation at the end of the year if it came to that with salaries.

Board members Ecker and Morrow moved and seconded to conditional offers of employment to Mike Jimenez, Maclain Middaugh, and Steve Williams. The motion carried.

Holm explained that Jennifer Tobey, who was the EMA Director of Elkhart County, planned to attend but could not attend that night. He stated that John Grolich was here who originally applied for Mass Casualty Trailer and Truck back in 2006. He stated he received an email from Tobey that stated, "Elkhart County had the support any money to maintain the trailer and all the items inside. They would continue to work with Plymouth to make this asset available for the Blueberry Festival and any large incidents they would incur." Holm stated they would like to take it over and restock the entire thing and do any updates that would need to be done for the trailer. He explained they were fully funded and staffed to take care of that Mass Casualty Trailer for all of District Two. He asked for permission to transfer the title to Elkhart County EMA.

Grolich stated it was a wonderful asset, but the biggest problem was maintaining it. He stated if Elkhart County was prepared to do that in a fashion that would maintain some stability and current state of operations that it would be a wonderful move. He stated it was part of District Two, and it would be seven counties.

Culp asked if every other county paid for that.

Grolich replied that it came as a grant from the state. He understood there was \$28,000 paid and believed that it may have been for the truck. He stated he was blindsided by the fact that the Clerk-Treasurer said there was a \$28,000 payment for that. He stated that Holm had intended to hold onto the truck.

Culp asked if there was any money put into the trailer and if it was fully stocked upon arrival.

Grolich replied that it was grant money from the state and it was fully stocked.

Ecker asked for clarification that no dollars were tied into that piece of equipment.

Grolich replied that there was none that he was aware of.

Holm stated that they did pay for insurance every year.

Mayor Listenberger asked if they were confident if they needed it for a big incident if they would be here with it. Grolich agreed.

Clerk-Treasurer Gorski asked about the other counties in District Two.

Grolich replied that every other county was on board.

Board members Milner and Morrow moved and seconded to transfer the title of the Mass Casualty Trailer to Elkhart County EMA as presented. The motion passed by roll call vote.

In Favor: Culp, Ecker, Milner, Morrow, and Listenberger

Opposed: N/A

City Attorney Houin introduced an agreement with Hyperwave for a new phone system. He wished to thank everyone involved for the work on this over the last year. He stated the city currently has phone services through Midwest Dialtone and the equipment they use was obsolete. He stated they could still find refurbished replacement equipment through Amazon, but it was becoming more expensive and harder to find. He stated phones across the city needed to be replaced and the service needed to be upgraded. He explained they had budgeted a significant amount for that year as the original quote they had from Midwest Dialtone would cost \$29,200 in equipment to replace everything and their monthly service would increase. He stated it was currently \$587/month, and they expected it to increase to \$1,723/month so they were not in a hurry to do this. He stated it was budgeted because they knew it had to be done. However, comparing different options, they had a quote from Hyperwave in Plymouth that quoted the cost to replace the equipment in the amount of \$28,012.04, which was about \$1,000 less than Midwest Dialtone. He stated the good news for this was that their quoted monthly fee going forward would be \$551.79, which was less than a third of what they were expecting with Midwest Dialtone, but also \$35 less than the current monthly fee. He stated they were very happy with the estimate so they would like to move forward quickly to make this change.

Board members Culp and Milner moved and seconded to grant authority for the City Administration to move forward on securing a contract with Hyperwave for phone systems. The motion passed by roll call vote.

In Favor: Culp, Ecker, Milner, Morrow, and Listenberger

Opposed: N/A

Clerk-Treasurer Gorski introduced a street closure request at 310 N. Michigan Street. Louis Hiza was in attendance for this request.

Hiza passed out the request, an aerial of the location, and documentation that was submitted to Indiana Department of Transportation (INDOT). He stated after an analysis of how to get debris off the rooftop, which was estimated at over 100 tons of masonry debris, that the only feasible location to do this would be in front of the building. He stated there was an alleyway north of the building, that they would be erecting scaffolding for contractors to access up and down. He stated it would be estimated that a 20-foot section of the alley would be blocked off for six-eight weeks with fencing to protect it from people climbing. He stated with the width of that alley; they would not be able to fit the appropriate boom lift that would be responsible for moving the debris and material so the only place would be the front of the building. He added that it could not be on the sidewalk as it would crack the sidewalk, so equipment and a dumpster would have to sit in the diagonal parking spaces in front of the building. He stated they were only waiting for approval from the state, and final bond paperwork from the contractor. He stated the sidewalk would be closed during the day while they would be booming material up and down over the sidewalk. He stated they would put signs up at the ends of the block telling pedestrians the sidewalk was closed and to use the sidewalk on the west side of Michigan Street.

Morrow asked if the sidewalk closure was just in front of 310 N. Michigan Street.

Hiza replied that the actual closure would be directly in front of 310 N. Michigan Street so this would not affect Treat's Squire Shop, but they would be placing signs at the north and south ends of the sidewalk. He explained there would be one in front of Treat's directing people to use the sidewalk on the west side of the street, but they should have full access to the sidewalk north and south of their building.

Ecker asked whether tenants would have continued access from the Michigan street entrance or would there be an alternative.

Hiza replied there were two alternatives, but they would allow access through the front of the building. He stated they would have access from the north side of the building as they planned to stage the equipment on the south side. He stated they would be working with tenants on utilizing two alternative entrances.

Ecker stated this was a well thought out plan and asked for confirmation on the number of tons of masonry debris.

Hiza replied one contractor came in at 120 tons so transportation cost would be a hefty portion of this project.

Ecker asked about the expected timeline for this to be approved by INDOT.

Hiza replied that they expect a week and a half for approval, and they should have the bond paperwork back tomorrow. He stated everything else was lined up. He listed the contractor, submission for the commercial revitalization grant, etc.

Ecker asked Building Commissioner Dennis Manuwal Jr. if he reviewed this.

Manuwal replied he had not looked at the plan, but he was there with the contractor when they reviewed it. He commented there were a couple little changes but nothing that worried him.

Board members Ecker and Milner moved and seconded to approve the request contingent upon approval by the State of Indiana. The motion passed by roll call vote.

In Favor: Culp, Ecker, Milner, Morrow, and Listenberger

Opposed: N/A



REQUEST FORM  
CITY OF PLYMOUTH

Date: April 22 2025

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

Kindly review of the following request:

310 N Michigan St 3rd & 4th floor facade demolition and rebuild will start within the next 4 weeks, we are requesting permission to close off approximately 6 parking spots on N Michigan St directly in front of 310 N Michigan as this is the only location we can place a dumpster for the masonry debris and a crane to bring scaffolding/material/debris up and down onto the 2nd story flat roof. We will also be closing off a section of the walkway between 310 and 322 N Michigan St to accommodate a scaffolding structure, which has been approved by the owner of 322 N Michigan St. Please reference the attached aerial view of the parking spots we are requesting to be blocked off for approximately 6 weeks.

Signed



Phone Number 574-318-1763

Print Name Louis Hiza

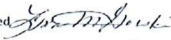
Address 310 N Michigan St  
Plymouth IN

In Office Only:  
Determination of Request

*Approved by Board of Public Works & Safety, contingent on approval by State of Indiana, April 28, 2025*

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

Signed



Title Clerk-Treasurer

Board members Milner and Morrow moved and seconded to take the discussion on renaming VanVactor Drive off the table. The motion carried.

Culp asked what the original motion was.

Gorski replied with the following:

“Board members Morrow and Ecker moved and seconded to rename Jolene Drive back to VanVactor Drive as presented. The motion was later tabled after discussion.”

Board members Morrow and Ecker moved and seconded to amend the prior motion to say VanVactor Lane instead of VanVactor Drive as the road “T’s.”

Culp asked if there was a law saying the Plan Commission oversaw renaming roads.

Houin replied that state statute said that the Plan Commission was responsible for assigning street numbers but the executive has the authority to name or rename streets. He stated the practice the city had followed was to use the Board of Public Works and Safety as an administrative body so the naming/renaming could be done in a public meeting with a public vote. He stated the Council, if they chose to, could adopt an ordinance that delegates the naming rights to the Plan Commission, but the City of Plymouth had never done that.

Board members Morrow and Ecker moved and seconded to rename Jolene Drive to VanVactor Lane as presented. The motion passed by roll call vote.

In Favor: Culp, Ecker, Milner, Morrow, and Listenberger

Opposed: N/A

**REQUEST FORM**  
**CITY OF PLYMOUTH**

Date: 4-7-25

Notice to BOARD OF PUBLIC WORKS AND SAFETY, CITY OF PLYMOUTH, INDIANA  
Kindly review of the following request:

DISCUSSION ON RENAMING VANVATOR DRIVE

Signed: [Signature] Phone Number: 574-780-2261  
Print Name: DAVID MILNER FOR VANVATOR FARMS, INC.  
Address: 200 MILLER & VANCE DEVELOPMENT, CORP.

**In-Office Only:**  
**Determination of Request**  
Board of Public Works & Safety voted to rename John  
Drive to VanVactor Lane, April 28, 2025

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

Signed: [Signature] Title: Clerk-Treasurer

Board members Ecker and Milner moved and seconded to allow the payroll for April 15, 2025, and the claims for April 28, 2025, as entered in Claim Register #2025-8. The motion carried.

Board members Morrow and Ecker moved and seconded to accept the following communications:

- April 28, 2025 Docket
- Water Department Activity Report – March 2025
- Wastewater Department Activity Report – March 2025

The motion carried.

There being no further business, Board members Milner and Culp moved and seconded to adjourn. Listenberger declared the meeting adjourned at 6:43 p.m.

APPROVED:

[Signature]  
Robert Listenberger, Mayor

[Signature]  
Lynn M. Gorski, Clerk-Treasurer