

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, May 27, 2025

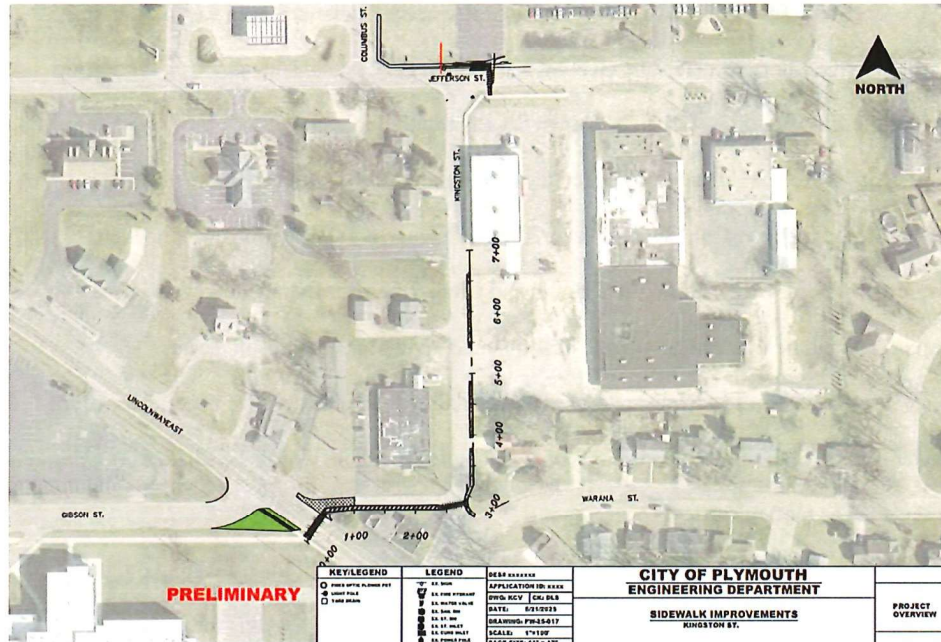
The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session at 6:00 p.m. on May 27, 2025. The meeting was held in the Council Chambers, on the second floor of the City Building, 124 N. Michigan St., Plymouth, Indiana.

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 Jeff Houin and Clerk-Treasurer Lynn Gorski were also present. The public was able to see and hear the meeting through Microsoft Teams.

Board members Morrow and Ecker moved and seconded to approve the minutes of the regular session of the Board of Public Works and Safety meeting of May 12, 2025, as presented. The motion carried.

Utility Superintendent Donnie Davidson stated that the water main flushing program would begin Monday June 2, and last approximately three weeks. He stated the crew would be working four ten-hour days Monday through Thursday starting at 6:00 AM and ending at 4:00 PM. He stated it was a much more efficient way of doing this as it gets over a lot quicker. He explained the purpose of the flushing would be to scour and clean the insides of the water mains while removing any debris that may be present. He stated that this could create slightly lower water pressure at home, and they may experience some discolored water at the service line. He stressed using cold water, to avoid allowing the discolored water to enter the water heater, for a few minutes and if it does not clear up within a couple of minutes to give the water department a call. He stated the Consumer Confidence Report, which was the City of Plymouth water quality report, would be out sometime in June. He stated there would be a notice to get a direct link to review the report and if they prefer, there would be a notice they could fill out and return and they would deliver a paper report.

City Engineer Dan Sellers stated the Complete Streets Committee was looking at ways to make city public pathways safer and more walkable. He stated one area they found a need was on the Kingston Road corridor between Jefferson Street and Lincoln Highway. He stated there was a lot of foot traffic by young people through that area and in the evenings, he had noticed a lot of older people using Kingston Road. He added that there would be three crosswalks in total. He provided the drawing below:



Sellers stated since the configuration of Gibson Street no longer lines up and there are viability issues looking over the shoulder, they would like to remove the vehicular access from that area, make it grass, and provide a driveway to the parking lot still used by the Pointe Apartments and create an eight-foot walking path there. He explained they were working with the landowners on the east side of Kingston Road. He stated that Lincoln Highway was part of their street projects, and he did not like tearing up new patches of road so he would ask them to do a change order to clean out the area there on Gibson Street and add a crosswalk on Lincoln Highway. He stated he had not received a price estimate on the change order yet but would provide that as soon as he had that information.

Culp asked if there was anything else they could do aside from the sidewalk to let people know kids would be crossing around those times. He provided the example of yellow flashing lights during school time.

Sellers believed it would be best to investigate signage, especially the yellow flashing signage to make things more visible.

Culp asked if there were utilities underneath there.

Sellers replied that there was electric and gas, but he was not aware of any city utilities on that section of Gibson Street.

Houin added if that were to be removed that it would remain a public right-of-way just an undeveloped right-of-way so no utility easements would be disturbed.

Ecker asked if this would be to move forward to doing this project or move forward to incorporate this with the present project.

Sellers replied that they had discussed it internally and they would move forward as the budget allows as the Street Department has money in their sidewalk budget. He added that it would not happen overnight.

Ecker asked if this would be a project where they would do a portion and wait to finish it up or do it all at one time.

Sellers stated that they had originally planned to do the crosswalk across Jefferson Street initially and later come back with the parts along Kingston Road.

Marquardt stated they would like to do just the portion where it crosses Lincoln Highway with E&B Paving who was the contractor who would be milling out that portion of road, instead of having us peel it out, as millings are easier to get rid of or reuse instead of chunk asphalt. He stated they would like to go with the milling company. He explained for the portion on Jefferson Street by the church, we would do that. He stated they would need to get some agreements with the church as they would be messing with the driveway. He stated they did not want to start that until after the water project was complete.

Sellers stated that E&B Paving had an airport bid and once that was done, they would focus more on this project but that would be after Thursday at the least.

Ecker asked if he was looking for a motion to proceed in obtaining a cost estimate or to move forward with the project regardless.

Sellers replied that he believed they needed blessing for the whole project. He stated he would come back later once he had received a price estimate.

Mayor Listenberger believed the big thing was if they wanted to vacate that section of road and he could come back with a cost estimate.

Board members Ecker and Morrow moved and seconded to move forward with the project request. The motion passed by roll call vote.

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

Opposed: N/A

Building Commissioner Dennis Manuwal Jr. stated at the last meeting he brought up Northgate Trailer Park and the property owners tried to communicate but there were some technical difficulties. He stated one of the property owners was there now with a plan.

Mayor Listenberger stated they met with Abraham Anderson of Northgate MHC LLC at the trailer park, and he shared some thoughts on plans then, so he was asked to come tonight to explain more in detail.

Anderson stated that they took over ownership of the property less than two months ago and they want to own and maintain nice communities, so they have a lot of plans to improve Northgate. He stated in talking with Manuwal today they came up with a list of critical issues like sewer leaks on the property. He stated he met a plumber out there subsequently and they would be out there next week to resolve those and to scope the entire sewer system of the property and identify any other issues with that. He stated the other issue was that there were several vacant lots on the property and they wanted to ensure there were no issues with the electricity. He stated there was at least one mobile home that was burnt where they are trying to determine the legal status of who owns it because the person abandoned it so they could remove it from the property. He stated the big picture plan over the next twelve months would be to make the property look a lot nicer than it currently was. He stated they had inherited the issues and after all that was completed, they would like to bring in newer homes and to provide more affordable housing for the community. He stated he would be happy to take any questions they had regarding the property.

Culp stated he had a few phone calls from some of the tenants out there that said with what was going on there was no communication whatsoever. He stated there was nothing local and was told that whoever was put in charge does not want to be their manager. He stated these people were wanting some answers and they were not getting any. He asked if the tenants were going to have somebody that they could communicate with, so this was an easy transition.

Anderson replied in agreement and stated that one of his employees was handling this and he had significant health issues over the last few months, so he was personally taking charge of the oversight of the property. He stated they would have someone on site as well as a phone number for residents to call. He stated that the notice would be going out over the next few days with that information for someone they could call that would be responsive.

Culp asked Anderson if he lived down south as well.

Anderson replied he was from Tennessee but planned on being up there himself twice a month and having staff up there on a weekly basis while they turn around this property.

Culp asked if he was reaching out to everyone personally, so they understood what was going on.

Anderson replied that they would have someone doing that as he won't be making the calls to the residents.

Ecker asked if the individual on site would be there full-time daily. Anderson agreed. Ecker commented that absentee ownership was a huge issue for Plymouth. He asked how many sites were available that he wished to add mobile homes to. He then asked about the plan for mobile homes that were in horrible condition.

Anderson replied that there were over 100 lots on the property and estimated around 135 lots. He stated there were 65 currently occupied and 4-5 vacant mobile homes. He commented that some of the mobile homes were so far gone that they may not be able to salvage them. He stated the plan was to get critical items resolved like main lines, property condition, etc. and then they would look toward the vacant lots on site to evaluate if it was worth restoring those and if not to remove them and bring new homes after that. He explained that they did not want to do any infill until they improved the property because it was easier to fill lots when the property looked better.

Ecker asked if they were looking at new homes or newer homes.

Anderson replied that they would be brand new homes. He stated he did not foresee any infill on the property for at least a year as they want to make improvements before bringing in new homes.

Morrow asked if Anderson could elaborate more on what he meant by looking nicer.

Anderson replied that they would go lot by lot with the existing residences and if there was clutter in the yard to offer them help if they cannot do the work themselves to clean up their yards or if there were skirting issues. He said the vacant lots were on them to ensure that everything was in order there and that it was getting mowed on a weekly basis. He added there were a few sections of the road that needed to be patched or repaved, so they planned to do that as well.

Morrow asked if they would have covenants with the mobile home property owners. Anderson agreed. Morrow asked if that would make them maintain clean and neat properties and if not, what would be the penalty.

Anderson replied that at first, they would try to approach them in a friendly manner to help them out and offer assistance. He stated if they were unwilling to then it would ultimately

fall onto them to go through the eviction process and do the work themselves. He stated they were not allowed to go onto their lot while they were in possession of it. He added that it was very rare that they evict tenants.

Mayor Listenberger asked if they could receive in writing the intended improvements and a copy of the letter Anderson planned to send to tenants. He stated if this was clearly explained to the tenants with a timeframe that it would be helpful to both the city and tenants. He stated it would be nice to set expectations for them, and he could provide that to Manuwal.

Ecker stated if the tenants were to see that the ownership of the property was taking pride in what they were doing then they would follow suit. He stated he agreed with the request and would like to see Manuwal receive a project plan like other property owners.

Mayor Listenberger stated if they communicate with them then that was all they need so they are aware they were working towards something.

Davidson stated that the City of Plymouth would need emergency contact numbers also as they routinely get after-hours calls for water leaks and a lot of the individual homes did not have shut off valves so consequently, they needed to shut off the main line which causes the entire park to be out of water. He stated there were multiple water concerns that needed investigation as this has went on for years. He explained that the amount of water loss they were experiencing there that they could regain back by repairing their system to correct options. He reiterated that they needed the emergency contact numbers as they wanted to get ahead of somebody.

Anderson stated they were welcome to share his business card that had his number, and he could provide him with any other emergency contact numbers.

Manuwal stated he did stick around after their tour of the facility and spoke with the contractor that showed up. He explained that they said it would take about a week to get everything estimated to give them a price so it would be up the board if they needed to take action within the set timeframe or if they would extend it until the contractor got back to them. He stated there was a current unsafe order on the property and he gave them fifteen days that would be coming up real shortly.

Culp asked if they would be able to make the timeline.

Anderson explained that they had tried to get quotes from other companies and believed that previous ownership may not have had great experience or not paid some of these contractors, and so it had been difficult to get people to show up to work in the park as they

are lumped in with the previous owners. He stated the current contractor was, The Boys Heating Cooling Plumbing Electric, and they have experience in many mobile home parks, including Northgate, and that it would be next week before they got a quote. He stated that once the quote was received that they would be able to start work right away. He was certain that they would not be able to make the 15-day timeline.

Morrow asked for clarification that the same contractor was doing both the plumbing and electrical work.

Anderson replied in agreement that they would and that they were licensed and insured with the city.

Morrow asked who the contractor was.

Manuwal replied that it was The Boys Heating Cooling Plumbing Electric, and they had to reregister with the city as they were currently not registered with the city. He stated that contractors sometimes forget that the city was its own entity and they renew their contractor licenses with the county but forget to renew with the city.

Morrow stated his concern currently was the safety aspect. He asked Manuwal how he felt the safety was out there for residents and visitors if they were to extend this out.

Manuwal replied that there were some concerns, but they did clean out the one large area that had backed up sewage in the yard. He stated there was one other area that he pointed out to Anderson that was a smaller area that had a board put over the top of it but they did clean up the large area. He stated there was grass seed put out there but unfortunately, they did not fix the pipe there that was broken and backing up, but it was an empty lot that could be roped off.

Anderson stated they could rope off the property immediately until a licensed plumber could get to it.

Mayor Listenberger asked for clarification that they were waiting on a quote to do all this work. Anderson agreed. Mayor Listenberger asked if it would be smart to get the most critical issue resolved without waiting on the quote.

Manuwal asked if he was asking him not to wait on a quote and hire someone to get it resolved.

Anderson replied that he wanted to say yes to that question if they knew someone that they could hire right now. He stated there was only one company who was willing to quote the work and thankfully they would be able to start right away once the quote was finished.

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, May 27, 2025

Manuwal added he could provide a list of registered contractors within the city and he did discuss that with Anderson.

Anderson stated that was something they went over that day where there was 2-3 areas where there were vacant lots that had a clean-out pipe that was cracked so sewage had come out of that. He stated that it could be roped off right now and they could do that prior to having the licensed plumber come out to fix the pipes. He stated the difficult aspect was finding a licensed plumber to show up.

Ecker stated he was concerned with roping it off as kids were out there. He asked Manuwal for his recommendation.

Manuwal replied that he gave them 15 days at the last meeting, and they were aware of it but there were technical difficulties. He stated they did have a conference call later that Anderson was not able to attend with Culp and Morrow. He stated he informed them to show up today that way they could walk through the property, and they did show up.

Mayor Listenberger stated they were greeting within 15 minutes on their arrival to Plymouth by the Mayor, Building Inspector, and City Attorney.

Culp believed that the unsafe portions needed to be fenced off so nobody could get in there as there were kids out there. He stated he did not want to see something happen.

Morrow stated he was under the impression that they were told that some of these items needed to be addressed immediately and that some of that work would be done within the two-week period. He stated it was two weeks ago today that they had that meeting but now they were being told that nothing had been done.

Anderson replied that around two weeks ago they cleaned up the area and it appeared as if no new sewer had come out of the pipe since then.

Culp stated he was aware that he was the new person to the property but asked why nothing was done within those two weeks.

Anderson replied that as of last week, he had personally taken over for Noah Davis, who was having health issues, and two weeks ago they called several plumbers in the area and the only one who said they could do it was Roto-Rooter out of Mishawaka, but they could not get to it until the future. He stated as of last week he spoke to the previous owners who recommended The Boys and met them on site today.

Ecker asked if this was something that could be done in two weeks.

Anderson replied that he would make sure that this was resolved within two weeks. He stated that it would only be for the ones they were aware of currently as he believed they would find a lot more when they scope the sewer lines. He stated for the two or three existing ones that they would be complete within two weeks.

Culp asked about the electrical work.

Manuwal replied that he did receive a report from a local electrician stating that they went through and terminated all the old service lines randomly sticking up out of the ground. He stated he was not sure what part of the park they did that in because there was service lines all over the park that were not terminated. He explained the wires were not live, and they had no electricity going to them, but it was a safety hazard for emergency services if they had to run through there for something.

Anderson agreed with Manuwal and said that they were also told by that company that the work was done and it clearly wasn't as he was on site today. He stated that it was brought up to The Boys today and they said they could get the work done.

Mayor Listenberger stated he was going to interrupt for a moment as they had a couple of residents here from Northgate who would like to say a few words. He stated he was glad they were here to hear the plans. He stated he would allow for two minutes to speak.

(Wendy Kohler, 1687 N. Michigan Street, Lot 135, Plymouth, IN 46563)

Kohler stated she had been a resident there for 10 years and they were the fourth owners this year. She stated they were not doing well as they would not keep in contact with the residents at all. She explained that she attempted to talk to Anderson today, but he ran off and would not even try to talk. She stated she had taken them to small claims court for breach of contract and nobody showed up so she won. She stated her only request was for them to take care of the issues they caused. She stated they raised rent by almost \$200, removed the services that they were receiving for the amount they were paying. She explained that they were paying \$440/month which included trash, sewage, and water. She stated as soon as they came in, they raised the lot rent to \$495, removed the trash from the area, and it took almost a month to get the trash situation sorted out because it was commercial property and they had to convert it over to individual. She stated they then turned around and fixed it but were still trying to charge the people who went and got their own trash services. She stated there had been multiple people in the park who had tried to contact the management company that was supposed to be managing this place, and they would not return calls or emails, and they were

sending people notices of eviction. She stated there were a lot of people that had not paid rent this month because of the problems that had been happening. She stated they would not communicate with those people to resolve those issues.

Anderson stated to his knowledge was that the former owners were the Martin family who had owned this property for over forty years. He stated they sold it to another person who owned it for about 2 years, and they ended up receiving the property back, and he believed the property deteriorated further over that time. He stated he bought the property from the Martin's family less than two months ago. He stated the rent was \$440 and they moved it to \$495 and that it was supposed to include water, sewer, and trash. He stated he would provide that in the notice to residents that it was the case and that it was not separate from the other ones. He explained there was an issue where they had to switch from dumpsters to toter carts and there was a period when they did not have trash pickup and that was on Northgate for that mistake. He stated they do have individual totes instead of dumpsters as they prefer not to have people from outside the property dumping. He stated he was approached earlier in the park, and he was with the plumber and city staff so he did not engage with her, but they would make themselves available to speak with the residents.

Mayor Listenberger asked what would happen if they were to act on this order.

Manuwal replied if they did not fulfill the action within 15 days, then he would either fine them or hire a contractor at their expense to complete the work. He stated the work would likely need to be bid out and all those fees for sending out notifications would also be put on the property owners.

Culp stated he liked what he was hearing but he wanted to hear that it was the truth from his tenants because from talking to Kohler today, she made it very clear what she was being told was happening versus what was happening were two different things. He explained that he had to get every tenant on the same page with someone to contact, listen to, and vent their frustrations with what was going on top of getting this fixed, so they had a safe environment.

Morrow stated this park has had problems for years. Ecker added that it was inherited. Morrow stated that he believed they should get two more weeks and extend this. He stated if the sewage was not fixed and if there was no work on the electrical, then he believed that they should allow Manuwal to invoke the fines.

Manuwal suggested if they were not able to complete the work immediately to rope off the areas to at least indicate where they were at so people were not walking through there.

Randy Longanecker suggested snow fencing instead of rope. He stated it should go around the electrical spots and sewage areas. He stated it would be a quick process that could be done within a day or two.

Anderson stated that after this meeting he would go to Lowes and do the work himself.

Longanecker suggested six feet around each hazard.

Milner suggested a town hall with the residents of Northgate as they were showing up. She commented that she would attend something like that.

Ecker wished to make it clear that they had listened to as many people as they could, been out there visiting, and Manuwal had been on top of this. He stated that the tenants deserved respect, courtesy, and he would hope that the new ownership would take their concerns seriously and not brush them off.

Anderson replied that his commitment to them was that they would see these issues resolved in the next two weeks and in the next twelve months that the property would look a lot better than it had in previous decades.

Ecker acknowledged that they had inherited a mess.

Board members Morrow and Ecker moved and seconded to extend the Order to Take Action at Northgate two more weeks until their following meeting on June 9, 2025, to deal with the sewer and electrical issues, with the stipulations that there be snow fencing added around the sewage and electrical hazards and provide a written plan to both the city and tenants. The motion passed by roll call vote.

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

Opposed: N/A

Manuwal stated that he was on vacation last week and received an email from the contractor at 310 N. Michigan Street about demoing the façade. He also added while he was on vacation last week, he had received a report from the Plymouth Police Department about one of his other properties. He stated in his packet that night he had photos of an ongoing investigation at the Pointe Apartments, and he would recommend sending out a demolition order. He stated he would have to send out a certified letter, have it recorded, and they would have to attend the next meeting. He stated he was asking the board to provide the approval.

Mayor Listenberger asked for clarification that they were inhabiting this building with no occupancy permit. Manuwal agreed. Mayor Listenberger replied that it was rather clear that the person was living there by the photos provided.

Houin stated that with the Orders to Take Action that Manuwal normally issued, the property owners had the right to request a hearing and if they did not request a hearing, that it automatically became an order. He stated that a demolition order fell under a different section in the statute that did require a hearing. He stated what Manuwal was proposing to send the notice and schedule a hearing for their next meeting. He stated after that hearing they could confirm the demolition order after the owner had an opportunity to appear and give testimony.

Culp asked if they issued this, could the property owner sell the property and have someone else fix it up.

Houin replied by law that if they sold the property they would have to notify any purchaser that the order was in place. He stated it had to be recorded as well so anyone purchasing the property would receive the record of the demolition order in place.

Board members Culp and Ecker moved and seconded to approve sending a demolition order to 309 Gibson Street as presented. The motion passed by roll call vote.

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

Opposed: N/A

Police Chief John Weir stated they had four officers complete the bicycle training course last week and Steve Delee was the dayshift officer last week and he was on it all day putting 30 miles on it. He stated it would be someone from each shift on the bike.

Street Superintendent Jim Marquardt asked for permission to request an additional appropriation out of city properties to work on the fuel system at the street department. He stated the computer system goes back to an old DOS based system and it was the only thing left on that one computer. He stated they continue to have more problems with printing reports and if they lose that capability of getting reports then it would be hard for the Clerk-Treasurer to bill all the departments. He stated in discussions with Gasoline Equipment Service Corporation they found that it would cost \$17,000 to update the computer system and whole fuel reader into a cloud-based system. He stated there would also be a \$900 annual fee for that after the first year which we plan on lumping into their compliance figure price that they pay them to keep them in compliance with IDEM.

Culp asked if the fuel tanks were underground.

Marquardt replied that they were and so far, everything was in compliance. He stated they were fiberglass tanks and IDEM was happy with the paperwork. He stated some day they would have to come out and that it would probably be with age.

Mayor Listenberger stated they had been having that discussion, especially with the airport, and he had asked Airport Manager Bill Sheley for some forecast on this as it was a big-ticket item as they would be looking at \$3 million to replace the whole system.

Marquardt stated in his discussions about aboveground tank systems that it would be half a million dollars and there is some funding available if you had underground tanks that they would pay for about 50% of taking them out of the ground but that was a small figure when having to set up a whole new island. He stated that would be for their type of usage.

Longanecker stated the FAA was totally different from IDEM.

Mayor Listenberger stated he would like to get those numbers so they could do some planning.

Marquardt stated the good thing about updating this card reader system was that it would be compatible with future upgrades. He stated the current card reader system was so old they could no longer find parts used. He stated the nice thing they were being told with aboveground tanks was that the IDEM compliance lessens but once everyone starts doing that IDEM would find new things to check.

Board members Ecker and Morrow moved and seconded to approve the request as presented. The motion carried.

Marquardt stated if they drive down Third Street they have finished up underneath the viaduct with retaining walls. He stated they may not be the prettiest retaining walls but hopefully it keeps the stone off the sidewalks.

Mayor Listenberger thanked the Cemetery for continuing to make the cemetery look good, especially for the Memorial Day Ceremony they held yesterday.

Sheley added onto the fuel reader discussion from earlier by stating they had updated the fuel reader system at the airport about six months after he started out there and they signed a 10-year contract with a fuel supplier who paid about 95% of the project and it was about the same price as what Marquardt would be paying. He stated their system went from a hardline phone line to high-speed internet. He stated they were told within the next three days that heavy equipment would be brought into the construction staging area off Lilac Road on the northeast end of the Airport. He stated this would be for parallel taxiway work.

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, May 27, 2025

Clerk-Treasurer Gorski introduced a request to place a permanent dumpster in the parking lot at S. Center Street and W. LaPorte Street for the French Press Coffee Company. Corey Celmer was in attendance for this request.

Celmer stated they were moving to a new location on the other side of the parking lot from where they are now. He stated they were looking to get a dumpster in that area where they could dump their daily business.

Mayor Listenberger apologized for not looking into this yet. He asked if they had a location where they would like to put the dumpster.

Celmer replied that it would be right next to the other two dumpsters down towards the river area.

Houin stated he had not looked at it until recently and found that those dumpsters that were down there were on city property. He stated he was not sure if permission was given or if there was an agreement.

Mayor Listenberger believed they needed more time to investigate this more.

Board members Culp and Ecker moved and seconded to table the request. The motion carried.

Clerk-Treasurer Gorski introduced a street closure request for the Cars and Coffee Event. John Montgomery was in attendance for this request.

Montgomery stated this was the same request they had made for seven years. He stated the space they would need to close would be the same. He stated that without having access to the Mobil Gas Station, they did have to shift it down a little to the Gehrke properties a few buildings down. He stated they tried it without closing down Beerenbrook Street, but they got some involvement going on with the Bowling Alley and mixer trucks, so they would need additional space.

Culp asked for clarification that they are having the sheriff reserves there. Montgomery agreed.

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

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, May 27, 2025

REQUEST FORM
CITY OF PLYMOUTH

Date: 5/12/25

Board of Public Works & Safety
Notice to BOARD OF PUBLIC WORKS AND SAFETY, CITY OF PLYMOUTH, INDIANA

Kindly review of the following request:

Request to close approximately 1 block of
Beerenbrook Street on both the north and
south sides of Jefferson Street for Cars and Coffee
event from 6:00am to 11:00am.

June 7, 2025 July 5, 2025
August 2, 2025 September 6, 2025

Signed *[Signature]* Phone Number _____
Print Name John Montgomery Address _____

In Office Only:
Determination of Request
Board of Public Works & Safety approved request May 27, 2025

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

Signed *[Signature]* Title Clerk-Treasurer

Clerk-Treasurer Gorski introduced a street closure request from Miller's Senior Living Community for a Walk-a-thon. Anna Corbett was in attendance for this request.

Corbett stated she did not want to shut down any streets but rather just use them. She stated she was trying to raise money and awareness for Alzheimer's and Dementia. She stated it would start at 9:00 AM so they should be done within an hour at most unless you walk slowly. She explained both route options but one would use the Randolph Street bridge so she was hoping that it would be done by August 16th but if not then they would reroute. She stated it would mostly be the sidewalk until they hit the park area.

Board members Morrow and Milner moved and seconded to approve the request as presented. The motion carried.

REQUEST FORM
CITY OF PLYMOUTH

Date: May 13

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

Kindly review of the following request:

See attached

Signed *Anna Corbett* Phone Number 574-936-9801
Print Name Anna Corbett Address 625 Oakhill Ave. Plymouth, IN 46150

In Office Only:
Determination of Request
Board of Public Works & Safety approved request May 27, 2025

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

Signed *[Signature]* Title Clerk-Treasurer

May 13, 2025

Dear Committee Members,

Miller's will be hosting a Walk-a-thon on Saturday, August 16, 2025, to raise money and awareness for Alzheimer's and Dementia. The event will begin at 7:30 am, with the walk starting at 9:00 am. We are requesting support and awareness regarding the use of public roadways and trails during this time.

We have 2 walking routes, primarily using the Greenway Trail:

Route 1 – Begins at the Youngs Amphitheater, follows the Greenway trail to Founders Park, continues along Berkley Street to Columbus Drive, then reconnects to the Greenway Trail by Riverside. Volunteers will be stationed at the following streets to help ensure participants safety.

Randolph Street & Berkley Street

Berkley Street & Columbus Drive

Columbus Drive & Baker Street

Route 2 – Starts at Youngs Amphitheater, goes down Baker Street, then returns to the amphitheater via the Greenway Trail.

If there is any necessary coordination, signage, or assistance from your department to support the event, please let us know. Also, are there any permits that need to be required?

Thank you for your support in helping us raise money/awareness for the important cause and making this community event a success.

Sincerely,

Anna Corbett
Community Relations Director
Miller's Senior Living Community
574-936-9801

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, May 27, 2025

Board members Culp and Milner moved and seconded to allow the payroll for May 15, 2025, and the claims for May 27, 2025, as entered in Claim Register #2025-10. The motion carried.

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

- May 27, 2025 Docket
- Water Department Activity Report – April 2025
- Wastewater Department Activity Report – April 2025

The motion carried.

There being no further business, Board members Milner and Ecker moved and seconded to adjourn. Listenberger declared the meeting adjourned at 7:06 p.m.

APPROVED:


Robert Listenberger, Mayor


Lynn M. Gorski, Clerk-Treasurer

CITY OF PLYMOUTH WASTEWATER DEPARTMENT
Board of Public Works and Safety
April 2025 Monthly Report

PLANT OPERATIONS:

1. Total flow in gallons	70,308,070
2. Average daily flow in gallons	2,343,602
3. Rainfall	3.15"
4. Monthly average in BOD removal	99.1%
5. Monthly average in TSS removal	96.9%
6. Monthly average in Ammonia removal	91.9%
7. Monthly average in Phosphorus removal	78.0%
8. General plant maintenance	
9. Work orders completed:	

347- Wastewater Treatment Plant

- Exercised 38 plant valves.
- Administration offices have been repainted.
- Repaired the centrifuge PLC used for controlling the conveyors.
- Installed flashing on both bio-towers.
- Replaced the methane gas mixer on the roof of the primary anaerobic digester.
- Replaced the drive motor on the east bio-roughing tower.
- Repaired water leaks at the WWTP odor bed.

19- Vehicle/Mobile Equipment

- Replaced the dive bearings on the concrete mixer.
- Repaired hose reel on T-6 combination sewer cleaner (Vactor).
- Two trucks had seats repaired at the upholstery shop.
- Repaired the jetter hose T-20.

26- Lift Stations

- Replace battery backup on Clark & Rose lift station controller.
- Installed new radiator in the auxiliary generator for the Goshen Tr./Michigan St. lift station.
- Replaced the block heater on the Goshen Tr. generator.
- Repaired the backflow preventer on the 6th St. odor bed.

13 - Collection System

- 0 - Eliminated structures
 - a.
- 3 - Replaced structures
 - a. 17C007, 17C008 and 17C005.
- 0 - Repaired structure
 - a.
- 3 - Replaced / Repaired / Adjusted castings.
 - a. K6M233, 17M104 and H6C208.
- 0 - GIS data collection points.
 - a.
- 2 - New structure
 - a. LWE and Ferndale St. (storm manhole).
 - b. Installed 5 new inlets along LWE storm sewer project.
- 0 - Point Repairs
 - a.
- 5 - Miscellaneous
 - a. Inspected all CSO discharge sites for blockages and proper signage.
 - b. Repaired CSO-10 for data transfer issue.
 - c. Core drilled manhole for sewer service at 1221 Elm St.
 - d. Installed 442' of 10" storm sewer on LWE.
 - e. Installed 2 liners on spillways at the Neidlinger Park development north of Riverside School.

COLLECTION SYSTEM GENERAL:

1. Cleaned 8,883 feet of sewer lines:
 - 472 feet during service calls
 - 8,411 feet during preventive maintenance
2. Televised 8,053 feet of sewer lines.
3. Mechanically removed roots from 3,387 feet of sewer lines.
4. Removed approximately 4.44 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 26,230 gallons of potable water during sewer cleaning.
6. Performed routine maintenance on 10 CSO's and seventeen pumping stations.

MISCELLANEOUS

- Continuing work on the wastewater's asset management plan.
- Two employees attended the regional Indiana Finance Authority meeting in Walkerton.
- One employee attended Backflow Prevention training in Mishawaka.
- Developing plans in the event of a cybersecurity attack, so the WWTP can be operated in hand mode and not be dependent on SCADA.
- Six employees attended a cyber security webinar on cyber attacks on SCADA systems.

CITY OF PLYMOUTH WATER DEPARTMENT Board of Public Works and Safety April 2025 Monthly Report

PLANT OPERATIONS

Water Treated - Ledyard Water Treatment Plant	24,020,463 gallons.
Water Treated - Pine Water Treatment Plant	<u>19,014,084 gallons.</u>
Water Treated - Total	43,034,547 gallons.
Water Treated - Daily Average - Ledyard Water Treatment Plant	800,682 gallons.
Water Treated - Daily Average - Pine Water Treatment Plant	<u>633,803 gallons.</u>
Water Treated - Daily Average - Combined	1,434,485 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

- 18- Ledyard Water Treatment Plant Maintenance
 - Completed auxiliary generator test.
 - Completed temperature checks on high service pumps.
 - Cleaned and inspected chlorine injectors and analyzer.
 - Inspected the north and west water towers.
 - Repaired east entrance door on the filter building.
 - De-winterizing plant.
- 17 - Pine Water Treatment Plant Maintenance
 - Completed auxiliary generator test.
 - Completed temperature checks on high service pumps.
 - Cleaned chlorine injector.
 - De-winterizing plant.
- 21 - Mobile Equipment
 - E-59, W-2, W-6, W-16, W-23, W-29, W-34 and W-110

WATER SAMPLING

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

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, May 27, 2025

- 384 Process control samples and analysis at the Pine Water Treatment Plant Samples
Includes 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 set
- 0 Radionuclide
- 0 IOC- Metals-Radon
- 0 Lead & Copper Samples
- 0 Nitrate/Sampling for each Plant (sets)
- 2 Extra Sampling
- 0 Hardness/Corrosion
- 0 Set IDEM required PFAS sampling on both points of entry.

SERVICE

Utility Locates	326
Total Number of Work Orders	402
Service Disconnects	17
Service Disconnects for non-pay	49
Service Reconnects for non-pay	71
Blue Tags "Service Notice" left on door	26
Pink Tags "Insufficient Funds Notice" left on door	3
New Radio Read / Meter Installations	31
Accuracy Checks	210
After Hours Call Outs	1
Meter Repaired	0
Consumer Confidence Report Requested Hand Delivery	0

CONSTRUCTION ACTIVITIES

- (2) Curb Stops Repaired / Replaced / Installed
 - 04-01-2025 900 W. Jefferson St. - Replaced 1" curb stop/box & rod.
 - 04-07-2025 721 Mansfield St. - Replaced ¼" curb stop & pit.
- (0) Curb Stops Located / Capped Off at Valves
- (0) New Taps Installed
- (1) New Mains Completed
 - 04-03-2025 Pioneer Dr. & Jim Neu Dr. - Extended 100' of a 12" main.
- (3) Valves / Valve Boxes / Repaired / Replaced / Installed
 - 04-01-2025 900 W. Jefferson St.- Replaced 2" box.
 - 04-02-2025 316 Klinger St. - Removed debris in curb box.
 - 04-08-2025 Indiana Ave. & Washington St.- Installed new 6" valve. Retired old valve.
- (0) Hydrants Repaired / Replaced / Installed / Serviced / Painted
- (0) Valve Exercised
- (0) Main Breaks and Leaks Repaired
- (2) Service Lines / New/ Repaired
 - 04-07-2025 219 Webster Ave. - Leaking at corporation stop - repaired service line.
 - 04-07-2025 1217 W. Washington St.- Repaired service line leak.

MISCELLANEOUS

- Water Improvement Projects continuing. Division 1 - TGB Unlimited water main improvements / Division 2 - O & J Coatings water tower renovation.
- Continuing with the city water meter replacement program.
- Installed the auto flush hydrant at the airport.
- Installed locating links at all river crossings.
- Activated the downtown drinking fountains.
- Testing and inspecting backflow devices at city owned facilities.
- Two employees attended backflow testing school. One completed the course and is licensed by IDEM. The second employee needs to complete additional training.
- Two employees attended the regional Indiana Finance Authority (IFA) meeting in Walkerton.
- McMichaels Fire Extinguisher Service completed inspection and servicing all extinguishers.
- Received delivery of new Toro mower.
- Four employees attended a cyber security webinar on cyber attacks on SCADA systems.