

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, December 22, 2025

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session at 6:00 p.m. on December 22, 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 Miller, 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 Zoom and streamed live at <https://www.youtube.com/@CityofPlymouth>.

Board members Culp and Ecker moved and seconded to approve the minutes of the regular session of the Board of Public Works and Safety meeting of December 8, 2025, as presented. The motion carried.

Board Members Ecker and Morrow moved and seconded to set the 2026 meeting dates for the 2nd and 4th Mondays of each month at 6:00 p.m. with the exception of moving the May 25th, 2026, meeting to the following day on May 26th, 2026, at 6:00 p.m. in the City Council Chambers. The motion carried.

Fire Chief Steve Holm made a last call regarding the opening of sealed bids for purchase of (1) surplus ambulance and read the following bid aloud:

12/22/2025
To Whom it may concern
Please accept this letter as sealed bid for the purchase of the ambulance being offered for sale
I am submitting a bid for two hundred dollars (\$200.00) for the ambulance.
Thank You Daren Miller

Holm asked to take the following bid under advisement. He stated they were not using the ambulance currently.

Morrow asked if it would be worth more if we salvaged it. Holm replied that there was a possibility.

Houin replied if it was taken under advisement, then you could look at other options and come back with a recommendation to the board.

Board members Ecker and Milner moved and seconded to take the bid under advisement. The motion carried.

Holm stated for the two drones they received from the county we were able to assist the police department in a search to cover some ground with a thermal imaging camera. He stated that Daren Miller was one of their licensed pilots for that. He stated they would end up with five firefighters in the department that would be licensed to fly that drone to help with the county. He stated it takes a lot of training and testing to get that and they've been moving forward with getting that done. He stated they can be used for searches and fire incidents, so it has come in handy already.

Holm requested to send out bids for their new department vehicle, and he had three different dealerships he was going to send bid letters to.

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

Street Superintendent Jim Marquardt stated at the last meeting they opened fuel bids and took them under advisement. He stated after reviewing the bids, he would recommend they go with Keystone Cooperative. He stated it was slightly higher but during review, a single source supplier was requested because we like the idea of where we know the fuel is coming from to track a problem. He stated the other company said they would pull from three separate locations, Hammond, Chicago, and Whiting. He stated they also missed some taxes on their pricing, so we were more comfortable going with Keystone Cooperative.

Ecker asked what the cost difference was for total volume.

Marquardt replied that for Diesel it would be around \$902. He stated for gasoline, without adding taxes up right, that it could be up to \$7,000 difference in the total. He added they were also not sure when we would get deliveries from the other bidder so far away. He stated with Keystone, it is usually there when we order it. He stated they had a lot of questions about our tank size because most transport loads are 8,000 plus gallons and when we retrofitted our tanks with overflow protection we had to do for IDEM, we can only put exactly 8,000 gallons in our tank so we always try to order when there is 500 left in the tank so there became issues with not delivering a full load. He added that they had worked with Keystone for several years and have not had an issue yet.

Board members Ecker and Morrow moved and seconded to award the bid to Keystone Cooperative as presented. The motion carried.

Marquardt stated the last time they discussed the cost of wayfinding signs for Marshall County DAV Chapter 42. He stated discussion was about something cheaper, so it was discussed at the shop, and we ended up making some normal street signs to put below the way-finding signs. He stated he spoke to Jay Buchtel about it, and they loved and appreciated it. He stated they are a great organization, but it was hard to justify spending that much money for a wayfinding sign. He added that leaf pickup started back up today.

Morrow stated that the Street Department was hit with a weather disaster from a timing standpoint from going to snow to leaves to snow and he saw the guys out working again too and they were working hard. He wished to thank the Street Department for their work.

Park Superintendent Mike Hite wished the board and everyone there a Merry Christmas from the Parks Department.

Board members Milner and Ecker moved and seconded to allow the payroll for December 15, 2025, and the claims for December 22, 2025, as entered in Claim Register #2025-24. The motion passed by roll call vote with all in favor.

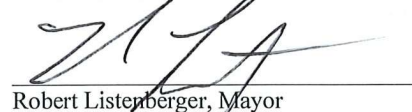
Board members Culp and Milner moved and seconded to accept the following communications:

- December 22, 2025 Docket
- Water Department Activity Reports – November 2025
- Wastewater Department Activity Reports – November 2025

The motion passed by roll call vote with all in favor.

There being no further business, Board members Milner and Ecker moved and seconded to adjourn. Listenberger declared the meeting adjourned at 6:15 p.m.

APPROVED:


Robert Listenberger, Mayor


Lynn M. Gorski, Clerk-Treasurer

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

PLANT OPERATIONS

Water Treated – Ledyard Water Treatment Plant	17,886,868 gallons.
Water Treated – Pine Water Treatment Plant	<u>20,834,464 gallons.</u>
Water Treated - Total	38,721,432 gallons.

Water Treated – Daily Average – Ledyard Water Treatment Plant	596,229 gallons.
Water Treated – Daily Average – Pine Water Treatment Plant	<u>694,485 gallons.</u>
Water Treated – Daily Average – Combined	1,290,714 gallons.

- Backwashed filters at Ledyard Water Treatment Plant 8 times for a total of 672,000 gallons.
- Backwashed filters at Pine Water Treatment Plant 12 times for a total of 1,152,000 gallons.
- Total backwash usage for the month was 1,824,000 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.
 - Generator inspection and service completed by Cummins Service.
 - Completed repairs to storage building heaters.
 - Vehicle lift has been installed in the maintenance building.
 - Living Waters has completed inspection and service of the plant's chlorine system
 - Installed rehabilitated variable speed drive for well #2R motor
- 11 – Pine Water Treatment Plant Maintenance
 - Completed auxiliary generator test.
 - Completed temperature checks on high service pumps.
 - Cleaned and inspected chlorine injectors.
 - Living Waters has completed inspection and service of the plant's chlorine system.
 - Generator inspection and service completed by Cummins Service.
 - Replaced 50hp motor on well #5E.
 - Completed repairs to the chemical feed room heater.
- 12 – Mobile Equipment
 - W-3, W-6, W-11, T-16, W-19 and W-28.

WATER SAMPLING

- 10 Distribution system bacteria samples, IDEM required.
- 62 Distribution system chlorine residual samples, IDEM required.
- 4 Fluoride samples, ISDH required.
- 528 Process control samples and analysis at the Ledyard Water Treatment Plant include Ferrous Iron, Total Iron, Manganese, and Chlorine
- 469 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
- 2 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)
- 0 Extra Sampling
- 0 Hardness/Corrosion
- 0 Set IDEM required PFAS sampling on both points of entry.

SERVICE

Utility Locates	178
Total Number of Work Orders	481
Service Disconnects	34
Service Disconnects for non-pay	32
Service Reconnects for non-pay	29
Blue Tags "Service Notice" left on door	41
Pink Tags "Insufficient Funds Notice" left on door	11
New Radio Read / Meter Installations	140
Accuracy Checks	189
After Hours Call Outs	0
Meter Repaired	0
Consumer Confidence Report Requested Hand Delivery	0

CONSTRUCTION ACTIVITIES

- (1) Curb Stops Repaired / Replaced / Installed
11-19-2025 1114 Jackson Heights Rd. – New curb stop, box and rod.
- (2) Curb Stops Located / Capped Off at Valves
11-18-2025 E. Jefferson St. & Kingston Rd. – Capped & retired 4" main.
11-19-2025 1114 Jackson Heights Rd. – Retired abandon service.
- (0) New Taps Installed
- (0) New Mains Completed
- (6) Valves / Valve Boxes / Repaired / Replaced / Installed
11-07-2025 201 Fife St. – Repaired box.
11-18-2025 E. Jefferson & Kingston Rd. - Cut in 4" valve for Bancroft.
11-19-2025 1050 E. Jefferson St. – New box and rod.
11-19-2025 1007 W. Laporte St. – New box.
11-24-2025 1160 Dora Ln. - Repaired box and meter pit.
11-24-2025 1101 W. Lake Ave. - Repaired box.
- (0) Hydrants Repaired / Replaced / Installed / Serviced / Painted
- (0) Valve Exercised
- (2) Main Breaks and Leaks Repaired
11-13-2025 S. Plum St. & Schuyler St. - Repaired leak on 1 1/2" main line.
11-25-2025 424 Nursery St. - Repaired leak on gooseneck.
- (0) Service Lines / New/ Repaired

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.
- Initiated lead sampling requirements with 120Water which will be focused on schools and daycares.
- Utilities study completed for area in the Pioneer Dr./Lincoln Hwy. area.
- Completed large meter testing for large water use customers.

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

PLANT OPERATIONS:

1. Total flow in gallons	42,598,000
2. Average daily flow in gallons	1,419,933
3. Rainfall	2.07"
4. Monthly average in BOD removal	99.5%
5. Monthly average in TSS removal	97.7%
6. Monthly average in Ammonia removal	97.9%
7. Monthly average in Phosphorus removal	84.8%
8. General plant maintenance	
9. Work orders completed:	

303- Wastewater Treatment Plant

- Exercised 24 plant valves.
- Removed UV banks for cleaning and inspecting after disinfection season.
- Replaced the drive belt on west bio-roughing tower drive motor.
- Replaced communication wire for the WWTP rain gauge.
- Installed replacement pressure relief valve on the roof of the primary anaerobic digester.
- Cleaned and inspected secondary and raw pumps pressure relief valves.
- Replaced the gas feed valve on the main heater in the thickener building.
- Cummins serviced WWTP's auxiliary generator at the WWTP.
- Repaired the fiber loop within the facility.
- Completed replacement of the low water sensor on the methane gas boiler.
- Completed repairs to the plant's fire alarm system.
- East entry-door was replaced on the maintenance building.

71- Vehicle/Mobile Equipment

- Several small engine repairs.

35- Lift Stations

- Rewired the controls in the Goshen Rd. lift station and installed additional low level shut off floats.
- Reset all timers on lift station controllers after day light savings time took effect.
- Cummins inspected and serviced auxiliary generators at the Goshen/N. Michigan and Pioneer Dr. lift stations.
- Replaced 600' of 1" jetter hose on T-20 combination sewer cleaner.

14 - Collection System

- 0 - Eliminated structures
 - a.
- 0 - Replaced structures
 - a.
- 0 - Repaired structure
 - a.
- 0 - Replaced / Repaired / Adjusted castings.
 - a.
- 0 - GIS data collection points.
 - a.
- 0 - New structure
 - a.
- 1 - Point Repairs
 - a. 1027 W. Adams St. in alley. Removed jetter nozzle.
- 12 - Miscellaneous
 - a. Installed 30' of 10" PVC sewer pipe as an overflow for the detention basin at the Neighborhood Center.
 - b. All 10 CSO monitoring systems were calibrated throughout the collection system. This includes the 2 that were replaced with the new model required.
 - c. 736' of 10" vitrified clay pipe was lined in the Highland Ct. area.
 - d. Replaced 584' of 18" storm sewer in the 500 Blk. of W. Harrison St.

COLLECTION SYSTEM GENERAL:

1. Cleaned 16,405 feet of sewer lines:
 - 0 feet during service calls
 - 16,405 feet during preventive maintenance
2. Televised 11,013 feet of sewer lines.
3. Mechanically removed roots from 3,636 feet of sewer lines.
4. Removed approximately 8.20 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 43,020 gallons of potable water during sewer cleaning.
6. Performed routine maintenance on 10 CSO's and seventeen pumping stations.

MISCELLANEOUS

- Continuing developing the Asset Management Plan for the wastewater department as required by IDEM with a deadline on 1-1-2027.
- Received utility study for the Pioneer Dr./Lincoln Highway area.
- Five certified operators completed course on "Wastewater Math" presented by Alliance of Indiana Rural Water and received 4 continuing education contact hours each.
- Katie Jung successfully completed her testing and received her IDEM Class 3 Municipal and Class C Industrial operator's license.