

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session at 6:00 p.m. on January 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 Don Ecker Jr, Duane Culp, Shiloh Milner and Dave Morrow who were physically present. City Attorney Houin and Clerk-Treasurer Gorski were 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 January 8, 2024. The motion carried.

**Demolition Bid Opening for Water Street Townhomes Project**

Houin makes a last call for demolition bids. He states the calls for these to be paid for by the Contractor, Culver Sand Hill Farm LLC, but because of the public money involved in the project, the bids have to be opened at a public meeting. The bids were received as followed.

| <b>Demolition Projects</b> | <b>Langfeldt Excavating</b> | <b>Thomas Excavating &amp; Welding Inc.</b> |
|----------------------------|-----------------------------|---|
| <b>TOTAL:</b>              | \$38,460.00                 | \$42,730.00                                 |

Houin states these do not require any action by you and he will turn them over to Culver Sand Hill Farm LLC, and allow them to take the next steps.

Listenberger states that Milner has indicated to him that she would be willing to serve on the Plan Commission.

Board Members Morrow and Ecker moved and seconded to appoint Shiloh Carothers Milner to the Plan Commission. The motion carried.

Fire Chief Holm states he wanted to give an update on some Capital Improvements. He states he budgeted this year for air packs, radios, pagers, and our cot load for the new ambulance. He states with our new fire engine coming, he relayed that they were looking at some battery-operated extrication tools. He states the township bought a set for their fire engine and we would like to get a set for our city engine when it comes in. He states instead of finding other monies, we are looking to just forego the air packs this year as the ones we have are still good. He states that would take up most of the funding that we will need for the extrication tools. He states we have budgeted five radios and if we only order 2-3 instead, then we will have enough money to

cover all of the extrication tools. He states we will be fine with what we have and he has spoke with the Clerk-Treasurer about this earlier today for what he wanted to do.

**Bid Opening for Police Department Squad Cars**

Police Chief Bacon and City Attorney Houin made a last call for bids. The bids were received as followed.

| Police Squad Cars         | Oliver Ford Lincoln | Auto Park    | Chrysler Dodge Jeep Ram |
|---------------------------|---------------------|--------------|-------------------------|
| 2024 Per Vehicle Price    | \$42,762.00         | \$39,745.00  | \$40,813.00             |
| 2024 V8 Per Vehicle Price | -                   | -            | \$43,824.00             |
| 2023 Per Vehicle Price    | -                   | -            | \$37,924.00             |
| NET TOTAL (3):            | \$128,286.00        | \$119,235.00 | \$122,439.00            |
| 2024 V8 NET TOTAL (3):    | -                   | -            | \$131,472.00            |
| 2023 NET TOTAL (3):       | -                   | -            | \$113,772.00            |

Bacon explains that the quote request went out to six different dealerships split between Ford and Dodge to get an even balance. He states at this time he received a call this afternoon from Steve Kaiser at Oliver Ford, that when he submitted the quote to get Fords, today he cannot as Ford cut off the time. He explains he did state that February 1<sup>st</sup>, Ford would open up pricing for 2025 vehicles and the timeline for receiving those would be about the same time as it would be for a 2024 vehicle. He states he is seeking approval to take these bids under advisement and Officer Weir could come to your next meeting and see how to proceed moving forward.

Board Members Culp and Milner moved and seconded to approve the request to take the following bids under advisement. The motion carried.

**Bid Opening for Fuel**

|  |  |  |  |
|--|--|--|--|
| <p><b>NOTICE TO BIDDERS FOR FUEL SUPPLIES – 2024 CITY OF PLYMOUTH, INDIANA</b></p> <p>Notice is hereby given that the Board of Public Works and Safety of the City of Plymouth, Indiana, for its various department will receive sealed proposals or bids to be good until February 28, 2025 for gasoline and diesel fuel until 6:00 p.m. or less 87 octane E10 Plus un-</p> <p>on Monday, January 22, 2024 in the Council Chambers of the City Building 124 N Michigan Street, Plymouth, IN, (Garro St 2nd floor) at which time all bids will be opened and read aloud. Bids may be delivered until 4:30 p.m., January 22, 2024, to the Clerk-Treasurer's office located at 124 N. Michigan Street, Plymouth, if the bidder so desires.</p> | <p>Item #1 – 22,500 gallons more or less Premium ultra-low sulfur diesel fuel (for on-highway use) delivered by transport truck as needed. Price to include the extra cost of Extreme winterization (with 15% K-1) per gallon.</p> <p>Item #2 – 40,000 gallons more or less 87 octane E10 Plus unleaded gasoline delivered by transport truck as needed. May have times that we may take 1/2 transport load.</p> <p>Bids shall be submitted on Form 95, copies of which may be obtained from the Clerk-Treasurer's Office, all parts of which shall be properly filled out and accompanied by bid bond, certified check or cashier's check in the amount</p> | <p>Separate prices shall be stated for each item of material or work. All Fuels shall be from a single source of supply and may non-blended. Source of supply shall be indicated on the bid.</p> <p>Please provide fixed or guaranteed pricing. Please provide taxes and fees; and the total cost including taxes and fees.</p> <p>The City reserves the right to reject any and all bids or to waive any informalities in the</p> | <p>bids or to award the contract to the bidder deemed in the best interest of the City without explanation. No bidder may withdraw his bid for a period of thirty (30) days after the date set for opening of bids. Any bid received after the designated time will be returned unopened.</p> <p>Lynn M. Gorski<br/>Clerk-Treasurer<br/>City of Plymouth, Indiana<br/>January 5, 2024<br/>January 12, 2024<br/>January 5, 12, 2024 PH352920 fspax1</p> |
|--|--|--|--|

Street Superintendent Marquardt and City Attorney Houin made a last call for bids as advertised. The bids were received as followed.

| <b>Fuel Bids</b>               | <b>Ceres Solutions</b> |
|--------------------------------|------------------------|
| <b>Low-Lead Gasoline Price</b> | \$2.87/ gallon         |
| <b>Diesel Price</b>            | \$3.32/ gallon         |

Marquardt states they do not have firm pricing from March 1, 2024 – February 28, 2025 the firm pricing cannot be established until the time the City of Plymouth notifies Ceres Solutions. He states his recommendation would be as they have done in the past on fuel to review these and work with them on locking in a price. He states with this being said, we paid \$3.56/ gallon for diesel last year and \$3.03/ gallon for low-lead last year. He states it has come down and as they talk each day, prices change a little. He states from talking from them in the past, we have until tomorrow morning to lock in prices. He explains it is cheaper than last year and we do not want another scary situation.

Board Members Ecker and Culp moved and seconded to approve the request to take the following bid under advisement and to work with Ceres Solutions to lock in a price. The motion carried.

### **Bid Opening for Street Department Truck**

Street Superintendent Marquardt and City Attorney Houin made a last call for bids. The bids were received as followed.

| <b>Street Department Truck</b> | <b>Auto Park</b> | <b>Oliver Ford Lincoln</b> | <b>McCormick Motors</b> |
|--------------------------------|------------------|----------------------------|-------------------------|
| <b>NET TOTAL:</b>              | \$47,676.00      | \$52,999.00                | \$57,450.00             |

Marquardt states his recommendation would be to review the bids and award to the lowest responsible bidder.

Board Members Ecker and Milner moved and seconded to approve the request to take the following bids under advisement. The motion carried.

Marquardt states the roads will be slick tonight and no matter what is done tonight, if it rains hard, it will wash salt off the roads.

Mayor Listenberger informs everyone he just got a message explaining school will be closed tomorrow.

Clerk-Treasurer Gorski introduces a request to pay the DJ for the Daddy/Daughter Dance on the day of the event from Park Superintendent Mike Hite. Mike Hite was in attendance to answer questions.

Morrow states they demand payment after.

Gorski comments that they have never been paid on the day of the event up until this point.

**REQUEST FORM**  
CITY OF PLYMOUTH

Date: 1-10-24

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

*Request to have Gregg Simon's check, DJ for the Daddy Daughter Dance (Feb 10), available to pay on the day that they perform \$750.00*

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*[Signature]* \_\_\_\_\_ Phone Number 574-924-2876  
Signed \_\_\_\_\_

*Mike Hite* \_\_\_\_\_ Address 1146 N. Michigan St.  
Print Name \_\_\_\_\_

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In Office Only:  
Determination of Request

*Approved by Board of Public Works & Safety, January 22, 2024*

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

*[Signature]* \_\_\_\_\_ Title Clerk-Treasurer  
Signed \_\_\_\_\_

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

Clerk-Treasurer Gorski introduces a street light request for Dollar General on 1539 S. Michigan Street from Mike Delp. Mike Delp was in attendance to answer questions.

**REQUEST FORM**  
CITY OF PLYMOUTH

Date: 1-10-2024

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

*Requesting a dusk to dawn street light be placed on a piece pole on south side of below address. (Don Conrad) Dusenway Management told me this week they have been getting complaints that the driveway is hard to find in the dark.*

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*Building is owned by Don Wenzel, Karen Delp, Mike Delp's Dave Delp (Michiana LLC) Thank you!*

*Michael Delp* \_\_\_\_\_ Phone Number 574-930-4552  
Signed \_\_\_\_\_

*Mike Delp* \_\_\_\_\_ Address 1539 S. Michigan St  
Print Name \_\_\_\_\_

Delp states he went into Dollar General a week or so ago to get some reading glasses and Michiana LLC owns the building, and we lease it to Dollar General. He states he was asked by the manager there as they had multiple complaints about not being able to see the drive there because it

is so dark. He comments when she shows up in the morning that it is tough. He states he is here asking for them.

Mayor Listenberger asks if this would go through NIPSCO.

Marquardt responds by stating it would go through NIPSCO and that is when Delp called and asked. He explains that it would have to be approved by the board for NIPSCO to add a light. He states there are a couple options for customers where NIPSCO could put up a security light, for a monthly fee. He states if we were looking to put a light up, that it would not be right on the driveway, but a little south of the driveway. He states if we are doing the light, instead of doing just one, we could look at the area as there could be about four lights on every other pole. He states there are no real street lights between Jackson Heights Road and the end of the Cemetery until you get out to Eastwood. He states they have one at the entrance that runs through Eastwood, which was put in at the start, and we pay that bill. He states it is dark through there and he does not think we should put lights out there for just one single place. He states he is not exactly sure what a monthly fee is for lights as he has not looked for a while. He comments if we keep adding lights it will become a problem budget-wise.

Ecker asks how long it will take to do a thorough investigation.

Marquardt responds by stating if you all wanted to drive by and get an idea of your own at night, but not tonight, due to the weather, that in the meantime we can check to see how much each light costs the city. He states he knew we had a figure at one time but he is uncertain if rates have changed. He believes if we are going to do this that we would have to add more lights than just one.

Mayor Listenberger asks Marquardt if he has a contact at NIPSCO.

Marquardt responds by stating we do have a contact and usually when we do a light, he sends the Clerk-Treasurer an email, and she sends them a letter.

Morrow states it makes sense to him because when he drove out there last night that Delp is correct that it is dark. He states he also drove right by Family Express, which is equally as dark, that they have light poles right up by the street and his idea is that it is the business' responsibility. He states there is the safety factor as he has seen a lot of people walking from Dollar General to somewhere south so it makes sense to put them all along there as it is city limits.

Marquardt states there are about eight poles and if we put one on every pole, that would be four lights. He explains it is a hard thing to light just one person's driveway but if we are going to look into this, we need to look a little farther.

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

Ecker states he looked at the Oak Drive Dollar General and they have a pole up with lights on to the parking lot. He states he assumes that is their expense because it isn't something the city would do. He states he agrees with Morrow that it is dark down South Michigan Street and if we are going to do one, then what would be the cost to do four. He states we do not have that information right now so he would like to table it and ask that we have an evaluation done for if we have enough lights and how much it would cost the city and if we would have enough in the budget.

Marquardt states we could do that and he could get a price.

Delp states that is great and he would do the same thing if he were on the city council. He states he is aware you just approved one near the end of December for the Administration Building over at Plymouth High School. He states he has driven through there and believes there is a lot of light from the maintenance building right there so this seems much darker than what you just approved. He states the bottom line is you probably do need to come up with some guidelines to find out what the costs are.

Board Members Ecker and Milner moved and seconded to table the request as presented. The motion carried.

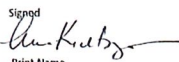
Clerk-Treasurer Gorski introduces a street closure request for the 10<sup>th</sup> Annual ARTS in the Street Festival from Heartland Artists Gallery. Anna Kietzman was in attendance to answer questions.

REQUEST FORM  
CITY OF PLYMOUTH

Date: January 17, 2024

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

The Heartland Artists would like to request that Michigan Street extending from Laporte St. to Washington St., be closed down on Saturday, July 27th for the Heartland Artists' 10th annual ARTS in the Street Festival. This year's festival will feature art booths, live music and dance, food trucks, a beer & wine tent, and art making experiences. The event will take place from 10am - 5pm. Note that this is 2 hours longer than past events. We request that the street be closed down from 5am - 7pm to allow for adequate setup and teardown time. Also note that the Heartland Artists will have a dumpster for trash, and may need a proper location for it this year. Portable toilets will also be provided.

|   |   |
|---|---|
| Signed<br> | Phone Number<br>219-477-0747                      |
| Print Name<br>Anna Kietzman   | Address<br>10145 Princess Ct., Plymouth, IN 46563 |

In-Office Only:  
Determination of Request  
Approved by Board of Public Works & Safety, January 27, 2024

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

Signed  Title Clerk-Treasurer

Kietzman states this is our 10<sup>th</sup> Anniversary for this great festival. She states it will be the same location we had over the years, from LaPorte to Washington Streets. She states the only change from prior years is that we are extending the hours to 5:00 PM, when years prior it was 10:00 AM to 3:00 PM. She states we are requesting to go a couple hours later by popular demand. She asks about the LaPorte Street parking lot situation, as that is where we put our dumpster. She states it is far out from the event date, but they may have to work on a new location for the dumpster due to their new location for the Heartland Artists Gallery.

Marquardt responds by stating we do not have a status on that as of now as it will take some exploration to see what needs done. He comments that he believes the parking lot situation will not change by the time of this event.

Mayor Listenberger states he is sure we will find a spot for the dumpster.

Morrow asks if that is the protocol to approve this locally and then it goes to the State.

Houin responds by stating we approve it and then the applicant will have to request it from the State.

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

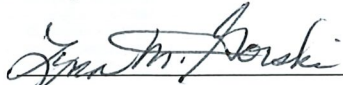
Board Members Ecker and Culp moved and seconded to allow the payroll for January 12, 2023 and the claims for January 22, 2024, as entered in Claim Register #2024-2. The motion carried.

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

- January 22, 2024 Docket
- Plymouth Fire Department Activity Report – December 2023
- Plymouth Wastewater Department Activity Report – December 2023
- Plymouth Water Department Activity Report – December 2023

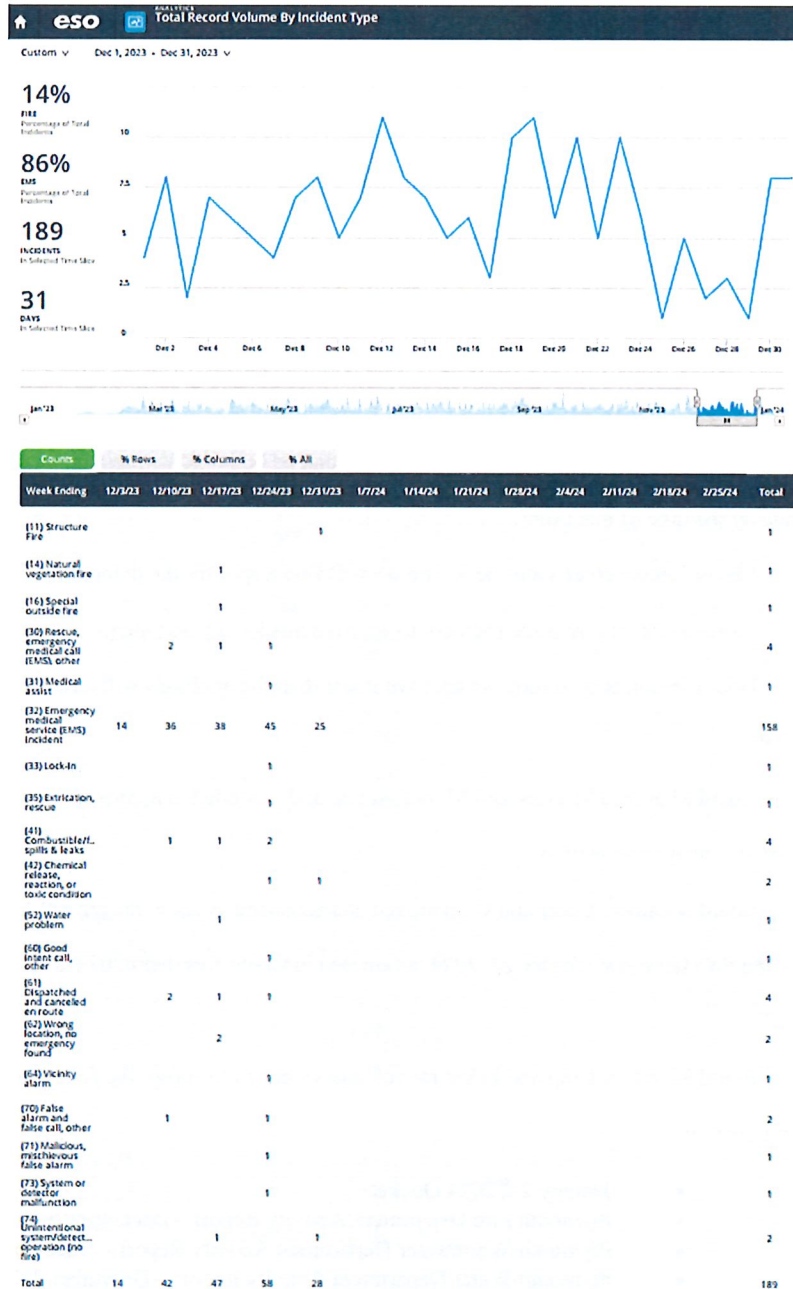
The motion carried.

There being no further business, Board Members Morrow and Ecker moved and seconded to adjourn, Senter declared the meeting adjourned at 6:29 p.m.

  
\_\_\_\_\_  
Lynn M. Gorski  
Clerk-Treasurer

APPROVED:

  
\_\_\_\_\_  
Robert Listenberger  
Mayor



**CITY OF PLYMOUTH WASTEWATER DEPARTMENT**  
**Board of Public Works and Safety**  
**December 2023 Monthly Report**

**PLANT OPERATIONS:**

- Total flow in gallons 44,892,320
- Average daily flow in gallons 1,448,139
- Rainfall 3.44"
- Monthly average in BOD removal 99.3%
- Monthly average in TSS removal 95.9%
- Monthly average in Ammonia removal 99.7%
- Monthly average in Phosphorus removal 82.3%
- General plant maintenance
- Work orders completed:

**436 - Wastewater Treatment Plant**

- Exercised 40 plant valves.
- Repaired air makeup unit for headworks structure
- Made adjustments to the plant's SCADA system through Toric Engineering on the secondary pumping cycles.
- Repaired plant auxiliary generator, lost coolant.

**67- Vehicle/Mobile Equipment**

>



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**67– Vehicle/Mobile Equipment**

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**41 – Lift Stations**

- Repaired radar level controller in the Centennial Crossing and MC Jail lift stations.
- Replaced the contactor in the Ledyard lift station.

**3 - Collection System**

- 0 - Eliminated structures
  - a.
- 0 – Replaced structures
  - a.
- 0– Repaired structure
  - a.
- 0– Replaced / adjusted castings.
  - a.
- 3 – GIS data collection points.
  - a.
- 0 – New structure
  - a.
- 0 – Point Repairs
  - a.
- 0 – Miscellaneous

**COLLECTION SYSTEM GENERAL:**

1. Cleaned 7,302 feet of sewer lines:
  - 311 feet during service calls
  - 6,991 feet during preventive maintenance
2. Televised 3,467 feet of sewer lines.
3. Mechanically removed roots from 0 feet of sewer lines.
4. Removed approximately 3.65 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 18,575 gallons of potable water during sewer cleaning.
6. Performed routine maintenance on 10 CSO's and 17 pumping station.

**MISCELLANEOUS**

- Completed SBA inventories.
- Toric Engineering completed operations adjustments to plant SCADA system.

**CITY OF PLYMOUTH WATER DEPARTMENT  
Board of Public Works and Safety  
December 2023 Monthly Report**

**PLANT OPERATIONS**

|   |                           |
|---|---------------------------|
| Water Treated – Ledyard Water Treatment Plant | 21,349,975 gallons        |
| Water Treated – Pine Water Treatment Plant    | <u>16,341,823 gallons</u> |
| Water Treated - Total                         | 37,691,798 gallons        |

|   |                        |
|---|------------------------|
| Water Treated – Daily Average – Ledyard Water Treatment Plant | 688,709 gallons        |
| Water Treated – Daily Average – Pine Water Treatment Plant    | <u>527,156 gallons</u> |
| Water Treated – Daily Average – Combined                      | 1,215,865 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**

- **15- 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.
  - Repair fluoride scales.
  - Repair front automatic gate.
  - Completed installing new shelving in maintenance building.
  - Repaired chlorine piping.
- **6 – Pine Water Treatment Plant Maintenance**
  - Completed auxiliary generator test.
  - Completed temperature checks on high service pumps.
  - Cleaned and calibrated chlorine analyzer.
  - Cleaned chlorine injector.
  - Repair heaters.
- **5 – Mobile Equipment**
  - W-2, W-3, W-15 T-17, W-18 and W-29.

**WATER SAMPLING**

- 10 Distribution system bacteria samples, IDEM required
- 62 Distribution system chlorine residual samples, IDEM required
- 5 Fluoride samples, ISDH required
  
- 341 Process control samples and analysis at the Ledyard Water Treatment Plant include Ferrous Iron, Total Iron, Manganese, and Chlorine
- 334 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 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                                    | 156 |
| Total Number of Work Orders                        | 240 |
| Service Disconnects                                | 17  |
| Service Disconnects for non-pay                    | 45  |
| Service Reconnects for non-pay                     | 38  |
| Blue Tags "Service Notice" left on door            | 15  |
| Pink Tags "Insufficient Funds Notice" left on door | 10  |
| New Radio Read / Meter Installations               | 1   |
| Accuracy Checks                                    | 103 |
| After Hours Call Outs                              | 1   |
| Meters New/Repaired                                | 1   |
| Consumer Confidence Report Requested Hand Delivery | 0   |

**CONSTRUCTION ACTIVITIES**

- (0) Curb Stops Repaired / Replaced / Installed
  
- (1) Old Curb Stops Located / Capped Off at Valves  
12-18-2023 W. Laporte St. (Old Eagles Lodge) Capped at curb stop.
  
- (1) New Taps Installed  
12-18-2023 2904 Miller Dr.-6" tap for new Bowen Center.
  
- (0) New Mains Completed
  
- (1) Valves / Valve Boxes / Repaired / Replaced / Installed  
12-12-2023 908 Markley Dr.- Replaced valve box.  
12-12-2023 River Park Square- Adjusted valve box  
12-13-2023 315 W. Garro St.- Repaired box.  
12-13-2023 1500 Pilgrim Ln. (Suite # 130) Old Kmart- Adjusted & located curb stop.
  
- (0) Hydrants Repaired / Replaced / Installed / Serviced / Painted
  
- (0) Valve Exercised
  
- (1) Main Breaks and Leaks Repaired  
12-14-2023 1403 Stanley Dr.- 8" Main break on fire service.
  
- (1) Service Lines / New/ Repaired  
12-11-2023 400 S. Michigan St.- Service line hit by bore crew (Replaced customer service).

**MISCELLANEOUS**

- GPS data collection.
- Continuing lead service line inspections.
- Completed SBA inventories.
- Application for the OCRA grant has been submitted.