

REGULAR SESSION, BOARD OF PUBLIC WORKS AND SAFETY, January 13, 2025

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session at 6:00 p.m. on January 13, 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 Ecker and Morrow moved and seconded to approve the minutes of the regular session of the Board of Public Works and Safety meeting of December 23, 2024, as presented. The motion carried.

Board Members Ecker and Milner moved and seconded to set the 2025 meeting dates for the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month at 6:00 p.m. with the exceptions of moving the May 26<sup>th</sup>, 2025, meeting to the following day on May 27<sup>th</sup>, 2025, at 6:00 p.m. in the City Council Chambers. The motion carried.

Utility Superintendent Donnie Davidson sought approval to solicit quotes for the replacement of three ¾ Ton Pick Up Trucks with one at the Water Department and two at the Wastewater Department. He stated for the last two years they have delayed those because other priorities took place. He explained he would like to get these upgraded as what they are replacing were a 2005 Ford, 1996 Ford, and a 2004 Ford. He stated this had been budgeted but they kept sliding it back but this year they would like to get caught up on this as it was part of their Capital Improvement Projects (CIP).

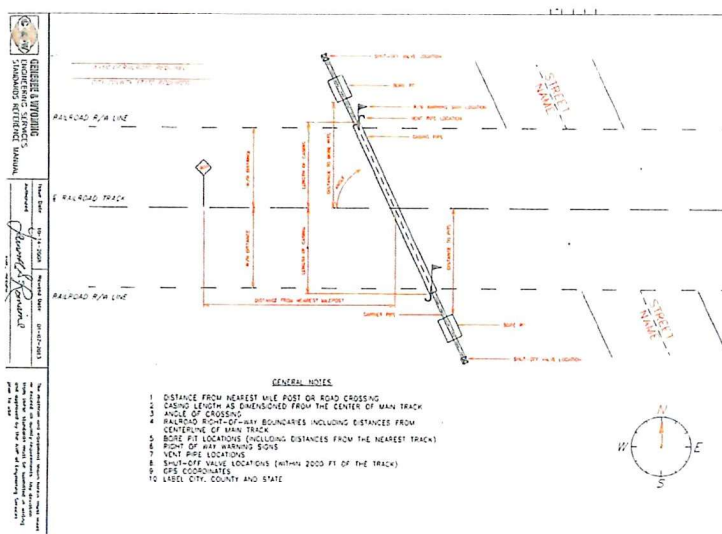
Ecker asked if these would be gas engines.

Davidson replied that they would be, but they did have one coming as part of a grant which would be an electric vehicle at the Water Department. He explained that was why they would get one at the Water Department and two at the Wastewater Department. He stated they wanted to try the electric vehicle first and get a feel for it before they try it as an option or not.

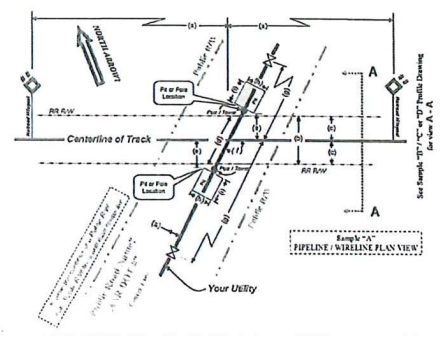
Board members Ecker and Morrow moved and seconded to approve the request as presented. The motion carried.

Davidson introduced Ty Bancroft of TGB Unlimited, who are their water main contractor on the OCRA project and stated that he would like to address the board about the formal notice of delay.

Bancroft stated that the notice of delay for the contract was essentially a vehicle so that the contractor can speak with the customer without any interference from outside influences of any kind. He stated what the notice was describing was a delay particularly on the railroad after the discovery of an undisclosed railroad after the job was bid. He stated their subcontractor showed up to jack and bore pipe underneath that railroad and they discovered that the CSX had a second railroad there they have leased to Genesee & Wyoming, and nobody knew this was coming so that was the problem. He handed out drawings from Genesee & Wyoming and CSX, along with TGB's proposal to resolve this issue. See referenced drawings below:



"SAMPLE PLAN VIEW ONLY"  
This sample drawing is to illustrate the basic information required. Your drawing must be "as specified"  
ALL INFORMATION ON THIS SAMPLE DRAWING IS REQUIRED ON YOUR DRAWING TO BE SUBMITTED TO CSX



Original Contract Specifications		
Relevant Line Items	7 - Bore & Jack Drilling	7a - Open Cut
	\$104,600	\$24,300
Total 7 + 7a = \$128,900.00		

December 23, 2024 Revised Drawing		
Relevant Line Items	7 - Bore & Jack Drilling	7a - Open Cut
	\$154,000	\$10,800.00
	RR Insp. & Flagging	\$60,000
Total 7 + 7a = \$224,800.00		

TGB Proposal to Resolve 2023 Railroad Issue		
Relevant Line Items	7 - Bore & Jack Drilling	7a - Open Cut
	\$163,600	Eliminated
	RR Insp. & Flagging	\$36,500
Total 7 = \$200,100.00		

Difference \$5,300.00 (More Efficient and Less Time Consuming)

Line Items Do NOT include Costs of obtaining railroad permits

Bancroft stated there had been a series of revisions to the drawings and stated that this was not the first time they had done this. He stated that in November they were notified that there would be \$60,000 in flagging and inspector fees involved and the reason that number was so high was because we were on their property, and they wanted them off their property.

He stated the square boxes on the ends are the bore pits they build for their subcontractor and those are outside the right-of-way so that means if they are not on their property, they do not have a flagger or inspector there. He stated they had done this before and that he did not have the words to describe to them what a Railroad Inspector was as it was miserable. He stated that they did not want to give them any reasons at all to hang around, so we must get off their property. He explained that would bring that \$60,000 down to \$36,500. He stated it was important to realize that the change in the drawing from December 23, 2024, the last revision he received, would add \$49,500 to this price tag. He stated that would only get them off the railroad on one side but not the other and the way he wanted to do this was by getting off their property completely. He stated that would make the flaggers only be there for 5-6 days instead of 20 days. He stated that the additional cost to that would be \$5,300 over what they already proposed and TGB Unlimited would be willing to eat that cost. He stated they already agreed earlier with Davidson that since their subcontractor mobilized all their equipment here and then left, that they would eat that cost too. He stated they needed to get this done as this was important. He explained there would be about a 30-60-day period between them saying go, the railroad giving a real approval to schedule this, and then scheduling their subcontractor. He stated that it was their subcontractor's recommendation too to get off the railroad's property. He explained that the steel casing that goes underneath there that was specified per the drawings/specifications was incorrect. He stated that in the price tag he corrected that because you do not want a Railroad Inspector showing up and seeing that you are using the wrong steel on the job, or they would not leave. He stated that was the proposal and they were looking for a decision to move this forward.

Culp asked if this was the first time he was here.

Mayor Listenberger replied that Gene Mann was the person here before who represented TGB Unlimited.

Culp asked how much additional cost would be incurred by the City or if there was no additional cost to the City.

Bancroft replied that the bottom line of the change order was that the original bid was \$128,800 and that now goes to \$224,800. He stated that they have done this before, so they understand how this works and they made two other proposals before without their involvement and those went nowhere. He stated his understanding was that this money had to be spent by the end of July.



Davidson stated that was when the original contract was committed to for project completion.

Bancroft stated it was January, and it would be 30-60 days from saying yes or no. He stated they would get through the railroad process, get the final permits pulled, and then get their subcontractor here so they would be cutting it close. He stated he had a lot of other information for them but there had been discussions about TGB pulling permits to get this done but the railroad does not want to have a contract with a contractor but instead want the city on the hook. He stated it was for obvious reasons that a contractor could go out of business, but the City of Plymouth wasn't going anywhere. He stated that they did not want to be in business with them and he understood that as it was the city's water main and their railroad. He stated they want to ensure that the water main under the railroad was the city's property.

Mayor Listenberger stated that he understood the time restriction, but he believed this needed to be taken under advisement and not to decide that night. He stated this needed to be investigated further and discussed prior to approval. He asked what would happen if this were to not be complete before July.

Davidson replied that they could potentially ask for an extension but generally if the money was not spent by a certain deadline, then the grant funds would be lost.

Fire Chief Steve Holm stated they plan to swear in Brandon Smith that night. He explained Smith started as a volunteer for the Fire Department in 2019 and they added him to their staff in mid-December, and about 3-4 days after that he became a dad. He stated his three-week-old Bentley and wife Caitlyn were there with him that night. He stated that Brandon Smith was a third generation Firefighter for the City of Plymouth. He stated that both his uncle Brian Smith, his father Brett Smith were volunteers, and grandfather Wayne Smith was a volunteer and Fire Chief. Wayne was in attendance that evening.

Gorski administered an Oath of Office to Firefighter/EMT Brandon Smith.

Police Chief John Weir sought permission for quotes on several new police cars that were budgeted.

Ecker asked if they would be hybrids or gas.

Weir replied that he would be looking at between 4-5 Tahoe's and 2-3 of the hybrids, depending on the timeframes. He stated they got a hybrid last year, but it was still not on the

road yet awaiting equipment. He stated the Tahoe's had been on the road for a couple months and there were no problems with them.

Ecker asked if it was the hardware that was not being delivered.

Weir replied that Ford changed the design of the windshield which caused the delay. He stated the items are backordered, but they should be in by next week, and once they arrive it would take another couple of weeks to get outfitted.

Culp asked if the Tahoe's were less money than the hybrids.

Weir replied that they were about \$2,000 more than the hybrids.

Culp asked what the reason for the decision of one over the other.

Weir replied that the reason was they got the Tahoe's the next day while the hybrid took over five months to get here. He stated he did not know on the timeframes of when the next ones would be arriving. He stated that room for equipment was a big factor for the Tahoe originally. He stated that one went to our Crime Scene Investigator (CSI), and all the equipment cannot fit into a Ford Explorer. He stated the other went to another officer who was a big sized guy, and it fit him well.

Ecker stated he looked at the 2024 numbers compared to 2023 and what they are doing out there was outstanding. He stated he noticed a lot of positive activity and believed it was showing.

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

Street Superintendent Jim Marquardt sought permission to start the process on their capital expenditures, with one being the bucket truck and the other would be updating the generator that was 25 years old at the shop that he could never get parts for. He added that it would be a lengthy process on the bucket truck.

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

Marquardt stated for the electric vehicles, that the city did receive one for the Building Commissioner and the other two are told to arrive either mid-month or the end of the month. He stated with it being the middle of the month, he expected the other two to arrive at the end of the month. He stated they were all three built, sent to some place, with one delivered, and the other two still out for delivery. He stated they ran it last week to see and are monitoring it in this weather. He stated the cold shortens how long it runs but that was the same for gasoline

vehicles. He stated the chargers had been installed at each department. He stated he was not sure how much electricity it was pulling each time as they are not on separate meters.

Houin stated the only thing he had was the Human Resources Job Description that was tabled at the last meeting. He stated he had not heard anything from anyone regarding that, so he was not sure if they wished to take it off the table or if they wanted more time.

Ecker stated he would like to continue to leave it tabled for one more meeting as he had reached out to a couple communities for their job descriptions to compare. He stated he was trying to be consistent and responsible and at this time he had received one and was awaiting two more job descriptions.

Board members Ecker and Milner moved and seconded to allow the payroll for December 31, 2024, and the claims for January 13, 2025, as entered in Claim Register #2025-1. The motion carried.

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

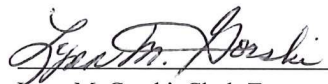
- January 13, 2025 Docket
- Building Commissioner Activity Report – December 2024
- Water Department Activity Report – December 2024
- Wastewater Department Activity Report – December 2024
- Police Department Activity Report 2024
- TGB Unlimited – Formal Notice of Delay

The motion carried.

There being no further business, Board members Morrow and Milner moved and seconded to adjourn. Listenberger declared the meeting adjourned at 6:25 p.m.

APPROVED:

  
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Robert Listenberger, Mayor

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

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

**PLANT OPERATIONS**

Water Treated – Ledyard Water Treatment Plant	24,297,093 gallons.
Water Treated – Pine Water Treatment Plant	<u>21,981,099 gallons.</u>
Water Treated - Total	46,278,192 gallons.
Water Treated – Daily Average – Ledyard Water Treatment Plant	783,777 gallons.
Water Treated – Daily Average – Pine Water Treatment Plant	<u>709,068 gallons.</u>
Water Treated – Daily Average – Combined	1,492,845 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**

- 30- 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 water tower.
  - Installed variable frequency drive for well #1A after rebuilding.
  - Inspect wells #2B, #3C and high service pumps #3 and #4.
- 26 – Pine Water Treatment Plant Maintenance
  - Completed auxiliary generator test.
  - Completed temperature checks on high service pumps.
  - Cleaned and calibrated chlorine analyzer.
  - Cleaned chlorine injector.
- 27 – Mobile Equipment
  - W-3, W-6, W-16, W-24, W-30, W-31 and W-32.

**WATER SAMPLING**

- 10 Distribution system bacteria samples, IDEM required.
- 62 Distribution system chlorine residual samples, IDEM required.
- 4 Fluoride samples, ISDH required.
- 371 Process control samples and analysis at the Ledyard Water Treatment Plant include Ferrous Iron, Total Iron, Manganese, and Chlorine
- 346 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
  - 2 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)
  - 0 Extra Sampling
  - 0 Hardness/Corrosion
  - 8 Set IDEM required PFAS sampling on both points of entry.

**SERVICE**

Utility Locates	223
Total Number of Work Orders	369
Service Disconnects	23
Service Disconnects for non-pay	47
Service Reconnects for non-pay	52
Blue Tags "Service Notice" left on door	20
Pink Tags "Insufficient Funds Notice" left on door	5
New Radio Read / Meter Installations	42
Accuracy Checks	178
After Hours Call Outs	2
Meter Repaired	1
Consumer Confidence Report Requested Hand Delivery	0

**CONSTRUCTION ACTIVITIES**

- (2) **Curb Stops Repaired / Replaced / Installed**
  - 12-09-2024 727 S. Michigan St.- Replaced broken curb stop with box and rod.
  - 12-30-2024 200 Shalley Dr.- Cut in new curb stop with box and rod.
- (0) **Curb Stops Located / Capped Off at Valves**
- (1) **New Taps Installed**
  - 12-16-2024 707 Berkley St. 6" tap for PHS new trades center (Private).
- (0) **New Mains Completed**
- (3) **Valves / Valve Boxes / Repaired / Replaced / Installed**
  - 12-09-2024 813 Hope Blvd. - Vac. out box.
  - 12-17-2024 328 Pennsylvania Ave.- Replaced box and rod.



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- 12-27-2024 709 Pennsylvania Ave.- Replaced box and rod.
- (1) Hydrants Repaired / Replaced / Installed / Serviced / Painted  
12-04-2024 1100 Flora St.- Replaced fire hydrant (HYD281).
- (0) Valve Exercised
- (4) Main Breaks and Leaks Repaired  
12-05-2024 420 S. Walnut St.- Replaced leak on meter horn.  
12-19-2024 Ferndale St. & Earl St.- Repaired a 14" main break.  
12-24-2024 1044 Angel St.- Repaired a 6" main break.  
12-26-2024 1635 N. Michigan St.- Repaired a 2" leak at Northgate Plaza.
- (1) Service Lines / New/ Repaired  
12-10-2024 1004 N. Center- Customer installed a new service line from curb stop to house.

**MISCELLANEOUS**

- Water Improvement Projects continuing. Division 1 – TGB Unlimited water main improvements / Division 2 – O & J Coatings water tower renovation.
- Attended walkthrough on the Harrison St. Greenway Trail for utilities relocations.
- Mike Peck successfully completed driving training for CDL. They are now licensed Class A driver's driving test in December.
- Jon Yeazel successfully completed backflow Cross Connection / Backflow Tester courses and is now IDEM certified.
- Inspected and insulated all meter pits.
- Completed inventory as required by the State Board of Accounts.
- Continuing with the city water meter replacement program.
- One employee attended motor trouble shooting course (6 CEU's).

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

**PLANT OPERATIONS:**

1. Total flow in gallons	48,209,280
2. Average daily flow in gallons	1,555,138
3. Rainfall	3.89"
4. Monthly average in BOD removal	99.4%
5. Monthly average in TSS removal	96.9%
6. Monthly average in Ammonia removal	98.4%
7. Monthly average in Phosphorus removal	83.6%
8. General plant maintenance	
9. Work orders completed:	

**256- Wastewater Treatment Plant**

- Exercised 21 plant valves.
- Influent and effluent flow meters have been calibrated and certified.
- Completed the replacement of (2) yard valves at the secondary digester (YV- 18 & 19).
- Continuing troubleshooting heat sensors on the primary building fire alarm system.
- Completed the process of coating steel framing in the pretreatment building with anti-corrosion materials. Hydrogen Sulfide gas is attacking the galvanized coating on the steel.
- Inspected and rebuilt intermediate pumps #1, #2 and #3.
- Cleaned the methane transfer line in the anaerobic digester.
- Removed moisture from the aerator in the stormwater detention basin.
- Replaced the output circuit board on the grit removal system.

**64- Vehicle/Mobile Equipment**

- Replaced the solenoid on T-20.

**50- Lift Stations**

**0 - Collection System**

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



**COLLECTION SYSTEM GENERAL:**

1. Cleaned 100 feet of sewer lines:
  - 100 feet during service calls
  - 0 feet during preventive maintenance
2. Televised 0 feet of sewer lines.
3. Mechanically removed roots from 0 feet of sewer lines.
4. Removed approximately 0.00 tons of silt and debris during cleaning and inspections of sewers lines.
5. Used approximately 200 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.
- Justin Clark successfully completed the driving section for Commercial Driver's License (CDL) and has received their driver's license.
- Six employees completed 36 hours of continuing education hours for their IDEM Wastewater Operators License's.
- Completed the review and updating of the department's safety programs.
- Completed inventories for the State Board of Accounts.
- Submitted the facility's application for the renewal of the National Pollution Discharge Elimination System Permit (NPDES). This allows the WWTP to discharge to the Yellow River.

**2024 Plymouth Police Department's Activity**

	2024	2023
Total Call for Service	14,226	12,398
Criminal Reports	1,991	1,890

**Criminal Cases Reports By Type**

	2024	2023
Criminal Reports	1,991	18,90
Criminal Arrests	442	300
Criminal Reports Referred To Prosecutor	445	449
Traffic Accidents	455	
Property Damage Traffic Accidents	396	
Personal Injury Traffic Accidents	59	
Thefts	190	
Traffic Stops Resulting in a Criminal Report	334	
Battery Reports	48	
Criminal Mischief Reports	69	
Domestic Disturbance Resulting in a criminal Report	78	
Fraud Reports	22	
Identity Theft	8	
Juvenile Complaint Report	75	
Sex Offense Reports	23	

**Call For Service By Type**

	2024	2023
Traffic Stops	3,699	2,197
Thefts	297	
Alarm	293	
Medical Alarms	149	
Animal Complaints	240	
Battery	77	
Domestic Battery	309	
Civil Situations	213	
Juvenile Complaint	366	
Unwanted Guests	114	
Warrant Service	132	

**General Citations**

Tickets Misdemeanor	72
Tickets Infractions	446
Tickets Ordinances	53
Tickets Warnings	549
Tickets Parking	212