

**BOARD OF PUBLIC WORKS AND SAFETY AND STORMWATER BOARD  
MEETING HELD, OCTOBER 15, 2018, GOSHEN, INDIANA**

The Board of Public Works and Safety and Stormwater Board of the City of Goshen met in the Council Chambers, 111 E. Jefferson St. on, October 15, 2018, at 2:00 P.M. for their weekly Board meeting. Mayor Stutsman was the presiding officer with members of the Board present or absent as follows:

**PRESENT:** Mayor Jeremy Stutsman, Board Member Mitch Day, Board Member Mike Landis

**ABSENT:**

**OTHERS:** Clerk-Treasurer Administrative Assistants, Central Fleet Maintenance Manager, Fire Chief, Street Commissioner, Director of Public Works, Mayor's Administrative Assistant, Police Chief, Contracts and Claims Manager, Utilities Office Manager, Water & Sewer Superintendent, City Attorney, Assistant Street Commissioner, Civil Traffic Engineer, Assistant Building Commissioner, Legal Compliance Administrator, Communications Coordinator, Parks and Recreation Superintendent

Minutes of the meeting of October 8, 2018, were presented. On motion of Board Member Day, and second by Board Member Landis, the minutes were approved as presented.

**OPEN PROPOSAL FOR PURCHASE—102 E. KERCHER RD.**

Mayor Stutsman opened the following proposal:

Robert Hess \$80,000.00

Mayor Stutsman moved to refer the request to Redevelopment Commission for review and recommendation. Second by Board Member Landis and motion passed unanimously.

**USE OF CITY RIGHTS-OF-WAY—RIDING TO REMEMBER  
RESCHEDULED DATE DUE TO INCLEMENT WEATHER**

Kevin Miller, Riding to Remember representative, requested Board approval to close South Fifth Street between Lincoln Avenue to Purl Street and block off the 100 Block of East Jefferson on Sunday, October 21, 2018, for the Twentieth Annual Riding to Remember event. This date was rescheduled due to weather. City will provide traffic control, and road closure signage.

Mayor Stutsman moved to approve the request. Second by Board Member Landis and motion passed unanimously.

**REQUEST TO APPROVE ELECTRICAL LICENSE—MITCHELL P. TRAINA**

Assistant Building Commissioner Myron Grise requested Board approval for an electrical license for Mitchell P. Traina of Sylvania Lighting Services Corporation, located at 200 Ballardvale Street, Wilmington, Massachusetts. He has met the requirement for a City of Goshen Electrical

license. He received a score of 87% on the Prometric Master Electrical exam taken on May 21, 2018 in Evansville, Indiana.

Board Member Landis moved to approve the request. Second by Board Member Day and motion passed unanimously.

**REQUEST TO DISPOSE OF UNPAID FINAL UTILITY ACCOUNTS**

Utilities Business Office Manager Kelly Saenz requested Board approval to move unpaid finalized accounts from active to Collection, Sewer Liens, and Write-Offs. The original amount of unpaid final Water/Sewer accounts for the period was \$8,816.77. Collection letters were sent out and payments of \$3,214.53 have been collected. The uncollected amount equals \$5,602.24. These are accounts that were for the most part finalized through August 22, 2018.

Water:           \$2,989.72  
Sewer:           \$2,612.52

Board Member Day moved to approve the request. Second by Board Member Landis and motion passed unanimously.

**TEMPORARY CLOSURE OF COLLEGE AVENUE RAILROAD  
CROSSING EAST OF US 33**

Director of Public Works Dustin Sailor, on behalf of Norfolk Southern, requested Board approval for temporary closure of College Avenue Railroad Crossing East of US 33. Representatives from Norfolk Southern contacted the Engineering Department requesting to close the College Avenue crossing on the Chicago Line for track replacement. This work will begin on Tuesday, October 16, 2018, for approximately 10 days, and will reopen on October 27. Traffic will be detoured south to CR 31 to Kercher Rd. to US 33.

Additionally, the crossing on Kercher Rd/CR 38 located within County jurisdiction will be closed starting October 18, 2018, for approximately 10 days. Traffic will be detoured CR 33 to CR 40 to US 33.

Board Member Landis moved to approve the request. Second by Board Member Day and motion passed unanimously.

**TEMPORARY CLOSURE OF RIVER RACE DRIVE**

Director of Public Works Dustin Sailor requested Board approval for temporary closure of River Race Drive. The Redevelopment Commission has contracted with NIPSCO to relocate the electric utilities adjacent to the River Art development that is slated to begin later this fall. Work includes burying of the north/south lines, pole reconfiguration and installation of new transformers and switches. NIPSCO contacted the City requesting closure of River Race Drive from Jefferson Street north to the east/west alley beginning on Monday, October 15, for three weeks. The east/west alley will remain open to allow residents and patrons of the homes and businesses that utilize the north end of River Race Drive to access those properties.

Board Member Day moved to approve the request. Second by Board Member Landis and motion passed unanimously.

**TEMPORARY CLOSURE OF CR 40 BETWEEN  
CORRIE DRIVE AND US 33 (JN: 2017-0011)**

Director of Public Works Dustin Sailor requested Board approval for temporary closure of CR 40 between Corrie Drive and US 33. Stone Brothers Excavating applied, and received, a permit from Elkhart County Highway Department to close both lanes on CR 40 east of Corrie Drive to US 33. The contractor will install two new water lines from the City's water main located along the south side of CR 40 to the new Keystone RV building to the north. Both lanes will be open to traffic by the end of the same day.

The full closure will begin Wednesday, October 17, 2018. The permanent asphalt patch will be installed on Thursday, October 18, 2018.

Board Member Landis moved to approve the request. Second by Board Member Day and motion passed unanimously.

**REQUEST TO APPROVE AND SIGN AGREEMENT WITH MACOG FOR TRAFFIC  
COUNTS AT 30 SITES (JN: 2018-0003)**

Director of Public Works Dustin Sailor requested Board approval for the agreement with MACOG to supply the City of Goshen with Traffic Counts at locations listed in the Agreement.

MACOG will also complete two (2) intersection analyses of our choice, which will include collecting traffic counts at the intersection, turn movements, signal timing data, digital photography, accident data, GPS data and a geometric layout of the intersection. Engineering is determining which intersections will be done.

The Agreement is in the amount of \$2,000.00

Please approve this Agreement by signing the attached three (3) copies and returning them to the Engineering Department.

Board Member Day moved to approve the request. Second by Board Member Landis and motion passed unanimously.

**OCCUPANCY PERMIT AGREEMENT—1412 HAY PARKWAY**

Legal Compliance Administrator Shannon Marks requested Board approval and execution for an Occupancy Permit Agreement with Peggy S. Milton for the new residence constructed at 1412 Hay Parkway. The construction project is now substantially complete except for certain exterior work that cannot be completed due to weather conditions (stabilize site, and plant one street tree). Ms. Milton has provided a surety in the amount of Two Thousand Dollars (\$2,000.00) to insure the timely completion of the remaining work which will be completed as soon as

conditions permit, but no later than May 1, 2019. Once all Building Code requirements have been met, the City will issue a certificate of occupancy for the location.

Board Member Landis moved to approve the request. Second by Board Member Day and motion passed unanimously.

**REQUEST FOR USE OF TEMPORARY RIGHT-OF-ENTRY AND OBTAIN  
ADDITIONAL PERMANENT RIGHT-OF-WAY FOR NOBLE COURT—  
M. & F. FLORES**

Legal Compliance Administrator Shannon Marks requested Board approval for improving and reconstructing Noble Court, the east-west alley located north of West Wilkinson Street and south of the railroad, and the north-south alley located east of North Second Street and west of Noble Court. In order to complete the improvements, the City needs to obtain a temporary right-of-entry and additional permanent right-of-way from Martin Flores and Francisca Flores, owners of 410 N. Second Street.

The City needs approximately 107 square feet of additional permanent right-of-way from the southeast corner of the real estate at this location. The City is also agreeing to remove the existing parking area and install a new 11' x 23' concrete parking area.

Board Member Day moved to approve the request. Second by Board Member Landis and motion passed unanimously.

**REQUEST FOR USE OF TEMPORARY RIGHT-OF-ENTRY AND OBTAIN  
ADDITIONAL PERMANENT RIGHT-OF-WAY FOR NOBLE COURT—  
W.J. NICHOLS ET. AL.**

Legal Compliance Administrator Shannon Marks requested Board approval for improving and reconstructing Noble Court, the east-west alley located north of West Wilkinson Street and south of the railroad, and the north-south alley located east of North Second Street and west of Noble Court. In order to complete the improvements, the City needs to obtain a temporary right-of-entry and additional permanent right-of-way from W. Joel Nichols and his successors, as Trustee of the W. Joel Nichols Trust dated February 9, 2001, and M & H Rentals, LLC, owners of 211 W. Wilkinson St.

The City needs approximately 50 square feet of additional permanent right-of-way from the northeast corner of the real estate at this location. The City is also agreeing to remove the existing parking area and install a new 24' x 20' asphalt parking area.

Board Member Landis moved to approve the request. Second by Board Member Day and motion passed unanimously.

**REQUEST TO APPROVE POLICE DEPARTMENT POLICY UPDATES AND  
RES. 2018-27**

Legal Compliance Administrator Shannon Marks requested Board approval for the comprehensive revisions, amendments, and reorganization to its Policies, Rules and Regulations, and Internal Directives. The Department has found the organization of these documents to be cumbersome and, in some cases, outdated.

Mayor Stutsman moved to table the request until October 29, 2018. Second by Board Member Day and motion passed unanimously

**REQUEST TO APPROVE REMOVAL OF ALLEY ASPHALT  
RES. 2018-27**

Legal Compliance Administrator Shannon Marks requested Board approval to remove the asphalt from a portion of the north-south alley area located north of Madison Street and south of the east-west alley located south of Jefferson Street. The right-of-way area complies with the stormwater run-off requirements as set forth in Rule 5 (327 IAC 15-5 et seq.) and Ordinance 4328, Construction Site Stormwater Run-Off Control.

Board Member Landis moved to approve the request. Second by Board Member Day and motion passed unanimously.

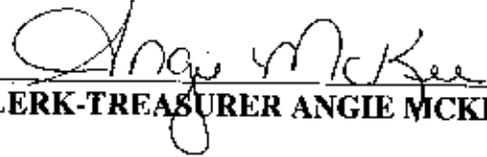
There being no further business Mayor Stutsman moved to process claims and then to adjourn. Second by Board Member Day and motion passed unanimously.

**BOARD OF PUBLIC WORKS AND SAFETY AND STORMWATER BOARD:**

MAYOR JEREMY STUTSMAN \_\_\_\_\_

BOARD MEMBER MITCHELL DAY  \_\_\_\_\_

BOARD MEMBER MICHAEL A. LANDIS  \_\_\_\_\_

ATTEST  \_\_\_\_\_  
CLERK-TREASURER ANGIE MCKEE