

**BOARD OF PUBLIC WORKS AND SAFETY AND STORMWATER BOARD MEETING
HELD, AUGUST 26, 2019, 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 August 26, 2019, at 2 p.m. for their weekly Board meeting. Mayor Jeremy 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-Treas. Admin Assistants
~~Asst. Brownfield Coordinator~~
Central Fleet Manager
Fire Chief
Street Commissioner
~~Human Resources~~
Director of Public Works
Wastewater Superintendent
Mayor's Admin Assistant

Police Chief
Utilities Office Manager
Contracts & Claims Manager
Water & Sewer Superintendent
City Attorney
~~Asst. Street Commissioner~~
Civil Traffic Engineer
~~Brownfield Coordinator~~
~~Assistant Fire Chief~~

Asst. Building Commissioner
~~City Planner~~
Assistant City Planner
Legal Compliance Administrator
Communications Coordinator
~~Assistant Police Chief~~
~~Building Inspector~~
Parks Superintendent

Minutes of the meeting of August 5, 2019, were presented. On motion of Board Member Day and second by Board Member Landis, the minutes were approved as presented.

REQUEST TO APPROVE PROMOTION - MEJIA

Police Chief Jose Miller requested Board approval to promote Gerardo G. Mejia from the position of Probationary Patrol Officer to the rank of Patrol Officer effective August 27, 2019.

As of August 27, 2019 Officer Gerardo Mejia will have completed his twelve (12) month probationary period. In addition, Officer Gerardo Mejia is attending the Tier I Basic Training Course at the Indiana Law Enforcement Academy and will be graduating in the next few weeks.

Officer Gerardo Mejia was not present for the promotion as he is still attending the Academy.

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

REQUEST TO APPROVE AGREEMENT—MASTER STEEL ROOFING

Legal Contracts and Claims Manager Keitha Windsor requested Board approval to award the Metal Roof Replacement at 320 Steury Avenue, Goshen (Q19-07-012) to Master Steel Roofing, Inc.

On August 19, 2019 the Board of Public Works and Safety opened quotes for Metal Roof Replacement at 320 Steury Avenue, Goshen. Only one quote was received.

It was recommended to the Board of Public Works and Safety to award the contract to Master Steel Roofing, Inc. as the lowest responsible and responsive quoter for a total contract price of \$96,807.60 along with permission to execute the contract.

Mayor Stutsman moved to refer the request to the Legal Department for review and recommendation. Second by Board Member Day and motion passed unanimously.

REQUEST TO APPROVE AWARD OF SURPLUS PROPERTY

On August 19, 2019 the Board of Public Works and Safety opened bids for the sale of surplus property. No bids were received for Items 6 to 10. The following bids were received for Items 1 to 5:

DESCRIPTION	Jerod Erb	Todd Turner	Julie Christoffel	Michael Hrynewycz	Mason Pratt	Matt Beard	Carl Gaines	Thad Turner
2006 F-350 with Boss snow plow - VIN 1FTWW31526EC85879 With 7'6" Boss V-plow blade only no controls - Serial# 61015		\$3,521.00	\$3,051.42	\$3,001.00			\$3,455.00	
2000 F-550 Dump - VIN 1FDAF56F2YRD85941 With 8'2" Boss V-plow blade only no controls - Serial# 45601	\$855.00			\$2,001.00	\$2,500.00	\$2,350.00		\$1,056.00
9'2" Boss V-plow blade only no controls - Serial# # 97744	\$150.00	\$50.00						\$50.00
10' Snow plow only - Serial# 37209.05								\$5.00
10' Snow plow only - Serial# 37199.05								\$5.00

It was recommended that the Board of Public Works and Safety award the sale of the surplus property to the following as the highest responsible and responsive bidders:

Item 1.	Todd Turner	\$3,521.00
Item 2.	Mason Pratt	\$2,500.00
Item 3.	Jerod Erb	\$150.00
Item 4 & 5.	Thad Turner	\$10.00

Board Member Day moved to refer the request to the Legal Department for review and recommendation. Second by Board Member Landis and motion passed unanimously.

INFORMATION ONLY – PURCHASE OF ROAD SALT FROM STATE WEBSITE

Legal Contracts and Claims Manager Keitha Windsor approached the Board to give information on the Purchase of Road Salt for the 2019/2020 winter season.

In March, the Board of Public Works and Safety gave permission to enter the City's requirements onto the State's website for the purchase of road salt to be bid out by the State in a Quantity Purchase Agreement for the 2019/2020 winter season.

We have been informed that our contract for 1,000 tons of untreated road salt was awarded to Detroit Salt Company at \$86.45 per ton.

2018/2019 price - \$70.82	2014/2015 price - \$99.01
2017/2018 price - \$56.32	2013/2014 price - \$61.43
2016/2017 price - \$57.49	2012/2013 price - \$62.71
2015/2016 price - \$72.31	

REQUEST TO APPROVE AGREEMENT—BILL'S HEATING

Legal Contracts and Claims Manager Keitha Windsor requested Board approval to enter into an agreement with Bill's Heating to provide and install the air conditioning unit and air handler Building Department and Building Inspector's Office at 204 East Jefferson Street.

The City wishes to contract with Bill's Heating, Inc. to provide and install the equipment.

Work on the project shall be completed within 45 days from a notice to proceed and the total cost for all work and equipment is \$16,580.00

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

REQUEST TO APPROVE AGREEMENT AMENDMENT—OJS BUILDING SERVICES

Legal Contracts and Claims Manager Keitha Windsor requested Board approval for an amendment to the agreement with OJS Building Services, Inc. to provide and install a new front end and controllers for the Building Management System in the Police and Court Building.

Work on the project was to be completed by August 31, 2019, however OJS has asked for an extension of one month.

Permission was requested to enter into this Agreement Amendment with OJS Building Services, Inc. to extend the term to September 30, 2019.

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

REQUEST TO APPROVE AGREEMENT—SIGNTECH SIGN SERVICES

Legal Contracts and Claims Manager Keitha Windsor requested Board approval to enter into an agreement with Signtech Sign Services to replace seasonal lights and install the City's garlands and wreaths.

The City is replacing the City's seasonal lights with LED lighting and wishes to contract with Signtech Sign Services, Inc. to replace the lights and install the City's garlands and wreaths.

Work on the project shall be completed within 45 days from receipt of a notice to proceed and the total cost for the all work is \$28,122.50 (EID to pay \$20,000).

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

**REQUEST TO APPROVE CONDITIONAL OFFER OF POLICE DEPARTMENT
EMPLOYMENT WITH MICHAEL J. HECKATHORN**

Legal Compliance Administrator Shannon Marks requested Board approval to extend a conditional offer of employment to Michael J. Heckathorn and execute the Agreement which sets forth the prerequisites to begin employment as a patrol officer. Michael has previous training and experience as an Indiana law enforcement officer and is eligible to receive a hiring bonus of the \$8,000.00. Michael must first complete and pass the baseline statewide physical and mental examinations. The Board will be requested to confirm the offer of employment when a position opening becomes available in the Police Department.

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

**REQUEST TO APPROVE PROFESSIONAL SERVICES AGREEMENT—EARTH
SOURCE, INC.**

Administrative City Engineer Bryce Gast requested Board approval to enter into an agreement with Earth Source, Inc. to provide professional services for the Wetland Delineation for Rock Run Sewer Improvements (JN:2019-0025)

Goshen Engineering has solicited a professional services proposal from Earth Source, Inc. for wetland reconnaissance and delineation work to be performed in connection with the sanitary sewer construction through Allan J. Kauffman Park and across State Road 15, North Main Street and Rock Run Creek.

Based upon the City's request, Earth Source, Inc. offered a not to exceed service proposal fee of \$8,180.00 to complete a wetland reconnaissance, wetland delineation, report summarizing findings and onsite verification meeting with appropriate resource agencies.

Per the proposed agreement, the wetland delineation report will be submitted by September 13, 2019 and the onsite verification meeting will occur at a later date dependent on report findings and schedule availability.

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

REQUEST TO APPROVE SIDEWALK & CURB 50/50 AGREEMENTS

Civil Traffic Engineer Leslie Biek requested Board approval for a Sidewalk & Curb 50/50 agreement with Allan Kauffman of 305 Gra-Roy Drive.

This Agreement was accepted after the others because Engineering was aware the homeowner was working on a deal with a tree company that damaged his sidewalk. The total cost is \$4,107.33. The resident has submitted their payments totaling \$2,053.67 and the City's portion will be \$2053.67.

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

REQUEST TO DISPOSE OF UNPAID FINALED 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 \$1,657.41. Collection letters were sent out and payments of \$538.91 have been collected. The uncollected amount equals \$1,118.50. These are accounts that were for the most part finalized through October 31, 2018.

Water:	\$671.44
Sewer:	\$447.06

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

REQUEST TO APPROVE MECHANICAL LICENSE—MATTHEW GATSON

Assistant Building Commissioner Myron Grise requested Board approval for a mechanical license for Matthew Gatson of Gatson Heating & Cooling, 21 South Mitchell Road, Chillicothe, Missouri 64601. He has met the requirement for a City of Goshen Mechanical license. He received a passing score on the International Code Council (ICC) Mechanical Examination taken on April 9, 2015 in Decatur, Illinois.

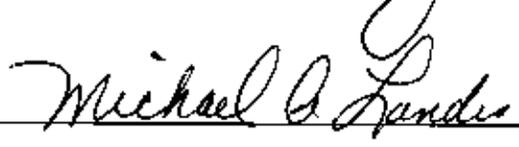
Board Member Day moved to approve the request. Second by Board Member Landis and motion passed unanimously.

There being no further business Board Member Landis 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