

**BOARD OF PUBLIC WORKS AND SAFETY AND
STORM WATER BOARD MEETING HELD
JANUARY 18, 2008
GOSHEN, INDIANA**

The Board of Public Works and Safety and Storm Water Board of the City of Goshen met in the Council Chambers, 111 East Jefferson Street on January 18, 2008, at 4:00 P.M. for their weekly Board meeting. Mayor Kauffman was the presiding officer with members of the Board present or absent as follows:

PRESENT: Mayor Kauffman, Board Member Stegelmann, Board Member Landis

ABSENT:

OTHERS: Clerk-Treasurer, Clerk Treasurer Office Assistant, City Attorney, Director of Public Works, City Planner, Fire Chief, Police Chief, Building Commissioner, Street Commissioner, Legal Compliance Administrator, Mayor's Administrative Assistant, Park Administrative Assistant, Utilities Assistant Superintendent, Utilities Office Manager.

Minutes of the meeting of January 14, 2008 were presented. On motion of Board Member Stegelmann and second by Board Member Landis, the minutes were approved as presented.

REQUEST FOR ACCEPTANCE OF EASEMENT

Legal Compliance Administrator Shannon Marks requested Board approval of a Deed of Easement from Laroy B. Grooms and Barbara A. Grooms, husband and wife, for a water utility easement across part of Lot 26 in The Villas of Clover Trails. A drawing was attached for the Board to show the location of the easement.

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

REQUEST FOR WRITING OFF BAD DEBTS

Fire Chief Danny Sink requested Board approval for the ambulance service's Contractual Write-Off's. These are Medicare, Medicaid and Worker's Compensation Claims. These claims are for the months of April 2007 through August 2007.

During this time, Accumed Billing, Inc. has billed the appropriate insurance companies and received the amount payable for the services rendered. The balance, per contract with AdminiStar Federal (Medicare), Medicaid and Worker's Compensation, must be written off. These accounts total \$110,695.12.

Per State Board of Accounts, they request these accounts be written off through the Board of Works process, just like the Bad Debt Accounts.

Chief Sink requested permission to write off the remaining balance of the accounts for April, May, June, July and August of 2007.

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

REQUEST APPROVAL OF WATER AND WASTEWATER S.C.A.D.A SYSTEM (JN: 2004-0041) DESIGN FEE CONTRACT WITH DONOHUE AND ASSOCIATES

Utilities Administrative Assistant Dustin Sailor requested Board approval of a contract with Donohue and Associates. The Goshen Water and Wastewater Utilities have studied the potential benefits and system needs associated with a Supervisory Control and Data Acquisition (SCADA) system, to assist in the operation of the water and wastewater utilities. Based upon recent studies, the Utilities have determined there are both financial and operational benefits to be gained from a SCADA system. A professional services contract has been solicited from Donohue and Associates for the design of the SCADA system hardware for both the water and wastewater utilities. Donohue was selected as the appropriate consultant for the projects based upon their prior SCADA design experience, their knowledge of the City's utility infrastructure, and their ability to integrate these projects with other projects currently under design by their firm.

The proposed design fee for the water utility SCADA system is \$91,700.00, and will be paid for out of the water utility's 2008 depreciation budget.

The proposed design fee for the wastewater utility SCADA system is \$103,100.00, and will be paid for out of both the wastewater utility's 2008 depreciation budget (50%) and the CSO bond (50%).

The total design fee for both projects is \$194,800.00.

Dustin Sailor stated the attached contract, which has been prepared by the City's legal department, requires the designs to be completed by July 21, 2008. At that time, construction funding will be sought.

The Board discussed other communities that have the SCADA systems in place and the benefit to their utility departments. Also how the City is looking at a cost savings after five years of operation with the system.

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

REQUEST FOR ACCEPTANCE OF PICKWICK VILLAGE FIFTH DRAINAGE PLAN PROJECT NO. 2007-2018 AND IRREVOCABLE STANDBY LETTER OF CREDIT

Director of Public Works Robert McCoige requested Board approval and acceptance, in accordance with the City's Subdivision Control Ordinance No. 3196 Section 512 "Drainage Plan", of the Pickwick Village Fifth's drainage plan. Goshen's Engineering Department recommends acceptance of the plan for the Pickwick Village Fifth subdivision as the City's Engineering Department has reviewed the drainage plan on behalf of the Board of Public Works and Utilities.

In conjunction with this acceptance, it should be noted that the City of Goshen's Engineering Department in no way guarantees that the proposed drainage improvements will adequately function as designed and accepts no liability in conjunction with the acceptance of the drainage plan.

Robert McCoige requested approval, on behalf of the developer (Team Construction) for the proposed plans for Pickwick Village Fifth by accepting the Irrevocable Standby Letter of Credit from First State Bank of Middlebury, for the account of Team Construction Company, Inc. in the amount of \$175,250.00. The construction for this project has commenced, but is not complete.

Robert McCoige also requested approval of the following conditions that are tied to this plan:

- The Developer is required to supply the City with a Post Construction Storm Water Management Plan and a Storm Water Maintenance Agreement. The plan and agreement shall be approved by the Storm Water Management Board per Ordinance No. 4329.
- No transfer of land shall occur until the Post Construction Storm Water Management Plan and Storm Water Maintenance Agreement have been approved by the Storm Water Management Board. The Post Construction Storm Water Management plan is tied to the deeds.

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

**REQUEST TO APPROVE ACCEPTANCE OF RIGHT-OF-WAY AND EASEMENTS
FOR PICKWICK VILLAGE FIFTH**

City Planner Joseph Hauflaire requested Board approval of the acceptance of right-of-way and easements for the Pickwick Village Fifth subdivision. The Plan Commission at their meeting of April 17, 2007, approved the plat for the Pickwick Village Fifth, a residential subdivision containing nineteen (19) lots. The plat proposes dedication of new right-of-way and easements and additional dedication of right-of-way for a total of 40' from the centerline of West Wilden Avenue. Plan Commission approval is contingent upon the Board of Public Works and Safety accepting the right-of-way, easements and a performance or maintenance bond. The plat meets the requirements of the Subdivision and Zoning Ordinance.

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

REQUEST TO APPROVE ANNUAL AGREEMENTS

Mayor Kauffman stated the following 2008 annual agreements need Board of Works approval for payment:

- Bexbach Committee - \$1,000.00
- Boys & Girls Club - \$3,000.00
- Goshen Chamber of Commerce - \$20,000.00

- Goshen Chamber of Commerce - for downtown development issues - \$30,000.00
- Downtown Goshen, Inc. - \$10,000.00
- St. Joseph River Basin Commission - \$2,000.00
- US 31 Coalition - \$2,500.00

Mayor Kauffman stated the amounts are the same as 2007 and all have been approved by the Common Council in the budget.

Board Member Stegelmann questioned about the agreement for the US 31 Coalition. The Mayor advised that it is for advocating improvement of a better transportation route on US 31.

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

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