

**BOARD OF PUBLIC WORKS AND SAFETY AND STORMWATER BOARD
MEETING HELD DECEMBER 4, 2017, GOSHEN, INDIANA**

The Board of Public Works and Safety and Stormwater Board of the City of Goshen met in the Council Chambers, 111 East Jefferson Street on December 4, 2017, 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 Stutsman, Board Member Day, Board Member Landis

ABSENT:

OTHERS: Clerk-Treasurer, Clerk-Treasurer Administrative Assistants, City Attorney, Assistant City Planning and Zoning Administrator, Fire Chief, Police Chief, Assistant Building Commissioner, Street Commissioner, Assistant Street Commissioner, Human Resources Manager, Contracts and Claims Manager, Legal Compliance Administrator, Mayor's Administrative Assistant, Parks and Recreation Superintendent, Utilities Billing Office Manager, Director of Public Works, Central Garage Fleet Maintenance Manager, Communications Coordinator.

Minutes of the meeting of November 13, 2017 and November 20, 2017 were presented. On motion of Board Member Day and second by Board Member Landis, the minutes were approved as presented.

REQUEST TO APPROVE SEWER RELIEF—745 STEURY AVENUE

Utilities Billing Manager Kelly Saenz requested Board approval for sewer relief for 745 Steury Avenue due to an exterior water faucet rupture that was verified by the Water and Sewer Department. The amount of relief requested is \$21.62 and the customer has already paid her portion of the bill.

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

REQUEST TO APPROVE RESIGNATION—L.G. EVANS

Police Chief Wade Branson requested Board approval to accept the resignation of Officer Lance G. Evans retroactive to November 28, 2017.

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

REQUEST TO APPROVE MECHANICAL LICENSE—M. BULMAHN

Assistant Building Commissioner Myron Grise requested Board approval to issue a mechanical license. Mark Bulmahn of Masters Heating & Cooling, Inc., located at 3512 Cavalier Drive, Fort Wayne, Indiana, 46808, has met the requirements for a City of Goshen Mechanical license. He achieved a passing score of at least 70% on the Prometric Master Limited Air Conditioning examination taken on April 26, 1988 in Fort Wayne, Indiana.

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

REQUEST TO APPROVE AGREEMENT—TARGET SOLUTIONS

Human Resources Manager Dorene Stahl requested Board approval for an agreement with Target Solutions for the 2018 Employee Training Program. The annual unit price is \$38.00 for full-time employees, which is a discounted rate from \$65.00. The part-time employee unit rate is \$15.00. Each year there is an annual maintenance fee billed for \$395.00. Target Solutions has waived the \$1,500.00 set up fee if the proposal is signed by December 31, 2017. There are more than 1,000 online courses for public entities, along with federal, state, and local safety training mandates (OSHA). The program will allow employees to take required classes and will track each employee's progress and OSHA compliance. Online courses also provided to employees in-house reduce out of service man hours, hotel costs, etc.

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

REQUEST TO APPROVE CONTRACT AMENDMENT #3 FOR CHEMICALS

Legal Contracts and Claims Manager Keitha Windsor requested Board approval for Contract Amendment #3 for the purchase of chemicals. The City entered into contracts for the purchase of chemicals for Water and Wastewater in November 2014. The initial term of the contract was from January 1, 2015 through December 31, 2015 and upon written approval of the contracting parties, the contract may be renewed for three (3) additional one (1) year terms under the same terms and conditions.

The City renewed the contracts for 2016 and 2017 and now wishes to renew for the final additional one (1) year term from January 1, 2018 through December 31, 2018 with the following companies:

Alexander Chemical Corporation, a Carus Company:

- Chlorine at \$0.33 per gallon
- Sodium Bisulfate at \$0.175 per pound
- Sodium Hypochlorite at \$0.63 per gallon

PVS Nolwood Chemicals, Inc.:

- Hydrofluosilicic Acid at \$3.45 per gallon

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

**REQUEST TO APPROVE CONDITIONAL OFFER OF EMPLOYMENT—
S.M. TAYLOR**

Legal Compliance Administrator Shannon Marks requested Board approval for a conditional offer of employment to Shane M. Taylor and to execute the Agreement which sets forth the prerequisites to beginning employment as a probationary patrol officer. Mr. Taylor 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 CONDITIONAL OFFER OF EMPLOYMENT—
R.E. ULE AND J.N. ORTIZ

Legal Compliance Administrator Shannon Marks requested Board approval for a conditional offer of employment to Ryan E. Ule and Joshua N. Ortiz and to execute the Agreement which sets forth the prerequisites to beginning employment as a probationary firefighter. Mr. Ule and Mr. Ortiz must first complete and pass the baseline statewide physical and mental examinations. The Board will be requested to confirm the offer of employment when position openings become available in the Fire Department.

Mr. Ule and Mr. Ortiz will be required to enroll in and successfully complete a paramedic training course and obtain an Indiana paramedic certification/license as a condition of employment. If Mr. Ule and Mr. Ortiz leaves employment before becoming certified/licensed he agrees to reimburse the City's annual cost for him to attend the paramedic training course (not to exceed \$15,000.00). If Mr. Ule or Mr. Ortiz does not serve as an active paramedic for at least three full years, he agrees to repay the City a prorated portion of \$15,000.00 for the paramedic training course.

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

REQUEST TO APPROVE CONDITIONAL OFFER OF EMPLOYMENT—C.C. COX

Legal Compliance Administrator Shannon Marks requested Board approval for a conditional offer of employment to Colten C. Cox and to execute the Agreement which sets forth the prerequisites to beginning employment as a probationary firefighter. Mr. Cox must first complete and pass the baseline statewide physical and mental examinations. The Board will be requested to confirm the offer of employment when position openings become available in the Fire Department.

Mr. Cox currently possesses an Indiana paramedic certification/license. The City will pay Colten a bonus payment of \$7,500.00 payable in equal amounts over Mr. Cox's first three years of employment. The first payment will be made upon Mr. Cox's first employment anniversary date and satisfactory completion of the probationary period. The second and third payments will each be made on the second and third employment anniversary dates.

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

REQUEST TO APPROVE AGREEMENT—TEAMSTERS LOCAL UNION NO. 364

Legal Compliance Administrator Shannon Marks requested Board approval for an Agreement. Negotiations with the Teamsters Local Union No. 364 have concluded and the Union has approved and executed the new agreement. It is recommended that the Board also approve and authorize the Mayor to execute the agreement. Following is a summary of changes:

Effective Dates—the new contract is effective January 1, 2018 through December 31, 2020.

Wages—Increase of 3.5% plus \$0.30 per hour in 2018; 3% increase in 2019; and 2.5% increase in 2020.

Job Classifications—the paint and sign technician was moved to Category B job classification (previously Category C).

Holidays—Christmas Eve was added to the list of observed holidays.

Sick Leave—Employees with at least 240 hours of accrued sick leave may sell back up to 32 hours of sick leave at \$17.50 per hour provided they did not use any sick leave the previous year (previous buy-back rate was \$15.00 per hour).

Work Shoe/Inclement Weather Gear Allowance—Employees shall receive \$225.00 per year to purchase work shoes or inclement weather gear (previous allowance was \$150.00 per year).

Park Department Supplement—

- City agrees to employ at least 5 full time park maintenance employees.
- With agreement of employee, City can pay employee for overtime hours worked with compensatory time off rather than with monetary payment.
- With agreement of employees, City can eliminate 2 paid 15 minutes breaks in exchange for 30 minute paid lunch.

Central Garage Supplement—Mechanics shall receive \$250.00 per year to purchase tools (previous allowance amount was \$100.00 per year).

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

REQUEST TO APPROVE AGREEMENT—CENTRAL STATES, SOUTHEAST AND SOUTHWEST AREAS HEALTH AND WELFARE FUND

Legal Compliance Administrator Shannon Marks requested Board approval and authorization for the Mayor to execute two separate participation agreements with Central States, Southeast and Southwest Areas Health and Welfare Fund for employee health insurance coverage. One agreement covers the employees represented by the Teamsters Local Union No. 364, and the other covers all other employees regularly scheduled to work more than 1,330 hours per year, including those represented by the Goshen Firefighters Association, Local No. 1443, International Association of Firefighters, and the Fraternal Order of Police Labor Council, Inc., representing the Goshen Lodge No. 81. The City's Maximum weekly cost for each employee will be as follows:

- Effective January 1, 2018, \$385.70 per participant per week
- Effective January 1, 2019, not to exceed \$408.80 per participant per week
- Effective January 1, 2020, not to exceed \$449.70 per participant per week

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

**REQUEST TO APPROVE SUBSCRIPTION AGREEMENT—
WEST PUBLISHING CORPORATION**

Legal Compliance Administrator Shannon Marks requested Board approval and authorization for the Mayor to execute two 36-month renewal subscription agreements with West Publishing Corporation. One is for the printed Indiana Code books and updates. The cost is \$204.30 per month for the first year, with 5% increases in the second and third years. The other subscription agreement is for online research access to Westlaw. The cost is \$200.00 per month the first year with 5% increases in the second and third years.

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

REQUEST TO APPROVE WATER MASTER PLAN—ENFOCUS JN:2018-0011

Director of Public Works Dustin Sailor requested Board approval for a professional service agreement with enFocus, Inc. to provide consulting services to update the City's water utility master plan. The original water system master plan was completed in 1999 and is almost 20 years old. Because many of the work items in the original master plan have been completed and because the City continues to grow, an updated master plan is needed to support the City's next 20 years of water service. As a key part of the master plan update, the needed water system improvements in East Goshen will be studied. For enFocus's services, the City will provide compensation in the amount of \$42,087.42. Although not a part of this agreement, there will be a companion agreement with Kurtz Engineering to provide water modeling services to support the master plan study.

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

**REQUEST TO APPROVE WATER MASTER PLAN—KURTZ ENGINEERING
JN: 2018-0011**

Director of Public Works Dustin Sailor requested Board approval for a professional service agreement with Kurtz Engineering to provide consulting services to update and recalibrate the City's water model. The findings from the water system modeling will be included in the City's new water utility master plan. For Kurtz Engineering's services, the City will provide compensation in the amount of \$43,200.00.

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 Landis 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