

**BOARD OF PUBLIC WORKS AND SAFETY AND STORMWATER BOARD
MEETING HELD JANUARY 22, 2018, 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 January 22, 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 Stutsman, Board Member Day, Board Member Landis

ABSENT:

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

REQUEST FOR SEWER RELIEF—403 EAST LINCOLN AVENUE

Mr. Roger Cripe requested Board approval for sewer relief for 403 East Lincoln Avenue, Apartment 4. A Supervisor for the Goshen Water and Sewer Department was sent to the address and reported a leak was coming from a broken water line under the sink that ran into the crawl space without entering the sewer. The Utilities Billing Office recommends that since the home was vacant, relief for the entire sewer portion of the bill be granted for the amount of \$257.58.

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

REQUEST FOR SEWER RELIEF—205 THE WILLOWS

Mr. Bobby Adams requested sewer relief for 205 The Willows. An employee for the Goshen Water and Sewer Department was sent to the home and reported the leak was coming from a broken pipe under the home. The water discharged into the yard and did not enter the sewer. It is recommended that relief for the sewer portion of the bill be granted as per the Utilities Billing Office calculations after the reading is acquired for this month. The bill would be adjusted for the next billing.

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

REQUEST TO DECLARE AS AND DISPOSE OF SURPLUS PROPERTY

Legal Contracts and Claims Manager Keitha Windsor requested Board approval to declare as and dispose of the following items in accordance with Indiana Code § 5-22-22:

Vehicles & Machinery:

2003 Ford Ranger	1FTYR10D53PB61411
2002 Ford Ranger	1FTYR10D42PB32402
2001 Chevrolet S10	1GCCS19571K145196
2005 Chevrolet Impala	2G1WF55K159337590
2003 Jeep Liberty	1J8GL58KX3W635911
2003 Cat 242 Skid Steer	CMB01208
1988 Nissan Forklift-LP	APH02-000335
1986 Toyota Forklift 03-2FG30	2FG30-41615
2009 Nissan Street Sweeper	JNAPC81L68AE70185

2 City Street Light Poles

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

REQUEST TO APPROVE AGREEMENT AMENDMENT—FOX FIRE SAFETY, INC.

Legal Contracts and Claims Manager Keitha Windsor requested Board approval for an agreement amendment. The City entered into an Agreement on December 30, 2014 with Fox Fire Safety, Inc. to provide annual inspections and any necessary maintenance on the City's fire extinguishers for a cost based on the rate of \$2.00 per extinguisher inspection and tag and \$8.00 per site service call plus any maintenance that may be required.

The City permitted renewal for 3 additional 1-year terms under the same terms and conditions and the City wishes to renew for the final term. The term of the Agreement Amendment is through December 31, 2018.

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

REQUEST TO APPROVE AGREEMENT—NEW AVENUES

Legal Contracts and Claims Manager Keitha Windsor requested Board approval to contract with New Avenues, Inc. to provide the City and its permanent full time employees with an employee's assistance program.

Compensation is based on an "A la carte" service fee of \$120/month for the based on 248 City employees plus \$0.05 per employee per month for New Avenues Work-Live Resource Center. Additional costs are based on use of specific services. The contract year is from January 1, 2018 through December 31, 2018.

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

**REQUEST TO APPROVE OCCUPANCY PERMIT—
3414, 3420, AND 3426 CORRIE DRIVE**

Legal Compliance Administrator Shannon Marks requested Board approval and authorization for the Mayor to execute an Occupancy Permit Agreement with Keystone RV Company for the three new buildings constructed at 3141, 3420, and 3426 Corrie Drive. The construction project is now substantially complete except for certain exterior work that cannot be completed due to weather conditions (stabilize site, complete earthen berm, and plant all required landscaping). With the exception of the remaining work to be completed, once all requirements of the Building Code have been met and the agreement has been executed by all parties, the City will issue certificates of occupancy for the three buildings. The remaining work will be completed as soon as conditions permit, but no later than June 1, 2018. Under this agreement, Keystone is agreeing to pledge as surety Two Hundred Twenty Thousand Dollars (\$220,000.00) against Keystone's right to reimbursement from TIF revenues pursuant to the terms of a separate Annexation Agreement dated October 28, 2016 if the remaining work under the Occupancy Permit Agreement is not completed as required.

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

REQUEST TO APPROVE OCCUPANCY PERMIT—2380 EAST KERCHER ROAD

Legal Compliance Administrator Shannon Marks requested Board approval and authorization for the Mayor to execute an Occupancy Permit Agreement with Synergy Leasing, LLC for the new building constructed at 2380 East Kercher Road. The construction project is now substantially complete except for certain exterior work that cannot be completed due to weather conditions (stabilize site, install concrete parking lot and required striping, and install asphalt pavement). Once all requirements of the Building Code have been met, the agreement has been executed by all parties, and a surety in the amount of Sixteen Thousand Dollars (\$16,000.00) is provided to the City to insure the timely completion of all remaining work, the City will issue a certificate of occupancy for the location. The remaining work will be completed as soon as conditions permit, but no later than June 15, 2018.

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

REQUEST TO APPROVE OCCUPANCY PERMIT—2108 NEWBURY CIRCLE

Legal Compliance Administrator Shannon Marks requested Board approval and authorization for the Mayor to execute an Occupancy Permit Agreement with Richard John Becola and Angela Marie Becola and H&G Home Builders, LLC for the new residence constructed at 2108 Newbury Circle. 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 large tree). Once all requirements of the Building Code have been met, the agreement has been executed by all parties, and a surety in the amount of Two Thousand Five Hundred Dollars (\$2,500.00) is provided to the City to insure the timely completion of all remaining work, the City will issue a certificate of occupancy for the location. The remaining work will be completed as soon as conditions permit, but no later than June 15, 2018.

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

REQUEST TO APPROVE ROBERTS ENVIRONMENTAL SOIL SAMPLING—NORTH WELL FIELD GENERATOR PROJECT JN: 2015-0019

Director of Public Works Dustin Sailor requested Board approval for an agreement with Roberts Environmental to perform pre-excavation soil sampling and material testing in the location for the new North Water Plant generator. Based upon this testing, Roberts will prepare the necessary paperwork for soil disposal. During excavation, by another contractor, Roberts will also perform soil and water sampling and testing to confirm there are no products of concern. The agreement with Roberts Environmental is not to exceed \$9,400.00 with all work to be completed by July 1, 2018 unless otherwise approved.

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

REQUEST TO APPROVE KERCHER ROAD RECONSTRUCTION FROM RAILROAD TO DIERDORFF ROAD DESIGNATION NO. 1400713, JN: 2012-0016

Director of Public Works Dustin Sailor requested Board approval for an agreement with Abonmarche for the staking of right-of-way for Utility Relocation for the Kercher Road Reconstruction from the Railroad to Dierdorff Road. Currently, the project is out to bid by INDOT. Having the right-of-way utilities staked will help to minimize delays from utilities so the construction can begin in a timely manner. The amount for staking is not to exceed \$10,000.00.

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

REQUEST TO APPROVE RESOLUTION 2018-06

Legal Compliance Administrator Shannon Marks requested Board approval for Resolution 2018-06 entitled, "DEDICATION OF PUBLIC RIGHT-OF-WAY ALONG NEW YORK STREET."

BE IT RESOLVED that the City of Goshen Board of Public Works and Safety, on behalf of the City of Goshen, Indiana, accepts from the Assembly Mennonite Church the dedication of public right-of-way located along the north side of the 700-block of New York Street as described in the Deed of Dedication attached to this resolution.

BE IT FURTHER RESOLVED that Mayor Jeremy P. Stutsman is authorized to execute any and all documents relating to the dedication of the public right-of-way to the City of Goshen, Indiana.

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

(PASSED and ADOPTED by the Goshen Board of Public Works and Safety on January 22, 2018.)

REQUEST TO APPROVE RESOLUTION 2018-07

Legal Compliance Administrator Shannon Marks requested Board approval for Resolution 2018-07 entitled, "ACCEPTING THE TRANSFER OF SOUTH FIFTH STREET REAL ESTATE." The City of Goshen transferred the real estate at 118-124 East Washington Street and the parking lot south of the buildings at 118-24 East Washington Street to the City of Goshen, for the Use and Benefit of its Department of Redevelopment by Quitclaim Deed dated December 9, 2003 and recorded December 18, 2003 as instrument number 2003-52291.

The real estate has been redeveloped and 118-120 East Washington Street has been sold to a new property owner.

124 East Washington Street (also known as 203 South Fifth Street) is occupied by the Goshen Utilities billing office and the area south of the buildings at 118-124 East Washington Street serve as a public parking lot (collectively the "South Fifth Street Real Estate").

The Goshen Redevelopment Commission desires to transfer control and title to the South Fifth Street Real Estate to the City of Goshen, Indiana.

NOW, THEREFORE, BE IT RESOLVED that the Goshen Board of Public Works and Safety accepts from the Goshen Real Estate Commission the transfer of control and title to the South Fifth Street Real Estate.

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

ANNOUNCEMENT

Mayor Stutsman was pleased to announce the appointment of retired Goshen Police officer Dave Zollinger as the Mayor's appointment to the Alcoholic Beverage Board. The appointment is to be effective February 1, 2018 and the term is for one year.

Mayor Stutsman also reappointed Barb Swartley for a four-year term to the Parks and Recreation Board. She has served since 2007.

The Cemetery Board will have two reappointments for four-year terms: Phil Self, who has served since 2009, and Colin Yoder, who has served since 2012.

**REQUEST TO APPROVE RESIDENTIAL WATER AND SEWER LINE
MAINTENANCE REPAIR FUND ALLOCATIONS**

Water and Sewer Superintendent Kent Holdren requested Board approval for the Residential Water and Sewer Line Maintenance Repair Fund allocations for 2018. As per Ordinance 4531, the Board of Public Works and Safety and Stormwater Board is to annually review the Residential Water and Sewer Line Maintenance Repair Fund balances and make a determination

on how the \$0.70 repair fee is to be divided and assessed per the monthly water and sewer bills. The total expenditure in 2017 for water repair costs was \$40,107.06 and \$74,303.86 for sewer.

Based on the attached expenditure and year-end balance information, it is the Water and Sewer Department Superintendent's recommendation that \$0.15 be allocated to the Water Fund and \$0.55 be allocated to the Sewer Fund in 2018.

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