

**BOARD OF PUBLIC WORKS AND SAFETY AND STORMWATER BOARD
MEETING HELD JANUARY 29, 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 29, 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

ABSENT: Board Member Landis

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

Minutes of the meeting of December 18, 2017, December 26, 2017, and January 2, 2018 were presented. On motion of Board Member Day and second by Mayor Stutsman, the minutes were approved as presented.

REQUEST TO APPROVE AGREEMENTS FOR WAYFINDING KIOSKS

Legal Department Paralegal Amanda Fisher requested Board approval and authorization for the Mayor to execute license agreements for wayfinding kiosks. The City will be installing, locating, and administering wayfinding kiosks throughout the City as a way of providing information to the public. Many of the kiosks will be located on City-owned real estate or within the public right-of-way, and some will be located on private property. The wayfinding kiosks will be located on the following property owners' real estate:

1. MCIC, Inc. (Linway Plaza)
2. JR & Sons Property Management, LLC (Old Bag Factory)
3. Goshen College, Inc. (Administration Building and Music Center)
4. Elkhart County 4-H and Agricultural Exposition, Inc. (Fairgrounds)

The kiosk designs will match the City's designs and will be paid for by the Elkhart County Convention and Visitors Bureau.

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

REQUEST FOR SEWER RELIEF—2124 CEDAR DRIVE

Mr. Ben Eldridge requested Board approval on behalf of his grandfather, John Eldridge, for sewer relief at 2124 Cedar Drive. A Supervisor for the Goshen Water and Sewer Department was sent to the residence and reported that an outside hose bib had frozen and broke, causing the water to leak into the garage. The garage did not have any floor drains, so the water exited the

building onto the lawn and did not enter the Sewer. It is the Utilities recommendation that since the was vacant, and only 40 cubic feet of water was used before the leak occurred, that relief in the amount of \$338.67 should be granted.

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

REQUEST TO APPROVE OCCUPANCY PERMIT—1928 LIGHTHOUSE LANE

Legal Department Paralegal Amanda Fisher requested Board approval and authorization for the Mayor to execute an Occupancy Permit Agreement with Granite Ridge Builders, Inc. for the new residence constructed at 1928 Lighthouse Lane. The construction project is now substantially complete except for certain exterior work that cannot be completed due to weather conditions (stabilize site, plant one street tree, and install sidewalks). Once all Building Code requirements have been met, the agreement has been executed by all parties, and a surety in the amount of Two Thousand One Hundred Seventy Dollars (\$2,170.00) is provided to the City to insure the timely completion of the 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 Mayor Stutsman and motion passed unanimously.

REQUEST TO APPROVE RESOLUTION 2018-08

Legal Department Paralegal Amanda Fisher requested Board approval for Resolution 2018-08 entitled, "SIDEWALK FUNDING ASSISTANCE PROGRAM." This resolution specifically repeals and replaces Resolutions 2012-K and 2013-N.

This resolution sets forth the terms and conditions of the City's program to provide assistance to residential and commercial property owners and neighborhood associations for new construction, repair, or replacement of eligible sidewalk projects. An eligible sidewalk project must be within the City limits, within the public right-of-way, parallel to a public street, and located at:

1. An existing residential building constructed before 2000;
2. An existing commercial building constructed before 2000 in the B2 zoning district; or
3. A new residential building constructed on an infill lot.

The cost of an eligible sidewalk project will be paid 50% by the City and 50% by the property owner or neighborhood association; or 60% by the City and 40% by the property owner or neighborhood association if three (3) or more adjacent property owners participate. As before, the program will be offered on a first-come, first-serve basis considering the annual funds available.

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

REQUEST TO APPROVE AGREEMENT—MSDSONLINE

Legal Contracts and Claims Manager Keitha Windsor requested Board approval for a contract with MSDSONline. The City is required to complete annual reporting to the Indiana Department of Environmental Management (IDEM) and the Local and Regional Emergency Planning Commissions regarding the chemical inventory maintained at several of our facilities.

The services provided by MSDSONline allow the City to track, compile all product safety information regarding chemicals electronically, and generate all required reports. The cost is \$3,958.00 per year for a total 3 year agreement price of \$11,874.00.

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

REQUEST TO APPROVE AGREEMENT—PEERLESS MIDWEST INC.

Legal Contracts and Claims Manager Keitha Windsor requested Board approval for an agreement with Peerless Midwest Inc. to provide well and pump maintenance service on Wells 3, 6A, 12, and 14, and High Service Well 3 and 4 that is based on the Contractor's January 26, 2018 inspection recommendation letter. Work on the project shall be completed within 4 months from receipt of a notice to proceed and the total cost for all work shall not exceed \$150,000.00.

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

REQUEST TO APPROVE ON-CALL TRAFFIC EVALUATION SERVICES

JN: 2017-0014 & 2018-0017

Civil Traffic Engineer Leslie Biek requested Board approval for on-call traffic evaluation services. The Goshen Engineering Department believes it is time to retain the services of a traffic engineer to provide technical assistance in evaluating traffic impacts from new developments and general traffic patterns within the City. Presently, the Goshen Engineering Department is working with the Goshen Redevelopment Commission on additional improvements along Third Street and River Race Drive. Because any changes to traffic patterns within this corridor are significant, the Goshen Engineering Department would like to retain the services of Kamyar Fattahi with Traffic Engineering Consultants (TEC). Mr. Fattahi is a traffic engineer and has been involved in the study of Goshen's traffic since the 1990s. He prepared the central business district traffic studies in 1997 and in 2007, and was intricately involved in the traffic movement design for Third Street and Waterford Mills Parkway.

Because the Goshen Engineering Department would like to utilize TEC for evaluation of various traffic related activities within the City, we propose the Board of Public Works and Safety and Redevelopment Commission jointly sign the on-call service agreement with TEC for \$10,000.00, which will be drawn down by both the Redevelopment Commission and Goshen Civil City. Along with Board of Public Works and Safety approval of this agreement, the Goshen Engineering Department requests the Mayor be authorized to sign task orders related to this agreement as appropriate.

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

**REQUEST TO APPROVE INDOT CHANGE ORDER NO. 20 FOR US HIGHWAY 33
(CONTRACT IR-30087) INSTALLATION OF INSERTION VALVES JN: 2011-0041**

Civil Traffic Engineer Leslie Biek requested Board approval for INDOT Change Order No. 20 that deals with water main linestop related items throughout the project. The base had no 6” linestops in it and one needed to be installed. Additionally, the contract called for the City to install all of the linestops, but the City’s installation equipment could not install an American made linestop at the time; therefore, the work had to be hired out and the labor cost needs to be added to the contract.

Through value engineering, many of the original linestops identified on the design plans were eliminated through strategic water main shutdowns. The price reference below is a placeholder for the State, and we anticipated the balancing change order will bring down this change order amount.

The Goshen Engineering Department supports this request and asks the Board to authorize the Mayor to sign INDOT’s Change Order No. 20 for an additional project cost of \$32,031.71.

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

**REQUEST TO APPROVE INDOT CHANGE ORDER NO. 22 FOR US HIGHWAY 33
(CONTRACT IR-30087) INSTALLATION OF INSERTION VALVES JN: 2011-0041**

Civil Traffic Engineer Leslie Biek requested Board approval for INDOT Change Order No. 22 that deals with ADDITIONAL SANITARY SEWER LATERAL REPLACEMENTS IN Pike Street, between the Elkhart River and Fifth Street. There was some quantity of 6” sewer lateral pipe included in the project. However, because the Pike Street corridor is old and because the City had limited records in this area, the required amount of pipe replacement was underestimated. Through INDOT’s winter project accounting, they believe an additional 300 feet of sewer lateral pipe needs to be accounted for.

The Goshen Engineering Department supports this request and asks the Board to authorize the Mayor to sign INDOT’s Change Order No. 22 for an additional project cost of \$13,800.00.

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

**REQUEST TO ACCEPT POST-CONSTRUCTION PLAN—STAIR SUPPLIES
JN: 2003-2027**

Civil Traffic Engineer Leslie Biek requested Board approval for a post-construction plan. The developer of Stair Supplies, affecting one (1) or more acres of land, has submitted a sufficient post-construction plan that is compliant with Ordinance 4329, “Uniform Requirements for Post-Construction Stormwater Management.”

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

**REQUEST TO ACCEPT POST-CONSTRUCTION PLAN—FAIRFIELD INN & SUITES
—GOSHEN HOTELS (KEYSTONE SQUARE THIRTEENTH JN: 2016-2007**

Civil Traffic Engineer Leslie Biek requested Board approval for a post-construction plan. The developer of Fairfield Inn & Suites—Goshen Hotels, LLC, affecting one (1) or more acres of land, has submitted a sufficient post-construction plan that is compliant with Ordinance 4329, “Uniform Requirements for Post-Construction Stormwater Management.”

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

PRIVILEGE OF THE FLOOR

Civil Traffic Engineer Leslie Biek requested Board approval for NIPSCO’s use of City owned property at 602 East Kercher Road for use as a staging area for pipe and equipment for the gas relocation for the Kercher Road Reconstruction project. NIPSCO plans to start work in the next two weeks and will be using the parcel for up to three months.

Board Member Day moved to approve the request. Second by Mayor Stutsman 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