

**BOARD OF PUBLIC WORKS AND SAFETY AND STORM WATER BOARD
MEETING HELD FEBRUARY 29, 2016 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 February 29, 2016, at 2:00 P.M. for their weekly Board meeting. Board Member Landis was the presiding officer with members of the Board present or absent as follows:

PRESENT: Board Member Day, Board Member Landis

ABSENT: Mayor Stutsman

OTHERS: Clerk-Treasurer Office Assistants, City Attorney, City Planner, Fire Chief, Police Chief, Building Inspector Grise, Street Commissioner, Assistant Street Commissioner, Legal Contracts and Claims Manager, Legal Compliance Administrator, Mayor's Administrative Assistant Lung, Park & Recreation Coordinator, Superintendent of Waste Water, Superintendent of Water and Sewer, Wastewater Maintenance Technician, Utilities Office Assistant I, Administrative Utilities Engineer, Administrative City Engineer, Central Garage Fleet Manager.

Minutes of the meeting of February 15th, 2016 were presented. On motion of Board Member Landis and second by Board Member Day, the minutes were approved as presented.

**OPEN BIDS FOR EISENHOWER DRIVE WATER MAIN EXTENSION – PROJECT
NO. 2005-0009**

Board Member Landis opened the following bids:

C&E Excavating -	\$156,848.50
Beer & Slabaugh -	\$163,448.60
Indiana Earth -	\$180,432.85
Niblock Excavating -	\$180,628.90
John Boettcher -	\$211,099.81
HRP Construction -	\$217,693.00
Woodruff & Sons -	\$232,888.00
Rieth-Riley -	\$293,360.00

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

REQUEST TO APPROVE 2016 STREET CLOSURES FOR FIRST FRIDAY EVENTS

Event Coordinator for Eyedart Creative Studio Adrienne Nesbitt requested Board approval for the following street closures for the 2016 First Friday Events. Ms. Nesbitt stated that August First Friday closures will come back at a later date to be approved as they need to figure out the road closures as road work will be ongoing during that time.

Live & Local: Friday, March 4th

3 parking spaces in front of Theater for food trucks – No Parking Friday, noon to 10:00 pm

West Washington Street: 3 parking spaces north of Mattern's for food prep – No Parking Thursday from noon thru Saturday midnight.

River Bend Film Festival: Thursday, March 31st – Saturday, April 2nd

4 parking spaces in front of Theater for food trucks – No Parking Thursday from noon to Saturday midnight.

Parking lot behind the Electric Brew: Trailer + 4 containers – 2:00 pm to 10:00 pm

West Washington Street: 3 parking spaces north of Mattern's for food prep – No Parking Thursday, noon thru Saturday midnight.

Taste of Goshen & 5k Run: Friday, May 6th

East Washington Street from 5th Street to Main Street: Sponsor & Food Tents – Closed from 8:00 am to 10:00 pm

Parking lot behind the Electric Brew: Trailer + 8 containers – noon to 10:00 pm

West Washington Street from Main Street to Alley: Mattern's Food Tent – Closed from 2:00 pm to 10:00 pm.

Goshen Powerhouse: Trailer + 4 containers – Closed from 2:00 pm to 10:00 pm.

Millrace Trail: 5k Run, 2k Fun Walk – 5:00 pm to 7:00 pm

Sweet Summer Kick-Off: Friday, June 3rd

Courthouse – Lincoln Avenue from Main Street to Alley toward 3rd Street: Sponsors & Entertainment – Closed noon to 10:00 pm

Courthouse – Main Street Bus parking plus 3 parking spaces north of bus parking: Vendor Food Trucks – No Parking from 2:00 pm to 10:00 pm

Courthouse – Lincoln Avenue: Trailer + 8 containers from 2:00 pm to 10:00 pm

West Washington Street from Main Street to Alley: Mattern's Food Tent – Closed from 2:00 pm to 10:00 pm.

Arts on the Millrace: Saturday, June 11th

Goshen Powerhouse & Powerhouse Patio: Trailer + 8 containers – All day Saturday

West side of Millrace Trail from Powerhouse to south side of Hawks Building: Art Show – Reserved all day Friday and Saturday

Goshen Cruisin' Reunion: Friday, July 1st

Courthouse: Lincoln Avenue from Main Street to Alley toward 3rd Street – Sponsors & Entertainment – Closed from noon to 10:00 pm

Courthouse: Main Street Bus parking plus 3 parking spaces north of bus parking – Vendor Food Trucks – No Parking from noon to 10:00 pm

Courthouse: South side of Courthouse – Trailer + 8 containers – noon to 10:00 pm

Main Street from Pike Street to Madison Street: No Parking from 2:00 pm to 10:00 pm

West Washington Street from Main Street to Alley: Mattern’s Food Tent – Closed from 2:00 pm to 10:00 pm

Volkfest: Friday, September 2nd

5th Street from Jefferson Street to Lincoln Avenue: Volkswagen Show, Sponsors & Entertainment – Closed from 2:00 pm to 10:00 pm

West Washington Street from Main Street to Alley: Mattern’s Food Tent – Closed from 2:00 pm to 10:00 pm

West side of Millrace Trail from Powerhouse to south side of Hawks Building: Volkswagen Camping – Reserved from Friday 5:00 pm to Saturday 5:00 pm

Maple City Walk: Saturday, September 17th

Goshen Powerhouse: Street Department Trailer + 4 bins – All day Saturday

Homecoming: Friday, October 7th

Main Street: 4 parking spaces in front of Goshen Theater – Vendor Food Trucks – No Parking from 2:00 pm to 10:00 pm

West Washington Street from Main Street to Alley toward 3rd Street: Mattern’s Outdoor Grilling – closed from 2:00 pm to 10:00 pm

Goshen Arts Tour: Friday, November 4th

Main Street: 4 parking spaces in front of Goshen Theater: Vendor Food Trucks – No Parking from 2:00 to 10:00 pm

Hometown Holiday: Friday, December 2nd

Main Street: 4 parking spaces in front of Goshen Theater: Vendor Food Trucks – No Parking from 2:00 pm to 10:00 pm

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

**REQUEST TO APPROVE CONDITIONAL OFFER OF EMPLOYMENT
AGREEMENT WITH BRODY L. BROWN**

Legal Compliance Administrator Shannon Marks requested Board approval to extend a conditional offer of employment to Brody L. Brown and execute a Conditional Offer of Employment Agreement which sets forth the prerequisites to beginning employment with the Goshen Police Department. Brody must complete the baseline statewide physical and mental

examinations and be approved by board of trustees for membership in the Indiana Public Retirement System (INPRS) and the 1977 Police Officers' and Firefighters' Pension and Disability Fund (1977 Fund).

The Board of Public Works and Safety will be requested to confirm the offer of employment after the board of trustees approves Brody's membership in the INPRS and 1977 Fund and a position opening becomes available in the Police Department.

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

REQUEST TO APPROVE AGREEMENT WITH PEERLESS MIDWEST

Legal Contracts and Claims Manager Keitha Windsor requested Board approval to enter into an agreement with Peerless Midwest. The City is required to monitor activities surrounding the City's well heads for possible contaminants such as gas stations, brownfields, etc. and submit to Indiana Department of Environmental Management (IDEM) by February 9th, 2017 a Phase II 5 Year Wellhead Protection Update. The City wishes to contract with Peerless Midwest, Inc. to provide professional hydrogeological services to assist the City with completing and submitting to IDEM the City's Phase II 5 Year Wellhead Protection Update that includes the City's management and contingency plans. The total cost for all work shall not exceed \$4,500.00

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

**REQUEST TO APPROVE AGREEMENT WITH
COMMUNITY BUSINESS EQUIPMENT**

Legal Contracts and Claims Manager Keitha Windsor requested Board approval to enter into an agreement with Community Business Equipment. The City's Central Garage wishes to renew a service agreement on their copier with Community Business Equipment for one year at a monthly rate of \$0.0132 per Black and White page and \$0.0682 per color page with a minimum monthly rate of \$20.00. Toner and drums are covered under this service agreement.

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

**REQUEST TO APPROVE CONTRACT AMENDMENT WITH
OTIS ELEVATOR COMPANY**

Legal Contracts and Claims Manager Keitha Windsor requested Board approval for a Contract Amendment with Otis Elevator Company. The City entered into a contract with Otis Elevator Company on June 1st, 2015 to refurbish the elevator at 111 East Jefferson Street. Otis Elevator Company did not complete the project on time, therefore, liquidated damages apply and the one year warranty and the three year maintenance agreement term dates are adjusted to apply to the completion of the elevator installation on October 26th, 2015. The compensation adjustment is applied to the 3 year maintenance agreement now at the total fixed fee payable on the 3rd year the amount of \$983.00, a reduction of \$2,800.00 from the June 1st, 2015 Contract.

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

REQUEST TO APPROVE RESOLUTION AUTHORIZING THE EXECUTION OF A MASTER EQUIPMENT LEASE/PURCHASE AGREEMENT

Legal Contracts and Claims Manager Keitha Windsor requested Board approval for the Resolution Authorizing the Execution of a Master Equipment Lease/Purchase Agreement. The City Utilities is purchasing a new combination sewer truck for the amount of \$405,000.00 and wishes to finance the amount of \$369,500.00 through U.S. Bancorp Government Leasing and Finance, Inc. The Lease/Purchase Agreement is for 5 annual payments of \$80,110.00 at an interest rate of 2.751% with the first payment due March 15th, 2017. The Board's permission is requested to adopt the Resolution Authorizing the Execution of a Master Equipment Lease/Purchase Agreement, and the Board's permission is requested for the Mayor to execute the Master Lease/Purchase Agreement with U.S. Bancorp Government Leasing and Finance, Inc. including all accompanying documents.

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

REQUEST TO APPROVE 5TH STREET RECONSTRUCTION FROM CLINTON STREET TO ROCK RUN CREEK – JN: 2015-0022

Administrative Utilities Engineer Dustin Sailor requested Board approval for an Amendment to the License Agreement with Norfolk Southern Railroad for the 5th Street Reconstruction from Clinton Street to Rock Run Creek. In late January 2016, HRP Construction was told by a Norfolk Southern Signals Communications representative that a second fiber line connecting the railroad's signals existed at approximately 11 to 12 feet deep and is directly below the known fiber optic line at approximately a 4 foot depth. The deeper fiber line is in direct conflict with the proposed 60-inch bore and jack for the 42-inch storm sewer carrier pipe. Multiple options were explored as depicted in the attached letter from HRP Construction. However, the most feasible option is to relocate Norfolk Southern's fiber line at an estimated cost of \$81,100.00. The Amendment to the License Agreement between Norfolk Southern Railroad and the City of Goshen outlines the fiber line relocation work to be done by Norfolk Southern within 30 days after signing this Agreement.

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

REQUEST TO APPROVE PLYMOUTH AVENUE TRAIL CROSSING MODIFICATION – JN: 2015-0051

Administrative City Engineer Mary Cripe requested Board approval to enter into an Agreement with Abonmarche for the Plymouth Avenue Trail Crossing Modification. In October 2015, representatives from INDOT, Goshen Community Schools and the City met with Representative Wes Culver to discuss the safety concerns with the existing crossing. Currently, there are approximately 10,000 to 12,000 vehicles per day on State Road 119 and there are well over 250 Middle School children crossing in the morning and at night at this crossing. With the Kercher Road Bridge closing in November, it will force more motorists to utilize State Road 119, because there are limited ways to get across the Elkhart River. In this meeting, it was originally thought

that maybe another tunnel would be the solution. However, through collaboration with the Maple City Bicycle Advisory Committee, INDOT, and Goshen Community Schools the layout attached for the Board Members to review seems the most economical and safe option.

Abonmarche was hired in 2013 to provide topographic survey and preliminary design of the sanitary sewer along the north side of Plymouth Avenue from Indiana Avenue to 1,400 feet east, and the City never finalized those documents, because interest in the project by the residents subsided. The Engineering Department requested a proposal from Abonmarche for this proposed project. Attached for the Board's approval is the agreement with Abonmarche for the topographic survey, design engineering, parcel plats, and assistance with permitting the proposed Plymouth Avenue Trail Crossing Modification project, with a not to exceed amount of \$53,400.00.

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

REQUEST TO APPROVE STATE ROAD 15 AND KERCHER ROAD INTERSECTION IMPROVEMENT PROJECT – PROJECT NO. 2012-0017

City Engineer Mary Cripe requested Board approval for the State Road 15 and Kercher Road Intersection Improvement project. Elkhart County and the City of Goshen Engineering Departments have been working closely on this intersection improvement project. Engineers with Elkhart County are in the process of finalizing the plans for this project. An Interlocal Agreement between the County and the City outlines the responsibilities of each governmental entity. Elkhart County Highway Department will be responsible for bidding the project, and we are requesting the Board of Public Works and Safety and the Redevelopment Commission's permission to advertise for bids in May/June 2016. Work to be done during 2016 includes the installation of a new traffic signal, improvements to Kercher Road east of State Road 15, and the detention basin in the southwest quadrant of the intersection. All of the remaining improvements on the west side of State Road 15 will be complete in 2017.

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

REQUEST TO APPROVE POST-CONSTRUCTION PLAN – SPACEMAKER SELF STORAGE – JN: 2003-2003

Administrative Utilities Engineer Dustin Sailor requested Board approval for the Post-Construction Plan for Spacemaker Self Storage. The developer of Spacemaker Self Storage, affecting 1 or more acres of land, submitted a sufficient post-construction plan compliant with Ordinance 4329, "Uniform Requirements for Post-Construction Stormwater Management" and was approved by the Board of Works and Safety and Stormwater Board on June 30th, 2014. On June 29th, 2015, the Board approved an amended Post-Construction plan. Since the Board's second approval of the post-construction plan, changes have again been made to the site plan and post-construction plan. Therefore, the developer has submitted a second amended post-construction plan and it has been found to be sufficient.

Board Member Landis moved to approve the request. Second by Board Member Day 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 STORM WATER BOARD:

MAYOR JEREMY STUTSMAN _____

BOARD MEMBER MITCHELL DAY _____

BOARD MEMBER MICHAEL A. LANDIS _____

ATTEST _____
CLERK-TREASURER TINA M. BONTRAGER