

**BOARD OF PUBLIC WORKS AND SAFETY AND STORM WATER BOARD
MEETING HELD MARCH 21, 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 March 21, 2016, 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 Office Assistants, City Attorney, City Planner, Assistant Fire Chief Miller, Assistant Police Chief Turner, Building Inspector Bice, Street Commissioner, Assistant Street Commissioner, Legal Contracts and Claims Manager, Legal Compliance Administrator, Mayor's Administrative Assistant Lung, Park Maintenance Director, Superintendent of Waste Water, Superintendent of Water and Sewer, Utilities 1st Deputy, Administrative Utilities Engineer, Central Garage Fleet Manager.

OPEN BIDS FOR PURCHASE OF THREE PICK-UP TRUCKS

Mayor Stutsman opened the following bids:

Eby Ford Lincoln Mercury	\$84,142.62
McCormick Motors	\$90,626.00
Gates Automotive	\$90,942.00

Mayor Stutsman moved to refer the bids to the Legal Department for review and recommendation. Second by Board Member Landis and motion passed unanimously.

**REQUEST TO AWARD BID FOR ROOF REPLACEMENT PROJECT
AT 111 EAST JEFFERSON**

Legal Contracts and Claims Manager Keitha Windsor requested Board approval to Award the bid for the Roof Replacement project at 111 East Jefferson Street. On March 14, 2016, the Board opened bids for the project, following are the results:

Borntrager Enterprises, Inc.	\$103,025.00
Slatile Roofing	\$115,000.00

It should be noted that the lowest bidder took exception to the Specifications aluminum material and quoted:

1. Scupper box and downspout made out of 24 gauge Kynar metal on the northwest corner of the roof, and;
2. 4" Kynar metal fascia around the remaining exterior perimeter of section 2.

The City agrees with the change in materials.

It is recommended the Board award the contract to Borntrager Enterprises, Inc. as the lowest responsible and responsive bidder for a total contract price of \$103,025.00. All work is to be completed within 120 days from receipt of a notice to proceed.

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

**REQUEST TO AWARD BID FOR THE WAVERLY AVENUE SANITARY SEWER
EXTENSION – PROJECT NO. 2009-0030**

Administrative Utilities Engineer Dustin Sailor requested Board approval to Award the bid for the Waverly Avenue Sanitary Sewer Extension project. On March 14th, 2016, bids were received for the project, following are the results:

Niblock Excavating	\$79,294.48
C&E Excavating	\$94,122.10
Selge Construction	\$99,406.50

The Engineering Department is requesting the Board to award the bid to Niblock Excavating as the lowest responsible and responsive bidder.

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

**REQUEST FOR USE OF POWERHOUSE PARKING LOT FOR
INTERRA CREDIT UNION SHRED-IT DAYS**

Karen Steffensen on behalf of Interra Credit Union requested Board approval for the Use of the Powerhouse parking lot for Interra Credit Union's Shred-It Days. This is a popular event for Interra Credit Union members:

- To encourage ID theft prevention and recycling, Interra brings in Mountain High Shredding with their mobile truck/shredder.
- Because it is a popular event, several cars are often in line to drop off their shredding materials.
- Interra staff members are on hand for unloading, weighing, etc.
- Interra pays for the first 50 pounds, with a nominal fee charged thereafter.
- There will be directional signage to ensure orderly entrance into and exit from the parking lot
- The Powerhouse lot will enable us to move the traffic away from the more congested area.
- As an example of the popularity, the total in 2015 was more than 22,000 pounds, increasing year after year.

The times for this event will be:

Friday, May 13th, 2016 from 7:00 am to 4:30 pm (including staging) with the event starting from 10:00 am to noon and 1:00 pm to 3:00 pm, and;

Saturday, May 14th, 2016 from 7:30 am to 12:00 noon (including staging) with the event starting from 9:00 am to 11:00 am.

Because of the popularity, the times may be adjusted.

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

**REQUEST TO APPROVE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
SUBORDINATION REQUEST**

City Planner Rhonda Yoder requested Board approval of the CDBG Subordination Request. They have received a subordination request for a CDBG owner-occupied housing rehabilitation project from Activity #226, Program Year 2014. The subordination is being requested as part of a mortgage refinance to reduce the interest rate from 6.75% to 4.375%. The property owner currently has a conventional home mortgage in first position, with the CDBG mortgage in second position. After subordination, the CDBG mortgage will retain second position.

A deferred real estate mortgage for CDBG was recorded for a total of \$10,562.36, to be paid upon conveyance, death of owner, foreclosure, rental or vacancy.

For the following reasons, it is recommended that the subordination request be granted:

- Interest rate is declining from 6.75% to 4.375%
- Appraised value provides adequate equity for the first mortgage and the CDBG mortgage
- There is no cash out with the refinance

If the subordination is approved, the subordination agreement prepared by the requestor will be signed by the City and recorded by the requestor, with a recorded copy provided to the CDBG administrator.

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

**REQUEST TO APPROVE RESOLUTION TO DECLARE AS SURPLUS & APPROVAL
OF DISPOSAL OF SURPLUS PROPERTY**

Legal Contracts and Claims Manager Keitha Windsor requested Board approval of a Resolution to Declare as Surplus & Approval of Disposal of Surplus Property. The City's Fire Department wishes to have the following miscellaneous equipment declared as surplus property and to dispose of the surplus property in accordance with IC 5-22-22.

<u>Item</u>	<u>Quantity</u>
Traction Splint	1
Stair Chair	2

Cot Mattress	3
Bench Seat Cushion	1
Medic Cabinets	2
Battery Chargers	2
Welch Allyn AED 10	7
SCBA Parts	30
EMS Bags	6

The Board of Public Works and Safety is requested to:

1. Declare the above equipment as surplus property; and
2. Resolve to dispose of the surplus property in accordance with IC 5-22-22

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

REQUEST TO APPROVE QUANTITY PURCHASE AGREEMENT FOR ROAD SALT

Legal Contracts and Claims Manager Keitha Windsor requested Board approval of a Quantity Purchase Agreement for Road Salt. For the last few years the State of Indiana has provided quantity purchasing for any Indiana government entity for the purchase of road salt. The City of Goshen has been participating in the QPA. The State of Indiana is now collecting information from local government entities to prepare the road salt bid for the 2016-2017 winter season. When the City's information is inputted on to their website, it is a commitment for the purchase. Permission is requested to enter the City's requirements of 1300 tons of untreated road salt into the State's website for the purchase to be bid out by the State.

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

**REQUEST TO APPROVE CONDITIONAL OFFER OF EMPLOYMENT
AGREEMENT WITH B.A. LUTTON**

Legal Compliance Administrator Shannon Marks requested Board approval to extend a conditional offer of employment to Bo Andrew Lutton and execute a Conditional Offer of Employment Agreement which sets forth the prerequisites to beginning employment with the Goshen Police Department. Mr. Lutton must complete the baseline statewide physical and mental examinations and be approved by the 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 Mr. Lutton'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 OCCUPANCY PERMIT AGREEMENT WITH LISAHOLD, LLC AND MID-STATES CONSTRUCTION, INC.

Legal Compliance Administrator Shannon Marks requested Board approval and authorization for the Mayor to execute an Occupancy Permit with Lisahold, LLC (Lisahold) and Mid-States Construction, Inc. (Mid-States) for the Forest River's new facility constructed at 2422 Century Drive, Goshen. The construction project at this location is substantially complete except for certain work that is itemized in the agreement. Lisahold and Mid-States agree to complete all remaining work as soon as conditions permit, but no later than June 15th, 2016. Upon the execution of the agreement and delivery of surety in the amount of \$83,700.00 to insure the timely completion of the remaining work, the City will issue a certificate of occupancy for the location on the condition that Lisahold and Mid-States comply with the terms of the agreement.

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

REQUEST TO APPROVE OCCUPANCY PERMIT AGREEMENT WITH HTK HOLDINGS, LLC

Legal Compliance Administrator Shannon Marks requested Board approval and authorization for the Mayor to execute an Occupancy Permit with HTK Holdings, LLC. Due to the US 33 project, HTK recently acquired 600 East Jackson Street to relocate the business of Scott Signs. The work at this location is substantially complete except for certain work that is itemized in the agreement which cannot be completed prior to the date Scott Signs must be moved from its existing facility. HTK Holdings, LLC agrees to submit a site plan to the City by April 22nd, 2016 and to complete all remaining work by July 1st, 2016. The City will issue a certificate of occupancy for the location on the condition that HTK complies with the terms of the agreement. The City is not requiring any surety to be submitted under this agreement due to the circumstances requiring the occupancy of the building by Scott Signs.

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

REQUEST TO APPROVE AGREEMENT FOR SOIL BORINGS AND CHEMICAL ANALYSIS OF SOIL AND WATER (JN: 2016-0018)

Administrative Utilities Engineer Dustin Sailor requested Board approval of an Agreement with Keramida, of Elkhart, Indiana, to provide soil and groundwater sampling for the Goshen Water Utility. The cost for the soil and groundwater sampling is \$10,300.00 and will include sampling, testing and a report. Work will begin the week of March 28th, 2016 with all work completed within 30 days.

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

REQUEST TO APPROVE DIERDORFF ROAD CLOSURE NORTH OF EISENHOWER DRIVE FOR PLACEMENT OF WATER MAIN (JN: 2005-0009)

Administrative Utilities Engineer Dustin Sailor requested Board approval for the Dierdorff Road Closure north of Eisenhower Drive for Placement of Water Main. Dierdorff Road, just north of

the intersection with Eisenhower Drive North will be closed to traffic beginning Tuesday, March 22nd, 2016 at 12:00 pm through 5:00 am Wednesday, March 23rd, 2016. C&E Excavating, Inc. will be placing a new 16" water main across Dierdorff Road as a part of a project to connect two existing water mains. Dierdorff Road will be temporarily repaired with stone to allow for the reopening of the road. The work will be completed during the evening to reduce the impact to Goshen citizens working in the nearby industrial parks.

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

NOTICE OF BOIL ORDER ONLY FOR LISTED LOCATION:
1768 EISENHOWER DRIVE NORTH TO DIERDORFF ROAD TO INCLUDE
1247 EISENHOWER DRIVE NORTH

Superintendent of Water and Sewer Kent Holdren stated for information only that on March 22nd, 2016, at 6:00 pm, C&E Excavating will be shutting down a section of water main at Eisenhower Drive North, west of Dierdorff Road for a water main extension. The affected area is from 1768 Eisenhower Drive North to Dierdorff Road to include 2147 Eisenhower Drive North. The water main is expected to be turned back on in the affected area by 5:00 am March 23rd, 2016. A boil order will be in effect after water comes back on.

REQUEST TO APPROVE ELECTRICAL LICENSE

Building Inspector Steve Bice requested Board approval to issue an Electrical License to Christopher N. Cooper of Cooper Electric, Inc. located at 3455 18 Mile Road NE, Cedar Springs, Michigan, 49319. Mr. Cooper has met the requirements for a City of Goshen Electrical license. He achieved a score of 77% on the Master Electrical exam taken on March 5th, 2016 in Columbus, Indiana.

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

ANNOUNCEMENT – ANNUAL TORNADO DRILL

Assistant Fire Chief Merv Miller announced that March 22nd, 2016 is the scheduled date for the annual spring tornado drill in Indiana. The tornado sirens will sound between 10:15am to 10:45am and then again at 7:35pm to 7:50pm. The National Weather Service advised that if the weather is questionable on the 22nd, they will postpone the test for the following day, March 23rd, 2016.

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 STORM WATER BOARD:

MAYOR JEREMY STUTSMAN _____

BOARD MEMBER MITCHELL DAY _____

BOARD MEMBER MICHAEL A. LANDIS _____

ATTEST _____
CLERK-TREASURER TINA M. BONTRAGER