

**BOARD OF PUBLIC WORKS AND SAFETY AND STORM WATER BOARD  
MEETING HELD NOVEMBER 16, 2015 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 November 16, 2015, at 2:00 P.M. for their weekly Board meeting. Mayor Kauffman was the presiding officer with members of the Board present or absent as follows:

PRESENT: Mayor Kauffman, Board Member Day, Board Member Landis

ABSENT:

OTHERS: Clerk-Treasurer Office Assistants, City Attorney, Assistant City Planner, Assistant Fire Chief Ramer, Police Chief, Assistant Street Commissioner, 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, Utilities 1<sup>st</sup> Deputy, Administrative City Engineer, Central Garage Fleet Manager, Councilwoman Robinson.

Minutes of the meeting of September 21<sup>st</sup>, September 25<sup>th</sup> and October 5<sup>th</sup>, 2015 were presented. On motion of Board Member Day and second by Board Member Landis, the minutes were approved as presented.

**REQUEST TO APPROVE PROMOTION OF M. STAMM TO PRIVATE FIRST CLASS  
AND PROMOTION OF L. WINGARD TO PRIVATE FIRST CLASS**

Assistant Fire Chief Ramer requested Board approval for the Promotions of Matthew R. Stamm and Lyle R. Wingard to Private First Class.

Matthew R. Stamm completed his probationary year at the Goshen Fire Department as of November 13<sup>th</sup>, 2015. Based on his performance and recommendations from his shift Battalion Chief and Training Officer, it is requested that Matthew Stamm be promoted to Private First Class, retroactive to November 13<sup>th</sup>, 2015.

Lyle R. Wingard completed his probationary year at the Goshen Fire Department as of November 13<sup>th</sup>, 2015. Based on his performance and recommendations from his shift Battalion Chief and Training Officer, it is requested that Lyle Wingard be promoted to Private First Class, retroactive to November 13<sup>th</sup>, 2015.

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

Mayor Kauffman swore in Matthew R. Stamm and Lyle R. Wingard to Private First Class for the Goshen Fire Department.

**REQUEST TO OPEN BIDS FOR THE WATERFORD MILLS PARKWAY TREE  
REMOVAL – PROJECT NO. 2008-0078**

Mayor Kauffman opened the following bids:

Bob Henke Tree Service:	\$18,110.00
Michiana Tree Works:	\$19,495.00

Mayor Kauffman moved to refer the bids to the Engineering Department for review and recommendation. Second by Board Member Day and motion passed unanimously.

**REQUEST TO APPROVE COLONIAL MANOR ADA RAMP INSTALLATION –  
PROJECT NO. 2015-0042**

City Engineer Mary Cripe requested Board approval of the Colonial Manor ADA Ramp Installation project. On October 12<sup>th</sup> 2015, bids were received for the project, following are the results:

Selge Construction – Fall Installation -	\$64,362.50
Spring Installation -	\$55,982.50

The Engineering Department is requesting the Board of Public Works and Safety award the contract to Selge Construction as the lowest responsive and responsible bidder for the spring installation fee of \$55,982.50.

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

**REQUEST TO APPROVE OCCUPANCY PERMIT AGREEMENT WITH  
WINDSHIRE CORPORATION**

Legal Compliance Administrator Shannon Marks requested Board approval and authorization for Mayor Kauffman to execute is an Occupancy Permit Agreement with Windshire Corporation. Under this agreement, the City agrees to issue a certificate of occupancy for the new residences constructed at 2024 and 2026 Dedham Court once all requirements of the building code have been met and upon the property owner's delivery to the City the executed agreement and surety in the amount of \$13,000.00. The surety is to insure the timely completion of the yard stabilization landscaping to complete compliance with the City's Stormwater construction ordinance. All work must be completed by June 15<sup>th</sup>, 2016.

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

**REQUEST TO APPROVE 2 AGREEMENTS WITH UMBAUGH & ASSOCIATES  
CERTIFIED PUBLIC ACCOUNTANTS, LLP**

Legal Contracts and Claims Manager Keitha Windsor requested Board approval to enter into 2 Agreements with Umbaugh for their professional accounting services to provide financial management reports – 1 agreement each for the Water Utility and for the Sewer Utility. The scope of work is identical for each Utility and requires deliverables of reports for June 30<sup>th</sup>, 2016

and June 30<sup>th</sup>, 2017 and year end reports for 2015, 2016 and 2017. Compensation is based on the following costs for a total cost of \$34,450.00 for each of the agreements:

Year End 2015	\$7,950.00
June 30 <sup>th</sup> , 2016	\$5,300.00
Year End 2016	\$7,950.00
June 30 <sup>th</sup> , 2017	\$5,300.00
Year End 2017	<u>\$7,950.00</u>
	\$34,450.00

All work shall be completed by April 30<sup>th</sup>, 2018.

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

There being no further business Mayor Kauffman 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 ALLAN KAUFFMAN** \_\_\_\_\_

**BOARD MEMBER MITCHELL DAY** \_\_\_\_\_

**BOARD MEMBER MICHAEL A. LANDIS** \_\_\_\_\_

**ATTEST** \_\_\_\_\_  
**CLERK-TREASURER TINA M. BONTRAGER**