

**BOARD OF PUBLIC WORKS AND SAFETY AND STORM WATER BOARD
MEETING HELD MAY 27, 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 May 27, 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 Landis

ABSENT: Board Member Day

OTHERS: Clerk-Treasurer Office Assistants, Fire Chief, Police Chief, 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, Utilities 1st Deputy, Water Quality Manager, Wastewater Maintenance Technician, Administrative Utilities Engineer, Administrative City Engineer, Central Garage Fleet Manager.

REQUEST TO APPROVE RELIEF OF SEWER BILL: 614 NORTH 2ND STREET

Roger Sellers on behalf of the owner Douglas Sellers, requested Board approval for relief of sewer bill for 614 North 2nd Street. Mr. Sellers stated that his brother has been in Courtyard Healthcare for the past year and on January 23rd of this year, the water pipes froze and broke on his washer located on the back porch. On February 4th, 2016 the Water Department shut off his brother's water. Mr. Sellers stated that he did not dispute the water but would like to have relief for the sewer charges since the water did not go down the sewer due to it being on the back porch. Mr. Sellers also stated that Goshen Plumbing and Heating came out on May 11th, 2016 and repaired the broken pipes.

Superintendent Kent Holdren stated they went to inspect the home and found the location of the leak with now new copper piping. The inspection led to the basement area and found the leak occurred on the back porch which is on a dirt crawl space and did not see any floor drains in the basement. Based on the information in the letter from Goshen Plumbing and the graph for the Board's review from their meter reading system, the Goshen Water and Sewer Department has determined that the request for sewer relief for 614 North 2nd Street is valid and is recommending based on the calculations from the Utility Billing Office the relief for the sewer portion should be \$728.17.

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

**REQUEST TO APPROVE SIDEWALK & CURB 50/50 PROGRAM: JN: 2016-0001 –
AGREEMENT WITH C.YODER – 513 SOUTH 6TH STREET**

Administrative Utilities Engineer Dustin Sailor requested Board approval for the Sidewalk & Curb 50/50 Program Agreement for 513 South 6th Street with Connie Yoder. This agreement is

to replace the curb and a section of sidewalk. The total cost is \$972.00, so the City's portion would be \$486.00. Ms. Yoder has already submitted her payment of \$486.00.

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

REQUEST TO APPROVE ADVERTISING FOR BIDS - SIGNALIZED INTERSECTION OF KERCHER & WEYMOUTH BLVD. – PROJECT NO. 2012-0016

Administrative City Engineer Mary Cripe requested Board approval to advertise for bids for the Signalized Intersection of Kercher Road & Weymouth Boulevard project. Attached for the Board is the Notice to Bidders and the plan set cover page that needs to be signed by the Board. The bids for the project will be due Monday, June 20th, 2016. The funds have been appropriated and are available for this project.

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

REQUEST TO APPROVE AUTHORIZATION TO BID – MONROE STREET, LOGAN STREET, COTTAGE AVENUE & LINCOLN AVENUE WATER MAIN REPLACEMENT – JN: 2014-0072

Administrative Utilities Engineer Dustin Sailor requested Board approval of an Authorization to Bid the Monroe Street, Logan Street, Cottage Avenue & Lincoln Avenue for the Water Main Replacement project. This project is being undertaken as a local companion project to the US Hwy 33 Reconstruction project. The project is being funded utilizing a loan provided through the State Revolving Loan Fund administered by the Indiana Finance Authority. The project will be advertised in the next couple of weeks with bids due before the end of the month.

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

REQUEST TO APPROVE AUTHORIZATION TO BID THE NORTH WATER PLAN BACKUP GENERATOR – JN: 2015-0019

Administrative Utilities Engineer Dustin Sailor requested Board approval of an Authorization to Bid the North Water Plan Backup Generator project. This project is being undertaken to provide electric power redundancy for the City's water supply. The project is being funded utilizing a loan provided through the State Revolving Loan Fund administered by the Indiana Finance Authority. The project will be advertised in the next couple of weeks with bids due before the end of the month.

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

REQUEST TO APPROVE AUTHORIZATION TO BID THE PIKE STREET WATER MAIN REPLACEMENT AT THE ELKHART RIVER – JN: 2015-0010

Administrative Utilities Engineer Dustin Sailor requested Board approval of a Authorization to Bid the Pike Street Water Main Replacement at the Elkhart River project. This project is being

undertaken to replace a failed water main attached to the bridge. The new water main will be placed beneath the river bed restoring a redundant water supply to our community on the west side of the Elkhart River. The project is being funded utilizing a loan provided through the State Revolving Loan Fund administered by the Indiana Finance Authority. The project will be advertised in the next couple weeks with bids due before the end of the month.

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

**REQUEST TO APPROVE ROAD CLOSURE FOR THE PLYMOUTH AVENUE TRAIL
CROSSING MODIFICATION – JN: 2015-0051**

Administrative City Engineer Mary Cripe requested Board approval of a road closure for the Plymouth Avenue Trail Crossing Modification project. The Construction for this project will require State Road 119 to be closed for approximately 30 days in June and July of 2016. As a part of this closure, the State Road traffic will be detoured onto City Street and County Roads, a detour map is enclosed for the Board's review, and the Indiana Department of Transportation permit requires the City of Goshen and Elkhart County to sign a form with regards to their Concurrence of Temporary Use of City Street and/or County Roads. Elkhart County has signed this document, and it is requested the Board of Public Works & Safety consider approving and signing the form.

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

**REQUEST TO APPROVE CHANGE ORDER NO. 2 FOR THE MURRAY STREET
BRIDGE REHABILITATION PROJECT – JN: 2010-0007**

Administrative City Engineer Mary Cripe requested Board approval of Change Order No. 2 for the Murry Street Bridge Rehabilitation Project. This serves as a balancing change order to close the project and decreases the contract price by \$11471.10. The total contract price includes change orders 1 & 2 and is an increase of \$13,428.90 (12.35%) for a final project cost of \$122,124.80.

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

**REQUEST TO APPROVE CHANGE ORDER NO. 2 FOR THE SOUTH LINK ROAD
PROJECT FROM STATE ROAD 15 TO REGENT STREET**

Administrative City Engineer Mary Cripe requested Board approval of Change Order No. 2 for the South Link Road Project from State Road 15 to Regent Street. Phend & Brown has submitted the Change Order. The original contract was in the amount of \$5,179,821.96.

Phend & Brown and the City have proposed a modified phasing plan to the original contract phasing which would essentially reduce the impact to the traveling public less than the originally planned phasing and move the work forward with minimal cost for the changes. The change would essentially eliminate the "middle phase" along State Road 15 and allow work to be completed more efficiently. The modification requires the use of additional quantities of

temporary HMA paving utilizing the existing bid items. In addition, the Contractor has agreed to remove the extra temporary HMA at no additional cost. This modified phasing would allow for the curbs and HMA work on State Road 15 to be completed during the 2016 construction season. This modification will increase the contract by \$27,884.25.

The construction of this project is being funded with 80% Surface Transportation Project funds and 20% local funds (which is actually being paid with State Supplemental Federal Match Resource (SFMR)).

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

REQUEST FOR APPROVAL AND ACCEPTANCE OF INFRASTRUCTURE – 5TH STREET INFRASTRUCTURE IMPROVEMENTS: 2013-0037

Administrative Utilities Engineer Dustin Sailor requested Board Approval and Acceptance of Infrastructure for the 5th Street Infrastructure Improvements project. The installation of infrastructure (water main, storm sewer, curb and asphalt) has been satisfactorily completed for the above listed project. The Engineering Department recommends that the infrastructure be accepted along with the contractor's 3-year maintenance bond. The 3-year maintenance bond (10% of the construction costs) for the water main, curb and asphalt has been provided by HRP Construction and the 3-year warranty was provided by Summit Environmental Service for the storm sewer.

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

REQUEST TO APPROVE RETIREMENT OF LT. C. HURSEY

Fire Chief Danny Sink requested Board approval for the Retirement of Lieutenant Craig Hursey after 25 years of dedicated service to the Goshen Community. Lt. Craig Hursey has submitted his letter of intent to retire effective June 17th, 2016 and it is requested to affirm his retirement from the Goshen Fire Department. The Fire Department has enjoyed their years of working together with Craig Hursey and wish him the very best in his new endeavors.

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

REQUEST TO APPROVE RESIGNATION OF T. THIBODEAUX

Fire Chief Danny Sink requested Board approval for the Resignation of Tyler Thibodeaux. Tyler has submitted his resignation effective June 6th, 2016 and it is requested the Board affirm Tyler's resignation.

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

REQUEST TO APPROVE CONDITIONAL OFFER OF EMPLOYMENT AND AGREEMENT WITH J. SZUBA

Legal Compliance Administrator Shannon Marks requested Board approval to extend a Conditional Offer of Employment and execute the Agreement which sets forth the prerequisites to beginning employment with the Goshen Fire Department with John M. Szuba. He must first 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 (1997 Fund). He also agrees to enroll in and complete paramedic training if required by the City and then serve a minimum of 6 full years as an active paramedic for the City.

Mr. Szuba is not a paramedic nor enrolled in the training program. Under the Agreement, the City may require Mr. Szuba to enroll in paramedic training and will pay for the time that he spends in class and required clinical sessions. John will repay the City a prorated portion of \$28,000.00, the City's average cost to provide the paramedic training, in the event he does not serve at least 6 full years as an active paramedic.

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

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

REQUEST TO APPROVE INTERNSHIP AGREEMENT WITH J. GONZALES

Fire Chief Danny Sink requested Board approval for an Internship Agreement with Jonathan Gonzales. The City through its Fire Department owns and operates fire stations, fire trucks ambulances and other firefighting and emergency apparatus. The Intern desires permission of the City to participate in day-to-day activities of the Fire Department under close and constant supervision of a Fire Department employee. This internship is for the benefit of the Intern by providing him with experience in a Fire Department setting. This internship is a voluntary position, and the intern will serve without compensation and will not be considered an employee of the City. The internship with the City's Fire Department shall be for a period of 8 weeks which shall be completed by December 31st, 2016. The Fire Chief will establish a schedule of dates and times for him to report to the station. He may participate in training exercise of the Fire Department and may participate only as an observer in firefighting and emergency response activities, including calls for ambulance services. The intern agrees to follow instructions of the Fire Department Supervisor.

Board Member Landis moved to approve the request. Second by Mayor Stutsman 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 and Approval of Disposal of Surplus Property. The City's Technical

Department wishes to have the following computer/electronic equipment declared as surplus property and to dispose of the surplus property in accordance with IC 5-22-22:

- 3 Mice: 2PS@ and 1 USB
- 1 24 port Switch
- 11 3.5 HDDS
- 1 Server Battery Backup
- 1 Dell Laptop
- 12 Printers
 - HP fax/printer
 - HP Laserjet 6L
 - HP Deskjet 9650
 - 5 HP Deskjet
 - Fujitsu printer/scanner
 - Brother HL-3040CN
 - Cannon Scanner
- 2 Laptop Batteries
- Cables plus BNC Cable and Fiber Cable
- Answering machine
- Floppy Drive
- Audio Recorder PCI card
- 3 Power PCI
- 2 NIC PCI
- Speaker
- CD drive

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 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 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