

**BOARD OF PUBLIC WORKS AND SAFETY AND STORM WATER BOARD  
MEETING HELD December 19, 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 December 19, 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 Administrative Assistants, City Attorney, Assistant City Planner, Fire Chief, Police Chief, Building Inspector, Street Commissioner, Assistant Street Commissioner, Human Resources Manager, Legal Contracts and Claims Manager, Legal Compliance Administrator, Mayor's Administrative Assistant Lung, Park Superintendent, Superintendent of Waste Water, Superintendent of Water and Sewer, Utilities Billing Office Supervisor, Director of Public Works, Communications Coordinator.

**REQUEST TO AWARD BID FOR HORN DITCH STABILIZATION PN: 2015-0033**

Director of Public Works Dustin Sailor requested Board approval to award the contract for the Horn Ditch Stabilization at Fidler Pond. The following bids were received on December 12, 2016:

Beer & Slabaugh	\$34,374.00
JW Concrete:	\$36,125.00
Niblock Excavating:	\$57,305.00
HRP Construction:	\$126,000.00

The Engineering Department is requesting the Board of Public Works and Safety to award the contract to Beer & Slabaugh as the lowest responsive and responsible bidder.

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

**REQUEST TO AWARD BID FOR 2017 MICROSURFACING PROJECT PN: 2017-0008**

Director of Public Works Dustin Sailor requested Board approval to award the contract for the 2017 Microsurfacing Project. The following bids were received on October 24, 2016:

Pavement Solutions:	\$300,315.00
Microsurfacing Contractors:	\$480,465.00

An additional \$30,253.50 was added to the Contract with Pavement Solutions based on an estimate for additional streets, making the total Contract amount \$330,568.50.

The Engineering Department is requesting the Board of Public Works and Safety to award the contract to Pavement Solutions as the lowest responsive and responsible bidder.

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

**REQUEST TO CLOSE WASHINGTON STREET FOR FIRST FRIDAYS  
FIRE AND ICE EVENT**

Eyedart Event Coordinator Adrienne Nesbitt requested Board approval to close Washington Street between Main and Fifth Streets for the First Fridays Fire and Ice Festival on January 6, 2017 from 6:00 AM until 10:00 PM. Ms. Nesbitt informed the Board that ice blocks would be delivered to participating businesses for ice carvings and that the blocks would not be placed in the street. A large tent would also be erected for the festival.

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

**REQUEST TO ACCEPT POST-CONSTRUCTION PLANS**

**Keystone RV Company Facility Expansion JN: 2016-2036**

Director of Public Works Dustin Sailor requested Board approval for the post-construction plan for Keystone RV Company Facility Expansion at 3414 & 3426 Corrie Drive, affecting 1 or more acres of land. The developer has submitted a sufficient post-construction plan that is compliant with Ordinance 4329, "Uniform Requirements for Post-Construction Stormwater Management."

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

**Keystone Corporate Office & Parking Expansion JN: 2016-2008**

Director of Public Works Dustin Sailor requested Board approval for the post-construction plan for Keystone Corporate Office & Parking Expansion, affecting 1 or more acres of land. The developer has submitted a sufficient post-construction plan that is compliant with Ordinance 4329, "Uniform Requirements for Post-Construction Stormwater Management."

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

**Genesis Products Building Addition JN: 2007-2076**

Director of Public Works Dustin Sailor requested Board approval for the post-construction plan for Genesis Products Building Addition. The developer 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 Board Member Landis and motion passed unanimously.

**Co-Housing on the Goshen Millrace R-2 PUD Addendum 1 JN: 2014-2019**

Director of Public Works Dustin Sailor requested Board approval for the post-construction plan for Co-Housing on the Goshen Millrace R-2 PUD project, affecting 1 or more acres of land. The developer submitted a sufficient post-construction plan that is compliant with Ordinance 4329, “Uniform Requirements for Post-Construction Stormwater Management,” and it was approved by the Stormwater Board on February 15, 2016. Since the Board’s initial approval of the post-construction plan, changes have been made to the development’s drainage plan. Therefore, the developer has submitted an 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.

**Matthews Mill Race Townhomes JN: 2016-2028**

Director of Public Works Dustin Sailor requested Board approval for the post-construction plan for Matthews Mill Race Townhomes, affecting 1 or more acres of land. The developer has submitted a sufficient post-construction plan that is compliant with Ordinance 4329, “Uniform Requirements for Post-Construction Stormwater Management.”

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

**REQUEST TO APPROVE AND ACCEPT INFRASTRUCTURE**

**Fifth Street from Clinton to Crescent Phase II PN: 2016-0022**

Director of Public Works Dustin Sailor requested Board approval for the infrastructure of Fifth Street from Clinton to Crescent. The installation of infrastructure (water main, storm sewer, concrete, and asphalt) has been satisfactorily completed for the above listed project. The Engineering Department recommends that the infrastructure be accepted for maintenance. The three-year maintenance bond (10% of the construction costs) for the water main, storm sewer, concrete, and asphalt has been submitted to the City of Goshen Engineering Department.

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

**River Race Drive Construction from Douglas Street to Jefferson Street JN: 2011-0036**

Director of Public Works Dustin Sailor requested Board approval for the infrastructure of River Race Drive from Douglas Street to Jefferson Street. The installation of infrastructure (water main, sanitary and storm sewer, curb, and asphalt) has been satisfactorily completed for the above listed project. The Engineering Department recommends that the infrastructure be accepted for maintenance. The three-year maintenance bond (10% of the construction costs) for the infrastructure has been submitted to the City of Goshen Engineering Department.

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

**REQUEST TO APPROVE CHANGE ORDER FOR PLYMOUTH AVENUE TRAIL MODIFICATION**

Director of Public Works Dustin Sailor requested Board approval for a balancing change order for the Plymouth Avenue Trail Modification that adds three additional items to the original contract. The additional items are as follows:

Additional storm structures, C-4	\$10,450.00
Lining of ST #28	\$2,640.00
30" Standard Catch Basin	\$3,135.00
	<u>\$16,225.00</u>

The original contract was \$763,296.49. Change orders 1 & 2 increased the contract by \$44,226.47 and this change order increases the contract by \$2,940.44 for a total contract of \$810,463.40.

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

**REQUEST TO APPROVE ROAD CLOSURE OF WEST AVENUE EAST OF WINTER AVENUE JN: STREETS—WEST AVENUE**

Director of Public Works Dustin Sailor requested Board approval for the closure of West Avenue east of Winter Avenue. Kent Excavating & Plumbing contacted the City and requested permission to close West Avenue to dig up a blocked sewer service for 1212 West Avenue. The line is completely blocked and may be damaged. The work will close West Avenue between Winter Avenue and Harrison Street, but the roadway will be open to local traffic/residents. Work is anticipated to begin Tuesday, December 20 and is anticipated to be complete by Friday, December 23, 2016.

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

**REQUEST TO PLACE HRP OFFICE TRAILER ON CITY PROPERTY EAST OF 523 EAST LINCOLN AVENUE PN: 2014-0072**

Director of Public Works Dustin Sailor requested Board approval to place an office trailer on City property east of 523 East Lincoln Avenue. HRP Construction has requested to install a portable office trailer on the City property located on the east side of Hoosier Interior Doors. They will use this trailer for the US 33 Re-Alignment project and the Monroe Street, Logan Street, Lincoln Avenue, and Cottage Avenue Water Main project.

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

**REQUEST TO CONDUCT 24/7 NIPSCO DRILLING OPERATION UNDER ELKHART RIVER AT KERCHER BRIDGE JN: 2012-0017**

Director of Public Works Dustin Sailor requested Board approval for the 24/7 NIPSCO Drilling Operation. Dan Pryor, a Senior Project Manager with NIPSCO, contacted the City and has

requested to run a 24/7 drilling operation on Kercher Road, between Salem Avenue and Violet Avenue, from Tuesday, December 20 through Friday, December 23, 2016. NIPSCO needs to get the gas line installed under the river before winter gets any worse and once drilling starts it needs to be run as a continuous operation to keep the equipment from freezing.

The equipment will be setup around the Kercher Road and Salem Drive intersection. Mr. Pryor stated that with windows closed for the winter, residents should only hear a low hum, but there will be light pollution due to the construction lights. Councilman Weddell lives near the intersection and was contacted as a representative for the neighborhood. Councilman Weddell did not believe there were any issues that he could foresee.

NIPSCO will be directed to avoid pointing construction lights toward any homes whenever possible.

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

**REQUEST TO APPROVE AGREEMENT WITH PATRIOT ENGINEERING AND ENVIRONMENTAL, INC**

Legal Contracts and Claims Manager Keitha Windsor requested Board approval to contract with Patriot Engineering and Environmental, Inc. to install and sample a permanent monitoring well network and prepare an Initial Site Characterization/Corrective Action Plan (ISC/CAP) report required by IDEM for the City's North Well Field property, located at 308 N. 5<sup>th</sup> Street in Goshen, IN.

Work on the project shall be completed by within 90 days from a receipt of notice to proceed and the total cost for all work shall not exceed \$26,000.00.

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

**REQUEST TO RENEW NEW AVENUES EMPLOYEE ASSISTANCE PROGRAM CONTRACT**

Legal Contracts and Claims Manager Keitha Windsor requested Board approval to renew the contract with the City of Goshen and New Avenues, the Employee Assistance Program provider for 2017. The monthly administration fee has increased for 2017 from \$110.00 to \$115.00. New Avenues has discontinued charging \$0.05 per employee for the Work-Life Resource Center services. The specific services are on page 8 of the contract under section "Fundamental Web." New services added were Structured Counseling and access to eSession via New Avenues website (page 3).

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

**REQUEST TO APPROVE RESIGNATION OF PARAMEDICS**

**Jeff Frank**

Fire Chief Dan Sink requested Board approval for the resignation of Jeff Frank as an active paramedic with the Goshen Fire Department with an effective date of December 31, 2016. This resignation does not impact paramedic rotation for the Goshen Fire Department.

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

**Gary Mast**

Fire Chief Dan Sink requested Board approval for the resignation of Gary Mast as an active paramedic with the Goshen Fire Department with an effective date of December 31, 2016. This resignation does not impact paramedic rotation for the Goshen Fire Department.

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

**REQUEST TO APPROVE RESOLUTION 2016-Y:  
CLOTHING/FOOTWEAR/PHYSICAL FITNESS ALLOWANCE**

Legal Compliance Administrator Shannon Marks requested Board approval of Resolution 2016-Y, Clothing/Footwear/Physical Fitness Allowance. The City Salary Ordinance provides for a Clothing/Footwear/Physical Fitness allowance in which employees that are scheduled to work at least 1,560 hours each year may be reimbursed up to \$100.00 per calendar year as an allowance and those that are scheduled to work between 1,040 hours and 1,560 hours each year can be reimbursed up to \$50.00 per calendar year. This policy sets for the process of what employees must do to request this reimbursement and states what the allowance can be used for. Additionally, this policy removes the requirement of a department logo for clothing and removes a department requirement for footwear.

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

**REQUEST TO APPROVE RESOLUTION 2016-Z: DOCUMENTING THE  
SUBMISSION OF THE 2016 ANNUAL CERTIFICATONS**

Legal Compliance Administrator Shannon Marks requested Board approval of Resolution 2016-Z: Documenting the Submission of the 2016 Annual Certifications. Each year, the City's elected officials are required to certify that they have not violated IC 36-1-20.2 or the City's policy regulating the employment of relatives and the elected officials are in compliance with IC 36-1-20.2 and the City's policy regulating contracting with the City. This resolution is to document that all City elected officials have submitted this Certification for 2016.

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

**ANNOUNCEMENT—CHRISTMAS TREE DISPOSAL PROGRAM**

Street Commissioner Denny Long announced that the Goshen Street Department will start its annual Christmas Tree Collection on December 27, 2016 and will run through January 27, 2017. The public is requested to have bare trees, free of lights/decorations/stands, by the curb. The Street Department will be making rounds around the City to collect them. No artificial trees or other decorations will be collected. The City will be chipping the trees to be added to the composting at the environmental center. Christmas Tree Collection will be weather dependent due to snow removal.

**APPOINTMENT TO BOARD OF ZONING APPEALS**

Mayor Stutsman is pleased to announce that Richard Aguirre will be joining the Board of Zoning Appeals. He will be completing Ardean Friesen's term which ends on December 31, 2019. Ardean has moved outside of the city limits and is no longer eligible to serve on the Board of Zoning Appeals.

**APPOINTMENT TO PARKS & RECREATION BOARD**

Mayor Stutsman is pleased to announce that J.D. Hershberger will be joining the Parks & Recreation Board. He will be completing David Koronkiewicz's term which ends on December 31, 2019. Dr. Koronkiewicz has moved outside of the city limits and has resigned his appointment.

**NOTICE TO RESCHEDULE THE MEETING OF THE  
BOARD OF PUBLIC WORKS AND SAFETY**

Mayor Stutsman announced that due to the Christmas and New Year holidays, the Board of Public Works and Safety has been rescheduled.

**Monday, December 25, 2016** has been changed to **Wednesday, December 28, 2016** at 2:00 PM.

**Monday, January 1, 2017** has been cancelled.

Meetings will return to schedule beginning on Monday, January 9, 2017.

**REQUEST TO APPROVE OCCUPANCY PERMIT FOR 1517 FIRESTAR DRIVE**

Legal Compliance Administrator Shannon Marks requested Board approval to issue an Occupancy Permit Agreement to Jason Showalter and Kacy Showalter, husband and wife, for the new residence constructed at 1517 Firestar Drive, Goshen. The construction project at this location is substantially complete except for certain work that is itemized in the Agreement. Mr. and Mrs. Showalter agree to complete all remaining work as soon as conditions permit, but no later than June, 15, 2017. Upon the execution of the Agreement and providing the City surety in the amount of \$1,417.50 to ensure timely completion of the remaining work, the City will issue a certificate of occupancy for the residence on the condition that the Showalters comply with the terms of the agreement.

Board Member Landis moved to approve the request. Second by Board Member Day 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 ANGIE MCKEE**