

**BOARD OF PUBLIC WORKS AND SAFETY AND STORMWATER BOARD
MEETING HELD SEPTEMBER 25, 2017, GOSHEN, INDIANA**

The Board of Public Works and Safety and Stormwater Board of the City of Goshen met in the Council Chambers, 111 East Jefferson Street on September 25, 2017, 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, Clerk-Treasurer Administrative Assistant, City Attorney, City Planning and Zoning Administrator, Fire Chief, Assistant Building Commissioner, Street Commissioner, Assistant Street Commissioner, Contracts and Claims Manager, Legal Compliance Administrator, Mayor’s Administrative Assistant, Parks and Recreation Water and Sewer Superintendent, Utilities Billing Office Manager, Director of Public Works, Central Garage Fleet Maintenance Manager, Communications Coordinator.

Minutes of the meeting of September 18, 2017 were presented. On motion of Board Member Day and second by Board Member Landis, the minutes were approved as presented.

REQUEST TO OPEN BIDS—SOLID WASTE DISPOSAL

Mayor Stutsman opened the following bids:

Contractor Name	Republic Services	Borden Waste-Away Service, Inc.
Street Address	3300 Charlotte Avenue	610 North Wildwood Avenue
Mailing Address	Elkhart, IN 46517	Elkhart, IN 46514 PO Box 1218 Elkhart, IN 46515-1218

BASE BID	Per Ton	Per Ton
Residential Solid Waste Collection and City Buildings and Facilities Solid Waste Collection and Recycling Services		

51 Month Term	\$94.08	\$92.15
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REQUESTED ALTERNATES TO BASE BID	Per Ton	Per Ton
<i>Alternate Term</i>		

87 Month Term	\$85.44	Years 1-4	\$87.76
	\$94.73	Years 5-7	

Alternate Disposal Facility

51 Month Term	No Bid	\$112.85
87 Month Term	No Bid	\$108.46

REQUESTED ALTERNATE Residential Solid Waste Collection with Waste Cart

Per Month

Per Month

51 Month Term	\$7.17		\$7.06
87 Month Term	\$6.51	Years 1-4	\$5.96
	\$7.22	Years 5-7	

Alternate Disposal Facility

51 Month Term	No Bid	\$10.16
87 Month Term	No Bid	\$9.06

REQUESTED ALTERNATE City-Wide Residential Recyclable Materials Collection with Recycle Cart

Per Month

Per Month

51 Month Term	\$3.72		\$3.62
87 Month Term	\$3.32	Years 1-4	\$2.83
	\$3.68	Years 5-7	

REQUESTED ALTERNATE Public Trash Receptacles Solid Waste Collection

Per Month

Per Month

51 Month Term	Included	Included
87 Month Term	Included	Included

Alternate Disposal Facility

51 Month Term	No Bid	Included
87 Month Term	No Bid	Included

REQUESTED ALTERNATE City Buildings and Facilities Solid Waste Collection Services

Per Month Once/Week

Per Month Twice/Week

Per Month Once/Week

Per Month Twice/Week

51 Month Term	Included	Included	Included	Included
All Containers				
2 CY				
3 CY				
4 CY				
6 CY				
8 CY				
87 Month Term	Included	Included	Included	Included
All Containers				

20 CY	\$110.00	\$201.40	
30 CY	\$110.00	\$201.40	
40 CY	\$110.00	\$201.40	
<i>Alternate Disposal Facility</i>			
51 Month Term	No Bid		
20 CY		\$293.50	(up to 5 tons)
30 CY		\$293.40	(up to 5 tons)
40 CY		\$293.50	(up to 5 tons)
87 Month Term	No Bid		
20 CY		\$311.00	(up to 5 tons)
30 CY		\$311.00	(up to 5 tons)
40 CY		\$311.00	(up to 5 tons)

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 OPEN BIDS—SURPLUS DUMP TRUCK

Mayor Stutsman opened the following bids:

Todd Turner	\$852.01
Donald Owsley	\$2,501.00

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—UNTREATED ROAD SALT

Legal Contracts and Claims Manager Keitha Windsor requested Board approval for the award of a contract for untreated road salt. In March, the Board of Public Works and Safety gave permission to enter the City’s requirements onto the State’s website for the purchase of road salt to be bid out by the State in a Quantity Purchase Agreement for the 2017/2018 winter season. We have just been informed that our contract for the 1300 tons of untreated road salt was awarded to Detroit Salt Company at \$56.32 per ton. No action by the Board was necessary at this time.

REQUEST FOR ROAD CLOSURE-MILES FOR MUSIC FUNDRAISER

The road closure request was a postponement from September 18, 2017. Goshen High School Orchestra Director Jason Pfeifer was not present for the request. Due to the proximity of major road construction, Mayor Stutsman recommended that the request be tabled until Mr. Pfeifer can contact both the Police Department and the Parks and Recreation Department in order to make arrangements that will not affect personal safety or impact construction efforts.

Mayor Stutsman moved to table the request. Second by Board Member Day and motion passed unanimously.

**REQUEST FOR PARKING SPACE CLOSURE—
WOLDRUFF’S FOOTWEAR & APPAREL**

Woldruff’s Footwear & Apparel owner Scott Woldruff requested Board approval to close two parking spaces immediately in front of his store. Woldruff’s is hosting a special shoe event for the SAS brand on October 23, 2017 through October 24, 2017. On October 22, 2017, Woldruff’s will bring in a large box truck that would be parking those spaces. The closure is requested from 12:00 p.m. on Sunday, October 22, 2017 until 7:00 p.m. on Tuesday, October 24, 2017. Neighboring businesses have no objection to the request.

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

REQUEST TO APPROVE GIFT—PLANET FITNESS MEMBERSHIPS

Mayor Stutsman requested Board approval to accept an offer to Fire and Police employees for free memberships to Planet Fitness.

On September 19, 2017, Assistant Police Chief Jose’ Miller received a letter from Penny Lee, Club Manager for Planet Fitness, 2616 Peddlers Village Rad, offering complementary memberships. Ms. Lee stated, “It is our company policy to give back to the communities that our gyms operate in by providing free memberships to all active police and fire employees serving in our communities.” Fitness is essential for public safety personnel, both mentally and physically. Planet Fitness’ offer allows Police and fire staff to utilize the Planet Fitness facilities at times which are convenient for their schedule, as they are open 24 hours a day.

Approving this request allows Fire and Police employees to participate in the membership program without violating specific union contract rules and regulations relating to the acceptance of gifts, as well as Gift Policy 900-3; however, the Gift Form still needs to be submitted each year. The value of the Planet Fitness membership is \$10 per month per member.

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

**REQUEST TO MOVE FINALED ACCOUNTS TO COLLECTION, SEWER LIENS,
AND WRITE-OFFS—UTILITIES**

Utilities Office Manager Kelly Saenz requested Board approval to move finalized utility accounts to Collections, Sewer Liens, and Write-Offs. The original amount of unpaid final Water/Sewer accounts for this period was \$3,090.63. Collection letters were sent out and payments of \$1,516.10 have been collected. The uncollected amount equals \$1,574.53. These are accounts that for the most part were finalized through July 19, 2017.

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**

City Planning and Zoning Administrator Rhonda Yoder requested Board approval for a CDBG subordination. A subordination request has been received for a CDBG owner-occupied housing rehabilitation project from Activity #194, Program Year 2010. The subordination is being requested as part of a mortgage refinance to reduce the interest rate from 7.625% to 3.75%. 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 deferral real estate mortgage for CDBG was recorded for a total of \$4,757.89 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:

1. Interest rate is declining from 7.625% to 3.75%
2. Property value provides adequate equity for the first mortgage and the CDBG mortgage
3. There is no cash out with the refinance

If the subordination is approved, the subordination agreement prepared by the requester will be signed by the City and recorded by the requester, 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 DECLARE AS AND DISPOSE OF SURPLUS PROPERTY

Legal Contracts and Claims Manager Keitha Windsor requested Board approval to declare as and dispose of the following surplus property from the Building Department in accordance with Indiana Code § 5-22-22:

1	HP Tablet TC1100	Serial # KRD517002N
1	HP4200 Laptop	Serial # CND62100MC
1	HP Photosmart M537 Digital Camera	Serial # L2449 CN7ACG1157
1	HP Photosmart M537 Digital Camera	Serial # L2449 CN7ACG1243
1	Freedom Zoom90 Camera	Serial #14203076
1	Olympus Zoom2000 Camera	Serial #5586912
1	Motorola P50 Portable Radio & Charger	Serial #519FQW3281
1	Motorola HT90 Portable Radio & Charger	Serial #477AMG1399
1	GE Master Portable Radio	Serial/Model # illegible
1	ScanFlash 32MG Scan Disk	

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

REQUEST TO APPROVE RESOLUTION 2017-30

Paralegal Amanda Fisher requested Board approval for Resolution 2017-30 entitled “ESTABLISHING FOUNDATION PERMIT.” The City of Goshen, Elkhart County, Indiana wishes to provide a foundation permit limited to foundation work to be issued at the election of the project developer/owner. The foundation permit will allow an owner, developer, or contractor to begin construction of the foundation before the approval for the entire construction design and/or plans have been reviews or approved. The foundation permit is limited to footings, foundations, slabs, mechanical, plumbing, electrical, or other trade work integral to the foundation.

THEREFORE, BE IT RESOLVED by the Goshen Board of Public Works and Safety as follows:

Goshen Building Department is authorized to issue a foundation permit limited to:

1. Footings, foundations and slabs, mechanical, plumbing, electrical, or other trade work integral to the foundation.
2. The property owner shall assume all costs for removing and replacing any foundation construction permitted in the final approved construction plans and specifications that is in violation of any applicable building code or is inconsistent with the final approved plans of the compete project.
3. This permit does not authorize any construction above grade.
4. Additional building permits are required for any construction work beyond the foundation stage.

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

PASSED and ADOPTED by the Goshen Board of Public Works and Safety on September 25, 2017.

REQUEST TO APPROVE RESOLUTION 2017-29

Legal Compliance Administrator Shannon Marks requested Board approval for Resolution 2017-29 entitled “DECLARING AN EMERGENCY AND AUTHORIZING THE PURCHASE OF CARDIAC MONITORS AND AUTOMATED EXTERNAL DEFIBRILLATORS.” Indiana Code § 5-22-10-4 allows for a special purchase to be made when there exists an emergency that is a threat to public health, welfare, or safety. The manufacturer of the cardiac monitors and automated external defibrillators currently used by the Fire Department no longer supplies replacement parts or service to such equipment. To ensure the continued and proper operation of such equipment, the Fire Department wishes to acquire cardiac monitors and automated external defibrillators to replace the current equipment. The Fire Department is soliciting prices from Zoll and Physio Control, the two only known suppliers of the new equipment to be acquired.

THEREFORE, BE IT RESOLVED by the Goshen Board of Works and Public Safety that:

1. To protect the public health, safety, and welfare of the Goshen Community, an emergency is declared and the Fire Department is authorized to purchase new cardiac

monitors and automated external defibrillators to replace the current equipment. The bases for the special purchase is Indiana Code § 5-22-10-4.

2. The special purchase shall be made after the Fire Department's solicitation of prices from Zoll and Physio Control, suppliers of the new equipment to be acquired. The Fire Department shall present the prices provided by Zoll and Physio Control, and any resulting purchase agreement or purchase order for the cardiac monitors and automated external defibrillators based on the lowest price to the Goshen Board of Public Works and Safety for approval.

BE IT FURTHER RESOLVED that the current contract records for the special purchase authorized by this Resolution shall be maintained by the Goshen Board of Public Works and Safety in a separate file in the Clerk-Treasurer's office for a minimum of five (5) years in accordance with Indiana Code § 5-22-10-3.

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

PASSED and ADOPTED by the Goshen Board of Public Works and Safety on September 25, 2017.

REQUEST TO APPROVE CONDITIONAL OFFER OF EMPLOYMENT—

D.A. GARCIA

Legal Compliance Administrator Shannon Marks requested Board approval for a conditional offer of employment to Devan A. Garcia and execute the Agreement which sets forth the prerequisites to beginning employment as a probationary firefighter. Mr. Garcia must first complete and pass the baseline statewide physical and mental examinations. The Board will be requested to confirm the offer of employment when a position opening becomes available in the Fire Department.

Under the Agreement, the City may require Devan to attend and successfully complete paramedic training at any time during his first seven years of employment with the City. The City will pay for Devan to attend and complete paramedic training. The City's estimated cost is Twenty-Eight Thousand Dollars (\$28,000.00). Devan agrees to repay the City a prorated portion of this cost in the event he does not serve at least six full years as an active paramedic.

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

REQUEST TO APPROVE 50/50 SIDEWALK PROGRAM—

1510 SOUTH EIGHTH STREET JN: 2017-0001

Director of Public Works Dustin Sailor requested Board approval for a 50/50 Sidewalk Program Agreement with Betty Bollinger to replace the sidewalk at 1510 South Eighth Street. The total cost is \$3,180.00, and the City's portion would be \$1,590.00. Mrs. Bollinger has already submitted her payment of \$1,590.00.

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

REQUEST TO APPROVE INDUSTRIAL PARK DRAINAGE EVALUATION

JN: 2007-0052

Director of Public Works Dustin Sailor requested Board approval for a drainage evaluation. DLZ commented to Goshen Engineering in a meeting that with the remaining Redevelopment property along Kercher Road, there is a possibility to provide stormwater relief for the businesses along Eisenhower Drive North if a second pond and piping were to be constructed.

To evaluate this option, Goshen Engineering has requested DLZ to expand their project scope to include additional stormwater modeling that would address stormwater improvements for the northern portion of the Goshen Industrial Park. This would increase the Agreement amount \$8,900.00 for a total Agreement cost of \$52,200.00

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

REQUEST TO APPROVE TEMPORARY SIDEWALK CLOSURE—MONROE

STREET JN: 2014-0072

Director of Public Works Dustin Sailor requested Board approval for a temporary sidewalk closure. On Friday, September 22, 2017, the City's contractor encountered an unknown stormwater pipe that crosses Monroe Street and the water main bore path. To deal with the utility conflict, a storm pipe re-route is necessary. This re-route will require the multi-use path on the north side of Monroe Street to be closed for several days while the new pipe is installed and the concrete is restored. Work is anticipated to start as early as Tuesday, September 26, 2017 and is anticipated to be complete by Friday, September 29, 2019.

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

PRIVILEGE OF THE FLOOR

Assistant Building Commissioner Myron Grise requested Board approval for an electrical license. Phillip Vanderwerf of Vanderwerf Electric, Inc., located at 301 South Eleventh Street, Niles, Michigan, 49120, has met the requirements for a City of Goshen electrical license. He achieved a score of 82.5% on the Prometric Master Electrical exam taken on March 4, 1991.

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

MAYOR JEREMY STUTSMAN _____

BOARD MEMBER MITCHELL DAY _____

BOARD MEMBER MICHAEL A. LANDIS _____

ATTEST _____
CLERK-TREASURER ANGIE MCKEE