

**BOARD OF PUBLIC WORKS AND SAFETY AND STORMWATER BOARD MEETING
HELD, FEBRUARY 10, 2020, GOSHEN, INDIANA**

The Board of Public Works and Safety and Stormwater Board of the City of Goshen met in the Council Chambers, 111 E. Jefferson St., on February 10, 2020, at 2:00 p.m. for their weekly Board meeting. Members of the Board present or absent as follows:

PRESENT: Board Member Mike Landis, Board Member Mary Nichols

ABSENT: Mayor Jeremy Stutsman

OTHERS:

Clerk-Treas. Admin Assistants
~~Asst. Brownfield Coordinator~~
 Central Fleet Manager
 Fire Chief
 Street Commissioner
~~Human Resources~~
 Director of Public Works
 Wastewater Superintendent
 Mayor's Admin Assistant

Police Chief
 Utilities Office Manager
 Contracts & Claims Manager
 Water & Sewer Superintendent
 City Attorney
~~Asst. Street Commissioner~~
~~Civil Traffic Engineer~~
~~Brownfield Coordinator~~
~~Assistant Fire Chief~~

Asst. Building Commissioner
 City Planner
~~Assistant City Planner~~
~~Legal Compliance Admin~~
~~Communications Coordinator~~
~~Assistant Police Chief~~
~~Building Inspector~~
 Parks Superintendent

No minutes were presented.

ANNOUNCEMENT-PROCLAMATION

Board Member Landis announced that the Mayor has made a Proclamation stating that the week of February 16-22 will be named Tri Kappa Week, this is in honor of the philanthropic sorority. Board Member Landis stated a copy will be available for the newspaper if anyone wants to read it.

REQUEST TO AWARD BID FOR PURCHASE OF 3 POLICE SUV'S

Legal Contracts and Claims Manager Keitha Windsor requested Board approval to award the purchase of 3 Police Patrol SUV vehicles, Q20-01-001. Below are the quotes received:

SUPPLIER	ITEM #1 2020 POLICE HYBRID SUV	OPTIONAL ITEM TRAILER TOW PACKAGE
Sorg Dodge Goshen, IN	\$83,826.00	\$727.00
Lochmandy Motors Elkhart, IN	\$83,928.00	\$752.00
Warsaw Buick Warsaw, IN	\$84,975.00	\$750.00
Tyler Automotive Niles, MI	\$89,781.00	\$752.00

Ms. Windsor stated the purchase would consist of 2 black and 1 gray new 2020 Dodge Durango and a trailer tow package provided and installed on 1 of the black vehicles, all for the total amount of \$84,553.00.

Board Member Landis moved to award the contract to Sorg Dodge, Inc. as the lowest responsible and most responsive quoter and to enter into contract with Sorg Dodge to provide 3 police patrol hybrid SUV's at a cost of \$84,553.00 to be delivered within 16 weeks. Second, by Board Member Nichols and motion passed unanimously.

REQUEST TO ENTER AGREEMENT WITH AIDAN FRIESEN

Legal Contracts and Claims Manager Keitha Windsor requested Board approval to Enter agreement with Aidan Friesen to provide canopy benefits research. Ms. Windsor read the memo included in the packet.

Board Member Landis asked what knowledge and/or experience Mr. Friesen had. Environmental Resilience Director Aaron Kingsley explained that Mr. Friesen has extensive knowledge and research experience, he is not a forester but did recently graduate from Goshen College with a degree in Biology.

Board Member Landis moved to approve the request to enter into agreement with Aidan Friesen to provide canopy benefits research at a cost not to exceed \$9,200.00 with services to be completed by May 29, 2020. Second, by Board Member Nichols and motion passed unanimously

REQUEST TO AGREEMENT AMENDMENT WITH EMERGENCY RADIO SERVICE

Legal Contracts and Claims Manager Keitha Windsor requested the Board approval to enter into an agreement amendment with Emergency Radio Service, Inc. A memo is included in the packet.

Board Member Landis moved to approve the request to enter into an Agreement Amendment for 3 years with Emergency Radio Service, Inc. to provide maintenance program for the City's Police and Fire Departments' radios with annual payments of \$5,162.83. Second, by Board Member Nichols and motion passed unanimously.

REQUEST FOR SEWER RELIEF – 414 N 9th ST

Water and Sewer Superintendent Kent Holdren requested Board approval for sewer relief request for 414 N. 9th St. Mr. Holdren read the memo included in the packet.

Mr. Holdren confirmed that supervisors for the Goshen Water Department were sent to 414 N 9th St and reported they witnessed a leak in the crawl space and was able to shut it off at the hand valve. They stated that the water exited the building onto the lawn and did not enter the sewer. Mr. Holdren also stated that there previous months with leaking pipes, however, they were under the Summer Sewer Rates and therefore do not qualify for sewer relief those months.

Board Member Landis moved to approve the request for sewer relief for 414 N 9th St for the October and November sewer bills with a credit in the amount of \$1,616.47. Second by Board Member Nichols and motion passed unanimously.

REQUEST FOR ACCEPTANCE OF PLAT

City Planner Rhonda Yoder requested Board approval for acceptance of plat for Bartow Minor Subdivision. Ms. Yoder read a memo that is in the packet.

Board Member Landis moved to approve the request to accept and sign the plat of Bartow Minor Subdivision. Second by Board Member Nichols and motion passed unanimously.

REQUEST FOR OCCUPANCY PERMIT

Legal Compliance Administrator Shannon Marks read a memo from the packet requesting the occupancy permit agreement approval with Maple City Commercial Leasing, Inc. and Star Fleet Trucking, Inc. All remaining work will be completed no later than June 15, 2020, and a surety bond in the amount of \$1,500.00 will be submitted.

Board Member Landis moved to approve and authorize the Mayor to execute the Occupancy Permit Agreement with Maple City Commercial Leasing, Inc. and Star Fleet Trucking, Inc. concerning the completion of the construction project at 3146 Linden Drive. Second by Board Member Nichols and motion passed unanimously.

REQUEST FOR OCCUPANCY PERMIT

Legal Compliance Administrator Shannon Marks read a memo from the packet requesting the occupancy permit agreement approval with Fadi Kupty and Tara Kathleen Kupty and Schrock Homes, Inc. All remaining work will be completed no later than June 15, 2020, and a surety bond in the amount of \$3,840.00 will be submitted.

Board Member Landis moved to approve and authorize the Mayor to execute the Occupancy Permit Agreement with Fadi Kupty and Tara Kathleen Kupty and Schrock Homes, Inc. concerning the completion of the construction project at 831 Ridgeview Drive. Second by Board Member Nichols and motion passed unanimously.

FEDERAL MOTOR CARRIER SAFETY ADMIN DRUG AND ALCOHOL

Legal Compliance Administrator Shannon Marks read a memo that was provided in the packet. Ms. Marks explained that beginning this year the City is required to register with and utilize the FMCSA Drug and Alcohol Clearinghouse to report information and violations regarding CDL drivers.

Ms. Marks advised that the City must purchase a query plan in order to conduct the required searches. Ms. Marks also stated that the City would like to enroll with Beacon Occupational Health, LLC to provide the third party administrator management services which would include the reporting services and conducting queries on behalf of the City through the FMCSA Clearinghouse.

Board Member Landis moved to approve the authorization for Human Resources to purchase a query plan on an ongoing basis that will meet the City’s needs for all CDL driver position; and also approve the Clearinghouse TPA Services Enrollment agreement with Beacon Occupational Health, LLC and authorize the mayor to execute. Second by Board Member Nichols and motion passed unanimously.


REQUEST TO APPROVE ELECTRICAL LICENSE—LEROY H. HELMUTH

Assistant Building Commissioner Myron Grise requested Board approval for an electric license for Leroy H. Helmuth of Helmuth Quality Power Systems, 11665 W. 500 S., Millersburg, IN 46543. Leroy has met the requirements for a City of Goshen Electrical License. He received a score of 75% on the Prometric Master Electrical exam taken on January 13, 2020 in Elkhart, Indiana.

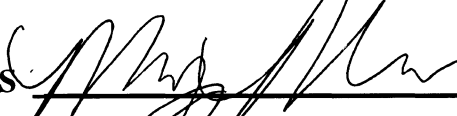
Board Member Landis moved to approve the request to approve an Electrical License to Leroy Helmuth. Second by Board Member Nichols and motion passed unanimously.

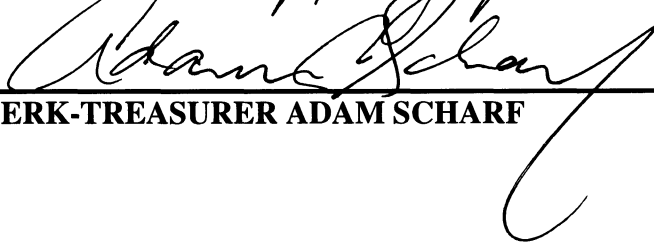
There being no further business Mayor Stutsman moved to process claims and then to adjourn. Second by Board Member Landis and motion passed unanimously.

BOARD OF PUBLIC WORKS AND SAFETY AND STORMWATER BOARD:

MAYOR JEREMY STUTSMAN _____


BOARD MEMBER MICHAEL LANDIS _____


BOARD MEMBER MARY NICHOLS _____


ATTEST _____

CLERK-TREASURER ADAM SCHARF