

**BOARD OF PUBLIC WORKS AND SAFETY AND STORMWATER BOARD  
MEETING HELD JUNE 18, 2018, 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 June 18, 2018, at 2:00 P.M. for their weekly Board meeting. Board Member Landis was the presiding officer with members of the Board present or absent as follows:

**PRESENT:** Board Member Day, Board Member Landis

**ABSENT:** Mayor Stutsman

**OTHERS:** Clerk-Treasurer Administrative Assistants, City Attorney, Assistant City Planning and Zoning Administrator, Fire Chief, Assistant Police Chief, Assistant Building Commissioner, Building Inspector, Street Commissioner, Assistant Street Commissioner, Legal Compliance Administrator, Mayor's Administrative Assistant, Parks and Recreation Superintendent, Wastewater Superintendent, Water and Sewer Superintendent, Utilities Billing Office Manager, Director of Public Works, Civil Traffic Engineer, Central Garage Fleet Maintenance Manager, Brownfield Coordinator, Communications Coordinator.

**REQUEST TO RECEIVE PROPOSALS—PROPERTY & LAND MANAGEMENT  
SYSTEM SOFTWARE**

The Board received proposals from the following:

- Accela
- Online Solutions LLC (dba Citizenserve)
- The Davenport Group
- Superior
- Tyler Technologies

Board Member Landis moved to refer the request to the Planning and Zoning Department for review and recommendation. Second by Board Member Day and motion passed unanimously.

**REQUEST TO APPROVE RACE ROUTE—AMAZING RACE**

Amazing Race Director Jenny Yordy requested Board approval for the race route for the Amazing Race 2018 event. The Parks and Recreation Department has already approved the event and additional police officers for the event will be paid for by Amazing Race.

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

**REQUEST TO APPROVE PARTIAL STORM SEWER EASEMENT RELEASE**

**JN: 1996-0002**

Director of Public Works Dustin Sailor requested Board approval for a partial easement release. At the June 11, 2018 meeting, the partial release of the Stormwater easement on Dr. Stutsman's property was discussed. It was generally agreed the Board supported a partial easement release,

but there was not consensus on Dr. Stutsman’s request for the City to prepare the release document. The sticking point is that money will likely need to be expended to hire a surveyor to survey and then prepare the description of the easement release. The Board asked staff to evaluate whether there was adequate information to describe the easement release without a survey and then report back to the Board.

Staff evaluated the documentation in the files and determined there is inadequate information to accurately describe the release of easement without a survey. Concern for the preparation for the release documentation was heightened as a result of an email received from Amanda Kautz, with the Elkhart USDA. In an e-mail from Ms. Kautz, she made the following statement:

1. “Best scenario would be the city doing an easement with a survey attached to be the most accurate.... The money being used to pay [Dr. Stutsman] for the NRCS easement is taxpayer money, so we want to make sure we are using it appropriately and wisely and not overlapping someone else’s easement that is already in place.”
2. “The NRCS easement will prohibit any drainage maintenance/earthwork of any kind within the easement area, as well as prohibiting spread of material cleaned from the ditch.”

Goshen Engineering recommends to the Board of Public Works and Safety that a surveyor prepared description for the easement release is required. The City currently has a call into Ms. Kautz to see if the USDA’s survey can provide the necessary information, but a response has yet to be received at the time of preparing this memorandum to the Board.

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

**REQUEST TO AWARD BID AND EXECUTE CONTRACT—NINTH STREET AND JEFFERSON STREET REALIGNMENT JN: 2015-0018**

Director of Public Works Dustin Sailor requested Board approval to award a bid and execute the contract. On June 11, 2018, the Board received bids for the above referenced project. Following are the results, including Alternate A:

Niblock Excavating	\$336,579.00
Walsh & Kelly	\$375,338.00
Selge Construction	\$416,002.25
HRP Construction	\$425,935.25
Rieth-Riley	\$507,004.25

The Engineering Department is requesting the Board of Public works and Safety to award the contract to Niblock Excavating as the lowest responsive and responsible bidder with a contract price of \$336,579.00 (Base Bid + Alternate A).

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

**REQUEST TO APPROVE SEWER EASEMENT ACCEPTANCE—2832 ELKHART ROAD JN: 2017-2004**

Legal Compliance Administrator Shannon Marks requested Board approval for the acceptance of an easement from Goshen Hospital Association, Inc. for Goshen City sewer utilities and to authorize Mayor Stutsman to sign the Acceptance page on behalf of the City. The easement is part of the real estate located at 2832 Elkhart Road. This easement is required pursuant to the November 15, 2017 Occupancy Permit Agreement.

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

**REQUEST TO APPROVE EASEMENT DEDICATION—2832 ELKHART ROAD JN: 2017-2004**

Director of Public Works Dustin Sailor requested Board approval for an easement dedication. The sewer line on the hospital's property at 2832 Elkhart Road has been found to be in acceptable condition to be accepted by the Goshen Wastewater Utility.

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

**REQUEST TO APPROVE EASEMENT ACCEPTANCE—PARK 33**

Legal Compliance Administrator Shannon Marks requested Board approval for an easement acceptance from Park 33, LLC for Goshen City public utilities and to authorize Mayor Stutsman to sign the Acceptance page on behalf of the City. The easement is part of the Park 33 real estate located at 1375 Lincolnway East.

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

**REQUEST TO APPROVE CONDITIONAL OFFER OF EMPLOYMENT—G.G. MEJIA**

Legal Compliance Administrator Shannon Marks requested Board approval for a conditional offer of employment to Gerardo G. Mejia and to execute the Agreement which sets forth the prerequisites to beginning employment as a probationary patrol officer with the Goshen Police Department. Reserve Officer Mejia 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 Police Department.

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

**REQUEST TO DISPOSE OF FINALED UTILITY ACCOUNTS**

Utilities Billing Office Manager Kelly Saenz requested Board approval to move unpaid finaled utility accounts from active to Collection, Sewer Liens, and Write-Offs. The original amount of unpaid Water/Sewer accounts for this period was \$5,029.29. Collection letters were sent out and payments of \$2,326.99 have been collected. The uncollected amount equals \$2,702.30.

Water: \$1,294.22  
Sewer: \$1,408.08

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

**REQUEST TO APPROVE RESIGNATION—B. MILLER**

Assistant Police Chief Jose Miller requested Board approval for the resignation of Patrol Officer Brandon Miller effective June 25, 2018.

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

**REQUEST TO APPROVE SEWER RELIEF—254 THE WILLOWS**

Water and Sewer Superintendent Kent Holdren requested Board approval for sewer relief for 254 The Willows. The Water and Sewer Department has investigated the claim for relief and has determined the water was leaking through the line from under the home and did not enter the sewer. It is the Sewer Department recommendation that sewer relief be granted for 254 The Willows as calculated by the Utility Billing Department for the amount of \$2,209.95.

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

**REQUEST TO APPROVE PARKING SPACE CLOSURES—FIRST UNITED  
METHODIST CHURCH**

First United Methodist Church representative Garry Anglemeyer requested Board approval to modify the parking space closure for tuck-pointing/sealing/power washing being done at First United Methodist Church by allowing the contractor's vehicles to be parked on Jefferson Street after work hours. City staff voiced concerns about spaces being blocked off when work was not being conducted and that there were no precautions being taken to protect pedestrians on the sidewalks when work was being conducted. Board Member Day disclosed that he was on the Board for the Church but was unable to recuse himself due to the resulting lack of a quorum. Mr. Anglemeyer assured the Board that the precautions would be taken and that spaces would not be blocked when work was not being conducted.

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

**PAVING SCHEDULE—LINCOLN AVENUE, GREENE ROAD, AND INDIANA  
AVENUE JN: 2017-0002**

Civil Traffic Engineer Leslie Biek requested Board approval for the following paving schedule:

**Tuesday, June 19-Wednesday, June 20:** Milling Lincoln Avenue from the Elkhart River bridge to Indiana Avenue. There will be flaggers to help direct traffic.

**Thursday June, 21:** Milling Lincoln Avenue from Indiana Avenue to Greene Road- this will be a one-day closure. The detour route will be Greene Road to Clinton Street to Indiana Avenue to Lincoln Avenue.

**Friday, June 22:** Milling Greene Road from Elkhart Road (US 33) to Clinton Street and Elkhart Road to Wilden Avenue. Greene Road will be closed in this section. The detour route will be Elkhart Road to Riverside Boulevard to Clinton Street to Greene Road. On Friday, the crews will also be paving Lincoln Avenue from Indiana Avenue to the Rock Run Creek Bridge inside lanes. A flagger will be onsite to direct traffic.

**Saturday, June 23:** Milling Greene Road from Clinton Street to Berkey Avenue. Greene Road will be closed in this section. The detour will be Clinton Street to Indiana Avenue to Berkey Avenue to Greene Road. Lincoln Avenue will be paved from Elkhart River Bridge to Indiana Avenue on the outside lanes. A flagger will be onsite.

**Monday, June 25:** Paving Lincoln Avenue from Indiana Avenue to Greene Road. Lincoln Avenue will be closed. The detour will be Indiana Avenue to Clinton Street to Greene Road.

**Tuesday, June 26:** Paving Greene Road from Elkhart Road (US 33) to Wilden Avenue and Elkhart Road to Clinton Street. The detour will be Elkhart Road to Riverside Boulevard to Clinton Street.

**Wednesday, June 27:** Paving Greene Road from Clinton Street to Berkey Avenue. The road will be closed. The detour will be Clinton Street to Indiana Avenue to Berkey Avenue to Greene Road. Castings will be Adjusted on Indiana Avenue.

**Thursday, June 28-Saturday, June 30:** Striping will take place on Lincoln Avenue and Greene Road. There may be lane restrictions while the work is being completed. Castings on Lincoln Avenue and Greene Road will be adjusted while paving.

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

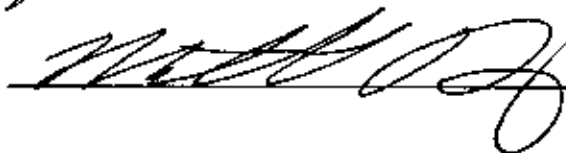
There being no further business Board Member Landis moved to process claims and then to adjourn. Second by Board Member Day and motion passed unanimously.

**BOARD OF PUBLIC WORKS AND SAFETY AND STORMWATER BOARD:**

**MAYOR JEREMY STUTSMAN**



**BOARD MEMBER MITCHELL DAY**



BOARD MEMBER MICHAEL A. LANDIS Michael A Landis

ATTEST Angie McKee  
CLERK-TREASURER ANGIE MCKEE