

**BOARD OF PUBLIC WORKS & SAFETY &
STORM WATER BOARD MEETING
HELD APRIL 30, 2007
GOSHEN, INDIANA**

The Board of Public Works & Safety of the City of Goshen met in the Council Chambers, 111 East Jefferson Street on September 25, 2006, at 4:00 P.M. for their weekly Board meeting. Mayor Kauffman was the presiding officer with members of the Board present or absent as follows:

PRESENT: Mayor Kauffman, Board Member Stegelmann, Board Member Landis

ABSENT:

OTHERS: Clerk-Treasurer Office-Assistant, City Attorney, Director of Public Works, Utilities Administrative Engineer, City Planner, Fire Chief, Police Chief, Building Department Administrative Assistant, Street Commissioner, Legal Contracts and Claims Manager, Mayor's Administrative Assistant, Park Superintendent, Utilities Office Manager.

Minutes of the meeting of April 23, 2007 were presented. On motion of Board Member Stegelmann and second by Board Member Landis, the minutes were approved as presented.

OPEN BIDS FOR TRAFFIC SIGNAL & FLASHER IMPROVEMENTS

Mayor Kauffman opened the following bids:

- | | |
|---|------------|
| • Middlebury Electric
Goshen, Indiana | \$6,230.00 |
| • TransTech Electric
South Bend, Indiana | \$5,580.00 |

Mayor Kauffman moved to refer the bids to the Engineering Department for review and recommendation. Second by Board Member Landis and motion passed unanimously.

REQUEST TO APPROVE MAYOR'S TRAFFIC COMMISSION RECOMMENDATION

Director of Public Works Robert McCoige requested Board approval to approve the Mayor's Traffic Commission recommendation previously tabled on April 23, 2007 regarding Van Gilst Drive. In March, 2007 the Traffic commission recommended NO PARKING signs along the east side of Van Gilst Drive. The request was tabled for one week to inform residents of the neighborhood about the signs and allow for public input.

Mayor Kauffman questioned if any public input had been received, to which Mr. McCoige stated no negative feedback has been received. Mr. McCoige also stated that the department did not go out to each house in the neighborhood; however the sign notification was published in the Goshen News.

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

**REQUEST FOR WATER AND SEWER RELIEF FOR BROOKSIDE MANOR
MANUFACTURED HOME COMMUNITY**

Utilities Administrative Engineer Dustin Sailor requested Board approval to authorize Water and Sewer Relief for select sites within Brookside Manor Manufactured Home Community. According to information submitted, on April 9, 2007, Ken Davis, Manager for Brookside Manor, approached the Board seeking assistance with high water and sewer bills experienced by 18 of Brookside Manor's residents as a result of broken water pipes. At the meeting, Mr. Davis presented the Board his supportive records, which were forwarded to Tana Brooks, Utilities Office Manager. The Board requested Tana determine the appropriate sewer refund based upon the available information.

After comparison between the February 2006 and February 2007 water demand for the developments four master meters, there was approximately 34,000 cubic feet of increased water use between the 2006 and 2007 readings. Based upon the effective January 2007 sewage rate of \$3.70 per 100 cubic feet, the evaluated credit was calculated to be \$1,258.00.

As a secondary review, Ms. Brooks requested Utilities Administrative Engineer Dustin Sailor review the data. Upon evaluating the location of the identified sites in relation to the associated master meters, trending the City's metered water demand for each master meter, and trending the metered water demand for each of the 18 sites as provided by Brookside Manor, Mr. Sailor selected Brookside Manor's data as the basis of his evaluation. In general, lots 99, 352 and 462 were determined to have had similar high water demands in the past year that resulted in a recommendation to eliminate these sites from the consideration. Additionally, lots 484 and 514 had limited trending histories for the new tenants that made a historical comparison unfeasible; therefore, these lots were also recommended for elimination from the consideration. For the remaining 13, the evaluated increase in average water demand was determined to be 45,599 cubic feet, based upon the January 2007 sewage rate, the evaluated credit was calculated to be \$1,687.16.

Mr. Davis, Manager of Brookside Manor was not present for questioning or comment.

After discussion, Mayor Kauffman stated he would not be agreeable to any rebate unless it was refunded lot by lot to the individual rather than the park manager, further stating Mr. Davis needs to be present to take a look at the presentation and introduce what he believes would be a fair amount to refund.

Board Member Landis stated he would like to see a meter reading for a large billing.

Mayor Kauffman stated he would like to set up a meeting with Mr. Sailor, Ms. Brooks, and Mr. Davis and return with an amicable agreement. However, should Mr. Davis not appear at the next meeting, no credit will be approved for Brookside Manor.

REQUEST TO BLOCK WASHINGTON STREET FOR FIRST FRIDAY'S

Gina Liechty, First Friday Event Coordinator, requested Board approval to close one block of Washington Street for First Friday downtown musical events. The proposed blocks of Washington Street to close are as follows:

- Between Third Street and Main Street; or
- Between Main Street and Fifth Street

Upon Board discussion, the block between Main Street and Fifth Street was chosen to be closed from 4:30 thru 9:30 P.M. on the first Friday of each month from June thru October with dates listed as June 1, July 6, August 3, September 7, and October 5, 2007.

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

REQUEST TO CONDUCT THE TWENTY-SEVENTH ANNUAL GREAT RACE

Ron Schmanske, Administrator/Director of the Great Race Sports Festival XXVII requested the Board approve the temporary closure, re-routing of traffic and use of Goshen City Streets on Monday May 28, 2007. The temporary street closings and the re-routing of traffic are for the safety of City residents and Great Race participants from the Goshen Middle School to the Concord Mall Shopping Center on US 33, which is the same route as in previous years.

Mr. Schmanske stated the bike racing event has been moved to the Bristol Fruit Hills rather than taking place in Goshen. Mr. Schmanske also stated the Great Race event has raised over \$2 million in donations over 27 years, and the funds benefit seven local United Way agencies.

Mayor Kauffman questioned Police Chief Gary Penland if any problems with the route have occurred in past years.

Chief Penland stated to his knowledge, there have not been any problems reported.

Board Member Landis as presented moved to approve the request as presented. Second by Board Member Stegelmann and motion passed unanimously.

REQUEST TO INSTALL SIDEWALK IN RIGHT-OF-WAY AT 323 W. WILDEN

Paul Miller, 323 West Wilden Avenue, requested Board approval to install a sidewalk along the west side of the property which would be located in the Right-of-Way.

Mayor Kauffman stated a previous variance was granted to allow Mr. Miller to build closer to the lot line than would be allowed as the property in question is a narrow City lot and it would be difficult to build anything without any variances.

City Planner Joe Hauflaire stated in November, 2006, the Board of Zoning Appeals (BZA) allowed for Mr. Miller's home to be built up to the east Right-of-Way on First Street, therefore, any signs or steps for the home would be in the City sidewalk.

Mayor Kauffman stated that the BZA had approved coverage of 44% of the lot including the garage attached to the main house. Mayor Kauffman further stated that if any modular housing was to be placed in the area, it would need to fit into the neighborhood.

Mr. Hauflaire stated that Mr. Miller knew the sidewalk would have to be approved by the Board when it had been discussed with the BZA.

Mr. Miller proposed ideas to change the initial proposal, such as removing the sidewalk and installing a stoop instead, which would still be located in the Right-of-Way. City Attorney Larry Barks stated Mr. Miller does not have permission to build anything in the Right-of-Way at this time.

Mr. Miller asked the Board if it would satisfy the Board to build a sidewalk from Wilden Avenue to the rear alley instead.

Board Member Landis stated the sidewalk would have to be set to City standards if that were to happen.

Director of Public Works Robert McCoige stated it would be an excessive cost to build a sidewalk from Wilden Avenue to the alley.

After discussion, the request was tabled to allow Mr. Miller to come back with a home which would fit into the community and with correct measurements and specs to fit within the guidelines which had been set by the Board of Zoning Appeals.

REQUEST TO DESIGNATE PARKING AREA AT SHOOTS BUILDING

Director of Public Works Robert McCoige, requested Board approval to designate twelve parking spaces for DJ Construction employees as they work on the Shoots Building on Lincoln Avenue. The parking spaces would be for their equipment and work trucks. DJ Construction will regularly instruct workers to be careful about where they park, avoiding parking in front of the more heavily visited businesses. The employee/worker vehicles have been instructed to park in the public parking lot on the east side of 5th Street just north of Lincoln Avenue. The EID Board has agreed to not have the "Customer Parking Only 9:00 a.m. to 6:00 p.m." signs installed until after the rehabilitation of the Shoots Building has been completed.

Mayor Kauffman questioned how long the rehabilitation was going to take, to which Tim Cataldo, DJ Construction, stated they expected to be finished by November, 2007.

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

REQUEST TO APPROVE AND ACCEPT PLAT FOR COUNTY HOME SUBDIVISION

City Planner Joseph Hauflaire requested Board approval to accept the plat for the County Home Subdivision. On April 17, 2007, the Plan Commission granted secondary plat approval for County Home Subdivision contingent upon the Board of Public Works and Safety accepting the easements and Right-of-Way. The subdivision includes five commercial lots, and the plat meets the requirements of the Subdivision and Zoning Ordinance.

Board Member Landis moved to approve the request as presented. Second by Board Member Stegelmann and motion passed unanimously.

REQUEST TO APPROVE UTILITY ACCOUNTING AGREEMENT WITH UMBAUGH & ASSOCIATES

Legal Contracts and Claims Manager Keitha Windsor requested Board approval to extend an original accounting agreement with Umbaugh and Associates for the Goshen Utilities Department. In September, 2006 the City of Goshen entered into an agreement with Umbaugh & Associates for professional accounting services including evaluation of the accounting system and to facilitate a conversion of both the accrual accounting and billing systems to the City's new system for an amount not to exceed \$25,000.00. The Utility Department is requesting that the term of the agreement be extended to June 30th, 2007 and that the additional cost of \$3,500.00 be approved by the Board of Public Works and Safety.

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

**REQUEST TO APPROVE CITY ACCOUNTING AGREEMENT WITH
UMBAUGH & ASSOCIATES**

Legal Contracts and Claims Manager Keitha Windsor requested Board approval to extend an original agreement with Umbaugh & Associates for the City of Goshen Clerk-Treasurer. On September 5, 2006, the City of Goshen entered into agreement with Umbaugh & Associates for professional accounting services in evaluating the department's historical data to facilitate conversion to the new software and also to assist with the bank reconciliations. All work under the agreement was to be completed by October 31, 2006. On December 18, the agreement was amended to extend the term to March 31, 2007. The Clerk-Treasurer's Office is requesting that the term of the agreement be extended again to June 30, 2007. '

Board Member Landis questioned if there was an additional cost involved in this extension. Mrs. Windsor stated that the extension was only for an extension of time not a request for additional funds.

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

REQUEST TO APPROVE THE RETIREMENT OF FIREMAN ROD MILLER

Fire Chief Danny Sink requested Board approval to accept the retirement of Private Rod Miller from the Goshen Fire Department. After 24 years, and 11 days of dedicated service to the City of Goshen, Pvt. Miller has submitted his intent to retire as of June 1, 2007. Pvt. Miller has served the community well in his time at the Goshen Fire Department and the Department wishes his the best of luck in his new endeavors.

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

REQUEST TO EXTEND A CONDITIONAL OFFER OF EMPLOYMENT TO J. ERB

Fire Chief Danny Sink requested Board approval to offer a Conditional Offer of Employment to Jerod Erb. Mr. Erb would be replacing Private Fireman Rod Miller who is retiring on June 1, 2007.

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

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