

**BOARD OF PUBLIC WORKS AND SAFETY  
AND STORM WATER BOARD MEETING  
HELD MAY 7, 2007  
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 May 7, 2007, 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: Board Member Stegelmann, Board Member Landis

ABSENT: Mayor Kauffman

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

Minutes of the meeting of April 30, 2007 were presented. On motion of Board Member Stegelmann and second by Board Member Landis, the minutes were approved as presented.

**REQUEST FOR RELIEF OF SEWER USAGE FOR BROOKSIDE MANOR  
MANUFACTURED HOME COMMUNITY**

Kent Davis, Brookside Manor Community Manager, stated he met with the Utility staff and they have come to an agreement. Mr. Davis requested Board approval of the recommendation for adjustments to the high utility statements.

The Board was provided with a memo explaining the recommendation of \$730.27 toward the sewer portions of the statements from Utilities Administrative Engineer Dustin Sailor.

Utilities Office Manager Tana Brooks stated the parties did come to the agreement of a one time adjustment to the sewer credit of \$730.27. Ms. Brooks further stated Mr. Davis was informed this is a one time adjustment for the community.

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

**AWARD BID FOR TRAFFIC SIGNAL & SCHOOL FLASHER IMPROVEMENTS –  
PROJECT NO. 2007-0019**

Director of Public Works Robert McCoige requested Board approval to award the bid for the Traffic Signal & School Flasher Improvements, Project No. 2007-0019 to Trans-Tech Electric with the lowest bid of \$5,880.00.

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

### **REQUEST TO BLOCK PARKING DURING CEREMONY**

Trevor Wendzonka, Elkhart County Sheriff's Department Public Information Supervisor, requested Board approval of necessary parking and traffic changes required for the annual memorial service to honor fallen law enforcement officers. Mr. Wendzonka stated the service will be conducted on Tuesday, May 15 at 11:00 a.m. on the courthouse east lawn.

The requests are as follows:

- Allow no southbound parking on Main Street, between Clinton Street and Lincoln Avenue, from 7:00 a.m. to noon: and
- Restrict southbound traffic to one lane on Main Street, between Clinton Street and Lincoln Avenue, from 11:00 a.m. to noon.

Police Chief Gary Penland stated the parking and lane restriction requests are the same as previous years and they have not caused any problems.

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

### **REQUEST TO USE RIGHT OF WAY FOR WALK**

Goshen College Student Maria Byler requested Board approval for the use of the sidewalk for a group of Goshen College students and community members to conduct a walk from the campus to the Courthouse lawn on Wednesday, May 9 between 11:15 a.m. and 1:15 p.m. Ms. Byler stated the group will be walking on the west side of Main Street and they are expecting approximately 100 people.

Chief Penland stated the students contacted him and he approved the group's walk as long as they stay on the sidewalk and obey the traffic signals.

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

### **REQUEST TO PLACE DUMPSTER IN ALLEY**

Brad Hershberger of LaCasa requested Board approval to place a dumpster in the alley immediately north of 513 S. Cottage Ave. Mr. Hershberger stated the house is one of the houses being improved as part of the help-a-house community day May 12, 2007. Mr. Hershberger further stated the two families living in the houses on 7<sup>th</sup> Street by the alley have been informed of the closure and are pleased that the house is being cleaned up.

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

Director of Public Works Robert McCoige informed Mr. Hershberger the temporary alley created beside the Shoots building during construction is being blocked often. Mr. McCoige stated the workers need to be reminded not to block the area.

Mr. Hershberger stated they are trying to keep the parking lot and alley open but have experienced cars parking in the blocked off spaces. Mr. Hershberger further stated they will attempt to keep the area clear.

**REQUEST TO RETAIN NEW AVENUES FOR EMPLOYEE ASSISTANCE PROGRAM**

Human Resources Manager Patty Morgan requested Board approval of New Avenues as the new provider of EAP services for the City of Goshen employees and their dependents.

In January, 2007 the Board approved a two year contract with Family Services of Elkhart County to provide the service. Since that time Family Services has closed its Goshen office and further they have 1 ½ counselors available and the office is only open two nights a week.

Ms. Morgan is recommending the first year the City contract A La Carte with the following costs:

- Retainer Fee: \$1,080.00
- Admin. Fee: \$ 90.00/month (\$1,080/year)
- Utilization Fee \$ 85.00/visit (Family Svcs is \$75.00/visit)(City averages 40 visits/year)
- Online Svc Fee \$ 11.75/month (\$141.00/year)

Included in the service is:

- 4 – twenty minute orientation group sessions;
- 4 – one hour supervisory training sessions
- Quarterly posters and payroll stuffers;
- Annual reports;
- Video orientation: and
- Consultation services for Human Resources or Supervisors in how to talk with an employee.

Ms. Morgan stated the estimated costs for one year is \$5,700 for the period of June 1, 2007 through May 31, 2008. Ms. Morgan further stated the City is canceling the contract with Family Services for not living up to their part of the contract.

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

**REQUEST TO ERECT HANDICAP RAMP IN RIGHT OF WAY**

City Planner Joseph Hauflaire requested Board approval for a handicap ramp to extend into the right of way over the existing sidewalk at 612 S. 6<sup>th</sup> Street. Mr. Hauflaire stated the ramp will be within 7' of the public sidewalk and because 6<sup>th</sup> Street has 82.5' of right of way, the ramp would be located partially within the right of way and needs to be approved by the Board of Works.

The Board questioned if the owner of the property is aware that if the City would need the right of way the ramp would have to be removed at the owner's expense.

Mr. Hauflaire stated he will make sure the owner is aware of the requirement.

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

**REQUEST TO APPROVE RESIDENT PROJECT REPRESENTATIVE  
FOR PROJECT NO. 2004-0013**

Director of Public Works Robert McCoige stated the Indiana department of Transportation is requiring the City to name a representative for the Intersection Improvement at College Avenue and S.R. 15, Project No. 2004-0013. Mr. McCoige requested Board approval to designate Jeff Million of DLZ Indiana, LLC as the full time Resident Project Representative. Mr. Million will be the contact person and will handle all inspections of the project.

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

**REQUEST TO INSTALL AMENITIES IN RIGHT OF WAY  
AT MAPLE CITY MARKET**

Director of Public Works Robert McCoige requested Board approval on behalf of Maple City Market, 314 S. Main Street, to install two in-ground planters and a stamped brick patio for tables in front of their building in the current sidewalk. Mr. McCoige presented a request and drawing of the plans.

Discussion was held on the proposed placement of the bike rack regarding how far the rack reaches out in the sidewalk area.

Mr. McCoige stated the rack will be discussed with the owners and further the owners are aware if the City needs the right of way they will have to move the amenities at their cost.

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

**REQUEST TO APPROVE AGREEMENT FOR A TRAFFIC STUDY OF THE  
CENTRAL BUSINESS DISTRICT – PROJECT NO. 2007-0022**

Director of Public Works Robert McCoige requested Board approval of an agreement with Traffic Engineering Consultants, P.C. for a traffic study of the Central Business District, Project No. 2007-0022. The cost of the study will be \$63,450 and has not been conducted since 2002 and an updated study is needed.

Mr. McCoige stated the study covers 29 intersections in the district.

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

**ROAD CLOSURE FOR PLYMOUTH AVENUE UTILITY EXTENSION FROM  
GREENE ROAD TO LIGHTHOUSE LANE – PROJECT NO. 2006-0073**

Director of Public Works Robert McCoige informed the Board for information only Niblock Excavating, Inc. will be closing C.R. 19 just south of S.R. 119 on Monday, May 14, 2007 until

Friday, May 18, 2007, for the extension of the water main and sanitary sewer. A local detour will be provided.

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