

**BOARD OF PUBLIC WORKS AND SAFETY AND STORMWATER BOARD MEETING
HELD, MARCH 23, 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 March 23, 2020, at 2:00 p.m. for their weekly Board meeting. Members of the Board present or absent as follows:

PRESENT: Mayor Jeremy Stutsman, Board Member Mike Landis, Board Member Mary Nichols

ABSENT:

OTHERS:

- | | | |
|---|--------------------------------------|-----------------------------------|
| Clerk-Treas. Admin Assistants | Police Chief | Asst. Building Commissioner |
| Asst. Brownfield Coordinator | Utilities Office Manager | City Planner |
| Central Fleet Manager | Contracts & Claims Manager | Assistant City Planner |
| Fire Chief | Water & Sewer Superintendent | Legal Compliance Admin |
| Street Commissioner | City Attorney | Communications Coordinator |
| Human Resources | Asst. Street Commissioner | Assistant Police Chief |
| Director of Public Works | Civil Traffic Engineer | Building Inspector |
| Wastewater Superintendent | Brownfield Coordinator | Parks Superintendent |
| Mayor's Admin Assistant | Assistant Fire Chief | |

No minutes were presented.

CHANGES TO AGENDA- ADDITION – RESOLUTION 2020-13 (MAYOR)

ANNOUNCEMENT

Clerk Treasurer Adam Scharf read the following statement as directed:
We begin this meeting during a declared public health emergency covering all of the State of Indiana. Board member (s) Landis and Nichols are participating in this meeting by electronic communication pursuant to Governor Holcomb’s Executive Orders 20-04 and 20-09, as well as guidance from Indiana Public Access Counsellor Luke Britt. Board member (s) Mayor Jeremy Stutsman is physically present in City Council Chambers as we begin this meeting.

AWARD BID FOR LAWN MOWING

Legal Contracts and Claims Manager Keitha Windsor requested to award the Lawn Mowing quote to Colin Avila dba Yardshark as the lowest responsible and responsive party. Memo in packet.

Board Member Landis made a motion to award the contract to Yardshark as the lowest responsible and responsive quoter and to enter into a contract with Colin Avila dba Yardshark to provide lawn mowing services for the 2020 season for a total contract price at \$17,300.00 lump sum price for sites 1-24 plus the price per mowing and fall cleanup on sites 25-44 based on the actual times mowed and the number of sites receiving fall cleanup. Second by Board Member Nichols and motion passed unanimously.

AGREEMENT WITH STRYKER CORPORATION

Legal Contracts and Claims Manager Keitha Windsor read information and memo included in the packet. The Agreement is for the preventative maintenance service plan for the power cots that will provide annual maintenance checks on the equipment and parts, including labor, service and repair calls.

Board Member Landis made a motion to enter into a 6 year preventative maintenance service plan agreement with Stryker Corporation through December 31, 2026 for a contract price of \$19,075.41. Second by Board Member Nichols and motion passed unanimously.

AGREEMENT WITH TRAFFIC CONTROL SPECIALISTS, INC

Legal Contracts and Claims Manager Keitha Windsor read information and memo included in the packet. The Agreement is to provide road striping including center, fog and divider line striping on multiple City of Goshen streets.

Board Member Landis made a motion to enter into an agreement with Traffic Control Specialists, Inc to provide road striping of certain City streets at a cost not to exceed \$44,420.79 with all work to be completed by August 28, 2020. Second by Board Member Nichols and motion passed unanimously.

CHANGE ORDER #4-MAIN STREET IMPROVEMENTS(JN:2016-0038)

Director of Public Works Dustin Sailor requested Board approval for the Change Order # 4 with Niblock. Memo is included in packet.

Board Member Landis moved to approve the request to approve Change Order #4 for \$1,650.00 with Niblock Excavating, which will increase the project cost from \$989,657.60 to \$998,780.40. Second by Board Member Nichols and motion passed unanimously.

FILMING REQUEST

Clerk Treasurer Adam Scharf received a request from WarmPrings.tv video production company for filming within the City of Goshen. Memo included in packet.

Mayor Stutsman stated that due to the current situation and the Governor's Executive Order and travel advisory, he feels that this filming request is not a necessity. He recommended that the requesting filming company check back when the situations are back to normal and Governors Executive Order 20-08 has been lifted and their request could be represented to the board. No formal action was taken.

ENCUMBRANCES FROM 2019 BUDGET TO 2020

First Deputy Clerk Treasurer Jeffery Weaver requested the Board approval to move the Encumbrances from 2019 budget into 2020. Memo is included in packet.

Mayor Stutsman mentioned to all department heads that over the next couple years they will be working to get the current number down.

Board Member Landis made a motion to approve \$4,635,950.12 in encumbrances from the 2019 budget into 2020. Second by Board Member Nichols and motion passed unanimously.

NOTIFICATION OF FUEL PRICE LOCK IN

Legal Contracts and Claims Manager Keitha Windsor provided information regarding the fuel price lock in. Information included in the packet.

Ms. Windsor stated that the City is currently locked in until November 30, 2020. The new lock in will be from December 1, 2020 and run through September 30, 2021.

Information only, no action was needed.

RESOLUTION 2020-13

Mayor Stutsman advised that the City will be implementing Resolution 2020-13 COVID-19 Emergency Response Efforts following Governor Holcomb's declaration of a public Health Emergency. Information is attached as Exhibit 1.

Mayor advised the City has done some things to better prepare for an outbreak within the city, stating the first thing was requesting \$500,000.00 from City Council to be placed in a special line for COVID-19 use. Mayor included the purpose of this Resolution was for the Board of Works to authorize him as Mayor to sign contracts regarding COVID-19 response efforts without the need to bring back before the Board. He also mentioned, this is only for COVID-19 related contracts, not giving him "free reign" to the City, but allows Mayor to act.

Board Member Landis made a motion to approve the Resolution 2020-13 COVID-19 Emergency Response Efforts. Second by Board Member Nichols and motion passed unanimously.

STATE EXAMINER DIRECTIVE 2020-01- INFORMATIONAL

Clerk Treasurer Adam Scharf provided information obtained from the State Examiner regarding the management of deposits and payment of claims during the COVID-19 public health emergency. Full Directive is available in packet.

City Attorney Bodie Stegelmann asked if deposits were still being made and in compliance with the directive.

Clerk Treasurer Adam Scarf stated that checks are being deposited remotely daily as per the normal procedures and any cash deposits are also being made on a consistent basis.

This was just informative, no motions were necessary.

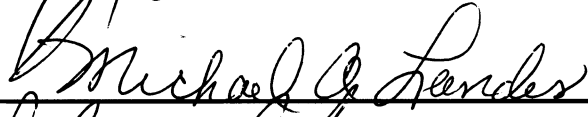
There being no further business Mayor Stutsman moved to process claims and then to adjourn. Second by Board Member Landis and motion passed unanimously.

BOARD OF PUBLIC WORKS AND SAFETY AND STORMWATER BOARD:

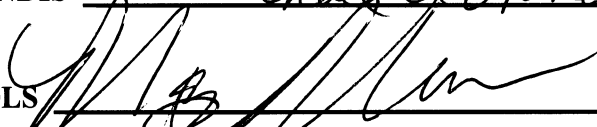
MAYOR JEREMY STUTSMAN



BOARD MEMBER MICHAEL LANDIS



BOARD MEMBER MARY NICHOLS



ATTEST

CLERK-TREASURER ADAM SCHARF

