



**BOARD OF PUBLIC WORKS & SAFETY & STORMWATER BOARD
MINUTES OF THE JAN. 31, 2022 REGULAR MEETING**

Convened at 2 p.m. at Goshen Police & Court Building, 111 East Jefferson Street, Goshen, Indiana

Present: Mayor Jeremy Stutsman and members Mike Landis, Mary Nichols, DeWayne Riouse and Barb Swartley

Absent: None

CALL TO ORDER: Mayor Stutsman called the meeting to order at 2 p.m.

REVIEW/APPROVE MINUTES: Minutes of the Jan. 24, 2022 meeting of the Board of Works & Safety & Stormwater Board were presented. Board member Mike Landis moved to approve the minutes as presented and the motion was seconded by Board member Mary Nichols. Motion passed 5-0.

REVIEW/APPROVE AGENDA: Mayor Stutsman presented the agenda. Board member Landis moved to approve the agenda as submitted. Board member Nichols seconded the motion. Motion passed 5-0.

1) OPENING OF BIDS: Ambulance with 4X2 Chassis for the City of Goshen

Mayor Stutsman opened sealed bids received by the Clerk-Treasurer's Office by today's 1:45 p.m. deadline for the purchase of an ambulance with a 4X2 chassis for the City of Goshen. In addition to cost, the proposals will be evaluated based on whether the bidder/quoter/offeree is responsible and if the bidder/quoter/offeree's proposal is responsive. Bids were received from the following companies with the following lump sum prices:

- **Crossroads Ambulance Sales & Service, LLC**, 52886 State Road 15, Middlebury, IN, **\$302,063**;
- **Horton Emergency Vehicles**, 3800 McDowell Road, Grove City, Ohio, **\$297,516**;
- **Medix Specialty Vehicles**, 3008 Mobile Drive, Elkhart, IN, **\$251,146**;

Stutsman/Nichols moved to accept the bids and refer them to the City Legal Department and the City Fire Department for review. Motion passed 5-0.

2) Resolution 2022-06: Declaring Surplus and Authorizing the Disposal of Personal Property

Shannon Marks, a paralegal with the City Legal Department, asked the Board to pass Resolution 2022-06, Declaring Surplus and Authorizing the Disposal of Personal Property. Marks said the City wants to dispose of personal property that is no longer needed. The property in question includes old computers, monitors, printers, hard drives and other electronic items. Resolution 2022-06 declares the property as surplus and authorizes its disposal in accordance with the provisions of Indiana Code § 5-22-22-8 by demolishing or junking the property that is worthless or of no market value. The surplus property will be donated for recycling where possible

Landis/Nichols moved to pass Resolution 2022-06, Declaring Surplus and Authorizing the Disposal of Personal Property. Motion passed 5-0.

3) Agreement with Eyedart Studio, LLC for Good of Goshen 2022 Marketing Services



Carla Newcomer, a paralegal with the City Legal Department, asked the Board to approve and execute the agreement with Eyedart Studio, LLC, d.b.a. Eyedart Creative Studio, for Good of Goshen 2022 Marketing Services. Newcomer said Eyedart Creative Studio, LLC will be paid \$27,360.00 for the services, which will include project management, content management for social channels and an event calendar, writing/editing, an email newsletter, photography, website design and maintenance, and a Sprout Social subscription. **Mayor Stutsman** said the amount was smaller than it has been in the past and that the City is cutting back on some of the items.

Landis/Nichols moved to approve and execute the agreement with Eyedart Studio, LLC, d/b/a Eyedart Creative Studio, for Good of Goshen 2022 Marketing Services in the amount of \$27,360. Motion passed 5-0.

4) Agreement with Peerless Midwest, Inc. for Phase II 5 Year Wellhead Protection

Carla Newcomer, a paralegal with the City Legal Department, asked the Board approve and execute the agreement with Peerless Midwest, Inc. for Hydrological Services completing the Phase II 5 Year Wellhead Protection (WHP). Peerless Midwest, Inc., which is based in Mishawaka, will be paid \$7,000.00 for the services, which will include: providing the Indiana Department of Environmental Management (IDEM) with pumping data for the Water Department's production wells and obtaining a determination on whether an update to the WHP area delineation is required; updating WHP area maps with current aerial photographs; updating the potential contamination source inventory tables and maps; providing updated land use maps; reviewing management tasks completed and updating if required; updating the Contingency Plan; updating property owner information and notifying where required; and preparing the 5-year update letter report and application and submitting the documentation to IDEM for approval. In response to a question from **Landis, Goshen Director of Public Works and Utilities Dustin Sailor** clarified the scope of the work required by the agreement.

Landis/Nichols moved to approve and execute the agreement with Peerless Midwest, Inc. for Hydrological Services completing the Phase II 5 Year Wellhead Protection (WHP) for \$7,000.00. Motion passed 5-0.

5) Agreement Amendment with Peerless Midwest, Inc. for Well 6A Cleaning and Maintenance

Carla Newcomer, a paralegal with the City Legal Department, asked the Board to approve and execute the agreement with Peerless Midwest, Inc. for Additional Well 6A Cleaning and Maintenance. Peerless Midwest, Inc., which is based in Mishawaka, will be paid \$15,440.00 for the work, which will include: contacting the Indiana Department of Environmental Management (IDEM) and exploring the possibility and feasibility of a replacement well located at the current wellfield; and cleaning Well #6A with a test pump. The contractor will use a Rossum Sand Tester to quantify the presence of sand, if any is present.

Landis/Nichols moved to approve and execute the agreement with Peerless Midwest, Inc. for Additional Well 6A Cleaning and Maintenance in the amount of \$15,440.00. Motion passed 5-0.

6) Agreement with Baker Tilly to prepare RFP for City of Goshen banking services (Clerk-Treasurer)

City of Goshen Clerk-Treasurer Richard R. Aguirre asked the Board to approve and authorize the Clerk-Treasurer to execute an engagement letter and agreement with Baker Tilly Investment Services for services related to the preparation, issuance and review of a Request for Proposal (RFP) for banking services for the City of Goshen. Aguirre said that for the past four years Interra Credit Union has provided comprehensive banking services for the City. He said the initial agreement was executed in 2017 and renewed in 2019.



Aguirre said the Clerk-Treasurer's Office now wishes to issue a Request for Proposal for the City of Goshen's banking needs and to seek proposals from various banking institutions. He said the Clerk-Treasurer's Office would like to contract with Baker Tilly Investment Services, a division of Baker Tilly Wealth Management, to serve as an adviser to the Clerk-Treasurer in preparing, issuing and analyzing the proposals resulting from a Request for Proposal at a cost not to exceed \$10,000 and payable from the Board of Works & Safety contractual services budget line. Asked by **Landis** if the City has contracted for this type of service before, **Aguirre** said that was the case in 2017. **Landis** asked if the City believes it will find something different or if something triggered this request or if this was a routine procedure that should be done regularly. **Aguirre** responded that in its latest renewal proposal, Interra lowered its interest rate and maintained the current fees for services, which did not seem justified. So, **Aguirre** said he owed it to taxpayers to determine if the City could reach an agreement for higher interest rates and lower fees with another bank. **Mayor Stutsman** said that when the City last changed banks, it got a higher interest rates. **Mayor Stutsman** added that this proposal should be considered due diligence by the City and should not be interpreted as reflecting on the services Interra has provided. **Aguirre** thanked the Mayor for adding that comment. **Landis/Nichols** moved to approve and authorize the Clerk-Treasurer to execute an engagement letter and agreement with Baker Tilly Investment Services for services related to the preparation, issuance and review of a Request for Proposal (RFP) for banking services for the City of Goshen. Motion passed 5-0.

7) Request to remove "no parking" restrictions on 1st Street, between Wilkinson Street & River Avenue

Goshen City Traffic Engineer Josh Corwin asked the Board to remove parking restrictions along the 1st Street corridor between Wilkinson Street and River Avenue. **Corwin** said the Engineering Department received a request to remove the "No Parking" restriction along 1st Street north of the post office. While most houses along the corridor have off-street parking either along 1st or off the alley to the east, the resident stated that most of the houses have multiple cars and multiple drivers. He also noted that the road is significantly wide enough (about 30 feet) to allow for parking. **Corwin** said nothing was found in the engineering files that helped to determine the original intent or purpose for the parking restrictions. **Corwin** said the City Street Department has not had any issues in the block to the north between the restricted parking area and the railroad. This block has the same cross section as the currently restricted section. At the January meeting, the city Traffic Commission considered and unanimously supported the removal of the parking restrictions along the 1st Street corridor and north of the post office property. After the January meeting, Streets and Engineering determined that post office delivery vehicles typically exit the facility onto 1st Street where they proceed north to Wilkinson, east to 2nd St., and then south so they can turn onto Pike at a signalized intersection. Parking restrictions are currently in place on Wilkinson and 2nd Street along this route. Therefore, it was recommended that the parking restrictions south of Wilkinson remain unchanged.

Landis/Nichols moved to remove parking restrictions along the 1st Street corridor between Wilkinson Street and River Avenue. Motion passed 5-0.

8) Request for stop sign at Plymouth and 15th streets & "cross traffic does not stop" sign

Goshen City Traffic Engineer Josh Corwin asked the Board to deny the request for additional stop signs at the Plymouth and 15th intersection and to approve the placement of a "Cross Traffic Does Not Stop" sign on the southbound stop sign. **Corwin** said that in November, Traffic Commission members considered and tabled a request to make the intersection of Plymouth and 15th a four-way stop pending the results of a warrant analysis.



Corwin reported that the warrant analysis showed that while several of the threshold warrants, or criteria, including crash data and traffic counts were met, others were not. The stop sign request was considered at the January meeting of the Traffic Commission. Commissioners felt the implementation of a four-way stop at that intersection would likely have significant impacts on the level of service of the intersection and the level of congestion along the Plymouth corridor. Corwin said commissioners also felt that the four-way stop would do little to prevent drivers from running the stop signs on 15th or improve the safety of the intersection. Commissioners voted 6-1 against the request to implement the four-way stop. Commissioners then voted unanimously in favor of placing a "Cross Traffic Does Not Stop" sign on the southbound stop sign. This would match the sign on the northbound approach. In response to questions from **Mayor Stutsman** and **Board member Landis**, Corwin clarified the recommendation and the procedures used in the warrant analysis. In response to a comment from the Mayor, **City Attorney Bodie Stegelmann** said that it would be a good practice for the Board to deny the stop sign request when opting to instead order the installation of a "Cross Traffic Does Not Stop" sign.

Landis/Nichols moved to deny the request for additional stop signs at the Plymouth and 15th intersection and approve the placement of a "Cross Traffic Does Not Stop" sign on the southbound stop sign. Motion passed 5-0.

9) Request to alter speed limits on Reliance Road between CR 32 and Peddlers Village Road

Goshen City Traffic Engineer Josh Corwin asked the Board to approve a 45 mph speed limit for Reliance/Old CR 17 for portions within the city limits and south of Bashor Road and approve the placement of a 35 mph speed limit for Reliance/Old CR 17 for portions within the city limits between Bashor Road and U.S. 33. Corwin said the City Engineering Department received a request from Elkhart County Highway Department to coordinate speed limits for the Reliance Road/Old CR 17 corridor between CR 32 and Peddlers Village Road. He said the Sheriff's Department asked the County Highway Department to post a speed limit of 45 mph on Old CR 17 from CR 32 to Peddlers Village Road/CR 28 because the current speed limit is 55 mph. The section of Old 17 /Reliance Road just north of this (Peddler's Village to US 33) is posted at 35 mph, and the section just south of this (CR 32 to SR 119/Plymouth Ave) is posted at 45 mph. The southern half of this segment, Old 17 from CR 32 to CR 30, has an ordinance in effect for a speed limit of 45 mph but the speed limit signs have been missing for some time. The Highway Department intends to replace the missing 45 mph signs on this segment. The County was unable to find an ordinance for the segment from CR 30 to Peddlers Village, but performed a study on the segment and found that a speed limit of 45 was appropriate. The County wanted to be sure to coordinate with the City on this because the north end of this segment is within City Limits. The County asked about posting 45 mph speed limit signs for the entire segment from Peddler's Village/CR 28 to CR 30. City staff clarified that: roads on the city boundary are considered to be in the jurisdiction of the City; the county ordinance would not apply to areas within the Goshen city limits; areas that could be considered "urban districts" could technically already have a speed limit of 30 mph; and the majority of streets within the City limits do not currently have ordinances establishing speed limits other than the default 55 mph. The County's request was considered at the January meeting of the Traffic Commission. Commissioners voted unanimously for the 45 mph limit for the portion within the city between Clinton and Bashor. However, considering the nature of the corridor and the improvements currently proposed at the intersection of Reliance and Peddler's Village, the commissioners recommended signing the portion of the road north of Bashor and within the city limits at 35 mph. Corwin said this would match the existing signs for the segment between Peddler's Village and U.S. 33 (Elkhart Road).



In response to questions Landis, Corwin clarified the speed limits in the area and intended signage.

Landis/Nichols moved to approve a 45 mph speed limit for Reliance/Old CR 17 for portions within the city limits and south of Bashor Road and approve the placement of a 35 mph speed limit for Reliance/Old CR 17 for portions within the city limits between Bashor Road and U.S. 33. Motion passed 5-0.

10) Approval & acceptance of infrastructure: Rock Run Sewer Improvements (2019-0025C)

Goshen Director of Public Works and Utilities Dustin Sailor asked the Board to approve the acceptance of infrastructure for the Rock Run Sewer Improvement Project. The installation of infrastructure (sanitary and storm sewer, curb and asphalt) has been satisfactorily completed by Selge Construction for the project. The Engineering Department recommended that the infrastructure be accepted for maintenance. As this was an SRF (State Revolving Fund) project it did not require a maintenance bond. A copy of the asset values was attached to the agenda packet.

Landis/Nichols moved to approve the acceptance of infrastructure for the Rock Run Sewer Improvement Project. Motion passed 5-0.

11) Agreements for completion of construction project: 1936 Lighthouse Lane (JN: 2006-2057)

Goshen Stormwater Specialist Mattie Lehman asked the Board to approve and authorize the Mayor to execute the agreements with Sharon and Michael Price and Granite Ridge Builders for the Completion of the Construction Project at 1936 Lighthouse Lane. The home at 1936 Lighthouse Lane has passed its final building inspection and the project is substantially complete except for exterior concrete work, seeding and stabilization, and landscaping requirements. These final requirements cannot be completed at this time due to weather conditions. The property owners, Sharon and Michael Price, have agreed to plant three trees and the property owners, in conjunction with Granite Ridge Builders, agreed to complete all concrete work and stabilize the lawn with seed and a temporary stabilization measure by June 15, 2022. The expected cost of work is \$6,790 and a surety check for that amount has been remitted to the Clerk-Treasurer's Office.

Landis/Nichols moved to approve and authorize the Mayor to execute the agreements with Sharon and Michael Price and Granite Ridge Builders for the Completion of the Construction Project at 1936 Lighthouse Lane. Motion passed 5-0.

12) Agreement for completion of construction project: 502 River Race Drive

Goshen Stormwater Specialist Mattie Lehman asked the Board to approve and authorize the Mayor to execute the Agreements with Roland Weaver for the Completion of the Construction Project at 502 River Race Drive. The home at 502 River Race Drive has passed its final building inspection and the project is substantially complete except for exterior concrete work, seeding and stabilization, and landscaping requirements. These final requirements cannot be completed at this time due to weather conditions. The Stormwater Department submitted Agreements for the Completion of the Construction Project for approval and authorization for the Mayor to execute. The property owner, Roland Weaver, agrees to complete all concrete work, landscaping requirements, and lawn stabilization with seed and a temporary stabilization measure by June 15, 2022. The expected cost of work is \$9,930 and a surety check for that amount has been remitted to the Clerk-Treasurer's Office.

Landis/Nichols moved to approve and authorize the Mayor to execute the Agreements with Roland Weaver for the Completion of the Construction Project at 502 River Race Drive. Motion passed 5-0.



Privilege of the Floor:

Mayor Stutsman opened Privilege of the Floor at 2:27 p.m. No one else asked to speak, so the Mayor closed Privilege of the Floor at 2:27 p.m.

**CITY OF GOSHEN STORMWATER BOARD
MINUTES OF THE Jan. 24, 2022 REGULAR MEETING**

Convened at 2 p.m. at Goshen Police & Court Building, 111 East Jefferson Street, Goshen, Indiana

Present: Mayor Stutsman and members Mike Landis and Mary Nichols

At 2:27 p.m., Mayor Stutsman recessed the Board of Works & Safety meeting and convened the Stormwater Board to consider one agenda item.

1) Presentation: Stormwater Department annual report for 2021

City of Goshen Stormwater Coordinator Jason Kauffman and City Stormwater Specialist Mattie Lehman presented the Department's annual report for 2021. They provided a printed 2021 Stormwater Report a PowerPoint presentation, both of which were included in the packet for the Stormwater Board. They noted this was the first-of-its-kind annual report covering Stormwater Department operations and included a "looking ahead" section.

Lehman explained the key functions and responsibilities of the Stormwater Department and its establishment in 2005. She said that at the end of 2021, the Indiana Department of Environmental Management released its first major Municipal Separate Storm Sewer (MS4) permit updates since the City program began operating. Lehman said the updates required the issuance of an annual report and education and engagement with stormwater boards and elected officials. That, she said, motivated today's report.

During their PowerPoint presentation, **Kauffman and Lehman** discussed: primary and secondary partnerships; City Department stormwater functions; Stormwater Board and Board of Works roles; and activity planned for 2022.

Lehman discussed Stormwater Department functions, including pollution prevention and such "Good Housekeeping Goals" as preventing harmful chemicals and sediment from entering local waterways. **Kauffman and Lehman** discussed the roles of the Stormwater Board and the Board of Works & Safety, including the review and approval of post-construction stormwater management plans and final stabilization and completion agreements as well as illicit discharge and construction enforcement and supporting drainage public works projects.

In the year ahead, **Kauffman** said the Stormwater Department expects to take on bigger projects in partnership with others, will respond to new regulations and technical standards and has issued a call for artists for a new storm drain art project to educate the community about the importance of clean water.

Mayor Stutsman thanked Kauffman and Lehman for their report and their work throughout the year.

Landis asked who was responsible for maintaining the Carter Road Drainage Swale Improvement Project.

Kauffman said it was the property owner's responsibility, but said it shouldn't be too difficult to maintain.

Landis also asked about the health of the Elkhart River, noting a recent newspaper report on high levels of E. coli in ditches that flow into the river. **Kauffman** said that biological activity in the river indicates it is a healthy system, but he added that the E. coli pollution needs to be addressed.

Landis/Nichols moved to accept the Stormwater Department's 2021 annual report. Motion passed 3-0.



As the matters before the Board of Public Works & Safety and Stormwater Board were concluded, Mayor Stutsman/Landis moved to approve Civil City and Utility claims and adjourn the meeting. Motion passed 5-0. The Mayor adjourned the meeting at 2:46 p.m.

APPROVED

Jeremy Stutsman, Chair

Michael Landis, Member

Mary Nichols, Member

Barb Swartley, Member

DeWayne Riouse, Member

ATTEST

Richard R. Aguirre, Clerk-Treasurer



BOARD OF PUBLIC WORKS & SAFETY & STORMWATER BOARD

MINUTES OF THE JAN. 31, 2022 REGULAR MEETING

Convened at 2 p.m. at Goshen Police & Court Building, 111 East Jefferson Street, Goshen, Indiana

Present: Mayor Jeremy Stutsman and members Mike Landis, Mary Nichols, DeWayne Riouse and Barb Swartley
Absent: None

CALL TO ORDER: Mayor Stutsman called the meeting to order at 2 p.m.

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1) OPENING OF BIDS: Ambulance with 4X2 Chassis for the City of Goshen

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Landis/Nichols moved to approve and authorize the Mayor to execute the Agreements with Roland Weaver for the Completion of the Construction Project at 502 River Race Drive. Motion passed 5-0.



As the matters before the Board of Public Works & Safety and Stormwater Board were concluded, Mayor Stutsman/Landis moved to approve Civil City and Utility claims and adjourn the meeting. Motion passed 5-0. The Mayor adjourned the meeting at 2:46 p.m.

APPROVED

A handwritten signature in black ink, appearing to read "J Stutsman", written over a horizontal line.

Jeremy Stutsman, Chair

A handwritten signature in black ink, appearing to read "Michael A Landis", written over a horizontal line.

Michael Landis, Member

A handwritten signature in black ink, appearing to read "Mary Nichols", written over a horizontal line.

Mary Nichols, Member

A handwritten signature in black ink, appearing to read "Barb Swartley", written over a horizontal line.

Barb Swartley, Member

A handwritten signature in black ink, appearing to read "DeWayne Rouse", written over a horizontal line.

DeWayne Rouse, Member

ATTEST

A handwritten signature in black ink, appearing to read "Richard R. Aguirre", written over a horizontal line.

Richard R. Aguirre, Clerk-Treasurer