

## **BOARD OF PUBLIC WORKS & SAFETY & STORMWATER BOARD**

### **MINUTES OF THE FEBRUARY 28, 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 Mary Nichols and DeWayne Riouse

**Absent:** Mike Landis and Barb Swartley

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

**REVIEW/APPROVE MINUTES:** Minutes of the Feb. 21, 2022 meeting of the Board of Works & Safety & Stormwater Board were presented. Board member Mary Nichols moved to approve the minutes as presented and the motion was seconded by Board member DeWayne Riouse. Motion passed 3-0.

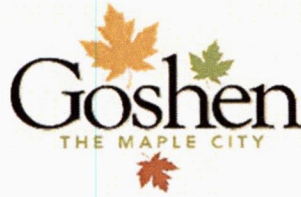
**REVIEW/APPROVE AGENDA:** Mayor Stutsman presented the agenda. Board member Nichols moved to approve the agenda as submitted. Board member Riouse seconded the motion. Motion passed 3-0.

#### **1) Police Department: Retirement of Officer Gregory Stuart Smith**

**Goshen Police Chief José Miller** asked the Board to approve the retirement of Officer Gregory Stuart Smith effective March 3, 2022. Chief Miller said Officer Smith, who submitted his resignation on Jan. 6, 2022, began his career at the Goshen Police Department 37 years ago as a reserve officer; he was hired full time on Jan. 2, 1987. Chief Miller thanked Officer Smith for his service and commitment to the department and the community and wished him the best in his retirement and any future endeavors. In his letter of resignation, Officer Smith wrote, in part: "The years have flown by and there have been many triumphs and tragedies, happiness and pain. Every day brought new and different challenges and experiences. It has been an honor to work with, and for some of the best people and officers the profession has to offer ... It has been my honor and privilege to serve the people of the City of Goshen. I wish everyone my best." **Mayor Stutsman** affirmed the Chief's sentiments and thanked Officer Smith for his service. **Nichols/Riouse moved to approve the retirement of Officer Gregory Stuart Smith, effective March 3, 2022. Motion passed 3-0.**

#### **2) Police Department: Resignation of Probationary Officer Catherine Jo Shrock**

**Goshen Police Chief José Miller** asked the Board to approve the resignation of Probationary Officer Catherine Jo Shrock effective today, Feb. 28, 2022. Chief Miller said Officer Shrock submitted her letter of intent to resign from Goshen Police Department on Feb. 13. Chief Miller said Officer Shrock has demonstrated she is a compassionate and empathetic person who wants to serve. He thanked Officer Shrock for her service and wish her the best in her plans to continue in this profession. In her letter of resignation, Officer Shrock wrote, in part: "I am so thankful for the opportunity you gave me to pursue my dream of being a law enforcement officer. I have learned so much about myself during this time and about the role of what being a true police officer is. I will always have a huge respect for you and a respect for the Goshen Police Department. There will always be a special place in my heart for the Goshen Police Department." **The Mayor** affirmed the Chief's statements about Officer Shrock.



Nichols/Riouse moved to approve the resignation of Probationary Officer Catherine Jo Shrock effective today, Feb. 28, 2022. Motion passed 3-0.

**3) Legal Department: Agreement with Abonmarche Consultants, Inc. for GIS and IT on-call services**

**Carla Newcomer, a paralegal with the City Legal Department,** asked the Board approve, and authorize Mayor Stutsman to execute, an agreement with Abonmarche Consultants, Inc. of Goshen for on-call digital engineering and information technology services that budgets for approximately 200 hours of these services for the remainder of the 2022 calendar year with a cost not to exceed \$40,000. The Scope of Services list in the agreement included: GIS\IT Assessment; GIS\IT Recommendations Technical Memo; CCTV Integration with GIS and IT; Evaluation and recommendation of GIS workflow scenarios and QC processes; Evaluation and recommendation of GIS Database maintenance tasks; and other tasks as directed by the City. The budget includes approximately 200 hours for these on-call services with a cost not to exceed \$40,000. According to its proposal for professional services, Abonmarche will develop a Lead and Copper Service Line data inventory, a GIS-based asset management and construction management GIS-based program to aid in the replacement of lead service lines with the Goshen community, and an assessment of the current GIS, Database, and IT infrastructure and architecture and a detailed report identifying recommendations to help Goshen meet their GIS and IT needs.

**Nichols/Riouse moved to approve, and authorize Mayor Stutsman to execute, an agreement with Abonmarche Consultants, Inc. for on-call digital engineering and information technology services that budgets for approximately 200 hours of these services for the remainder of the 2022 calendar year with a cost not to exceed \$40,000. Motion passed 3-0.**

**4) Legal Department: Award quote for ambulance & agreement with Medix Specialty Vehicles**

**Carla Newcomer, a paralegal with the City Legal Department,** asked the Board award the quote for the purchase of an ambulance with 4x2 Chassis to Medix Specialty Vehicles, LLC, of Elkhart as the lowest responsible and responsive quoter and to approve and execute the agreement with Medix for the purchase of the ambulance. The City solicited sealed quotes for the purchase of an ambulance with a 4x2 Chassis in accordance with Indiana Code § 5-22-8-3.

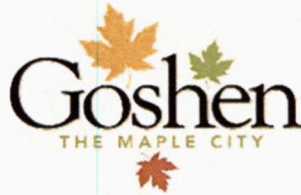
Below is a summary of the quotes for the ambulance that were submitted by three companies:

1. Medix Specialty Vehicles, LLC	\$251,146.00
(Change wood interior cabinets to all-aluminum interior	\$ 27,250.00)
REVISED TOTAL	\$278,396.00
2. Horton Emergency Vehicles	\$297,516.00
3. Cross Roads Ambulance Sales and Service, LLC	\$302,063.00

The ambulance will be delivered to the City of Goshen by Jan. 31, 2024, according to the agreement.

**Mayor Stutsman** asked if aluminum cabinets were more durable than wood. **City Fleet Manager Carl Gaines** said aluminum is more durable. Gaines also said a future chassis re-mount would be easier with aluminum cabinets.

**Nichols/Riouse moved to award the quote for the purchase of an ambulance with 4x2 Chassis to Medix Specialty Vehicles, LLC, as the lowest responsible and responsive quoter and also to approve and execute the agreement with Medix for the purchase of an ambulance with 4x2 Chassis. Motion passed 3-0.**



**5) Legal Department: Agreement with American Structurepoint for a City housing study**

**Carla Newcomer, a paralegal with the City Legal Department,** asked the Board to approve and execute an agreement with American Structurepoint of Indianapolis for the City of Goshen Housing Study, for \$30,223.00. Under the agreement, the objectives of this project are to evaluate market feasibility for one or more types of development types and outline possible development scenarios for a ~200-acre property near the City of Goshen's southern boundary. The study will examine the carrying capacity of this property and the potential amount of property tax revenue generated to assist with funding public infrastructure over a sufficiently long (i.e., 10-year) period. Because market data fluctuates, the project will focus on capture rates, or the ratio of (proposed) new units to the existing surplus (unmet) demand. Generally, a cutoff of 20 percent or less will be used for a reasonable capture rate. The study will also examine historic and existing annual absorption rates for the new units based on existing local data and nearby comparable communities.

American Structurepoint's specific duties under this agreement include:

- (A) Background and Market Research
  - 1. Project Requirements.
  - 2. Market Analysis
    - a. Demand
    - b. Supply
    - c. Gap Analysis
  - 3. Past Plans
  - 4. Site and Situation
- (B) Site Plan Creation
  - 1. Development Objectives
  - 2. Alternatives Development
  - 3. Final Alternative
- (C) Development Narrative
  - 1. Development Goals Statement
  - 2. Status Update with Governing Bodies

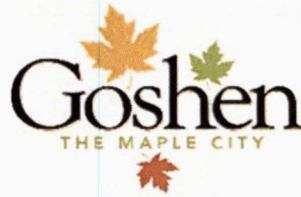
**Mayor Stutsman** said the proposed study was among efforts by the City to better understand the housing situation in Goshen and to help find ways to develop more housing.

**Nichols/Riouse moved to approve and execute an agreement with American Structurepoint for the City of Goshen Housing Study. Motion passed 3-0.**

**6) Building Department: Mechanical License request for Chris Charlwood**

**City of Goshen Residential Building Inspector Jim Ramer** asked the Board to approve a City of Goshen Mechanical License for Chris Charlwood of Hershberger Heating of Goshen. Grise said Charlwood holds a valid mechanical license with the City of Elkhart, and meets the requirements for a reciprocal mechanical license with the City of Goshen.

**Nichols/Riouse moved to approve a City of Goshen Mechanical License for Chris Charlwood of Hershberger Heating of Goshen. Motion passed 3-0.**



**7) Engineering Department: Agreement for completion of construction project: 639 River Race Drive**

**Goshen Director of Public Works & Utilities Dustin Sailor** asked the Board to approve and authorize the Mayor to execute the agreement with Richard Allen and Catherine Shoupe, and Hope Builders Group, for the Completion of the construction project at 639 River Race Drive. Sailor said the home has passed its final building inspection and the project is substantially complete, except for pavement replacement to bring the driveway into ADA compliance and seeding and stabilization requirements, which cannot be completed at this time due to weather conditions.

Sailor said the Stormwater Department has submitted an Agreement for the Completion of the Construction Project for approval and authorization for the Mayor to execute. The property owners, Richard Allen and Catherine Shoupe, and the builder, Hope Builders Group, agree to complete all concrete work and stabilize the lawn with seed and a temporary stabilization measure by Sept. 30, 2022. The expected cost of work is \$1,050 and involves concrete work. A surety check for that amount has been remitted to the Clerk Treasurer's office. The extended completion date is due to the expected development of a neighboring lot with impacts to the ability to stabilize this spring.

**Nichols/Riouse moved to approve and authorize the Mayor to execute the agreement with Richard Allen and Catherine Shoupe, and Hope Builders Group for the Completion of the Construction Project at 639 River Race. Motion passed 3-0.**

**8) Engineering Department; Revised Change Order No. 4 for WWTP (JN: 2019-0025A)**

**Administrative City Engineer Bryce Gast** asked the Board to approve Revised Change Order No. 4 in the amount of \$17,589.00 with no change in the project schedule at this time for the Waste Water Treatment Plant Improvements Project (JN: 2019-0025A).

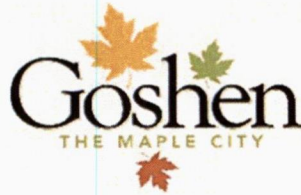
Gast said that due to ongoing negotiations with Kokosing Industrial, the WWTP Improvements Project general contractor, the Engineering Department is presenting a revised Change Order No. 4 for the project. He said the change order is an update to a change order originally approved by the Board on Nov. 11, 2021. The revisions include the temporary removal of a credit for decommissioning of the plant's lagoon and the addition of two new costs and one new credit that have been incurred since the original change order as noted in the following list:

**• Per the original change order:**

- o Addition of a sidewalk to the vector truck receiving facility to improve access for an additional cost of \$9,917.00.
- o Modification of the new digester gas piping to improve moisture control in the process for an additional cost of \$3,172.00.
- o Addition of a pipe fitting to the aeration process piping after the original was deemed to be unsuitable for reuse for an additional cost of \$930.00.
- o Replacement of diffuser a-rings in the aeration tanks for an additional cost of \$2,382.00
- o Modification of the diffuser grid in the existing aeration tanks to better match the diffuser grit in the new aeration tank for an additional cost of \$3,086.00
- o Removal of a substantial portion of painting scope from the secondary clarifiers and upflow clarifiers for a cost reduction of \$13,517.00

**• New items include:**

- o Relocation of a backflow preventer in the digester building to improve staff access for an additional cost of \$5,847.00
- o Addition of structural steel members to the secondary clarifier bridges to facilitate installation and support of new handrail for an additional cost of \$8,490.00



o Elimination of roof penetration in the digester building due to relocation of a new boiler for a cost reduction of \$2,718.00

Gast said the revised change order is for a cost increase of \$17,589.00, which increases the total project cost to \$19,160,401.00. This change order is an increase of 0.09% and increases the total changes to date to 0.9%. The change order adds no time to the project schedule, though Kokosing has reserved the right to request additional time at a later date.

**Nichols/Riouse moved to approve Revised Change Order No. 4 in the amount of \$17,589.00 with no change in the project schedule at this time for the Waste Water Treatment Plant Improvements Project (JN: 2019-0025A). Motion passed 3-0.**

**Privilege of the Floor:**

**Mayor Stutsman opened Privilege of the Floor at 2:12p.m.**

**Goshen Director of Public Works & Utilities Dustin Sailor** said the Engineering Department was informed late Friday (Feb. 25, 2022) that NIPSCO plans to work on infrastructure (restringing power lines) on East Lincoln Avenue, from Rock Creek to the radio station, from March 1 to March 18. The work will involve work during three nights and NIPSCO plans to impose lane restrictions. Sailor said NIPSCO contacted the Engineering Department so the City could be informed of the work and the partial street closure.

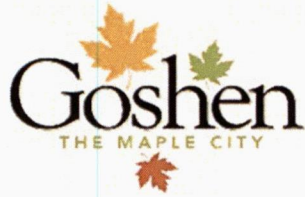
**There were no further public comments, so Mayor Stutsman closed the public comment period at 2:13 p.m.**

**As all matters before the Board of Public Works & Safety and Stormwater Board were concluded, Mayor Stutsman/Nichols moved to approve Civil City and Utility claims and adjourn the meeting. Motion passed 3-0. And the Mayor adjourned the meeting at 2:13 p.m.**

APPROVED

  
\_\_\_\_\_  
Jeremy Stutsman, Chair

  
\_\_\_\_\_  
Michael Landis, Member



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

Mary Nichols, Member

---

Barb Swartley, Member

A handwritten signature in cursive script, appearing to read "DeWayne Riouse", written over a horizontal line.

DeWayne Riouse, Member

**ATTEST**

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

Richard R. Aguirre, Clerk-Treasurer