



**BOARD OF PUBLIC WORKS & SAFETY & STORMWATER BOARD
MINUTES OF THE AUGUST 22, 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 2:00 p.m.

REVIEW/APPROVE MINUTES: Mayor Stutsman presented the minutes of the Aug. 15, 2022 regular meeting. Board member Mike Landis moved to approve the minutes as presented and the motion was seconded by Board member Barb Swartley. Motion passed 5-0.

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

1) Event requests: Street closures, traffic control and no parking areas for the 24th Annual Riding to Remember Police, Firefighter and Veteran Charity Ride, Sept. 11, 2022

Mary Anne Ballard, representing the Blue Knights IN VIII Law Enforcement Motorcycle Club, requested street closures, traffic control and designated no parking areas for the 24th Annual Riding to Remember Police, Firefighter and Veteran Charity Ride on Sunday, Sept. 11, 2022. This event is a 72-mile police escorted ride arriving in Goshen about 1:40 p.m. on Sept. 11 with an estimated 800-1,000 motorcycles in attendance.

The ride will enter Goshen from the south on State Road 15 (Main Street), turning east on 5th Street, transitioning north on 5th Street. The procession will stop at Lincoln Avenue where riders will park and dismount (30 minutes). The participants will walk to the area in front of Goshen Police Department for a memorial service (2:10 p.m.) that will last about 30 minutes. Upon conclusion of the memorial service, participants will re-mount their motorcycles (20 minutes) for the remainder of the event (3 p.m.). The ride will exit the City of Goshen travelling west on Lincoln Avenue, north on North 3rd Street.

Ballard requested: Traffic control for inbound participants at all intersections from the southern Goshen city limits to Lincoln Avenue on State Road 15 (Main Street); traffic control and a street closure (with NO PARKING signage) and motorcycle parking only on 5th Street north of East Madison Street to Lincoln Avenue, with motorcycles arriving at approximately 1:40 p.m. and overflow parking on 5th Street, south of East Madison Street to Purl Street; traffic control and road closure (with NO PARKING signs) at the memorial venue (Goshen Police Department) on East Jefferson Street between South Main Street and 5th Street (100 block of East Jefferson Street); and for outbound participants, traffic control and road closure at all intersections leaving Goshen west on Lincoln Avenue and turning north on North 3rd Street (SR 15) until all riders exit the northern city limits.

Mayor Stutsman asked **Chief José Miller** if the Police Department had the staffing to be able to block all street intersections as requested. **Chief Miller** said he would need to consult with his Division Chief, who was working on the request, and would verify if this could be done. Mayor Stutsman said it was a big request for City staff.



Board member Landis asked if this was the same request as in previous years or the same request. **Ballard** said it was the same request. **Clerk-Treasurer Aguirre** reminded Mayor Stutsman that last year's request was granted contingent on organizers working out traffic issues with the Police Department. **Mayor Stutsman** said he would suggest the same condition be required this year with the hope all issues could be worked out.

Landis/Swartley moved to approve the requested street closures, traffic control and designated no parking areas for the 24th Annual Riding to Remember Police, Firefighter and Veteran Charity Ride on Sept. 11, 2022 contingent on organizers working out the details with the Police Department. Motion passed 5-0.

2) Business request: Closure of City parking lot north of Janus Motorcycles in the 200 block of Fifth Street, Sept. 30-Oct. 2, 2022, for the annual owners rally

Jamie Morrow of Janus Motorcycles, 211 Fifth Street in downtown Goshen, asked the Board to approve the closure of the parking north of its building for its annual owners rally, from Sept. 30 until Oct. 2, 2022. Morrow also asked for the use of 10 City street barricades.

Morrow said she was aware that the four marked spaces in the lot reserved for the City Utilities Office for customers would need to stay open. But at the close of regularly scheduled hours (5 p.m.) on Sept. 30, Janus was requesting that the full parking lot be barricaded off until noon on Sunday, Oct. 2. Morrow said the parking lot would be gated off, but the alley would not be blocked in any way.

Asked by **Mayor Stutsman** if she had contacted businesses that rely on the parking lot, **Morrow** said she has done so or will do so. There were no staff concerns as long as the lot was available for Utilities Office customers until 5 p.m. on Sept. 30.

Landis/Swartley moved to approve the closure of the parking north of its building for its annual owners rally, from 5 p.m. on Sept. 30 until noon on Oct. 2, 2022. Motion passed 5-0.

3) Legal Department: Resolution 2022-27, Hardship Collection Services Policy

Shannon Marks, the Legal Compliance Administrator for the City Legal Department, asked the Board to adopt Resolution 2022-27, Hardship Collection Services Policy.

Marks said Resolution 2022-27, Hardship Collection Services Policy, establishes the procedure in which the occupant(s) of an eligible residence that is/are physically unable to move their waste cart and recycle cart to and from the designated street side or alley collection location may apply to the City for hardship collection services.

According to Resolution 2022-27:

- All occupants of the eligible residence must be physically unable to move their waste cart and recycle cart to and from the designated street side or alley collection location.
- The occupant(s) must complete a Hardship Collection Services Application and appear before the Board of Public Works and Safety to request hardship collection services. The Board will review each request for hardship collection services on a case-by-case basis.
- If the City approves the request for hardship collection services, the eligible residence will be permitted to place their waste cart and recycle cart at a door side collection location as designated by a City representative. The eligible residence must ensure that the waste cart and recycle cart can be accessed by the City or the City's contractor by a clear and open pathway in a non-gated/fenced area, and all animals of the eligible residence must be restrained.



- The City will notify the contractor providing solid waste collection services of the address of an eligible residence that has been approved for hardship collection services.
- The City will compensate the contractor for the hardship collection services provided to each eligible residence that is approved for hardship collection services.

Mayor Stutsman said this issue came up as the City implemented its new trash collection and recycling services. So, he said the city was providing this option for residents who don't have any other options. He added that before offering this option, City staff checked to determine if the City could absorb these costs. The Mayor added that further adjustments to the policy may be necessary.

Board member Landis asked the criteria that the Board will use to determine the hardship cases. **City Attorney Stegelmann** said precise criteria have yet to be developed, but those seeking this service will have to fill out an application and explain why they cannot get their carts to and from the curb. He said it's anticipated that the City staff member who reviews the applications will be able to determine if the request should be approved. Stegelmann said that if the request is rejected, the resident could appeal to the Board of Works, which would determine the facts and circumstances of the request and would have the authority to grant permission for the service.

Mayor Stutsman said anyone who doesn't want to take their carts to and from the front curb can pay Borden for this service. However, he said the City isn't interested in paying for this service for those who simply don't want to move the carts. He said this policy is intended to benefit those who cannot physically move carts.

Stegelmann said that the City estimates five to 10 residents will be affected, at least initially. If the policy is abused, Stegelmann said the City will consider making modifications.

Landis asked what will happen if the policy is being abused and the City is forced to develop stricter criteria to prevent abuse of the service. He asked if those who received the free service, perhaps unjustifiably, would be able to keep the service or it would be revoked. **Stegelmann** said it's anticipated that the service would be reviewed every year in case an applicant's inability to move carts to and from the curb was only a temporary condition. In addition, he said residents who received the service might move, which is also why a yearly check would be helpful.

Mayor Stutsman said that depending on the number of applicants, the City may need to modify the policy.

Landis/Swartley moved to adopt Resolution 2022-27, *Hardship Collection Services Policy*. The motion passed 5-0.

4) Legal Department: Agreement with Peterson Consulting Services, Inc. to assist the City with financial reporting related to capital assets

Brandy Toms, a paralegal with the City Legal Department, asked the Board to approve an agreement with Peterson Consulting Services Inc. to assist the City with its financial reporting related to its capital assets as required by Government Accounting Standards Board Statement No. 34 for the fixed fee of \$5,650 plus reimbursable expenses not to exceed \$250.

Peterson Consulting Services, Inc., which is based in LaGrange, Illinois, specializes in professional accounting services for the reporting of capital assets to the State of Indiana. The company will provide assistance to ensure the City meets the retroactive financial reporting standards related to capital assets and general infrastructure for the fiscal year ending Dec. 31, 2022 as delineated in GASB Statement No. 34.



The company's work will include assisting in the preparation of the capital asset worksheets for fiscal year ending Dec. 31, 2022 for the following asset accounts and functional classifications: Land and rights-of-way; Buildings and land improvements; Equipment and vehicles; Computer software; and General infrastructure: streets, alleys, bridges, sidewalks, traffic signals and storm sewers.

Landis/Swartley moved to approve an agreement with Peterson Consulting Services Inc. to assist the City with its financial reporting related to its capital assets as required by Government Accounting Standards Board Statement No. 34 for the fixed fee of \$5,650, plus reimbursable expenses not to exceed \$250. Motion passed 5-0.

5) Engineering Department: Approve the partial closure of Indiana Avenue, Aug. 24-Sept. 9, 2022, for work by Ancon Construction on the Indiana Avenue Apartments

City Director of Public Works & Utilities Dustin Sailor asked the Board to approve the closure of Indiana Avenue, between Plymouth Avenue and the northwest entrance to the First Baptist Church, from Aug. 24 until Sept. 9, 2022. **Sailor** said Ancon Construction has requested permission to close all lanes of Indiana Avenue, between Plymouth Avenue and the northwest entrance to the First Baptist Church, from Wednesday, Aug. 24 until Friday, Sept. 9. Work during this period will include tying in the water and sanitary pipes to the Indiana Avenue Apartments, removing and replacing the sidewalk, adding a turn lane into the apartment complex, and resurfacing the road. All traffic will be detoured as shown in the traffic control plan included in the Board's agenda packet.

In response to a question from **Mayor Stutsman**, **Sailor** said this would be the last major street closure for this project. In response to a question from **Board member Landis**, **Sailor** said the street will need to remain closed even on the weekend.

Landis/Swartley moved to approve the closure of Indiana Avenue, between Plymouth Avenue and the northwest entrance to the First Baptist Church, from Aug. 24, 2022, until Sept. 9, 2022. Motion passed 5-0.

6) Engineering Department: Approve lane restrictions on Rieth Boulevard, Aug. 23-26 and Aug. 29-Sept. 1, 2022 for Chipotle restaurant work by Ritschard Brothers Construction

City Director of Public Works & Utilities Dustin Sailor asked the Board to approve the lane restriction of the southbound lane of Rieth Boulevard, between U.S. 33 and the entrance to Lowes, from Aug. 23 until Aug. 26, 2022, and a lane restriction of the northeast bound turn lane of Rieth Boulevard from Aug. 29 until Sept. 1, 2022.

Sailor said Ritschard Brothers Construction has requested permission to have a lane restriction on the southbound lane of Rieth Blvd coming off of U.S. 33 to the Lowes entrance from Tuesday, Aug. 23 to Friday, Aug. 26. Work during this period will include tying in the sanitary pipe for the new Chipotle Restaurant. Then the following week, Aug. 29 to Sept. 1, there will be a lane restriction in the northeast-bound turn lane of Rieth Blvd. Work during this period will include tying in the water pipe for the new Chipotle restaurant.

Sailor clarified for **Landis** that there are two lanes in each direction, but care will need to be taken in the traffic control process for the safety of motorists.

Landis/Swartley moved to approve the lane restriction of the southbound lane of Rieth Boulevard, between U.S. 33 and the entrance to Lowes, from Aug. 23 until Aug. 26, 2022, and the lane restriction of the northeast bound turn lane of Rieth Boulevard from Aug. 29 until Sept. 1, 2022. Motion passed 5-0.



7) Engineering Department: Approve lane restrictions on various streets, Aug. 29-Sept. 2, 2022, for fiber conduit installation by TCS Communications, LLC

City Director of Public Works & Utilities Dustin Sailor asked the Board to approve lane restrictions on North Riverside Boulevard, North Winter Avenue, North Harrison Street, High Street, Alley 256, West Avenue and Indiana Avenue, beginning Aug. 29 through Sept. 2, 2022, for the installation of fiber.

Sailor said TCS Communications, LLC, working for Frontier Communication, has requested lane restrictions for the purpose of installing fiber conduit. The existing utilities will be exposed in the roadway to insure no damage while boring across the street. Location of street crossings:

- 1) North Riverside Blvd., N. Winter Ave., N. Harrison St. and High St. along south side of Clinton St.
- 2) Alley 256 and West Ave. along west side of Dewey Avenue.
- 3) Indiana Avenue, along the south side of Lincoln Avenue and along the north side of Berkey Avenue.

Sailor said current MUTCD traffic control standards are to be used. These traffic controls will include signs, cones and flaggers as required. The contractor will be allowed one lane to work within at any one time. In response to a question from **Mayor Stutsman**, **Sailor** said the company has been doing a good job.

Landis/Swartley moved to approve lane restriction on North Riverside Boulevard, North Winter Avenue, North Harrison Street, High Street, Alley 256, West Avenue and Indiana Avenue, beginning Aug. 29 through Sept. 2, 2022, for the installation of fiber. Motion passed 5-0.

8) Clerk-Treasurer's Office: Approve the City of Goshen's banking services agreement with 1st Source Bank for 2022-2024

City Clerk-Treasurer Richard R. Aguirre asked the Board to approve and authorize the Clerk-Treasurer to execute an agreement, on behalf of the City of Goshen, with 1st Source Bank for banking services, from Oct. 1, 2022 to Sept. 30, 2024.

Aguirre said this agreement has been a long time coming. He acknowledged the assistance of **City Attorney Bodie Stegelmann** and **City Water & Sewer Utilities Business Office Manager Kelly Saenz** as well as **Bill Burton**, the regional president of 1st Source Bank and **Dave Cripe**, 1st Source's business banker in Goshen.

Aguirre said that for the past four-and-a-half years, Interra Credit Union has provided banking services for the City of Goshen. The City's original two-year agreement with Interra was executed in 2017 and renewed in 2019. The agreement has remained in effect, on a month-to-month basis, in 2022. He said at the start of the year, Interra's monthly bank fees to the City were increased to \$1,500.

Aguirre said on Jan. 31, 2022, the Board of Works approved agreement with Baker Tilly Investment Services for services related to the preparation, issuance, review and advice regarding a Request for Proposal (RFP) for banking services for the City of Goshen. The RFP was issued in February 2022 and proposals were received from Campbell and Fetter Bank, 1st Source Bank, Key Bank, Interra Credit Union, Lake City Bank and Teachers Credit Union. With assistance and guidance from Baker Tilly, **Aguirre** said a committee consisting of City Attorney Bodie Stegelmann, City Water & Sewer Utilities Business Office Manager Kelly Saenz, Deputy Clerk-Treasurer Jeffery Weaver, Accounts Payable Clerk Rhonda Peacock and the Clerk-Treasurer reviewed the proposals and selected two finalists: 1st Source Bank and Lake City Bank. After careful consideration of many factors, the committee selected 1st Source Bank as the City's provider of choice in early May.



For the past three months, **Aguirre** said City and 1st Source staff have engaged in extensive negotiations and frank discussions over terms of an agreement. Attached to the agenda packet were the results of those discussions – a Treasury Master Services Agreement and an Addendum to the Treasury Master Services Agreement, which sets forth additional terms and conditions. He said committee members believe the agreement will be beneficial to the City of Goshen and its residents as well as to 1st Source Bank.

Aguirre listed the following highlights of the agreement:

- With 1st Source, the City will be banking with the largest independent financial institution in the region and one offering good compatibility with the City's systems, and with deep connections to the community.
- 1st Source will coordinate with Superior Press to purchase remote deposit scanners on the City's behalf and the bank will cover 50% of the cost of up to six scanners.
- The City's accounts will be charged 1st Source's fees at a 75% discount or \$930 a month. Currently, the City is paying \$1,500 a month in fees to Interra. However, \$930 won't actually be deducted from the City's accounts because the City will benefit from an earnings credit. Essentially, a separate account will be set up and interest on those earnings will pay the fees.
- Finally, the balance the City will maintain in its accounts will earn an interest rate of the Federal Funds Effective Rate (H.15) plus 20 basis points. That will provide the City with substantially more than the approximately \$29,000 in interest income the City was projected in May to earn on its Interra accounts over a year. The current estimate is that the City will have net monthly earnings of just under \$114,000 (or \$1.3 million a year).

Aguirre cautioned that the federal interest rate is variable and it will eventually go down. Still, and until it does, he said the City would have more financial resources to serve Goshen's residents.

Aguirre added that in a few weeks he would be seeking the Board's support for an agreement with Baker Tilly Investment Services for an investment program for a portion of the City's funds that would ensure additional interest income for the City.

Mayor Stutsman thanked **Clerk-Treasurer Aguirre** and the committee for their work for the City, which he said he appreciated. **Board members Swartley** also expressed her compliments.

Landis/Swartley moved to approve and authorize the **Clerk-Treasurer** to execute an agreement, on behalf of the City of Goshen, with 1st Source Bank for banking services, Oct. 1, 2022 to Sept. 30, 2024. The motion passed 5-0.

CITY OF GOSHEN STORMWATER BOARD

Regular Meeting Agenda

2:00 p.m., August 22, 2022

Goshen Police & Court Building, 111 East Jefferson Street, Goshen, Indiana

Members: Mayor Jeremy Stutsman, Mike Landis and Mary Nichols



Mayor Stutsman convened the Stormwater Board meeting at 2:30 p.m. to consider the following item:

9) Stormwater Department: Accept post-construction stormwater management plan for Ecko Transit, LLC
City Director of Public Works & Utilities Dustin Sailor asked the Board to accept post-construction stormwater management plan for Ecko Transit, LLC as it has been found to meet the requirements of City Ordinance 4329. Sailor said the developer of Ecko Transit, LLC, affecting one (1) or more acres of land and located at 1810 Reliance Road, has submitted a sufficient post-construction plan that is compliant with Ordinance 4329, "Uniform Requirements for Post-Construction Stormwater Management."
Landis/Nichols moved to accept post-construction stormwater management plan for Ecko Transit, LLC as it has been found to meet the requirements of City Ordinance 4329. Motion passed 3-0.

With the Stormwater Board agenda item completed, Mayor Stutsman closed the Stormwater Board meeting at 2:31 p.m. and resumed the Board of Works & Safety meeting.

Privilege of the Floor (opportunity for public comment for matters not on the agenda):

Mayor Stutsman opened Privilege of the Floor at 2:31 p.m.

There were no public comments, so Mayor Stutsman closed Privilege of the Floor at 2:31 p.m.

As all matters before the Board of Public Works & Safety were concluded, Mayor Stutsman/Board member Landis moved to approve Civil City and Utility claims and adjourn the meeting. Motion passed 5-0.

Mayor Stutsman adjourned the meeting at 2:32 p.m.

APPROVED

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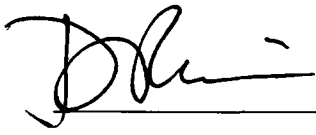
Jeremy Stutsman, Chair

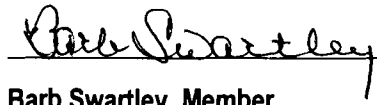
A handwritten signature in black ink, appearing to read "Michael A. Landis", is written over a horizontal line.

Michael Landis, Member

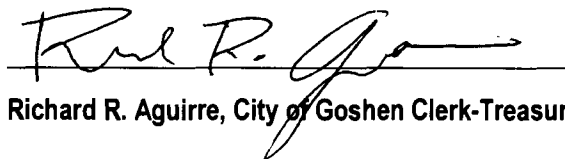



Mary Nichols, Member


DeWayne Riouse, Member


Barb Swartley, Member

ATTEST


Richard R. Aguirre, City of Goshen Clerk-Treasurer