



## BOARD OF PUBLIC WORKS & SAFETY & STORMWATER BOARD MINUTES OF THE JUNE 5, 2023 REGULAR MEETING

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

**Present:** Mayor Jeremy Stutsman, Mike Landis, Mary Nichols, and Barb Swartley

**Absent:** none

**CALL TO ORDER:** Mayor Jeremy Stutsman Called the meeting to order at 2:00 p.m.

**REVIEW/APPROVE MINUTES:** Mayor Stutsman presented the minutes of the May 24, 2023 Regular Meeting. Board Member Mary Nichols moved to accept the minutes as presented and the motion was seconded by Board Member Barb Swartley. Motion passed 4-0.

**REVIEW/APPROVE AGENDA:** Mayor Stutsman presented the meeting agenda. Board member Nichols moved to approve the agenda as submitted. Board member Swartley seconded the motion. Motion passed 4-0.

**1) Open bids: Up to seven 2024 Police Pursuit SUV(s) (bids due 1:45 p.m., June 5, 2023)**

The Deputy Clerk-Treasurer and Fleet Manager both acknowledged that they received no bids. The Mayor concluded the topic and requested to move to the next agenda item.

**2) Edgar Saucedo request: Approve a 42-foot driveway at 612 Mercer Avenue**

City Assistant Planning & Zoning Administrator Rossa Deegan said he had discussed the issue with Mr. Saucedo after the prior week when the agenda item was tabled by the Board. Deegan was unable to contact Saucedo the morning of the meeting, but said that he likely had a job that was keeping from attending the meeting. Mayor Stutsman reviewed the request, commenting that the driveway is really parking for four cars, while most other properties in the area have unprepared ground or dirt used for the same purpose. Board Member Landis said that he recalls from the prior meeting the City Engineering Department suggested 36 feet instead of 42 which would park three cars. Director of Public Works Dustin Sailor said that the driveway would be 1/3 and 2/3 in the right-of-way and on the property respectively, meaning any utilities would be running directly under the driveway. Sailor said that the Engineering Department would make a note of the issue while the Mayor explained that any driveway replacement due to utility work would be at the expense of the property owner.

Nichols/Swartley moved to approve Edgar Saucedo's variance request to extend the concrete portion of his driveway by 18 feet, which would total 42 feet, with any removal and replacement expense being the responsibility of the owner. Motion passed 4-0.

**3) Community-Pro Education request: Street closures, street barriers and other City services for the Hispanic Heritage Month celebration, 1 p.m.-11 p.m., on Sept. 16, 2023**

City Councilor Gilberto Pérez said that the Board of Works had approved street closures in the past years for the National Hispanic Heritage Month celebration, and pointed out a map outlining the closures. The first year had 4,000 to 5,000 attending and closer to 9,000 in 2022, which felt packed. Councilor Pérez requested the same space in past years, but asked if they might be able to extend the event further out from the current request.

The Mayor recommended that Councilor Pérez meet with property owners to ask about expanding the event but request the current space right now. Niomi Lara, vendor coordinator for Community Pro-Education, said that the event gets packed for vendors and presented a few options for downtown closures that would still make downtown businesses accessible through the morning of the event.





Board member Landis said that since the event is in September, the requestors has time to get permission from downtown businesses and can bring a "clean" request to the Board at a later date. Councilor Pérez said he is glad to hear the Board likes the plan but will return with a revised plan at a later date.

**Mayor Stutsman moved to table the request until the petitioner returns with a revised plan. Board member Swartley seconded. Motion passed 4-0.**

**4) St. John the Evangelist Catholic Church request: The limited closure of South Main Street, Douglas Street, Third Street and Monroe Street for the annual Corpus Christi Procession on Sunday, June 11, 2023 from noon to 2 p.m.**

**Jonathan Evangelista, the Pastoral Associate at St. John's**, presented the requested street closures, but said that after discussions with a few City departments, it appears the City is hesitant to close State Road 15 for the event. Evangelista expects about 300 parishioners to attend the event, starting about 12 p.m. after the 11 a.m. service. The proposed route would begin at the front of the church, then travel right onto Monroe Street, left onto 3<sup>rd</sup> Street, left onto Purl Street, right onto Emerson Street, right onto Douglas Street, right onto 3<sup>rd</sup> Street and back to the St. John's campus. Evangelista requested police officers stop traffic instead of closing streets. In the past, the congregants remained on sidewalks, but due to the high number of participants, the procession will not fit on sidewalks.

**Mayor Stutsman** suggested that Fidler Pond or the Millrace Trail might be another option so as not to overcommit police officers, barricades, and overtime pay. **Board member Landis** suggested River Race Drive for the event, which unfortunately defeats the purpose of processing through neighborhoods. The Mayor said that the City is unable to close the State Road 15 intersections because it is a State-controlled road. **Assistant Police Chief Shawn Turner** noted that he could assign secondary-appointed officers for the event, but it is not very feasible for such a short event. **City Street Commissioner David Gibbs** said he could set out the barricades if the petitioners would be responsible for setting them up.

**Nichols/Swartley moved to approve closing of South 3<sup>rd</sup> Street from Monroe to Douglas for the St. John's Catholic Church procession on Sunday June 11 from 12pm to 1:30pm. Motion passed 4-0.**

**5) RESToR Church request: Partial closure of Fifth Street, from Madison Street to the first alley to the south, on Sunday, July 23, 2023 for the annual Fair Floats and Food Trucks event**

**Gene Troyer, a pastor from RESToR Church**, requested to use the east-side parallel parking portion of 5<sup>th</sup> Street, between Madison Street and the first alley, for food trucks during the fair parade. Two-way traffic would still be open on 5<sup>th</sup> street during the event and food trucks would likely be gone after the parade was completed.

Due to all of the City's traffic cones being used during the parade, **Mayor Stutsman** suggested just granting the petitioner the ability to close off the parking spots for their use on the day of the event. **Pastor Troyer** will get cones to block off the spaces and expects trucks to arrive the morning of the event at 9 a.m.

**Nichols/Swartley moved to approve the use of the parallel parking spaces in front of RESToR Church, from Madison Street south to the first alley, on Sunday, July 23 from 9 a.m. to 3 p.m. Motion passed 4-0.**

**6) Legal Department: Approve and authorize Mayor Stutsman to execute the agreement with Emergency Radio Services, Inc. for the service maintenance program of Goshen Fire Department's mobile and portable radios at an annual cost of \$2,871.43**

**Brandy Toms, a paralegal with the City Legal Department**, presented an agreement with Emergency Radio Services, Inc. for the service maintenance program of Goshen Fire Department's mobile and portable radios at an annual cost of \$2,871.43. Board members had no questions.





Nichols/Swartley moved to approve and authorize Mayor Stutsman to execute the agreement with Emergency Radio Services, Inc. for the service maintenance program of Goshen Fire Department's mobile and portable radios beginning the date of execution of this agreement through and including February 28, 2026 at an annual cost of \$2,871.43. Motion passed 4-0.

7) Legal Department: Approve and authorize Mayor Stutsman to execute the agreement with Baker Tilly US, LLP for financial advisory and accounting services, Jan. 1, 2023 through Dec. 31, 2024, at a cost not to exceed \$69,000 for Civil City and \$24,000 for Utilities

Brandy Toms, a paralegal with the City Legal Department, presented a proposed agreement with Baker Tilly US, LLP. Board members had no questions.

Nichols/Swartley moved to approve and authorize Mayor Stutsman to execute the agreement with Baker Tilly US, LLP for financial advisory and accounting services for January 1, 2023 through the period ending Dec. 31, 2024, at a cost not to exceed \$69,600 for Civil City and \$24,000 for Utilities unless otherwise requested by the City. Motion passed 4-0.

8) Legal Department: Accept the easements at 1006 S. Indiana Avenue for Goshen City water and sewer utility purposes from Greenwood Rental Properties, LLC, and authorize the Mayor to execute the acceptance pages on behalf of the City of Goshen

Gloria Hernandez from the City's Legal Department presented easement acceptances from Greenwood Rental Properties, LLC. Board members had no questions.

Nichols/Swartley moved to accept the easements for Goshen City water utility purposes and Goshen City sewer utility purposes from Greenwood Rental Properties, LLC, and authorize the Mayor to execute the acceptance pages on behalf of the City of Goshen. Motion passed 4-0.

9) Engineering Department: Approve contract Amendment No. 1 for the "Linear Asset Management and Capital Planning for City of Goshen Water and Wastewater" and for the "Permitting and Land Management System" for a total amended value of \$12,918.48

City Director of Public Works & Utilities Dustin Sailor presented an agreement amendment with ARCADIS, noting that there is still money remaining in the contract. With a GIS coordinator and asset manager on staff, Sailor requested to use this funding for training and evaluate changes in the GIS. There were no Board questions.

Nichols/Swartley moved to approve contract amendment No. 1 for the "Linear Asset Management and Capital Planning" for City Water and Wastewater and for the "Permitting and Land Management System" for a total amended value of \$12,918.48 and to authorize the Mayor to sign the amendments. Motion passed 4-0.

10) Engineering Department: Approve lane restrictions on Indiana Avenue of the northbound and southbound lanes of Indiana Avenue apartments, June 7-June 9, 2023

City Director of Public Works & Utilities Dustin Sailor requested lane restrictions on Indiana Avenue i to reset valves and castings within the Indiana Avenue Apartments project. There were no Board questions.

Nichols/Swartley moved to approve the lane restrictions on Indiana Avenue of the north and southbound turn lanes of the Indiana Avenue apartments from June 7, 2023, until June 9, 2023. Motion passed 4-0.

Privilege of the Floor (opportunity for public comment for matters not on the agenda): Mayor Stutsman opened Privilege of the Floor at 2:41 p.m. There was no comments from the public.





At 2:41 p.m., Mayor Stutsman temporarily closed the Board of Works & Safety meeting and convened the City of Goshen Stormwater Board to consider Stormwater agenda items.

## **CITY OF GOSHEN STORMWATER BOARD MINUTES OF THE JUNE 5, 2023 REGULAR MEETING**

*Convened at 2:41 p.m. at the Goshen Police & Court Building, 111 East Jefferson Street, Goshen, Indiana*

**Members Present:** Mayor Stutsman, Mike Landis and Mary Nichols

**Members Absent:** none

### **11) Approve Resolution 2023-17, Interlocal Agreement with City of Elkhart for Stormwater Education Programs**

**Brandy Toms, a paralegal with the City Legal Department,** presented the Interlocal Agreement with the City of Elkhart, asking the Board to renew the agreement from 2023 through 2025, paying Elkhart up to \$22,500 for three years. The **Mayor** said that this program works with Goshen City Schools and has been present in the past few First Friday events.

**Nichols/Landis moved to approve renewal of the interlocal agreement with the City of Elkhart for Stormwater Education programs for 2023 through 2025 for \$22,500 over the three years. Motion passed 3-0.**

### **12) Accept the post-construction stormwater management plan for Bethany Christian Schools East Athletic Complex**

**City Stormwater Coordinator Jason Kauffman** presented a post-construction plan approval for Bethany Christian Schools. Board members had no questions.

**Nichols/Landis moved to accept the post-construction stormwater management plan for Bethany Christian Schools East Athletic Complex as it has been found to meet the requirements of City Ordinance 4329. Motion passed 3-0.**

### **13) Accept the post-construction stormwater management plan for Horizons of Hope, Inc. Building #2**

**City Stormwater Coordinator Jason Kauffman** presented a post-construction plan approval for Horizons of Hope, Inc. Board members had no questions.

**Nichols/Landis moved to accept the post-construction stormwater management plan for Horizons of Hope as it has been found to meet the requirements of City Ordinance 4329. Motion passed 3-0.**

### **14) Accept the post-construction stormwater management plan for Kropf TV Transport Facility**

**City Stormwater Coordinator Jason Kauffman** presented a post-construction plan approval for Kropf RV Transport Facility. Board members had no questions.

**Nichols/Landis moved to accept the post-construction stormwater management plan for Kropf RV Transport Facility as it has been found to meet the requirements of City Ordinance 4329. Motion passed 3-0.**

### **15) Accept the post-construction stormwater management plan for Whispering Pines Court Phases 2 and 3**

**City Stormwater Coordinator Jason Kauffman** presented a post-construction plan approval for Whispering Pines Court Phases Two and Three. Board members had no questions.

**Nichols/Landis moved to accept the post-construction stormwater management plan for Whispering Pines Court Phases 2 and 3 as it was found to meet the requirements of City Ordinance 4329. Motion passed 3-0.**



Mayor Stutsman adjourned the City of Goshen Stormwater Board and reconvened the Board of Works & Public Safety meeting at 2:47 p.m.

**Approval of Civil City and Utility Claims**

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 4-0.

**Adjournment**

Mayor Stutsman adjourned the Board of Works meeting at 2:48 p.m.

**APPROVED:**

A blue ink signature of Mayor Jeremy P. Stutsman, written in a cursive style.

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Mayor Jeremy P. Stutsman

A black ink signature of Mike Landis, written in a cursive style.

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Mike Landis, Member

A black ink signature of Mary Nichols, written in a cursive style.

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Mary Nichols, Member

A black ink signature of Barb Swartley, written in a cursive style.

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Barb Swartley, Member

**ATTEST:**

A black ink signature of Richard R. Aguirre, written in a cursive style.

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Richard R. Aguirre, City of Goshen Clerk-Treasurer