



## **MINUTES of July 20, 2020 Regular Meeting**

### **Board of Public Works & Safety and Stormwater Board**

Held 2:00 p.m. Goshen Police & Court Building, 111 East Jefferson Street, Goshen, Indiana

Present: Chair Jeremy Stutsman, Member Mary Nichols, Member Mike Landis

Absent: None

Minutes of June 1, 2020 were presented.

**Nichols/Landis moved to approve the minutes as presented. Passed 3-0**

Mayor requested to add Item #15 (Rock Run Creek Improvements) and add Item #16 (Request for Sewer Relief for Spring Brook Association, 2321 College Avenue).

**Nichols/Landis moved to approve the agenda as amended. Passed 3-0**

#### Promotion of Zachary J. Bechtel from Probationary Patrol Officer to Patrol Officer

Chief of Police Jose' Miller presented the packet memo.

**Nichols/Landis moved to approve the promotion of Zachary J. Bechtel from Probationary Patrol Officer to Patrol Officer effective July 22, 2020. Passed 3-0**

#### Award of Surplus Property

Legal Contracts and Claims Manager Keitha Windsor presented the packet memo.

**Nichols/Landis moved to award the sale of the surplus property listed to each of the individuals listed as the highest responsive bidders and give permission for the Mayor to sign the Bill of Sales. Passed 3-0**

#### Request for Reduced Fee for City Trash Trailer

Mayor Stutsman presented the packet memo.

**Nichols/Landis moved to approve a one-time reduction fee for city trash trailer fee to the West Goshen Neighborhood Association. Passed 3-0**



Placement of Front-load Trash Container Request: 300 S. 21<sup>st</sup> St.

Martin Martinez Rojas presented his request to have a Front-load Trash Container at his property.

**Stutsman/Nichols moved to table this request until the July 27, 2020 meeting. Passed 3-0**

Sidewalk and Parking Space Closure, 113 West Washington Street Request

Karen Wellington presented her request to close the sidewalk and parking spaces in front of 113 West Washington Street from August 3 to August 5, 2020, weather permitting.

**Nichols/Landis moved to approve the temporary closure of the sidewalk and parking spaces at 113 West Washington Street starting August 3, for three days, weather permitting. Passed 3-0**

Closure of South 12<sup>th</sup> Street between College Avenue and Mervin Street

Water Department Superintendent Kent Holdren presented the packet memo.

**Nichols/Landis moved to approve the Closure of South 12<sup>th</sup> Street between College Avenue and Mervin Street on Tuesday July 21, 2020 and reopen to traffic on Friday July 25, 2020. Passed 3-0**

Request for Deaf Child Sign – 907 Zollinger Road. JN: Streets by Name - Zollinger

Director of Public Works Dustin Sailor presented the packet memo.

**Nichols/Landis moved to approve the installation of the deaf child warning sign along Zollinger Road which is valid until the end of the calendar year. Passed 3-0**

Request for Signs – 1112 Berkey Avenue JN: Streets by Name – Berkey

Sailor presented the packet memo.

**Nichols/Landis moved to approve the installation of the deaf child warning signs along Berkey Avenue but deny the request for the “children at play” and the speed limit signs. Passed 3-0**



Request for Stop Sign on Kay Parkway JN: Subdivisions – Clover Trails

Sailor presented the packet memo.

**Nichols/Landis moved to approve the installation of a stop sign on Hay Parkway at the intersection with Park Meadows Drive. Passed 3-0**

Bridge Inspections in 2020 and 2022 JN: 2020-0015

Sailor presented the packet memo.

**Nichols/Landis moved to approve and award DLZ Indiana, LLC with the amount of \$20,970.00 for bridge inspections in 2020 and 2022 for the Engineering Department. Passed 3-0**

Agreement with Baker Tilly for Utility Cost of Service Study, Rate Analysis, COVID-19 Impact

Windsor presented the packet memo.

**Nichols/Landis moved to enter into an agreement with Baker Tilly to provide a Cost of Service Study and a COVID-19 Impact Analysis for the City's Water Utility at a cost not to exceed \$52,500.00 with the Cost of Service Study to be completed by February 1, 2021 and the COVID-19 Impact Analysis completed within six months from receipt of a notice to proceed. Passed 3-0**

Agreement with OJS Building Services for Air Conditioner Replacement

Windsor presented the packet memo.

**Nichols/Landis moved to enter into an agreement with OJS Building Services, Inc. to replace and relocate the three air conditioners at the Utilities Billing Office, 203 South 5<sup>th</sup> Street at a cost of \$26,510.00 with work to be completed within 10 business days from receipt of a notice to proceed. Passed 3-0**

Access Agreement with NIPSCO for Sewer System Televising

Windsor presented the packet memo.

Landis asked if NIPSCO notifies the City when they are doing maintenance. Holdren responded that NIPSCO provides a quarterly maintenance schedule and will notify when maintenance will occur.



**Nichols/Landis moved to approve the Mayor entering into an Access Agreement with NIPSCO to permit NIPSCO's access to televise the City's sanitary storm or combined sewer system for a period of 10 years. Passed 3-0**

Acceptance of Easement from River Art, LLC

Legal Compliance Administrator Shannon Marks presented the packet memo.

**Nichols/Landis moved to accept the easement from River Art, LLC and authorize the Mayor to execute the acceptance page. Passed 3-0**

Resolution 2020-22: Local Roads and Bridges Matching Grant Agreement with InDOT for Reconstruction of 16<sup>th</sup> Street, Douglas Street and Reynolds Street

Marks presented the packet memo.

**Nichols/Landis moved to authorize the Mayor to execute Resolution 2020-22; approve the terms and conditions of local roads and bridge matching grant agreement with InDOT for up to \$535,130.00 for the reconstruction of 16<sup>th</sup> Street, Douglas Street and Reynolds Street, east of Lincolnway East. Passed 3-0**

Resolution 2020-23: Ratify Submission of City Claim in Bankruptcy Field by Purdue Pharma, L.P.

City Attorney Bodie Stegelmann presented the packet memo.

**Nichols/Landis moved to ratify the submission of the bankruptcy claim on behalf of the City by City Attorney Bodie Stegelmann. Passed 3-0**

Rock Run Creek Improvements

Sailor presented the request on behalf of Selge Construction for a road closure.

**Nichols/Landis moved to approve the North Main Street road closure from north of the bridge to the corner before it turns into Middlebury Street from July 27, 2020 thru July 29, 2020. Passed 3-0**

Request for Sewer Relief for Spring Brook Association, 2321 College Avenue

Holdren presented the request on behalf of the Spring Brook Association for sewer relief due to a leak.

Utilities Billing and Officer Manager Kelly Saenz stated the leak is estimated to have started in March of 2020.



Nichols/Landis moved to approve the sewer relief request for Spring Brook Association at 2321 College Avenue for the credit amount of \$18,351.83. Passed 3-0

Privilege of the Floor

No one spoke.

Stutsman/Nichols moved to approve Civil City and Utility claims and adjourn. Passed 3-0

Adjournment at 3:58 p.m.

APPROVED

(ABSENT) RS

Jeremy Stutsman, Chair

Michael A Landis

Michael Landis, Member

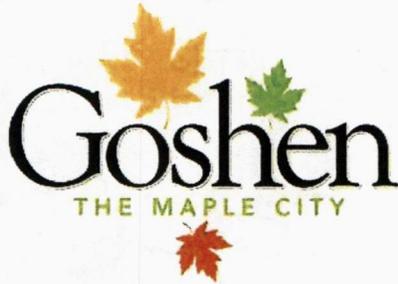
Mary Nichols

Mary Nichols, Member

ATTEST

Adam Scharf

Adam Scharf, Clerk-Treasurer



**Engineering Department  
CITY OF GOSHEN**

204 East Jefferson Street, Suite 1 • Goshen, IN 46528-3405

Phone (574) 534-2201 • Fax (574) 533-8626 • TDD (574) 534-3185  
engineering@goshencity.com • www.goshenindiana.org

## MEMORANDUM

TO: Board of Works Public and Safety

FROM: Engineering

RE: **ROCK RUN CREEK IMPROVEMENTS  
(JN: 2019-0025)**

DATE: July 20, 2020

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Selge Construction has requested a road closure for the work they will be performing for the Rock Run Creek improvements. Selge Construction has proposed closing North Main Street from north of the bridge by Indiana Paint & Collision to the corner before it turns into Middlebury Street. Selge Construction will maintain open access for Meadowlark Cars and Indiana Paint & Collision. The closure will be from July 27, 2020 thru July 29, 2020. See attached traffic control plan.

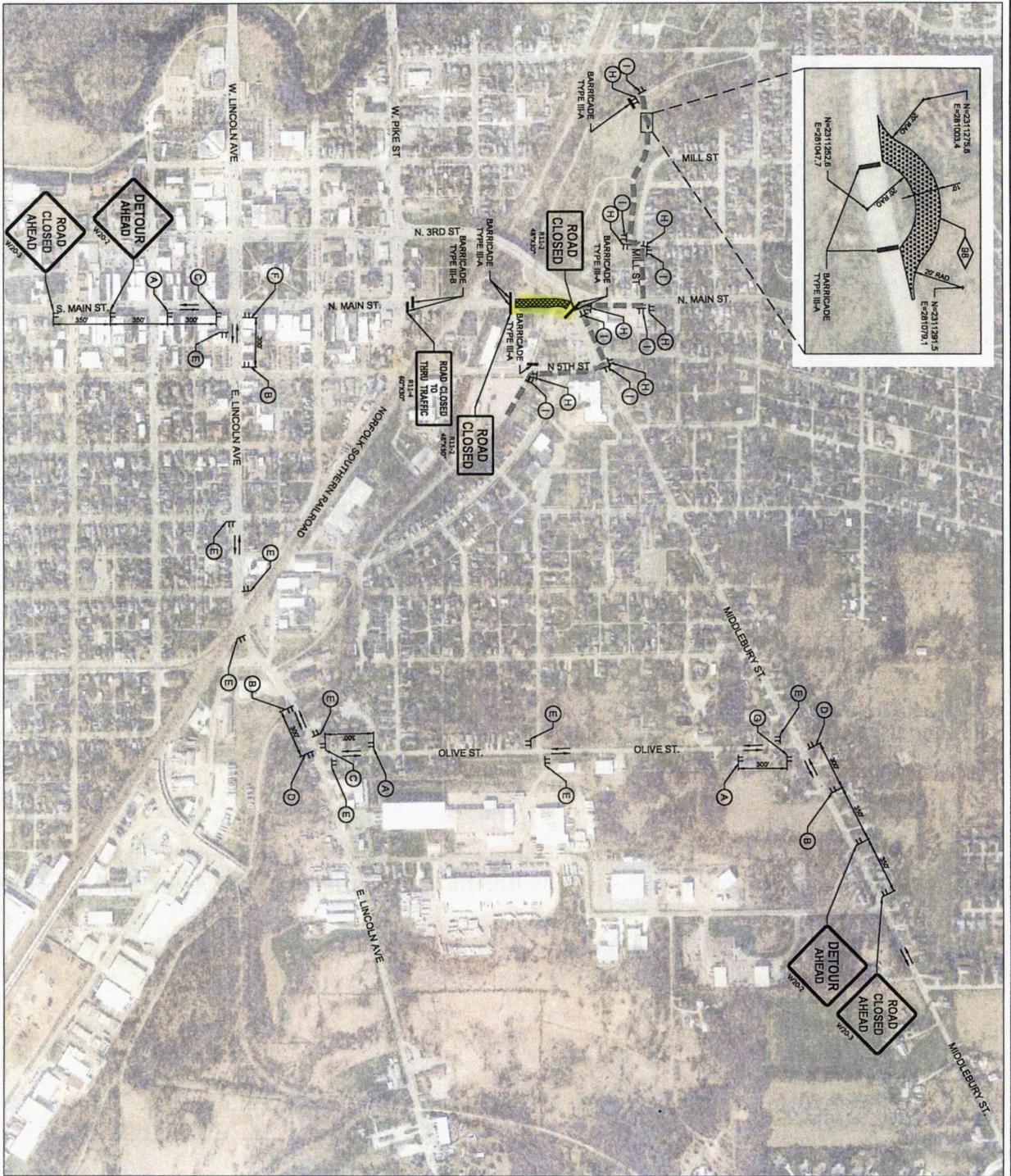
**Requested motion: Move to approve the North Main Street road closure from north of the bridge to the corner before it turns into Middlebury Street from July 27, 2020 thru July 29, 2020.**

**City of Goshen  
Board of Works & Safety**

\_\_\_\_\_  
Jeremy Stutsman, Mayor

\_\_\_\_\_  
Mike Landis, Board Member

\_\_\_\_\_  
Mary Nichols, Board Member



- GENERAL NOTES:**
1. THE CITY OF GOSHEN SHALL BE NOTIFIED IN WRITING A MINIMUM OF 14 DAYS PRIOR TO THE ROAD CLOSURE AND INTO EFFECT.
  2. ALL DETOUR ROUTES SHALL BE IN ACCORDANCE WITH THE INDIANA MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.
  3. ALL EXISTING SIGNALS THAT DOES NOT APPLY OR AFFECT SHALL BE COMPLETELY COVERED BY THE CONTRACTOR.
- PLAN NOTES:**
- 86. CONSTRUCT DRAINAGE TRENCH TEMPORARY BYPASS FROM THE SIGNAL AREA.



Revision Number	Revision Description	Drawn By	Checked By	Date
1		JCH		
2		MAB		
3		PNE		
4		PNE		
5		PNE		
6		PNE		
7		PNE		
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**DONOHUE**

100-TC-1

**CITY OF GOSHEN**  
**ROCK RUN SEWER IMPROVEMENTS**  
**PROJECT C**  
**GOSHEN, INDIANA**

**TEMPORARY PEDESTRIAN AND VEHICULAR**  
**DETOUR ROUTE PLAN**

Project No. 13603C  
 1/16/20



**Kent Holdren, Superintendent**  
**WATER UTILITY, CITY OF GOSHEN**  
308 North Fifth Street • Goshen, IN 46528-2802

Phone (574) 534-5306 • Fax (574) 534-4281 • TDD (574) 534-3185  
kentholdren@goshencity.com • www.goshenindiana.org

7/20/2020

To the Board of Works and Public Safety and Storm Water.

Re; Request for Sewer relief for Spring Brook Association, 2321 College Ave

On June 5<sup>th</sup>, 2020 The Goshen Water and Sewer Department was called to investigate a leak coming from the meter pit at Spring Brook. We were able to isolate the water leak and reroute it thru the fire protection meter. After pumping out the meter pit we were able to determine that the water did not enter the sewer. Therefore, the Sewer Department does recommend granting the request for credit.

If the Board of Works decides to grant relief for the sewer portion of Spring Brook Association's bill, the Utility Department has calculated the amount for relief as follows.

Customer Billed: \$25,048.26  
Summer Sewer Break: \$6,696.43  
Credit Should Be: \$ 18,351.83

Sincerely



Kent Holdren  
Superintendent  
Goshen Water Department

Account Number - 292-2590-00 SPRING BROOKE ASSOCIATION Service Address: 2321 COLLEGE AVE

Service: 100 105 W-USAGE 2" METER Meter: 03435936

Month	Date	Read		Total	Demand		Reading		Occupant
		Previous	Current	Consumption	Read	Consumption	Flag	Source	
Year : 2020 Total 6									
Jun	05/26/2020	2479	6240	376100			Regular	Manual Read	00
May	04/23/2020	1816	2479	66300			Estimated	Manual Read	00
Apr	03/24/2020	1147	1816	66900			Estimated	Manual Read	00
Mar	03/02/2020	460	1147	68700			Regular	Hand Held	00
Feb	02/02/2020	9809	460	65100			Regular	Hand Held	00
Jan	01/02/2020	9121	9809	68800			Regular	Hand Held	00
Year : 2019 Total 12									
Dec	12/02/2019	8390	9121	73100			Regular	Hand Held	00
Nov	10/30/2019	7686	8390	70400			Regular	Hand Held	00
Oct	09/30/2019	7003	7686	68300			Regular	Hand Held	00
Sep	08/31/2019	6290	7003	71300			Regular	Hand Held	00
Aug	08/01/2019	5499	6290	79100			Regular	Hand Held	00
Jul	07/01/2019	4778	5499	72100			Regular	Hand Held	00
Jun	06/01/2019	4080	4778	69800			Regular	Hand Held	00
May	05/01/2019	3446	4080	63400			Regular	Hand Held	00
Apr	04/01/2019	2777	3446	66900			Regular	Hand Held	00
Mar	03/01/2019	2142	2777	63500			Regular	Hand Held	00
Feb	01/29/2019	1445	2142	69700			Estimated	Meter Reading Input	00
Jan	01/01/2019	738	1445	70700			Regular	Hand Held	00
Year : 2018 Total 7									
Dec	12/01/2018	66	738	67200			Regular	Hand Held	00
Nov	11/01/2018	9367	66	69900			Regular	Hand Held	00
Oct	10/01/2018	8649	9367	71800			Regular	Hand Held	00
Sep	09/01/2018	7878	8649	77100			Regular	Hand Held	00
Aug	08/01/2018	7006	7878	87200			Regular	Hand Held	00
Jul	07/01/2018	6174	7006	83200			Regular	Hand Held	00
Jun	06/01/2018	5341	6174	83300			Regular	Hand Held	00
				Avg 83596					

*summer  
sewer  
calculations*

Transaction File Maintenance - (Drill Down)



File Edit Options Help



Account Number 292-2590-00 SPRING BROOKE ASSOCIATION

Transaction # 560.0

Transaction Bill-Recap Bill-Meter Bill-Non-Meter

Serv/Tbl 100 105

Description W-USAGE 2" METER

Status On

Meter

Number	03435936
Scale	100.000
Dials	4

Charges

Net	5,714.88
Tax	400.04
Fuel Adj.	0.00

Readings

Previous	<del>2479</del>
Current	<del>6240</del>
Note	

Consumption

Meter	376100
Service	376100

Transaction File Maintenance - (Drill Down)



File Edit Options Help



Account Number    
 Transaction #

Transaction  Bill-Recap  Bill-Meter  Bill-Non-Meter

Type  ▾

Revenue Code

Date

Description

G/L Posting Date

Receipt #

Reference

Balance Forward

Amount

Adjustment Code

Packet

R/C	Description	Amount	*
100	WATER USAGE CHARGE	5,714.88	✓ WATER
210	SEWER USAGE CHARGE	25,048.26	✓ - SEWER
400	HYDRANTS	292.40	
801	WHYD-7% SALES TAX	20.47	
802	WFP-7% SALES TAX	400.04	

Unapplied  Total

Exit

Inquiry kellysaenz

# 03/01/2020 - 03/02/2020

**Device Number:** 03435936  
**Account Number:** 292-2590-00  
**Radio Number:** 15839800  
**Customer Name:** SPRING BROOKE ASSOCIATION  
**Processed Date/Time:** Jun 30, 2020 1:46:09 AM  
**Uploaded Date/Time:** Jun 29, 2020 9:06:46 PM  
**Location:** 2321 College Ave Goshen City IN 46528

*Stopped  
11/11/20*

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DeliveredCF	03/02/20 13:00:00	100	748.052	Raw			GOSH-IntervalReport.20200302141955.csv;686	Interval
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# 06/04/2020 - 06/05/2020

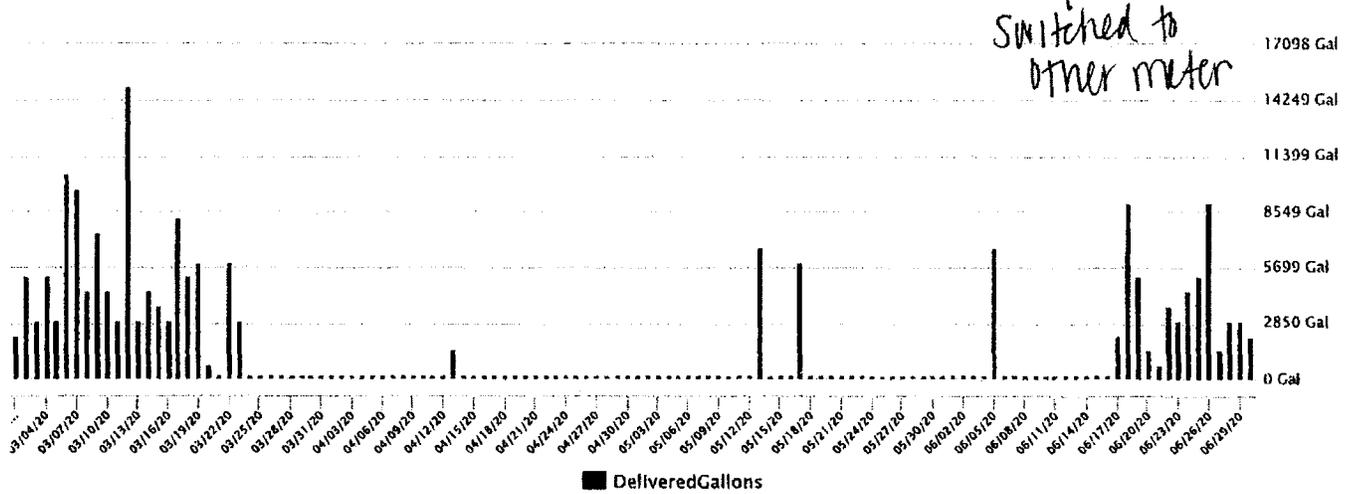
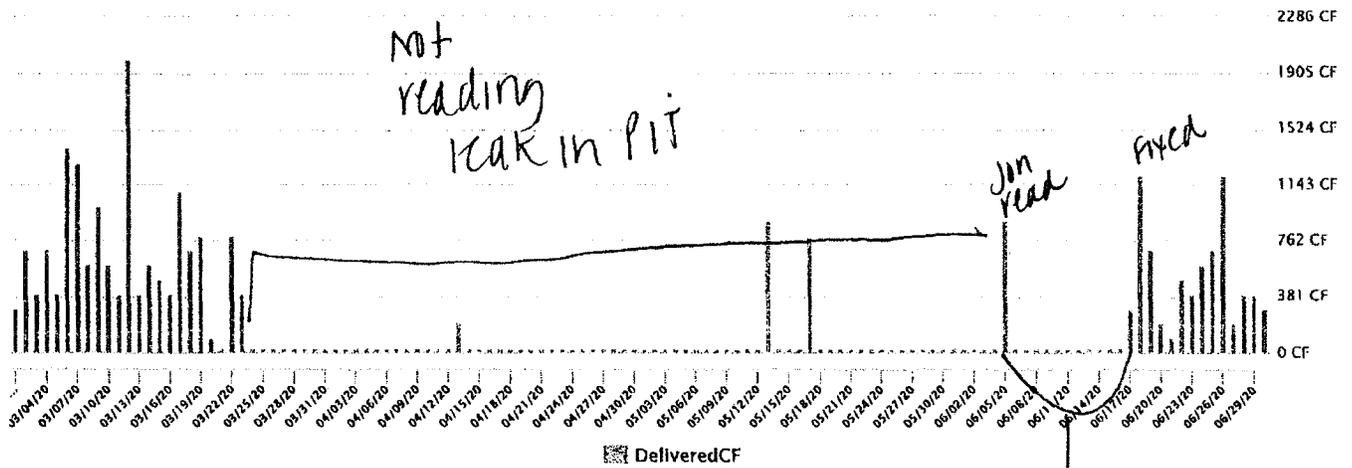
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DeliveredCF	06/05/20 21:00:00	0	0	Raw			GOSH- IntervalReport.20200606031856.csv;338	Interval
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DeliveredCF	06/05/20 18:00:00	624500		Raw			GOSH- ReadReport.20200605191800.csv;145	Reads
DeliveredCF	06/05/20 18:00:00	100	748.052	Raw			GOSH- IntervalReport.20200605191854.csv;293	Interval
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DeliveredCF	06/05/20 16:00:00	400	2992.208	Raw			GOSH- IntervalReport.20200605191854.csv;293	Interval
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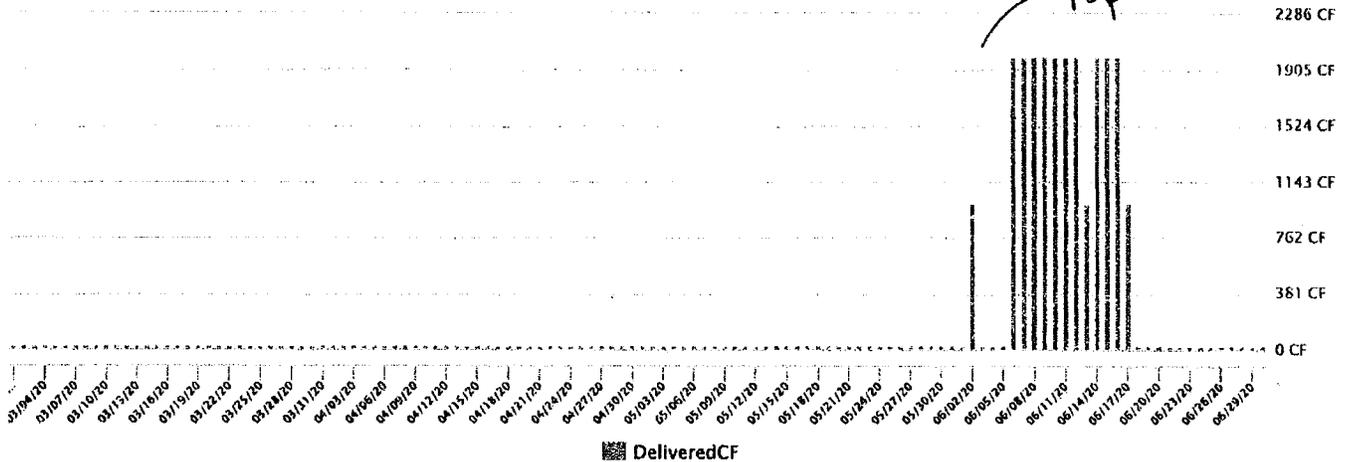
# 03/01/2020 - 06/30/2020

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Uploaded Date/Time: Jun 29, 2020 9:06:46 PM  
Location: 2321 College Ave Goshen City IN 46528



# 03/01/2020 - 06/30/2020

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Location: 2321 College Ave Goshen City IN 46528



*while being repaired*

