

BOARD OF PUBLIC WORKS & SAFETY & STORMWATER BOARD

MINUTES OF THE NOV. 15, 2021 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 & Barb Swartley

Absent: None

Call to Order: Mayor Jeremy Stutsman called the meeting to order at 2 p.m.

Review/approval of Minutes: The minutes of the Nov. 8, 2021 meeting of the Board of Works & Safety & Stormwater Board were presented. **Board member DeWayne Riouse moved to approve the minutes as presented and the motion was seconded by Board member Mary Nichols. Motion passed 5-0.**

Review/approval of Agenda: Mayor Stutsman presented the Board agenda with one addition – new agenda item #9, a request from the City Engineering Department that the Board authorize the advertisement of bids for the 2022 Bituminous and Concrete Paving Work. **Riouse moved to approve the agenda as suggested, with the added item. Nichols seconded the motion. Motion passed 5-0.**

1) Acceptance of plat: Shoup-Parsons/Rappatta Minor Subdivision (Rhonda L. Yoder)

Rhonda L. Yoder, City Planning & Zoning Administrator, asked the Board to accept the plat with easements for the Shoup-Parsons/Rappatta Minor Subdivision. Yoder said the Plan Commission, at its Aug. 17, 2021 meeting, granted approval for the two-lot minor residential subdivision. The subject property is an unplatted tax parcel, approximately 0.333 acre (\pm 14,513 SF), zoned Residential R-1, that contains two single-family homes. The owner is requesting the subdivision in order to create a lot for each house, so that each house may be sold individually. Public infrastructure (street, water, sewer) and subdivision drainage is existing. Yoder said the subdivision was granted a variance by the Board of Zoning Appeals on Sept. 28, 2021, to address four R-1 District deficiencies. Right of way is existing, but a new roadway and utility easement is being established along the entire Mayflower Place frontage to address existing roadway and utility encroachments. Yoder said the easement is in lieu of right of way, as there was no space to dedicate additional right of way since all of the development is existing and the existing right of way is narrow. The subdivision meets Zoning and Subdivision Ordinance requirements.

Riouse/Nichols moved to accept the plat with easements for the Shoup-Parsons/Rappatta Minor Subdivision. Motion passed 5-0.

2) Permission to solicit bids for new Parks Department maintenance facility (Becky Hutsell)

Becky Hutsell, the City Redevelopment Project Manager, asked the Board to grant permission to solicit bids for the construction of a new Parks Department Maintenance Facility at 610 East Plymouth Ave. The City has contracted with Abonmarche Consultants to design a maintenance facility at the city-owned property. Hutsell said the design has been coordinated with City staff over the past 10 months and construction drawings are nearly complete.



The project will be funded with a combination of TIF funding from the Redevelopment Commission as well as Civil City funds. The engineer's estimate for the project is roughly \$2 million and it is anticipated that construction will begin in the spring. **Mayor Stutsman** said discussions for the facility have taken place for eight to ten years. **Riouse/Nichols moved to grant permission to solicit bids for the construction of a new Parks Department Maintenance Facility at 610 East Plymouth Ave. Motion passed 5-0.**

3) Agreement with Troyer Group for Indiana Avenue reconstruction (Josh Corwin)

Josh Corwin, City Civil Traffic Engineer, asked the Board to approve the agreement with Troyer Group for Professional Services for the Indiana Avenue Reconstruction (Project No. 2021-0023) in the amount of \$201,278. He said the Engineering Department has identified the portion of Indiana Avenue, between Pike Street and Chicago Avenue, as a high priority for reconstruction due to poor road conditions and deteriorating utilities along the corridor. Indiana Avenue has also been identified has a location for a north-south connector in the Bicycle Master Plan. The proposed project will update the aging infrastructure and add a multi-use path along the corridor. Corwin said with the proposed improvements, the Engineering Department has identified this project as a good candidate for future Community Crossing Matching Grant funding opportunities. It is the intent to have all design and bidding documents prepared and ready, so that the City will then submit this project for a grant application at the next opportunity. Engineering has been working with Troyer Group to look at the improvements for this corridor and requests approval of the agreement in the amount of \$201,278 for survey, geotechnical investigation, and design-related services.

Riouse/Nichols moved to approve the agreement with Troyer Group for Professional Services for the Indiana Avenue Reconstruction (Project No. 2021-0023) in the amount of \$201,278. Motion passed 5-0.

4) Permission to negotiate contract for Wilden Avenue reconstruction (Josh Corwin)

Josh Corwin, City Civil Traffic Engineer, asked the Board to proceed with contract negotiations with DLZ for Construction Inspections Services for the Wilden Avenue Reconstruction, from Rock Run Creek to Sixth Street, (Project No. 2014-0035) and to authorize Mayor Stutsman to execute the contract. The proposals were due to the Engineering Department on Oct. 15, 2021, and the City received four proposals. Proposals were evaluated by a team comprised of Mike Landis, Jason Hoffman, and Josh Corwin. DLZ was selected as the highest scoring firm.

Rouse/Nichols moved to proceed with contract negotiations with DLZ for Construction Inspections Services for the Wilden Avenue Reconstruction, from Rock Run Creek to Sixth Street, (Project No. 2014-0035) and to authorize Mayor Stutsman to execute the contract. Motion passed 5-0.

5) Agreement with Flock Group, Inc. for police video services (Bodie Stegelmann)

City Attorney Bodie Stegelmann asked the Board to approve and to authorize the Mayor Stutsman to execute an agreement with Flock Group, Inc. at an annual cost of \$20,000. He said the City of Goshen Police Department seeks to enter into an agreement with Flock Group, Inc. for the provision of law enforcement video services. The annual cost of the services is \$20,000, and the agreement is for a renewable one- year term, with options for the City to terminate the agreement at its discretion.

Riouse/Nichols moved to approve for the City and to authorize the Mayor Stutsman to execute an agreement with Flock Group, Inc., for the provision of law enforcement video services, at an annual cost of \$20,000. Motion passed 5-0.



6) Agreement with Roberts Environmental for water-related services (Brandy Henderson)

Brandy Henderson, a paralegal with the City Legal Department, asked the Board to enter into an agreement with Roberts Environmental Services, LLC to provide ground water sampling, reporting and well abandonment, at the City's North Water Plant, at a cost not to exceed \$12,400 with all services to be completed within four weeks after the closure report is approved by IDEM (weather permitting). Henderson said Roberts Environmental Services has been providing waste characterization sampling, excavation oversight, and excavation confirmation of sampling at the City's North Water Plant at 308 North 5th Street (State Cleanup ID #0000563). She said Roberts has completed quarterly sampling at the Site through the September 2020 sampling event, at which time a closure evaluation was requested from IDEM in October 2020. IDEM responded via email on Oct. 22, 2021 requesting one additional sampling event before closure.

Riouse/Nichols moved to enter into an agreement with Roberts Environmental Services, LLC to provide ground water sampling, reporting and well abandonment, at the City's North Water Plant, at a cost not to exceed \$12,400.00 with all services to be completed within four weeks after the closure report is approved by IDEM (weather permitting). Motion passed 5-0.

7) Agreement with DesignPD (Agency 360) for cloud application services (Brandy Henderson)

Brandy Henderson, a paralegal with the City Legal Department, asked the Board to approve and execute an agreement with DesignPD, LLC, doing business as Agency360, for cloud application services for Goshen Police Department training at an initial cost of \$2,197. Henderson said there will be a one-time fee of \$1,000 to set up a website customized for Goshen Police Department's use, the initial fee of \$1,197.0 for the first year of licensing and an annual fee of \$1,197 every automatic renewal year after that. In response to a question from Mayor Stutsman, **Police Chief Jose Miller** said Agency360 is a new program for field training officers and will shift the police department away from the use of printed documents in favor of a web-based system for training new employees.

Riouse/Nichols moved to approve the and execute an agreement with DesignPD, LLC, doing business as Agency360, for cloud application services for Goshen Police Department training at an initial cost of \$2,197. Motion passed 5-0.

8) Agreement with SpyGlass for technology expense management consulting (Richard Aguirre)

City Clerk-Treasurer Richard R. Aguirre asked the Board to approve and authorize the Clerk-Treasurer to execute an agreement with the Spyglass Group, LLC with the City for technology expense management consulting. Aguirre said SpyGlass works with cities, counties and school districts and libraries to recover efficiencies in technology usage. By analyzing current usage through a review of bills, SpyGlass works with vendors to recover improperly applied taxes, eliminate dormant and excessive services, and optimize plans for the City's purposes. SpyGlass will review the two most recent months of billing for the City's accounts with Frontier, Comcast, Verizon, New Paris Telephone, Choice One, Celico Partnership, United Telephone, Windstream Holdings, and Penguin Management. From the invoices the City provides, SpyGlass will present a report to the City, which will suggest potential modifications to vendor accounts. Aguirre said that since SpyGlass will have access to the City's billing records, they agree to maintain confidentiality requirements as presented in the agreement in regards to all information that they review. The City Legal Department has reviewed the agreement documents and provided recommendations on maintaining data security, which we have passed on to SpyGlass.



The attached documents include the agreement, an addendum provided by the City Legal Department, and the letter of authorization allowing SpyGlass to review City vendor records. **Mayor Stutsman** endorsed the agreement.

Riouse/Nichols moved to approve and authorize the Clerk-Treasurer to execute the SpyGlass Group, LLC agreement with the City for technology expense management consulting. Motion passed 5-0.

9) Advertisement of bids for 2022 Bituminous Paving and Concrete Paving (Josh Corwin)

Josh Corwin, City Civil Traffic Engineer, asked the Board to authorize the advertisement of bids for the City's 2022 Bituminous and Concrete Paving Work (JN: 2022-0002A & B). Sailor said the Engineering Department is preparing the Bituminous Paving and Concrete Paving projects for 2022. Sailor asked the Board's permission to advertise these projects on Nov. 19 and Nov. 26 with bids received Dec. 6.

Corwin presented the Board with a memorandum outlining this request (**EXHIBIT 1**).

Riouse/Nichols moved to authorize the advertisement of bids for the City's 2022 Bituminous and Concrete Paving Work. Motion passed 5-0.

Privilege of the Floor:

Mayor Stutsman opened Privilege of the Floor at 2:18 p.m. No one asked to speak, so the Mayor closed Privilege of the Floor.

With no further matters before the Board, Mayor Stutsman/Nichols moved to approve Civil City and Utility claims and to adjourn the meeting. Motion passed 5-0. Meeting was adjourned at 2:19 p.m.

EXHIBIT 1: Memorandum from City Director of Public Works and Utilities Dustin Sailor asking the Board to authorize the advertisement of bids for the City's 2022 Bituminous and Concrete Paving Work (JN: 2022-0002A & B).

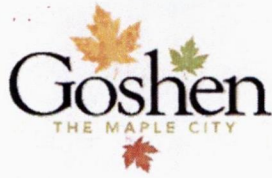
APPROVED

A handwritten signature in dark ink, appearing to be "J. Stutsman", is written over a horizontal line.

Jeremy Stutsman, Chair

A handwritten signature in dark ink, appearing to be "Michael O. Landis", is 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 horizontal line representing a signature.

DeWayne Riouse, Member

ATTEST

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

Richard R. Aguirre, Clerk-Treasurer

Exhibit 1 -
Nov. 15
BOW
Meeting

Exhibit 1

**Engineering Department
CITY OF GOSHEN**

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MEMORANDUM

TO: Board of Works and Safety and Stormwater Board

FROM: Dustin Sailor, P.E., Director of Public Works

RE: **2022 BITUMINOUS PAVING AND 2022 CONCRETE PAVING
(JN: 2022-0002A & B)**

DATE: November 15, 2021

Goshen Engineering is preparing the 2022 Bituminous and Concrete Paving projects for 2022. We request the Board's permission to advertise these projects on November 19 and November 26, with bids to be received December 6.

Requested Motion: Move to authorize the advertisement of bids for the 2022 Bituminous and Concrete Paving work.

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

Jeremy Stutsman, Mayor

Mary Nichols, Board Member

Dewayne Riouse, Board Member

Mike Landis, Board Member

Barb Swartley, Board Member