



Board of Public Works & Safety and Stormwater Board

Regular Meeting Agenda

2:00 p.m. January 25, 2021

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

To access online streaming of the meeting, go to <https://goshenindiana.org/calendar>

Call to Order by Mayor Jeremy Stutsman

Approval of Minutes – Jan. 19

Approval of Agenda

- (1) PD: Promotion of Jeremy F. Welker to Lieutenant
- (2) CDBG Subordination
- (3) Void Outstanding Warrants
- (4) Post-construction Stormwater Mgmt Plan: Eisendorff Field Subdivision, JN: 2015-2014
- (5) Post-construction Stormwater Mgmt Plan: Heartfelt Investments, JN: 2017-2030
- (6) N. Main St. Lane Restriction for Rock Run Sewer Improvements, JN: 2019-0025C
- (7) 2020 to 2021 Budget Encumbrances

Privilege of the Floor

Approval of Civil City and Utility Claims

Adjournment



MINUTES of January 19, 2021 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 January 11, 2021 were presented.

Nichols/Landis moved to approve the minutes of January 11, 2021. Passed 3-0.

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

N. Main St. Improvements Change Order #1, JN: 2018-0014

Director of Public Works Dustin Sailor presented the packet memo.

Nichols/Landis moved to approve Change Order #1 for \$25,718.06, an increase of the original contract price by 3.6% making the contract amount from \$713,593.25 to \$739,311.31. Passed 3-0.

Police Training Facility Change Order #8, JN: 2018-0014

Sailor presented the packet memo.

Nichols/Landis moved to approve Change Order No. 8 for the Goshen Police Department Shooting Range Training Center Project for an extension of 27 days. Passed 3-0.

VelocityEHS Software Renewal Agreement

Sailor presented the packet memo.

Nichols/Landis moved to approve the Agreement with VelocityEHS for MSDSONline Subscription Services for an additional 3 years. Passed 3-0.



Amended Clubhouse CDBG Sub-Recipient Agreement 2020

Community Development Specialist Meaghan Bylsma presented the packet memo.

Nichols/Landis moved to approve the amended CDBG public service sub-recipient agreement with Elkhart County Clubhouse to reflect a change in the scope of services and authorize the Mayor to sign the agreement. Passed 3-0.

CDBG Conflict of Interest Disclosure

Bylsma presented the packet memo.

Mayor Stutsman asked if the resident received the money directly. City Attorney Bodie Stegelmann stated that the resident applies for the assistance but the payment is made directly to the landlord through the Clerk Treasurer's office. Stegelmann also stated that presenting this disclosure agreement makes the payment lawful.

Mayor Stutsman asked if he might try to inform city staff members who own rental properties of this consideration. Bylsma stated she would catch any need for conflict of interest disclosure as part of the application process.

Nichols/Landis moved to accept the Conflict of Interest Disclosure for Rick Kauffman. Passed 3-0

MACOG Transit Services Agreement

Mayor Stutsman explained this is for the yearly contribution for the Trolley system.

Mayor Stutsman asked Sailor when the new routes would go into effect. Sailor stated the MACOG was finished with round 1 of 3 and that their website states "still in progress." Sailor stated that spring may be a possibility.

Nichols/Landis moved to approve the Transit Services Agreement between the City of Goshen and the Michiana Area Council of Governments. Passed 3-0

Privilege of the Floor

Clerk-Treasurer Adam Scharf announced that the budget encumbrances would be presented at the City Council meeting tonight, January 19. Mayor requested that encumbrances also be given to Board of Works since they have historically seen those. Scharf agreed.



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

Adjournment at 2:12 p.m.

APPROVED

Jeremy Stutsman, Chair

Michael Landis, Member

Mary Nichols, Member

ATTEST

Adam Scharf, Clerk-Treasurer



Jose' D. Miller

Chief of Police

111 E Jefferson St
Goshen, Indiana 46528

TO: Goshen Board of Public Works & Safety
Mayor Jeremy Stutsman
Member Mary Nichols
Member Mike Landis

Date: January 25th, 2021

From: Chief Jose' Miller

Reference: The Promotion of Jeremy F. Welker to the Rank of Patrol Captain from Patrol Lieutenant

I am requesting the Goshen Board of Public Works and Safety approve the promotion of Jeremy F. Welker from the rank of Patrol Lieutenant to the rank of Patrol Captain. Jeremy Welker has been an officer on Goshen Police Department for nearly nineteen (19) years. He has served Goshen Police Department in various roles to include positions in training and as a ranking patrol supervisor. I am requesting this promotion to be retroactive to Friday January 22nd, 2021.

**** Jeremy will be present for the swear in ****

A handwritten signature in black ink, appearing to be "Jose' Miller".

Jose' Miller #116
Chief of Police
Goshen City Police Department
111 E. Jefferson Street
Goshen, IN. 46528

Telephone: (574) 533-8661

Hearing Impaired: (574) 533-1826

FAX: (574) 533-1826



**Community Development Block Grant Program
CITY OF GOSHEN**

204 East Jefferson Street, Suite 4 • Goshen, IN 46528-3405

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MEMORANDUM

TO: Board of Public Works and Safety

FROM: Rhonda Yoder, CDBG Administrator

DATE: January 25, 2021

RE: Community Development Block Grant (CDBG) Subordination Request

A subordination request has been received for a CDBG owner-occupied housing rehabilitation project from Activity #267, Program Year 2018. The subordination is being requested as part of a mortgage refinance request to reduce the interest rate from 4.5% to 3.5 percent. The property owner currently has a conventional home mortgage in first position, with the CDBG mortgage in second position. After subordination, the CDBG mortgage will retain second position.

A deferred real estate mortgage for CDBG was recorded for a total of \$16,813.26, to be paid upon conveyance, death of owner, foreclosure, rental or vacancy.

For the following reasons, it is my recommendation the subordination request be granted:

- interest rate is declining from 4.5% to 3.5%
- appraised value provides adequate equity for the first mortgage and the CDBG mortgage
- there is no cash out with the refinance

If the subordination is approved, the requestor will be required to prepare and record the subordination document and provide a recorded copy to the CDBG administrator.

Suggested Motion: Approve CDBG subordination request for Activity 267, Program Year 2018.



City Clerk-Treasurer

CITY OF GOSHEN

202 South Fifth Street, Suite 2 • Goshen, IN 46528-3714

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January 25, 2021

To: Board of Public Works & Safety and Stormwater Board

From: Jeffery Weaver, Deputy Clerk-Treasurer

RE: Outstanding Warrants

Attached are lists of outstanding warrants from the City Clerk-Treasurer's office and the City Utilities office that are dated earlier than December 31, 2018. Pursuant to IC 5-11-10.5-3 through 5, we request permission to void the attached warrants and record receipts back into the funds from which they were drawn.

Schedule A reflects the Utilities Accounts Payable through December 31, 2018, totaling \$2,863.99.

Schedule B reflects the City Accounts Payable through December 31, 2018, totaling \$3,352.14.

CITY OF GOSHEN, INDIANA

SCHEDULE A -
UTILITIES OUTSTANDING WARRANTS AS OF DECEMBER 31, 2018

<u>Warrant Date</u>	<u>Warrant Number</u>	<u>Description</u>	<u>Amount</u>	<u>Fund</u>
1/30/2017	63684	ROCKET AUTO INC	\$ 4.97	601-Water
1/30/2017	63685	RESCARE	80.00	601-Water
2/27/2017	63893	HARLAN, RANDY	3.16	601-Water
3/6/2017	63946	KAUFFMAN, JOYCE K	30.74	601-Water
4/10/2017	64172	DICKSON, BRITTNEY R	3.58	601-Water
4/17/2017	64260	BERNHART, ALLAN K	11.95	601-Water
5/8/2017	64431	EYMER, AMANDA D	1.16	601-Water
5/8/2017	64437	ECKHARDT, WENDY	13.69	601-Water
6/5/2017	64676	FENNER, WILLIAM	35.68	601-Water
6/12/2017	64732	MONEYHEFFER, TROY	36.47	601-Water
6/16/2017	64739	AMERICAN UNITED LIFE INSUNPOST	490.16	601-Water
6/19/2017	64772	ROBERTO ZENDEJAS-PA	5.15	601-Water
7/10/2017	64911	WINCHESTER TRAILS	8.24	601-Water
7/10/2017	64918	SCHROTH, PAMELA	3.42	601-Water
7/10/2017	64919	MARTINEZ, ELIAS	9.26	601-Water
7/18/2017	64990	GAYDOS, JAMES M	42.56	601-Water
7/31/2017	65085	SCHROCK, ERIN E	7.56	601-Water
8/7/2017	65144	STEWART, CLIFFORD D	28.71	601-Water
9/11/2017	65378	MILLER, LUKE	30.45	601-Water
9/25/2017	65460	RODRIGUEZ, FRANCISCO	18.94	601-Water
10/2/2017	65498	TYSON, JOSHUA	3.62	601-Water
10/9/2017	65544	BUSTAMANTE CORD, XOC	4.32	601-Water
10/9/2017	65548	RODAS, WILMER D VOIDED	56.28	601-Water
10/16/2017	65608	RAMIREZ, NANCY	1.91	601-Water
10/16/2017	65611	LONG, ALLISON K	33.91	601-Water
10/16/2017	65615	HELVEY, KARMA	1.18	601-Water
10/16/2017	65616	CALLAHAN, RONALD LEE	11.04	601-Water
10/23/2017	65649	SHEPERD, ALEXANDER J	9.68	601-Water
10/23/2017	65654	MILLER, MATTHEW	1.12	601-Water
11/20/2017	65864	STUTSMAN, KATHRYN	22.26	601-Water
12/11/2017	66047	MILLER'S PARTY RENTAL UNPOST	420.00	601-Water
1/2/2018	66245	J & G DISTRIBUTING L	7.45	601-Water
1/2/2018	66252	CARBONE, RYAN	18.13	601-Water
1/8/2018	66257	SARA HECKAMAN	11.29	601-Water
1/16/2018	66272	SCHLABACK, ELLEN A	8.43	601-Water
2/19/2018	66508	FIGUEROA, RICHARD	2.11	601-Water
3/12/2018	66659	ARRIOLA, QUINN L	15.82	601-Water

(Continued next page)

(Continued)

4/17/2018	66891 ELKHART COUNTY RECORDER UNPOST	\$ 200.00	606-Wastewater
4/30/2018	66974 CARTER, DEBORAH	28.04	601-Water
5/7/2018	67037 TORRES, LUIS D	18.27	601-Water
5/29/2018	67159 RINK, CAMMI C	18.32	601-Water
6/18/2018	67324 MORGAN, JOANNA L	19.63	601-Water
6/18/2018	67328 RUVALCABA, MIREYA	28.15	601-Water
6/25/2018	67377 SIMMS, RICHARD S	1.38	601-Water
6/25/2018	67379 STEURY, LORES	13.54	601-Water
7/9/2018	67472 NIIMI, TAKASHI	3.60	601-Water
7/16/2018	67526 SCHWALM, DEAN LAMAR	4.83	601-Water
8/6/2018	67626 M & M CONTRACTOR SUPPLY UNPOST	293.24	606-Wastewater
8/6/2018	67658 MILLER, DORAY L	27.60	601-Water
8/6/2018	67664 PHEBUS, LORI A	1.60	601-Water
8/6/2018	67665 SINGH, GURPREET	29.02	601-Water
8/6/2018	67666 SZYMANSKI, KELLY J	5.53	601-Water
8/27/2018	67797 SMOOT, AMY L	15.61	601-Water
8/27/2018	67799 DIENER, CASEY L	13.12	601-Water
9/4/2018	67819 M&M INDUSTRIAL SUPPLY, LUNPOST	360.00	606-Wastewater
9/24/2018	67986 GARCIA, MARCUS	3.06	601-Water
10/22/2018	68203 DIACONESCU, ELEONORA	47.41	601-Water
11/13/2018	68378 THRIVE CONSTRUCTION	231.04	601-Water
12/17/2018	68609 SWIHART, MONTINE K	6.60	601-Water
	TOTAL OUTSTANDING	<u>\$ 2,863.99</u>	

CITY OF GOSHEN, INDIANA

SCHEDULE B -

CITY OUTSTANDING WARRANTS AS OF DECEMBER 31, 2018

<u>Warrant Date</u>	<u>Warrant Number</u>	<u>Description</u>	<u>Amount</u>	<u>Fund</u>
1/29/2018	1385	MICHAEL R. KINCAID	\$ 25.50	204-Parks
2/5/2018	1454	TOM M. EISENHOUR	68.00	204-Parks
5/18/2018	2631	INTERNATIONAL ASSOCIATION OF F	174.00	101-General
5/21/2018	2676	DREW T. WILSON	61.90	101-General
7/2/2018	3239	DXC TECHNOLOGY SERVICES, LLC	201.70	101-General
7/23/2018	3505	DEANNA MUNSON	15.00	204-Parks
7/31/2018	3559	GRANGER GAZETTE	181.25	204-Parks
9/25/2018	4293	LISA HONEY	50.00	204-Parks
10/2/2018	4360	SAM R HENRY JR.	100.00	204-Parks
10/30/2018	4705	GOSHEN HOSPITAL ASSOC. INC.	50.00	101-General
12/18/2018	5474	KATHLEEN JONES	10.00	204-Parks
1/16/2017	89668	GOSHEN PROFESSIONAL FIREFIGHTE	75.00	101-General
1/23/2017	89809	TYLER J. HUSER	200.00	101-General
2/13/2017	90128	GOSHEN CITY BAR ASSOCIATION	65.00	101-General
6/12/2017	91849	MARITZA MEDINA	75.00	204-Parks
6/30/2017	92097	INTERNATIONAL ASSOCIATION OF F	261.00	101-General
7/3/2017	92185	MIGUEL A. LOPEZ-FLORES	48.92	101-General
7/3/2017	92195	ESTEFANI DIAZ-ROJAS	2.78	204-Parks
8/28/2017	93001	DWIGHT GUNTER	85.00	204-Parks
9/5/2017	93118	LCP TRANSPORTATION	1,365.21	101-General
10/23/2017	93827	JENNIFER R. PAULS	75.63	101-General
11/6/2017	94053	RAW SUSTAINABLE LIVING	76.25	219-EID
12/18/2017	94779	RACHEL MULLINS	85.00	101-General
		TOTAL OUTSTANDING	<u>\$ 3,352.14</u>	



Jason Kauffman, CESSWI, Stormwater Coordinator
STORMWATER DEPARTMENT, CITY OF GOSHEN
204 East Jefferson Street, Suite 1 • Goshen, IN 46528-3405

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MEMORANDUM

TO: Board of Works and Safety and Stormwater Board

FROM: Jason Kauffman

RE: **POST-CONSTRUCTION PLAN APPROVAL
EISENDORFF FIELD SUBDIVISION (JN: 2015-2014)**

DATE: January 25, 2021

The developer of Eisendorff Field Subdivision has two existing post-construction plans approved by this Board:

- Genesis Products, Inc. – New Facility (JN: 2017-2007) on October 2, 2017, and
- Genesis Products, Inc. – Plant #9 (JN: 2018-2051) on January 6, 2020.

The developer decided to subdivide the property into two different parcels requiring an amendment to the existing post-construction plans be submitted. No additional land disturbance occurred on these properties and the post-construction plan amendment has been found to be compliant with Ordinance 4329, "Uniform Requirements for Post-Construction Stormwater Management."

The Stormwater Department requests the Stormwater Board's acceptance of the plan.

Full document available upon request.

Requested Motion: I move that we accept the post-construction stormwater management plan for Eisendorff Field Subdivision as it has been found to meet the requirements of City Ordinance 4329.

Following plan acceptance, please sign the attached documents where denoted.



Jason Kauffman, CESSWI, Stormwater Coordinator
STORMWATER DEPARTMENT, CITY OF GOSHEN
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MEMORANDUM

TO: Board of Works and Safety and Stormwater Board

FROM: Jason Kauffman

RE: **POST-CONSTRUCTION PLAN APPROVAL
HEARTFELT INVESTMENTS BUILDING ADDITION (JN: 2017-2030)**

DATE: January 25, 2021

The developer of the Heartfelt Investments Building Addition project, affecting one (1) or more acres of land, submitted a sufficient post-construction plan compliant with Ordinance 4329 and accepted by this Board on November 13, 2021. During construction, modifications were made to the post-construction plan and an amended plan was submitted and found to be in compliance with Ordinance 4329.

The Stormwater Department requests the Stormwater Board's acceptance of the plan.

Full document available upon request.

Requested Motion: I move that we accept the post-construction stormwater management plan for Heartfelt Investments Building Addition as it has been found to meet the requirements of City Ordinance 4329.

Following plan acceptance, please sign the attached documents where denoted.



**Engineering Department
CITY OF GOSHEN**

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MEMORANDUM

TO: Board of Works Public and Safety

FROM: Engineering

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

DATE: January 25, 2021

Selge Construction has requested to have a lane restriction with traffic control and flaggers on the west side of North Main Street just north of the Rock Run Creek bridge. Selge will be bypass pumping from the structure on North Main Street to the structure west of there in the field. This will enable them to pour the concrete invert in the structure.

The lane restriction will be for one day, January 26 and will reopen the same day once the work is complete. Selge will maintain bike path access. The attachment shows the area for the lane restriction.

Requested motion: Move to approve the temporary lane restriction on North Main Street between the Rock Run Creek bridge and the new crosswalk island for one day January 26, 2021.

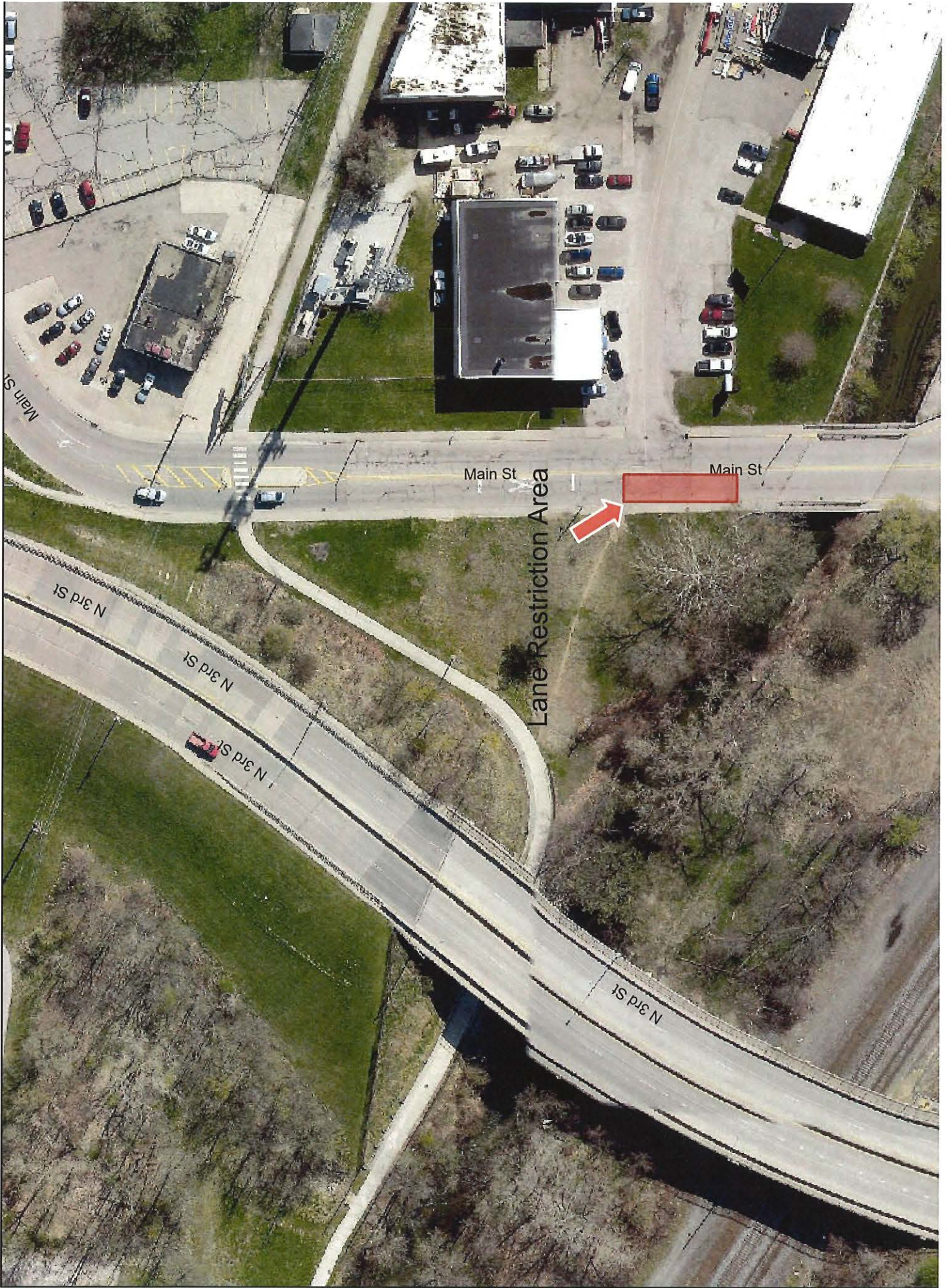
**City of Goshen
Board of Works & Safety**

Jeremy Stutsman, Mayor

Mike Landis, Board Member

Mary Nichols, Board Member

ArcGIS Web Map





City Clerk-Treasurer

CITY OF GOSHEN

202 South Fifth Street, Suite 2 • Goshen, IN 46528-3714

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25 January 2021

To: Board of Public Works & Safety

From: Adam Scharf, City Clerk-Treasurer

Re: Budget Encumbrances from 2020 to 2021

The City Clerk-Treasurer, as the city's fiscal officer charged with faithful execution and enforcement of the budget, is responsible to review and approve or deny, as appropriate, encumbrance requests from Departments. State guidance indicates that approved budget encumbrances should be presented to the Common Council and made a part of the minutes of an official business meeting. As such, the full list of approved encumbrances (attached as Exhibit A) were presented to the council at the January 19th, 2021 meeting.

Since historically the Goshen Board of Public Works & Safety has seen the annual encumbrances, they are presented here for your information.

The appropriation amounts in these lines will be added to the 2021 budget appropriations as presented by Mayor Stutsman and approved by both the Goshen Common Council and the Indiana Department of Local Government Finance ("DLGF").

These approved encumbrances will be reported to the DLGF, which in turn will use this information in the evaluation of future budget and additional appropriation requests the City submits for approval.

Exhibit A

ENCUMBRANCES FROM 2020 BUDGET TO 2021

<u>Account Number</u>	<u>Account Title</u>	<u>Encumbered Amount</u>
101-510-07-442.0001	Board of Works / Capital Projects	\$ 808,716.54
101-520-11-422.0153	Police / Drug Unit	2,487.94
101-520-11-422.0154	Police / Other Equipment	88,704.15
101-520-12-422-0151	Fire / Other Operating Supplies	9,000.00
101-520-12-445.0201	Ambulance / Other Equipment	55,979.22
101-550-46-431.0500	Environmental / Contractual Services	31,748.00
101-550-46-431.0503	Environmental / Other Professional Services	43,862.00
101-550-46-431.0504	Environmental / Street Tree Maintenance	9,000.00
201-530-00-411.0140	MVH / Part-Time Personnel	1,478.40
201-530-00-413.0501	MVH / Health Insurance	5,423.41
201-530-00-422.0210	MVH / Gasoline, Diesel, Propane	8,200.65
201-530-00-429.0001	MVH / Other Operating Supplies	43,798.09
201-530-00-444.0401	MVH / Motor Vehicle Equipment	15,490.61
202-530-00-431.0501	Local Road & Street / Contractual Service	529,711.28
204-550-00-423.0110	Parks / Building Materials and Supplies EDIT /	1,680.00
218-560-00-431.0501	Contractual Services	604,147.72
218-560-00-431.0520	EDIT / Marketing and Promotions	37,500.00
218-560-00-442.0006	EDIT / Capital Projects	1,233,124.63
249-520-00-436.0501	PS LOIT / Shooting Range Maintenance	167,256.25
402-570-00-423.0110	CCD / Building Repairs	89,907.61
402-570-00-431.0501	CCD / Contractual Services	279,163.26
433-510-00-445.0501	CCI Fire / Other Equipment	45,796.07
473-560-00-431.0502	SE Econ District / Contractual Services	71,557.25
473-560-00-442.0000	SE Econ District / Capital Projects	1,757,372.45
480-560-00-431.0502	Consolidated River Race / Contractual Services	264,888.46
480-560-00-442.0000	Consolidated River Race / Capital Projects	7,837.50
		<hr/>
	Total	\$ 6,213,831.49