

MINUTES
Goshen City Council Special Meeting
March 15, 2022 at 6:30PM
Goshen Community Building, 244 Clark Street, or by Zoom

Call to Order: Mayor Max Poye called the meeting to order at 6:30PM.

Roll Call: Paula Anderson, Bill Hewat, Colton Martin, John Vaillancourt, and Jamie Van Becelaere were present. Birch Wright was absent. Mayor Max Poye and City Attorney Brian Hogue were present.

Approval of Agenda: The agenda was reviewed. Motion to approve the agenda was given by John Vaillancourt, seconded by Bill Hewat. The motion carried.

New Business

- A. A RESOLUTION EXPRESSING THE WILLINGNESS OF THE CITY OF GOSHEN, ARKANSAS TO PARTICIPATE IN THE INTERLOCAL PURCHASING SYSTEM (TIPS) AS A GOVERNMENTAL MEMBER FOR THE PROCUREMENT OF COMMODITIES AND SERVICES:** Paula Anderson made a motion to read the resolution in title only. John Vaillancourt seconded the motion. The motion carried.

City Attorney Brian Hogue read: "A RESOLUTION EXPRESSING THE WILLINGNESS OF THE CITY OF GOSHEN, ARKANSAS TO PARTICIPATE IN THE INTERLOCAL PURCHASING SYSTEM (TIPS) AS A GOVERNMENTAL MEMBER FOR THE PROCUREMENT OF COMMODITIES AND SERVICES".

Paula Anderson made a motion to approve the resolution. John Vaillancourt seconded the motion. The motion carried.

- B. Crafton Tull Proposal for Mill Branch Park:** Ken Smith presented. Smith reviewed two Arkansas Department of Transportation grant programs. One is the Transportation Alternatives Program (TAP); the other is the Recreational Trails Program. TAP has a larger pool of money. The Recreational Trails Program is smaller, and is the program applied to last year to help with ADA pathway funding. Even though Goshen was not approved last year, the city was encouraged to apply this year.

Smith explained additional detail about the program. This is a matching program with 80% of the Federal funds administered by the Department of Transportation and a 20% match required by the community. The TAP program is cash only. The Recreational Trails program can use an in-kind match if it is relevant and pre-approved by the DOT. Goshen is required to maintain the project, for the life of the project. The city is authorized to enter into contracts and agreements toward the completion of the project and should be accessible to the public for the life of the program.

There is a short window to apply. The application must be submitted by June 1, 2022, by 4:00 PM. Smith shared there is a seminar on March 17, 2022, and the next is April 6, 2022. Chuck Jacobus is registered for March 17, 2022.

The state statute for procurement protocols for professional services were followed closely, Smith reports. Today, Goshen is in the negotiation process with the selected vendor, Crafton Tull.

Smith introduced engineer Luke Jost, from Crafton Tull, to talk in more detail about the proposal. Smith continued that the proposal is in the amount of \$44,000.00, which covers design work, survey work and professional services time. A topographic survey of the project area is \$2,250.00 of the cost. The additional cost of \$41,750.00 covers the design work, submitting preliminary designs, pre-final plans and

final plans. This amount also includes compensation for Crafton Tull's assistance in bidding and negotiating with contractors.

The contract also provides services for helping Goshen to apply for DOT grants. The first-year expense for this is \$7,000.00. If this extends beyond the first year, the cost is an additional \$7,000.00 per year.

Jost presented. He explained how Crafton Tull fees are constructed within the bid, based on Goshen's requested design.

Bill Hewat confirmed the fee includes engineering work from the entrance to the chicken house, which includes a bridge, and services to submit to DOT for funding. Jost confirmed this was accurate.

Hewat asked how much of the fee was assistance to apply for grants vs. engineering fees to design the infrastructure. Jost replied the applications are about \$4,000.00. Jost reviewed that the firm will get the city all the way to construction, by managing bids and selecting recommended contractors for the Council to review. He also stated this bid is hourly not-to-exceed and if the project hours take him half the time projected, the city will only pay the time it takes.

Mayor Poye confirmed the drone survey is for the drainage area, not the whole park. Jost indicated it is only the area outlined in red.

Smith added that these needs can be attributed to recent (and ongoing) high water issues, creating park access issues. The need is to have the park available for ADA, including pathways and parking. A good road into the park is needed for maintenance and emergency purposes, along with police services.

City Attorney Hogue asked if the three separate applications are for three separate phases for the park? What if the grant is not awarded this time? Jost stated the contract will need to be reworked. If there is money left, they will just do it. If the budget is running low, an amendment can be asked for from the Council. Hogue confirmed the cost estimates get them up to the grant application in June. If that is not awarded, the city would need to wait until next year? Smith replied yes, that is the case, but the planning and design work would be ready, if other funding became available. Hogue clarified that if the city was not awarded a grant this time, the application next year for the same grant would eat up two of the three years in the proposal. Smith confirmed this.

Mayor Poye pointed out that construction won't start until the grant is received. The engineering study will still be good the next year. The city would not spend \$400,000.00 on construction until the grant was given to Goshen.

Hewat asked if this expense, outside of the required engineering document needed for the permits, greatly increased the odds of getting the grants? Do other people get grants without third-party assistance? Smith replied that the DOT has tried, unsuccessfully, to give out grants without professional expertise. DOT requires this on the front end. A certified PE must be used to approach DOT with an application. This is similar to the State Outdoor Grants programs. Smith states there is no chance for any grant money without an engineer in place at the front of the project.

Hewat stated the fee will cost Goshen 10-15% of the grant in background work. Chuck Jacobus confirmed. Hewat asked if this is a competitive quote?

Smith reviewed the process employed to arrive at the decision on Crafton Tull. Hogue clarified that Goshen cannot do competitive bidding for qualified services. Once the city identifies a qualified candidate, then money discussions can begin.

Hewat thanked the Parks and Rec. Board for their work on this project.

Colton Martin asked Lora Nanak to talk about the budget.

Lora Nanak stated it was hard to do because everything was so uncertain right now. If nothing changed, the city would come up with about \$400,000.00 in carryover each year. Adding that to the balance of what the city has - she did not include the CDs in the forecasted funds available, but they are included at the bottom of the sheet. Each year, if the city goes through all the committed things each year, the city is left with about \$600,000.00. This allows for nothing extra, just everyday expenses.

Mayor Poye stated that if the city gets the DOT grant, reimbursement of 80% is not included in this revenue forecast. For example, when the city finishes the bridge, they city will get reimbursed for 80% of the cost of the bridge.

Lora Nanak stated that is about \$320,000.00 that would go back to the city. Jacobus stated reimbursements can be sent in monthly.

Martin made a motion to read the resolution by title only. John Vaillancourt seconded the motion. The motion carried.

City Attorney Hogue read, "RESOLUTION AUTHORIZING MAYOR TO CONTRACT WITH CRAFTON TULL, INC."

Martin made a motion to approve the resolution. Vaillancourt seconded the motion. The motion carried.

Reports / Comments by Mayor, Aldermen, City

None

Public Input

Mayor Poye asked for public input. None was given. Ken Smith thanked the Council, Chuck Jacobus and for their support.

Adjournment

Colton Martin made a motion to adjourn. The motion was seconded by Bill Hewat. The motion carried and the meeting adjourned at 7:08 PM.



Michael Thompson
Recorder/Treasurer



Max Poye
Mayor