

**BOARD OF PUBLIC WORKS & SAFETY & STORMWATER BOARD
MINUTES OF THE OCTOBER 17, 2022 REGULAR MEETING**

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

Present: Mike Landis, Mary Nichols and Barb Swartley

Absent: Mayor Jeremy Stutsman and DeWayne Riouse

CALL TO ORDER: Acting Chair Mike Landis called the meeting to order at 2:01 p.m.

REVIEW/APPROVE MINUTES: Acting Chair Landis presented the minutes of the Oct. 10, 2022 regular meeting. Board member Barb Swartley moved to approve the minutes as presented and the motion was seconded by Board member Mary Nichols. Motion passed 3-0.

REVIEW/APPROVE AGENDA: Acting Chair Landis presented the agenda. Board member Swartley moved to approve the agenda as presented and Board member Nichols seconded the motion. Motion passed 3-0.

1) Police Department: Extend a conditional offer of employment to Daniil V. Shendel as a probationary patrol officer and authorize Mayor to execute the conditional offer of employment

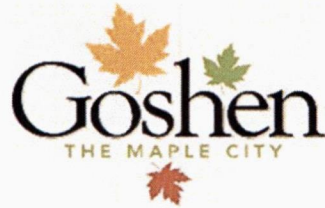
Shannon Marks, the Legal Compliance Administrator for the City Legal Department, asked the Board to extend a conditional offer of employment to Daniil V. Shendel as a probationary patrol officer and to approve and authorize the Mayor to execute the Conditional Offer of Employment Agreement with Shendel.

The agreement sets forth the conditions Shendel must meet before beginning employment with the Police Department as a probationary patrol officer, which includes being approved by the board of the Indiana Public Retirement System for membership to the 1977 Police Officers' and Firefighters' Pension and Disability Fund. Once employed, Shendel will be required to complete all training requirements, including completing the Tier I basic training requirements and obtaining certification with the Indiana Law Enforcement Training Board. The Police Department will ask the Board to confirm the offer of employment when a position opening becomes available.

Swartley/Nichols moved to extend a conditional offer of employment to Daniil V. Shendel as a probationary patrol officer and approve and authorize the Mayor to execute the Conditional Offer of Employment Agreement with Shendel. Motion passed 3-0.

2) Downtown Goshen, Inc. request: Closure of a portion of Washington Street on Dec. 2, 2022 for the annual lighting of the City Christmas Tree and parking space closures for Nov. 4 and Dec. 2, 2022

Amanda McMahon, Event Coordinator for Eyedart Creative Studios, asked the Board for permission to close the half block of Washington Street, from Main Street west to the alley, from 6:15 to 7 p.m. on Friday, Dec. 2, 2022 for the lighting of the City Christmas Tree. At the meeting, McMahon made an additional request: She asked the Board to close four parking spaces in front of the Goshen Theater, 216 S. Main St., from 4 to 9 p.m. for the Nov. 4 and Dec. 2 First Friday gatherings for food truck parking.



McMahon, who also asked for street barricades for the Dec. 2 street closure, said affected businesses would be informed of the temporary street closure.

In response to questions from **Board members Landis and Swartley**, **McMahon** clarified the length of time for the December street closure as well as its location. She said the closure was to enhance safety for visitors. McMahon also explained that the food truck request was being made for two First Fridays.

Swartley/Nichols moved to permit the closure of the half block of Washington Street, from Main Street going west to the alley, from 6:15 to 7 p.m. on Dec. 2, 2022 for the lighting of the City Christmas Tree and the closure of four parking spaces in front of the Goshen Theater on Nov. 4 and Dec. 2, 2022. Motion passed 3-0.

Note: **McMahon** provided written documentation of her requests for parking space closures in a letter she emailed to the Clerk-Treasurer following the Board's meeting (**EXHIBIT #1**).

3) Water & Sewer Department: Request to partially close 6th Street to replace sewer lateral, Oct. 19-21, 2022

Kent Holdren, Superintendent of the City Water Department, asked the Board for permission to close South 6th Street to thru traffic, between East Madison Street and East Monroe Street, starting at 8 a.m. on Wednesday, Oct. 19, 2022 and reopening for traffic on Friday afternoon, Oct. 21, 2022.

Holdren said the City Water and Sewer Department will be replacing a sewer lateral at 410 South 6th Street and the work will require excavation of the road, with a trench that will be approximately 10 feet in depth. He requested the closure for the safety of the work crews and the public and said Goshen Schools and emergency medical services will be notified and garbage carts will be moved to the appropriate locations for pick up.

Swartley/Nichols moved to allow the closure of South 6th Street to thru traffic, between East Madison Street and East Monroe Street, starting at 8 a.m. on Wednesday, Oct. 19, 2022 and reopening for traffic on Friday afternoon, Oct. 21, 2022. Motion passed 3-0.

4) Water & Sewer Department: Request to partially close 7th Street to replace sewer lateral, Oct. 18-21, 2022

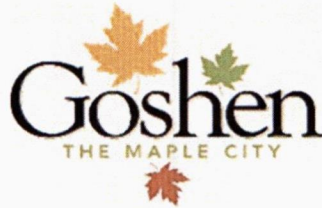
Kent Holdren, Superintendent of the City Water Department, asked the Board for permission to close of South 7th Street to thru traffic, between East Madison Street and East Monroe Street, starting at 8 a.m. on Tuesday, Oct. 18, 2022 and reopening for traffic on Friday afternoon, Oct. 21, 2022.

Holdren said the City Water and Sewer Department will be replacing a sewer lateral at 419 South 7th Street and the work will require excavation of the road, with a trench that will be approximately 10 feet in depth. He requested the closure for the safety of the work crews and the public and said Goshen Schools and emergency medical services will be notified and garbage carts will be moved to the appropriate locations for pick up.

Swartley/Nichols moved to allow the closure of South 7th Street to thru traffic, between East Madison Street and East Monroe Street, starting at 8 a.m. on Tuesday, Oct. 18, 2022 and reopening for traffic on Friday afternoon, Oct. 21, 2022. Motion passed 3-0.

5) Legal Department: Agreement for the placement of AmeriCorps members with the City Department of Environmental Resilience

City Attorney Bodie Stegelmann asked the Board to approve an AmeriCorps at MACOG Service Site Organization Agreement with MACOG providing 1.5 AmeriCorps Member Service Years for the 2022-2023 Service Year (MSY) in the amount of \$16,500.00 and authorize the Board's presiding officer to execute the agreement.



Stegelmann said AmeriCorps members will work for the Department of Environmental Resilience. The City will pay MACOG \$11,000.00 per MSY for the AmeriCorps Members assigned to the City. In response to a question from **Board member Swartley**, **Stegelmann** clarified the amount of funds to be provided.

City Director of Environmental Resilience Aaron Sawatsky Kingsley said the full-time AmeriCorps member will assist with planning, including transportation design work of bikeways and pedestrian pathways and will help the department pursue the City's climate action goals. He said the part-time worker will help meet forestry needs.

Asked by **Board member Landis** about the training the workers will have, **Sawatsky Kingsley** said they will serve more as interns and both are recent college graduates. He said they also will receive coaching from City and MACOG staff members.

Swartley/Nichols moved to approve the AmeriCorps at MACOG Service Site Organization Agreement with MACOG providing 1.5 AmeriCorps Member Service Years for the 2022-2023 Service Year in the amount of \$16,500.00 and authorize the Board's presiding officer to execute the agreement. Motion passed 3-0.

6) Engineering Department: Request for the partial closure of Jackson Street, Oct 18-21, 2022, for sanitary, water, and paving work

City Director of Public Works & Utilities Dustin Sailor asked the Board to approve the closure of Jackson Street, between the alley just west of 10th Street to the east side of the Scott's Signs driveway, between Oct. 18 to Oct. 21, 2022, for sanitary sewer, water, and paving work.

Sailor said C&E Excavating will be performing work on Jackson Street to remove asphalt and excavate to make a connection to the existing sanitary line and will prep the area for the City to perform a water tap. On Friday, the open cut in the road will be prepped and then repaved. The work will require a closure between the alley just west of 10th Street and east side of the Scott's Signs driveway. The company will maintain open access for the businesses and residents on Jackson Street.

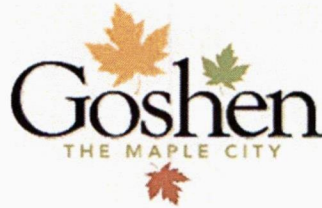
Swartley/Nichols moved to approve the closure of Jackson Street, between the alley just west of 10th Street to the east side of Scott's Signs driveway, between Oct. 18 to Oct. 21, 2022, for sanitary sewer, water, and paving work. Motion passed 3-0.

7) Engineering Department: Request for the partial closure of Indiana Avenue, Oct. 19-21, 2022, for work at the new Vequity Medical facility

City Director of Public Works & Utilities Dustin Sailor asked the Board to approve Indiana Avenue northbound lanes restrictions, between Pike Street and the alley that runs behind Dunkin Donuts, for a driveway approach installation between Oct. 19 to Oct. 21, 2022.

Sailor said John Boettcher Excavating will be installing a drive approach, east of Indiana Avenue, for the new Vequity Medical facility. He said this will require a lane restriction of the northbound lane on Indiana Avenue, between Pike Street and the alley that runs behind Dunkin Donuts. Boettcher Excavating will maintain open access for the businesses and residents on Indiana Avenue and Pike Street. The requested timeframe is to allow for possible weather delays. In response to a question from **Board member Landis**, **Sailor** said at least one northbound lane will remain open. He said signage will be provided to alert motorists of the lane restriction.

Swartley/Nichols moved to approve Indiana Avenue northbound lanes restrictions, between Pike Street and the alley that runs behind Dunkin Donuts, for a driveway approach installation between Oct. 19 to Oct. 21, 2022. Motion passed 3-0.



8) Legal Department: Approve and authorize Mayor Stutsman to execute the agreement with Stone Ridge Landscaping, Inc. to upgrade and install handicap and EV parking spaces

Brandy Toms, a paralegal with the City Legal Department, asked the Board to approve and authorize Mayor Stutsman to execute the agreement with Stone Ridge Landscaping, Inc. to upgrade and install handicap and EV parking spaces in a public parking lot located south of Lincoln Avenue and east of Water Street utilizing materials the City has at a cost of \$4,473.14.

In response to a question from **Board member Landis,** Toms said the contractor will create two spaces out of three current spaces. She said one of the new spaces will be wider for handicap access.

Swartley/Nichols moved to approve and authorize Mayor Stutsman to execute the agreement with Stone Ridge Landscaping, Inc. to upgrade and install handicap and EV parking spaces in a public parking lot located south of Lincoln Avenue and east of Water Street utilizing materials the City has at a cost of \$4,473.14. Motion passed 3-0.

Privilege of the Floor (opportunity for public comment for matters not on the agenda):

Acting Chair Landis opened Privilege of the Floor at 2:22 p.m.

6) Contractor request: Request to partially close Johnston Street, Oct. 24-29, 2022

Don Ritschard Jr. of Ritschard Brothers, Inc., asked the Board to approve the closure of Johnston Street, between Main Street and Michigan Avenue, from Monday, Oct. 24 to Saturday, Oct. 29, 2022.

Ritschard said the company was requesting the closure to install a sanitary sewer connection for the Green Oaks Assisted Living Facility. He said that on Oct. 10, 2022, the Board approved the closure of Johnston Street, just west of Woodridge Court, from Oct. 11 to Oct. 15, 2022 for this work. However, he said there was a delay locating fiber optic at the site as well as rain, which prevented the work from being done during the specified time period.

Swartley/Nichols moved to approve the closure of Johnston Street, between Main Street and Michigan Avenue, from Monday, Oct. 24 to Saturday, Oct. 29, 2022. Motion passed 3-0.

Note: After the meeting, Don Ritschard of Ritschard Brothers, Inc. excavation and demolition emailed the Clerk-Treasurer a letter formalizing his request made earlier to the Board seeking permission to close Johnston Street, between Main Street and Michigan Avenue, from Monday, Oct. 24 to Saturday, Oct. 29, 2022. **(EXHIBIT #2).**

There were no further public comments, so Acting Chair Landis closed Privilege of the Floor at 2:24 p.m.

As all matters before the Board of Public Works & Safety were concluded, Acting Chair Landis/Mary Nichols moved to approve Civil City and Utility claims and adjourn the meeting. Motion passed 3-0.

Acting Chair Landis adjourned the meeting at 2:24 p.m.

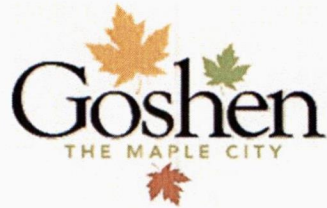


EXHIBIT #1: Oct. 17, 2022 letter from Amanda McMahon, Event Coordinator for Eyedart Creative Studios, asking the Board to close four parking spaces in front of the Goshen Theater, 216 S. Main St., from 4 to 9 p.m. for the Nov. 4 and Dec. 2 First Friday gatherings for food truck parking. McMahon emailed the letter to the Clerk-Treasurer following the Board's meeting.

EXHIBIT #2: Oct. 17, 2022 letter from Don Ritschard Jr. of Ritschard Brothers, Inc. emailed to the Clerk-Treasurer formalizing the request he earlier made to the Board seeking permission to close Johnston Street, between Main Street and Michigan Avenue, from Monday, Oct. 24 to Saturday, Oct. 29, 2022 to install a sanitary sewer connection for the Green Oaks Assisted Living Facility.

APPROVED

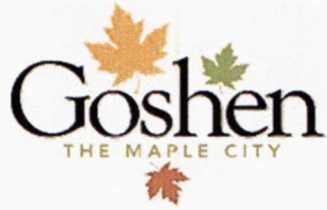
A handwritten signature in black ink, appearing to be "J. Stutsman", is written over a horizontal line. The signature is fluid and cursive.

Mayor Jeremy Stutsman

Mike Landis, Member

A handwritten signature in black ink, appearing to be "Mary Nichols", is written over a horizontal line. The signature is cursive and somewhat stylized.

Mary Nichols, Member



A handwritten signature in blue ink, appearing to read "DeWayne Riouse", written over a horizontal line.

DeWayne Riouse, Member

Barb Swartley, Member

ATTEST

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

Richard R. Aguirre, City of Goshen Clerk-Treasurer

EXHIBIT #1



324 S Main St. Goshen, IN 46528
amanda@eyedart.com
(574) 238-6143

Board of Works Request
Oct 17, 2022

Downtown Goshen Inc. is requesting parking spot closure for November and December First Fridays on November 4th and December 2nd from 4:00 pm to 9:00 pm for food truck parking.

1. What parking spaces/streets do you want to close/use? 4 spots in front of Goshen Theater, 216 S Main St.
2. Why do you want to close them? What activities will take place? Food truck parking
3. When do you want to start the closure, and when will the closure end? November 4th, 4 to 9 pm and December 2nd, 4 to 9 pm
4. Are there any affected businesses, and are they supportive of your request to close the parking spaces? Goshen Theater, they have been informed
5. Do you require any barricades from the Street Department to accomplish the closure for your event? No

Thank you for your consideration.

Amanda McMahon
Event Coordinator
Eyedart Creative Studios

EXHIBIT #2



**RITSCHARD
BROS., INC.**
EXCAVATING AND DEMOLITION

October 17, 2022

City of Goshen
202 South Fifth Street, Suite 2
Goshen, IN 46528

Attention: Mr. Richard Aguirre

RE: 282 Johnston Street Road Closure

Mr. Aguirre

We are requesting to close Johnston Street between Main Street and Michigan Avenue to thru traffic beginning Monday, October 24 and reopening the street on Saturday, October 29. We will be making the sanitary sewer connection for the new Green Oaks of Goshen Assisted Living Facility.

If you have any questions or concerns please contact me via phone or email.

Sincerely,

RITSCHARD BROS., INC.



Donald J. Ritschard, Jr.