



**BOARD OF PUBLIC WORKS & SAFETY & STORMWATER BOARD
MINUTES OF THE NOVEMBER 20, 2023 REGULAR MEETING**

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

Present: Mayor Gina Leichty, Mike Landis, Orv Myers, Barb Swartley and Mary Nichols

Absent:

CALL TO ORDER: Mayor Gina Leichty called the meeting to order at 2:00 p.m.

REVIEW/APPROVE MINUTES: Mayor Leichty presented the minutes of the Nov. 13, 2023 Regular Meeting prepared by Clerk-Treasurer Aguirre. Board Member Mary Nichols moved to approve the minutes as presented and the motion was seconded by Board Member Barb Swartley. Motion passed 5-0.

REVIEW/APPROVE AGENDA: Mayor Leichty presented the meeting agenda as submitted by the Clerk-Treasurer. Board member Nichols moved to approve the agenda as presented and Board member Swartley seconded the motion. Motion passed 5-0.

1) Police Department presentation: Life Saving Award for Officer Tyler Schaaf

Goshen Police Patrol Division Chief Ryan Adams told the Board about the life-saving actions of **Officer Tyler Schaaf**. On Sept. 28, 2023, he said the Elkhart County 911 Center received an emergency call asking for help at the home of Dennis and Jeanette Keyser for a 72-year-old male who was suffocating while caught in a lift assist hoist. **Chief Adams** said Officer Schaaf received this call for help, arrived at the home in less than three minutes and ran into the home to assist. He said Officer Schaaf "took decisive action in cutting Mr. Keyser from the device and was able to ease Mr. Keyser to the floor, which allowed his airways to reopen." Officer Schaaf's lieutenant said Mr. Keyser had been stuck in the hoist for about 10 minutes and was no longer breathing before Officer Schaaf's arrival.

Chief Adams related that a Goshen Fire Department captain said Officer Schaaf actions "without a doubt, saved his life." When the medics arrived, Mr. Keyser was breathing and said to be alert and able to answer all questions from the medics appropriately by the time he was placed into the ambulance.

Chief Adams said Officer Schaaf's peer officers and members of the City Fire Department brought attention to Officer Schaaf's response to aid Mr. Keyser, indicating that his swift actions saved Mr. Keyser's life. "I have spoken with Mrs. Keyser several times since this life-saving event. She calls him Officer Tyler and refers to him as a hero."

Chief Adams said Officer Schaaf "truly showed what the 'serve' in 'Protect and Serve' means." He presented Officer Schaaf with the Police Department's Life Saving Award for actions which averted significant injury and/or saved the life of a person.

Mayor Leichty thanked **Officer Schaaf** for his work and said she was proud to have him on the police force.

The audience applauded. There was no official Board action because this was a Police presentation.

2) Police Department presentation: Life Saving Award for School Resource Officer Tara Powell

Goshen Assistant Police Chief Shawn Turner said the Goshen Police Department was presenting a Life Saving Award to School Resource Officer (SRO) Tara Powell., who he said was reluctant to accept the honor.



Chief Turner said on Monday, Nov. 6, 2023, SRO Powell was in the cafeteria at Goshen Intermediate School when her attention "was drawn to a student at the lunch table who was hunched over and appeared to be choking. The student was holding the front of their neck with both hands. The student was unable to speak and had turned pale after losing oxygen. The student could not swallow and was barely able to breathe."

Chief Turner said SRO Powell "repeatedly conducted the Heimlich Maneuver on the student. This tried and true method eventually dislodged the obstruction, and the student began to get color back in their face. Even though the student was breathing, there was a fear more food could be lodged in their throat because the student was hoarse. SRO Powell had radioed the school nurse who called for an ambulance. The student was rushed to Goshen Hospital and has made a full recovery."

Chief Turner concluded, "We are grateful for the decisive actions of SRO Powell, and we credit her with saving this student's life. SRO Powell is indeed worthy of the recognition and is presented here today with a Life Saving Award."

Mayor Leichty thanked **SRO Powell** for all she does for Goshen Community School students and for her quick actions and response in her life-saving action for the student.

The audience applauded. There was no official Board action because this was a Police presentation.

3) Lacasa request: Approve the placement of a construction materials dumpster in the street parking spaces in front of The Hattle Apartments, 210 E Lincoln Ave., from Nov. 27 to Dec. 21, 2023

Aaron Lehman, the Housing Development Manager for Lacasa, Inc., told the Board that Lacasa was seeking permission to temporarily place a roll-off dumpster in the street parking in front of The Hattle Apartments at 210 E Lincoln Ave. He said workers would be removing debris, plaster, and old wood flooring from the basement of the building, using the direct basement to sidewalk stairway.

In his written request, **Lehman** said this work will take place from Nov. 27 through Dec. 21, 2023. He estimated that over the four weeks of demolition, two to four dumpsters will be required for the quantity of material present.

Lehman wrote that only one dumpster would be present in the street parking at a time. He estimated that two parking spots will be required for the dumpster, as Lacasa wants to maintain visibility for cars turning into and out of the alley beside the building. Workers will close the dumpster each evening and clean up all debris/trash from the pathway between the dumpster and the basement stairway.

Lehman also wrote that Lacasa wishes the demolition and clean up could be done more quickly, "but the nature of the basement and the stairway to the sidewalk will require this to be done largely by hand, walking the material up the stairs. We have been working with our tenants on this project and warned them that there would be construction dumpsters, but they are to continue using the usual residential dumpster behind the building."

City Director of Public Works & Utilities Dustin Sailor said that with the dumpster being place so close to the alley, he wanted to make sure there was enough visibility for vehicles exiting the alley. **Lehman** said the dumpster could be placed in one spot, allowing more visibility.

Nichols/Swartley made a motion to approve the closure of two parking spaces in front of 210 East Lincoln Avenue for the placement of a dumpster from Nov. 27 to Dec. 21, 2023. Motion passed 5-0.

4) Legal Department request: Approve and authorize Mayor Leichty to execute the agreement with Teamsters Local Union No. 364

City Attorney Bodie Stegelmann told the Board that the City and the Teamsters Local Union No. 364 have concluded negotiations for a new agreement. He provided the following summary of changes from the last agreement:

Effective Dates – The agreement is effective from Jan. 1, 2024, through Dec.31, 2026.



Wages – Wages are increased 5% for 2024, 3% for 2025, and 3% for 2026. In the event that an additional source of income becomes available to the City in 2025 or 2026, either party may request to open wages for further negotiations for 2025 and 2026 by providing written notice to the other party of their intent to open discussion by May 15, 2024, for year 2025 and by May 15, 2025, for year 2026.

Health Insurance – The City will continue to pay 80% and the employee will continue to pay 20% of the weekly health insurance premium cost. The weekly premium rates are \$507.08 effective Dec. 31, 2023, \$532.40 effective Dec. 29, 2024, and \$564.30 effective Jan. 4, 2026.

Compensatory Time – Employees may elect to be paid any accumulated compensatory time in excess of forty (40) hours, with Department Head approval, taking into account budgetary issues.

Holidays – Each employee working a full year shall have at least twelve (12) holidays in a given year – if the Goshen Common Council recognizes less than twelve (12) holidays in a given year, each employee shall have floating holiday(s) to the extent that the sum of the holidays established by the Goshen Common Council, plus an employee's floating holiday(s) equal twelve (12).

Vacations – Vacation will be computed according to the following schedule:

Length of Service.	Vacation.
One (1) Year	Forty (40) Hours
Two (2) Years	Eighty (80) Hours
Five (5) Years	One hundred twenty (120) Hours
Ten (10) Years	One hundred sixty (160) Hours

(This matches the Civil City schedule).

An employee may take all but eighty (80) hours of his vacation allowance in separate four (4) hour segments, subject to Department Head Approval and adequate staffing on the days the employee seeks to use the vacation.

Safety and Health – The City shall pay up to Four Hundred Dollars (\$400.00) in reimbursement toward the cost to purchase or repair work shoes or inclement weather gear such as raincoats, Carharts, or other gear associated with work duties every calendar year.

Increment Pay – Employees shall receive increment pay up to a maximum to Two Thousand Dollars (\$2,000.00).

Commercial Driver's License – An employee who has been assigned by a Department Head to train fellow employees in obtaining their CDL shall receive Two Dollars (\$2.00) per hour for all hours spent in such training.

Schooling/Training – The City shall pay for the actual costs of a motel/hotel if stay at a motel/hotel is required in order to attend schooling or training. The City will arrange for all motel/hotel accommodations at the hotel where the conference is held, if at all possible.

Parks and Recreation Department Supplemental Agreement – An employee who obtains both the Certified Pool & Spa Operator (CPO) and Certified Playground Safety Inspector (CPSI) certifications shall receive a total of Two Hundred Dollars (\$200.00) per year.

Central Garage Supplemental Agreement

Tool Allowance – A mechanic will be provided Seven Hundred Fifty Dollars (\$750.00) each year to purchase tools to be used in their employment. A mechanic who holds a Master Automotive Certification or Master Heavy Truck Certification will be provided Eight Hundred Fifty Dollars (\$850.00) each year to purchase tools to be used in their employment.

Certification Bonus – A Central Garage employee shall be entitled to receive a certification bonus as a certified Parts Specialist.

Compensation Time – Central Garage employees shall be allowed to accumulate up to forty (40) hours compensatory time.

Nichols/Swartley made a motion to approve and authorize Mayor Leichty to execute the agreement with the Teamsters Local Union No. 364. Motion passed 5-0.



5) Stormwater Department request: Approve the Stormwater Department's request to purchase the 1.69 acres located in the 200-300 Block of South Indiana Avenue for the amount of \$25,000 and to approve the Mayor signing the purchase agreement

City Stormwater Coordinator Jason Kauffman told the Board that after the historic February 2018 Flood, City of Goshen staff and elected officials worked together with staff from Christopher B. Burke Engineering to prepare a flood resilience plan to improve the City of Goshen's flood resilience moving forward. The flood resilience plan was adopted by the City Council on July 18, 2022, and since then City staff have been working to implement the plan. **Kauffman** said one strategy identified in the flood resilience plan is to protect undeveloped land within the floodplain and flood fringes of waterways flowing through the City. In November 2020, Tim Hershberger approached the City with interest in selling a property along the west side of Linway Lake and within the 200 to 300 block of South Indiana Avenue.

Kauffman said this property lies within the Elkhart River floodplain and its purchase would align with the desired implementation of the adopted flood resilience plan. An additional benefit is this property will provide the Goshen Parks and Recreation Department a public access to Linway Lake, which currently is only accessible through the private property of Linway Plaza.

Kauffman said the benefits of purchasing this property have been discussed by the Environmental Resilience, Legal, Parks & Recreation, Redevelopment, and Stormwater Departments and it was agreed to pursue the purchase of this property. The Stormwater Department has been working with Hershberger and the Goshen Legal Department to prepare a purchase agreement (included in the agenda packet) in the amount of \$25,000, to be paid for out of the Stormwater Department's 2023 budget.

Kauffman said the Goshen Stormwater Department was requesting that the Board approve moving forward with the purchase of this property.

Nichols/Swartley made a motion to approve the Stormwater Department's request to purchase the 1.69 acres located in the 200-300 Block of South Indiana Avenue for the amount of \$25,000 and to approve the Mayor signing the purchase agreement. Motion passed 5-0.

6) Engineering Department request: Approve the balancing Change Order No. 7, decreasing the contract \$95,003.30, for a final contract amount of \$1,350,671.26 for the Crossing Subdivision Drainage project
City Director of Public Works & Utilities Dustin Sailor told the Board he was submitting Change Order No. 7 for the Crossing Subdivision Drainage project (JN: 202-0033).

Sailor said Change Order No. 7 would reduce the current contract price by \$95,003.30, making the final contract amount \$1,350,671.26 – a 1.13% decrease under the original contract of \$1,366,090.23.

Nichols/Swartley made a motion to approve the balancing Change Order No. 7, decreasing the contract \$95,003.30, for a final contract amount of \$1,350,671.26. Motion passed 5-0.

7) Engineering Department request: Deny modifying the intersection of Hackberry Drive and Sourwood Drive from a 2-way stop into an all-way stop

City Director of Public Works & Utilities Dustin Sailor told the Board that the City Engineering Department received a request to consider making the intersection at Hackberry and Sourwood drives into an "all-way stop" intersection with the addition of stop signs on Hackberry Drive. Currently, there are stop signs on Sourwood Drive with an additional sign stating, "Cross Traffic Does Not Stop."

In a memorandum to the Board, the **Engineering Department** indicated that according to the Indiana Manual on Uniform Traffic Control Devices (MUTCD):

The following criteria should be considered in the engineering study for a multi-way STOP sign installation:



A. Where traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.

B. Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes involve the failure or yield of the right-of-way, right-turn and left-turn collisions as well as right-angle collisions.

C. Minimum volumes:

1. The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and

2. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but

3. If the 85th-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in Items 1 and 2.

D. Where no single criterion is satisfied, but where Criteria B, C. 1, and C.2 are all satisfied to 80 percent of the minimum values. Criterion C. 3 is excluded from this condition.

Staff from the **Engineering Department** wrote "incident reports with the police department show a total of 2 accidents in the past 12 months had occurred at or near the intersection. Neither of the accidents were due to failure or yield of the right-of-way. Without considering traffic volumes, the warrant is not met with the number of crashes alone. According to the MUTCD, a warrant describes a threshold condition based upon average or normal conditions that, if found to be satisfied as part of an engineering study, shall result in analysis of other traffic conditions or factors to determine whether a traffic control device or other improvement is justified."

Sailor said the request was considered at the November Traffic Commission meeting. Commissioners voted unanimously in denial of making the intersection into an all-way stop.

In introducing this item, **Sailor** said that since the Traffic Commission is only an advisory group, it has normally brought recommended approvals to the Board for final action. He said going forward, the Engineering Department also would be bringing recommended denials also to the Board for action.

Mayor Leichty asked if applicants in this case were informed that final action on recommended denials would be heard by the Board of Works. **Sailor** said that wasn't done in this case, but could be done in the future.

Nichols/Swartley made a motion to deny modifying the intersection of Hackberry and Sourwood drives from a 2-way stop into an all-way stop. Motion passed 5-0.

8) Engineering Department request: Deny lowering the speed limit throughout the Ridgeview Place subdivision

City Director of Public Works & Utilities Dustin Sailor told the Board that after the Board's approval from the Sept. 25, 2023, meeting, a 30 mph speed limit sign was installed at the entrance of the Ridgeview Place subdivision. Following the installation of the speed limit sign, residents contacted the City Engineering Department again to request that the speed limit be lowered to 20 mph as they were unaware when making the original request for the sign, that the speed limit for an urban subdivision is 30 mph per the Federal Highway Administration and Indian Code 9-21-5.

Sailor said the request was considered at the November Traffic Commission meeting. Commissioners voted unanimously in denial of lowering the speed limit.

Mayor Leichty asked if this was a school walking pathway. **Sailor** said it is not; it's just a neighborhood with one way in and out. He added that if motorists are driving too fast, it is by people who live in the neighborhood.

Nichols/Swartley made a motion to deny lowering the speed limit throughout the Ridgeview Place subdivision. Motion passed 5-0.



9) Engineering Department request: Deny the installation of deaf child awareness signs along Cottage Avenue

City Director of Public Works & Utilities Dustin Sailor told the Board that the City Engineering Department received a request for deaf child awareness signs along Cottage Avenue, on either side of 305 South Cottage Avenue, on behalf of a child with a hearing impairment.

Sailor said the request was considered at the November Traffic Commission meeting. Commissioners voted unanimously in denial of the deaf child awareness signs.

Mayor Leichty asked if the City has such signs. **Sailor** responded that it does, but said City staff may recommend that the Traffic Commission order their removal. He said the City isn't notified when the deaf child is no longer living in affected neighborhoods and are not considered effective.

Nichols/Swartley made a motion to deny the installation of deaf child awareness signs along Cottage Avenue. Motion passed 5-0.

10) Engineering Department request: Approve the 2024 Transportation Asset Management Plan for submittal to INDOT through the Local Technical Assistance Program

City Director of Public Works & Utilities Dustin Sailor introduced **City Asset Manager Boston Snyder**, who Sailor said was hired about a year ago for the Engineering Department and has made valuable contributions.

Snyder told the Board that the City of Goshen is responsible for submitting a Transportation Asset Management Plan to the Indiana Department of Transportation (INDOT) through the Local Technical Assistance Program at Purdue.

Snyder said the Transportation Asset Management Plan reports on the current condition of Goshen's road assets, provides suggested guidance to increase the overall condition of Goshen's road assets, and fulfills eligibility requirements for Community Crossings Matching Grant Fund applications.

Using PowerPoint slides, **Snyder** made a detailed presentation on the City's 2024 Transportation Asset Management Plan. Highlights:

PLAN OVERVIEW:

- Goshen has 146 Centerline Miles of Roadway (300 Lane Miles)
- This plan is performance based
- Plan objectives are measurable
- An objective minimum rating of 5.0 has been identified
- The City has determined the operational year should be from November 1 – October 31
- This timetable was determined to meet Community Crossings Matching Grant (CCMG) funding goal

WHAT IS THE PASER SYSTEM:

- PASER is an acronym for the Pavement Surface Evaluation and Rating System
- It is a 1 – 10 rating system
- 10 is best and signifies road segments of new construction that require no treatment.
- 1 is worst and signifies roads that have completely failed and require a total reconstruction.
- The City Street Department performs a PASER Survey annually using GIS
- This survey meets requirements for CCMG funding
- This year's survey was conducted in April



EXISTING ROADWAY CONDITIONS

Rating and Mileage Summary

<i>Rating</i>	<i>Road Miles</i>	<i>Percentage</i>
1	3.23	2.21%
2	26.82	18.37%
3	41.22	28.22%
4	31.81	21.78%
5	14.72	10.08%
6	4.27	2.92%
7	6.84	4.68%
8	7.79	5.34%
9	5.95	4.07%
10	3.39	2.32%

EXISTING ROADWAY CONDITIONS BY CLASSES:

- The classes that make up the City of Goshen's road network are **Local, Collector, and Arterial**.
- Of the City's overall mileage, there are **109.86 miles of Local roadway, 24.37 miles of Collector roadway, and 11.81 miles of Arterial roadway**.
- **The average PASER rating for Local roadway is 4.21, the average PASER score for Collector roadway is 4.11, and the average PASER score for Arterial roadway is 4.89.**
- **The City's goal is to raise these to a PASER rating of 5.0 or higher citywide.**
- **If the Arterial rating can be moved above 5.0 sooner, the City can begin improving the condition of the Collector and Local roadways.**

COST SUMMARY TO REPAIR ALL OF GOSHEN'S ROADS

Rating and Mileage Summary

<i>Rating</i>	<i>Road Miles</i>	<i>Treatment</i>	<i>Estim. Cost Per Mile</i>	<i>Estimated Cost</i>	<i>Typical Performance Periods</i>
1	3.23	Full reconstruc.	\$750,000.00	\$2,423,787.64	20-30 years
2	20.82	Full reconstruc.	\$750,000.00	\$20,116,925.96	20-30 years
3	41.22	Mill & pave with 25% patching	\$400,000.00	\$16,486,041.39	5-10 years
4	31.81	Mill & pave with 5% patching	\$300,000	\$9,541,685.03	5-10 years
5	14.72	Mill & pave with 5% patching	\$300,000	\$4,416,079.72	5-10 years
6	4.27	Crack sealing	\$10,000.00	\$42,706.30	1-3 years
7	6.84	Crack sealing	\$10,000.00	\$68,391.53	1-3 years
8	7.79	Crack sealing	\$10,000.00	\$77,931.11	1-3 years
9	5.95	Maltene replacement treatment	\$15,000.00	\$89,233.99	
10	3.39	No treatment required	\$0	\$0	0 years
TOTAL				TOTAL: \$53,262,782.68	



COST OF TOTAL FAILURE OF GOSHEN'S ROADWAYS

Class	Arterial	Collector	Local	Total
Miles	11.81	24.37	109.86	146.03
Cost	\$8,857,500.00	\$18,277,500.00	\$82,395,000.00	\$109,530,000.0

PRESERVATION STRATEGY

Year	Estimated PASER Score	Treatment	Estimated Cost
2	9	MRT	\$1,650.00
7	8	Crack Seal	\$1,100.00
10	6	Crack Seal	\$1,100.00
13	4	Mill and Overlay	\$33,000.00
18	7	Crack Seal	\$1,100.00
21	5	Crack Seal	\$1,100.00
24	3	Mill and Overlay	\$33,000.00
27	5	Crack Seal	\$1,100.00
30	2	Reconstruction	\$82,500.0
Segment cost per life cycle		\$ 155,650.00	
Segment cost per year		\$ 5,188.33	
Total number of segments		1337	
Total budget needed per year		\$6,936,801.67	

TREATMENT SUMMARY

- Treatments applied over past 5 years
- No preventative applications used yet
- Starting in 2024

	2019	2020	2021	2022	2023	Totals
Crack Seal	9.5	18.37	8.46	4.54	12.25	53.12
Overlay - 1.5"	0.51	0.41	0.19	1.68	0.34	3.13
Mill/Overlay, 1.5"	1.1	-	-	3.3	-	4.4
Mill/Overlay, 2"	4.06	0.58	1.93	-	1.9	8.47
Mill/Overlay, 4"	-	-	-	-	0.56	0.56
Reconstruction (with Asphalt)	1.6	-	0.08	-	1.4	3.08
Full Depth Reclamation With Asphalt	-	-	-	-	0.2	0.2
Totals	16.77	19.36	10.66	9.52	16.65	72.96



TREATMENT SUMMARY

- Mix of fixes
- Each Segment is approximately 0.1 Miles
- Budget assumed at \$1,000,000
- Will change annually after needs are assessed

Treatment	Cost per Mile	Allocated Budget	Total Miles
Rejuvenation	\$15,000.00	\$50,000.00	3.3
Crack Sealing	\$10,000.00	\$50,000.00	5
Mill and Paving	\$400,000.00	\$400,000.00	0.9
Full Reconstruction	\$750,000.00	\$500,000.00	0.6

After his presentation, **City Asset Manager Boston Snyder** answered questions from **Mayor Leichty** and **Board member Landis**. Snyder said:

- The City plans to conduct research on the condition of City sidewalks in 2024. Work has already begun with interns.
- The roadway goal is a citywide PASER rating of 5.0.
- The state only requires a citywide rating, but the City breaks the roads down by category.
- City arterial and collector roads are in better condition than the local roads.
- This data will be used when planning for roadway projects.

Nichols/Swartley made a motion to approve the 2024 Transportation Asset Management Plan for submittal to the Indiana Department of Transportation (INDOT) through the Local Technical Assistance Program. Motion passed 5-0.

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

Mayor Leichty opened Privilege of the Floor at 2:30 p.m.

There were no comments, so **Mayor Leichty** closed the public comment period at 2:30 p.m.

Approval of Civil City and Utility Claims

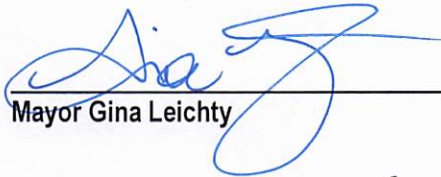
As all matters before the Board of Public Works & Safety were concluded, **Mayor Leichty/Board member Nichols** moved to approve Civil City and Utility claims and adjourn the meeting. Motion passed 5-0.

Adjournment

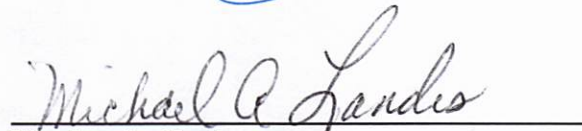
Mayor Leichty adjourned the Board of Works meeting at 2:30 p.m.




APPROVED:



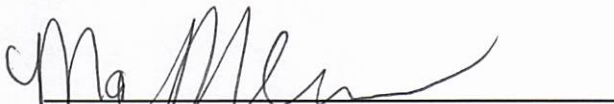
Mayor Gina Leichy



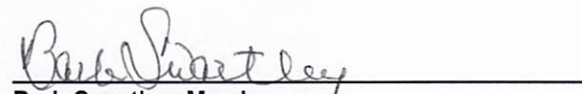
Mike Landis, Member



Orv Myers, Member

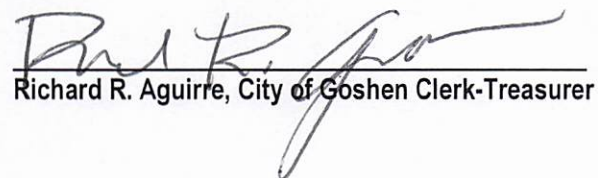


Mary Nichols, Member



Barb Swartley, Member

ATTEST:



Richard R. Aguirre, City of Goshen Clerk-Treasurer