



City of Goshen Board of Public Works & Safety

Agenda for Claims Review/Approval Meeting

4:00 p.m., MARCH 19, 2026

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 Leichty

Approval of Minutes: Feb. 26 and March 5, 2026 Board meetings

Approval of Agenda

Privilege of the Floor

Approval of Civil City and Utility Claims

Adjournment

Link to the archived recordings – organized in a playlist by meeting:
<https://www.youtube.com/@cityofgoshenindiana2605/playlists>



**CITY OF GOSHEN BOARD OF PUBLIC WORKS & SAFETY
MINUTES OF FEBRUARY 26, 2026 REGULAR MEETING**

Convened in the Goshen Police & Court Building, 111 East Jefferson St., Goshen, Indiana

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

Absent: None

CALL TO ORDER: Mayor Leichty called the meeting to order at 4:00 p.m.

REVIEW/APPROVE MINUTES: Mayor Leichty presented the minutes of the Jan. 29, Feb. 12 and Feb.19, 2026 meetings as prepared by the Clerk-Treasurer. Board member Mike Landis made a motion to approve the minutes as presented. Board member Barb Swartley seconded the motion. The motion passed 5-0.

REVIEW/APPROVE AGENDA: Mayor Leichty presented the agenda as prepared by the Clerk-Treasurer with the addition of new agenda items #1, *Bid opportunities: Open sealed proposals for the 2026 Tree Removal Project* and #10, *Engineering Department request: Approve the closure of College Avenue between Lincolnway East / US 33 and Century Drive from Monday, March 2, until Friday, March 6, 2026, contingent upon right-of-way permit review and approval.* Board member Landis made a motion to approve the amended agenda. Board member Swartley seconded the motion. The motion passed 5-0.

1) Bid opportunities: Open the sealed proposals for the 2026 Tree Removal Project

On behalf of the City Environmental Resilience Department, the City solicited sealed bids from contractors for the 2026 Tree Removal Project. All sealed bids were due by 3:45 p.m. on Feb. 26, 2025 to the Clerk-Treasurer's Office or by 4 p.m. at the Board's meeting. City staff asked that the Board open and announce the bids submitted and refer them to the Legal Department for review.

Mayor Leichty asked if there are any additional bids to be submitted to the Board. One was presented. The Mayor then announced that the following base bids and add-on services bids were received:

Cut Rite Services, LLC, Bremen, IN: \$99,633.75 for the base bid and \$4,899.50 for the add-on services

Dogwood Hills Tree Farm, Middlebury, IN. \$171,145 for the base bid and \$7,845 for the add-on services

Ryan Kallimani Tree Service, LLC, Elkhart, IN: \$102,165 for the base bid and \$6,940 for the add-on services

Michiana Tree., Lagrange, IN: \$133,880 for the base bid and \$13,890 for the add-on services

Landis/Swartley made a motion to forward the bids to the City Legal Department for review. The motion passed 5-0.

NOTE: City Paralegal Christina Bonham submitted a one-page memorandum for this agenda item. (EXHIBIT #1.)

2) Police Department request: Approve the promotions of Officer Wyatt Vicary and Officer Kody Rucker from the positions of Probationary Patrol Officers to the rank of Patrol Officers, retroactive to Feb. 24, 2026

City Police Chief José Miller asked the Board to approve the promotions of Officer Wyatt Vicary #239 and Officer Kody Rucker #241 from Probationary Patrol Officers to the rank of Patrol Officers, retroactive to Feb. 24, 2026.

Chief Miller said both officers successfully completed their 12-month probationary period on Feb. 24, 2026. He added, "Over the past year, they have demonstrated a strong work ethic, sound judgment, and a clear commitment to the mission of the Goshen Police Department. Their conduct and performance have shown that they will continue to be a valuable asset to both the department and the community we serve."

Landis/Swartley made a motion to approve promotions of Officer Wyatt Vicary #239 and Officer Kody Rucker #241 from the position of Probationary Patrol Officers to the rank of Patrol Officers, retroactive to Feb. 24, 2026. The motion passed 5-0.



After the Board's approval, Mayor Leichty separately swore Officer Vicary and Officer Rucker into office as Goshen Patrol Officers.

Before the officers departed, Mayor Leichty made the following announcement: "We're here today for a celebratory reason, but there was also a tragic loss in the GPD family. This past week Josh Havens, who is a detective on the force, lost his son, who was 28 years old, with an extended illness on Sunday.

"So, I know things like this have a traumatic impact, and there's nothing more painful that a parent faces than the loss of a child. And so, as our officers are nurturing and caring for one another, we should all keep Josh's family close to our hearts. So, I just wanted to mention that we're thinking of all of you, and Josh's family. Thank you."

3) Fire Department request: Approve the resignation and retirement of Sergeant Jeffery L. Frank of the Goshen Fire Department, effective March 15, 2026

City Fire Chief Anthony Powell asked the Board to approve the resignation and retirement of **Sergeant Jeffery L. Frank** of the Goshen Fire Department.

Chief Powell said that after 32 years of dedicated service to the Goshen Fire Department, the City of Goshen, and our surrounding coverage area, Sergeant Frank has submitted his intent to retire effective March 15, 2026, with his last scheduled shift being March 13, 2026.

Chief Powell said Sergeant Frank began his career with the Goshen Fire Department on Jan. 6, 1994, after testing in the summer of 1993 and receiving his conditional offer later that year.

The Chief said Sergeant Frank has served as a paramedic for his entire career, including 22 years as an active paramedic. During his tenure, he achieved the rank of EMS Sergeant and currently holds the rank of Fire Sergeant. In addition, he served as a member of the Dive Team and took the initiative to research, implement, and coordinate the Goshen Fire Department's designation as a Car Seat Inspection Station.

Chief Powell said Sergeant Frank "has also played an important role in mentoring and precepting younger members of the department, leaving a lasting impact on the next generation of firefighters and paramedics. On behalf of the Goshen Fire Department, I would like to express our sincere appreciation for Sergeant Frank's professionalism, leadership, and 32 years of faithful service to this community. We wish him the very best in his well-earned retirement and thank him for his dedication to the citizens of Goshen."

Landis/Swartley made a motion to approve, with the Board's thanks, the resignation and retirement of Sergeant Jeffery L. Frank of the Goshen Fire Department. The motion passed 5-0.

4) Engineering Department request: Reject all bids received for the 2026 Asphalt Paving Bid Package B Project in their entirety, and direct staff to take any further action deemed necessary, including revising project specifications or otherwise determining the next appropriate steps for the project

City Civil Engineer Brad Minnick said the Board advertised for sealed bids for the 2026 Asphalt Paving Bid Package B public works project in accordance with the requirements of IC 36-1-12-4, including the preparation and public filing of plans and specifications and publication of notice calling for sealed bids.

On Jan. 29th, 2026, at a duly noticed public meeting of the Board, **Minnick** said all bids received were opened and read aloud. He said that after further deliberation, the Engineering Department has determined that it is in the City's best interest to reject all bids, as permitted by Indiana's Public Works Law, and to add additional work to the scope of the project.

Board member Landis asked why the bids were rejected. **Minnick** said the rejection was due to a general review.

Landis/Swartley made a motion to reject all bids received for the 2026 Asphalt Paving Bid Package B project in their entirety, and direct staff to take any further action deemed necessary, including revising project specifications or otherwise determining the appropriate next steps for the project. The motion passed 5-0.



5) Engineering Department request: Approve Change Order No. 1 for the College Avenue Phase 1 Tree Removal Project in the amount of \$6,470.52, for a final contract amount of \$51,671.90

City Engineering Project Manager Andrew Lund said the Engineering Department provided the Board with Change Order No. 1, a Balancing Change Order for tree removal work, which was completed to clear right-of-way for utility relocation related to the College Avenue, Phase 1 roadway reconstruction project.

Lund said Change Order No. 1 would increase the contract price by \$6,470.52, making the final contract amount \$51,671.90, a 14.31 % increase over the original contract of \$45,201.38. He said significant reasons for the cost increase include additional trees and one stump found within the clearing limits, as well as some trees that, upon field verification, qualified as larger-diameter work items.

Lund said the project is funded by Redevelopment, and the Commission approved Change Order No. 1 at the Feb. 10, 2026, Redevelopment Commission meeting. Summary:

Original contract amount	\$45,201.38
Change Order No. 1	\$ 6,470.52
Revised contract amount	\$51,671.90

Landis/Swartley made a motion to approve Change Order No. 1 for the College Avenue Phase 1 Tree Removal Project for \$6,470.52, for a final contract amount of \$51,671.90. The motion passed 5-0.

6) Engineering Department request: Approve Change Order No. 3 for a 60-day time extension for a new completion date of April 30, 2026, and to increase the value of the Annex Re-Roof Project by \$8,159 for additional tiles and to correct project accounting

City Director of Public Works & Utilities Dustin Sailor said the 2025-2026 winter came early and stayed. As a result, E. Lee Construction has documented 60 weather days employees were unable to work, so the company is requesting that these days be added back into the contract to extend the completion date to April 30, 2026.

Additionally, **Sailor** said E. Lee Construction found it had insufficient roof tiles to complete the project. The building's existing roof tiles are no longer manufactured; so, the purchase of salvage tiles was determined to be the best option as opposed to having a specialty tile batch run by Ludiwici at a higher cost and up to a 42-week project delay.

Sailor said Work Directive No. 2 was issued on Dec. 3, 2025, to allow for the purchase of the salvage tiles. There was a \$500 omission identified in Change Order No. 2 that is being corrected with Change Order No. 3.

The total cost of the items included in Change Order No. 3 is \$8,159.00. The total cost increase to the project for this and previous change orders is \$35,441.40, which represents 3.21 % increase to the project.

Landis/Swartley made a motion to approve Change Order No. 3 for a 60-day time extension for a new completion date of April 30, 2026, and to increase the value of the project by \$8,159 for additional tiles and to correct project accounting. The motion passed 5-0.

7) Engineering Department request: Approve the closure of Jefferson Street from Fifth Street to the first alley east of Fifth Street through May 1, 2026

City Director of Public Works & Utilities Dustin Sailor said on June 12, 2025, the original request for the closure of Jefferson Street was brought to the Board.

Sailor said construction continues on the Annex Roof Replacement project, and so for the safety of the contractor and the public, Goshen Engineering was requesting permission to extend the closure of Jefferson Street from Fifth Street to the first alley east of Fifth Street through May 1, 2026.

Landis/Swartley made a motion to approve the closure of Jefferson Street from Fifth Street to the first alley east of Fifth Street through May 1, 2026 for the Annex Roof Replacement project. The motion passed 5-0.



8) Engineering Department request: Approve signing the agreement with Fedewa, Inc. for the Clinton Water Tower Painting Project in the amount of \$143,800

City Director of Public Works & Utilities Dustin Sailor told the Board that on Feb.12, 2026, the City received nine proposals for the Clinton Water Tower Painting Project. An itemized bid tab of the nine bids received was attached for the Board to review.

Sailor said the Engineering Department was requesting that the Board award the contract to Fedewa, Inc., the lowest responsive and responsible bidder for \$143,800. He said this amount includes the Base Bid (\$138,800.00) plus the Alternate to add the City logos to the tank (\$5,000).

The City will hold Notice to Proceed and Contract until Fedewa, Inc. can demonstrate that they are registered to do work in Indiana.

Board member Landis said about the low price of the bid compared to others and asked if the same materials would be used for the project. **Sailor** said the same paint will be used that other companies would have used and a third party will inspect the work. He added that the city's consultant, Dixon Engineering, has worked with Fedewa, Inc. in the past and recommended that the City proceed with the award.

Landis/Swartley made a motion to approve signing the agreement with Fedewa, Inc. for the Clinton Water Tower Painting project in the amount of \$143,800. The motion passed 5-0.

9) Engineering Department request: Approve and authorize the Board to execute the Agreement with David Nufer LLC and Ancon Construction for the Completion of the Burton's Laundry project at 301 W Pike Street

On behalf of the Stormwater Department, **City Director of Public Works & Utilities Dustin Sailor** asked the Board to approve an Agreement for the Completion of Construction for the Burton's Laundry project at 301 W Pike Street.

Sailor said the building has passed its final building inspection and the project is substantially complete except for the 7,900 square feet of stabilization, required landscaping, capping and disconnecting water services in two locations, replacing removed material, stabilizing the disturbed areas, and replacing any sidewalk or curbing that was damaged during construction. These final requirements cannot be completed at this time due to weather conditions. The Stormwater Department submitted the Agreement for the Completion of the Construction Project for approval and authorization for the Mayor and Board Members to execute.

Sailor said the property owner David Nufer LLC, and builder Ancon Construction, have agreed to complete all work by June 15, 2026. The expected cost of the work is \$46,140. A surety bond in that amount has been remitted by the Cincinnati Insurance Company to the Clerk-Treasurer's Office.

Board member Landis asked if the City has determined the amount of damage to the sidewalk and curbing or if that still had to be done. **Sailor** said the City identified some sidewalk and driveway that needed to be done and staff will conduct another review, "but it's not going to be a substantial component of the cost on this project."

Landis/Swartley made a motion to approve and authorize the Board to execute the agreement with David Nufer LLC and Ancon Construction for the Completion of the Burton's Laundry project at 301 W Pike Street. The motion passed 5-0.

10) Engineering Department request: Approve the closure of College Avenue between Lincolnway East/US 33 and Century Drive from Monday, March 2, until Friday, March 6, 2026, contingent upon right-of-way permit review and approval

City Engineering Project Manager Andrew Lund said NIPSCO Electric wants to close College Avenue to through traffic between Lincolnway East/US 33 and Century Drive. He said there would be a hard closure near the bridge over Horn Ditch, extending east to Century Drive.

Lund said NIPSCO has confirmed that local access will be maintained between Horn Ditch and Century Drive. The road closure is expected from Monday, March 2, until Friday, March 6, 2026.



Lund said NIPSCO is requesting this closure to place construction mats and make other preparations necessary for utility pole and overhead power line relocations for the College Avenue Phase I roadway reconstruction project. He said Goshen Engineering staff have performed an initial review of the attached traffic control plan and are in support of the closure, which will help advance utility relocation work.

Staff recommend that the Board make approval contingent on Engineering's final right-of-way permit review.

Landis/Swartley made a motion to approve the closure of College Avenue between Lincolnway East/US 33 and Century Drive from Monday, March 2, until Friday, March 6, 2026, contingent upon the right-of-way permit review and approval and that there be local traffic access in the area. The motion passed 5-0.

NOTE: The Engineering Department submitted a memorandum and map for this added agenda item (**EXHIBIT #2**).

11) Clerk-Treasurer's Office request: Approve \$13,396,365.49 of encumbrances from the 2025 City of Goshen budget into the 2026 budget

Clerk-Treasurer Richard Aguirre said that submitted to the Board for its approval and execution was the list of accounts with a balance in the 2025 budget that were proposed to be encumbered into the 2026 budget.

Aguirre said that at the end of each year, City Department Heads review any of their unspent budget and compare it to their outstanding invoices or contracts. If any 2025 unspent budget is available to pay an outstanding 2025 invoice or contract, then the amount can be encumbered into 2026, but only for approved expenses.

Aguirre said the attached budgeted amounts were remaining in the 2025 budget, and Department Heads asked to encumber the amounts into 2026. For each encumbrance, the Department Heads presented an invoice, purchase order, executed agreement or a contract or memorandum.

Aguirre said the proposed encumbrances were reviewed by the Clerk-Treasurer's and Mayor's offices, and include Office Expenses, Supplies, Professional Services, Contractual Services, Other Services & Charges, Equipment, and Capital Expenditures. He said the final approval for these encumbrances was being submitted the Board of Public Works & Safety to review and authorize the total encumbrance amounts.

For comparison purposes, **Aguirre** said the Board approved \$14,867,021.25 of encumbrances from 2024 into the 2025 budget, \$3,401,470.62 of encumbrances from 2023 into the 2024 budget and \$14,573,893.53 of encumbrances from 2022 into the 2023 budget.

ENCUMBRANCES FROM 2025 BUDGET TO 2026

Account Number	Account Title	Encumbered Amount \$
1101-5-05-4210500	Legal/Other Office Expenses	634.00
1101-5-05-4310000	Legal/Professional Services	2,622.00
1101-5-05-4390901	Legal/Other Services and Charges	2,240.00
1101-5-07-4390930	Board of Works/Trash Collection	174,724.52
1101-5-08-4390300	Tech/Software	120,866.00
1101-5-08-4390301	Tech/Subscriptions	14,926.68
1101-5-08-4210500	Tech/Other Office Supplies	772.22
1101-5-08-4210501	Tech/Professional Services	498.00
1101-5-11-4130704	Police/Earned Time Buy Back	30,000.00
1101-5-11-4390912	Police/Education & Promotion	22,080.00
1101-5-11-4220154	Police/Other Equipment	18,755.44
1101-5-11-4390951	Police/Other Service Charges	187,089.87
1101-5-12-4210500	Fire/Other Office Expenses	635.00
1101-5-16-4310501	Planning/Professional Services	127,040.00
1101-5-46-4310500	Env/Services Contractual	13,740.00



1101-5-46-4310501	Env/Tree Program	25,652.00
1101-5-46-4310504	Env/Street Tree Maint/Removal	11,085.00
1101-5-46-4310506	ENV/Tree Trim removal	13,000.00
2201-5-00-4220210	MVH/Gasoline, Diesel, Propane	10,636.20
2201-5-00-4230136	MVH/Signs, Signals & Paint	18,690.44
2201-5-00-4290001	MVH/Other Operating Supplies	26,572.22
2201-5-00-4310501	MVH/Maintenance Contracts	12,120.67
2202-5-00-4310501	Local Rd & St/Signs & Signals	1,000,000.00
2203-5-00-4420000	MVH/Rest Paving	260,372.77
2203-5-00-4440402	MVH/Rest Capital Projects	61,969.00
2206-5-00-4420001	Aviation/Capital Projects	273,554.43
2209-5-00-4310101	Edit/Economic Development	80,000.00
2209-5-00-4310501	Edit/Services Contractual	69,626.00
2209-5-00-4310520	Edit/Marketing & Promotion	72,700.00
2209-5-00-4420006	Edit/Capital Projects	3,549,256.18
2228-5-00-4130500	LECE 2/Instruction	16,000.00
2500-5-00-4390930	Court/Improvements (Other Than Building)	21,813.61
2505-5-00-4310501	Stm Wtr Mgmt/Elk Co MS4	13,575.00
2505-5-00-4310502	Stm Wtr Mgmt/Svcs Contracts	23,545.90
4402-5-00-4310501	CCD/Service Contracts	21,100.00
4445-5-00-4442000	Se E.D. Tif/Capital Projects	503,175.00
4446-5-00-4310502	Cons/RR/US 33/Contractual Services	617,826.39
4446-5-00-4420000	Cons/RR/US 33/Capital Project	2,573,783.03
4502-5-00-4440000	APR/Capital Outlays	3,403,687.92
	Total \$	13,396,365.49

Landis/Swartley made a motion to approve \$13,396,365.49 of encumbrances from 2025 into the 2026 budget. The motion passed 5-0.

Privilege of the Floor (opportunity for public comment for matters not on the agenda):
 At 4:30 p.m., Mayor Leichty opened Privilege of the Floor. There were no comments.

APPROVAL OF CIVIL & UTILITY CLAIMS

Mayor Leichty made a motion to approve Civil City and Utility claims and adjourn the meeting. Board member Swartley seconded the motion.

ADJOURNMENT

Mayor Leichty adjourned the meeting at 4:30 p.m.

EXHIBIT #1: A one-page memorandum, dated Feb. 26, 2026, by City Paralegal Christina Bonham for added agenda item #1, Bid opportunities: Open the sealed proposals for the 2026 Tree Removal Project.

EXHIBIT #2: The City Engineering Department submitted a one-page memorandum and map, dated Feb. 26, 2026, for added agenda item #10, Engineering Department request: Approve the closure of College Avenue between Lincolnway East / US 33 and Century Drive from Monday, March 2, until Friday, March 6, 2026



APPROVED:

Mayor Gina Leichty

Mike Landis, Member

Orv Myers, Member

Mary Nichols, Member

Barb Swartley, Member

ATTEST:

Richard R. Aguirre, City of Goshen Clerk-Treasurer



CITY OF GOSHEN BOARD OF PUBLIC WORKS & SAFETY
MINUTES OF MARCH 5, 2026 REGULAR MEETING
Convened in the Goshen Police & Court Building, 111 East Jefferson St., Goshen, Indiana

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

Absent: None

CALL TO ORDER: Mayor Leichty called the meeting to order at 4:00 p.m.

REVIEW/APPROVE AGENDA: Mayor Leichty presented the agenda as prepared by the Clerk-Treasurer with the addition of two items: #5, *City Fire Department public announcement about Indiana Severe Weather Preparedness Week* and #6, *Legal Department request: Award the quote for the 2026 Tree Removal Project to Cut Rite Services, LLC, now known as Homer II, LLC.* **Board member Orv Myers made a motion to approve the agenda as amended. Board member Mary Nichols seconded the motion. The motion passed 5-0.**

1) Interra Credit Union request: Approve the closure and use of the City's Powerhouse parking lot for the annual "Shred-It Days" event, June 5 and 6, 2026

Ellen Meihofner, the Senior Marketing & Community Engagement Lead for Interra Credit Union, asked the Board to allow the use of the Powerhouse Parking lot, on West Washington Street, for Interra's annual Shred-It Days. The event will be 9-11 a.m. and 1-3 p.m. on Friday, June 5 and 9 a.m. to 11 a.m. on Saturday, June 6.

Meihofner asked the Board to allow use of the parking lot from 7:30 a.m. to 3:30 p.m. on June 5 and 7:30 a.m. to noon on June 6. She also requested the use of four barricades from the City Street Department.

In her written request to the Board, **Meihofner** wrote that Shred-It days has become a popular annual event. She also provided these details about it:

- To encourage ID theft prevention and recycling, Interra brings in Mountain High Shredding with its mobile truck/shredder.
- Because it is a popular event, several cars are often in line to drop off their shredding materials.
- Interra staff members are present and involved – unloading, weighing, etc.
- Interra pays for the first 50 pounds, with a nominal fee charged thereafter.
- There will be directional signage to ensure the orderly entrance into and exit from the parking lot.
- As an example of its popularity, the total in 2025 was almost 27,000 pounds collected, the most ever.

Myers/Nichols made a motion to allow use of the Powerhouse parking lot from 7:30 a.m. to 3:30 p.m. on Friday, June 5 and 7:30 a.m. to noon on Saturday, June 6. Motion passed 5-0.

2) Legal Department request: Approve the agreements with: Downtown Goshen, Inc. for \$50,000; First In – Chaplain Crisis Response Team for \$10,000; Goshen Historical Society Museum for 15,000; South Bend – Elkhart Regional Partnership for \$2,750; and Warsaw Housing Authority for \$35,000.00 to support the work described in each agreement and authorize Mayor Leichty to execute each agreement

City Attorney Bodie Stegelmann told the Board the City of Goshen has many organizations that provide services or programs to its residents more efficiently than what the City could provide. The City has supported certain such organizations with funds in the past and wishes to continue to do so.

Stegelmann said organizations considered for support are subject to an application process, which includes a detailed description of how these funds will be used and a selection process. Organizations chosen also must account for how the funds were used.



Stegelmann said the City seeks to enter into agreements with the following:

- Downtown Goshen, Inc., for \$50,000.
- First In – Chaplain Crisis Response Team, for \$10,000.
- Goshen Historical Society Museum, for \$15,000.
- South Bend – Elkhart Regional Partnership, for \$2,750.
- Warsaw Housing Authority, for \$35,000.

Stegelmann asked the Board to approve the agreements with these organizations to support the work described in each agreement and authorize **Mayor Leichty** to execute each agreement.

Mayor Leichty asked **City Director of Administrative Affairs Michael Wanbaugh** to describe the application and review process by the City Community Relations Commission. He is the administrator for the commission.

Wanbaugh said each year community organizations submit applications for funds and outline the use of those funds and the expected benefit to the City. He said the Community Relations Commission reviews those applications and then the organizations make presentations to the Community Relations Commission, which are available for viewing on the City's YouTube channel.

Wanbaugh said the recipients of the funding "are very worthy organizations that do so much good for our community, so we're happy to help them any way we can."

Mayor Leichty said previously applications came to the Mayor's Office and were reviewed by the Mayor's team. Now the applications and presentations are done through the Community Relations Commission meeting in a formal public setting, so those funded have received an affirmative recommendation for the Mayor to approve them. She added, "I just wanted you to know they had gone through that approval process."

Myers/Nichols made a motion to approve the agreements with Downtown Goshen, Inc. for \$50,000, First In – Chaplain Crisis Response Team for \$10,000, Goshen Historical Society Museum for \$15,000, South Bend – Elkhart Regional Partnership for \$2,750 and Warsaw Housing Authority for \$35,000. The motion passed 5-0.

3) Engineering Department request: Approve periodic lane closures on College Avenue, from Lincolnway East/US 33 east to the railroad crossing, from Friday, March 6, until Friday, July 31, 2026

City Civil Engineer Brad Minnick said NIPSCO Electric is requesting periodic lane closures on College Avenue, between Lincolnway East /US 33 east to the Norfolk Southern railroad crossing, from Friday, March 6, until Friday, July 31, 2026.

Minnick said NIPSCO is requesting these lane closures to relocate overhead transmission and distribution electric lines for the College Avenue, Phase I roadway reconstruction project. Two-way traffic will be maintained and all appropriate traffic control devices and procedures will be utilized.

Myers/Nichols made a motion to approve periodic lane closures on College Avenue, from Lincolnway East/US 33 east to the railroad crossing, from Friday, March 6, until Friday, July 31, 2026. Motion passed 5-0.

4) Clerk-Treasurer's Office request: Allow the Clerk-Treasurer's Office and Utilities Office to void \$4,461.53 in outstanding warrants dated on or before Dec. 31, 2023

Clerk-Treasurer Richard Aguirre said he was repeating a request made every year to the Board of Public Works and Safety by the Clerk-Treasurer's Office that is required by State law.

Aguirre said, "As you know the City issues checks, including deposit refunds, to individuals and for whatever reason, some checks are not cashed. After two years, the State allows and directs the City to cancel those checks, take those commitments off our books and return the amounts to City funds."

Aguirre said those on this list can still come by the Clerk-Treasurer's Office and ask for a check to be reissued.

Aguirre said attached to his memorandum to the Board were lists of outstanding warrants from the Clerk-Treasurer's Office and the Utilities Office that are dated on or before Dec. 31, 2023.



Pursuant to IC 5-11-10.5-3 through 5, **Aguirre** requested permission from the Board to void the attached warrants and record the receipts back into the funds from which they were drawn.

Schedule A reflected the Utilities Accounts Payable through Dec. 31, 2023, totaling \$3,501.00. Schedule B reflected the City outstanding warrants through Dec. 31, 2023, totaling \$1,416.04

For comparison purposes, **Aguirre** said the Board approved the voiding of \$4,461.53 in outstanding warrants in 2025, \$5,217.02 in 2024, \$16,295.39 in 2023 and \$1,793.86 in 2022.

Aguirre asked the Board to allow the City of Goshen Clerk-Treasurer's Office and the Utilities Office to void \$4,917.04 in outstanding warrants dated on or before Dec. 31, 2023.

Myers/Nichols made a motion to allow the City of Goshen Clerk-Treasurer's Office and the Utilities Office to void \$4,917.04 in outstanding warrants dated on or before December 31, 2023. The motion passed 5-0.

NOTE: After the meeting, **Board member Landis** notified the Clerk-Treasurer it appeared that nine names and amounts were duplicated in the lists of Utilities and City warrants. In fact, that was the case because of a transcription error. While the names were not listed in the original attachment the total of voided City warrants –\$1,416.04 – was correct. The correct list of City warrants is reprinted below and a complete corrected list is attached to these minutes.

CITY OF GOSHEN INDIANA

SCHEDULE B – CIVIL CITY OUTSTANDING WARRANTS AS OF DECEMBER 31, 2023

<u>Warrant date</u>	<u>Warrant number</u>	<u>Description</u>	<u>Amount</u>
01/10/2023	23606	CURTIS WELDY	90.00
04/11/2023	24838	GOSHEN HOSPITAL ASSOC. INC.	558.90
04/11/2023	24928	EVOR JOHNS	100.00
04/11/2023	24930	JOSE M CHIQUITO	200.00
05/09/2023	25264	ANTHONY POWELL	315.38
06/06/2023	25785	JEREMY JOHNSON	36.76
06/13/2023	26151	RYAN SKINNER	88.00
09/26/2023	28047	KATIE CULP	2.00
11/14/2023	28736	NORMAN L BURGGRAF, JR	25.00
TOTAL OUTSTANDING			\$1,416.04

5) City Fire Department public announcement about Indiana Severe Weather Preparedness Week

City Assistant Fire Chief of Administration Phil Schrock delivered a public service announcement about Indiana Severe Weather Preparedness Week.

Chief Schrock said Severe Weather Preparedness Week, March 8 through March 14, 2026, is a statewide initiative coordinated by the National Weather Service and the Indiana Department of Homeland Security to encourage residents, businesses, and schools to review their severe weather safety plans and preparedness procedures.

Chief Schrock said that as part of this week, a statewide tornado drill will occur on Tuesday, March 10, at approximately 10:15 a.m. Eastern Time. He said during this drill, outdoor warning sirens throughout Elkhart County, including those in the City of Goshen, may be activated as part of the exercise.

“This drill allows communities to practice how they would respond during an actual tornado warning,” **Chief Schrock** said. “It also helps ensure that the warning systems and emergency procedures are functioning properly.”

Chief Schrock said if severe weather occurs on that day, the drill will be postponed to the following day. He added that residents who hear the sirens during this time should understand that it is only a test, “and they are encouraged to use that opportunity to review their own severe weather safety plans.”

Mayor Leichty thanked Chief Schrock for the information.



6) Legal Department request: Award the quote for the 2026 Tree Removal Project to Cut Rite Services LLC, now known as Homer II LLC, as the lowest responsible and responsive contractor, approve and execute the agreement with the company and authorize the Mayor to execute the agreement

City Attorney Bodie Stegelmann said the City solicited sealed quotes for the 2026 Tree Removal Project in accordance with 36-1-12-5(b)(1)(A). Below is a summary of the quotes submitted:

Contractor	Base Price	Add-On Price
Cut Rite Services, LLC (now known as Homer II, LLC)	\$99,643.75	\$ 4,899.50
Dogwood Hills Tree Farm	\$171,145.00	\$7,845.00
Michiana Tree Service LLC	\$133,880.00	\$13,890.00
Ryan Killimani Tree Service, LLC	\$102,165.00	\$6,940.00

Stegelmann asked the Board to award the quote for the 2026 Tree Removal Project to Cut Rite Services, LLC, now known as Homer II, LLC, as the lowest responsible and responsive contractor, approve and execute the agreement to the company and authorize the Mayor to execute the agreement.

Myers/Nichols made a motion to award the quote for the 2026 Tree Removal Project to Cut Rite Services, now known as Homer II, LLC, with a base bid of \$99,643.75 and an add-on of \$4,899.50. Motion passed 5-0. NOTE: The Legal Department distributed a memorandum and agreement for this agenda item (EXHIBIT #2).

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

At 4:13 p.m., Mayor Leichty opened Privilege of the Floor. One person inquired about an item he believed was on the agenda. However, it was not scheduled to be considered today.

APPROVAL OF CIVIL & UTILITY CLAIMS

Mayor Leichty made a motion to approve Civil City and Utility claims and adjourn the meeting. Board member Myers seconded the motion.

Before the vote on the motion, **Clerk-Treasurer Aguirre** asked **City Attorney Stegelmann** if it was necessary for the Board to complete the requested motion on the awarding of the quote for the 2026 Tree Removal Project. The Legal Department's request had been that the Board award the quote to Cut Rite Services, now known as Homer II LLC, and also approve and execute the agreement to the company and authorize the Mayor to execute the agreement. **Stegelmann** said it would be "useful" for the Board to do so.

Myers/Nichols made a motion to approve and execute the agreement with Cut Right Services, now known as Homer 2 LLC, for the 2026 Tree Removal Project, and authorize the mayor to execute it. Motion passed 5-0.

ADJOURNMENT

Mayor Leichty then adjourned the meeting at 4:17 p.m.

Exhibit 1: *This is the corrected list of City of Goshen warrants for agenda item #4, Clerk-Treasurer's Office request: Allow the Clerk-Treasurer's Office and Utilities Office to void \$4,461.53 in outstanding warrants dated on or before Dec. 31, 2023. Due to a transcription error, nine names and amounts were duplicated in the lists of Utilities and City warrants, although the total of City warrants, \$1,416.04, was correct. This is the corrected list of all City warrants.*

Exhibit #2: *A one-page memorandum, dated March 5, 2026, and an 18-page agreement for added agenda item #6, to award the quote for the 2026 Tree Removal Project to Cut Rite Services LLC, now known as Homer II LLC, approve and execute the agreement with the company and authorize the Mayor to execute the agreement.*



APPROVED:

Mayor Gina Leichty

Mike Landis, Member

Orv Myers, Member

Mary Nichols, Member

Barb Swartley, Member

ATTEST:

Richard R. Aguirre, City of Goshen Clerk-Treasurer