



CITY OF GOSHEN BOARD OF PUBLIC WORKS & SAFETY
MINUTES OF THE AUGUST 27, 2026 REGULAR MEETING
Convened in the Goshen Police Building, 111 East Jefferson St., Goshen, Indiana

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

Absent:

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 August 20, 2026 meeting as prepared by Clerk-Treasurer Richard R. Aguirre. Board member Barb Swartley made a motion to approve the minutes as presented. Board member Mike Landis seconded the motion. The motion passed 5-0.

REVIEW/APPROVE AGENDA: Mayor Leichty presented the agenda as prepared by the Clerk-Treasurer. Board member Swartley made a motion to approve the agenda as presented. Board member Landis seconded the motion. The motion passed 5-0.

1) Police Department request: Accept the resignation of Probationary Police Officer Gavin Guajardo from the Goshen Police Department, effective Aug. 10, 2026

City Police Chief Andy Stephenson asked the Board accept the resignation of Probationary Police Officer Gavin Guajardo from the Goshen Police Department, effective Aug. 10, 2026, which was his last day of service.

Chief Stephenson said, "Officer Guajardo joined the Police Department in early July. He cited a desire to return to active duty in the United States military as the reason for his resignation. He had not yet completed basic training at the Indiana Law Enforcement Academy.

Chief Stephenson added, "Probationary Police Officer Guajardo's brief service with the City of Goshen was appreciated. We wish him the best of luck in his future endeavors."

In his letter of resignation, Officer Guajardo wrote, "I, Gavin E. Guajardo, hereby resign from my position at the Goshen Police Department to continue to pursue a career in the U.S. Army."

Swartley/Landis made a motion to accept the resignation of Probationary Police Officer Gavin Guajardo from the Goshen Police Department, effective Aug. 10, 2026. The motion passed 5-0.

2) James Loewen request: Approve the construction of a small boat/canoe launch along the Millrace behind the home at 615 River Race Drive

James Lowen of Goshen asked the Board for permission to build a small boat/canoe launch along the bank behind River Race Drive. He said he was acting as the builder for his sister-in-law, Nancy Loewen, who lives at 615 River Race Drive. The launch would be in her backyard, along the Millrace.

Loewen said the structure would be about 8 feet long, comprising about 5 or 6 steps, 3 feet across, in wood, with a narrow landing at the bottom which would serve as a dock for boarding a canoe. He said it would be similar in design to the public landing which is now used for fishers and canoeists and is located on the west bank of the Millrace between the Jefferson Street bridge and Washington Street.

In his written request to the Board, Lowen wrote that the launch would consist of two parallel 2 x 8 planks which would hold the steps between them and be laid on top of the embankment, with some minor terrain smoothing to allow the planks to lie flat in the plane of the embankment (about 40 degrees from horizontal). These planks would be held in place with four metal stakes driven into the embankment and screwed to the outsides of the planks. In addition, Loewen planned to have one or two helical anchors securing the top end of the stairs to the embankment.



Loewen wrote that the narrow landing at the bottom of the stairs would be cantilevered and jut about 12 to 18 inches over the water, so that the structure would not actually touch the water at all. The top surface of the landing would be about 10 inches above the surface of the water. He planned to have one two-foot high 4x4 post at one corner of the landing to help people enter and exit canoes or kayaks.

Loewen wrote that the goal was to build a structure that would last five to twenty years and allow his sister-in-law and others to enjoy her canoe and the canal flowing past her house. He indicated the launch would be maintained in useful and safe condition.

Loewen wrote that he has consulted on this project with the City Engineering Department since May 2026. At the Engineering Department's recommendation, Loewen wrote that he planned to use metal stabilizing stakes instead of wooden 2-foot by 4-foot lumber.

Loewen also wrote that City Planning and Zoning Administrator Rhonda Yoder commented that if the Board approved the easement/bank encroachment for the launch, it needed to be "based on there being no interference with the ability to maintain the canal and canal bank through the 20-foot canal maintenance easement along the bank of the Millrace Canal. Lowen pledged that there would be no interference with City needs and the launch would be moved aside if the City needed access to that spot.

Loewen added that City Director of Redevelopment Becky Hutsell commented in an email that the City did not conduct remediation along the bank because the site was expanded using fill over the years and there was concern with excavation within the bank. Hutsell asked if excavation would be needed to install the launch. Loewen replied that there would be "some limited excavation essentially to smooth the slope of the bank to allow the sloped rails to lie on the ground."

After his presentation, Board member Swartley asked if Loewen had sought approval from the Indiana Department of Natural Resources, which she said was apparently necessary for any structure that if placed over the Millrace.

Loewen said he had not done so.

Mayor Leichty said she understood that Lowen sought guidance from the City Engineering Department on the requirements for a boat/canoe launch. She invited comments from City Civil Engineer Brad Minnick.

Minnick said that after reviewing Loewen's request, the Engineering Department was generally satisfied with the request but preferred that he identify to exact boat/canoe launch location. Because the Loewen home is part of a co-housing development, Minnick said Engineering would prefer that the launch be made available to other co-housing properties instead of having four individual launches built.

Minnick said that a launch would be an encroachment on the Millrace and if it needed to be removed for bank maintenance, the property owner would need to remove the structure in a timely fashion and at the owner's cost. In addition, Minnick also said ground disturbance needed to be kept at a minimum because the bank has not been cleaned in that area. So, Engineering would prefer the launch be placed on a levelling pad or platform instead of being secured through excavation.

In addition, going back to 2019, Minnick said the only instance of construction on the Millrace "was more of a maintenance function. It was not new construction. It was resetting an existing wall." He added that a more recent approval, as referenced by Board member Swartley, was by the state Department of Natural Resources.

Board member Swartley said that if other members of the co-housing development were also seeking a boat/canoe launch, "it would make sense" if they could work together and pay for a single launch.

James Lowen said he was unsure about building a launch on a platform or pad because he assumed it would need a foundation and some excavation. He said, "I don't know if I can commit to that because I don't really understand what that would entail. I simply need an explanation. I suppose. That might be a conversation better held offline."

Mayor Leichty responded, "That's part of my thinking for today. I mean, I don't feel like I'm prepared to make an assessment on engineering or design specifications for the project."



In response to City Civil Engineer Minnick's comment about construction along the Millrace, Mayor Leichty said, "There are docks up and down the Millrace and probably they just appeared overnight, and so there's certainly precedence for building this. I think it's commendable that he at least asked."

"So, I think as long as we're making sure that there's not a safety concern, I don't want to deliberate at the Board of Works the engineering specifications. I prefer that you guys come to some agreement and perhaps we could hear this next week and table it for today, unless that's going to really mess up your timeline."

James Loewen said, "I've already been waiting on this for three months, so another week or two, whatever." Mayor Leichty responded, "I'm sorry, James. That's a really long time." Loewen said, "It seems pretty long to me."

Nancy Loewen, the property owner, said she originally envisioned a canoe/boat launch very much like the one the City installed nearby and others on the Millrace with a few simple steps going down to the canal. She said, "I thought it was a very simple concept. It shouldn't be a big deal, but obviously, there's other things to consider."

Nancy Loewen said she is part of the co-housing development, but she has proposed a launch on her property. She said if the City wanted a single launch for the co-housing it should instead be on a nearby commonly owned property. Loewen added, "I was hoping to have something on my property, just like other people do along the canal."

Board member Swartley asked if the Board could approve the launch subject to approval by the Engineering Department. Mayor Leichty said she would be OK with that unless Board member Landis had a suggestion.

Board member Landis said, "When I read the request, I put on my engineering construction hat. I wasn't very worried about the approach because of all the other docks that are all along the Millrace." He said that if James Lowen could speak with him after the meeting he could suggest a workable design that would address the concerns. Mayor Leichty asked if there was a motion from the Board.

Swartley/Landis made a motion to approve the construction of a small boat/canoe launch along the Millrace at 615 River Race Drive subject to the approval of the Engineering Department. The motion passed 5-0.

3) Amy Worsham request: Approve the partial alley closure adjacent to 111 South 7th Street on Sept. 17, 2026, from 4-9 p.m., for a private party

Amy Worsham of Goshen asked the Board to approve a half-alley closure next to her home at 111 South 7th Street to host an event. The closure would be from 4 to 9 p.m. on Thursday, Sept. 17, 2026.

In response to a question from Mayor Leichty, Worsham said he has informed neighbors of the closure.

In a written request to the Board, Worsham asked for closure of the half block alley that runs east/west between the addresses of 111 and 113 South 7th Street. The north/south stretch of alley to the west would remain open.

Worsham further wrote that she would be hosting a private pizza party for Janus employees and special Janus owners at her home that evening, and she plans to set up additional seating and motorcycle parking in the alley.

Swartley/Landis made a motion to approve the partial alley closure adjacent to 111 South 7th Street on Sept. 17, from 4 to 9 p.m. for a private party. The motion passed 5-0.

4) Arts on the Millrace request: Approve the closure of River Race Drive, Sept. 11 and Sept 12, 2026, to support the alternate site for Arts on the Millrace 2026 due to a bridge closure

Brad Hunsberger, co-founder of Arts on the Millrace, asked the Board to approve an alternate location for the Arts on the Millrace, Sept. 11 and 12, 2026, due to the condition of the bridge adjacent to the usual site by the Hawks Building.

Hunsberger requested permission to close River Race Drive to utilize that piece of redevelopment property for the event. He said he has been in communication with the neighbors and they affirmed the request. He also said the event would not interfere with survey and other site work on the property.

Hunsberger confirmed that he had contacted City Director of Redevelopment Becky Hutsell about the use of the redevelopment property. He planned to ask the City Redevelopment Commission's approval on Sept. 8.



Swartley/Landis made a motion to approve the closure of River Race Drive, Sept. 11. and 12, to support the alternate site for Arts on Millrace 2026 due to a bridge closure.

Mayor Leichty asked if Hunsberger had relayed his street closure request to City Street Commissioner David Gibbs. Hunsberger said he had not yet done so.

Gibbs said the only thing he was worried about was that trash receptacles or a trash trailer has normally been requested for Arts on the Millrace and was unaware if they would be needed. Hunsberger said they would be needed, preferably behind a stage. He added that the festival will only last one day.

Board members then voted on the closure request and passed it unanimously, by a 5-0 vote.

5) Artisan Builders Group, LLC request: Approve the retention and use of an existing second entrance to 205 Middlebury Street and allow it to be used for additional parking

Marlin Schwartz of the Artisan Investment Group, LLC, asked the Board for permission to use an existing driveway off Middlebury Street as a parking space for a resident.

Schwartz said a condition of the renovations approved by the City's Board of Zoning Appeals was that the driveway adjacent to Middlebury Street would be removed and replaced by grass. He said he was seeking the Board's approval to instead use the existing area as a parking space instead of tearing out the concrete.

Schwartz said allowing use of the existing driveway would be closer to the resident's home and safer because "right now she has to go out the back door and across the yard to the parking space by the carriage house."

In a letter to the Board, Schwartz wrote that to reach her vehicle, the resident "must walk across the yard while carrying her personal belongings and accompanying her young daughter. This creates a particular concern during the winter months, when snow, ice, and other adverse conditions may make the route difficult and unsafe."

Schwartz wore that Artisan Investment Group LLC understands that the driveway removal condition "may have been imposed in part because of concerns regarding future maintenance or expenses to the City. If so, Artisan Investment Group LLC is willing to assume future costs associated with the drive approach and parking area, including any maintenance, repair or replacement. We want to reiterate that we are not asking for a new curb cut or approach but for the Board of Works approval to utilize the already existing entrance."

City Assistant Planning & Zoning Administrator Rossa Deegan responded to this request by telling the Board that a condition of approval of the duplex (at 205 Middlebury Street) was that Artisan remove the curb cut on Middlebury Street and restore it to a sidewalk. So, this request is before the Board for a request to approve the driveway use in the city's right of way.

City Civil Engineer Brad Minnick said the driveway to Middlebury Street was supposed to have been removed nearly two years ago, and part of the developmental variance at that time was an allowance that the four parking spaces that were required were reduced to three ... There should have been four, but there's only three. So now, we're back here today to deliberate it."

Minnick said, "We really want to limit the number of curb cuts in close proximity (to Middlebury Street) for sight lines and just general safety. So, Engineering recommends denial of this request." He added that Artisan "has opportunity and ample space in the backyard, and also that entrance off 5th Street as well as alternatives, so it would be Engineering's recommendation to deny this request."

Mayor Leichty asked if the carriage house is a separate property. Minnick said it was a single, empty property.

Board member Swartley said she is concerned that whoever used the proposed driveway would have to back out on to Middlebury Street because there's no room to turn around. She added, "Maybe bringing your parking closer in the back would make more sense."



Board member Landis said that in looking at the layout of the property, "it doesn't seem to me that there's any necessity for us or the Board of Zoning Appeals to make any change from the original (condition), because there's plenty of land and options and plenty of things that could be done. This apartment in question has a back door that is not very far from the current parking lot on the east side of the house toward the (Maple City) Health Center.

"And so, if that driveway was reconfigured. There would be plenty of parking for everybody, and there could have been parking for four cars there instead of them kind of begging for three because they didn't want to develop it. So, to me, it's more of a development issue than a necessity issue. So, I struggle with seeing the rationale for changing what was approved two years ago."

Mayor Leichty suggested that perhaps Maple City Health Care Center might be willing to grant the resident overnight parking access, since they're not using their parking lot. the evening or overnight. She said, "That might provide a possibility. It might be worth having a conversation with them."

Mayor Leichty acknowledged the costs associated with removing the driveway and asked if the Board of Zoning Appeals would object to the area being turned into a patio.

City Assistant Planning & Zoning Administrator Deegan said "there could be a patio on that side of the house, on the property itself, but the Board of Zoning Appeals doesn't have any jurisdiction, other than the condition that that curb cut is to be removed. So, that would be all I could say."

Mayor Leichty said depending on the length of the City's right of way, perhaps a portion of the concrete could serve some other purpose for the renter. **City Civil Engineer Minnick** said the space "doesn't offer enough opportunity in the present configuration to clear the sidewalk with a vehicle." He added, "As long as the (parking) apron remains there, there's always going to be that temptation to use it, right?"

Board members briefly discussed the possibility of allowing Artisan to retain some part of the concrete but didn't reach a conclusion of what to do. They also discussed the current curb cuts and other aspects of the property.

Mayor Leichty asked if **Board members** had a motion on how to proceed.

Swartley/Landis made a motion to deny the retention and use of an existing driveway entrance and directed that the curb cut be removed and that alternate parking be found for the resident of 205 Middlebury Street.

Mayor Leichty invited an additional comment from **Marlin Schwartz**.

Schwartz said, "I was just hoping that, you know, since it was already there to not add a new one (parking space). I was thinking logically. It's already there. It's going to cost us more to tear it out than it would to utilize it. It would create a closer parking spot for the other person, so it was at least worth the ask."

Board members then voted unanimously, by a 5-0 vote, to deny Artisan's request.

6) Legal Department request: Approve and authorize Mayor Leichty to execute an agreement with Abonmarche Consultants, Inc. for a City Hall Parking Boundary Survey

City Attorney Bodie Stegelmann recommended that the Board approve and authorize Mayor Leichty to execute an agreement with Abonmarche Consultants, Inc. to allow the City to enter into an agreement for a City Hall Parking Boundary Survey. The total cost for this service will be \$6,950.

Swartley/Landis made a motion to approve and authorize Mayor Leichty to execute an agreement with Abonmarche Consultants, Inc. for a City Hall Parking Boundary Survey. The motion passed 5-0.

7) Legal Department request: Award the contract for the Oakridge Cemetery Maintenance Building Roofing & Siding Project to Newbury Square Construction for \$63,848.51 and authorize the Mayor to execute the contract for the project



City Attorney Bodie Stegelmann said the City solicited proposals for the Oakridge Cemetery Maintenance Building Roofing & Siding Project in accordance with Indiana Code § 36-1-12-4.7.

Stegelmann said solicitations were sent to five contractors. Two proposals were received on Aug. 13, 2026 and are summarized below:

- | | |
|---------------------------------------|--------------|
| 1. Newbury Square Construction, | \$ 63,848.51 |
| 2. Reliable Roofing and Construction, | \$123,000.00 |

After reviewing the proposals, staff recommended awarding the Contract to Newbury Square Construction which submitted the lowest responsible and responsive quote of \$63,848.51. Accordingly, staff further recommended that the Board approve and authorize the Mayor to execute the attached contract for this project.

Board member Landis asked how the City could seek a quote when it hadn't yet been determined whether the building would need to be repaired or replaced. **City Paralegal Christina Bonham** responded, "We do actually have in the contract that if anything comes up, that they're to get with us first, and then authorize, so there might be an amendment for any observation during the project."

Swartley/Landis made a motion to award the contract for the Oakridge Cemetery Maintenance Building Roofing & Siding Project to Newbury Square Construction, the lowest responsible and responsive quoter, in the amount of \$63,848.51 and to approve and authorize the Mayor to execute the contract for this project. The motion passed 5-0.

8) Engineering Department request: Approve the daytime road closure of Century Drive, near 1803 Century Drive, on Saturday, Aug. 29, 2026

City Civil Engineer Brad Minnick said Niblock Excavating has requested permission to close Century Drive, near 1803 Century Drive, during the day on Saturday, Aug. 29, 2026. He said the road will be closed for Niblock to replace a drainage pipe that crosses the roadway.

Minnick said work is being scheduled on a Saturday to avoid significant impacts to adjacent businesses. Local access will be maintained to all properties between College Avenue and Eisenhower Drive. The normal north-to south traffic pattern will be restored at the end of the day when the lane is reopened.

Swartley/Landis made a motion to approve the daytime road closure of Century Drive, near 1803 Century Drive, on Saturday, Aug. 29, 2026. The motion passed 5-0.

9) Engineering Department request: Accept the amended post-construction stormwater management plan for Dutch Bros Coffee as it meets the requirements of City Ordinance 5228

City Civil Engineer Brad Minnick said the Dutch Bros Coffee project located at 2823 Gateway South Drive, is modifying the existing Gateway South P.U.D. post-construction stormwater management plan accepted on January 7, 2008, and Amendment #1 accepted on July 24, 2017.

Minnick said the developer has submitted a sufficient post-construction stormwater management plan amendment that is compliant with Ordinance 5228, "Stormwater Management."

Per the developer's request, the fully executed post-construction stormwater management plan document will be recorded by their title company as part of the Closing process. This change in the City's process was discussed with Assistant City Attorney Don Shuler.

The Stormwater Management Department requested that the Board's acceptance of the post-construction stormwater management plan amendment.

Swartley/Landis made a motion to accept the amended post-construction stormwater management plan for Dutch Bros Coffee as it has been found to meet the requirements of City Ordinance 5228. The 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 4:35 p.m. There were no comments.

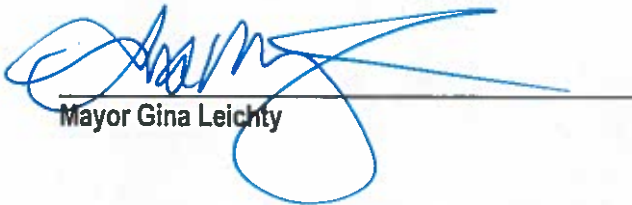
Approval of Civil City and Utility Claims

Mayor Leichty made a motion to approve Civil City and Utility claims and adjourn the meeting. Board member Landis seconded the motion. The motion passed 5-0.

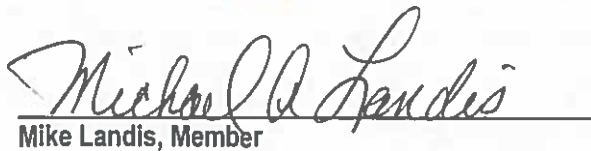
Adjournment

Mayor Leichty then adjourned the meeting at 4:35 p.m.

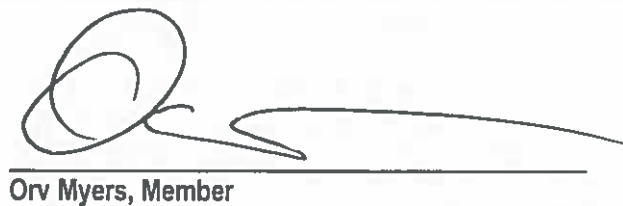
APPROVED:



Mayor Gina Leichty



Mike Landis, Member



Orv Myers, Member

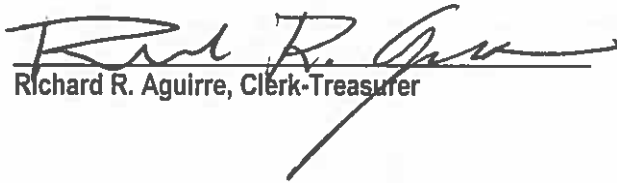


Mary Nichols, Member



Barb Swartley, Member

ATTEST:



Richard R. Aguirre, Clerk-Treasurer