BOARD OF PUBLIC WORKS & SAFETY & STORMWATER BOARD

MINUTES OF THE JANUARY 9, 2025 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.**

SWEARING IN OF BOARD MEMBERS:
Mayor Leichty began the meeting by swearing into office (effective today) the following members of the Board of Public Works & Safety & Stormwater Board: **Mike Landis, Orv Myers, Mary Nichols and Barb Swartley**, who the Mayor appointed to new one-year terms. The audience responded with applause.

REVIEW/APPROVE MINUTES: **Mayor Leichty** presented to the Board the minutes of the Dec. 12 Regular Meeting as prepared by **Clerk-Treasurer Aguirre. Board member Mary Nichols 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 recommendation to withdraw agenda item #1, *Open Sealed Bids: A new UHF digital radio system for the City Street Department,* which is actually scheduled for Jan. 23, 2025. **Board member Nichols made a motion to approve the agenda as presented. Board member Swartley seconded the motion. The motion passed 5-0.**

1) Fire Department request: Approve the promotion of Assistant Chief of Training Steffen Schrock to the rank of Assistant Chief of Operations, effective Jan. 1, 2025
City Fire Chief Anthony Powell asked the Board to approve the promotion of Assistant Chief of Training **Steffen Schrock** to the rank of Assistant Chief of Operations within the Goshen Fire Department, effective Jan. 1, 2025.
Chief Powell said, "Over his 24 years of dedicated service, Chief Steffen Schrock has consistently demonstrated exceptional knowledge, experience, and leadership. I am confident that his contributions will continue to enhance the department's mission and operations in this new role."
Nichols/Swartley made a motion to approve the promotion of Assistant Chief of Training Steffen Schrock to the rank of Assistant Chief of Operations, effective Jan. 1, 2025. The motion passed 5-0.
After the Board's approval, Mayor Leichty swore Assistant Chief of Operations Steffen Schrock into office.

2) Fire Department request: Approve the promotion of EMS Sergeant Lucas Mason to the rank of EMS Lieutenant, effective Jan. 1, 2025
City Fire Chief Anthony Powell asked the Board to approve the promotion of EMS Sergeant **Lucas Mason** to the rank of EMS Lieutenant within the Goshen Fire Department, effective Jan. 1, 2025.
Chief Powell said, "Sergeant Mason has exemplified dedication and professionalism throughout his service, consistently upholding the department's mission and values. His proven leadership abilities and commitment to excellence make him an outstanding candidate for this promotion. I am confident that Sergeant Mason's promotion to Lieutenant will further enhance the department's capabilities and service to the community."
Nichols/Swartley made a motion to approve the promotion of EMS Sergeant Lucas Mason to the rank of EMS Lieutenant, effective Jan. 1, 2025. The motion passed 5-0.
After the Board's approval, Mayor Leichty swore Lieutenant Mason into office.

3) Fire Department request: Approve the promotion of EMS Sergeant Winston Lechlitner to the rank of EMS Lieutenant, effective Jan. 1, 2025

City Fire Chief Anthony Powell asked the Board to approve the promotion of EMS Sergeant **Winston Lechlitner** to the rank of EMS Lieutenant within the Goshen Fire Department, effective Jan. 1, 2025.

Chief Powell said, "Sergeant Lechlitner has exemplified dedication and professionalism throughout his service, consistently upholding the department's mission and values. His proven leadership abilities and commitment to excellence make him an outstanding candidate for this promotion. I am confident that Sergeant Lechlitner's promotion to Lieutenant will further enhance the department's capabilities and service to the community."

Nichols/Swartley made a motion to approve the promotion of EMS Sergeant Winston Lechlitner to the rank of EMS Lieutenant, effective Jan. 1, 2025. The motion passed 5-0.

After the Board's approval, Mayor Leichty swore Lieutenant Lechlitner into office.

4) Fire Department request: Approve the promotion of EMS Sergeant Daniel Kurtz to the rank of EMS Lieutenant, effective Jan. 1, 2025

City Fire Chief Anthony Powell asked the Board to approve the promotion of EMS Sergeant **Daniel Kurtz** to the rank of EMS Lieutenant within the Goshen Fire Department, effective Jan. 1, 2025.

Chief Powell said, "Sergeant Kurtz has exemplified dedication and professionalism throughout his service, consistently upholding the department's mission and values. His proven leadership abilities and commitment to excellence make him an outstanding candidate for this promotion. I am confident that Sergeant Kurtz's promotion to Lieutenant will further enhance the department's capabilities and service to the community."

Nichols/Swartley made a motion to approve the promotion of EMS Sergeant Daniel Kurtz to the rank of EMS Lieutenant within the Goshen Fire Department, effective Jan. 1, 2025. The motion passed 5-0.

After the Board's approval, Mayor Leichty swore Lieutenant Kurtz into office.

5) Police Department request: Approve resignation of Officer Huntley Davis #217, retroactive to Jan. 4, 2025

City Police Chief José Miller asked the Board to approve the resignation of Officer **Huntley Davis** #217, retroactive to Jan. 4, 2025. Officer Davis's last day on the books was Jan. 3, 2025.

Chief Miller said, "Officer Davis has accepted a full-time police officer position at the Warsaw Police Department. I would like to thank Officer Davis for his service of over two and one half (2½) years to the Goshen community and wish him the best in his future career at the Warsaw Police Department."

Nichols/Swartley made a motion to approve the resignation of Officer Huntley Davis #217, retroactive to Jan. 4, 2025. The motion passed 5-0.

6) Police Department request: Approve the resignation of Officer Ever Gutierrez Franco #221, retroactive to Jan. 4, 2025

City Police Chief José Miller asked the Board to approve the resignation of Officer **Ever Gutierrez Franco** #221, retroactive to Jan. 4, 2025. Officer Franco's last day on the books was Jan. 3, 2025.

Chief Miller said, "Officer Franco, too, has accepted a full-time police officer position at the Warsaw Police Department. I would like to thank Officer Franco for his two and one half (2 ½) years of service to the Goshen community and wish him the best in his future career at the Warsaw Police Department."

Nichols/Swartley made a motion to approve the resignation of Officer Ever Gutierrez Franco #221, retroactive to Jan. 4, 2025. The motion passed 5-0.

7) Police Department request: Approve resignation of Officer Logan Wenger #231, retroactive to Jan. 7, 2025
City Police Chief José Miller asked the Board to approve the resignation of Officer **Logan Wenger** #231, retroactive to Jan. 7, 2025. Officer Wenger was in his Field Training Officer (FTO) training program when he decided to resign from the position of probationary patrol officer. He submitted his resignation letter on Jan. 6, 2025, stating it would be his last day working at the department.
Chief Miller said, "I wish Logan the best in life for whatever career path he chooses in the future."
Nichols/Swartley made a motion to approve the resignation of Officer Logan Wenger #231, retroactive to Jan. 7, 2025. The motion passed 5-0.

8) AJA Partners request: Allow the permanent placement of a dumpster in the parking lot adjacent to the alley behind 203 South Main Street (The Famous Building)
David Gingerich of Clear Creek & Associates said AJA Partners recently purchased The Famous building, 203 South Main Street in Goshen, and wants to place a dumpster for use by the tenants in the rear public parking lot.
Gingerich said the company asked for permission to share the dumpster used by John Hall Hardware, but the request was rejected. The company is now seeking permission to place a dumpster in the parking space adjacent to the one occupied by the hardware store's dumpster. The size of the proposed dumpster is 6 feet long by 3 feet deep by 4 feet high with the casters.
Gingerich said just before the meeting he was forwarded a memo from the City Engineering Department recommending a denial of the request and that AJA Partners share the dumpster used by Wellington & Weddell Eye Care until a permanent solution can be found. Gingerich added that Wellington & Weddell Eyecare was called and didn't object to placing AJA Partners' dumpster in a parking space.
In response to questions from **Mayor Leichty**, **Gingerich** clarified that the previous building owner gathered and disposed of the trash at home, but AJA Partners doesn't want to do that. He said AJA Partners temporarily is using the Wellington & Weddell dumpster, but are seeking a permanent solution.
Mayor Leichty asked to hear from the Engineering Department.
City Project Manager Andrew Lund distributed to Board members a four-page memorandum with photographs, dated Jan. 9, 2025, explaining the City Engineering Department's perspective on the request (**EXHIBIT #1**).
Lund said the Engineering Department understands AJA Partners' rationale for requesting a dumpster in the parking lot but would recommend that the building's tenants share the Wellington & Weddell dumpster until a permanent solution can be found.
Lund said, "Engineering would not recommend the City provide a space for a dumpster within the City's parking lot, essentially, because the dumpster would be resulting in a loss of a parking space in a central City parking lot that already serves multiple downtown businesses with more usage of the lot expected in the future and because of this alternate solution available with the shared use of the existing dumpster and from the understanding … that the amount of solid waste anticipated from the tenants of The Famous (building) is relatively low."
Lund said "this request highlights a need for a larger conversation between the City and downtown property owners around private dumpsters in the public right-of-way, especially in City parking lots. Considering the utilization of downtown City lots, and future remodels and new tenants, greater need for refuse storage locations is expected. "As an example, it appears that more dumpsters have recently been placed in Lot 'B', beyond what has been approved, even prior to this request." He said there are seven dumpsters in the lot, and only three were approved.
Lund said if the Board chooses to approve the location of the dumpster for 203 South Main, Engineering recommends that approval be conditional on a potential future arrangement with property owners in this area. He added that a 96-gallon wheeled cart may be available from Borden for commercial use dependent on the location. However, due to the proximity of the building to the alley right-of-way, the cart would not be able to be stored along the back side of The Famous and there are limited spaces available for outside storage of a cart elsewhere.

Mayor Leichty said she agreed with **Lund** that this request "illustrates that a larger issue that the City has in trying to accommodate numerous businesses and there's not designed space for dumpsters in in those parking lot areas, but certainly needed – and especially as we're trying to increase density in our in our downtown That's something that will need to be factored in that isn't presently occurring."
Mayor Leichty asked if a 96-gallon cart dumpster could fit beside the parking space where a dumpster has been located. She also asked if it could be stored beside The Famous building
Lund said it potentially could be stored near a small dumpster and rolled out to the street for collection every week.
Mayor Leichty asked **Gingerich** if that would be a possible solution.
Gingerich responded, "I don't think the owners are anxious to have to pull the cart out every week … I guess the part that's most frustrating to them is, they thought they were going about things the proper way. And it's their understanding that the person that has the most objection is the person that has the dumpster on the City lot and doesn't want them to also have a dumpster on the City lot. So, they find that to be most objectionable, and I guess I'm anxious to hear how the City is going to explain that you can allow one business to do that, but you won't allow another business to do that. And you have, like you said, I counted, there's seven dumpsters out there."
Board member Landis responded that he was on the Board when it voted to allow John Hall Hardware to place a dumpster in the City parking lot. He said a man, using a pickup truck, used to gather the trash and cardboard in the alley, but when he got sick and stopped providing this service, it caused a dilemma for the hardware store.
Landis said, "They searched for alternatives. They couldn't come up with anything, and the only thing they could find is somebody who was willing to put a bin, and they just needed a place to be able to put it otherwise they couldn't function with the volume of trash and corrugated (material)."
Landis said he doesn't remember the terms of conditions of the approval but contacted a trash collection company and learned there are new disposal options that may be possible. He added that "in the bigger picture, we need to figure out what we're going to do, because as density, we encourage, and we want people to recycle. Certain businesses have more corrugated than they have trash, so we don't want them just throwing it all in a trash bin. "We need to really think about the best alternative, not that the City owns the bins and has people pay a fee to put their stuff in, but so we only have a couple of bins on the whole site. But I could go along with something in the short term, but I would prefer to see some arrangement … and a bigger conversation at the moment, and not just taking up another space without knowing whether we could double park bins where John Hall's currently is," he said.
Mayor Leichty said she agreed with **Board member Landis'** comments about density and acknowledged concerns about people going through garbage containers and building occupants wanting lockable containers. She said she also agreed that there's a need for a larger, a more, a more comprehensive solution than just every single business owner trying to figure out where to dump trash.
Mayor Leichty said owners of residential properties are required to provide trash disposal options for tenants. She asked **City Attorney Bodie Stegelmann** if there was a similar requirement for commercial property owners.
Stegelmann said, "I'm not aware of any such a requirement, and you know, I think it's just based on the City's practice and ordinances. We provide service to the residential properties, but I think commercial and industrial are up to themselves to arrange for trash removal."
Mayor Leichty asked **City Director of Public Works & Utilities Dustin Sailor** when the City plans to rehabilitate the parking lot in question.
Sailor said, "We have a preliminary design prepared. There has not been a funding package put together for that parking lot yet; there's no year set." Sailor said it could be five years and that the City is conducting a parking lot study now to determine the needs, adding that he couldn't assess the impact of losing a space for a dumpster.
Mayor Leichty said, "I think Mr. Gingrich makes a good case on behalf of the owners that we have precedent established, and while I hate to lose a parking space, I see the reasonableness of the request."

Mayor Leichty continued, "As someone who has to take out the trash late at night. I think the location that's been proposed with the Wellington's dumpster is pretty far from their business, so that seems a bit onerous as well. I would be inclined to at least give a temporary support for their request.
She added, "One option that we might be able to consider is working with the Economic Improvement District (EID), which is the self-taxing board that helps with beautification and other support for downtown businesses, and see whether there's an option for a trash coalition, or some sort of assistance for clusters of businesses, who need that access, so maybe that could help to provide some kind of shared dumpster resource, and we could try to work at that over the next year to see if there's something collaborative that could be established with the EID since the property owners are already paying into that taxing fund."
Board member Nichols said she agreed with that approach, pointing out that only three of the seven dumpsters in the parking lot were approved by the City. She said Since AJA Partners was "trying to do the right thing" she favored working with them to find a solution.
Board member Landis said he also was in favor of working with the applicant but would like to review the Board minutes of the meeting when John Hall Hardware was granted permission to place a dumpster in a parking space so he could review the terms and condition of the approval. He said it may or may not be appropriate for the City to now require the parking space to be shared with two dumpsters.
Mayor Leichty said until further information on the past approval was found, she suggested a 12-month agreement with AJA Partners for the placement of a dumpster in the parking lot. She said, that would provide time for research while giving the applicant a place to dispose of trash.
Board member Swartley asked whether it would be possible to place two dumpsters in a single space and still be accessible when they are emptied. **Board member Landis** said that wouldn't be a problem because the new dumpster would have casters and be movable.
Street Commissioner Dave Gibbs said the AJA Partners request originated in his office and he forwarded it to the Engineering Department. He added that the dumpster used by John Halls Hardware has casters.
Mayor Leichty said it would be the property owner's responsibility to find a dumpster that could be placed in the same parking space as the one used by the hardware store. She said if that's not possible, the Board could allow placement of a new dumpster in another parking space for 12 months until a more permanent solution was found.
Board member Landis endorsed that idea.
Mayor Leichty asked **David Gingerich** for his comments about the options.
Gingerich said the John Hall Hardware dumpster is 6 feet by 4 feet and 5 feet high and the one AJA Partners is requesting would be smaller – 6 feet by 3 feet and 4 feet high, and both dumpsters should fit in the same parking space. "We're willing to be flexible, but we essentially were told "no," so that's why we're requesting another space."
Mayor Leichty said, "Well, the decision to utilize the space would be the City's decision, presumably … I mean, sharing the dumpster is one thing. Sharing the public space would be another matter that would need to come from the City."
City Attorney Stegelmann said, "I think any approval to use the right of way, or a City parking lot, would be in the nature of a license that could be revocable. So, I don't think, by granting permission to use one parking spot, that Board approve that use forever. So, I think it would be subject to amendment of the prior approval given to John Halls, especially if both businesses can use that same space. And if there's a reasonable way to do that, I think the prior approval for John Hall could probably be amended or modified, and I think the 12 months will probably give plenty of time to the parties to work through that and maybe come back with an option."
Mayor Leichty said there would need to be adequate space for both dumpsters to fit in the parking space.
Board member Swartley said she wondered who would be responsible for finding a long-term solution. She asked, "Who actually does the working at it? Are you saying the parties need to be doing that? Or are you saying the City would have some role?"

Mayor Leichty responded that it would be the City's responsibility to review the minutes from that meeting when John Hall Hardware was granted permission to place a dumpster in a parking space. She said she would expect AJA Partners to try to find a dumpster that would fit in the same parking space that now has the John Hall dumpster.. And if that's not possible, a second space could be used for 12 months as long as City staff was notified. And over the next year, the Engineering Department would be asked for explore other options.
Board member Swartley said the business owner also should try to come up with a solution.
Clerk-Treasurer Aguirre suggested that the motion specify the City departments that would be responsible for developing a long-term solution. The motion was then clarified to add that information.

Nichols/Swartley moved to allow AJA Partners to place a dumpster in the City parking lot near the rear alley behind 203 South Main Street, with the preference that it would be placed in the same space occupied by the John Hall Hardware dumpster and if for some reason that does not work out, the applicant would be allowed to use a secondary parking space for 12 months so City staff – Engineering. Streets and Legal – can have the time to develop a long-term solution.

David Gingrich asked what the City wanted AJA Partners to do next.
Mayor Leichty said AJA Partners should contact the vendor to see if they would be able to feasibly fit a trash container in the same parking space as the John Hall Hardware dumpster. If that's possible, she asked that AJA Partners to notify City staff so John Hall Hardware can be notified by staff that another dumpster will be placed in the parking space. And if a dumpster cannot be placed in the same space, AJA partners can use a second space.

The Board then voted unanimously, 5-0, to approve the motion.

9) Legal Department request: Award a contract to Jordan Ford as the lowest responsible and responsive bidder and authorize the issuance of an order for the purchase of 2025 F550 Chassis 4x4 SD Regular Cab 169" WB DRW XL (F5H) for a cost of $96,109
City Attorney Bodie Stegelmann told the Board the City solicited bids for the purchase of a 2024 or newer medium duty dump truck in accordance with Indiana Code § 5-22-8-3. Below is a summary of the bids received:

1. **Jordan Ford-** 2025 F550 Chassis 4x4 SD Regular Cab 169" WB DRW XL (F5H) $96,109
2. **Eby Ford-** 2025 F550 Chassis 4x4 SD Regular Cab 169" WB DRW XL (F5H $96,309

Stegelmann asked the Board to award a contract to Jordan Ford as the lowest responsible and responsive bidder and authorize the issuance of a Purchase Order for the purchase of 2025 F550 Chassis 4x4 SD Regular Cab 169" WB DRW XL (F5H) for a cost of $96,109.
Nichols/Swartley made a motion to award a contract to Jordan Ford as the lowest responsible and responsive bidder and authorize the issuance of a Purchase Order for the purchase of 2025 F550 Chassis 4x4 SD Regular Cab 169" WB DRW XL (F5H) for a cost of $96,109. The motion passed 5-0.

10) Legal Department request: Award a contract to Waymire Auto Parts as the lowest responsible and responsive bidder and authorize the issuance of an order for the purchase of 2025 Upfit Equipment for 2025 Ford Explorer Police Pursuit Vehicles at a cost of $150,450
City Attorney Bodie Stegelmann told the Board that the City solicited bids for the purchase of a 2025 upfit equipment for 2025 Ford Explorer police pursuit vehicles in accordance with Indiana Code § 5-22-8-3. One bid was received:

1. **Waymire Auto Parts** $150,450.00

Stegelmann asked the Board to award a contract to Waymire Auto Parts as the lowest responsible and responsive bidder and authorize the issuance of a Purchase Order for the purchase of 2025 Upfit Equipment for 2025 Ford Explorer Police Pursuit Vehicles at a cost of $150,450.
Board member Landis asked for clarification about the purchase. **City Fleet Manager Carl Gaines** said the purchase was for the equipment for 16 Ford explorers, including cages and lights.
Nichols/Swartley made a motion to award a contract to Waymire Auto Parts as the lowest responsible and responsive bidder and authorize the issuance of a Purchase Order for the purchase of 2025 Upfit Equipment for 2025 Ford Explorer Police Pursuit Vehicles at a cost of $150,450. The motion passed 5-0.

11) Legal Department request: Approve and authorize the purchase of three (3) 2025 Chevy Tahoe PPV-9C1 SUV 4x4 Pursuit Rated vehicles, Model CK10706-9C1, for $159,515 from Kelly Chevrolet
City Attorney Bodie Stegelmann told the Board that the City of Fort Wayne received bids for the purchase of 2025 vehicles that included Police Pursuit Vehicles for use by Police Departments. Fort Wayne's bidding invitation allows that it be open to other governmental agencies to purchase vehicles.
Stegelmann said Kelley Chevrolet in Fort Wayne was awarded the contract and has two 2025 Chevy Tahoe PPV-9C1 SUV 4x4 Pursuit rated vehicles, Model CK10706-9C1, G6M Dark Ash in color for the purchase of amount of $52,815, and one 2025 Chevy Tahoe PPV-9C1 SUV 4x4 Pursuit rated vehicles, Model CK10706-9C1, GBA Black in color for the purchase of amount of $53,885.
Stegelmann said the vehicles are available for immediate pick after authorization to purchase. He requested permission to purchase three 2025 Chevy Tahoe PPV-9C1 SUV 4x4 Pursuit Rated vehicles, Model CK10706-9C1, two (2) G6M Dark Ash in color and one GBA Black in color for total sum of $159,515.
Nichols/Swartley made a motion to approve and authorize the purchase of three (3) 2025 Chevy Tahoe PPV-9C1 SUV 4x4 Pursuit Rated vehicles, Model CK10706-9C1, two (2) G6M Dark Ash in color and one (1) GBA Black in color for total sum of $159,515. The motion passed 5-0.

12) Legal Department request: Approve and authorize the Mayor to execute the agreement with Goshen Fiber Network for IT services necessary to connect 308 Egbert Road Station to the City network and provide internet services at a cost of $9,420 for the three-year term
City Attorney Bodie Stegelmann recommended that the Board approve and authorize Mayor Leichty to execute the attached agreement with Goshen Fiber Network for IT services necessary to connect 308 Egbert Road Station to the City network and provide internet services. The agreement allows for a continuation of services for a three (3) year term with a monthly cost of $220 for a total cost of $7,920 for the life of this agreement plus a one-time startup fee of $1,500. Total contract cost: $9,420.
Board member Landis asked if the City had other agreements with this company at other locations and their cost. **City Director of Public Works & Utilities Dustin Sailor** said the cost is usually based on how far they are away from the point of service and the cost to extend, which is added to a three-year agreement, plus a service fee. He said every locations has a separate agreement.
Nichols/Swartley made a motion to approve and authorize Mayor Leichty to execute the agreement with Goshen Fiber Network for IT services necessary to connect 308 Egbert Road Station to the City network and provide internet services at a cost of $9,420 for the three (3) year term. The motion passed 5-0.

13) Legal Department request: Pass Resolution 2025-01, Documenting the Submission of the 2023 Annual Certifications by City of Goshen Elected Officers

City Legal Compliance Administrator Shannon Marks told the Board that the accompanying resolution documented the submission of the annual Certifications by all City of Goshen elected officers related to the state statutes and City policies regarding the employment of relatives by the City and contracting with the City.
Signed certifications were provided by the City's 10 elected officers – Mayor Gina Leichty, Clerk-Treasurer Richard R. Aguirre, City Judge Richard Mehl and Common Council members Linda Gerber, Phil Lederach, Douglas Nisley, Megan Peel, Don Riegsecker, Matt Schrock and Brett Weddell.
Nichols/Swartley made a motion to pass Resolution 2025-01, *Documenting the Submission of the 2023 Annual Certifications by City of Goshen Elected Officers.* The motion passed 5-0.

14) Redevelopment Department request: Authorize an agreement with John Mishler for a Sculpture Lease Project in Downtown Goshen and authorize the Mayor's execution of the agreement
City Redevelopment Director Becky Hutsell told the Board that **John Mishler,** a local sculptor and art professor at Goshen College, has submitted a proposal (included with the board meeting packet) for a Sculpture Lease Project within Downtown Goshen.
Hutsell said this effort is a continuation of the "Epic Art Adventure" that began two years ago with the Elkhart County Convention & Visitors Bureau (ECCVB). As part of the ECCVB's effort, several local sculptures were placed within the downtown and sculptures were leased from the artists for a specified duration.
Hutsell said Mishler's proposal includes continued lease of several pieces with the addition of six new pieces to replace others. The duration of this agreement would be from March 1, 2025 to Dec. 31, 2026. The exact placement of each sculpture will be coordinated with City staff to ensure compliance with ADA concerns and to ensure that walkways remain unobstructed, and utilities are not impacted.
Hutsell said the total cost associated with this project would be $10,000 and funded through the Arts Initiative budget from the American Rescue Plan funds that the City received. She requested that the Board of Public Works and Safety authorize an agreement with John Mishler for the Sculpture Lease Project in Downtown Goshen, based upon the included proposal, and that the Board authorize execution of the agreement by the Mayor.
Nichols/Swartley made a motion to authorize an agreement with John Mishler for the Sculpture Lease Project downtown and to authorize execution of the agreement by the Mayor. The motion passed 5-0.

15) Water & Sewer Department request: Approve the allocation of 0.40 cents to the Water Maintenance Repair Fund and 0.70 cents to the Sewer Maintenance Repair Fund for the 2025 billing year
Marvin Shepherd, Superintendent of City Water Treatment and Sewer Department, told the Board that pursuant to City Ordinance 4531, the Board of Public Works and Safety and Stormwater is required annually to review the Residential Water and Sewer Line Maintenance Repair Fund balances and decide on how the $1.10 repair fee is to be divided and assessed per the monthly water and sewer bills.
Shepherd said the total expenditure in 2024 were $ 102,524.83 for sewer and $66,475.32 for water. Based on the expenditure and year-end balance information included in the Board's meeting packet, Shepherd recommended that $0.40 cents be allocated to the Water Fund and $0.70 cents be allocated to the Sewer Fund in 2025.
Shepherd said the City completed 11 sewers repairs and 31 water service repairs. While he said this is a great customer benefit, the City is currently replacing landscaping, concrete and more during repairs, pushing the average cost per job from about $2,000 a month to about $5,000 a month.
Mayor Leichty said, "It just seems clear to me that we need to adjust those rates to reflect the current expenses, but also just to be able to provide that service to the community. When you do have something that breaks and your yard is torn up and you have to have bushes removed in order to reconnect to a City utility, we want to make sure that we're restoring that to a satisfactory level for all of our utility customers. So, the only way to afford to do that is to share that cost for all the people who live in the City and use our utility services."

Shepherd said neighboring City impose higher fees for such repairs.
Mayor Leichty asked if Shepherd will be requesting an increase in the repair fee. **Shepherd** said, "Yeah, I'm thinking at the end of the month we were going to get together and hopefully be back the end of the month with an answer what we actually would like it to go to. But we need to have something in place now, I believe. "
City Attorney Stegelmann said the rate increase would need to go to Common Council for approval, although the Board of Public Works can be involved in the process.
Nichols/Swartley moved to approve the recommendation of the Goshen Utility Department to allocate 0.40 cents to the Water Maintenance Fund and 0.70 cents to the Sewer Maintenance Fund for the 2025 billing year. The motion passed 5-0.

16) Engineering Department request: Approve Change Order No. 7 for the 10th Street and Douglas Street reconstruction project in the amount of $4,676.60 and extend the project by 221 calendar days, making the final completion date June 6, 2025
City Director of Public Works & Utilities Dustin Sailor provided the Board with Change Order No. 7 for the 10th Street and Douglas Street Reconstruction project. It included costs related to the addition of ADA and handicap pavement markings on Douglas Street in the accessible parking area, extruded street markers signs, and the removal of two trees and one stump that are in conflict with the additional work on Reynolds Street.
Sailor said with the additional work, inclement weather, working around homeowner's schedules and Gleason Industrial Products' production, the requested project schedule extension is 221 days to June 6, 2025.
Sailor said the original contract amount plus additions from previous change orders was $4,524,528.08. Change Order No. 7 increases the total contract by $4,676.60, for a revised contract amount of $4,529,204.68, which is an increase of 6.60% over the original contract amount.
Nichols/Swartley made a motion to approve Change Order No. 7 for the 10th Street and Douglas Street Reconstruction project in the amount of $4,676.60 and extend the project by 221 calendar days, making the final completion date June 6, 2025. The motion passed 5-0.

17) Clerk-Treasurer's Office request: Approve $14,867,021.45 of encumbrances from 2024 City of Goshen budget into the 2025 budget
Deputy Clerk-Treasurer Jeffery Weaver said included in the meeting packet for the Board's approval was a list of accounts with a balance in the 2024 budget that will be encumbered (carried over) into the 2025 budget.
Weaver said at the end of each year, City department heads review any unspent budget and compare it to their outstanding invoices or contracts. If any 2024 unspent budget is available to pay an outstanding 2024 invoice or contract, then the amount can be encumbered into 2025, but only for the approved expense.
Weaver said budgeted amounts were remaining in the 2024 budget, and department heads requested to encumber the amounts into 2025. For each encumbrance, the department heads presented an invoice, purchase order, or executed agreement or contract.
Weaver said the encumbrances were reviewed by the Clerk-Treasurer's and Mayor's offices, and can only include Supplies, Other Services & Charges, and Capital Expenditures. He said the final approval for these encumbrances falls on the Board of Works to approve the total encumbrance amount.

LIST OF ENCUMBRANCES FROM 2024 BUDGET TO 2025 BUDGET

Account number	*Account Title*	**Encumbered** *Amount*
1101-5-05-4210500	LEGAL/OTHER OFFICE EXPENSES	$ 137.98
1101-5-05-4390800	LEGAL/SUBSCRIPTIONS AND DUES	85.00

Account number	Account Title	Encumbered Amount
1101-5-05-4390901	LEGAL/OTHER SERVICES AND CHARGES	1,414.91
1101-5-05-4390910	LEGAL/INSTRUCTION	325.00
1101-5-07-4310507	BD WORKS/ERP MAINT UPGRADE	2 2,825.00
1101-5-07-4390930	BD WORKS/TRASH COLLECTION	174,441.97
1101-5-10-4320301	ENGINEER/TRAVEL EXPENSES	$1,062.00
1101-5-11-4220154	POLICE/OTHER EQUIPMENT	111,000.47
1101-5-11-4310501	POLICE/MEDICAL EXPENSES	900.00
1101-5-11-4360201	POLICE/EQUIPMENT REPAIRS	1,000.00
1101-5-11-4360501	POLICE/MAINTENANCE CONTRACTS	1,440.00
1101-5-11-4390911	POLICE/INSTRUCTION 4,115.00	
1101-5-15-4360201	BLDG DEPT/EQUIPMENT REPAIRS	449.00
2201-5-00-4230136	MVH/SIGNS & SIGNALS & PAINT	2,952.50
2201-5-00-4290001	MVH/OTHER OPERATING SUPPLIES	1 5,893.60
2201-5-00-4440401	MVH/EQUIP MOTOR VEHICLE 9	1,667.00
2202-5-00-4310501	LOCAL RD & ST/SERVICE CONTRACT	539,147.00
2204-5-00-4490000	P&R/POOL PROJECT 724,000.00	
2209-5-00-4310501	EDIT TAX/SERVICES CONTRACTUAL	613,204.12
2209-5-00-4420006	EDIT TAX/CAPITAL PROJECTS	2,162,019.16
2234-5-00-4390000	UNSAFE BLDG/OTHER SERV CHRG	6 6,000.00
2240-5-00-4450200	PS LOIT/MOTOR VEHICLE	2 5,257.50
2505-5-00-4310502	STM WTR MGMT/SVCS CONTRACTUAL	3,000.00
4402-5-00-4310501	CCD/SERV CONTRACTUAL	339,227.95
4445-5-00-4310502	SE E.D. TIF/CONTR SVCS	1,454,731.85
4445-5-00-4420000	SE E.D. TIF/CAPITAL PROJ	920,000.00
4446-5-00-4420000	CONS RR/US33/CAPITAL PROJECT	4,511,861.94
4447-5-00-4450200	LIPPERT/DIER/PUB SAFETY EQUIP	378,862.50
4502-5-00-4440000	ARP/CAPITAL OUTLAYS	2,700,000.00
		TOTAL: $ 14,867,021.45

Nichols/Swartley made a motion to approve $14,867,021.45 of encumbrances from 2024 into the 2025 budget. 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 5:10 p.m. There were no comments.

At 5:10 p.m., Mayor Leichty recessed the Board meeting and convened compliance hearings for properties at 215 Crescent Street and 213 Crescent Street.

CITY BOARD OF PUBLIC WORKS & SAFETY PUBLIC HEARING:

4:00 p.m., Jan. 9, 2025

Members present: Mayor Leichty, Mike Landis, Orv Myers, Mary Nichols and Barb Swartley

18) Unsafe Building Compliance Hearing for property at 215 Crescent Street (Cecil Bontreger, property owner)

BACKGROUND:

In a memorandum dated Jan. 3, 2025, **Assistant City Attorney Don Shuler** wrote that an unsafe building compliance hearing was scheduled Jan. 9, 2025 for the property located at 215 Crescent Street.

Attached to the Board meeting packet was the Record of Action and Continuous Enforcement Order issued by the Board of Public Works and Safety on Aug. 29, 2024, requiring demolition of the unsafe building on the property.

Shuler wrote that the hearing was scheduled at the request of the Building Commissioner as it was determined there was non-compliance with the Board's Order.

Shuler advised the Board to conduct a hearing by receiving evidence and arguments from the Building Department, the property owner, and any other individual who wished to speak to the property. After receiving evidence and at the conclusion of the hearing, the Board could do any of the following actions:

1. Confirm compliance if evidence was presented that the demolition of the unsafe structure had been completed;
2. Confirm non-compliance and authorize the Building Commissioner to proceed with demolition or other remedial action or a civil action, as permitted by the Indiana Unsafe Building Law;
3. Issue a civil penalty in an amount not to exceed $5,000 if the Board finds there has been a willful failure to comply with Order; or
4. Any other action permitted by law to resolve the unsafe conditions on the property.

In taking any of these actions, **Shuler** wrote that the Board should make specific findings to support its action.

According to a Record of Action and Continuing Enforcement Order, the Board concluded the following on Aug, 29, 2024:

1. The City of Goshen Building Commissioner issued an order on August 1, 2024 (hereinafter the "Order"), concerning the property located at 215 Crescent Street, Goshen, Indiana, and more particularly described in Exhibit A (hereinafter the "Real Estate"). The Order made findings that the vacant residential structure at the Real Estate was an unsafe building and required demolition of said building and removal of all demolition remains, trash, and debris on the Real Estate and return of the site to natural grade, all of said work to be completed within forty-five (45) days.
2. The Building Commissioner, in his Order, determined that the building at the Real Estate was unsafe under I.C. § 36-7-9-4(a)(2), (4), (5), and (6) due to the following conditions:

a. The vacant residential structure on the Real Estate has been vacant with no water usage for approximately twenty (20) years;

b. The vacant residential structure recently sustained a fire, causing significant damage to the roof, having burnt, charred members throughout the structure that are beyond repair;

c. The fire damage renders the building in danger of collapse; and

d. The building's current condition is vacant and unfit for human habitation, occupancy, or use under Goshen City Code.

The Board ultimately concluded that the building was unsafe and should be demolished.

19) Unsafe Building Compliance Hearing for property at 213 Crescent Street (Midwest Leasing LLC, property owner)

BACKGROUND:
In a memorandum dated Jan. 3, 2025, **Assistant City Attorney Don Shuler** wrote that an unsafe building compliance hearing was scheduled Jan. 9, 2025 for the property located at 215 Crescent Street.
Attached to the Board meeting packet was the Record of Action and Continuous Enforcement Order issued by the Board of Public Works and Safety on Sept. 12, 2024, requiring demolition of the unsafe building on the property.
Shuler wrote that the hearing was scheduled at the request of the Building Commissioner as it was determined there was non-compliance with the Board's Order. The Building Commissioner's Order scheduling the compliance hearing was also attached.
Shuler advised the Board to conduct a hearing by receiving evidence and arguments from the Building Department, the property owner, and any other individual who wishes to speak to the property. After receiving evidence and at the conclusion of the hearing, the Board could do any of the following actions:
1. Confirm compliance if evidence is presented that the demolition of the unsafe structure has been completed;
2. Confirm non-compliance and authorize the Building Commissioner to proceed with demolition or other remedial action or a civil action, as permitted by the Indiana Unsafe Building Law;
3. Issue a civil penalty in an amount not to exceed $5,000.00 if the Board finds there has been a willful failure to comply with Order; or
4. Any other action permitted by law to resolve the unsafe conditions on the property.
In taking any of these actions, **Shuler** wrote that the Board should make specific findings to support its action
According to a Record of Action and Continuing Enforcement Order, the Board concluded the following on Sept. 12, 2024:
1. The City of Goshen Building Commissioner issued an order on August 2, 2024 (hereinafter the "Order"), concerning the property located at 213 Crescent Street, Goshen, Indiana, and more particularly described in Exhibit A (hereinafter the "Real Estate"). The Order made findings that the vacant residential structure at the Real Estate was an unsafe building and required demolition of said building and removal of all demolition remains, trash, and debris on the Real Estate and return of the site to natural grade, all of said work to be completed within forty-five (45) days.
2. The Building Commissioner, in his Order, determined that the building at the Real Estate was unsafe under I.C. § 36-7-9-4(a)(2), (4), (5), and (6) due to the following conditions:
a. The vacant residential structure recently sustained a fire, causing significant damage,
having burnt, charred members throughout the structure that are beyond repair;
b. The fire damage renders the building in danger of collapse; and
c. The building's current condition is vacant and unfit for human habitation, occupancy, or use under Goshen City Code.
The Board ultimately concluded that the building was unsafe and should be demolished.

JAN. 9, 2025 BOARD DISCUSSION DURING PUBLIC HEARINGS FOR UNSAFE BUILDINGS AT 215 CRESCENT STREET & 213 CRESCENT STREET:
At 5:10 p.m., Mayor Leichty recessed the Board meeting and convened compliance hearings for properties at 215 Crescent Street and 213 Crescent Street.
Assistant City Attorney Don Shuler said hearings were scheduled for the properties at 215 and 213 Crescent Street but due to conversations with the property owners, the hearings would be delayed until Feb. 13, 2025.

Shuler said both properties sustained fire damage last year and the Board ordered the buildings to be demolished. He said there was "no disagreement that the demolition needed to be done. It was just a matter of timing."
Shuler said at the end of October, the attorney representing the property owner at 213 Crescent Street, had advised that they had their demolition permit pulled and had the meters removed, and they had ordered from NIPSCO the removal of the utility lines. He said NIPSCO advised that would take four to six weeks.
Shuler said scheduling today's meeting was intended to keep the process moving forward. However, NIPSCO has yet to remove the utility lines and no demolition permit has been pulled for 215 Crescent Street, although it has no meters and the property has been vacant for a long time. He added that the two property owners have also been discussing who was legally responsible for the fire and liable for the demolition.
Shuler said he wanted to continue today's hearing for four or five weeks to resolve the remaining issues. He suggested the demolition orders be reviewed by the Board on Feb. 13, 2025.
Mayor Leichty thanked **Shuler** for the update.
There was no action taken at this time.

However, after consideration and passage of agenda item #20, *Mayor's Office request: Approve 2025 Board of Public Works & Safety meeting schedule*, there was continued discussion about the properties at 215 and 213 Crescent Street.
Common Council member Matt Schrock asked if he could comment on the two properties on Crescent Street. In the past he said he has been contacted by neighbors about these two homes, which burned in June 2024. He said he understood the hearing was delayed until February but there was still no date for the demolition.
Councilor Schrock said, "I'm just here speaking on the behalf of the people that live in that area. I mean, it's been since June, and those houses haven't been touched." He said he understood this was because of inaction by NIPSCO … "so, I just want everybody to keep that in mind that the people that live there still have to drive by there. The people that live across the street still have to look at that every day. So, the sooner the better."
Mayor Leichty thanked **Councilor Schrock** for his comments. She asked **City Director of Public Works & Utilities Dustin Sailor** if any pressure that could be applied to NIPSCO to accelerate their work. **Sailor** responded, "Not that I'm aware of. You can make a phone call, but we have no control."
Shuler said if the property owners don't demolish the properties, the City could go through the bidding process and accomplish the demolition on its own. He said, "But again, because of the liability issues, that dispute between the property owners, we decided not to go down that road."
Shuler continued, In communications with property owners yesterday, I was advised that there was not significant movement in terms of them, doing everything that they can do in their power to get this demolition happen. The recommendation from the Building Department at that Feb. 13th hearing would be for the Board to issue a civil penalty up to $5,000.
"That's the kind of lever that we have to push on or pull on, to try to create some action. So, the hope is that gets them there. They know that that's hanging over their head. That's what the recommendations is going to be. Obviously, that doesn't necessarily do anything on NIPSCO's end, but they've both represented me that they're going to be harassing NIPSCO to try to get that part of it addressed," **Shuler** said.
Mayor Leichty asked **Shuler** to address the City's potential liability if it forced a demolition while the property owners are engaged in a dispute over legal liability. **Shuler** said, "One property owner blames the other property owner for the fire, and so if we go in and demolish it on our own, depending on the type of civil case or lawsuit being filed which has been discussed, then it's a possibility that we're taking an action that may involve destroying some of the evidence that would be relied on in terms of establishing that (liability). So, it's just trying to avoid putting the City in that type of position."

Mayor Leichty asked **Councilor Schrock** if this information would help him in responding to constituents. – that the City doesn't want to incur additional risk by forcing demolition. **Councilor Schrock** said it might help.
Mayor Leichty said the City wants to alleviate this blight, but want to do it in a way that protects the City as well. She said, "This Board has been very willing to take assertive steps with landlords who are not addressing the needs of their properties, and I anticipate that that will continue to happen. So, just if you can reassure your constituents that we're taking blight very seriously."
Clerk-Treasurer Aguirre asked **Shuler** if there needed to be motions to continue today's hearings to Feb. 13, 2025.
Shuler responded, "Since it's been on the agenda, if you want to have a record of it, it would be appropriate for the Board to go ahead and make a motion. Typically, our offices sends out notices to the properties owners underneath the statute of when the continued hearings are, but a lot of times where we have done that It's actually been set for a hearing officially, or got officially placed on your agenda, because we usually wait to set it to your agenda until the week before. So, I think that would be appropriate."

Nichols/Swartley then made a motion to continue both hearings for the properties at 213 Crescent Street and 215 Crescent Street to Feb. 13. The motion passed 5-0.

20) Mayor's Office request: Approve 2025 Board of Public Works & Safety meeting schedule
Mayor Leichty presented the Board's meeting schedule for 2025 (**EXHIBIT #2**.). There were no questions.
Nichols/Swartley made a motion to approve the Board's meeting calendar for 2025. The motion passed 5-0.

APPROVAL OF CIVIL & UTILITY CLAIMS
Mayor Leichty then moved to approve Civil City and Utility claims and adjourn the meeting. Board member Nichols seconded the motion. The motion passed 5-0.

ADJOURNMENT
Mayor Leichty adjourned the meeting at 5:22 p.m.

EXHIBIT #1: *A four-page memorandum with photographs, dated Jan. 9, 2025, by City Project Manager Andrew Lund explaining the City Engineering Department's perspective on the AJA Partners request to permanently place a trash dumpster in the public parking lot behind The Famous Building, 203 South Main Street.*

EXHIBIT #2: *2025 Board of Public Works & Safety meeting schedule, which was approved at the Jan. 9 meeting.*

APPROVED:

Mayor Gina Leichty

[illegible]

Mike Landis, Member

Orv Myers, Member

Mary Nichols, Member

Barb Swartley, Member

ATTEST:

Richard R. Aguirre, Clerk-Treasurer

Exhibit #1

Engineering Department
CITY OF GOSHEN
204 East Jefferson Street, Suite 1 • Goshen, IN 46528-3405

Phone (574) 534-2201 • Fax (574) 533-8626 • TDD (574) 534-3185
engineering@goshencity.com • www.goshenindiana.org

Memorandum

To: Board of Work & Safety & Stormwater Board

From: Goshen Engineering

RE: STAFF REPORT – 203 S MAIN STREET DUMPSTER IN CITY PARKING LOT REQUEST (JN: STREETS BY NAME)

Date: January 9, 2025

Engineering was made aware of a request by AJA Partners to permanently utilize a parking space in City Parking Lot 'B' for a dumpster (see Figure 1 and Figure 2 for location of lot and proposed location of dumpster). AJA Partners are new owners of the property at 203 S Main Street (also known as The Famous building) and discovered that the building did not have a dedicated refuse container, apparently because a private individual had previously collected trash from 203 S Main and neighboring properties, and then the prior owners had collected tenants' trash when this service was no longer available. Although the new owners' desire for a dedicated dumpster for their property and eight (8) tenants is understandable, Engineering would not recommend the City provide space for a dumpster within the City's lot, for the following reasons:

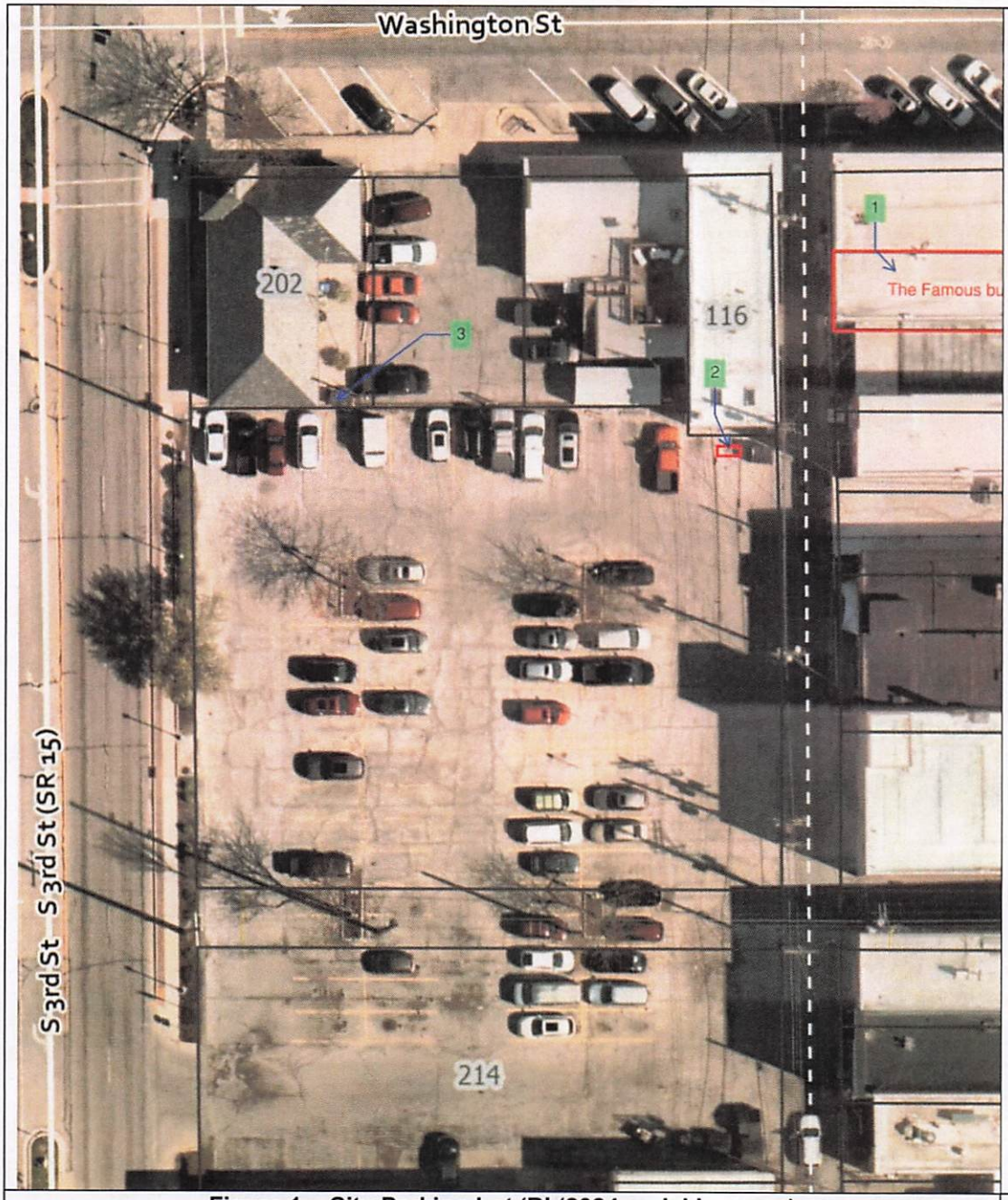
1. Location of the dumpster as proposed would result in the loss of a parking space in a central City parking lot that already serves multiple downtown businesses, with more usage of the lot expected in the future.
2. There is an alternate solution available, as a nearby business has offered an arrangement for shared use of their existing dumpster, on an immediate trial and possible permanent basis.
3. Our understanding, from conversation with AJA Partners and the business offering shared use of the dumpster, is that there is minimal solid waste generation anticipated from The Famous.

Engineering discussed the above with Ms. Mault, who represents AJA Partners in this request. She replied that the owners were concerned about not having a guaranteed long-term solution for the building and its tenants. She also referenced a past Board of Works decision to permit another neighboring property owner to use a parking space for a dumpster adjacent to AJA Partners' requested location. Although the City has permitted a previous dumpster in this parking space and two other dumpsters outside of parking areas, Engineering advised Ms. Mault that the shared-use arrangement would be preferable for the City, in light of the need for parking in this area. AJA Partners later confirmed that the remote location of the possible shared-use dumpster was an issue.

This request highlights a need for a larger conversation between the City and downtown property owners around private dumpsters in the public right-of-way, and particularly in City parking lots. Considering the utilization of downtown City lots, and future remodels and new tenants, greater need for refuse storage locations is expected. As an example, it appears that more dumpsters have recently been placed in Lot 'B', beyond what has been approved, even prior to this request. While Engineering is planning for parking improvements along Jefferson Street and eventual reconstruction of Lot 'B', there is no increase in the

[illegible]

number of parking spaces expected in this lot. Other downtown City lots face similar space limitations. If the Board chooses to approve the location of the dumpster for 203 S Main, Engineering would recommend that approval be conditional on a potential future arrangement with property owners in this area.



Note:

1. 203 S Main (The Famous) – location of property owners requesting dumpster.
2. Proposed location of dumpster.
3. Location of potential shared-use dumpster.

Figure 1 – City Parking Lot 'B' (2024 aerial imagery)

Finally, it should be noted that a 96-gallon wheeled cart may be available from Borden for commercial use (availability dependent on location). However, due to the proximity of the building to the alley right-of-way, the cart would not be able to be stored along the back side of The Famous (see Figure 3), and there are limited spaces available for outside storage of such a cart elsewhere within the Lot 'B' – all of which would be in the proximity of rear entrances of other properties. Engineering would see the cart as a third option that may not necessitate the loss of a parking space, but more coordination with other property owners would be necessary. AJA Partners has also expressed concern with a cart that may not be able to be locked.

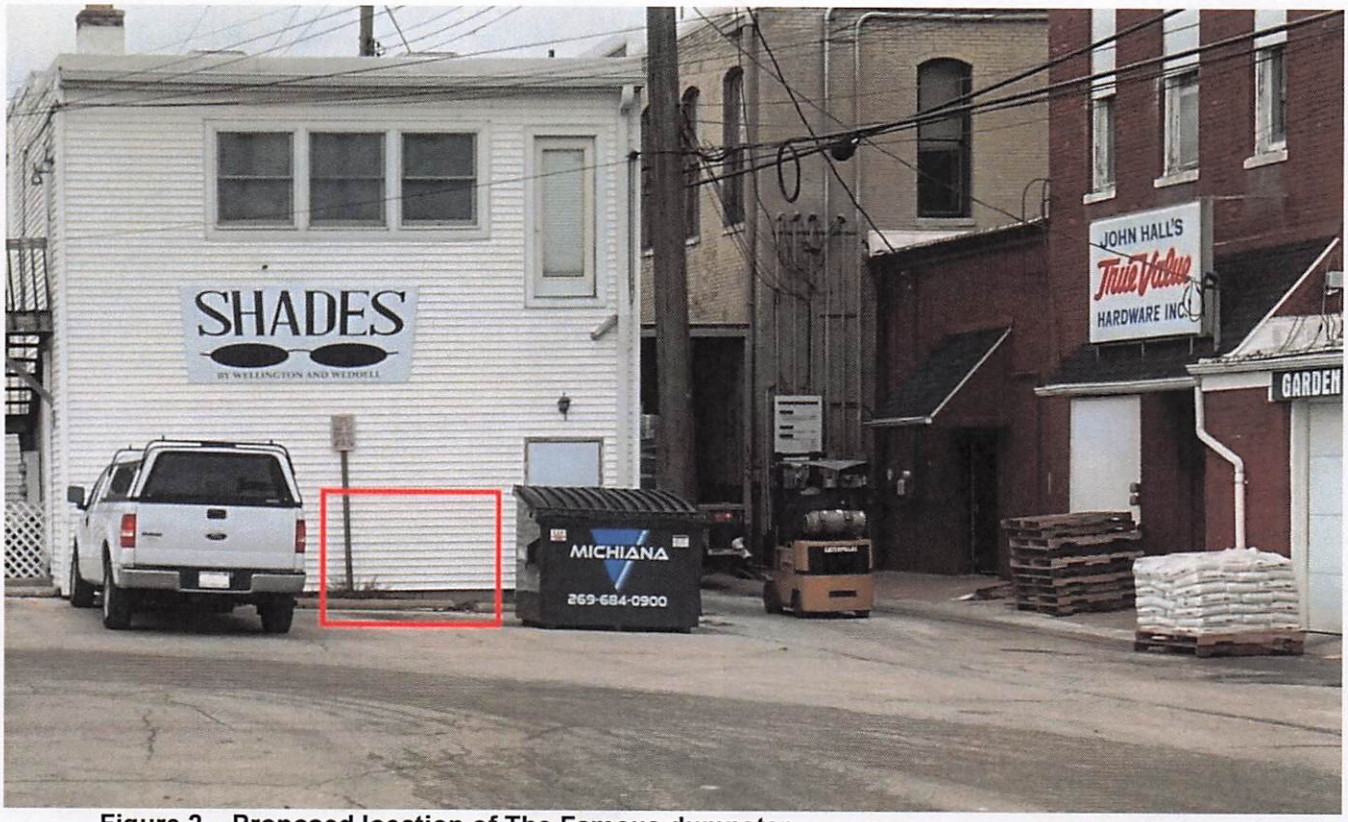


Figure 2 – Proposed location of The Famous dumpster

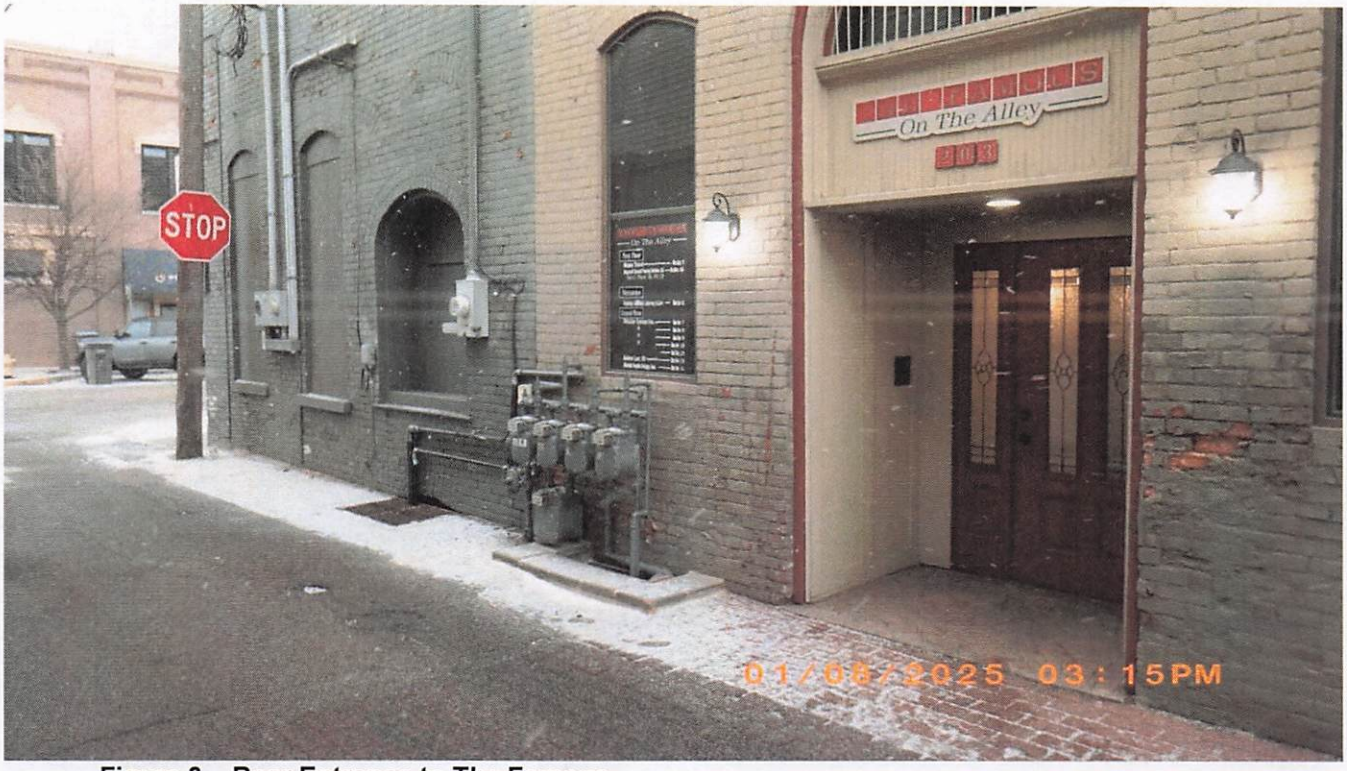


Figure 3 – Rear Entrance to The Famous

Board of Works and Public Safety 2025 Schedule

NO MEETING	1st Thursday	4-5 PM	Thursday, January 2, 2025
BOW	2nd Thursday	4-5 PM	Thursday, January 9, 2025
BOW - Claims Only	3rd Thursday	4 - 4:15 PM	Thursday, January 16, 2025
BOW	4th Thursday	4-5 PM	Thursday, January 23, 2025
BOW	5th Thursday	4-5 PM	Thursday, January 30, 2025
BOW	1st Thursday	4-5 PM	Thursday, February 6, 2025
BOW	2nd Thursday	4-5 PM	Thursday, February 13, 2025
BOW - Claims Only	3rd Thursday	4 - 4:15 PM	Thursday, February 20, 2025
BOW	4th Thursday	4-5 PM	Thursday, February 27, 2025
BOW	1st Thursday	4-5 PM	Thursday, March 6, 2025
BOW	2nd Thursday	4-5 PM	Thursday, March 13, 2025
NO MEETING	3rd Thursday	4 - 4:15 PM	Thursday, March 20, 2025
BOW	4th Thursday	4-5 PM	Thursday, March 27, 2025
BOW	1st Thursday	4-5 PM	Thursday, April 3, 2025
NO MEETING	2nd Thursday	4-5 PM	Thursday, April 10, 2025
BOW - Claims Only	3rd Thursday	4 - 4:15 PM	Thursday, April 17, 2025
BOW	4th Thursday	4-5 PM	Thursday, April 24, 2025
BOW	1st Thursday	4-5 PM	Thursday, May 1, 2025
BOW	2nd Thursday	4-5 PM	Thursday, May 8, 2025
BOW - Claims Only	3rd Thursday	4 - 4:15 PM	Thursday, May 15, 2025
BOW	4th Thursday	4-5 PM	Thursday, May 22, 2025
NO MEETING	5th Thursday	4-5 PM	Thursday, May 29, 2025
BOW	1st Thursday	4-5 PM	Thursday, June 5, 2025
BOW	2nd Thursday	4-5 PM	Thursday, June 12, 2025
BOW - Claims Only	3rd Thursday	4 - 4:15 PM	Thursday, June 19, 2025
BOW	4th Thursday	4-5 PM	Thursday, June 26, 2025
BOW	1st Thursday	4-5 PM	Thursday, July 3, 2025
NO MEETING	2nd Thursday	4-5 PM	Thursday, July 10, 2025
BOW - Claims Only	3rd Thursday	4 - 4:15 PM	Thursday, July 17, 2025
BOW	4th Thursday	4-5 PM	Thursday, July 24, 2025
BOW	5th Thursday	4-5 PM	Thursday, July 31, 2025
BOW	1st Thursday	4-5 PM	Thursday, August 7, 2025
NO MEETING	2nd Thursday	4-5 PM	Thursday, August 14, 2025
BOW - Claims Only	3rd Thursday	4 - 4:15 PM	Thursday, August 21, 2025
BOW	4th Thursday	4-5 PM	Thursday, August 28, 2025
BOW	1st Thursday	4-5 PM	Thursday, September 4, 2025
BOW	2nd Thursday	4-5 PM	Thursday, September 11, 2025
BOW - Claims Only	3rd Thursday	4 - 4:15 PM	Thursday, September 18, 2025
BOW	4th Thursday	4-5 PM	Thursday, September 25, 2025
NO MEETING	1st Thursday	4-5 PM	Thursday, October 2, 2025
BOW	2nd Thursday	4-5 PM	Thursday, October 9, 2025
BOW - Claims Only	3rd Thursday	4 - 4:15 PM	Thursday, October 16, 2025
NO MEETING	4th Thursday	4-5 PM	Thursday, October 23, 2025
BOW	5th Thursday	4-5 PM	Thursday, October 30, 2025
BOW	1st Thursday	4-5 PM	Thursday, November 6, 2025
BOW	2nd Thursday	4-5 PM	Thursday, November 13, 2025
BOW - Claims Only	3rd Thursday	4 - 4:15 PM	Thursday, November 20, 2025
NO MEETING	4th Thursday	4-5 PM	Thursday, November 27, 2025
BOW	1st Thursday	4-5 PM	Thursday, December 4, 2025
BOW	2nd Thursday	4-5 PM	Thursday, December 11, 2025
BOW - Claims Only	3rd Thursday	4 - 4:15 PM	Thursday, December 18, 2025
NO MEETING	4th Thursday	4-5 PM	Thursday, December 25, 2025
NO MEETING	1st Thursday	4-5 PM	Thursday, January 1, 2026

EXHIBIT #2