



**BOARD OF PUBLIC WORKS & SAFETY & STORMWATER BOARD**  
**MINUTES OF THE APRIL 24, 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.

**REVIEW/APPROVE MINUTES:** Mayor Leichty presented the minutes of the April 17, 2025 Claims Meeting as prepared by Clerk-Treasurer Aguirre. Board member Orv Myers made a motion to approve the minutes as presented. Board member Mary Nichols seconded the motion. The motion passed 5-0.

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

**1) Opening and reading of bids: For the North Goshen Neighborhoods Water Line & Utility Improvements project and refer the bids to the Engineering Department**

The Clerk-Treasurer's Office received bids from contractors for the North Goshen Neighborhoods Water Line & Utility Improvements project. Bids could be delivered as late as April 24, 2025 until 3:45 p.m. to the Clerk-Treasurer's Office or until 4 p.m. to the City Court Room/Council Chambers. The City Engineering Department asked that the Board open the bids at today's meeting.

Mayor Leichty asked if there are any additional bids to be submitted to the Board. There were not. The Mayor then announced that the following bids were received:

- C&E Excavating, Inc., Elkhart, IN: \$16,573,610.00
- Niblock Excavating, Bristol, IN: \$9,950,476.70

Myers/Nichols made a motion to forward all contractor bids to the City Engineer Department for review. The motion passed 5-0.

**2) Legal Department request: Approve and authorize the Mayor to execute the agreement with the Grounds Guys for the maintenance of the downtown fountain for the 2025 season for \$1,960**

City Attorney Bodie Stegelmann recommended that the Board approve and authorize Mayor Leichty to execute an agreement with The Grounds Guys for the maintenance of the downtown fountain for the 2025 season. The Grounds Guys will be paid \$1,960 for their services.

**Services will include the following:** bi-weekly maintenance with 14 visits; maintain operation of filters, pump, water levels; empty skimmer and/or intake bay; check pump intake for proper flow; trim spent plant blooms and dead-head plants; position and test lighting; calibrate and maintain automatic dosing system and water treatments for the season; cleaning out the pond and fountain, start up in spring and winterize pond and fountain in the fall.

Myers/Nichols made a motion to approve and authorize Mayor Leichty to execute the agreement with Ground Guys for the maintenance of the downtown fountain for the 2025 season at a cost of \$1,960. The motion passed 5-0.

**3) Legal Department request: Approve the lease agreement with Horizon Educational Alliance Inc for the second floor of 124 East Washington Street, and authorize the Mayor to execute the agreement**





City Attorney Bodie Stegelmann told the Board that the City currently leases office space to Horizon Education Alliance, Inc. on the second floor of 124 East Washington Street.

**Stegelmann** said the parties want to extend the lease pursuant to the draft lease agreement provided with this memorandum. He said the terms of the lease would remain substantially similar to the current lease, except the monthly rental amount would increase by 3% per year.

**Myers/Nichols** made a motion to approve the lease agreement with Horizon Educational Alliance Inc for the second floor of 124 East Washington Street, and authorize Mayor Leichty to execute the lease agreement. The motion passed 5-0.

4) Legal Department request: Approve and authorize the Mayor Leichty to execute the agreement with PropertyRoom.com for its Portables and Haul Away asset disposition services on an as-needed basis with all fees paid with proceeds of auctioned items

City Attorney Bodie Stegelmann told the Board that the City Police Evidence Office is responsible for the storage and management of over 60,000 items. Part of managing these items is proper disposal when deemed appropriate and necessary.

**Stegelmann** indicated that the asset disposition process requires Evidence personnel to spend time and documentation maintaining detailed records from intake to disposal. While many items get released back to their owners, there are some that can be auctioned. Stegelmann said auctioning items does allow the City to receive the proceeds, it does increase the Evidence personnel's work load significantly.

**Stegelmann** said Goshen Police Department would like to contract with PropertyRoom.com for its Asset Disposition Services to alleviate some of this workload. PropertyRoom.com would repair, evaluate, document, photograph, and auction items on behalf of the City, reducing the City's costs and resources.

Firearms and munitions are not part the agreement. The cost to City will come out of the proceeds of the items and the City will use PropertyRoom.com's services on an as-needed basis with no monthly or annually charged fees.

Fee	Portables Auction Services	Haul Away Auction Services
Success Fee	50% for fist \$1000 and 25% of winning bid amount if any, ove\$1,000.	12% of Winning Bid
Payment Processing Costs	3% of sales price	3% of sales price
<i>* Auctioned items may be subject to additional fees that include shipping, towing, fuel surcharges, de-identification and/or decal removal fees.</i>		

**Stegelmann** recommended that the Board approve and authorize Mayor Leichty to execute the agreement with PropertyRoom.com for its Portables and Haul Away asset disposition services on an as-needed basis with all fees paid with proceeds of auctioned items.

**Mayor Leichty** asked whether the City could also use this agreement to dispose of surplus computer equipment, including that with sensitive information that would first need to be removed.

**Maria Rodriguez**, a Police Evidence Technician, said he believed use PropertyRoom.com has the capability to erase sensitive information and dispose of computer equipment, but that a separate agreement would likely have to be negotiated for it to provide that additional service to the City.

**Myers/Nichols** made a motion to approve and authorize Mayor Leichty to execute the agreement with PropertyRoom.com for its Portables and Haul Away asset disposition services on an as-needed basis with all fees paid with proceeds of auctioned items. The motion passed 5-0.





**5) Engineering Department request: Approve the temporary closure of six parking spaces along the south side of Jefferson Street, between Fifth Street and the first alley to the east, from April 28 through Nov. 28, 2025, for use by the City annex's roofing contractor**

**City Director of Public Works & Utilities Dustin Sailor** said that in conjunction with the Annex Re-Roofing project, the City's roofing contractor, E. Lee Construction, has requested the use of six (6) parking spaces along the south side of Jefferson Street, between Fifth Street and the first alley to the east, be reserved for their equipment and storage trailers. Public access into the Annex Building will be directed to the Fifth Street entrance.

**Sailor** said the requested period for the blocked parking spaces is from Monday, April 28 through Friday, Nov. 28, 2025. This period may be shortened or lengthened depending on the project's progress. The project's completion date is set for March 1, 2026.

**Mayor Leichty** asked if the parking spaces would also be closed on weekends or just while work is underway. **Sailor** said equipment will be kept in the parking spaces, so the intent will be to keep the parking spaces closed.

**Board member Landis** asked if the people who normally use those parking spaces have been advised of the closure. **Sailor** said they don't yet know the full extent of the closure and added that the parking areas back behind the building also will be closed.

**Clerk-Treasurer Aguirre** said he knew the annex roof had some leaks and asked if that had been factored into the work the contractor will perform or whether any issues might require additional work. **Sailor** said there will not be a full evaluation of the roof's condition until all of the tiles are removed. He added that's why a contingency was built into the agreement with the contractor to address any unforeseen items.

**Myers/Nichols** made a motion to approve the temporary closure of six parking spaces along the south side of Jefferson Street, between Fifth Street and the first alley to the east, from April 28 through Nov. 28, 2025, for use by the City's roofing contractor. The motion passed 5-0.

**6) Engineering Department request: Approve and authorize the Mayor to sign the indemnity agreement with Milestone Contractors, LP., for use of City real estate and right-of-way as a staging area during INDOT's State Road 15 bridge project**

**City Engineering Project Manager Andrew Lund** said that in order to complete work on the INDOT State Road 15 bridge project, Milestone Contractors requested the use of City property and right-of-way as a temporary staging area. The proposed staging area is north of the Norfolk Southern railroad and west of North Main Street.

**Lund** said he provided for the Board's approval an agreement with Milestone Contractors to use this City property and right-of-way until the end of the State Road 15 project, and no later than Dec. 31, 2025. Milestone Contractors will be responsible for restoring the staging area to its current condition following the project.

**Myers/Nichols** made a motion to approve and authorize the Mayor to sign the indemnity agreement with Milestone Contractors, LP., for use of City real estate and right-of-way as a staging area during INDOT's State Road 15 bridge project. The motion passed 5-0.

**7) Engineering Department request: Approve and authorize the Mayor to sign the Agreement Amendment with Cultivate Geospatial for Professional Engineering On-Call Consulting Services for the Geographic Information System (GIS) and authorize the Mayor to sign Task Orders**

**City Director of Public Works & Utilities Dustin Sailor** said the Engineering Department was seeking to renew its on-call services agreement with Cultivate Geospatial for Geographic Information Systems (GIS) support services.

**Sailor** said this subscription-based service Agreement would purchase 50 hours of service at a cost of \$10,000. He said work will be directed primarily by the GIS Coordinator using Task Orders authorized by the Mayor.





Last year, **Sailor** said Cultivate assisted with two ArcGIS Enterprise server updates, advised on industry trends and system architecture, helped trouble shoot during system disruptions, created a workflow for quickly posting user accessible drone imagery, made print services for use in the City's online environment, and helped develop a methodology for scoring sidewalk segments based on walk times from points of interest.

**Sailor** said 123 hours were used of the originally purchased 150 hours of service; remaining hours will roll over to this contract term. He added that service hours this year will be used primarily for the development of system health monitoring tools, additional system upgrades, and general advising on best practices.

**Myers/Nichols** made a motion to approve and authorize the Mayor to sign the agreement amendment with Cultivate Geospatial for Professional Engineering On-Call Consulting Services for the Geographic Information System (GIS) and authorize the Mayor to sign Task Orders. The motion passed 5-0.

8) Engineering Department request: Approve Change Order No. 6 for the County Courts Consolidated Roadway Improvements for a concrete color additive and the temporary epoxy striping that was installed, for a \$12,994.86 increase

**City Director of Public Works & Utilities Dustin Sailor** said he was providing Change Order No. 6 for the County Courts Consolidation Roadway Improvements project.

**Sailor** said temporary epoxy striping was necessary during the colder months until conditions allowed permanent striping to be installed as designed. A change order amount of \$2,442.36 covers the cost for the unanticipated work. At the roundabout it was highly recommended that a colored concrete border be installed as a visual indicator. A change order amount for \$10,522.50 is needed for the material and cleanup.

**Sailor** said the original contract amount was \$4,165,762.30. The concrete color additive and temporary epoxy striping will increase the contract by \$12,994.86, for a revised contract amount of \$4,270,817.78. With approval of these changes, the total project cost will have been amended by 2.52%.

**Mayor Leichty** jokingly asked if placing a color band around the roundabout would stop people from complaining about roundabouts. **Sailor** responded, "I doubt that. It may help them from jumping through the roundabout." The Mayor said, "Excellent. Good enough."

**Myers/Nichols** made a motion to approve Change Order No. 6 for the concrete color additive and the temporary epoxy striping that was installed for an increase of \$12,994.86. 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 4:17 p.m. There were no public comments.

#### APPROVAL OF CIVIL & UTILITY CLAIMS

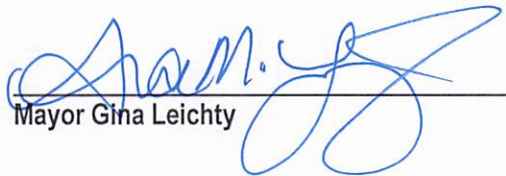
Mayor Leichty made a motion to approve Civil City and Utility claims and adjourn the meeting. Board member Nichols seconded the motion. The motion passed 5-0.

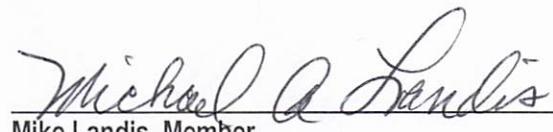
#### ADJOURNMENT

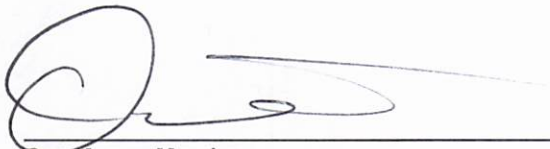
Mayor Leichty adjourned the meeting at 4:17 p.m.



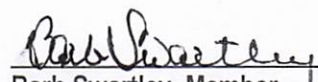
APPROVED:

  
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Mayor Gina Leichty

  
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Mike Landis, Member

  
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Orv Myers, Member

  
\_\_\_\_\_  
Mary Nichols, Member

  
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Barb Swartley, Member

ATTEST:

  
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Richard R. Aguirre, Clerk-Treasurer