



BOARD OF PUBLIC WORKS & SAFETY & STORMWATER BOARD

MINUTES OF THE MAY 1, 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 24, 2025 Regular Meeting as prepared by Clerk-Treasurer Aguirre. Board member Mike Landis made a motion to approve the minutes as presented. Board member Barb Swartley seconded the motion. The motion passed 5-0.

REVIEW/APPROVE AGENDA: Mayor Leichty presented the agenda with two additions proposed by the Clerk-Treasurer: agenda item #9, *Brinkley RV request: Approve the installation of a 16'x39' temporary stone drive at 2482 Century Drive* and agenda item #10, *Maple City Market request: Approve City-provided temporary fencing for Spring/Summer events*. Board member Landis 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 partial closure of five downtown streets for the Memorial Day Parade (Monday, May 26, 2025)

City Fire Chief Anthony Powell asked the Board for permission for the annual Memorial Day Parade on Monday, May 26, 2025 on behalf of the local Veterans of Foreign Wars and the Disable American Veterans. The parade will begin between 10 and 10:15 a.m.

Chief Powell said the parade route will remain the same as in previous years – starting on Jefferson Street, at the City Police Department, and proceeding along Main Street, Pike Street, North First Street to Oakridge Cemetery. In addition, for the staging of vehicles and apparatus, the Chief requested the temporary closure of these streets: 100 and 200 blocks of East Jefferson Street and South 5th Street, between Washington and Madison streets.

Landis/Swartley made a motion to approve the annual Memorial Day Parade on downtown streets on Monday, May 26, 2025 and the closures of the 100 and 200 blocks of East Jefferson Street and the 5th Street, between Washington and Madison streets, during the time of the parade. Motion passed 5-0.

After the vote, Mayor Leichty asked Chief Powell to extend an invitation to the Board for a special event on Friday. Chief Powell said that on May 2, 2025, the Fire Department will commemorate the two-year anniversary of the death of Assistant Fire Chief Bruce A. Nethercutt, 53, of Goshen. His passing was a "line of duty death" recognized by the State of Indiana and the International Association of Firefighters. His name is on the Indiana Law Enforcement and Firefighter's Memorial in Indianapolis and the Fallen Firefighters Memorial in Colorado Springs, Colorado.

Chief Powell said the City will be renaming Station 3, 1203 College Avenue, The Nethercut Memorial Station. Nethercutt was stationed there as the station captain for several year. Nethercutt is the only line of duty in Goshen's history. Chief Powell said the ceremony will be at 3 p.m. Friday and that all were invited.

2) Jeanette Post request: Approve closure of the alley in the 600 block of South Third Street, from noon to 6 p.m. on May 24, 2025, to safely hold a graduation open house

Jeanette Post of 620 South 3rd Street, Goshen asked the Board for permission to temporarily close the alley directly adjacent to her home from noon to 6 p.m. on May 24, 2025.

Post said her oldest daughter will be celebrating her Goshen High School graduation with an open house, and it would be ideal if traffic was eliminated in such close proximity to the family garage, where the party will be held.



In response to a question from the **Mayor**, **Post** said she has spoken to neighbors on the opposite side of the alley, **Jesse and Amanda Sensenig**, and they have given permission for the closure. She provided her written proposal signed by her neighbors. **Post** requested two barricades, which the Street Department agreed to provide. **Landis/Swartley** made a motion to temporarily close the alley directly adjacent to 620 South 3rd Street, from noon to 6 p.m. on May 24, 2025. The motion passed 5-0.

3) Center for Healing & Hope request: Approve the use of a City parking lot for the annual Festival of Hope, July 26, 2025

Daniel Tackett, the Director of Marketing and Development for the Center for Healing & Hope, asked the Board to allow the use of the easternmost portion of the City parking lot located just north of Goshen Brewing Company, at 315 West Washington Street, for the Center's 5th annual Festival of Hope from 5-9 p.m. on July 26, 2025. He said the center held this event in the same location last year with great success.

Tackett asked for closure of the lot from midnight to 11 p.m. on July 26 to set up tents, tables, and chairs for nonprofits, children's activities, food vendors, and marketplace vendors and allow for foot traffic throughout this area of the parking lot. Goshen Brewing Company will be hosting the event and *Interra*, another sponsor, has offered the use of parking lot for festival parking; The event will begin long after the Goshen Farmers Market has closed.

Tackett requested street barricades and orange safety cones to clock off areas for the event. He requested "no parking" signs to be posted at all parking spots in the requested area the night before. He also requested access to the City-owned electrical outlets at the north end of the lot.

In response to questions from the **Board**, **Tackett** clarified the requested time for the lot closure and said he has contacted neighboring business owners about the event.

Landis/Swartley made a motion to allow the use of a portion of the City parking lot located just north of Goshen Brewing Company, at 315 W. Washington, for the Center's 5th annual Festival of Hope. Motion passed 5-0.

4) Lacasa request: Approve the placement of a temporary roll-off dumpster in four spaces in the public lot to the east of The Shoots Apartments, 112 E Lincoln Ave., May 5 through Oct.1, 2025, with no dumpster present at times and the reopening of the parking spots

Brad Hunsberger, the Vice President for Real Estate Development at *Lacasa, Inc.*, requested the temporary placement of a roll-off dumpster in four parking spaces in the public lot to the east of The Shoots Apartments, 112 E Lincoln Ave., May 5 through Oct.1, 2025. He said at times the dumpster would be gone at times.

Hunsberger said he obtained permission from the *Goshen News* to use its parking lot for incidental uses throughout the project like parking lifts in the evening and dropping off materials from time to time during the project.

Hunsberger said *Lacasa* will close the dumpster each evening and clean up all debris/trash from the pathway between the dumpster and the building. *Lacasa* notified adjacent building owners and commercial tenants.

Board member Landis said *Lacasa's* use of Lincoln Avenue parking spaces has been well managed. He said the dumpster hasn't always been present when work was not being done and he appreciated that.

Landis/Swartley made a motion to approve the temporary placement of a roll-off dumpster in four parking spaces in the public lot to the east of The Shoots Apartments, 112 E Lincoln Ave., May 5 through Oct.1, 2025. The motion passed 5-0.

5) Goshen College request: Approve the closure of Kenwood Place for a campus-wide block party, from 12 p.m. until 9 p.m., on May 6, 2025



Arleth Martinez, a Goshen College student, asked the Board to approve the closure of Kenwood Place, between Main and 8th streets, on May 6, 2025 from noon until 9 pm. The college is planning a campus-wide "block party" event between the college-owned Howell House and Kenwood House.

In a written request, college staff wrote that it would be in the best interests of students and community members if the road between the two houses were blocked off. He added that the street closure would also enhance a feeling of cohesion between the two houses, giving the event a true block party feel. Martinez confirmed that the college has been in touch with neighbors about the closure.

Landis/Swartley made a motion to approve the closure of Kenwood Place, between Main and 8th streets, on May 6, 2025 from noon until 9 pm., for a block party. Motion passed 5-0.

6) Planning Department request: Accept the subdivision plats for The Crossing Second and The Crossing Third, with dedications and easements, and to release an existing utility easement from the first plat, The Crossing, Plat Book 32, Page 37, as shown on The Crossing Third Sheet 1

City Planning & Zoning Administrator Rhonda Yoder told the Board/ that the final two sections of The Crossing residential subdivision have been submitted, The Crossing Second and The Crossing Third, has a total of 64 lots for attached single unit residential development, zoned Residential R-3PUD (Planned Unit Development).

Yoder said the final subdivision sections meet the Zoning and Subdivision Ordinance and Crossing PUD requirements. A subdivision drainage plan was accepted by the Board of Works on Oct. 31, 2024.

Yoder said the developer opted to proceed with infrastructure construction (water, sewer, streets, etc.) without posting a performance bond/surety, which requires infrastructure construction to be completed and accepted for maintenance by the City of Goshen, with the required maintenance bond, before secondary approval may be granted. Secondary approval must be granted and the subdivision plats recorded before house construction may proceed. Acceptance by the Board of Works precedes secondary approval, so the Board of Works may accept the subdivision plats and City staff will hold for secondary approval until infrastructure construction is completed and accepted for maintenance, as confirmed by Goshen Engineering.

Yoder said the two plats include dedication of right of way, for the extension and connection of Lighthouse Lane, and for new streets of Big Sable Point and Pentwater Place, along with a number of easements. The Crossing Third also includes release of an existing utility easement from the first plat, The Crossing, Plat Book 32, Page 37, as shown on Sheet 1, that is being relocated, and Board of Works action will include release of this easement.

Yoder asked the Board to accept The Crossing Second and The Crossing Third subdivision plats with dedications and easements, and release an existing utility easement from the first plat, The Crossing, Plat Book 32, Page 37, as shown on The Crossing Third Sheet 1.

Landis/Swartley made a motion to accept the subdivision plats for The Crossing Second and The Crossing Third, with dedications and easements, and to release an existing utility easement from the first plat, The Crossing, Plat Book 32, Page 37, as shown on The Crossing Third Sheet 1. The motion passed 5-0.

7) Water & Sewer Office request: Move \$4,404.21 in uncollected finaled accounts from active to collection, sewer liens and write offs

Kelly Saenz, Manager of the Goshen City Utilities Office, told the Board that the original amount of unpaid final Water/Sewer accounts, for the period through Jan. 22, 2025 was \$6,206.90. Collection letters were sent out and payments of \$1,802.69 were collected.

The uncollected amount was \$4,404.21. So, **Saenz** asked the Board to move the office's uncollected final accounts from active to Collection, Sewer Liens and Write offs for the period. Of the uncollected amounts, \$1,106.85 came from water accounts and \$3,297.36 came from sewer accounts.



Landis/Swartley made a motion to move the Goshen Water and Sewer Office's \$4,404.21 in uncollected finaled accounts for this period from active to Collection, Sewer Liens and Write offs. Motion passed 5-0.

8) Engineering Department request: Approve the agreement with Square 1 Excavating and authorize Dustin Sailor to execute Square 1 Excavating's proposal for \$4,332.00 to upgrade the existing 18-inch A-2000 storm sewer pipe to RCP pipe

City Director of Public Works & Utilities Dustin Sailor told the Board that the Barak Group is building out the remainder of the Crossing Subdivision infrastructure. While constructing the new infrastructure, Barak's contractor, Square 1 Excavation, damaged an existing 18-inch stormwater pipe (Pipe ID-20887) in multiple locations. The existing A-2000 plastic stormwater pipe was installed in 2008 at a shallow depth. In the current design, the now damaged pipe was to remain in place and would remain shallow.

Sailor said that with the damaged pipe needing to be replaced, Square 1 Excavation presented an offer for the City to participate in the pipe's replacement and they would install a reinforced concrete pipe (RCP) that is better suited for shallow installation. Through negotiation, Goshen city staff agreed to a proposal where the City would pay for half of the RCP material and the contractor would pay the remainder of the pipe cost and for all of the pipe's installation. Half of the RCP material cost is \$4,332.

Goshen Engineering requested permission for Dustin Sailor, the Director of Public Works and Utilities, to sign Square 1 Excavation's proposal for a participation cost of \$4,332.

Landis/Swartley made a motion to approve the agreement with Square 1 Excavating and authorize Dustin Sailor to execute Square 1 Excavating's proposal for \$4,332 to upgrade the existing 18-inch A-2000 storm sewer pipe to RCP pipe. The motion passed 5-0.

9) Brinkley RV request: Approve the installation of a 16'x39' temporary stone drive at 2482 Century Drive and agenda item

On behalf of Brinkley RV, **Cullen S. Stanger, Project Manager for DJ Construction**, requested permission to install a 16 foot x 39 foot temporary stone drive at 2482 Century Drive, located at the southeast corner of the building. Brinkley RV utilizes the south half of the building (125,000 SF) for receiving and distribution of their RV parts.

Stanger said parts are received and distributed on flatbed trucks, requiring driving access in and out of the building. Currently there is only one at-grade overhead door located on the south wall toward the west side of the building, adjacent to offices space, while Brinkley's shipping and receiving process is on the southeast portion of the building.

Stanger indicated that that on March 17, 2025, representatives of Brinkley RV, DJ Construction and Abonmarche met with the City's Engineering, Stormwater, Planning, and Building Department staff members to discuss exterior improvements Brinkley RV is making at 2482 Century Drive, along with remodeling the north side of the building. The exterior improvements will include a permanent hard surface (concrete or asphalt) at the southeast corner of the building where we are requesting permission on a temporary drive.

Since the March 17th meeting, Brinkley RV has entered into an agreement with Abonmarche to perform civil design services reviewed and discussed with City Departments on March 17. Abonmarche's goal is to submit Tech Review drawings to the city for this project on either May 7 or May 21, 2025. The permanent surface would be placed by November 2025.

Landis/Swartley made a motion to allow the installation of a 16 foot x39 foot temporary stone drive at 2482 Century Drive. It will be replaced by a permanent drive by November. The motion passed 5-0.

10) Maple City Market request: Approve City-provided temporary fencing for Spring/Summer events

Carrie Lee Bland-Kendall, Marketing Coordinator for Maple City Market, 314 South Main Street, requested event fencing for several upcoming events this spring and summer.



Bland-Kendall requested fencing for the following dates and estimated fencing footage: May 2 – First Friday, 25 feet; June 6 – First Friday, 25 feet; July 4 – First Friday, 100 feet; Aug. 1 – First Friday, 25 feet; Aug. 23 – Saturday (50th Anniversary Celebration), 100 feet; Sept. 5 – First Friday, 25 feet; and Oct. 3 – First Friday, 100 feet.

Bland-Kendall said these events will take place in the Maple City Market front entrance and patio and/or parking lot. She said the market experienced great success using City-provided fencing during last year's Fall Faire, and hopes to maintain that same safe and welcoming atmosphere this season. She added that the City Street Department did an excellent job training Maple City Market staff last fall, and employees feel well-prepared to handle the fencing. Volunteers and staff and volunteers are available to work on the setup.

Bland-Kendall provided a map of the parking lot and event area. She indicated the goal will be to have fencing in place by approximately 3 p.m. on each event day to allow for the necessary inspection by the Elkhart County Health Department. Events are scheduled to conclude by 9 p.m. the same evening.

Bland-Kendall said she incorporated feedback from and received approval for the proposed fenced areas from **City Engineering Project Manager Andrew Lund** and **Street Commissioner David Gibbs**. She described the proposed sizes of the fencing areas and noted that a neighbor supports the request.

In response to a request from **Mayor Leichty**, **Gibbs** described the type of fencing to be used and who would be responsible for the set up. There was no additional staff feedback.

Landis/Swartley made a motion to grant permission for City-provided event fencing as requested for upcoming events this spring and summer, including Goshen First Fridays and the market's 50th Anniversary Celebration. 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 4:24 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 **Swartley** seconded the motion. The motion passed 5-0.

ADJOURNMENT


Mayor Leichty adjourned the meeting at 4:24 p.m.

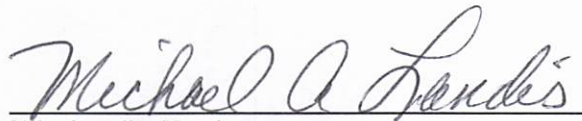
EXHIBIT #1: A one-page memorandum to the Board, on behalf of Brinkley RV, by Cullen S. Stanger, Project Manager for DJ Construction. Stanger requested permission to install a 16 foot 'x39 foot temporary stone drive at 2482 Century Drive, located at the southeast corner of the building. Brinkley RV utilizes the south half of the building (125,000 SF) for receiving and distribution of their RV parts. The permanent surface driveway is to be placed by November 2025. The memo was accompanied by a site drawing.

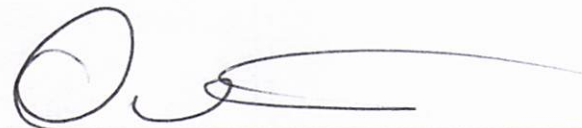
EXHIBIT #2: A one-page memorandum to the Board, on behalf of Maple City Market, by Carrie Lee Bland-Kendall, the Maple City's Marketing Coordinator. Bland-Kendall requested event fencing for several upcoming events this spring and summer, including Goshen First Fridays and the market's 50th Anniversary Celebration. These events will take place at the Maple City Market front entrance and patio and/or parking lot. The memo was accompanied by two diagrams showing the locations of the proposed fencing.



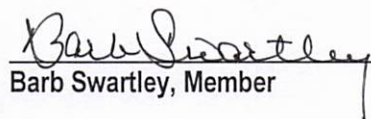
APPROVED:


Mayor Gina Leichty


Mike Landis, Member


Orv Myers, Member


Mary Nichols, Member


Barb Swartley, Member

ATTEST:

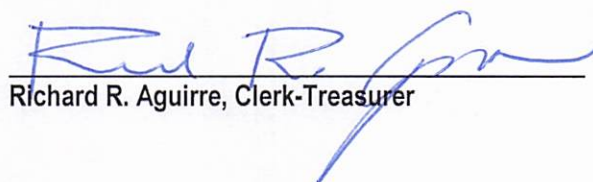

Richard R. Aguirre, Clerk-Treasurer



Exhibit #1

April 25, 2025

City of Goshen Board of Works
202 South 5th Street
Goshen, IN 46528

RE: **BOARD OF WORKS REQUEST**
Brinkley RV – 2482 Century Drive

Dear Board of Works:

On behalf of Brinkley RV, we are requesting permission to install a 16'x39' temporary stone drive at 2482 Century Drive, located at the Southeast corner of the building as indicted on the attached drawing. Brinkley RV utilizes the south half of the building (125,000 SF) for receiving and distribution of their RV parts. Parts are received and distributed on flatbed trucks, requiring driving access in and out of the building. Currently there is only one at grade overhead door located on the south wall towards the west side of the building, adjacent to the offices space, while Brinkley's shipping and receiving process is located on the southeast portion of the building.

On March 17, 2025, Brinkley RV, DJ Construction and Abonmarche met with City of Goshen's Engineering, Stormwater, Planning, and Building Department to discuss exterior improvements Brinkley RV proposed to make at 2482 Century Drive, along with remodeling the north side of the building. Part of the exterior improvements included permanent hard surface (concrete or asphalt) at the Southeast corner of the building where we are requesting permission on a temporary drive. Since the March 17th meeting, Brinkley RV has entered into an agreement with Abonmarhe to perform civil design services reviewed and discussed with City Departments on March 17, 2024. Abonmarche's goal is to submit Tech Review drawings to the city for this project on either May 7th, 2025, or May 21st, 2025. Permanent surface would be placed by November, 2025.

Thank you for your time and consideration.

Sincerely,
DJ CONSTRUCTION CO., INC.

Cullen S. Stanger

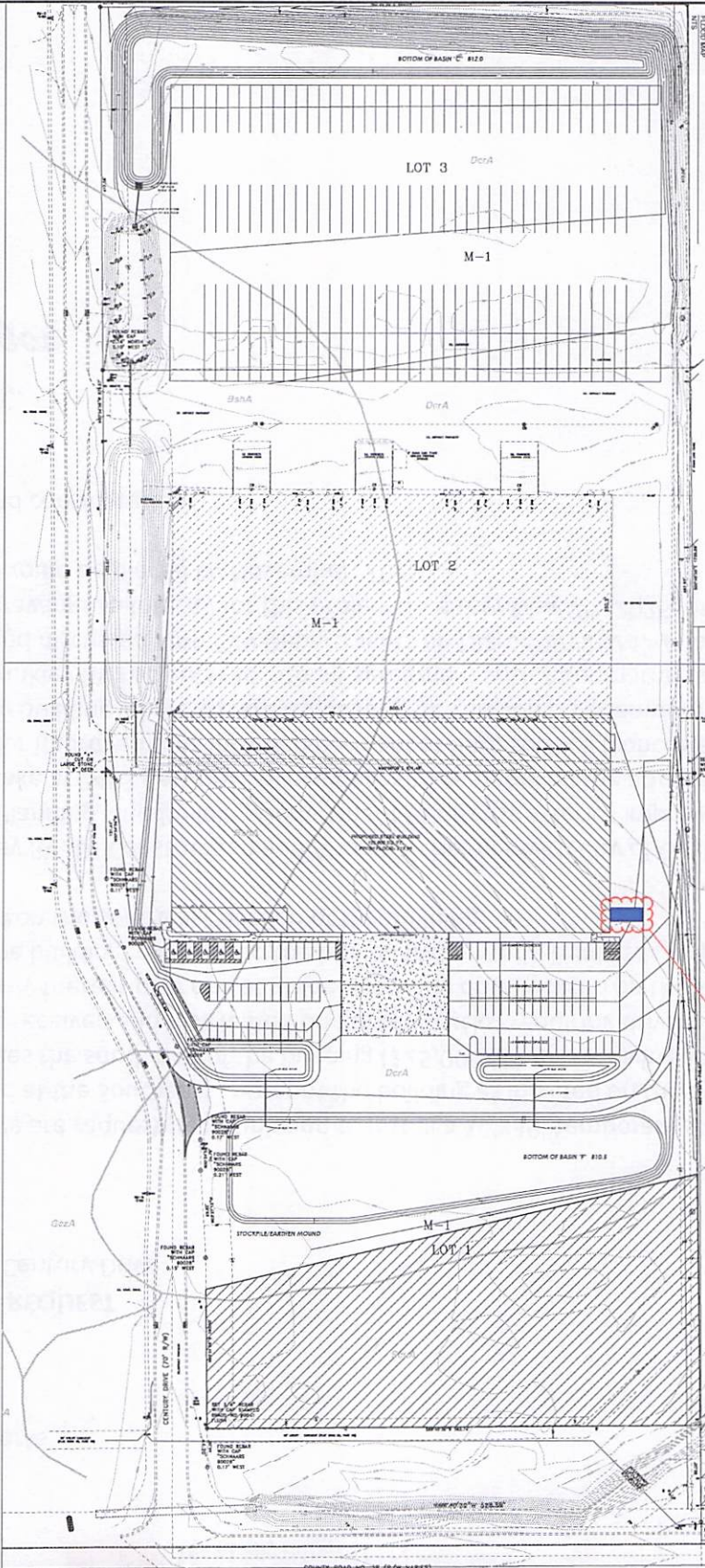
Cullen Stanger
Project Manager

May 1, 2025 Meeting

INDEX OF SHEETS **C1-100 SITE LAYOUT** **C1-101 GRADING LAYOUT NORTH** **C1-102 GRADING LAYOUT SOUTH** **C1-103 DRAINAGE CALCULATIONS**

INSITE EXPANSION 2014

A PART OF LOT NUMBER ONE (1) IN CENTURY INDUSTRIAL PARK SUBDIVISION, PHASE III
 AND LOT NUMBERED TWO (2) AND LOT NUMBERED THREE (3) IN CENTURY INDUSTRIAL
 PARK SUBDIVISION, PHASE I, ALL BEING A PART OF THE SOUTHEAST QUARTER (SE 1/4)
 OF SECTION 24, TOWNSHIP 36 NORTH, RANGE 6 EAST, ELKHART TOWNSHIP, ELKHART
 COUNTY, INDIANA



SOIL REPORTS

Location	Soil Type	Depth (ft)	Moisture (%)	Plasticity (%)	Shrinkage (%)	Swelling (%)	Notes
LOT 1	CLAY	0-10	15	15	15	15	
LOT 2	CLAY	0-10	15	15	15	15	
LOT 3	CLAY	0-10	15	15	15	15	
LOT 4	CLAY	0-10	15	15	15	15	

WARNING:
 THE DESIGN AND ELEVATIONS OF EXISTING IMPROVEMENTS
 APPROXIMATE TO 0.5 FEET. IT IS THE RESPONSIBILITY OF THE
 ENGINEER TO VERIFY THE EXISTING CONDITIONS PRIOR TO
 THE COMMENCEMENT OF CONSTRUCTION. ANY DISCREPANCY
 PRIOR TO THE START OF CONSTRUCTION. ANY DISCREPANCY

NOTES:
 1. ALL DIMENSIONS ARE IN FEET AND INCHES.
 2. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.
 3. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 4. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.
 5. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.



LEGEND:
 1. EXISTING GRADE
 2. PROPOSED GRADE
 3. EXISTING DRAINAGE
 4. PROPOSED DRAINAGE
 5. EXISTING STRUCTURES
 6. PROPOSED STRUCTURES

CONTRACTOR:
 BRADS-KO ENGINEERING & SURVEYING, INC.
 14097-00
 GOSHEN, INDIANA 46526
 PHONE: (574) 259-9991
 FAX: (574) 259-9992
 EMAIL: info@brads-ko.com

DATE:
 10/1/14

SCALE:
 1" = 40'

PROJECT:
 INSITE EXPANSION 2014

REVISIONS:

APPROVED:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:

DATE:

BY:

FOR:

PROJECT:



Exhibit #2

Attention: Richard Aguirre
Goshen Board of Works
Goshen, IN

From: Carrie Lee Bland-Kendall
Maple City Market, Marketing Coordinator
314 S Main St. Goshen, IN 46526
carriee@maplecitymarket.coop
Store: 574-534-2355
Cell: 574-312-5372

Subject: Request for Event Fencing for Spring/Summer Events – Maple City Market

Dear Goshen Board of Works,
On behalf of Maple City Market, I am writing to request event fencing for several upcoming events this spring and summer, including Goshen First Fridays and our 50th Anniversary Celebration.

We respectfully request fencing for the following dates and estimated footage:

- May 2 – First Friday: 25 ft
- June 6 – First Friday: 25 ft
- July 4 – First Friday: 100 ft
- August 1 – First Friday: 25 ft
- August 23 – Saturday (50th Anniversary Celebration): 100 ft
- September 5 – First Friday: 25 ft
- October 3 – First Friday: 100 ft

These events will take place in the Maple City Market front entrance and patio and/or parking lot. We experienced great success using city-provided fencing during last year's Fall Faire, and we hope to maintain that same safe and welcoming atmosphere this season. The Goshen City Street department did an excellent job training us last fall, and we feel well-prepared to handle the fencing. This year, we have both volunteers and staff available to work on the setup.

A map of the parking lot and event area are included with this request. Please note that the full mapped area will be used for some events, while others will require a smaller portion. We aim to have fencing in place by approximately 3:00 PM on each event day to allow for the necessary inspection by the Elkhart County Health Department. Events are scheduled to conclude by 9:00 PM the same evening.

We greatly appreciate your continued support and consideration in helping make these community events a success.

Warm regards,
Carrie Lee Bland-Kendall
Marketing Coordinator
Maple City Market
574-312-5372



☎ (574) 534-2355
✉ info@maplecitymarket.coop
📍 314 S. Main St. Goshen, IN 46526

May 1, 2025 Meeting

Maple City Market Outdoor Event Floorplan

Full floorplan = 100ft of fencing

Small front area floorplan = 25ft of fencing

