



## Goshen Common Council

6:00 p.m. March 30, 2021 Special Meeting

Council Chambers, Police & Court Building, 111 East Jefferson Street, Goshen, Indiana

Virtually: <https://us02web.zoom.us/j/84553977956> or via phone: (312) 626-6799 or (929) 205-6099

Meeting ID: 845 5397 7956

To speak during the public meeting, use the "raise hand" feature on meeting or dial \*9 if calling on the telephone.

### Call to Order by Mayor Jeremy Stutsman

### Pledge of Allegiance

**Roll:** Megan Eichorn (District 4)                      Julia King (At-Large)                      Jim McKee (District 1)  
Doug Nisley (District 2)                      Gilberto Pérez, Jr. (District 5)                      Matt Schrock (District 3)  
Council President Brett Weddell (At-Large)                      Youth Advisor Hazany Palomino (Non-voting)

### Approval of Meeting Agenda

### Mayor's Special Meeting Letter to Council

- I. **Ordinance 5079**                      Amend Ordinance 5067, 2021 Compensation for Police Department Employees, to Increase Goshen Police Officers Base Wages
- II. **Ordinance 5080**                      Amend Ordinance 5066, 2021 Compensation for Fire Department Employees, and Ordinance 5067, 2021 Compensation for Police Department Employees, to Provide Compensation for Local Pension Board Secretary
- III. **Ordinance 5081**                      Amend Ordinance 5065, 2021 Compensation for Civil City and Utilities Employees, for Multiple Purposes

*Adjournment*



**Jeremy P. Stutsman, Mayor**  
**CITY OF GOSHEN**

202 South Fifth Street, Suite 1 • Goshen, IN 46528-3714

Phone (574) 533-9322 • Fax (574) 533-9740 • TDD (574) 534-3185  
mayor@goshencity.com • www.goshenindiana.org

March 25, 2021

Special March 30 Council Meeting

Council President Weddell and Council Members,

I am thankful for the opportunity to have this special council meeting to address an issue that has arisen with our compensation for our Police Department. The special meeting is the result of needing to address a pay issue sooner than later. Unfortunately, our first meeting in April was canceled making our only other option to address this issue at our April 20 meeting which is still several weeks away.

I will be presenting amendments to our 2021 pay Ordinance on March 30<sup>th</sup>. In order to better inform you I will be giving you some background, where we are today, and what I have learned over the last few weeks.

**Background:**

Goshen Police Department at one time was on the higher end of the pay spectrum when comparing to surrounding departments. The departments we are in competition for staff with are Nappanee, Elkhart County, Elkhart, South Bend, and Mishawaka. Over the last 6-7 years these other communities have had significant pay raises to their Police Departments. Goshen has continued to build our wages as we have been able to but the reality is that we are mostly competing with Government entities with much larger budgets than us.

<b>City/County</b>	<b>2020 Receipts</b> (numbers pulled from Gateway)
Nappanee	\$17,290,217.04
<b>Goshen</b>	<b>\$59,021,889.40</b>
Mishawaka	\$100,776,271.72
Elkhart	\$138,343,661.07
South Bend	\$385,043,059.66
Elkhart County	\$706,877,197.88

Over a two-week period within the last month we have had 4 officers resign to accept jobs in the private sector. Chief Miller has talked with these officers to learn that the pay of their new jobs is considerably higher, we cannot compete with the private sector. However, we have also learned the reason they were looking was due to the fact that we are currently the lowest paid department in the area. This we can fix.

I am asking the Goshen City Council to approve an additional 3% raise for all GPD who have arrest powers as these are the positions that we are struggling to keep and hire. This 3% increase will cost the City of Goshen an additional \$179,080 per year.



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Since we are already partially through the year, the 2021 cost to the City will be \$132,867 which will require an additional appropriation at a future council meeting.

We will most likely see a saving in our full-time line due to the recent resignations. This savings comes from the reality that it will take 3 months to go through all local and state processes to hire replacements. At the same time, we will have some increases in overtime. I will not know the exact additional appropriation request until we see our over-time expenses, subtract the money saved in full-time lines, and add in the 3% increase.

<b>City/County</b>	<b>First Class Patrol Pay (Chief Miller Provided the following)</b>
Mishawaka	\$49,850
<b>Goshen</b>	<b>\$52,791 (3% would put us at \$54,374)</b>
Nappanee	\$54,533
Elkhart County	\$54,556
South Bend	\$56,024
Elkhart	\$57,001

3% will essentially make us equal with Nappanee and Elkhart County. As we move into negotiations for 2022 we will see what we can do in future years to get closer to the top. However, I do not see a reality that allows us to be at the top pay in the near future as that would take an additional 8%. Our budget and departments have too many other needs to find a path to accomplish this at this time.

**Other Changes:**

1. Pension Secretary Pay– Goshen has always paid our Fire and Police Pension secretaries. Somehow this has never been added to the salary ordinance so we are fixing this mistake. They are currently paid \$2,436 per year for their work. They have requested a cell phone stipend due to the amount of calls they take. To keep it simple as this position changes, I am suggesting a new wage of \$3,770 dollars per year.
2. Special Police Officer Pay – This was meant to be a pay range to account for the different positions and duties. This offers the ability to alter pay if needed between different SPO's. This will not cause a pay increase for either of our current SPO's however they will receive the 3% being proposed.
3. Shifting Holiday pay – Our ordinance states that if a paid holiday is on a Saturday the city staff receive the Friday before off. If it is a Sunday the following Monday is off. This year Christmas Day is on a Saturday. Since we already get Friday off for Christmas Eve, we need to list what day we will observe Christmas. This change will allow the Board of Works to assign a day for observance of the Christmas Day paid holiday.



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4. Certification Pay for First Deputy in the Clerk Treasurers Office – Since CT Scharf has appointed Jeffery Weaver to the position we have been seeing savings in our budget lines. Jeffery is a CPA and has brought a wealth of knowledge of local government finance to Goshen. Due to this certification he has been able to help Goshen accomplish more in-house work so we are actually using BakerTilly less than we have in the past. I have spoken with CT Scharf and he has agreed that we should pay an additional stipend to anyone in this position with a CPA certification.

After checking with BakerTilly and learning that a CPA would make \$68,000 - \$75,000 in these government roles I am proposing a certification pay, that will be paid throughout the year and not one lumpsum, of \$5,000. This will ensure we are compensating anyone in the First Deputy position fairly. After discussions with CT Scharf, recent additions to in-house work on both our budget prep and annual report alone have saved us this amount of money already.

I have had the honor of working with three Clerk Treasurers and they have all brought something new to the office. I am very appreciative of the efforts and changes Clerk Treasurer Scharf has brought to the department.

5. Tool/boot/inclement weather gear pay for managers and department heads of Streets, Central Garage, Utilities and Parks (where applicable) - Again this has been standard practice and recently learned it needs to be added to the salary ordinance.

Since we were bringing the ordinance forward for the Police Department pay I thought it would be wise to tackle all of the smaller items at the same time. The only item out of all of these changes that will require an additional appropriation is the PD pay increase. All other items will be handled within the already allotted 2021 budget.

Thank you for your consideration and continued support of our community and staff. If you have any questions please feel free to reach out to me at anytime before our meeting. I will make myself available on the weekend as well.

Sincerely,

A handwritten signature in purple ink, appearing to read "JPM", with a long horizontal stroke extending to the right.

Mayor Jeremy Stutsman

**ORDINANCE 5079**

**Amend Ordinance 5067, 2021 Compensation for Police Department Employees,  
to Increase Goshen Police Officers Base Wages**

WHEREAS Ordinance 5067 approves the 2021 maximum compensation, including wages and benefits, for Goshen Police Department employees;

WHEREAS the City Administration wishes to increase Goshen Police Officers base wages, including the base wage of the civilian position of Special Police Officer;

NOW, THEREFORE, BE IT ORDAINED by the Goshen Common Council that Ordinance 5067, 2021 Compensation for Police Department Employees, Exhibit A, 2021 Base Wages, shall be amended to increase the wages of the following positions:

**POLICE OFFICERS**

		<u>Bi-Weekly Salary</u>
Police Chief		\$3,370.64
Assistant Police Chief		\$3,146.02
Division Chief		\$2,876.59

  

	<u>Annual Base Salary</u>	<u>Base Wage per Hour</u>
Captain	\$66,381	\$31.52
Lieutenant	\$60,350	\$28.66
School Resource Officer	\$60,350	\$28.66
Detective	\$60,350	\$28.66
Sergeant	\$56,925	\$27.03
Patrol Officer	\$54,375	\$25.82
Probationary Patrol Officer	\$52,382	\$24.87

**CIVILIAN EMPLOYEES**

	<u>Base Wage per Hour</u>
Special Police Officer	\$24.87

The wage increase shall go into effect at the beginning of a subsequent pay period after passage and adoption of this ordinance.

PASSED BY THE COMMON COUNCIL on the \_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Jeremy P. Stutsman, Presiding Officer

ATTEST \_\_\_\_\_  
Adam C. Scharf, Clerk-Treasurer

Presented to the Mayor of the City of Goshen, Indiana, on the \_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Adam C. Scharf, Clerk-Treasurer

APPROVED and ADOPTED on the \_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Jeremy P. Stutsman, Mayor

**ORDINANCE 5080**

**Amend Ordinance 5066, 2021 Compensation for Fire Department Employees,  
and Ordinance 5067, 2021 Compensation for Police Department Employees,  
to Provide Compensation for Local Pension Board Secretary**

WHEREAS Ordinance 5066 approves the 2021 maximum compensation, including wages and benefits, for Fire Department employees;

WHEREAS Ordinance 5067 approves the 2021 maximum compensation, including wages and benefits, for Police Department employees;

WHEREAS the Fire Department and Police Department each have an employee who serves as a secretary for the respective Department's Local Pension Board;

WHEREAS it is necessary to amend both Ordinance 5066 and Ordinance 5067 to authorize compensation to be paid to the employee serving as secretary to the Local Pension Board;

NOW, THEREFORE, BE IT ORDAINED by the Goshen Common Council that Ordinance 5066, 2021 Compensation for Fire Department Employees, and Ordinance 5067, 2021 Compensation for Police Department Employees, shall each be amended to add the following new section:

Local Pension Board Secretary

An employee serving as the secretary to the Local Pension Board shall receive additional compensation of Three Thousand Seven Hundred Seventy Dollars (\$3,770) per year. The additional compensation shall be included in the employee's regular bi-weekly paycheck while serving as secretary to the Local Pension Board.

The additional compensation shall go into effect at the beginning of a subsequent pay period after passage and adoption of this ordinance.

PASSED BY THE COMMON COUNCIL on the \_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Jeremy P. Stutsman, Presiding Officer

ATTEST \_\_\_\_\_  
Adam C. Scharf, Clerk-Treasurer

Presented to the Mayor of the City of Goshen, Indiana, on the \_\_\_\_ day of \_\_\_\_\_, 2021

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Adam C. Scharf, Clerk-Treasurer

APPROVED and ADOPTED on the \_\_\_\_ day of \_\_\_\_\_, 2021

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Jeremy P. Stutsman, Mayor



## ORDINANCE 5081

### **Amend Ordinance 5065, 2021 Compensation for Civil City and Utilities Employees, for Multiple Purposes**

WHEREAS Ordinance 5065 approves the 2021 minimum and maximum compensation, including wages and benefits, for Civil City and Utilities employees;

WHEREAS City Administration proposes that the Board of Public Works and Safety determine on an annual basis a holiday schedule which may include the designation of a date to be observed for a holiday should an actual holiday fall on a Saturday or a Sunday;

WHEREAS City Administration would like to provide the position of First Deputy in the Clerk-Treasurer's Office additional compensation if the employee possesses and maintains an Indiana Certified Public Accountant License;

WHEREAS City Administration would like to provide certain positions an allowance to purchase tools, work shoes, and/or inclement weather gear for use in their employment.

WHEREAS City Administration would like to provide the positions of Fleet Maintenance Manager and Assistant Fleet Maintenance Manager a certification bonus if the employee possesses and maintains ASE certifications.

NOW, THEREFORE, BE IT ORDAINED by the Goshen Common Council that Ordinance 5065, 2021 Compensation for Civil City and Utilities Employees, shall be amended as follows:

#### **SECTION 1. Holidays**

Section 10, Holidays, paragraph (A) shall be amended to read as follows:

(A) The City shall observe the following holidays:

- (1) New Year's Day, January 1
- (2) Martin Luther King, Jr. Day, the third Monday in January
- (3) Memorial Day, the last Monday in May
- (4) Independence Day, July 4
- (5) Labor Day, the first Monday in September
- (6) Veterans Day, November 11
- (7) Thanksgiving Day, the fourth Thursday in November
- (8) Thanksgiving Holiday, the Friday following Thanksgiving
- (9) Christmas Eve, December 24
- (10) Christmas Day, December 25

The Board of Public Works and Safety shall determine on an annual basis a holiday schedule for the above holidays and designate the date to be observed for a holiday should an actual holiday fall on a Saturday or a Sunday.

Paragraphs (B), (C) and (D) of Section 10, Holidays, shall remain unchanged.

## **SECTION 2. CPA License Pay**

The following new section shall be added to Ordinance 5065:

### CPA License Pay

An individual appointed as First Deputy in the Clerk-Treasurer's Office that possesses and maintains an Indiana Certified Public Accountant License shall receive additional compensation of Five Thousand Dollars (\$5,000) per year. The CPA license pay shall be included in the employee's regular bi-weekly paycheck.

The CPA license pay shall go into effect at the beginning of a subsequent pay period after passage and adoption of this ordinance.

## **SECTION 3. Tool/Work Shoe/Inclement Weather Gear Allowance**

The following new section shall be added to Ordinance 5065:

### Tool/Work Shoe/Inclement Weather Gear Allowance

(A) Each employee in a position set forth in paragraph (B) is eligible to receive a tool/work shoe/inclement weather gear allowance. The employee may be reimbursed up to Three Hundred Fifty Dollars (\$350) per year for the purchase of tools, work shoes, and/or inclement weather gear to be used in their employment.

The reimbursement shall be processed in the same manner as the clothing/work boot/physical fitness allowance.

(B) Positions eligible to receive the tool/work shoe/inclement weather gear allowance include:

- (1) Central Garage - Fleet Maintenance Manager
- (2) Central Garage - Assistant Fleet Maintenance Manager
- (3) Parks and Recreation Department - Park Maintenance Development Director
- (4) Street Department - Street Commissioner
- (5) Street Department - Assistant Street Commissioner
- (6) Street Department - Foreman

- (7) Water and Sewer Departments - Utilities Superintendent
- (8) Water and Sewer Departments - Wastewater Superintendent
- (9) Water and Sewer Departments - Environmental Compliance Administrator
- (10) Water and Sewer Departments - Maintenance Manager
- (11) Water and Sewer Departments - Assistant Maintenance Manager
- (12) Water and Sewer Departments - Water and Sewer Superintendent
- (13) Water and Sewer Departments - Water Quality Manager
- (14) Water and Sewer Departments - Construction/Distribution Supervisor

#### **SECTION 4. ASE Certification Bonus**

The following new section shall be added to Ordinance 5065:

##### ASE Certification Bonus

(A) This section applies to the positions of Central Garage Fleet Maintenance Manager and Central Garage Assistant Fleet Maintenance Manager.

(B) Each employee is eligible to receive an annual bonus of Four Hundred Dollars (\$400) for each approved ASE certification test passed, and provided the ASE certification is current, up to a maximum of One Thousand Two Hundred Dollars (\$1,200) annually. The ASE certification bonus shall be included in the employee's regular bi-weekly paycheck.

(C) The ASE certification test must be within one of the following disciplines:

- (1) Automobile/Light Truck Certification (A Series)
  - (2) Medium/Heavy Duty Truck Certification (T Series)
  - (3) Truck Equipment Certification (E Series)
  - (4) Electronic Diesel Engine Diagnosis Specialist Certification (L2)
- (D) In addition, the City shall reimburse each employee passing the certification tests required to obtain the Master Automotive Certification or Master Heavy Truck Certification the cost of the test registration and test fee up to a maximum of One Hundred Thirty-five Dollars (\$135) per test.

The ASE certification bonus shall go into effect at the beginning of a subsequent pay period after passage and adoption of this ordinance.

PASSED BY THE COMMON COUNCIL on the \_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Jeremy P. Stutsman, Presiding Officer

ATTEST \_\_\_\_\_  
Adam C. Scharf, Clerk-Treasurer

Presented to the Mayor of the City of Goshen, Indiana, on the \_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Adam C. Scharf, Clerk-Treasurer

APPROVED and ADOPTED on the \_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Jeremy P. Stutsman, Mayor