

**Goshen Parks and Recreation Board  
Regular Meeting Agenda  
City Courts Building, 111 East Jefferson Street, Goshen, Indiana  
Monday February 15, 2020, 5:30 PM**

- I. **Call to Order**
- II. **Motion to Amend Agenda**
- III. **Approval of the January 25, 2020, Park Board Minutes**
- IV. **Approval of Parks and Recreation Payable Docket, December 2020**

**December, 2020 Payable Docket**

Personnel Services	\$97,455.58
Supplies	\$10,059.54
Other Services and Charges	\$43,934.36
Capital Outlays	\$10,358.23
Non-Appropriated	\$8,551.60
<b><u>Total Payable Docket</u></b>	<b><u>\$170,359.31</u></b>

**Approval of Parks and Recreation Gifts December, 2020**

***Gift Expenditures***

Park Gift/Misc Donation	\$1,000.00
<b><u>Total Gift Expenditures</u></b>	<b><u>\$0.00</u></b>

***Gift Revenue***

Park Gift/Interest	\$30.50
ENV/Donations	\$5,400.00
<b><u>Total Gift Revenues</u></b>	<b><u>\$5,430.50</u></b>

- V. **Public Presentations and Correspondence**  
None
- VI. **Approval of Superintendent and Director Reports**
- VII. **New Business**
  - 1.) Park Board Meeting Time Change– Heyde
  - 2.) Rules for public meetings – Heyde
  - 3.) Recreation Service Agreements - Stephens
- VIII. **Old Business**  
None

**Distribution:**

<b>Park Department</b>	<b>Parks and Recreation Board</b>	<b>Others</b>	<b>Media</b>
Tanya Heyde	Roger Nafziger	Jeremy Stutsman, Mayor	Goshen News
Kevin Yoder	Bill Veenstra	Donald Shuler, Attorney	Elkhart Truth
Kimberlee Stephens	Jennifer Shell	Adam Scharf, City Clerk/Treasurer	The Paper
Staycie Howland	James Wellington	Matt Schrock, City Council	File
	Barbara Swartley	Julia King, City Council	
		Jake B. Smith, Youth Advisor	

**Park Board Signatures:**  
**Approved this Monday, February 15, 2020**

\_\_\_\_\_  
**Roger Nafziger, Member**

\_\_\_\_\_  
**Jennifer Shell, President**

\_\_\_\_\_  
**James Wellington, Member**

\_\_\_\_\_  
**Barbara Swartley, Vice President**

**Bill Veenstra, Secretary ATTEST:** \_\_\_\_\_

## GOSHEN PARKS AND RECREATION PARK BOARD MINUTES

**Date:** January 25, 2021

**Time:** 5:30pm

**Place:** City Courts Building, 111 East Jefferson Street, Goshen, Indiana

**Virtually Present:** Jennifer Shell, President; Roger Nafziger, Member; Jim Wellington, Member  
Barbara Swartley, Secretary.

**Also, Physically Present:** Tanya Heyde, Superintendent; Kimberlee Stephens; Recreation Supervisor;  
Staycie Howland, Administrative Office; Don Shuler, Park Attorney; **Virtually Present:** Julia King,  
Council; Matt Schrock, Council; Jacob Smith, Youth Advisor; Kevin Yoder, Maintenance Director;  
Alison Gotwals, Goshen High School.

**We begin this meeting during a declared public health emergency covering all of the State of Indiana. Board member (s) Jennifer Shell, President; Barbara Swartley, Vice President; Roger Nafziger, Member; and Jim Wellington, Member are participating in this meeting by electronic communication pursuant to Governor Holcomb's Executive Orders 20-04, 20-09 and 20-47, as well as guidance from Indiana Public Access Counsellor Luke Britt. Additionally Mayor Stutsman's Executive Order 2020-16 has directed public meetings for the City of Goshen including this one be conducted with virtual public access and in accordance with the rules for virtual meetings issued by the administration. Superintendent Tanya Heyde and Park Attorney Don Shuler are physically present in council chambers along with park staff Kimberlee Stephens and Staycie Howland.**

### **I. Call to Order**

Shell called the meeting to order at 5:30 PM.

### **II. Motion to Amend Agenda**

Nafziger requested nominations and election of Park Board officers for 2021. The Board elected the 2021 officers as follows: Jennifer Shell, President; Barb Swartley, Vice President; Bill Veenstra, Secretary. On a motion by Wellington, Seconded by Nafziger, ayes carried.

### **III. Approval December 2020 Park Board Minutes**

Shell called for a motion to approve the Park Board Minutes for November 2020. On a motion by Wellington, Seconded by Nafziger, ayes carried.

### **IV. Approval of Park Payable Docket, November 2020**

Shell called for a motion to approve the Payable Docket for November 2020. On a motion by Wellington, Seconded by Swartley, ayes carried.

#### **Approval of Park Gifts Expenditures, November 2020**

Shell called for a motion to approve the Gift Expenditures for November 2020. On a motion by Wellington, Seconded by Nafziger, ayes carried.

#### **Approval of Park Gifts Revenue, for November 2020**

Shell called for a motion to approve the Gift Revenue for November 2020. On a motion by Wellington, Seconded by Nafziger, ayes carried.

## **V. Public Presentations and Correspondence**

None

## **VI. Approval of Superintendent and Director Reports**

Shell called for a motion to approve the Superintendent and Supervisor Reports for December 2020 as presented. On a motion by Wellington, Seconded by Nafziger, ayes carried.

## **VII. New Business**

### **1. Field Trip Fees**

Heyde reminded the Board of the request in January to waive the Goshen Parks field trip fees for Goshen Community Schools and added the request is coming back to the Board for action. Heyde stated that Alison Gotwals was present from Goshen Community Schools in the event the Board had additional questions for her. Heyde added that the field trip fees associated with the Rieth Interpretive Center are now a part of the Resilience Department and any fees associated with those specific field trips would need approval through their department.

Swartley moved to waive the fees as requested by Alison.

Shell asked what the fiscal impact would have on the parks department. Heyde explained that most of the field trips are through the Rieth Interpretive Center and the Resilience Department and total last year Heyde noted was just about \$1500.00.

Shell noted waiving the fees for Goshen Community Schools would have a low fiscal impact for the parks department. Shell then stated the fees waived should be limited it to only Goshen Community Schools.

Nafziger agreed that waiving the fees should be limited to the GCS and should be part of our action. Nafziger requested an amendment the motion.

Swartley amended the motion requesting the Goshen Parks field trip fees be waived to Goshen Community Schools only, Seconded by Wellington, ayes carried.

### **2. FT Maintenance Job Description & Essential Duties**

Heyde presented the Board with the FT Maintenance Job Description & Essential Duties. Heyde noted the job description was recently presented to the Board in October for approval and that the duties have remained the same with no change. Heyde requested the Board to ratify and approve the position as submitted as the newly vacant position has already been posted and applications have been received. On a motion by Wellington, Seconded by Nafziger, ayes carried.

### **3. ASCAP Music License**

Stephens presented the Board with a Service Agreement from ASCAP Music Licensing. Stephens asked permission from the Board to enter into and execute the agreement as presented. On a motion by Wellington, Seconded by Swartley, ayes carried.

**Discussion**

Julia King inquired about the status of the disc golf course. Heyde stated she regularly checks in with Indiana Department of Natural Resources for updates to the construction permit. Heyde added that there are no deficiencies in the application so the department is only waiting on DNR’s review and approval.

Wellington asked if approval is needed to install the Disc Golf baskets. Heyde explained that approval is needed because the basket installation will require excavation and excavation in the floodway is the main purpose for the project to need DNR approval.

Heyde noted that approval from the DNR to demolish the old park office on Plymouth Avenue has been granted.

Wellington asked what the plans are for that area.

Heyde stated it would remain green space and the drive and some of the parking spots will remain.

Wellington requested the Board adjust the Park Board meeting time to meet earlier.

Stephens noted the time could not conflict with other city meetings taking place in the Council Chambers.

Nafziger stated that times for the 2021 meetings have already been approved and the new dates and times would have to be amended.

Don Shuler added the action to change the meeting times need to be brought back as an action agenda item.

After some discussion, members supported reviewing the Park Board meeting time at February’s meeting.

**VIII. Old Business**

None

**Park Board Signatures:**  
**Approved this Monday, February 15, 2021**

\_\_\_\_\_  
Roger Nafziger, Member

\_\_\_\_\_  
Jennifer Shell, President

\_\_\_\_\_  
James Wellington, Member

\_\_\_\_\_  
Barbara Swartley, Vice President

Bill Veenstra, Secretary ATTEST: \_\_\_\_\_

BUDGET TO ACTUAL EXPENDITURES (UNAUDITED)

AS OF: DECEMBER 31ST, 2020

204-PARKS AND RECREATION

CULTURE AND RECREATION

100.00% OF YEAR COMP.

NON-DEPARTMENTAL

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONAL SERVICES</u>						
204-550-00-411.0130 P&R/FULL-TIME PERSON	630,700.00	630,700.00	44,215.34	610,001.80	96.72	20,698.20
204-550-00-411.0140 P&R/PART-TIME PERSON	420,000.00	395,700.00	6,595.91	186,578.34	47.15	209,121.66
204-550-00-411.0151 P&R/INCREMENT PAY	12,000.00	12,000.00	9,628.60	11,278.60	93.99	721.40
204-550-00-411.0152 P&R/LONGEVITY	4,000.00	4,000.00	4,000.00	4,000.00	100.00	0.00
204-550-00-411.0160 P&R/OVERTIME	4,000.00	4,000.00	0.00	4.23	0.11	3,995.77
204-550-00-413.0100 P&R/FICA MATCH	67,000.00	67,000.00	4,627.78	47,745.51	71.26	19,254.49
204-550-00-413.0200 P&R/MEDICARE	16,000.00	16,000.00	1,082.30	11,183.41	69.90	4,816.59
204-550-00-413.0300 P&R/RETIREMENT	92,000.00	103,300.00	10,489.82	103,201.27	99.90	98.73
204-550-00-413.0400 P&R/UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-413.0501 P&R/HEALTH INSURANCE	209,000.00	222,000.00	16,102.95	221,551.76	99.80	448.24
204-550-00-413.0700 P&R/CELL PHONE	1,800.00	1,800.00	100.00	1,537.20	85.40	262.80
204-550-00-413.0701 P&R/CLOTHING/BOOT/FI	2,025.00	2,025.00	612.88	1,342.87	66.31	682.13
204-550-00-413.0702 P&R/CLOTHING	<u>6,200.00</u>	<u>6,200.00</u>	<u>0.00</u>	<u>972.50</u>	<u>15.69</u>	<u>5,227.50</u>
TOTAL PERSONAL SERVICES	1,464,725.00	1,464,725.00	97,455.58	1,199,397.49	81.89	265,327.51

SUPPLIES

204-550-00-421.0200 P&R/STATIONERY & PRI	675.00	675.00	0.00	25.00	3.70	650.00
204-550-00-421.0501 P&R/OTHER OFFICE EXP	3,187.00	3,187.00	69.02	2,591.87	81.33	595.13
204-550-00-422.0151 P&R/OTHER OPERATING	2,590.00	2,590.00	0.00	853.08	32.94	1,736.92
204-550-00-422.0152 P&R/PAINT	5,350.00	5,350.00	0.00	904.07	16.90	4,445.93
204-550-00-422.0153 P&R/GENERAL PROGRAM	28,000.00	28,000.00	3,307.40	16,562.25	59.15	11,437.75
204-550-00-422.0154 P&R/OTHER EQUIPMENT	5,000.00	6,007.00	778.23	1,785.23	29.72	4,221.77
204-550-00-422.0210 P&R/GASOLINE, DIESEL,	41,190.00	41,190.00	520.71	15,884.33	38.56	25,305.67
204-550-00-422.0251 P&R/OTHER GARAGE & M	3,300.00	3,300.00	0.00	944.41	28.62	2,355.59
204-550-00-422.0311 P&R/INSTITUTIONAL &	21,000.00	21,000.00	17.98	20,754.13	98.83	245.87
204-550-00-423.0110 P&R/BLDG MATRS& SUPP	35,600.00	41,123.00	4,549.74	36,595.43	88.99	4,527.57
204-550-00-423.0125 P&R/STREET, ALLEY, & SE	32,300.00	32,300.00	0.00	3,108.89	9.63	29,191.11
204-550-00-423.0201 P&R/REPAIR PARTS	4,900.00	4,900.00	0.00	1,503.28	30.68	3,396.72
204-550-00-423.0301 P&R/MACHINERY & TOOL	5,000.00	5,000.00	816.46	3,104.27	62.09	1,895.73
204-550-00-429.0000 P&R/MEMORIAL TREES	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-429.0001 P&R/PROGRAM SUPPLIES	30,000.00	30,000.00	0.00	9,227.65	30.76	20,772.35
204-550-00-429.0002 P&R/OTHER SUPPLIES	<u>30,560.00</u>	<u>30,560.00</u>	<u>0.00</u>	<u>10,223.81</u>	<u>33.45</u>	<u>20,336.19</u>
TOTAL SUPPLIES	248,652.00	255,182.00	10,059.54	124,067.70	48.62	131,114.30

OTHER SERVICES/CHARGES

204-550-00-431.0500 P&R/SERVICES CONTRAC	113,000.00	112,615.84	578.95	30,163.60	26.78	82,452.24
204-550-00-431.0501 P&R/TREE PROGRAM	0.00	1,160.91	0.00	1,160.91	100.00	0.00
204-550-00-431.0502 P&R/TREES PLANTED	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-431.0503 P&R/OTHER PROFESSION	30,000.00	30,000.00	10,789.72	21,254.72	70.85	8,745.28
204-550-00-431.0504 P&R/STREET TREE MAIN	0.00	8,851.59	0.00	8,300.00	93.77	551.59
204-550-00-431.0505 P&R/LANDSCAPING	17,450.00	17,450.00	0.00	15,258.63	87.44	2,191.37
204-550-00-431.0506 P&R/TREE TRIM REMOVA	0.00	609.00	0.00	609.00	100.00	0.00
204-550-00-431.0507 P&R/LEGAL REIMB	8,000.00	8,000.00	55.80	2,372.80	29.66	5,627.20
204-550-00-432.0201 P&R/POSTAGE	750.00	750.00	171.82	263.57	35.14	486.43
204-550-00-432.0300 P&R/TRAVEL EXPENSES	500.00	500.00	0.00	156.02	31.20	343.98
204-550-00-432.0401 P&R/TELEPHONE	8,750.00	8,750.00	504.52	7,478.52	85.47	1,271.48
204-550-00-433.0200 P&R/PUBLICATION LEGA	150.00	150.00	0.00	0.00	0.00	150.00



BUDGET TO ACTUAL EXPENDITURES (UNAUDITED)

AS OF: DECEMBER 31ST, 2020

275-PARK GIFT FUND

CULTURE AND RECREATION

100.00% OF YEAR COMP.

NON-DEPARTMENTAL

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>OTHER SERVICES/CHARGES</u>						
275-550-00-439.0009 PARK GIFT/PARK OPERA	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0028 PARK GIFT/COMMUNITY	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0031 PARK GIFT/DISCOVERY	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0501 PARK GIFT/BFKST WITH	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0502 PARK GIFT/DADDY-DAUG	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0503 PARK GIFT/GGH CANCER	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0504 PARK GIFT/KIDS TRYAT	0.00	0.00	0.00	8,361.25	0.00 (	8,361.25)
275-550-00-439.0506 PARK GIFT/RIETH INT	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0507 PARK GIFT/TENNIS LES	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0508 PK GIFT/MISC TREE GI	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0511 PARK GIFT/SKATE PARK	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0513 PARK GIFT/FALL FEST	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0514 PARK GIFT/MEMORIAL	0.00	0.00	0.00	148.80	0.00 (	148.80)
275-550-00-439.0515 PARK GIFT/SPECIAL EV	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0516 PARK GIFT/BALLET	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0517 PARK GIFT/TOMMY'S KI	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0519 PARK GIFT/NIPSCO TRE	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0520 PARK GIFT/POOL RCPTS	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0521 PARK GIFT/GAS TAX FO	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0525 PARK GIFT/ARBOR DAY	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0527 PARK GIFT/RECYCLING	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0529 PARK GIFT/FLAG FOOTB	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0530 PARK GIFT/HEAD GATES	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0532 PK GIFT/FIDLER POND	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0533 PARK GIFT/BALLET SCH	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0534 PK GIFT/BIKE RACKS D	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0536 PK GIFT/YODER-CULP T	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0537 PK GIFT/BARK PARK	0.00	0.00	0.00	2,980.00	0.00 (	2,980.00)
275-550-00-439.0538 PK GIFT/MISC DONATIO	0.00	0.00	1,000.00	1,000.00	0.00 (	1,000.00)
275-550-00-439.0539 PK GIFT/MILL ST PARK	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0540 PK GIFT/SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0541 PK GIFT/PICKLEBALL G	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0542 PK GIFT/CHIDDISTER P	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0543 PK GIFT/ADULT TRYATH	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0544 PK GIFT/SAILING CAMP	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER SERVICES/CHARGES	0.00	0.00	1,000.00	12,490.05	0.00 (	12,490.05)
TOTAL NON-DEPARTMENTAL	0.00	0.00	1,000.00	12,490.05	0.00 (	12,490.05)
TOTAL CULTURE AND RECREATION	0.00	0.00	1,000.00	12,490.05	0.00 (	12,490.05)
TOTAL EXPENDITURES	0.00	0.00	1,000.00	12,490.05	0.00 (	12,490.05)

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BUDGET TO ACTUAL REVENUE (UNAUDITED)

AS OF: DECEMBER 31ST, 2020

275-PARK GIFT FUND

CULTURE AND RECREATION

100.00% OF YEAR COMP.

NON-DEPARTMENTAL

REVENUES	ORIGINAL BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CULTURE AND RECREATION</u>						
275-450-00-347.0201 PK GIFT/GGH CANCER T	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE AND RECREATION	0.00	0.00	0.00	0.00	0.00	0.00
<u>MISCELLANEOUS</u>						
275-450-00-360.0100 PK GIFT/BREAKFAST W/	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-360.0101 PK GIFT/FALL FEST	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00
<u>CONTRIBUTIONS</u>						
275-450-00-367.0009 PARK GIFT/PARK OPERA	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0010 PF GIFT/ SKATE PARK	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0011 PK GIFT/ INTEREST	0.00	0.00	30.50	888.80	0.00 (	888.80)
275-450-00-367.0012 PK GIFT/BALLET PROGR	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0013 PK GIFT/DADDY-DAUGHT	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0014 PK GIFT/KIDS TRYATHA	0.00	0.00	0.00	6,000.00	0.00 (	6,000.00)
275-450-00-367.0015 PK GIFT/MISC TREE GI	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0016 PK GIFT/POOL RECEIPT	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0017 PK GIFT/RIC PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0018 PK GIFT/TOMMY'S KIDS	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0019 PK GIFT/NIPSCO TREE	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0021 PK GIFT/GAS TAX FOR	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0022 PK GIFT/SPEC EVENT S	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0023 PK GIFT/TENNIS LESSO	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0024 PK GIFT/RIETH PARK G	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0025 PK GIFT/ARBOR DAY RE	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0026 PK GIFT/MEMORIAL BEN	0.00	0.00	0.00	1,600.00	0.00 (	1,600.00)
275-450-00-367.0027 PK GIFT/RECYCLING DO	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0028 PK GIFT/COMMUNITY CE	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0029 PK GIFT/FLAG FOOTBAL	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0030 PK GIFT/HEAD GATES L	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0031 PARK GIFT/DISCOVERY	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0032 PK GIFT/FIDLER POND	0.00	0.00	0.00	14.00	0.00 (	14.00)
275-450-00-367.0033 PARK GIFT/BALLET SCH	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0034 PK GIFT/BIKE RACKS D	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0035 PK GIFT/BICYCLE ADVI	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0036 PK GIFT/YODER-CULP T	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0037 PK GIFT/BARK PARK	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0038 PK GIFT/MISC DONATIO	0.00	0.00	0.00	2,562.50	0.00 (	2,562.50)
275-450-00-367.0039 PK GIFT/MILL ST PARK	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0040 PK GIFT/SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0041 PK GIFT/PICKLEBALL G	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0042 PK GIFT/CHIDDISTER P	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0043 PK GIFT/ADULT TRYATH	0.00	0.00	0.00	250.00	0.00 (	250.00)
275-450-00-367.0044 PK GIFT/SAILING CAMP	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0045 ENV/GRANTS	0.00	0.00	0.00	31,500.00	0.00 (	31,500.00)
275-450-00-367.0046 ENV/DONATIONS	0.00	0.00	5,400.00	7,900.00	0.00 (	7,900.00)
TOTAL CONTRIBUTIONS	0.00	0.00	5,430.50	50,715.30	0.00 (	50,715.30)

BUDGET TO ACTUAL REVENUE (UNAUDITED)

AS OF: DECEMBER 31ST, 2020

275-PARK GIFT FUND

CULTURE AND RECREATION

100.00% OF YEAR COMP.

NON-DEPARTMENTAL

REVENUES	ORIGINAL BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL NON-DEPARTMENTAL	0.00	0.00	5,430.50	50,715.30	0.00 (	50,715.30)
TOTAL CULTURE AND RECREATION	0.00	0.00	5,430.50	50,715.30	0.00 (	50,715.30)
TOTAL REVENUES	0.00	0.00	5,430.50	50,715.30	0.00 (	50,715.30)

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**Goshen Park and Recreation Department  
Superintendent's Park Board Report  
Tanya Heyde, January – February 2020**

**Fall/ Winter 2020 – 2021 (COVID-19)**

- Parks Dept. is following several safe practices implemented by City including, virtual meetings, distancing, face masks, emergency management operations and remote work when able and self-monitoring symptoms.
- Detailed procedures for inter-departmental video/tele communications, non-contact processes for payment claims, payroll, clocking in/out, etc.
- On March 13, the department's classes, programs and events were cancelled through the end of April. As part of the Parks reopening guide, individual classes and programs will be evaluated, modified, replaced or cancelled accordingly.
- Beginning on March 23 and through the end of April, city buildings are closed to the public. **Update:** The City is working on a reopening plan that will include city buildings.
- Following Governor Holcomb's Executive Order on March 23, Goshen Parks closed its 13 playgrounds, and one outdoor fitness area. We have posted signs and later added caution tape to the areas. **Update:** Reopening playgrounds is part of the parks reopening guide and are anticipated to open May 24.
- Annually, Goshen Parks does not open non-heated public restrooms, begin sports leagues, open sports fields and reservations, and pavilion use until April 15. However, three restrooms are heated and open year round, those restrooms are at Abshire Park, Shanklin Park's Warming House by the pond and Rieth Interpretive Center. On April 2, Goshen Parks closed those public restrooms. **Update:** Parks restrooms are part of the reopening guide and are anticipated to open May 24.
- On Friday, April 2, in Mayor Stutsman's Executive Order, 20-04, he requested all city employees, except those designated as part of a department's emergency operations team stay at home and isolate themselves for two weeks, beginning April 6. Goshen Parks is currently operating with very limited staff, and only for critical purposes through Friday April 17. **Update:** In an effort to continue city services, Parks has phased back full-time staff, part-time staff and seasonal staff beginning April 20 and continuing through current.
- In an effort to deter gatherings that have been happening, on April 6, Goshen Parks closed athletic fields, athletic courts and the skate park. **Update:** Athletic courts and fields are part of the parks reopening guide and are anticipated to open May 24.
- On May 1, Governor Holcomb released the Back on Track Indiana Plan providing reopening phases and guidelines for reopening.
- On May 18, the City released the City's Return to Work Plan and the Parks Reopening Guide. On May 21, the Governor issued Executive Order 20-28 changing the May 24 opening of playgrounds to shall remain closed. On May 22, Parks updated the reopening guide to reflect the same change. The Parks reopening Guide is included in the June packet since its update to the original from May.
- The latest executive order, 20-09, dated May 29 from Mayor Stutsman outlines several return to work processes, time off, access to public buildings, public meetings, etc. The order is included in the June Park Board packet and can be found on the City website.
- Park staff along with other city departments are self-monitoring for symptoms, checking temperatures and logging the data daily in a citywide tracking system.
- GPRD's first ever virtual class will be held this June, Youth Dance. Other adult fitness classes begin to resume outdoors where distancing guidelines can be met. Youth pick up and take garden boxes happening May /June.
- The Governor's Executive Order 20-32, released June 11, regarding Back on Track Indiana: Stage 4, addresses playgrounds may reopen beginning June 12. GPRD's playgrounds are now scheduled to open Monday, June 15. This will allow time to remove closed signs and post CDC guidelines.
- In response to the Governor's Executive Order 20-32, Goshen Parks developed and submitted to the Elkhart County Health Department, a response plan for park programs outlining the steps being taken, and to be taken, to ensure social distancing, increased sanitation and overall protection of competitors, coaches, staff and spectators.
- In May, while the State percentage of new positive cases were decreasing, Elkhart County was ranked number 10 as most likely to have the next COVID-19 outbreak. As the economy had reopened the data showed a spread issue with daily cases rising from 4-9% in the first few months of the virus reaching Elkhart County to 20-25% at the end of May.
- By Resolution number 2020-18, dated June 15, 2020, the Elkhart County Commissioners endorsed the Elkhart County health Department's guidance on wearing face coverings and recommended a reduction in the maximum number of attendees at any private or public gathering.

- On June 29, the City departments developed a public access policy and procedures for individual city offices, Parks specific policy presented to the Board at the July 17, 2020 meeting.
- The Elkhart County Health Department issued Public Health Order No. 01-2020 mandating face coverings effective June 30, 2020 and until rescinded.
- The Governor's Executive Order 20-35, dated July 1, 2020, Back on Track Indiana: Stage 4.5, states Elkhart County will not transition into Stage 4.5; Elkhart County will remain in Stage 4 through July 17, 2020.
- The Goshen City Common Council through Resolution 2020-18, on July 7, 2020, endorsed the Elkhart County Health Department's mandate on wearing face coverings and recommending a reduction in the maximum number of attendees at any private or public gathering to 50.
- Effective July 9, Goshen parks closed splash pads and indoor rental facilities.
- Effective August 1, 2020, Elkhart County joined the rest of the State in the continuation of Stage 4.5 through Executive Order 20-39, dated July 30, 2020.
- The Rieth Park, Walnut Park and the new Rotary Club splash pad at Pringle Park re-opened on Friday, August 21.
- Effective Monday, July 27, Governor Holcomb enacted Executive Order 20-37, Face covering Requirement. Goshen Parks through existing COVID-19 Health Plans, public access policies and City policies, have in place requirements for face coverings.
- On September 24, 2020, Governor Holcomb signed Executive Order 20-43 moving the State to Stage 5. A color-coded monitoring system is conducted by the State Health Department and broken down by county and is coded according to positivity ratings and other metrics. Face coverings are required at indoor public places and outdoor public spaces when distancing cannot be achieved unless exempt. The Executive Order requires business COVID-Response Plans, and increases gathering size up to 500 people, event plans are required for gatherings of over 500 to be reviewed and approved by the local health department.
- On October 6, Mayor Stutsman signed Executive Order 2020-13 updating for the latest State Orders and entering Stage 5 of reopening. The Executive Order states the Parks and Recreation Department shall be open during normal, posted business hours; for programming run by the Parks and Recreation Department; and for scheduled rentals.
- The Parks and Recreation Department re-opened rental facilities to building capacities.
- On November 10, 2020, Mayor Stutsman signed Executive Order 2020-15 that includes limited access to public buildings, additional safe work practices, restrictions for public meetings and hearings, standards to remain home from work and work related and personal travel. The entire executive order may be viewed at the City website, <https://goshenindiana.org/covid19>.
- The Park Department Office closed to the public beginning Thursday, November 12, 2020.
- On Wednesday, November 11, 2020, Governor Holcomb announced new restrictions during the current COVID-19 surge, stepping the State back from Stage 5. The Governor stated a color-coded system is used to determine a county's positivity rate and other factors. When a county is in the orange level, as Elkhart County currently is, gatherings will be limited at 50 people, larger events will require local health department approval and attendance at school and recreational athletic events is reduced to 25 percent capacity. An Executive Order has not yet been released.
- The Park Department will limit gathering size in rental facilities.
- On November 18, 2020, Elkhart County's color designation on the Indiana State Department of Health's county metrics map elevated to red, the highest advisory level.
- On November 18, 2020, The Elkhart County Health Department signed public health order 06-2020 implementing requirements for businesses and entities including a COVID-19 Response Plan, gatherings and meetings, special events and non-compliant actions and enforcement. The order also limits gatherings and meetings to 25 people or less.
- On November 20, 2020, Mayor Stutsman issued Executive Order 2020-16, altering the previous order by updating safe work practices, public meetings and hearings to be open to the public virtually rather than in person and timing for staff COVID testing when ill or exposed, to align with health standards. Parks and Recreation Board meeting attendance is specifically outlined in the executive order as follows:

*Parks and Recreation Board - The Parks Superintendent, a virtual meeting technology operator, the Board's Attorney, and a staff member recording the meeting shall attend all meetings in person.*

Additionally, the executive order states:

*iii. Members of Council, boards and commissions are expected to attend electronically with both an audio and visual connection in a private location, and the City shall provide electronic access to all members who do not have access to electronic means for connection to meetings.*

The executive order in its entirety is included in December's Park Board meeting packet.

- On November 18, 2020 in light of the County being elevated to red metric, Parks and Recreation cancelled adult sports, fitness classes and closed rentals of indoor facilities.
- Governor Holcomb signed two new executive orders, Executive Order 21-02 and Executive Order 21-03. EO 21-02 is the third continuation of the county-based measures and restrictions to prevent the spread of COVID-19 first put in place under EO 20-43. The measures will now remain in effect through 11:59 p.m. on Sunday, February 28, 2021.
- Mayor Stutsman signed executive order 2021-01 on February 2 to match building closures and public meetings with the State color metric system.
- The Department continues to monitor the county and local metrics. Parks is working to update current reopening plan based on the state color metrics.

**Staff:** Superintendent and Maintenance Supervisor is currently interviewing for the vacant maintenance position.

**Volunteers: Partnerships/Networking:**

- Elkhart County Convention and Visitors Bureau – Quilt Garden (Abshire Park) & Tours, possible cross promoting of Elkhart County and parks.
- Lippert Components – Looking forward to scheduling a community service date.
- Goshen Community Schools – Shared facility use, summer lunch program, Engineering Tech Students cardboard boat launches at Fidler Pond Park.
- Vibrant Communities – City representation at Organizing Group meetings.
- East Goshen Neighborhood Association – Dog Park
- Goshen Public Library – Story Walk, Rieth Interpretive Center trail; outdoor story time.
- Elkhart County Waterways Alliance – EnFocus along with representatives from Goshen, Elkhart County, Elkhart City, Elkhart County Convention and Visitors Bureau, Middlebury and Bristol are meeting monthly to discuss area waterways and to develop a waterways plan.
- MACOG – Millrace Trail counter.
- Goshen Neighborhood Associations – Neighborhood picnics, adopted landscaped areas, neighborhood events.
- PAC – Pumpkinvine Advisory Committee, Goshen, Elkhart County, Middlebury, Shipshewana and Friends of the Pumpkinvine.
- Master Gardeners – Rieth Interpretive Center
- Community Gardens – Hay Park, Allan J. Kauffman Park and Burdick Park.
- Elkhart County Community Foundation – Kids’ and Teens’ Triathlon, Youth Sailing Camp, Inclusive Playground, Vibrant Communities.
- Lincoln Highway Association – Fidler Pond Gazebo, landscaping and signage, visits by tour groups.
- Goshen Historical Society – Rotating displays for the Wayne Wogoman Welcome Center and Rieth Interpretive Center. Powerhouse & train viewing station planning.

**General Projects:**

- Center for Healing and Hope (CHH) COVID-19 testing site – The City is hosting CHH at Shanklin Park and Schrock Pavilion to better accommodate the vehicular traffic the site generates. Agreement approved at December’s Board of Works and ratified at the Park Board meeting.
- Certified Park and Recreation Professional Certification process through the National Parks and Recreation Association. The certification is the national standard for all parks and recreation professionals and will afford us to make a bigger impact on our community and to ensure proficiency.
- Working with Elkhart County Archivist, Indiana State and Clerk Treasurers Office to get our files and records on a retention schedule and shred those that no longer need to be kept. Parks will develop a file and retention policy alongside this process developing a comprehensive file system from this year forward.
- Goshen Parks application for the National Parks and Recreation Associations Commission for Accreditation of Park and Recreation Agencies (ACPRA) was accepted. The certification is a self-assessment of standards that will develop into internal processes, policies and procedures. The outcomes will assist the department by making operations, communication and documentation more effective as well as providing quality assurance and quality improvement. The accreditation process will span over two years and will require reaccreditation every five years.
- Dog Park – The final site plan has been complete by Abonmarche. The plan was submitted to Planning and Zoning and Engineering and Zoning Clearance was received late November. A meeting is scheduled for the week of **January 25** to discuss construction with Engineering Department and Utilities Special Ops Team.

- Tyler Joldersma Skate Park – The skateboard equipment is in need of replacement. Working to establish an equipment selection committee with interested community members to gather input and feedback. Because the park is located in a floodway, equipment suppliers may be limited according to the material used for the structures. The department will likely be looking into metal, above ground ramps. The department will seek consultation services for an overall concept and design considering additional park amenities that will need repair/replacement in the coming years.
- City Safety Committee – Since the Pandemic, safety committee meetings have been postponed. In the meantime, Parks receives weekly Ask the Expert emails containing safety and health topics for the workplace. Staff is working on updating safety practices using the city’s Target Solutions online modules. The safety modules are also used for onboarding new staff.
- Pumpkinvine Advisory Committee – At the November 10 meeting, consideration for Friends to fund a dedicated part-time staff person for the length of the Pumpkinvine Trail instead of relying on volunteers was discussed. This discussion continued into January’s meeting discussing where a staff member may be housed as well as equipment. Goshen offered Abshire Cabin and a location in Middlebury was discussed since they are centrally located. Meetings are held the second Tuesday of every other month and are virtual. Goshen Parks will set up and host the Zoom meetings beginning in January.
- Disc Golf Course – Application is going through DNR review for approval.
- Plymouth Avenue; Old Park Office – Indiana DNR permit was received 1/15/2021. Park will work with City Street Department to demo the building when weather allows.
- Goshen Dam/Mike Puro Plaza – Working with Elkhart County Parks Department and ERRA regarding replacement of existing pier with a floating dock. Working with Legal Department regarding an interlocal agreement with Elkhart County Parks Department that currently grants the County Board legislative and supervisory control of the City owned parcel. Parks has requested a quote from Abonmarche to perform land survey services at the site.
- Beachy Forest mountain bike trails – There is some new interest in the use and maintenance of the mountain bike trails. Parks has reached out to the legal department for guidance on public use of the trails that stretch across both public and privately owned land as well as liability. This is an ongoing process and I will keep the Board informed as information comes in.
- School Trips – Board approved to waive GCS field trip fees, working to update fee schedule and facility usage manual.

**December Accomplishments:**

**Goshen Parks cancelled programs and classes as of 4/01/2020 due to the COVID 19 pandemic.**

- **Pickleball**
  - Outdoor Courts have been winterized.
  - Model School has declined usage of the indoor facility for the fall and winter due to COVID
  - Goshen College declined any usage for public use of any kind due to COVID.
  - Cracks in courts were filled.
- **Champion Force Cheerleading**
  - Program will resume indoor Schrock in once Center for Healing Hope is not utilizing the facility for COVID testing.
- **Youth Ballet**
  - Winter 2021, Zoom sessions start February 1 through April 20.
- **Adult Programs**
  - All adult sports and fitness are currently on hold due to COVID.
  - Working on resuming via zoom until in person classes can be held safely.
- **Youth Programs**
  - All youth camps and leagues are on hold due to COVID.
  - Winter Virtual Camps and events are in the planning stages.
- **New Programming**
  - Valentine Grams Currently at 80 sold.
  - Virtual Photography Class Offered in January, February and March. Registration is now open.
  - Working in collaboration with the Goshen Public Library to implement winter programming while social distancing for families.
  - Working in collaboration with the Goshen Public Library to construct two new story walks one at Hay Park and the other location is TBD.

- Working in collaboration with the Goshen Public Library to provide outdoor program for the youth at Pringle Park over the summer.
- Virtual Recreation Center via parks city web page offers a variety of family activities to help keep families engaged.
- **Mullet Park Disc Golf Course**
  - The permit application was submitted and accepted by the IDNR.
  - Public notice will be mailed out to all area residents.
  - Once we receive approval from the DNR, we will take the next steps to complete the disc golf course.
  - Baskets have been purchased.
- **2021 Programming Guide and Special Events**
  - Program guide completed and circulated for 2021.
- **COVID 19**
  - Creating a reopening comprehensive plan for all programs, leagues, camps, and rentals per the current local orders and the Governors color metrics.
  - Working in with the Elkhart County Health Department to obtain approval for our comprehensive reopening plan.
  - Working on all programs and events to ensure we are following the CDC guidelines.
  - Working to ensure all staff is properly trained and following safe practices.
  - Working on virtual programing possibilities.
  - Attending IPRA and NPRA Virtual Town Halls, and WebEx meetings as they pertain to programing and events due to the pandemic.
  - Implementation of new safety protocols, cancelling of programs and events, instructor contacts, and refunds where appropriate.
- **Financials**
  - Working on the 2020 annual report.
- **Social Media and Web Pages**
  - Daily updating and advertising on all platforms.
  - Kids Triathlon, RTQ and Maple City Walk pages have all been updated with the current 2021 event plans.
- **DDC and Shanklin Pool**
  - Creating a comprehensive reopening plan in accordance with all local, state executive orders and recommendations from the CDC.
  - Working with the Elkhart County Health Department to obtain approval per our plan to reopen for the summer of 2021.

### Committees/New Initiatives

#### **Vibrant Communities Leadership Team**

- Attend biweekly meetings and events as schedules.
- Keep records and updates for other Goshen City Offices.

#### **Safety Committee**

- Continue to attend bimonthly meetings
- Assign OSHA required modules to all park staff
- Monitor completion requirements for modules
- Implementing training and severe weather policies.
- City Liaison for Vibrant Communities-attended monthly meetings and events as they are scheduled.
- Implementing and ensuring summer staff is following all safety procedures including COVID 19 safety measures.

#### **Pumpkinvine Committee**

- Attend bimonthly meetings

#### **CAPRA Accreditation through NPRA**

- Submitted the initial application for approval and it was approve.
- Working on creating, implementing and documenting all standards per CAPRA.
- Site visit is planned for spring of 2022.

#### **Nation Parks and Recreation**

- Preparing for the Certified Park and Recreation Professional Examination.

### February Goals

- Daily preparations for upcoming 2021 spring/summer seasonal camps, virtual programming and events.
- Continue to secure programming dates, facilities, and instructors for 2021.

- Continue to attend Safety committee and Pumpkinvine committee meetings.
- Continue working on the 2020 Annual Report and end of the year financials.
- Continue working on the accreditation process for CAPRA.
- Continue attending all meetings and committee events as scheduled.
- Continue working on programming as it relates to COVID 19.
- Continue working on Disc Golf course.

**Maintenance Development Director: Kevin Yoder**

**January Accomplishments:**

- Clean grates
- Playground inspections – 3
- Bridge inspection
- Plow 3 day
- Salt Shanklin drive and Office parking lot 3 times
- Install Tommy's monument roof
- Install disc golf post sleeves
- Change furnace filters Administration Office, Rieth Interpretive Center, Schrock Pavilion, Abshire, Welcome Center and Warming house
- Clean and organize truck tool boxes
- Start cleaning and organizing maintenance shop
- Rearrange Staycie's Office
- Adjust south west door at Schrock Pavilion
- New employee start 1-25-21
- Clean out old Administration Office and storage sheds 607 West Plymouth
- Replace heater in break room at Maintenance shop
- Take string trimmers, pole saws, chainsaws and hedge trimmer to central garage for service

**February Objectives:**

- Playground inspections
- Bridge inspection
- Plow snow as needed
- General repairs
- Paint and repair picnic tables
- Organize in maintenance shop
- Remove steel roof and aluminum siding from old office before demo

**Facility Coordinator: Frank Shula**

**January Accomplishments:**

- Keep inventory of cleaning supplies, order supplies when needed.
- Organize supplies at all facilities on ongoing basis and stock
- Supervise cleaning/rental. Show potential renters facilities
- Plow snow at Shanklin, Pringle, Kauffman, Rogers, Reith Center and Model Dr. when needed. Also shovel and salt sidewalks.
- Checked facilities and trails.
- Report maintenance issues that I am unable to repair. Serve as contact person during emergencies, during working and non- working hours; responds to emergencies when appropriate. (Renters-all staff)
- Sent completed grease traps to waste water and fog inspector monthly (feb1)
- Assist staff in cleaning facilities.
- Open restrooms in staff absence
- Took holiday tree down at park office and stored
- Ordered new pots for office plants

**February Objectives:**

- Check parks and trails
- Put away supplies when delivered and re organize supplies at maintenance shop
- Supervise cleaning and help clean/shovel/salt etc.
- Send Grease trap reports for end of Feb
- Replant office plants



**Park Board Signatures:**

Approved this Monday, February 15, 2021

\_\_\_\_\_  
**Roger Nafziger, Member**

\_\_\_\_\_  
**Jennifer Shell, President**

\_\_\_\_\_  
**James Wellington, Member**

\_\_\_\_\_  
**Barbara Swartley, Vice-President**

**Bill Veenstra, Secretary:** \_\_\_\_\_

# Poll "Park Board Meeting Time Change Poll"

<https://doodle.com/poll/c4tky6htwrk7xf2v>

	4:00pm	4:30pm	5:00pm	5:30pm
Staycie Howland	OK	OK	OK	OK
Kimberlee Stephens	OK	OK	OK	OK
Tanya	OK	OK	OK	OK
Roger Nafziger	OK	OK		
Jim Wellington	OK	OK	OK	(OK)
Jennifer Shell	OK	OK	OK	(OK)
Don Shuler		OK	OK	OK
Jacob Smith		OK		
Barb	(OK)	(OK)	OK	OK
Count	6:1:2	8:1:0	7:0:2	5:2:2

## Comments

<https://doodle.com/poll/c4tky6htwrk7xf2v>

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**Barb**

Monday, February 8, 2021  
4:17:50 PM GMT

I don't have a strong preference personally and I'm available any of the times you have listed. I do think that it is important for governmental agencies to make themselves as accessible as possible to the public. I would hate for anyone in the public to have heard the comment made that if they (the public) need to get to a meeting they will find a way to get there. For many people taking off early from work is just not an option. At least not without loss of income. We serve all the people of Goshen.

## EXECUTIVE ORDER 2021-01

### Orders Related to COVID-19 Declared Emergency

WHEREAS, the novel Coronavirus Disease 2019 (“COVID-19”) is a serious public health threat that manifests itself with symptoms that include fever, cough, acute respiratory distress, pneumonia, and death;

WHEREAS, the Center for Disease Control (“CDC”) states that COVID-19 spreads from person-to-person (within six (6) feet of another person) and through respiratory droplets produced when an infected person sneezes or coughs, and that COVID-19 symptoms appear two (2) to fourteen (14) days after exposure to the virus;

WHEREAS, COVID-19 has continued to impact the State of Indiana, with *Twenty-Four Thousand Four Hundred Seventy-Eight (24,478)<sup>1</sup>* confirmed cases in Elkhart County, including at least *Three Hundred Forty-Five (345)* deaths in Elkhart County resulting from COVID-19;

WHEREAS, the Centers for Disease Control and other authorities indicate that the reduction of public gatherings and other social-distancing measures are effective countermeasures to slow the spread of COVID-19;

WHEREAS, on January 31, 2020, the United States Secretary of the Department of Health and Human Services Alex M. Azar II declared COVID-19 a public health emergency for the United States, and on March 13, 2020 the President of the United States declared a national emergency with respect to COVID-19;

WHEREAS, on March 6, 2020, Indiana Governor Eric J. Holcomb issued Executive order 20-02 declaring a public health disaster emergency in Indiana attributable to the detection of COVID-19 within the State of Indiana, and the public health disaster emergency declaration remains in place through March 1, 2021, *under Executive Order 21-03, signed by Governor Holcomb on January 28, 2021;*

WHEREAS, the number of newly reported cases of COVID-19 in Elkhart County rose in recent months at an alarming rate, generally consistent with newly reported cases of COVID-19 statewide;

WHEREAS, the 7-day moving average of daily positive cases of COVID-19 in Elkhart County has moved from Fifty (50) on October 3, 2020, *to Three Hundred Twenty-Six (326) on November 17, 2020, back to Fifty (50) on January 23, 2021;*

WHEREAS, the undersigned Mayor of the City of Goshen, Indiana has been communicating frequently with Governor Holcomb’s office, the Elkhart County Health Department, and Goshen Health

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<sup>1</sup> All text in this Executive Order found in *italics* represents substantive additions to prior Executive Orders.

relative to the number of newly reported cases of COVID-19 in Elkhart County in an effort to determine an appropriate response to such rise;

WHEREAS, Governor Holcomb's Executive Order 20-43 requires all entities continuing operation to develop a plan to implement measures and institute safeguards to ensure a safe environment;

WHEREAS, *Governor Holcomb's Executive Order 20-48 implemented a color-coded metrics to inform Indiana residents about the status of COVID-19 in each county, with Red representing a high level of COVID-19 spread, Orange representing COVID-19 spread approaching high levels, Yellow representing moderate spread of COVID-19, and Blue representing a low level of spread of COVID-19;*

WHEREAS, *on or about November 18, 2020, Elkhart County moved into the Red designation under the color-coded metrics described in Governor Holcomb's Executive Order 20-48, but the designation recently moved to the Orange designation;*

WHEREAS, the undersigned Mayor of the City of Goshen, Indiana previously signed Executive Orders 2020-01 through 2020-16 in an effort to slow the spread of COVID-19, and to help alleviate economic hardships caused to City of Goshen employees who miss work due to COVID-19 testing, self-isolation, and stay at home orders; and

WHEREAS, the City of Goshen seeks to take all reasonable steps to ensure that the delivery of vital public services are not interrupted, yet seeks to slow the spread of COVID-19 in order to protect the health and well-being of its employees, and the community generally.

NOW THEREFORE, I, Jeremy P. Stutsman, Mayor of the City of Goshen, do hereby ORDER the following:

1. Declared Emergency. That the City continues to recognize and acknowledge that the declared national COVID-19 public health emergency and the national emergency; the declared state COVID-19 public health disaster emergency; and the Elkhart County Commissioners' declaration of emergency all continue to apply to the City of Goshen.

2. Emergency Operations Management Team. Each department's emergency operations management team, declared under prior Executive Orders, shall no longer remain in place, as all employees should have returned to work. Exceptions to this rule may only be allowed with the approval of the employee's Department Head, and only if the employee is at higher risk for severe illness under CDC guidelines, or if other extenuating circumstances exist.

3. Safe Work Practices. That each City employee working at their normal work station or meeting with other City employees or the public must comply with CDC guidelines and with the directives contained in the COVID-19 City of Goshen Safe Work Practices document developed by City staff and approved by the undersigned Mayor, a copy of which is attached hereto and made a part hereof. All City employees must also fully comply with all Governor Holcomb's Executive Orders that deal with the

workplace including, but not limited to, any order to wear a face covering<sup>2</sup>. City employees meeting with other City employees or with the public shall meet via electronic participation through ZOOM, or similar platform, if the CDC guidelines or Safe Work Practices cannot be followed.

While performing work for the City, City staff shall not engage with members of the public who are not following the Safe Work Practices identified in the preceding paragraph, unless the staff member has a legal duty to act or an emergency situation exists. For instance, City staff who are conducting commercial, residential or rental inspections shall not perform inspections when members of the public are not wearing face coverings at the facility to be inspected – inspectors shall not enter the facility and instruct the person requesting the inspection to reschedule the inspection for a time when all present will be following CDC guidelines and all safety measures in place through applicable State or local statutes, rules, orders, executive orders, or other directive. Notwithstanding the foregoing, this paragraph does not apply to Police and Fire Department employees who are acting within the scope of their official job duties.

4. Employees On-Call. That any City of Goshen employee who remains home from work pursuant to paragraph 2 of this Order are considered on-call and the employee's Department Head may recall the employee to work, with approval of the Mayor, for any situation the Department Head deems necessary. On-call employees must be available by phone to respond to calls from other City of Goshen employees or officials, and must be available to return to the employee's work station during the employee's regularly scheduled non-overtime work hours within two (2) hours of a request to return to work, unless the employee and Department Head agree to a different report time that is reasonable under the circumstances.

5. Paid Time Off. That City of Goshen employees who remain home from work pursuant to paragraph 2 of this Order may use City of Goshen accrued paid time off, or any entitlement to paid time off under State or Federal law, during the period of isolation in order to continue to receive pay during such period of isolation. Employees directed to remain home under this Order due to a positive COVID-19 test, while awaiting a test result, or due to a household member's positive test are eligible to use accrued paid time off, or any entitlement to paid time off under City, State, or Federal law until the employee is eligible to return to work and continue to receive pay while ordered to remain home.

6. Return to Work after Positive Test. Any City of Goshen employee who tests positive for COVID-19 may return to work only after following the protocol described in Paragraph 11, herein.

7. Access to City Buildings.

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<sup>2</sup> Consistent with Governor Holcomb's Executive Order 20-43, any requirement for use of a face covering shall require a face covering over the nose and mouth.

a. **Red and Orange Designations** - All City of Goshen Buildings shall be closed to the public during such time as Elkhart County remains under the Red and Orange designations<sup>3</sup> pursuant to the color-coded metrics described in Governor Holcomb's Executive Order 20-48, except as allowed as follows:

i. Members of the public may enter City buildings for meetings scheduled with City employees. Members of the public must schedule such meetings in advance of the meeting.

ii. The City Water & Sewer Billing Office shall remain open during normal business hours for the purpose of accepting payments from customers, and for other purposes incident to opening, maintaining, or closing an account.

iii. The Goshen Court/Police Department Building may open for purposes of conducting court hearings and trials, and as determined by Police Chief Miller or Judge Mehl to be necessary.

iv. The City of Goshen Common Council chambers shall open, as needed, for public meetings and hearings. City staff shall make necessary arrangements and accommodations to allow public meetings and hearings to continue, and to allow public access to such meetings and hearings in accordance with Governor Holcomb's Executive Orders, Indiana's Open Door Law, and guidance from Public Access Counsellor Luke Britt.

v. Buildings staffed or operated by the Parks and Recreation Department shall be open for programming run by the Parks and Recreation Department and for scheduled rentals only pursuant to guidelines developed by the Parks and Recreation Department and approved by myself.

b. **Yellow Designation** - Access to City buildings will be allowed during such time as Elkhart County remains under the Yellow designation pursuant to the color-coded metrics described in Governor Holcomb's Executive Order 20-48 as follows:

i. All City buildings shall be open to the public Monday through Friday during normal, posted business hours, and as needed for public meetings and hearings. Any additional hours that City buildings are open must be approved by myself.

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<sup>3</sup> Elkhart County must qualify in a less restrictive color designation for two (2) consecutive weeks in order for the new color designation to apply to Elkhart County, and for the provisions of this Order that are dependent on a color designation to become effective. Moving to a more restrictive color designation requires only one (1) week in the new color designation.

ii. *Buildings staffed or operated by the Parks and Recreation Department shall be open during normal, posted business hours; for programming run by the Parks and Recreation Department; and for scheduled rentals.*

c. **Rules Applicable During all Designations** - All individuals entering any City building must comply with Governor Holcomb's Executive Order 20-43, as amended or updated. *Further, the following rules apply to access to all City buildings:*

i. Face coverings shall be worn by members of the public who enter City buildings, and such individuals may be required to be screened for fever;

ii. Face coverings shall be worn by members of the public, City staff, and Elected Officials outside of public buildings where social distancing is impossible or difficult; and

iii. Face coverings shall be worn by members of the public, City staff, and Elected Officials in areas where the requirement to wear a face covering is posted.

iv. The City shall make face coverings available to the public in City buildings where face coverings must be worn.

v. *City staff shall determine a plan to provide public access to City buildings, including the areas within each City building the public can access and the conditions under which the public can access the remainder of each building. The plan for each building must be approved by myself.*

vi. The public is encouraged to continue to conduct business with the City through telephone, email, and other electronic means.

8. **Work Related Travel** - A City employee may travel to work-related conferences, meetings, training sessions, or to similar events outside of Elkhart County only with approval of the employee's Department Head, and myself, after showing a compelling need to attend such events. Employees requesting approval for travel must show that the event to which the employee seeks to travel will follow CDC guidance to combat the spread of COVID-19.

9. Carry over of Vacation. I will approve any employee's request to carry over to the following employment year of any vacation time that would normally have been required to be used prior to the employee's anniversary date. This Paragraph will remain effective until May 14, 2021.

10. Public Meetings and Hearings.

a. **Red and Orange Designations** - *During such time as Elkhart County remains under the Red and Orange designations pursuant to the color-coded metrics described in Governor Holcomb's Executive Order 20-48, all public meetings and hearings shall be physically closed to the public, but open to the public through Zoom, or a similar technology that allows for public*



participation in the meetings through electronic means. All meetings must comply with the Indiana Code, Governor Holcomb's Executive Orders, and guidance issued by Public Access Counsellor Luke Britt. City staff shall attend public meetings and hearings by means of Zoom, or similar technology that allows for participation in the meeting through electronic means. Members of the City Common Council, the Board of Works & Safety, and other boards or commissions shall attend meetings as follows:

i. Board of Public Works & Safety – All three members of the Board of Public Works & Safety shall be physically present at scheduled meetings. Additionally, a virtual meeting technology operator, the City Attorney, and the Clerk Treasurer shall attend all meetings in person.

ii. City Common Council – The presiding officer, a virtual meeting technology operator, the City Attorney, and the Clerk Treasurer shall attend all meetings in person.

iii. Redevelopment Commission – The Community Development Director, a virtual meeting technology operator, the Commission's Attorney, and a staff member recording the meeting shall attend all meetings in person.

iv. Plan Commission and Board of Zoning Appeals – The Planning & Zoning Administrator, or designee; a virtual meeting technology operator; the Commission's and the Board's Attorney; and a staff member recording the meeting shall attend all meetings in person.

v. Parks & Recreation Board - The Parks Superintendent, a virtual meeting technology operator, the Board's Attorney, and a staff member recording the meeting shall attend all meetings in person.

*b. **Yellow Designation** - During such time as Elkhart County remains under the Yellow designation pursuant to the color-coded metrics described in Governor Holcomb's Executive Order 20-48, City Council and Board of Public Works meetings and hearings shall be conducted with members physically present. Board or member attendance at public meetings of other boards or committees shall be determined by the City Department Head under whose direction the board or committee meets, e.g. the Community Development Director shall determine whether members of the Plan Commission can participate in meetings of the Plan Commission by electronic communication. Any such Department Head shall have their plan for meetings or hearings approved by myself.*

c. **Conducting Meetings** - *During such time as Elkhart County remains under any color designation pursuant to the color-coded metrics described in Governor Holcomb's Executive Order 20-48 the following rules shall apply:*

i. The number of members, City staff, elected officials, *and the public* attending public meetings and hearings shall be limited to the extent necessary to fully comply with *State, Local, and CDC guidance, including room capacity, face coverings, social distancing, etc.*

ii. The City shall continue to stream meetings on-line to allow the public to attend electronically.

iii. Members of the Council, boards, and commissions *attending a meeting electronically* are expected to attend with both an audio and visual connection in a private location, and the City shall provide electronic access to all members who do not have access to electronic means for connection to meetings.

iv. City staff must provide a list of all persons who plan to present a matter at a public meeting or hearing to the City staff member acting as a meeting's virtual meeting technology operator.

v. The public will be provided a link to log in to public meetings and hearings, and will be given an opportunity to request an opportunity to speak relative to a matter that is expected to be brought forth at the public meeting or hearing. Agendas for each public meeting and hearing may include rules that will be applicable to the meeting, which could include time limitations for comment by the public.

11. **Standard to Remain Home from Work.** All City of Goshen employees shall self-quarantine if they exhibit a fever of 100.4 or higher, along with other symptoms commonly associated with COVID-19 such as chills, a cough, difficulty breathing or shortness of breath, fatigue, muscle or body aches and pains, sore throat, diarrhea, headache, new loss of taste or smell, congestion or runny nose, and nausea or vomiting, OR if the employee lives in a household in which a household member has tested positive to COVID-19. To protect the workplace and employees from exposure to COVID-19, and to ensure continued provision of essential services, City employees must follow the following protocols when they test positive, exhibit symptoms, or are exposed to COVID-19:

a. **Employee Tests Positive.** Regardless of whether the employee is symptomatic or asymptomatic, employees who test positive for COVID-19 must follow the following protocol:

i. Notify supervisor and HR of test results and complete exposure report.

ii. May not return to work for ten (10) days after the onset of COVID-19 symptoms, or ten (10) days after a positive test for COVID-19 if the employee never developed symptoms.

iii. Must experience one (1) day without a fever, without the use of fever-reducing medications, and with improvement of other COVID-19 symptoms.

iv. When returning to work must wear a face covering at all times for 14 days (except when working alone and not in contact with other employees).

b. **Employee Experiences Symptoms.** An employee who is symptomatic upon arrival to work or becomes sick with COVID-19 symptoms while at work must follow the following protocol:

i. Notify supervisor and HR and complete exposure report

ii. Employee must go home immediately, contact health care provider and arrange to have a COVID-19 test.

iii. If test result negative, employee is eligible to work immediately.

iv. If test result is positive, see Paragraph 11a. above.

c. **Household Member Tests Positive.** Regardless of whether the employee is symptomatic or asymptomatic, an employee who has a household member who tests positive for COVID-19 must follow the following protocol:

i. Notify supervisor and HR and complete exposure report

ii. Must go home immediately, contact health care provider and arrange to have a COVID-19 test. The test should be conducted 5-7 days after the household member was tested.

iii. Employee to notify HR of test results.

iv. Employee may not return to work for 14 days after the household member's positive test.

d. **All Other Exposures or Potential Exposures.** For any exposure not listed in Paragraph 11a. – 11c. above, the employee must complete the exposure report and shall follow the CDC guidelines found below. Possible exposures include the following:

i. Household member has symptoms.

ii. Co-worker has symptoms.

iii. Co-worker tests positive.

iv. Employee was in contact with someone outside of work with symptoms.

v. Employee was in contact with someone outside of work who later tested positive.

e. **Center for Disease Control (“CDC”) Guidelines for Exposure:** The CDC has issued interim guidance for workers who may have had exposure to a person with suspected or confirmed exposure to COVID-19. Employees who have had an exposure but have no symptoms shall follow the following guidelines:

i. **Pre-Screen:** Temperature shall be checked and symptoms assessed on a daily basis. Ideally this should happen before the employee comes to work.

ii. **Regular Monitoring:** As long as the employee doesn’t have a temperature or symptoms, they should self-monitor under the supervision of their department head.


iii. **Wear a Mask:** The employee shall wear a face covering at all times while in the workspace for 14 days after last exposure, except while the employee works alone in an office with no contact with other City employees.

iv. **Social Distancing:** The employee shall maintain 6 feet and practice social distancing as work duties permit in the workplace.

v. **Disinfect and Clean Work Spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

12. **Effective Executive Orders.** This Executive Order shall be effective upon execution. All prior Executive Orders shall be repealed.

Dated this the 2<sup>nd</sup> day of February, 2021.

  
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Jeremy P. Stutsman, Mayor

# COVID-19

## City of Goshen Safe Work Practices

(updated 02/02/2021)

1. **Workplace temperature.** Each Department needs to keep temporal thermometers available for staff to check their temperature when needed. There will no longer be a need to log and track your daily temperature.
2. **Stay at home when sick.** Employees are not to come to work if they have a fever of 100.4 degrees or greater.
3. **One or two employees per vehicle.** At no time will more than two employees travel in a single vehicle. This applies to vehicles that are going to and from job sites as well as any vehicles being used to travel to meetings that cannot be accomplished through Zoom or a conference call. (Does not include Fire Department).
4. **Vehicle windows.** Whenever two people are traveling in a single vehicle, the windows are to be cracked open to provide air flow.
5. **Hand sanitizer.** Hand sanitizer shall be available in all vehicles and be used when returning to vehicles from job sites or meetings.
6. **Face masks.** A face mask is required anytime two people are traveling in a vehicle. A face mask is required when interacting with the public and with other employees when a safe social distance cannot be maintained.
7. **Maintain social distance.** Employees must maintain a distance of at least 6' from other employees and members of the public whenever possible.
8. **Meetings.**
  - a. Red designation: all meetings, including internal meetings, are to occur remotely, unless social distancing can be appropriately accomplished. Utilize conference calls or web meeting applications.
  - b. During Orange designation: Department Head will decide if it is appropriate to meet in person.
  - c. During Yellow designation: In person meetings are authorized when needed.
9. **Frequent hand washing.** Wash hands often with soap and warm water for at least 20 seconds.
10. **Respiratory protection.** Employees must cover all coughs and sneezes with their elbows.
11. **Routine cleaning.** Frequently touched surface in the workplace such as workstations, keyboards, telephones, handrails and door knobs must be cleaned and disinfected at least once daily. In vehicles, steering wheels, door handles, gear shift levers and key/ignition system surfaces must also be disinfected.
12. **Staggered work schedules.** Whenever possible, work schedules should be staggered so crews are not gathering in one location at one time.
13. **Personal protective equipment.** For duties where, personal protective equipment (PPE) is required, it is the employee's responsibility to follow PPE guidelines specific to their job task.
14. **Personal workstation.** Employees must not use other workers' phones, desks, computers and other work-related equipment unless they have been disinfected before and after use.

### Request for waivers:

Goshen Safe Work Practices must be followed unless approved by the Mayor for a waiver.