

BOARD OF PUBLIC WORKS & SAFETY & STORMWATER BOARD

MINUTES OF THE JAN. 18, 2022 REGULAR MEETING

Convened at 2 p.m. at Goshen Police & Court Building, 111 East Jefferson Street, Goshen, Indiana

Present: Mayor Jeremy Stutsman and members Mike Landis, Mary Nichols, DeWayne Riouse and Barb Swartley

Absent: None

Call to Order: Mayor Stutsman called the meeting to order at 2 p.m.

Review/approval of Minutes: Minutes of the Jan. 10, 2022 meeting of the Board of Works & Safety & Stormwater Board were presented. Board member DeWayne Riouse moved to approve the minutes as presented and the motion was seconded by Board member Barb Swartley. Motion passed 5-0.

Review/approval of Agenda: Mayor Stutsman presented the Board agenda with two added items, designated as agenda items #1. Resignation of Goshen Police Officer Rayven A. Johnson and #10. Goshen Utilities: Request for late fee waiver because of U.S. Post Office mail delivery delays. Board member Riouse moved to approve the agenda as suggested. Board member Swartley seconded the motion. Motion passed 5-0.

1) Goshen Police Department: Resignation of Officer Rayven A. Johnson (Chief José Miller)

Goshen Police Chief José Miller asked the Board to accept the resignation of Officer Rayven A. Johnson, effective Jan. 28, 2022. Chief Miller said Officer Johnson submitted her resignation on Jan. 14. In her resignation letter, Officer Johnson stated that she had a child in mid-November and had decided that her best option would be to leave her full-time position due to certain circumstances. Officer Johnson further stated that she appreciated the support she had received and would be interested in serving as a reserve officer if that was allowed. In a memorandum asking that Board accept the resignation (**EXHIBIT #1**), Chief Miller wrote that he supported Officer Johnson's decision and wished her the best of luck in her future endeavors. **Mayor Stutsman** affirmed the request.

Riouse/Swartley moved to accept the resignation of Officer Rayven A. Johnson, effective Jan. 28, 2022. Motion passed 5-0.

2) Goshen Police Department: Promotion of Officer Warren C. O'Neal as Sergeant (Chief José Miller)

Goshen Police Chief José Miller asked the Board to approve the promotion of Officer Warren C. O'Neal from the position of Patrol Officer to the rank of Sergeant. Chief Miller said Officer O'Neal received the highest score for the testing of this position. Chief Miller said Officer O'Neal has worked for the Police Department about three years and has demonstrated he will be an asset to the department as a supervisor. Chief Miller asked that the promotion be retroactive to Jan. 14, 2022.

Riouse/Swartley moved to approve the promotion of Officer Warren C. O'Neal from the position of Patrol Officer to the rank of Sergeant, retroactive to Jan. 14, 2022. Motion passed 5-0. After the promotion was approved, Mayor Stutsman swore in Warren C. O'Neal as a Sergeant for the Goshen Police Department.



3) Petition to place dumpster at 415 Queen St., Jan. 24-31, 2022 (Randy Green)

Randy Green of 415 Queen St. in Goshen asked the Board to approve the placement of a dumpster at 415 Queen Street, from Jan. 24-31, 2022. Green said he has purchased a new home in Goshen and is moving. Green said he has informed his neighbors and they were OK with this request. In his written request, Green said the dumpster would be placed 25 feet west of alley and seven feet off of the sidewalk and would be 10-feet long and 5.5-feet wide. **Director of Public Works & Utilities Dustin K. Sailor** said the corridor is tight, so he recommended that cones or barricades be maintained at the corners to advise motorists about the dumpster. **Goshen Street Commissioner David Gibbs** wrote an email concurring with Sailor's recommendation.

Riouse/Swartley moved to approve the request for the placement of a dumpster at 415 Queen Street, from Jan. 24-31, 2022, on the condition that cones or barricades be maintained at the corners of the dumpster and that the arrangement for these be made with City staff. Motion passed 5-0.

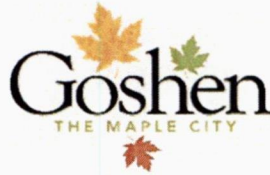
4) Lippert Components, Inc.: Additional driveway request at 1206 Eisenhower Drive South

Representatives of Lippert Components, Inc. asked the Board to approve a driveway for Lippert Components, Inc. at 1206 Eisenhower Drive South. **Debra S. Hughes**, a senior professional engineer for Marbach, Brady & Weaver, Inc. of Elkhart, which is representing Lippert, said the driveway is being requested to allow for the safe unloading of containers onto a new outdoor loading platform at the west end of Plant 228. The proposed driveway would allow tractors to unload the container on the outdoor loading platform then exit to Eisenhower Drive South. Acknowledging opposition to the request from the City Engineering Department, Hughes said Lippert recognizes that this property already has multiple driveways to Eisenhower Drive South, and that requesting an additional driveway could appear unreasonable. As a result, Hughes said Lippert is offering to remove 180 feet of existing driveway frontage on Eisenhower Drive South. This would be in exchange for one proposed driveway of 24 feet wide. Lippert believes that this exchange will be a net benefit to the City.

City Engineer Josh Corwin said the proposed driveway drive does not meet the requirements for a new access along this corridor. He cited the following concerns:

1. Drainage/Safety – The flat grade, lack of drainage features, and excessive number of drives along Eisenhower South has resulted in drainage issues along the corridor. Along with the number of drives, the excessive widths of many of the drives also creates a safety issue along the corridor. State guidance documents would suggest limiting the number of access points for this parcel to five at a minimum spacing of 200-250 feet, with each being limited by city standards to a maximum width of 36 feet. Currently, the parcel has seven access points measuring a total of approximately 890 feet in width. Lippert has proposed removing portions of the existing drives totaling 185 feet in width in an attempt to mitigate the increase in drainage and safety concerns resulting from the new drive.
2. Purpose/Use – The drive is being requested not as a means of ingress and egress from the parcel, but instead to provide space for trucks to maneuver to access the recently installed loading dock. While many exceptions exist throughout the city, City standards and policies prohibit the use of right-of-way for truck maneuvering to access loading docks.

Corwin added that due to the non-standard use proposed for the drive, as well as the excessive number and widths of existing drives for this parcel, Engineering cannot permit the new access without review and approval by the Board of Works & Safety. **Mayor Stutsman** noted that Lippert was giving up existing driveway access to add this new driveway and that he had previously reviewed the request, and saw no reason to oppose it.



Board member Mike Landis asked if there was any special reason why the driveway was requested at the proposed location. Landis said there didn't appear to be any openings to the plant at the proposed driveway site. **Steve Jenkins**, vice president of operations for Lippert, responded that the driveway site was chosen because it is level and has newly installed concrete. Jenkins said there have been two near-accidents at the current location, putting employees at risk. He said the new drive would also be adjacent to an area where raw material is stored. **Board member Barb Swartley** asked if Lippert planned to create a new plant entrance near the proposed driveway. **Jenkins** said that wasn't planned. He said material will be unloaded outside by the new driveway and transported to an outdoor storage area, avoiding the current process of dragging new material through the building. Jenkins said the project was originated by the plant's environmental, health and safety group as a way to enhance safety. He said it will not generate more containers or revenue. He said the plant unloads about three or four containers a day. **Landis** said it would have been better for Lippert to have requested the new driveway before pouring new concrete instead of doing so after the fact. **Mayor Stutsman** agreed with Landis. **Riouse/Swartley moved to approve the request by Lippert Components, Inc. for a new driveway at 1206 Eisenhower Drive South. Motion passed 5-0.**

5) Goshen Police Department: Conditional offer of employment to Huntley Z. Davis

Shannon Marks, a paralegal with the City Legal Department, asked the Board to extend a conditional offer of employment to Huntley Z. Davis as a probationary patrol officer and approve and authorize the Mayor to execute the Conditional Offer of Employment Agreement with Huntley Z. Davis. The agreement set forth the conditions that Davis must meet prior to beginning employment with the Police Department as a probationary patrol officer, and requires him to successfully complete all training requirements once employed. The Police Department will ask the Board to confirm the offer of employment when a position opening becomes available.

Riouse/Swartley moved to extend a conditional offer of employment to Huntley Z. Davis as a probationary patrol officer and approve and authorize the Mayor to execute the Conditional Offer of Employment Agreement with Davis. Motion passed 5-0.

6) Goshen Police Department: Conditional Offer of Employment to Eduardo Osoria

Shannon Marks, a paralegal with the City Legal Department, asked the Board to extend a conditional offer of employment to Eduardo Osoria as a probationary patrol officer and approve and authorize the Mayor to execute the Conditional Offer of Employment Agreement with Eduardo Osoria. The agreement sets forth the conditions that Osoria must meet prior to beginning employment with the Police Department as a probationary patrol officer, and requires him to successfully complete all training requirements once employed. The Police Department will ask the Board to confirm the offer of employment when a position opening becomes available.

Riouse/Swartley moved to extend a conditional offer of employment to Eduardo Osoria as a probationary patrol officer and approve and authorize the Mayor to execute the Conditional Offer of Employment Agreement with Osoria. Motion passed 5-0.

7) Resolution 2022-04 Service Delivery Agreement between County of Elkhart and Goshen Police Department for 2022 Elkhart County Drug-Free Community Funds



Shannon Marks, a paralegal with the City Legal Department, asked the Board to pass and adopt Resolution 2022-04, Service Delivery Agreement between County of Elkhart and the Goshen Police Department for 2022 Elkhart County Drug-Free Community Funds, and to authorize the Mayor to execute the agreement on behalf of the City. Marks said the Police Department applied for \$29,500 in grant funds for two K9s. The Elkhart County Drug-Free Partnership has recommended full funding, with an additional \$7,400 to be used for K9 vests and equipment for a department vehicle. **Chief Miller** said officers have been identified to work with the new K9s.

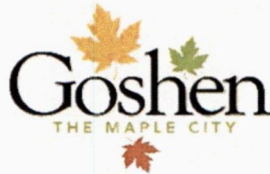
Riouse/Swartley moved to pass and adopt Resolution 2022-04, Service Delivery Agreement between County of Elkhart and the Goshen Police Department for 2022 Elkhart County Drug-Free Community Funds and to authorize the Mayor to execute the agreement on behalf of the City. Motion passed 5-0.

8) Encumbrances from the 2021 budget to the 2022 budget

Deputy Clerk-Treasurer Jeffery Weaver asked the Board to approve \$7,274,302.02 of encumbrances from the 2021 budget to the 2022 budget. In a memorandum to the Board, Weaver stated that at the end of each year, department heads review any unspent budget and compare it to their outstanding invoices or contracts. If any 2021 unspent budget is available to pay an outstanding 2021 invoice or contract, then the amount can be encumbered into 2022, but only for the approved expense. An accompanying list shows budgeted amounts remaining in the 2021 budget that department heads requested to encumber into 2022. For each encumbrance, the department heads presented an invoice, purchase order or executed agreement or contract. They were reviewed by the Clerk-Treasurer and the Mayor. The final approval for these encumbrances falls on the Board of Works to approve the total encumbrance amount. The encumbrances rolled into 2022 total \$7,274,302.02. This is the largest amount the City has encumbered due primarily to delays in capital projects. Seventy-three percent of the total encumbrances, or \$5,303,086.90, are capital projects, and the remaining amounts are contracts or invoices for services and supplies.

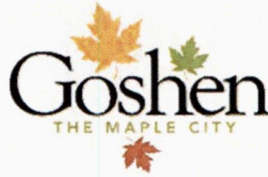
The following encumbrances from the 2021 budget to the 2022 budget were requested:

101-510-07-442.0001	BD Works/Capital Projects	\$ 807,230.75
101-520-11-422.0153	Police/Drug Unit	1,797.12
101-510-05-439.0901	Legal/Other Services and Charge	2,188.00
101-510-07-421.0500	Bd Works/Other Office Exp	5,801.60
101-510-07-431.0501	Bd Works/Services Contractual	66,000.00
101-510-07-445.0201	Bd Works/Other Equipment	646,522.80
101-510-09-445.0501	Cemeteries/Machinery & Tools	7,945.00
101-510-10-432.0201	Engineer/Postage	230.00
101-510-15-431.0301	Bldg Dept/Professional Service	13,634.67
101-550-46-442.0146	Env/Infrastructure Capital	7,365.90
101-520-11-432.0301	Police/Travel Expenses	111.00
101-520-11-422.0151	Police/Other Supplies	3,318.46
101-520-11-436.0501	Police/Maintenance Contracts	1,635.27
101-520-12-413.0703	Fire/Saved Clothing Allowance	20,609.52
101-520-12-439.0911	Ambulance/Instruction	1,361.97
202-530-00-431.0501	Local RD & ST/Service Contract	254,427.00
203-530-00-444.0402	MVH Rest/Capital Projects	721,784.88
204-550-00-423.0110	P&R/Bldg Matrs& Supplies	2,680.00



204-550-00-423.0125	P&R/Street, Alley & Sewer Matl	\$6,765.00
204-550-00-429.0002	P&R/Other Supplies	4,979.05
204-550-00-422.0311	P&R/Institutional & Medical	568.02
204-550-00-431.0503	P&R/Other Professional Service	14,300.00
204-550-00-433.0501	P&R/Other Printing & Advert	4,000.00
204-550-00-439.0910	P&R/Education	1,921.98
204-550-00-436.0101	P&R/Repairs to Bldg & Structure	4,171.72
204-550-00-442.0001	P&R/Capital Projects	28,150.00
204-550-00-442.0100	P&R/Infrastructure Capital Expense	34,178.69
204-550-00-445.0500	P&R/Playground Equipment	2,508.00
204-550-00-445.0200	P&R/Motor Vehicles	89,035.47
218-560-00-431.0501	EDIT Tax/Services Contractual	341,003.48
218-560-00-431.0502	EDIT Tax/Chamber of Commerce	50,000.00
218-560-00-431.0504	EDIT Tax/Downtown Goshen Inc.	70,000.00
218-560-00-431.0510	EDIT Tax/Econ Dev Corp/Elk County	65,000.00
218-560-00-431.0514	EDIT Tax/Goshen Theatre Inc.	75,000.00
218-560-00-431.0520	EDIT Tax/Marketing & Promotion	1,002.96
218-560-00-442.0006	EDIT Tax/Capital Projects	1,788,477.27
249-520-00-445.0200	PS LOIT/Motor Vehicle	80,428.75
402-570-00-431.0501	CCD/Serv Contractual	56,184.43
402-570-00-445.0101	CCD/Office Equipment	28,011.04
402-570-00-445.0201	CCD/Equip-Mtr Vehicle	109,280.09
433-510-00-436.0501	CCI Fire/Repairs to Bldg	8,440.00
433-510-00-445.0501	CCI Fire/Other Equipment	131,986.18
439-530-00-442.0001	Stormwater/Capital	200,000.00
471-510-00-443.0501	Cemetery Cap Improv/Columbarium	8,989.00
473-560-00-431.0502	SE E.D. TIF/Contr Services	512,404.87
473-560-00-442.0000	SE E.D. TIF/Capital Projects	301,640.08
480-560-00-431.0502	Cons RR/Us33/Contractual Services	381,679.00
480-560-00-442.0000	Cons RR/US 33/Capital Project	41,635.00
484-560-00-442.0000	TIF Plymouth Ave/Capital Project	267,918.00
TOTAL:		\$ 7,274,302.02

Deputy Clerk-Treasurer Weaver offered to show Board members additional details about the proposed encumbrances. **Mayor Stutsman** said Weaver and the Clerk-Treasurer's Office do a fantastic job of keeping track of the encumbrances and communicating with City Departments. Asked by the Mayor if the Board needed to take action today or could take a week to examine the proposed encumbrances, **Weaver** said approval wasn't necessary today. **Riouse/Swartley** moved to approve **\$7,274,302.02** of encumbrances from the 2021 budget to the 2022 budget. **Motion passed 5-0.**



9) Resolution 2022-05 Approving City of Goshen policies and repealing various policies

Goshen City Attorney Bodie Stegelmann asked the Board to approve Resolution 2022-05 - Approving City of Goshen Policies and Repealing Various Policies. The policies will be included in the City of Goshen Policy Manual, a compilation of personnel and procedural policies that affect all city employees, offices, and departments, unless otherwise specified.

Mayor Stutsman said when City staff began reviewing City policies, they discovered that some dated back to the 1980s and some policies had never been formally approved. So an initiative was launched to review and revise all of the policies. The Mayor said a nine-member committee of City staff conducted a comprehensive review of the policies and City Attorney Stegelmann and the Legal Department helped make the necessary updates.

City Attorney Stegelmann said all of the policies have been reviewed multiple times. He said the review began several years ago, but was interrupted by the COVID-19 pandemic and other matters. Conceding that there were many policies to be reviewed, Stegelmann told Board members that they didn't have to approve all of the policies today in they wanted additional time to review the policies. Stegelmann said he would be willing to answer questions from individual Board members about how the policies were written. He said the policies could be approved today, but there would be no harm in waiting for one or two weeks.

Mayor Stutsman said there had been updates in changes to many policies, including sick leave and the funeral leave. He said many updates were made. During the review, the Mayor said it was discovered that many employees had missed policy updates and still had outdated policies in their employee manuals. Going forward, Mayor Stutsman said all of the policies will be posted online, where the latest versions will be available.

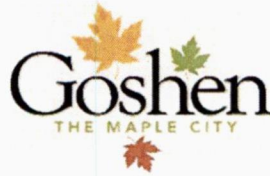
City Attorney Stegelmann said the review helped reveal the latest versions of policies and that this helped with the revision process. **Mayor Stutsman** said that the policies before the Board today didn't include those for the Fire and Police departments. He said those revised policies will be presented to the Board in one or two months.

Board member Swartley said she had a chance to review the draft policies over the weekend and would be ready to take action today. **Board member Landis** said that he had a number of questions and would be comfortable raising them with City Attorney Stegelmann.

Landis said he wondered who was designated as the Secretary of the Board of Works and Safety. **Mayor Stutsman** said he thought that was the Clerk-Treasurer. **City Attorney Stegelmann** concurred.

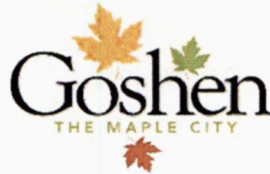
Landis also asked about whose policies would take precedence in case of a conflict because city-wide policies can be advanced by the Mayor, the City Council and the Board of Works. **City Attorney Stegelmann** said the Mayor, Council and Board of Works can approve certain kinds of policies. He said it was unclear what would happen if there were conflicts, but he didn't think it would be a problem because all three are working together well. Asked by Landis if there should be a process to resolve conflicts, Stegelmann said that could be developed. He said the Council, as a legislative body, could be well positioned to reconcile conflicts. Landis said maybe a procedure to resolve conflicts should be developed.

Landis said he would like another week to review the policies and to ask the City Attorney some questions. **Mayor Stutsman** said another approach might be to approve the policies today and bring back any substantial revisions later. Landis said he wasn't necessarily suggesting revisions. He just wanted some more time to read the policies as long as that wouldn't cause a problem. Mayor Stutsman said a delay would not matter. **Clerk-Treasurer Aguirre** said a delay would not be a problem, but he asked Board members to keep their copies of the policies so that they would not have to be printed again. He said that printing the policies again for the Board would use a lot of paper.



The following policies are included: INTRODUCTION OF POLICIES; INTERPRETATION OF POLICIES AND APPEAL; INCORPORATION OF SALARY ORDINANCES; NON-DISCRIMINATION IN EMPLOYMENT; DISCRIMINATION AND HARASSMENT; ADA COORDINATOR AND GRIEVANCE PROCEDURES; EMPLOYMENT OF RELATIVES BY CITY; CONTRACTING WITH THE CITY; DRUG-FREE WORKPLACE; CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING; DRUG AND ALCOHOL TESTING FOR SAFETY SENSITIVE POSITIONS; DRESS CODE; PERSONNEL PERFORMANCE EVALUATION; DISCIPLINE; TRANSFER BETWEEN DEPARTMENTS; CHILD PROTECTION; HOURS OF WORK AND COMPENSATION; VACATION DAYS; FAMILY SICK LEAVE; TRANSFER OF SICK TIME, VACATION LEAVE, OR COMPENSATORY TIME TO ANOTHER EMPLOYEE; COURT DUTY; FUNERAL LEAVE AND FEES; MILITARY LEAVE; FAMILY AND MEDICAL LEAVE ACT ("FMLA"); EXTENDED MEDICAL LEAVE; CONTINUATION OF HEALTH INSURANCE COVERAGE UNDER COBRA; BEGINNING WAGES; INCREMENT PAY; WORKER'S COMPENSATION; CLOTHING, FOOTWEAR, PHYSICAL FITNESS ALLOWANCE; EDUCATIONAL ASSISTANCE; NON-SMOKING DESIGNATION; EMERGENCY PREPAREDNESS; SMALL PURCHASE; TRAVEL; CREDIT CARD USE; SOLICITATION OF FUNDS; GIFTS; CAPITALIZATION & INVENTORY CONTROL; FLEET MANAGEMENT; MOTOR VEHICLE DRIVING POLICY; REDUCED IDLING; PERSONAL USE OF CITY VEHICLES; E-MAIL, DIGITAL MEDIA, INTERNET, FAX, AND TELEPHONE USE; CELL PHONE; DIGITAL MEDIA; and TELECOMMUTING POLICY.

The following current City of Goshen Policies would be repealed: INTRODUCTION OF POLICIES, Policy Number: 100-01; INTERPRETATION OF POLICIES AND APPEAL, Policy Number: 100-02; NON-DISCRIMINATION IN EMPLOYMENT, Policy Number: 200-01; DISCRIMINATION AND HARASSMENT, Policy Number: 400-02, Resolution 2015-Y; EMPLOYMENT OF RELATIVES BY CITY, Policy Number: 200-02; CONTRACTING WITH THE CITY, Policy Number: 800-07, Resolution 2012-15; DRUG-FREE WORKPLACE, Policy Number: 400-03; CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING, Policy Number: 400-04; DRESS CODE, Policy Number: 400-01; PERSONNEL PERFORMANCE EVALUATION, Policy Number: 200-05; DISCIPLINE, Policy Number: 300-20; TRANSFER BETWEEN DEPARTMENTS, Policy Number: 300-19; HOURS OF WORK AND COMPENSATION, Policy Number: 300-01; POSITION STATUS AND EMPLOYMENT BENEFITS ELIGIBILITY, Policy Number: 300-02; VACATION DAYS, Policy Number: 300-11; SICK LEAVE, Policy Number: 300-13; PERSONAL LEAVE DAYS, Policy Number: 300-14; TRANSFER OF SICK TIME, VACATION LEAVE, OR COMPENSATORY TIME TO ANOTHER EMPLOYEE, Policy Number: 300-18; JURY DUTY, Policy Number: 300-10; FUNERAL LEAVE, Policy Number: 300-17; FAMILY AND MEDICAL LEAVE ACT ("FMLA"), Policy Number: 300-16; EXTENDED MEDICAL LEAVE, Policy Number: 300-15; CONTINUATION OF HEALTH INSURANCE COVERAGE UNDER COBRA, Policy Number: 300-05; TIMEKEEPING POLICY, Policy Number: 300-06; BEGINNING WAGES; INCREMENT PAY, Policy Number: 300-07; LONGEVITY PAY, Policy Number: 300-08; WORKER'S COMPENSATION, Policy Number: 300-09; HOLIDAYS, Policy Number: 300-12; CLOTHING, FOOTWEAR, PHYSICAL FITNESS ALLOWANCE, Resolution 2016-Y; EDUCATIONAL ASSISTANCE; NON-SMOKING DESIGNATION, Policy Number: 500-01; WELLNESS PROGRAM, Policy Number: 500-03; INDEPENDENT MEDICAL EXAMINATIONS, Policy Number: 500-04; TORNADO, Policy Number: 500-07; INVENTORY CONTROL, Policy Number: 600-01; USE OF FAX MACHINES AND SIMILAR DEVICES, Policy Number: 700-01; COPIER COSTS, Policy Number: 700-02; SMALL PURCHASE, Policy Number: 800-04; TRAVEL, Policy Number: 800-03; CREDIT CARD USE, Policy Number: 800-01; MILEAGE REIMBURSEMENT, Policy Number: 800-02; SOLICITATION OF FUNDS, Policy Number: 900-02; GIFTS, Policy Number: 900-03.



These other City of Goshen Policies would be repealed ADA COORDINATOR AND GRIEVANCE PROCEDURES, Resolution 2011-P; MOTOR VEHICLE DRIVING POLICY, Policy Number: 700-09; REDUCED IDLING, Policy Number: 700-08; PERSONAL USE OF CITY VEHICLES, Policy Number: 700-03; E-MAIL & INTERNET, Policy Number: 700-04; CELL PHONE, Resolution 2013-H; TELECOMMUTING POLICY, Policy Number: 700-07; and STOP SMOKING 500-02.

Stutsman/Swartley moved to table Resolution 2022-05 – Approving City of Goshen Policies and Repealing Various Policies – with the intent to consider the matter at the Board’s Jan. 24 meeting. Motion passed 5-0.

10) Goshen Utilities: Request for late fee waiver because of U.S. Post Office mail delivery delays
City Utilities Manager Kelly Saenz asked the Board to approve a late fee waiver in January and February for customers affected by the late delivery of their payments due to mail delivery delays by the U.S. Post Office. In support of her request, Saenz distributed a City of Goshen news release (**EXHIBIT 2**) which stated that some bill payments have been arriving late because of mail delivery delays by the U.S. Post Office. She asked for a late fee waiver for such customers for two months if those customers can demonstrate that their payments were dated before the bill due date. Mayor Stutsman said he supported the request and noted that the fee waiver may need to be extended. He also encouraged customers to opt for automatic payments drawn from their accounts to ensure their bills are never late. Saenz noted there are additional ways to ensure utility bills are paid on time.

Riouse/Swartley moved to allow Goshen Utilities to provide a late fee waiver in January and February for customers affected by the late delivery of payments that were dated before the due date. Motion passed 5-0.

Privilege of the Floor:

Mayor Stutsman opened Privilege of the Floor at 2:35 p.m.

Clerk-Treasurer Aguirre distributed a draft Board of Works & Safety meeting calendar for 2022. (**EXHIBIT 3**). He asked Board members to review the calendar and to note the dates they will be unavailable. Next week Aguirre said he will share a draft calendar for review and approval by the Board. It will then be posted on the City’s website.

No one else asked to speak, so the Mayor closed Privilege of the Floor at 2:37 p.m.

As there were no further matters before the Board, Mayor Stutsman/Swartley moved to approve Civil City and Utility claims and to adjourn the meeting. Motion passed 5-0. The meeting was adjourned at 2:37 p.m.

EXHIBIT #1: Memorandum from Goshen Police Chief José Miller requesting that the Board of Works & Safety approve the resignation of Officer Rayven A. Johnson, effective Jan. 28, 2022.

EXHIBIT #2: City of Goshen new release on utility payment late fees in support of a request from Utilities Manager Kelly Saenz that the Board of Works & Safety approve a late fee waiver in January and February for customers affected by the late delivery of their of their payments due to mail delivery delays by the U.S. Post Office.

EXHIBIT #3: Board of Works & Safety & Stormwater Board draft meeting calendar for 2022



APPROVED

A blue ink signature of Jeremy Stutsman, written in a cursive style, positioned above a horizontal line.

Jeremy Stutsman, Chair

A black ink signature of Michael Landis, written in a cursive style, positioned above a horizontal line.

Michael Landis, Member

A black ink signature of Mary Nichols, written in a cursive style, positioned above a horizontal line.

Mary Nichols, Member

A blue ink signature of Barb Swartley, written in a cursive style, positioned above a horizontal line.

Barb Swartley, Member

A purple ink signature of DeWayne Riouse, written in a cursive style, positioned above a horizontal line.

DeWayne Riouse, Member

ATTEST

A black ink signature of Richard R. Aguirre, written in a cursive style, positioned above a horizontal line.

Richard R. Aguirre, Clerk-Treasurer

Exhibit #1



Jose' D. Miller
Chief of Police
111 E Jefferson St
Goshen, Indiana 46528

TO: Goshen Board of Public Works & Safety
Mayor Jeremy Stutsman
Member Mike Landis
Member Mary Nichols
Member Barb Swartley
Member DeWayne Riouse

Date: January 18th, 2022

From: Jose' Miller, Chief of Police

Reference: Request to Accept Resignation of Officer Rayven A. Johnson

I am requesting that the Board of Public Works and Safety approve the resignation of Officer Rayven A. Johnson effective January 28th, 2022. Officer Johnson submitted her resignation from the Goshen Police Department on January 14th, 2022. Officer Johnson advised she gave great thought to the decision but feels currently it is for best interest of her and her child to delay her career in law enforcement. I support Officer Johnson's decision and wish her the best of luck in her future endeavors.

A handwritten signature in black ink, appearing to be "Jose' Miller".

Jose' Miller #116
Chief of Police
Goshen City Police Department
111 E. Jefferson Street
Goshen, IN. 46528

Telephone: (574) 533-8661 Hearing Impaired: (574) 533-1826 FAX: (574) 533-1826

Miller, Jose

From: Johnson, Rayven
Sent: Friday, January 14, 2022 9:47 AM
To: Miller, Jose
Subject: Resignation

I'm writing to submit my letter of resignation from my position with the police department, which will be effective January 28th, 2022, two weeks from today January 14th, 2022. As you are aware, I recently had my child in mid November and have decided that the best option due to certain circumstances, is to leave a full-time police position.

This has not been an easy decision to make, and I truly have put great thought into making this decision.

I appreciate you, Asst. Chief Turner, the training staff, and my FTO's for investing in me and my career up until this point.

Although this transition has put a temporary halt into my dream career, I will not allow it to permanently end it. I would be in the prospect of consider a reserve position if that's allowed. Please let me know.

Stay safe.

Sincerely,

Rayven Johnson

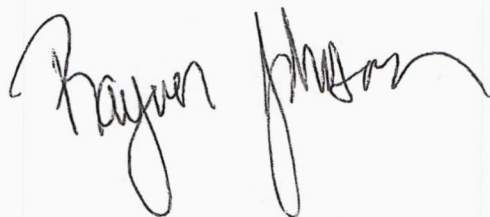
A handwritten signature in black ink that reads "Rayven Johnson". The signature is written in a cursive, flowing style.

Exhibit #2

FOR IMMEDIATE RELEASE

Contact
Sharon Hernandez
Communications Coordinator
O: 574-537-3883
C: 574-312-8499
communications@goshencity.com

UTILITY PAYMENT LATE FEES

GOSHEN, Ind. (January 18, 2022) - It has come to the attention of Goshen Utilities the U.S. Postal Service is having issues with mail delivery. This delay in mail service is affecting some utility customers by causing their utility payment to be late.

For customers concerned about the timely delivery of their utility payment, Goshen Utilities offers payment options that include in-person payment at the Utility Business Office between 8 a.m. and 5 p.m. weekdays; a delivery payment box located in the alley north of the police department is available 24/7; customers also can pay through the online payment portal. An additional option is to set up automatic payment withdrawal from your bank account, which would make monthly withdrawals in a timely fashion.

Customers who have not received their anticipated bill in a timely manner are encouraged to call the Utilities Business Office at 574-533-9399 so you may be assisted with other payment options.

For those customers that have received a late fee due to the current postal service delay, Goshen Utilities will offer a late fee waiver for the months of January and February if they contact the Utility Business Office at 574-533-9399. To qualify for a late fee waiver, staff will need to verify the money order or check are dated before the due date.

For customers that have fallen behind in their utility payment, please contact the Utility Business Office to inquire about assistance programs.

-END-

2022 GOSHEN CITY BOARD OF WORKS CALENDAR

All meetings are conducted in the Council Chambers, Police & Court Building, 111 E. Jefferson St. and are at 2 p.m. unless stated otherwise.

January

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February

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27	28					

March

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27	28	29	30	31		

April

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24	25	26	27	28	29	30

May

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29	30	31				

June

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July

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August

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September

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October

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23	24	25	26	27	28	29
30	31					

November

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20	21	22	23	24	25	26
27	28	29	30			

December

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

Key: ■ BOW meeting

□ Special dates

Holidays

Notes:

- April 1–8: GCS Spring Break
- Sept. 19: Budget 1st reading
- Oct. 4–6: AIM Idea Summit
- Oct. 10: Budget 2nd reading
- Oct. 17–21: GCS Fall Break
- Oct. 24: Additional budget meeting if needed

