



## GOSHEN COMMON COUNCIL

### Minutes of the JANUARY 8, 2024 Regular Meeting

*Convened in the Council Chambers, Police & Court Building, 111 East Jefferson Street, Goshen, Indiana*

Mayor Gina Leichty called the meeting to order at 6:01 p.m. Assisted by the Mayor, Poppy Dee Kendall led the Pledge of Allegiance. A sixth-grade student at Bethany Christian Schools, she is the daughter of Carrie Lee Bland-Kendall and Dave Kendall of Goshen.

At 6:01 p.m., Mayor Leichty asked Clerk-Treasurer Aguirre to conduct the roll call.

Present: Linda Gerber (At-Large) Phil Lederach (District 5) Doug Nisley (District 2)  
Megan Peel (District 4) Donald Riegsecker (District 1) Matt Schrock (District 3)  
Council President Brett Weddell (At-Large)  
Youth Adviser Jessica Velazquez Valdes (Non-voting)

Absent:

#### Approval of Minutes:

Mayor Leichty asked the Council's wishes regarding the minutes of the Dec. 4, Dec. 18 and Dec. 27, 2023 Regular Meetings prepared by Clerk-Treasurer Aguirre. Councilor Nisley moved to accept the minutes as presented by the Clerk-Treasurer. Councilor Peel seconded the motion. The motion passed 7-0 on a voice vote.

#### Approval of Meeting Agenda:

Mayor Leichty presented the agenda as submitted by the Clerk-Treasurer. Councilor Nisley moved to accept the agenda as submitted. Councilor Peel seconded the motion. Motion passed 7-0 on a voice vote.

#### Privilege of the Floor:

At 6:04 p.m., Mayor Leichty invited public comments for matters not on the agenda. There were none.

#### 1) Election of Council President and Minority Party Representative

Mayor Leichty opened nominations for the position of Council President.

Councilor Nisley nominated Councilor Weddell to be Council President. Councilor Riegsecker seconded the nomination.

Councilor Lederach nominated Councilor Peel to be Council President. Councilor Gerber seconded the nomination.

There were no further nominations, so Mayor Leichty asked the Clerk-Treasurer to conduct a roll call vote.

Councilors voted as follows: Councilor Gerber voted for Councilor Peel; Councilor Lederach voted for Peel; Councilor Nisley voted for Councilor Weddell; Councilor Peel voted for Peel; Councilor Riegsecker voted for Weddell; Councilor Schrock voted for Weddell; Councilor Weddell voted for Weddell.

**RESULTS:** Four Council votes for Councilor Weddell and three votes for Councilor Peel. Mayor Leichty declared that Council President Weddell was elected Council President for 2024.



**Designation of Minority Party Representative:**

Mayor Leichty said that it was now time to designate the Minority Party Representative for 2024.

Councilor Lederach nominated Councilor Peel. Councilor Gerber nominated Peel.

There were no further nominations. Mayor Leichty asked the Clerk-Treasurer to conduct a roll call vote.

**RESULTS: Three Democratic Council votes for Councilor Peel. Mayor Leichty declared that Councilor Peel was elected the Minority Party Representative for 2024.**

**2) Resolution 2023-23, Transfer of Dormant Grant Fund Cash Proceeds**

Mayor Leichty called for the introduction of Resolution 2023-23, *Transfer of Dormant Grant Fund Cash Proceeds*. Council President Weddell asked the Clerk-Treasurer to read Resolution 2023-23 by title only, which was done.

**Weddell/Schrock made a motion to approve Resolution 2023-23.**

**BACKGROUND:**

Resolution 2023-23 which was before the Common Council for approval, would authorize the Clerk-Treasurer to transfer \$1,159,268.19 out of the Federal/State Grants Fund, and transfer \$213,858.77 into the General Fund, \$70,125.26 into the Parks & Recreation Fund, \$97,710.39 into the Aviation Fund, \$34,576.14 into the Economic Development Improvement Tax Fund, \$596,927.13 into the Southeast TIF Fund, and \$146,070.50 into the Consolidated River Race/US33 TIF Fund within the City's General Ledger to be dated Dec. 31, 2023.

Deputy Clerk-Treasurer Jeffery Weaver presented to the Council a memorandum, dated Dec. 27, 2023 and included in the Council meeting packet, in which he explained the purpose and rationale for Resolution 2023-23. Weaver wrote that the Clerk-Treasurer's Office was presenting Resolution 2023-23 to the Common Council as the fiscal body for the City of Goshen.

Weaver wrote that since 2005, the City of Goshen has maintained a Federal/State Grants Fund, the purpose of which was to hold receipts and pay expenditures related to grants the City was awarded. Throughout this time, the City saw grants that supported every City department multiple times over.

While the Fund was created to manage the City's grants, Weaver wrote that there were sometimes other tasks that took precedence over maintaining the Federal/State Grants Fund, and at times communication on grant management was limited between departments. In some cases, City staff did not know if a grant would be awarded to the City, in which case the expenditures were paid from a departmental budget. In other cases, the grant expenditures were paid from multiple departments, creating tracking challenges. When grants were awarded, the balance was receipted to the Federal/State Grants Fund, and not always paid back to the other funds. After years of this process, the Fund reflected a cash balance of \$1,172,028.33 as of Dec. 31, 2023.

Weaver wrote former Deputy Clerk-Treasurer Christina Cordell, investigated this balance and questioned whether it should be so high. She summarized all grants and timelines reflected in this fund and clarified which grants showed discrepancies. In the time since Cordell's work, the State updated rules on grant accounting, requiring separate funds for each grant, further necessitating cleanups in the City's Federal/State Grants Fund.



To bring the City further into compliance on grants, **Weaver** wrote that last year the Clerk-Treasurer's Office reviewed 18 years of grant records and determined which balances were originally paid from other funds. Staff contacted granting agencies to clarify if any balances needed to be paid back; none did in 2023. In the end, the information was submitted to auditors at Baker Tilly for review and to verify compliance with State rules.

**Weaver** wrote that Baker Tilly concluded that \$1,159,268.19 of the cash balance in the Federal/State Grants Fund should be in other funds (detailed in an attached summary). The intention of Resolution 2023-23 was to move this cash balance into the respective funds through the means of an interfund transfer to be dated Dec 31, 2023. This transfer would return cash to the funds they were intended to support.

On behalf of the Clerk-Treasurer's Office, **Weaver** asked Councilors to approve Resolution 2023-23

### CASH BALANCE CORRECTION IN THE FEDERAL/STATE GRANTS FUND

If councilors passed Resolution 2023-23, the Goshen City Clerk-Treasurer's Office would post the following transfers between the City's Funds with an effective date of Dec. 31, 2023. This is a net-zero change in cash balances overall and will not change the total cash position of the City's books.

Funds	Transfer Amount	General Ledger Code
Transfer to General Fund	\$213,858.77	101-410-00-391.0004
Transfer to Parks Fund	\$70,125.26	204-450-00-391.0004
Transfer to Aviation Fund	\$97,710.39	206-430-00-391.0004
Transfer to EDIT Fund	\$34,576.14	218-460-00-391.0000
Transfer to Southeast TIF	\$596,927.13	473-460-00-391.0000
Transfer to Consolidated River Race TIF 1	\$46,070.50	480-460-00-391.0000
Transfer from Federal/State Grants	\$1,159,268.19 \$	230-510-00-391.0000

The State Board of Accounts, now requires that each Federal and State Grant be maintained in a separate fund on the City's books. Once this transfer is completed, the only active grant in this fund will be the Arbor Day Grant (through the Environmental Resilience Department) with a balance of \$12,760.14.

### SUMMARY OF JAN. 8, 2024 COUNCIL DISCUSSION AND APPROVAL OF RESOLUTION 2023-23:

**Mayor Leichty** asked if Councilors had any questions or comments about Resolution 2023-23.

**Clerk-Treasurer Aguirre** said **Deputy Clerk-Treasurer Jeffery Weaver** would explain Resolution 2023-23, but first he wanted to make some introductory comments.

**Aguirre** said **Weaver's** memorandum outlined what the Clerk-Treasurer's Office was requesting. He said one of the growing responsibilities of the Clerk-Treasurer's Office was reporting and compliance with State requirements. And this situation was a perfect example of that.

**Aguirre** said the City had a certain way of operating – depositing all grant funds in a single account – that was acceptable to the State. However, he said over time this became a bookkeeping challenge. And, he said, the State is now requiring that grant funds be kept separately. So, he said the status quo was recognized by the Clerk-Treasurer's Office to be a problem for a while and previous Clerk-Treasurers tried to deal with it.

But, **Aguirre**, said it became more of an issue over time and the fund balance kept growing and it became more difficult to determine the origin of the funds and where they should be going. The result, he said, was a substantial cash balance and not a clear delineation of where the funds belonged.



So, **Aguirre** said the Clerk-Treasurer's Office contracted with Baker Tilly Municipal Advisers. Through its efforts and cooperation with City Departments, the Clerk-Treasurer's Office was able to determine where the funds originated, where they were intended to go and their status. And that, he said, has brought the Clerk-Treasurer's Office to this point of seeking passage tonight of Resolution 2023-23.

**Deputy Clerk-Treasurer Jeffery Weaver** provided an overview of Resolution 2023-23 as summarized in his memorandum to the Council. He began by describing the differences between cash funds and the City budget, which he said often are separate but often are confused. He used an analogy to describe the relationship.

"We can almost imagine the City has roughly 80 boxes, imaginary boxes where we put cash. The cash is actually in the bank," Weaver said. "Right now, if you think of the boxes, these are the funds, and the State requires the money to be in those funds, not to move or intermingle with other ones as well.

"So, of course, the budget is something that is separate from that. It is in the funds, and it recognizes funds, but the budget, often we use the term 'appropriations,' which is permission to spend. So, when the Council passed the budget back last year for this current fiscal year, the Council was giving approval for the City to spend the money out of those boxes.

**Weaver** continued, "So, with that said, of course, these boxes, the funds, have different sizes, the biggest one being the general fund. It's weird because there are 16 different departments that have a part of that fund as well. There are also departments that have their own fund as well – Parks, Aviation, Streets are some examples of that."

Weaver said that many years ago, the City established a City and State grants fund. He said at the time the City was getting a few such grants a year. And the grant money the City received would be deposited into this fund.

**Weaver** said that sometimes the City receives reimbursement grants, which means the City must spend money first and is reimbursed later. In those cases, he said, departments would sometimes spend money out of its annual budget and then the reimbursement funds would be deposited in the grants fund and City staff would forget to take the money out of the grants fund and deposit them into department funds. At other times, the City wasn't sure the grant funds would arrive or paid expenses from other funds.

**Weaver** said even though City staff was giving a fair bit of attention to the State and Federal grants fund, last year this fund ended with a balance of \$1.1 million, which he said was surprising because money from about 30 grants have gone into the fund. He said all but two grants have been closed, so the City should not have that big a balance.

**Weaver** said former **Deputy Clerk-Treasurer Christina Cordell** showed him a binder four years ago that included a lot of information about the grants. He said Baker Tilly consultants also helped compile more information.

Meanwhile, **Weaver** said the State changed its grant guidelines, and now requires each State and Federal grant to have a separate fund, which he said is a good accounting practice and aids in auditing. He said departments provided information to help clarify the origin of grant funds that in some cases went back 18 years.

"We were able to get a lot of information compiled and most of these cash balances should be in other places in the City," said **Weaver**, who described to which funds the grant proceeds should be transferred. "So, in the end, by approving this resolution, what you're doing is allowing us to go to Dec. 31, 2023 in our books, make these transfers in the books, and then we will actually be much more in compliance with our auditor's requirements. So, this, this hasn't been a (State auditor's) finding that's like the big scary thing you want to avoid, but it was a management letter where the auditors were saying, 'You got to clean up this fund.' And that happened a few years in a row.

Weaver summarized, "So, by doing this you are helping us out with our audit. We're also getting some money back where it belongs. Again, this is a net transfer. We're not increasing or decreasing the cash balances of the City.

We're just taking it out of one of those boxes and putting it into a few other boxes."



**Clerk-Treasurer Aguirre** suggested that **Deputy Clerk-Treasurer Weaver** describe how departments can use the funds that will be transferred. In order to spend the money, Weaver said the funds will need to be appropriated. After the Council grants permission to spend the funds, they can be spent.

**Councilor Weddell** said that in the case of the Southeast and Consolidated River Race Tax Increment Finance districts, those funds have already been spent. **Weaver** said that was true.

**Council President Weddell** said in this case, the funds can be spent however the Redevelopment Commission decides. **Weaver** said "not necessarily" because the funds were not appropriated as part of the 2024 City budget.

**Council President Weddell** agreed after Weaver added that the funds can now be used for different purposes.

**Council President Weddell** asked why Resolution 2023-23 was being brought to the Council as a 2023 resolution even though it was now 2024. **Weaver** said auditors made that recommendation since this will be an adjustment to the City's 2023 financials, which are being adjusted after the fact.

**Mayor Leichty** asked if the City must comply with the original intent of the grants when eventually spending the funds. **Weaver** said the review considered that possibility depending on the original type of grant. In one case, the City returned money from a grant. At this point, he said the City can spend the money as officials would like. Weaver looked back at grants and confirmed money was appropriately spent.

**Councilor Riegsecker** outlined his understanding of what the Clerk-Treasurer's Office was requesting, which **Weaver** confirmed was accurate. Weaver added that departments will be able to spend these funds and the funds could be part of the 2025 budget.

**Councilor Gerber** asked if this situation created challenges for future grants by not having the flexibility to borrow or transfer from the existing fund. **Weaver** said that was a great question, but that it was not necessarily a problem. Now that the State requires separate grant funds, Weaver said that if the City ends the year having spent money and not yet received reimbursement, it would be acceptable to auditors for a grant fund to have a negative balance. All of the grant proceeds, he added, are kept in a pooled cash account in the bank.

**Councilor Riegsecker** clarified that the City previously maintained a single fund for all grant proceeds and now will maintain separate funds for each grant.

**Councilor Schrock** said it didn't appear the City can maintain a single grant fund. **Weaver** said that's no longer supposed to happen.

**Councilor Peel** thanked Weaver for being so thorough and explanatory.

There were no further Council comments or questions.

Mayor Leichty invited public comments on Resolution 2023-23. There were none.

Council President Weddell said Councilors were ready to vote.

**On a voice vote, Councilors unanimously approved Resolution 2023-23, Transfer of Dormant Grant Fund Cash Proceeds, by a 7-0 margin, with all Councilors present voting "yes," at 6:24 p.m.**



**3) Ordinance 5175: Amend Ordinance 3011 by Rezoning Real Estate Hereinafter Described from Residential R-1 District to Commercial B-3 District with a Planned Unit Development (PUD) Overlay District, to be Known as the Yoder-Culp PUD**

Mayor Leichty called for the introduction of Ordinance 5175, *Amend Ordinance 3011 by Rezoning Real Estate Hereinafter Described from Residential R-1 District to Commercial B-3 District with a Planned Unit Development (PUD) Overlay District, to be Known as the Yoder-Culp PUD*. Council President Weddell asked the Clerk-Treasurer to read Ordinance 5175 by title only, which was done.

**Weddell/Riegsecker made a motion to approve Ordinance 5175 on First Reading.**

**BACKGROUND:**

In a Jan. 8, 2024 memorandum to the Common Council, **City Planner Rhonda Yoder** wrote that the Goshen City Plan Commission met Dec. 19, 2023, in regular session and considered a rezoning from Residential R-1 to Commercial B-3PUD (Planned Unit Development) and PUD preliminary site plan approval, to establish the Yoder-Culp PUD to continue the existing funeral home use (currently non-conforming in the R-1 District), to add the property at 111 River Vista Drive to funeral home use, to continue the residential use at 1901 S Main Street, and to allow a future office/specialty retail use at 1901 S Main Street, for subject property generally located on the west side of South Main Street, south of Westwood Road and north of River Vista Drive, containing  $\pm 2.77$  acres, with common addresses of 1901 and 1911 S Main Street and 111 River Vista Drive, with the following outcome:

**Forwarded to the Goshen Common Council with a favorable recommendation by a vote of 6-0.**

**The recommendation was based upon the following:**

1. The proposed Yoder-Culp PUD continues a long-standing use with a small expansion that will provide adequate setbacks along with screening adjacent to residential land use.
2. The proposed development is consistent with the Comprehensive Plan, including:
  - Land Use, Goal L-1: Prioritize the reuse and redevelopment of existing land and structures.
  - Land Use, Goal L-7: Encourage small-scale, neighborhood commercial development.
  - Natural Environment, Goal NE-2.4: Direct growth toward existing development and away from undeveloped space such as farmland, wetlands and forests.

**With approval the following PUD standards shall apply:**

1. Except as modified by specific PUD conditions, the approved PUD preliminary site plan is Yoder-Culp B-3 PUD, PUD Site Plan, dated 11/14/23, by Surveying and Mapping, LLC.
2. The Yoder-Culp PUD will permit only funeral home and associated uses, except to allow the existing residential use to continue at 1901 S Main Street and to allow a future office/specialty retail use at 1901 S. Main Street.
3. Lot size, lot width, building height, building coverage and setbacks are not subject to specific standards, but adequate space is required to meet all other developmental requirements, such as landscaping and parking, and to maintain access for all services. A side setback (building/parking/aisle) of 20' will be required adjacent to residential land use, in areas where there is new development.
4. The existing developed area of 1901 and 1911 S Main Street reflects expansions approved by the BZA, and the PUD incorporates those approvals and allows the existing development to remain.
5. Parking requirements will be calculated following Zoning Ordinance requirements, with the office/specialty retail at 1901 S Main St. calculated at 1 space per 2 employees plus 1 space per 400 square feet of office/display/sales area.



6. When the residential use ends and the office/specialty retail use is established, the existing residential driveway off Westwood Road shall be removed. All access and any new parking for the office/specialty retail use will be from within the PUD, with no new access permitted.

7. New landscaping is not required for existing developed areas, but the expanded area at 111 River Vista will provide streetside trees along with partial landscaping adjacent to residential land use, generally as shown on the PUD preliminary site plan. Healthy, mature trees should be retained if at all possible. The future office/specialty retail at 1901 S Main Street will be required to meet streetside landscaping requirements.

8. Two freestanding signs are permitted, with the freestanding sign for the office/specialty retail use limited to 8' in height and 32 square feet in area, and any future new freestanding sign for the funeral home use limited to 12' in height and 50 square feet in area. All other signs will follow B-3 requirements.

**Review process conditions include:**

1. A PUD final site plan shall be submitted following the Zoning Ordinance PUD regulations, approved before a zoning clearance form/building permit is issued.
2. Site plan approval by Goshen Engineering is required for site drainage, post construction, site utilities and right-of-way access, as applicable, before a zoning clearance/building permit is issued.
3. As needed, the Goshen Fire Department shall approve the plan for fire protection (including hydrant placement and access) as part of PUD final site plan approval.

**Prior to the Plan Commission meeting, the Planning office received no inquiries/comments/questions.**

At the Plan Commission meeting, there was one comment from a neighborhood resident thanking the petitioner for communicating with the neighborhood, suggesting the design of the new building at 111 River Vista conform to residential style, and hoping for no future expansion on River Vista.

**SUMMARY OF JAN. 8, 2024 COUNCIL DISCUSSION AND APPROVAL OF ORDINANCE 5175:**

**Mayor Leichty invited a presentation from City Planner Rhonda Yoder.**

Yoder gave Councilors a brief overview of **Ordinance 5175, Amend Ordinance 3011 by Rezoning Real Estate Hereinafter Described from Residential R-1 District to Commercial B-3 District with a Planned Unit Development (PUD) Overlay District, to be Known as the Yoder-Culp PUD.**

Yoder described the Plan Commission's 6-0 approval of the proposal, Yoder-Culp's plans and the City's proposed conditions for approval. She added that there was only one public comment on the proposal, and that a representative of the applicant was present to make brief comments.

**Ben Stanley, a surveyor for Surveying and Mapping, LLC of Elkhart** said he was present representing **Tim and Colin Yoder**, the owners of Yoder-Culp Funeral Home. He said the owns want to rezone the property from Residential R-1 District to Commercial B-3 District to bring it into compliance with the existing use of the property.

**Stanley** said the Yoders plan to demolish the house at 111 River Vista to build a new crematorium for the funeral home. He said 1901 South Main Street would remain residential for now with plans to develop that lot for future office/specialty retail use with access from Westwood Road.

**Stanley** said the owners were requesting permission for the Planned United Development showing the current and future land uses. He said there was a "misunderstanding" between City Planning staff and the petitioners about a proposed condition requiring the removal of the existing residential driveway off Westwood Road.



Since the Plan Commission meeting, **Stanley** said there have been more discussion and the Yoders requested that condition #6 – the removal of the residential driveway off Westwood Road – be removed or amended to allow access from Westwood Road to remain in place. He said there currently is a curb cut at that location.

**Council President Weddell** said there is no other access point to the property. He said there is a private driveway to the west which provides access to a residence. **Stanley** agreed.

**Council President Weddell** made a motion to amend condition #6 of Ordinance 5175, which stated, "When the residential use ends and the office/specialty retail use is established, the existing residential driveway off Westwood Road shall be removed." He moved for the deletion of the second reference to "residential" in the sentence and that the words "be removed" be replaced by the words "shall remain." Councilor Nisley seconded the motion.

Mayor Leichty asked if there were any Council questions or comments on the proposed amendment. There were none.

Council President Weddell asked if the petitioners were OK with this wording. They indicated they were.

On a voice vote, Councilors unanimously approved the Weddell/Nisley motion to amend to Ordinance 5175 by a 7-0 margin, with all Councilors present voting "yes," at 6:30 p.m.

Mayor Leichty asked if there were further Council comments on Ordinance 5175. There were not. Council President Weddell said Councilors were ready to vote.

Mayor Leichty invited public comments on Ordinance 5175. There were none.

On a voice vote, Councilors unanimously passed Ordinance 5175, *Amend Ordinance 3011 by Rezoning Real Estate Hereinafter Described from Residential R-1 District to Commercial B-3 District with a Planned Unit Development (PUD) Overlay District, to be Known as the Yoder-Culp PUD*, on First Reading by a 7-0 margin, with all Councilors present voting yes, at 6:31 p.m.

Councilors gave unanimous consent to proceed with the Second Reading of Ordinance 5175.

Mayor Leichty called for the introduction on Second Reading of Ordinance 5175, *Amend Ordinance 3011 by Rezoning Real Estate Hereinafter Described from Residential R-1 District to Commercial B-3 District with a Planned Unit Development (PUD) Overlay District, to be Known as the Yoder-Culp PUD*. Council President Weddell asked the Clerk-Treasurer to read Ordinance 5175 by title only, which was done.

**Weddell/Schrock** moved to approve Ordinance 5175 on Second Reading.

At 6:32 p.m., Mayor Leichty invited further Council or public comments on Ordinance 5175. There were none.

Council President Weddell also said Councilors were ready to vote.





On a voice vote, Councilors unanimously passed Ordinance 5175, Amend Ordinance 3011 by Rezoning Real Estate Hereinafter Described from Residential R-1 District to Commercial B-3 District with a Planned Unit Development (PUD) Overlay District, to be Known as the Yoder-Culp PUD, on Second Reading by a 7-0 margin, with all Councilors present voting yes, at 6:32 p.m.

#### **4) Approval of 2024 Common Council meeting calendar**

**Mayor Leichty** presented the draft Common Council meeting schedule for 2024. She said the biggest change this year was meeting the second and fourth Monday of the month with a few exceptions.

In June, the **Mayor** said she and the Clerk-Treasurer would be attending a conference, so there will be no meeting on the fourth Monday in June. And in October, she proposed that the Council meet on Thursday, Oct. 10 because there is a City holiday on Oct. 14.

**Mayor Leichty** said the First Reading of the 2025 City budget will be on Sept. 23 and the Second Reading will be Oct. 10. And, if necessary, she said a third meeting on the budget would be available on Oct. 28.

In November, the **Mayor** said there would only be one meeting – on Nov. 25. She also proposed that in December, the Council meet on Dec. 9 and that a meeting be held, via Zoom video, on Dec. 30.

**Mayor Leichty** asked if there were any questions or comments about the proposed calendar.

**Clerk-Treasurer Aguirre** said there were copies of the draft calendar available in the back of the Council chamber for Councilors and members of the public.

In response to an inquiry from **Council President Weddell**, **Mayor Leichty** invited a motion to approve the calendar.

**Council President Weddell/Councilor Peel** made a motion to approve the 2024 Common Council meeting calendar as presented.

**Mayor Leichty** invited further questions or comments from Councilors or the public. There were none.

On a voice vote, Councilors unanimously approved the 2024 Common Council meeting calendar, by a 7-0 margin, with all Councilors present voting “yes,” at 6:35 p.m.

#### **5) Council appointment of Plan Commission member**

**Mayor Leichty** said the Council needed to appoint or re-appoint a member of the City Plan Commission so that it could continue to advance the City’s work. The Plan Commission term of **Councilor Nisley** expired Dec. 31, 2023.

**Council President Weddell** said the appointee needed to be from the Common Council. He said applications to serve were submitted by two Councilors – **Councilor Nisley** and **Councilor Lederach**. He asked if other Councilors were interested in being appointed to the Plan Commission. There were not.

**Mayor Leichty** asked **Councilors Lederach** and **Nisley** to explain why they were interested in serving.

**Councilor Lederach** said that being new to the Council, it would be a challenge to serve on the Plan Commission, but it would fit his interests and professional background and his planning expertise.



**Councilor Nisley** said he would like to continue to serve on the Plan Commission. He said it has been a good experience and his experience would benefit the Commission.

**Mayor Leichty** requested formal nominations from the Council.

**Council President Weddell** nominated **Councilor Nisley** to be appointed to the Plan Commission. **Councilor Riegsecker** seconded the nomination.

**Councilor Peel** nominated **Councilor Lederach**. **Councilor Gerber** seconded the nomination.

There were no further nominations, so **Mayor Leichty** asked the Clerk-Treasurer to conduct a roll call vote.

**Councilors** voted as follows: **Councilor Gerber** voted for **Councilor Lederach**; **Councilor Lederach** voted for **Lederach**; **Councilor Nisley** voted for **Councilor Nisley**; **Councilor Peel** voted for **Lederach**; **Councilor Riegsecker** voted for **Nisley**; **Councilor Schrock** voted for **Nisley**; and **Council President Weddell** voted for **Nisley**.

**RESULTS: Four Council votes for Councilor Nisley and three votes for Councilor Lederach. Mayor Leichty said Councilor Nisley had won the most votes and was appointed to the Plan Commission.**

#### **6) Education Items:**

**Mayor Leichty** presented and led discussion of five education items for the Council.

##### **1. Management Team introduction (Department Head presentations)**

**Mayor Leichty** thanked Department heads for being present to introduce themselves and briefly described their departments as well as their 2024 priorities. **Council President Weddell** noted that **Director of Public Works & Utilities Dustin Sailor** was attending a Goshen Community Schools Board meeting and was not present tonight. **City Department heads spoke in the following order:**

**City Superintendent of Parks & Recreation Tanya Heyde** said at the end of this month she will complete 18 years of service to the department, seven as director. She said her department has 11 full-time employees and three permanent part-time employees and hires seasonal employees to staff the pool, operate summer day camps, activities and to help with park rentals. Heyde said the department's budget is about \$2.5 million and one 2024 goal is to officially move into its new maintenance building at Plymouth Avenue and 9<sup>th</sup> Street.

**Director of the City Department of Environmental Resilience Aaron Sawatsky Kingsley** said in March he will complete 18 years as a City employee, starting with the Parks and Recreation Department. He said he has five full-time employees and five AmeriCorps volunteers – four of them working full time and one part time. He said much of the work this year will be driven by the large U.S. Forestry Service grant the department received in the fall, with work starting in the spring, to develop and maintain the City's tree canopy. He said the department also will be working on a prairie restoration project at the City's wellfield site by the airport. He said the department has a \$700,000 budget. He added that a big 2024 goal was to develop an arborist academy.



**Director of Cemeteries Burt Matteson** said he has worked 18 years for the City. He said his department has three full-time employees and hires up to six temporary employees during the growing season to help maintain the City's cemeteries. He said the department has a \$520,000 budget and that a 2024 goal was to complete a plan at Violet Cemetery to expand traditional burial spaces and develop a new natural burial area.

**Director of Administrative Affairs for the Mayor's Office Katy Sonner** said her department has six staff members, five of whom were present tonight. She said the budget is about \$900,000 and one of the major goals for 2024 was to highlight the important work of City departments through social media and other ways.

**Fire Department Assistant Chief of Operations Anthony Powell** said he and **Fire Chief Dan Sink** serve at the appointment of the Mayor. He said the department has 56 employees comprised of 19 each on three shifts as well as five administrative chiefs, two office assistants and one fire inspector. He said the City has three fire stations and is working on a fourth station. A big 2024 goal is the break ground on the new station by the end of the year.

**Deputy Mayor Mark Brinson** said he has worked for the City for 15 years. Previously he said he served as the Director of Community Development and oversaw the Building Department, Planning and Zoning and the Redevelopment Department. He said he retains some of those responsibilities, but also coordinates special projects and serves as a liaison to several organizations. As Deputy Mayor, Brinson also serves when the Mayor is unavailable or incapacitated.

**Superintendent of the City Water Treatment and Sewer Department, Kent Holdren** said he has worked for the City for 33 years and has been the superintendent since 2008. He said his department has 23 employees in three departments – the Water and Sewer Department, Water Treatment and Special Opps, which handles projects, including building projects and demolition, and has saved the City money. He said 2024 goals including completing a lead line service inventory and developing a new south wellfield. He added that the City's water is safe,

**Water & Sewer Billing Office Manager Kelly Saenz** said she has worked for the City since 2017. She said she works with **Kent Holdren** and **Superintendent of the City Wastewater Treatment Plant Jim Kerezman**. She said she has six staff members and 45 in its related departments, not counting summer help. She said her office handles all utility billing, payments, accounts payable, cash balances and manages bonds. She said Goshen has 11,400 water and sewer customers and 250 unmetered sewer customers. In 2023, her office collected \$5.2 million in water charges and \$10.9 million in sewer charges. In 2024, she said there will be a major software upgrade.

**Street Commissioner David Gibbs** said he has worked for the City for 12 years. He said his department has a \$2.6 million budget and has 22 employees to maintain and repair roads and rights of way, He said a 2024 goal is to approve the condition and rating of City streets.

**City Attorney Bodie Stegelmann** said he has worked as City Attorney for nine years and before that served as the City Court Judge for four years. He has seven employees, including the Human Resources Office. He said he works with all City department heads and Mayor and with HR Manager Rita Human on Human Resource issues. He said a 2024 goal is to codify City ordinances and provide public access to them through the City's website.



**Airport Manager Randy Sharkey** said he has worked as Airport Manager for the City since 1992, and since January 2013 as a full-time City employee. He's the City airport employee because all services are provided through contracts with private companies. He said his annual budget is \$311,000. He said Goshen has one off the few self-sustaining municipal airports in the state, with all expenses offset by rentals, leases and aviation fuel taxes. He said the Goshen Airport is the 12<sup>th</sup> busiest in state and delivers an annual economic impact of \$8 million. He said a 2024 goal is to host America's Freedom Fest, one of the largest air shows in the county, on July 13.

**Building Commissioner Myron Grise** said he's worked for the City for nine years. His department has five full-time employees and hopes to hire a part-time employee this summer. He said the department has a \$542,000 budget. He said a 2024 goal is to streamline its permitting processes, making the process easier for customers.

**Superintendent of the City Wastewater Treatment Plant Jim Kerezman** said he will complete his 38<sup>th</sup> anniversary of working for the City in April. He said his department has 11 employees and he will be adding another full-time worker later this year. He said his department has an operating budget of about \$1.7 million. In 2021, the department completed a full plant, \$19 million upgrade. He said in 2024, his department will be working on several capital projects, including some lift stations.

**Redevelopment Director Becky Hutsell** said that in February she will complete 17 years working for the City. She said hers is a two-person department with a budget just under \$22 million. She said redevelopment funds come in from various Tax Increment Financing (TIF) districts established in the City. She said this allows for the completion of capital projects, including building new or improving infrastructure. In 2024, she said her department will be coordinating many projects. She said the department's five-year plan is available on the City's website.

**Fleet Manager Carl Gaines** said has worked for the City for 19 years, including 18 years as Fleet Manager. He said his department budget is \$1.7 million. He said the City fleet size is just under 800 pieces of equipment and vehicles with a purchase price of \$21 million. He said he is down one person on his 10-employee staff. He said a 2024 goal is to find another talented person to hire to maintain vehicles and equipment.

**Planning & Zoning Administrator Rhonda Yoder** said she has worked for the City for 22 years. She said her department has two other staff members as well as an administrator of the City's Community Development Block Grant (CDBG) program. She said her department's budget is just over \$427,000 for planning and zoning and \$350,000 for the CDBG program. She said a 2024 goal is to provide more flood plain training for her staff.

**Police Chief José Miller** said he has worked for the City for more than 28 years, including six years as the Chief. He said the department has 79 full-time employees, one full-time employee from the Information Technology Department, two part-time ordinance violations employees and a few reserves. He said the department has a \$9.4 million general fund budget as well as funds from the Local Option Income Tax (LOIT) and some Law Enforcement Continuing Education training funds, which make the total closer to \$11 million. He said Redevelopment Department funds were used to purchase some equipment last year. He said the department meets various functions, ranging from undercover, gathering evidence, school resource officers and 11 civilian staff members. He said the department has 67 officers, when fully staffed. He said his department has 33,000 contacts with the public each year.



**Chief Miller** said his biggest goal is to keep up with staffing needs. He said he still has many positions to fill.

**Mayor Leichty** said that after taking office last year she was frequently asked how things were going. "I always had the pleasure of saying, 'We have an amazing team at the City of Goshen.' My respect for the team of leaders that we have and all the people throughout the departments has only grown over time." She asked Councilors and audience members to join her in thanking City employees with a round of applause. They did so.

**At 7:11 p.m., Mayor Leichty declared a brief recess. At 7:18 p.m., the Mayor resumed the meeting.**

#### **2., 3. 4. Overview of City Boards and Commissions, Calendar of Key City events and Council and Department and Commission Liaisons (Mayor Leichty)**

**Mayor Leichty** said earlier at the meeting she distributed a draft Board and Commissions Handbook (EXHIBIT #1). The **Mayor** said that while preparing for the Council and mayoral appointment of members of City boards and commissions, she said she spent time reviewing available information on the City's website. She said there were gaps in the information. She credited her staff and City Attorney Stegelmann for helping provide additional information, including relevant ordinances.

**Mayor Leichty** said she has compiled this draft handbook, but there are still information gaps she is seeking to fill. She said her goal is to present the handbook at the next Council meeting, on Jan. 22, and have it formally adopted as a working document that could be shared with anyone serving on a board or commission, so they are aware of their duties and responsibilities. The handbook has the names of current appointees.

The **Mayor** said the handbook also includes a calendar of events. She said she wanted Councilors to be aware of the plethora of events and activities the City is sponsoring, which total more than 40. She said the list includes various neighborhood events. She said the City is taking a grassroots approach to connecting with neighborhoods. She also mentioned an essay contest with the winners reading essays at Goshen Founder's Day.

**Mayor Leichty** said she also hopes Councilors take advantage of training opportunities sponsored by Accelerate Indiana Municipalities. (AIM), a membership group of municipal elected officials. She said AIM is offering a certification to elected officials who complete continuing education training. At **Council President Weddell's** request, **Mayor Leichty** said she would provide more details about the certification at the next Council meeting.

**Clerk-Treasurer Aguirre** said Clerk-Treasurers are required to attend at least two training sessions per year. Although presented by AIM, Aguirre said these sessions are co-sponsored by the State Board of Accounts. He said they are also referred to as "called meetings" and are not optional. Aguirre said he although the training sessions are valuable, attendance is required.

**Mayor Leichty** said the AIM gatherings she has attended have been valuable and well worth attending.

**Mayor Leichty** also said she wanted Councilors to know that the City's Colleague and Board Member Appreciation Day will take place on Aug. 23. She said this will be the City's annual picnic.



**Mayor Leichty** also said that the handbook includes a list of Council member liaisons to City departments, boards and commissions. Each Council member is appointed by the Mayor to serve as a communication liaison and not a voting member of a board or commission, except for a few instances.

**Mayor Leichty** said her goal is to make one-year appointments so that Councilors can learn from different departments, boards and commissions. She also said some departments will have more than one Councilor member appointment. The Mayor said she wanted to hear from Councilors interested in serving as a liaison for a particular department, board, or commission.

**The Mayor added that after tonight's meeting, the Council would convene in an Executive Session to discuss the applicants for Council and Mayor appointments to boards and commission.** She said she had prepared the handbook to serve as a resource document.

**Council President Weddell** thanked the Mayor and her staff for preparing the handbook. He said it would have been beneficial to him 12 years ago when he was first elected to the Council. He said that he may want to suggest some modifications to the handbook. He added that former Councilor King would have loved the handbook.

**Mayor Leichty** said the handbook was still a draft and she welcomed feedback from Councilors.

**There were no further comments about the draft document, the calendar of events or mayoral appointments.**

### **3. Review home rules for Roberts Rules of Order (City Attorney Bodie Stegelmann)**

**Mayor Leichty** said she also shared with Councilors a revision of another document – the Goshen Common Council Rules of Order 2020 (EXHIBIT #2).

The **Mayor** said **City Attorney Stegelmann** and his staff were instrumental in making sure Councilors had a document with the guiding principles of Council operations and meetings. She said she was providing this document to Councilors in case they want to make changes before re-adoption of the document at the next Council meeting.

**City Attorney Bodie Stegelmann** said that before the meeting he distributed a copy of the Goshen Common Council Rules of Order (EXHIBIT #3).

**Stegelmann** said the Common Council first passed rules in 1910 and they have changed over the years. He said most of the Council rules have been adopted in the past 25 or 30 years. He said in 2017, Councilors added seven principles to facilitate the orderly transaction of its business and promote the best interests of the City. These included respect for each other and each other's rights and open communication and engagement.

**Stegelmann** said the Council is required to follow the U.S. and State Constitutions and applicable federal or state laws or regulations. He said Robert's Rules of Order guide how the Council meetings should be conducted. Although Roberts Rules of Order are used, **Stegelmann** said no government board follows them strictly. He said they are in place in case decorum breaks down in meetings.

**Stegelmann reviewed highlights of the document, including:**

- **The Council is the legislative and fiscal body for the City of Goshen.** He said this is a restatement of statutory provisions.



- **The Council President's has defined roles.** The Council President presides at meetings when the Mayor is absent. The Council President also serves as a liaison between the Council and the Mayor and under certain circumstances serves as acting Mayor.
- **Public comment is allowed at Council meetings**, even though there is no state requirement for this. The City Council rules establish a right to public comment before votes on ordinances and resolutions. Council rules also allow a minimum of two minutes for individual public comments.

**Councilor Riegsecker** said he wasn't aware that the Council could limit public comment to individuals who own real estate in the City of Goshen or who represent businesses located in the City or who reside in the City.

**Council President Weddell** said this provision was added because in the past the Council considered sensitive issues that attracted attempts at outside influence. He said Councilors wanted to ensure that Goshen residents or business or property owners were given priority to have their voices heard. He said in the past, the Council has set a limit on accepting public comments, given a priority for these individuals and if time allowed, allowing comments from those who live outside Goshen.

**Councilor Peel** said that during the COVID-19 pandemic people who live outside Goshen sought to comment and were allowed to do so. She said she felt Goshen residents should have been given priority to comment.

**City Attorney Stegelmann** said Councilors can set a time limit for public comments or limit who is allowed to comment.

**Stegelmann** said the Council also can use the Privilege of the Floor to allow further public comments and Councilors may also comment on subjects not on the agenda.

**Stegelmann** said the Presiding Officer (Mayor or Council President) has the authority to set the Council agenda. He also said two or more Council members may submit a request in writing to the Clerk-Treasurer that an issue over which the Council has authority be placed on the agenda of a future Council meeting.

**Council President Weddell** said this provision was added in case a situation arose in which the Mayor refused to allow an agenda item to be considered by the Council. He said he doesn't believe this ever happened.

**Councilor Gerber** asked who should be asked to include agenda items – the Mayor or the Council President. **Mayor Leichty** said the Mayor sets the agenda. However, she said if she refused to add an item to the agenda, two Councilor members could submit the agenda item to the Clerk-Treasurer.

**Stegelmann** said there also is a process for cancelling Council meetings if there is a lack of items for consideration. He said the rules set forth a procedure for cancelling a meeting, which includes the Mayor discussing the cancellation with the Council President and the Minority Party Representative. All three must agree on the cancellation.

**Stegelmann** said the rules also include information about Council appointments to City boards and commissions.

**Council President Weddell** said the rules also allow a written vote instead of votes cast aloud in alphabetical order. He said this provision was added to allow the public announcement of votes only after all votes had been cast. He said the written votes are then read aloud by the Clerk-Treasurer.



**Stegelmann** said **Councilor Peel** suggested a few revisions of the rules that he said were worth consideration. He said he planned to discuss them with the Mayor. He also said he would welcome other Councilor revisions, adding that he may bring the rules back to the Council in a few months for a review and possible vote.

**Councilor Gerber** said she would appreciate clarification of Councilors attending Council meetings via Zoom video/audio. She said she understands that Councilors can attend online but aren't allowed to vote. **Council President Weddell** said he believes that's the case.

**Stegelmann** said he would review the statute and report back to the Mayor for possible action. **Council President Weddell** said an emergency declaration during the COVID-19 pandemic allowed Councilors to vote online, but this provision was later rescinded.

**Stegelmann** said there is some flexibility to hold online meetings, so he would research the issue before the proposed Zoom Council meeting on Dec. 30. **Mayor Leichty** said several Council members are planning to travel during that year-end period and it would be good to have the flexibility to have a Zoom meeting. **Council President Weddell** said the expectation is always that Councilors attend in person as much as possible.

**Mayor Leichty** thanked the **City Attorney** and his team for their assistance.

**Clerk-Treasurer Aguirre** asked if two Councilors had ever asked the Clerk-Treasurer to schedule an agenda item. **Council President Weddell** said he believed two Councilors requested a presentation by researchers from Ball State University. **Mayor Leichty** said it would not be her intention to reject agenda items from Councilors.

**Clerk-Treasurer Aguirre** said that since he pulls together Council agendas, it is helpful for the Clerk-Treasurer to be informed of agenda items in a timely manner. **Council President Weddell** agreed what that request.

**Mayor Leichty** said this concluded the education items for the Council at this meeting. He said it would now be appropriate to adjourn the meeting and reconvene in an Executive Session to discuss applicants to City boards and commissions.

**Councilor Nisley** made a motion to adjourn the meeting, which was seconded by **Councilors Peel** and **Weddell**. Councilors unanimously approved the motion to adjourn the meeting.

**Mayor Leichty** adjourned the meeting at 7:46 p.m.

After the Council Chamber was cleared, the Common Council meet in an EXECUTIVE SESSION on the same date and in the same location, starting at 7:49 p.m.

Pursuant to the provisions of the Open Door Law and Indiana Code 5-14-1.5- 6.1(b), the City of Goshen Common Council met in Executive Session as permitted by state statute:

(10) When considering the appointment of a public official, to do the following: (B) Consider applications.





More specifically, the Common Council reviewed and discussed the 2024 applicants for City Boards and Commissions. Appointments to City Boards and Commissions were scheduled to be made publicly at the Council's Regular Meeting on January 22, 2024.

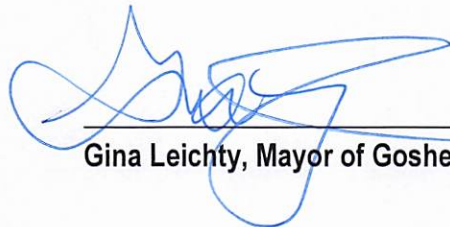
No other subject matter was discussed during the Executive Session, which concluded at 8:42 p.m.

**EXHIBIT #1: *Draft Board and Commissions Handbook, which was prepared by Mayor Gina Leichty and distributed before the meeting to Councilors.***

**EXHIBIT #2: *The Goshen Common Council Rules of Order 2020, a revision of the Council's guiding document for operations and meetings. Mayor Leichty compiled this revision with City Attorney Bodie Stegelmann and his staff. It was distributed to Councilors at the meeting.***

**EXHIBIT #3: *A copy of the Goshen Common Council Rules of Orders, a six-page document distributed to Councilors before the meeting by City Attorney Bodie Stegelmann.***

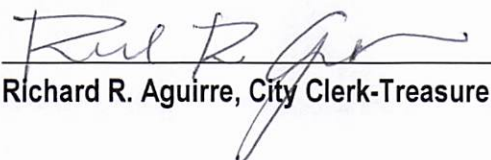
APPROVED:



\_\_\_\_\_

Gina Leichty, Mayor of Goshen

ATTEST:



\_\_\_\_\_

Richard R. Aguirre, City Clerk-Treasurer

EXHIBIT #1

Information about the City of Goshen Boards  
and Commissions

DRAFT  
Boards and  
Commissions  
Handbook

City of Goshen, Indiana 2024

Prepared by: Mayor Gina Leichy

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## Welcome

As the Mayor of Goshen, Indiana, it is my distinct honor and pleasure to extend a warm welcome to each of you as members of our City Council. You carry great responsibility and opportunity, representing our community's diverse voices and interests. Your dedication to public service and commitment to making Goshen a better place for all its residents is commendable and vital.

Thank you for your service to Goshen and for setting an example of what it means to love where you live.

Sincerely,

Gina Leichty  
Mayor of Goshen, Indiana

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## About Goshen

Goshen is a vibrant and welcoming city in Elkhart County, in the northern part of the state. Known for its rich history, diverse community, and strong cultural heritage, Goshen has a population of approximately 35,000 residents. The city is renowned for its historic downtown area and solid manufacturing base, fostering a strong sense of community and local economy.

One of Goshen's most distinctive features is its commitment to sustainability and environmental stewardship. The city has implemented various green initiatives, including extensive bike trails and parks, promoting a healthy and active lifestyle among its residents.

Education is a community cornerstone, with excellent pre-K-12 public and private schools and Goshen College, known for academic excellence and global citizenship programs.

Goshen also boasts a thriving arts scene, with numerous galleries, theaters, and music venues, reflecting the city's commitment to fostering creativity and cultural enrichment. Events like the Goshen First Fridays and the Elkhart County 4-H Fair draw visitors across the region, showcasing the city's lively spirit and hospitality.

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## Quick Facts (July 2023)

- Population: 34,375
- Households 12,614
- Median Household Income: \$52,233
- Percent of Persons in Poverty: 15.6%
- Men-owned employer firms, (Reference year 2017) 374
- Women-owned employer firms, (Reference year 2017) 77
- High school graduate or higher, percent of persons aged 25 years+, 2018-2022: 83.5%
- Bachelor's degree or higher, percent of persons aged 25 years+, 2018-2022: 24.4%

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## City Elected Officials 2024-2027

- |                     |                 |
|---------------------|-----------------|
| 1. Mayor            | Gina Leichty    |
| 2. Clerk-Treasurer  | Richard Aguirre |
| 3. City Judge       | Richard Mehl    |
| 4. Council At Large | Brett Weddell   |
| 5. Council At Large | Linda Gerber    |
| 6. District 1       | Don Riegsecker  |
| 7. District 2       | Doug Nisley     |
| 8. District 3       | Matt Schrock    |
| 9. District 4       | Megan Peel      |
| 10. District 5      | Phil Lederach   |

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## Youth Advisors

- |                          |                          |
|--------------------------|--------------------------|
| 1. Council Youth Advisor | Jessica Velazquez Valdes |
| 2. Community Relations,  | Sarah Lozano             |
| 3. GSC School Board,     | Frida Luna Gallegas      |
| 4. Environmental Advisor | Skye Steury              |
| 5. Parks Board           | Jennifer Olvera-Morgado  |
| 6. Shade Tree Board      | Antonio Perez            |

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## Kid Advisors

- |                             |  |
|-----------------------------|--|
| 1. Kid Mayor                | Lincoln Tolin, Model Elementary                  |
| 2. Kid Councilor District 1 | Christopher Budiardja, Chamberlain Elementary    |
| 3. Kid Councilor District 2 | Phillip Gingerich, Chamberlain Elementary School |
| 4. Kid Councilor District 3 | Amari Stoll, Chamberlain Elementary School       |
| 5. Kid Councilor District 4 | Elyana Rojas Lopez, Parkside Elementary School   |
| 6. Kid Councilor District 5 | Ainsley McPhail, Prairie View Elementary School  |

## Management Teams Groups

### Administration

1. Mayor Gina Leichty
2. Mark Brinson, Deputy Mayor
3. Katy Sonner, Director of Administrative Affairs
4. Bodie Stegelmann, City Attorney
5. Richard Aguirre, Clerk-Treasurer
6. Jeffery Weaver, Deputy Clerk-Treasurer
7. Carl Gaines, Fleet Manager
8. Director of Technology (TBD)

### Public Safety

9. Judge Richard Mehl, City Court Judge
10. José Miller, Chief of Police
11. Dan Sink, Fire Chief

### Community Development

12. Becky Hutsell, Director of Redevelopment
13. Rhonda Yoder, Planning and Zoning Administrator
14. Myron Grice, Building Commissioner

### Public Resources and Facilities

15. Tanya Heyde, Parks and Recreation Superintendent
16. Aaron Sawatsky-Kingsley, Director of Environmental Resilience
17. Burt Matteson, Director of Cemeteries
18. Randy Sharkey, Director of Aviation

### Public Works

19. Dustin Sailor, Director of Public Works
20. Jim Kerezman, Wastewater Superintendent
21. Kelly Saenz, Director of Utilities
22. Kent Holdren, Water and Sewer Superintendent
23. David Gibbs, Street Commissioner

*E. Mersarway M&K*

## Advisory Boards and Commissions

Boards and Commissions in the City of Goshen are an integral and essential part of the City's government. Community volunteers dedicate many hours a month to make the City of Goshen's government as reflective as possible of the attitudes and beliefs of all residents.

While some boards and commissions draw their authority from state statutes, others receive it from local ordinances.

Generally speaking, City boards and commissions serve in an advisory role to the City Council. They may study specific issues, such as a zoning change, or provide general suggestions for a particular function of government. In either event, the City Council receives essential recommendations and information from these committees but retains the ultimate decision-making authority.

# Councils, Boards, Commissions

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## City Council

The City Council is Goshen's legislative body, meaning it can pass, amend, or rescind local ordinances. The Mayor presides over Council meetings and may vote to break a tie.

The City Council bears fiduciary responsibility to approve the annual budget prepared and presented by the Mayor and other financial agreements involving the city.

The Council also appoints members to various commissions and boards. All City Council legal authority is collective rather than individual. The council can only set policy together with a majority vote.

### Members and Organization

Goshen's City Council is made up of five district representatives and two at-large representatives, and the mayor acts as presiding officer. Council terms are four years, with no term limits.

The Council includes a youth advisor, a student elected by peers at Goshen High School every year in May. The Youth Adviser participates fully in proceedings, including voting, although the vote is not counted towards the legal outcome.

January 1, 2024 – December 31, 2027 Councilors

1. District 1: Donald Riegsecker (Republican)
2. District 2: Doug Nisley (Republican)
3. District 3: Matt Schrock (Republican)
4. District 4: Megan Peel (Democrat)
5. District 5: Phil Lederach (Democrat)
6. At-Large: Brett Weddell (Republican)
7. At-Large: Linda Gerber (Democrat)
8. Youth Advisor: Jessica Velázquez Valdes

### Meetings

- 2<sup>nd</sup> and 4<sup>th</sup> Monday of the month (generally)
- 6 PM
- City Council Chambers 111 East Jefferson Street, Goshen, Indiana.



### 2024 Schedule

1. Monday, January 8: Regular Meeting and Executive Session
2. Monday, January 22 Regular Meeting
3. Monday, February 12,
4. Monday, February 26
5. Monday, March 11
6. Monday, March 25
7. Monday, April 8
8. Monday, April 22
9. Monday, May 13
10. Monday, June 10
11. Monday, July 8
12. Monday, July 22
13. Monday, August 12,
14. Monday, August 26
15. Monday, September 9,
16. Monday, September 23: First Budget Reading
17. Thursday, October 10: Second Budget Reading and Salary Ordinance
18. Monday, October 28: Optional Third Budget Reading
19. Monday, November 25
20. Monday, December 9
21. Monday, December 30: ZOOM Meeting to approve budget transfers.

### Staff Support

- Mayor Gina Leichthy, Presiding Officer, [ginaleichthy@goshencity.com](mailto:ginaleichthy@goshencity.com)
- Richard Aguirre, Clerk-Treasurer, [richardaguirre@goshencity.com](mailto:richardaguirre@goshencity.com)

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## Board of Public Works & Safety

### Purpose and Responsibilities

The Board of Public Works and Safety and Stormwater Board is the chief administrative body for the City of Goshen. It oversees the City's day-to-day business, including bids and quotes, contracts, street closures, and personnel issues.

The Mayor presides over the five-member board and appoints the other four members. The Clerk-Treasurer serves as the clerk of the board. Members may hold other appointed or elected positions in City government during the member's tenure.

### Members

1. Mayor Gina Leichty (Elected 6/23)
2. Michael Landis (Appointed 7/00)
3. Orv Myers (Appointed 10/23)
4. Mary Nichols (Appointed 11/19)
5. Barb Swartley (Appointed 5/21)

### Meetings

- Thursdays – except for the third Thursday of the month
- 4 PM
- City Council Chambers 111 East Jefferson Street, Goshen, Indiana.

### *2024 Schedule*

1. January 4, 11, 25
2. February 1, 8, 22, 29
3. March 7, 14, 28
4. April 11, 25
5. May 2, 9, 23, 30
6. June 6, 13, 27
7. July 11, 25
8. August 1, 8, 22, 29
9. September 5, 12, 26
10. October 3, 31
11. November 7, 14
12. December 5, 12

### Staff Support

- Mayor Gina Leichty, Presiding Officer, [ginaleichty@goshencity.com](mailto:ginaleichty@goshencity.com)
- Clerk-Treasurer Richard Aguirre

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## Redevelopment Commission

### Purpose and Responsibilities

The City of Goshen established the Goshen Redevelopment Commission and the Department of Redevelopment to catalyze new development in targeted areas. This is done through techniques including real estate acquisition, site preparation, environmental remediation and providing public infrastructure to the site. Financing resources generally used are Tax Incremental Financing (TIF) and Redevelopment General Obligation Bonds.

The Redevelopment Department, along with the Redevelopment Commission, was established by the City Council on December 7, 1999.

The Redevelopment Department is currently involved in numerous projects throughout the City.

### Members

The Department is controlled by the five-member Commission (majority appointed by Mayor; remainder appointed by Council) that has the powers and authorities set forth in Indiana Code 36-7-14 for the redevelopment of blighted areas and economic development areas.

Annual appointments are made by the Mayor and City Council, and a 2-year liaison is appointed by the School Board.

#### *2024 Redevelopment Commission Members*

1. President: Brian Garber, appointed by the Mayor (1/23 - 12/23)
2. Vice-President: Andrea Johnson, appointed by Council (term 1/23 - 12/23)
3. Member: Steve Brenneman, appointed by the Mayor (term 11/22 - 11/23)
4. Member: Brett Weddell, appointed by Council (term 1/23 - 12/23)
5. School liaison: Bradd Weddell, school liaison appointed by Council (term 1/23 - 12/23)
6. Secretary: Brianne Brenneman, appointed by the Mayor (term 1/23 - 12/23)

### Meetings

- Second Tuesday of the month
- 3:00 PM
- City Council Chambers 111 East Jefferson Street, Goshen, Indiana.

Agendas for upcoming meetings are posted by 3:00 PM on the Friday preceding the regular Tuesday meeting. Meeting minutes are posted following approval by the Commission the following month. To view Redevelopment Commission agendas, minutes, and notices, [click here](#).

## 2024 Schedule

1. Tuesday, January 9, 2024 | 3:00 PM
2. Tuesday, February 13, 2024 | 3:00 PM
3. Tuesday, March 12, 2024 | 3:00 PM
4. Tuesday, April 9, 2024 | 3:00 PM
5. Tuesday, May 14, 2024 | 3:00 PM
6. Tuesday, June 11, 2024 | 3:00 PM
7. Tuesday, July 9, 2024 | 3:00 PM
8. Tuesday, August 13, 2024 | 3:00 PM
9. Tuesday, September 10, 2024 | 3:00 PM
10. Tuesday, October 8, 2024 | 3:00 PM
11. Tuesday, November 12, 2024 | 3:00 PM
12. Tuesday, December 10, 2024 | 3:00 PM

## Staff Support

Becky Hutsell, Redevelopment Director  
204 E. Jefferson Street, Suite 6, Goshen, IN 46528  
(574) 533-3579 | [beckyhutsell@goshencity.com](mailto:beckyhutsell@goshencity.com)

Don Shuler, Assistant City Attorney

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## Plan Commission

### Purpose and Responsibilities

The Planning Department creates zone districts to promote orderly development and preserve property values. A zone classification establishes what uses are permitted on a specific tract of land. Goshen has several different zoning classifications. Check with the Planning Department for the zoning classification of your property.

### Members

Five members of the Commission are appointed for 4-year terms by the Mayor, with no more than three of the same political party, one member is appointed annually by the Board of Public Works and Safety, one member is appointed by the City Council and is coextensive with their Council term, one member is appointed by the Park Board, coextensive with the Park Board appointment, and one member is on ongoing appointment from City Engineering staff.

1. Richard Worsham, President, Appointed by the Board of Works, Term: 1/1/23 - 12/31/24, Member since 1/20
2. Rolando Ortiz, Vice-President, Appointed by Mayor, Term: 1/1/23 to 12/31/26, Member since 1/15
3. Tom Holtzinger\*, Secretary, Appointed by Mayor, Term: 1/1/22 to 12/31/25, Member since 6/08
4. Caleb Morris, Appointed by Mayor, Term: 1/1/21 to 12/31/24, Member since 1/21
5. Aracelia Manriquez, Appointed by Mayor, Term: 1/1/20 to 12/31/23, Member since 9/15
6. Hesston Lauver, Appointed by Mayor, Term: 1/1/22 to 12/31/25, Member since 8/20
7. Doug Nisley, Appointed by the City Council, Term: 9/7/21 to 12/31/23, Member since 9/21
8. Jim Wellington, Appointed by the Park Board, Term: 1/1/23– 12/31/26, Member since 6/03
9. Vacant, City Engineering Appointment, Ongoing Appointment

### Meetings

- Third Tuesdays
- 4 PM
- City Council Chambers 111 East Jefferson Street, Goshen, Indiana.

*2024 Schedule*

1. Tuesday, January 16
2. Tuesday, February 20
3. Tuesday, March 19
4. Tuesday, April 16
5. Tuesday, May 21
6. Tuesday, June 18
7. Tuesday, July 16
8. Tuesday, August 20
9. Tuesday, September 17
10. Tuesday, October 15
11. Tuesday, November 19
12. Tuesday, December 17

**Staff Support**

1. Planning & Zoning Administrator: Rhonda Yoder
2. Assistant Planning & Zoning Administrator: Rossa Deegan
3. Administrative Assistant: Lori Lipscomb

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## Board of Zoning Appeals

### Purpose and Responsibilities

When a new zoning ordinance is established in Indiana, state law mandates the formation of a Board of Zoning Appeals. This board serves a critical role as a semi-judicial entity, acting as a crucial mechanism for property owners to request exemptions from the stringent enforcement of zoning laws. Its primary purpose is to ensure the equitable and fair application of zoning regulations, guaranteeing their correct interpretation and preventing undue hardship.

The responsibilities of the Board of Zoning Appeals are primarily divided into three key areas:

1. Reviewing and ruling on appeals regarding administrative decisions.
2. Authorizing special use permits; and
3. Issuing variances or special exceptions to existing development standards.

The Planning Department creates zone districts to promote orderly development and preserve property values. A zone classification establishes what uses are permitted on a specific tract of land. Goshen has several different zoning classifications. Check with the Planning Department for the zoning classification of your property.

To learn more about the Board of Zoning Appeals, [click here.](#)

### Members

Three members of the Board are appointed by the Mayor, one by the City Council, and one by the Plan Commission. Each member serves a 4-year term and must live or own real property in city limits. The Commission is not required to be politically balanced.

1. Hesston Lauver, Appointed by Plan Commission, Term: 1/18/22 to 12/31/25
2. Tom Holtzinger, Chair, Appointed by Mayor, Member of Plan Commission, Term: 1/1/22 to 12/31/25
3. Bethany Campbell, Appointed by Mayor, Term: 1/1/20 to 12/31/23, Member since 7/21
4. VACANT, formerly Michael Potuck, appointed by Mayor (1/20 - 12/23)
5. Lee Rohn, Secretary, Appointed by the City Council, Term: 1/1/21 to 12/31/24, Member since 1/21

\* Is a member of the City of Goshen Plan Commission

### Meetings

- Fourth Tuesdays
- 4 PM
- City Council Chambers 111 East Jefferson Street, Goshen, Indiana.

### 2024 Schedule

1. Tuesday, January 23 | 4:00 p.m.
2. Tuesday, February 20 | 4:00 p.m.
3. Tuesday, March 26 | 4:00 p.m.
4. Tuesday, April 23 | 4:00 p.m.
5. Tuesday, May 28 | 4:00 p.m.
6. Tuesday, June 25 | 4:00 p.m.
7. Tuesday, July 23 | 4:00 p.m.
8. Tuesday, August 27 | 4:00 p.m.
9. Tuesday, September 24 | 4:00 p.m.
10. Tuesday, October 22 | 4:00 p.m.
11. Tuesday, November 26 | 4:00 p.m.
12. Tuesday, December 24 | 4:00 p.m.

### Staff Support

1. Planning & Zoning Administrator: Rhonda Yoder
2. Assistant Planning & Zoning Administrator: Rossa Deegan
3. Administrative Assistant: Lori Lipscomb



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## Board of Building Appeals

### Purpose and Responsibilities

Pursuant to Goshen Municipal Code 6.1.1.19, all persons have the right to appeal a decision from the Goshen Building Department. Appeals will initially be heard by a five-member panel known as the Board of Building Appeals. Any appeal from the Building Department's decision shall be made within 15 days of that decision. If the Goshen Board of Building Appeals does not grant the request to modify the Building Department's decision, the applicant may appeal to the State Fire Prevention and Building Safety Commission. The Commission may modify or reverse any order that is issued by the City of Goshen. Details on this appeals process can be found on the Indiana Department of Homeland Security website: [www.in.gov/dhs](http://www.in.gov/dhs).

### Members

Two-year terms. Two members appointed by Mayor; Two members appointed by City Council. Not required to live in City limits.

1. JC Schrock, appointed by Mayor (7/18 - 6/20)
2. Brad Hunsberger, appointed by Mayor (7/15 - 6/17)
3. Fire Chief, appointed by Mayor
4. Tim Short, appointed by Council (1/21 - 12/22)
5. Pete Weddell, appointed by Council (1/21 - 12/22)

### Meetings

As needed.

### 2024 Schedule

As needed.

### Staff Support

Building Commissioner, Myron Grice

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## Board of Aviation Commissioners

### Purpose and Responsibilities

The City established the Board of Aviation using Ordinance 1397 and Resolution 2005-40 to supervise and manage the Goshen Municipal Airport.

### Members

The mayor appoints Commissioners for four-year terms. State statute limits members to residents of Elkhart County. No more than three members of the Commission can be members of the same political party.

1. Roger Yoder (1/22 - 12/25)
2. Patty Morgan (1/20 - 12/23)
3. Dennis Richmond (1/19 - 12/22)
4. Steve Johnson (1/20 - 12/23)
5. Jeff Hartzler (1/22 - 12/25)

### Meetings

- Third Mondays
- 2:00 PM
- Goshen Municipal Airport 17229 CR 42, Goshen, IN 46526

### *2024 Schedule*

- Monday, January 15 | 2:00 p.m.
- Monday, February 19 | 2:00 p.m.
- Monday, March 18 | 2:00 p.m.
- Monday, April 15 | 2:00 p.m.
- Monday, May 20 | 2:00 p.m.
- Monday, June 17 | 2:00 p.m.
- Monday, July 15 | 2:00 p.m.
- Monday, August 19 | 2:00 p.m.
- Monday, September 16 | 2:00 p.m.
- Monday, October 21 | 2:00 p.m.
- Monday, November 18 | 2:00 p.m.
- Monday, December 16 | 2:00 p.m.

### Staff Support

- Airport Manager: Randy Sharkey

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## Community Relations Commission

### Purpose and Responsibilities

Created in 2004 with the passage of Ordinance 4201, and amended in 2006 by Ordinance 4339 and again in 2009 by Ordinance 4526, the Goshen Community Relations Commission (CRC) is a group of 9 volunteer residents appointed by City Council and the Mayor to focus on the “people issues” of our town and to guide the work of staff.

The CRC serves Goshen by developing programs and policies that aim for a city without racism or discrimination of any kind, and build capacity for creative problem-solving, resiliency, understanding, and compassion among the diverse people in our community. They are guided by the following principles:

1. Honor the dignity of each person and each person’s rights
2. Listen to the diverse voices of the community
3. Cultivate constructive communication and engagement
4. Value honesty, truthfulness, and integrity
5. Promote a community that is safe for all
6. Acknowledge and accept the challenge of change – that may have both positive and negative consequences
7. Promote the acceptance of differences
8. Promote the equality and freedom from discrimination

### Members

All nine members are appointed for three-year terms, and terms expire the first Monday in January.

1. Cathie Cripe, appointed by the Mayor (1/21 - 12/23)
2. Kyle Richardson, appointed by the Mayor (1/23 - 12/25)
3. Eman Monge, appointed by Council (1/22-12/24)
4. Sharon Beechy, appointed by Council (1/23 - 12/25)
5. Lori Copsey, appointed by Council (1/22-12/24)
6. Casey Kasper-Welles, appointed by the Mayor (1/22-12/24)
7. Ana Zamora, appointed by the Mayor (1/23 - 12/25)
8. Sara Lozano (Youth Adviser)
9. Megan Eichorn (City Council Liaison)

### Meetings

- Second Tuesday
- 6 PM
- City Hall Conference Room, 202 S 5<sup>th</sup> Street Goshen, IN

## 2024 Schedule

- Tuesday, January 9 | 6:00 p.m.
- Tuesday, February 13 | 6:00 p.m.
- Tuesday, March 12 | 6:00 p.m.
- Tuesday, April 9 | 6:00 p.m.
- Tuesday, May 14 | 6:00 p.m.
- Tuesday, June 11 | 6:00 p.m.
- Tuesday, July 9 | 6:00 p.m.
- Tuesday, August 13 | 6:00 p.m.
- Tuesday, September 10 | 6:00 p.m.
- Tuesday, October 8 | 6:00 p.m.
- Tuesday, November 12 | 6:00 p.m.
- Tuesday, December 10 | 6:00 p.m.

## Staff Support

- Community Relations Manager: Hannah Scott-Carter
- Communications Manager: Amanda Guzman

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## Board of Cemetery Trustees

### Purpose and Responsibilities

Established by Ordinance 4228 on August 3, 2004, to control and manage Violet Cemetery, Oakridge Cemetery, and West Goshen Cemetery. Powers and duties include:

1. The collection, preservation, and payment of all money, funds, securities, obligations, and property of any kind related to cemetery purposes.
2. The protection of cemeteries and the sanctity of the dead.
3. The regulation or prohibition of the interment of bodies.
4. The authorization of the removal of buried bodies or whole cemeteries to some other place.
5. The authority to make all necessary rules and regulations for the management of the cemeteries
6. The authority to sell lots or parts of lots at prices established by the Common Council.
7. During January of each year, the Board shall make a financial report to the Common Council complying with Indiana Code 23-14-65-19.

### Members

Appointed by Mayor. Four-year terms following initial terms. Members must be Elkhart County residents and own a lot at one of the three cemeteries.

1. Pete Weddell (1/20–12/23)
2. Mary Lou Hetler (1/21–12/24)
3. Michelle Kercher (1/19–12/22)
4. James McKee (1/22–12/25)
5. Colin Yoder (1/22–12/25)

### Meetings

This board meets quarterly, on the first Thursday, 2 p.m., at the City Hall Conference Room.

#### *2024 Schedule*

- Thursday, March 7 | 2:00 p.m.
- Thursday, June 6 | 2:00 p.m.
- Thursday, September 5 | 2:00 p.m.
- Thursday, December 5 | 2:00 p.m.

### Staff Support

Cemetery Director, Burt Matteson

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## Economic Development Commission

### Purpose and Responsibilities

IC 36-7-12 et seq.

### Members

EDC appointments must be sworn in and have a certificate on file. The three members are appointed by the Mayor for four-year terms. One is selected by the Mayor, one is nominated by the County Council, and one is nominated by the City Council.

Appointments are not required to be politically balanced, and members may not hold two lucrative government positions.

1. Aileac Deegan, appointed by Mayor (2/21 - 1/25)
2. Jonathan Graber, appointed by Mayor (7/23 - 1/26)
3. Zac Bontrager, appointed by Council (2/20 - 1/24)

### Meetings

As Needed

*2024 Schedule*

NA

### Staff Support

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## Downtown Economic Improvement District

### Purpose and Responsibilities

Established by Ord. 3760 and restated in Ord. 4062. The district was established to coordinate the efforts of the real estate owners within the district to provide capital improvements, maintenance projects, and business-enhancing projects within the EID.

Duties of the board include:

1. Establish priorities among the projects for which the assessment funds are being accumulated
2. Provide the administration necessary to see the enumerated projects are carried out in a fashion that will fairly benefit the owners of real estate within the EID.
3. Annually determine the percentage of benefit to be received by each parcel of real estate within the EID using the formula established by Ord. 3760.
4. Determine the special assessment for each parcel of real estate by applying the percentage of benefit determined for each parcel to the property's current assessment.
5. Promptly mail notice of each owner of property their assessment.
6. Annually certify to the auditor the schedule of assessment benefits.
7. Establish an economic improvement fund and deposit all assessments received from the Elkhart County Treasurer and any other funds that are received by the economic improvement board .
8. Prepare and submit to the Common Council before November 1<sup>st</sup> of each year a budget for the following calendar year.
9. Submit an annual report to the Common Council before February 15<sup>th</sup> of each year.
10. To submit names to the Common Council to replace board members who resign or term expires.

### Members

Members are appointed by the City Council for two-year terms, and the majority of members must own real estate within the business district. Others may be involved with businesses within the business district. The members are elected by District property owners, and those names are forwarded to Council for appointment.

1. Dave Pottinger (Property Owner) - Term 6/1/22 through 5/31/24
2. Jonathan Wieand (Property Owner) - Term 6/1/22 through 5/31/24
3. Scott Woldruff (Property Owner) - Term 6/1/22 through 5/31/24
4. Justin Bell (Property Owner and Involved in a Business-The Nut Shoppe, Inc.) – Term 6/1/23 through 5/31/25
5. Rosie Singh – Term 6/1/23 through 5/31/25

**Meetings**

- First Thursday of the Month
- 7:30 a.m.
- City Hall Conference Room, 202 S 5<sup>th</sup> St. Goshen, IN

*2024 Schedule*

- Thursday, January 4 | 7:30 a.m.
- Thursday, February 1 | 7:30 a.m.
- Thursday, March 7 | 7:30 a.m.
- Thursday, April 4 | 7:30 a.m.
- Thursday, May 2 | 7:30 a.m.
- Thursday, June 6 | 7:30 a.m.
- Thursday, July 11 | 7:30 a.m.
- Thursday, August 1 | 7:30 a.m.
- Thursday, September 5 | 7:30 a.m.
- Thursday, October 3 | 7:30 a.m.
- Thursday, November 7 | 7:30 a.m.
- Thursday, December 5 | 7:30 a.m.

**Staff Support**

TBD



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## Parks and Recreation Board

### Purpose and Responsibilities

The Parks and Recreation Board was created by ordinance 1399 in accordance with I.C. 36-10-3-4 the duties of the board are:

1. Exercise general supervision of and make rules for the department
2. Establish rules governing the use of the park and recreation facilities by the public
3. Provide police protection for its property and activities, either by requesting assistance from state, municipal, or county police authorities, or by having specified employees deputized as police officers
4. Appoint the necessary administrative officers of the department and fix their duties
5. Establish standards and qualifications for the appointment of all personnel and approve their appointments without regard to politics
6. Make recommendations and an annual report to the Mayor and Common Council
7. Prepare and submit an annual budget in the same manner as other departments

### Members

Four members will be appointed by the Mayor on the basis of their interest in and knowledge of parks and recreation. Additionally, one ex-officio member of the School Board of Trustees of the Goshen Community School Corporation or an individual who resides in the Goshen Community School Corporation selected by the Board of School Trustees. Members must live in the township of which the park system is located. No more than two from the same political party; not applicable to the School Board appointment.

1. Jennifer Shell, appointed by the Mayor (1/20 - 12/23)
2. Jenni Samuel, appointed by the Mayor (1/22 - 12/25)
3. Roger Nafziger, School Board appointment (1/23 - 12/23)
4. James Wellington, appointed by the Plan Commission (1/19 - 12/22)
5. Megan Hessl, appointed by the Mayor
6. Jennifer Olvera-Morgado (Youth Advisor)

### Meetings

- First Monday of the Month
- 4 p.m.
- Goshen Parks and Recreation Office, 524 East Jackson St. Goshen, IN

## 2024 Schedule

- Monday, February 5 | 4:00 p.m.
- Monday, March 4 | 4:00 p.m.
- Monday, April 1 | 4:00 p.m.
- Monday, May 6 | 4:00 p.m.
- Monday, June 3 | 4:00 p.m.
- Monday, July 1 | 4:00 p.m.
- Monday, August 5 | 4:00 p.m.
- Tuesday, September 3 | 4:00 p.m.
- Monday, October 7 | 4:00 p.m.
- Monday, November 4 | 4:00 p.m.
- Monday, December 2 | 4:00 p.m.

## Staff Support

Goshen Parks and Recreation Superintendent: Tanya Heyde

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## Shade Tree Board

### Purpose and Responsibilities

Established by Ord. 3661 on August 1, 1995 and also Ord. 4008 on April 9, 2001. The duties of the board include:

1. Study the problems and determine the needs of the City of Goshen in connection with its tree planting and maintenance program and annually recommend to the Common Council a plan of action.
2. Establish and maintain a "Street Tree Specifications and Standards of Practice" manual which shall contain but not be limited to a list of acceptable species, cultivars or varieties for planting in the municipality.
3. Educate the community regarding the selection, planting, and maintenance of trees, whether they are on public or private property.
4. Make recommendations to the Council from time to time as to desirable legislation concerning the tree program and activities.
5. Recommend the Board of Public Works and Safety standards for planting and maintaining street trees.

### Members

The Mayor shall appoint three members, one of whom shall have a degree or equivalent in arboriculture. The Council shall appoint four members. Appointments are not required to be politically balanced. Appointments shall be for three years and be residents of Goshen.

1. Greg Imbur, appointed by the Mayor (1/21 - 12/23)
2. Melanie Helmuth, appointed by Council (1/21 - 12/23)
3. Emma Conrad, appointed by Council (1/21 - 12/23)
4. Erin Floyd, appointed by Council (1/22 - 12/24)
5. Ryan Smith, appointed by Council (1/20 - 12/22)
6. Doug Yoder, appointed by the Mayor (1/22-12/24)
7. Matt Schrock (City Council Liaison)
8. Antonio Perez (Youth Advisor)

### Meetings

- Fourth Monday of the Month
- 7 p.m.
- Reith Interpretive Center, 410 W Plymouth Ave. Goshen, IN

### 2024 Schedule

- Monday, January 22 | 7:00 p.m.
- Monday, February 26 | 7:00 p.m.
- Monday, March 25 | 7:00 p.m.
- Monday, April 22 | 7:00 p.m.
- Monday, May 27 | 7:00 p.m.
- Monday, June 24 | 7:00 p.m.
- Monday, July 22 | 7:00 p.m.
- Monday, August 26 | 7:00 p.m.
- Monday, September 23 | 7:00 p.m.
- Monday, October 28 | 7:00 p.m.
- Monday, December 9 | 7:00 p.m.

### Staff Support

- Director of Environmental Resilience: Aaron Sawatsky-Kingsley
- Urban Forestry Assistant: Melanie Helmuth

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## Traffic Commission

### Purpose and Responsibilities

#### Members

1. Dustin Sailor, Acting Chair
2. Brett Weddell, Council Representative
3. David Gibbs, Street Commissioner Representative
4. Ryan Adams, Police Representative
5. Anthony Powell, Fire Representative
6. Nick Kieffer, Chamber Representative
7. Alan Metcalfe, Goshen Community Schools Representative
8. Dennis Richmond, Community Member
9. Evan Bontrager, Bicycle Representative

#### Meetings

- Third Thursday of the month
- 4 p.m.
- Annex Conference Room

#### 2024 Schedule

- Thursday, January 18 | 4:00 p.m.
- Thursday, February 15 | 7:00 p.m.
- Thursday, March 21 | 7:00 p.m.
- Thursday, April 18 | 7:00 p.m.
- Thursday, May 16 | 7:00 p.m.
- Thursday, June 20 | 7:00 p.m.
- Thursday, July 18 | 7:00 p.m.
- Thursday, August 15 | 7:00 p.m.
- Thursday, September 19 | 7:00 p.m.
- Thursday, October 17 | 7:00 p.m.
- Thursday, November 21 | 7:00 p.m.
- Thursday, December 19 | 7:00 p.m.

#### Staff Support

Director of Public Works, Dustin Sailor

## City of Goshen Key Calendar of Events

### February

1. HSNA Chili Cook-off: February, TBD
2. Family Valentines Dance, Parks, Thursday, February 8
3. Hearts Aglow: Family Valentines Dance, Parks, Thursday, February 8

### March

4. Essay Contest, CRC, TBD March
5. Goshen Founders' Day and State of the City Address, Mayor's Office, Thursday, March 28

### May

6. Mother Son Dance Night, Parks, Wednesday, May 1
7. First Fridays: Green Day (Arbor Day), Environmental Resilience, Friday, May 3
8. Free Outdoor Movies: The Little Mermaid, Parks, Friday, May 24
9. Parkside: Neighborhood Spring Cleanup, Parkside, TBD May
10. Memorial Day Parade, Goshen VFW, Monday, May 27

### June

11. Sailing Camp, Parks, TBD June
12. June First Fridays: Wheels and Deals / Mayor's Bike Parade Mayor's Office, CRC Friday, June 7
13. Dive-In Movie Night at Shanklin Pool: The Water Horse, Parks, Saturday, June 8
14. Pop-Up Water Park, Parks, Saturday, June 22

### July

15. Kids and Teens' Triathlon, Parks, Saturday, July 13
16. Splash-Tastic Weekend: Waterslides at Abshire Park, Parks, Friday, July 26-28,

### August

17. WGNA Block Party: TBD August
18. Free Outdoor Movies: Elemental, Parks, Friday, August 2
19. Rock the Quarry Parks, Saturday, August 10
20. SMRNA Float Fest: August 10
21. Rock the Quarry Adult Triathlon, Parks, Saturday, August 10
22. HSNA Block Party: August 17 (Tent.), HSNA, Saturday, August 17
23. Touch a Truck, Parks, Wednesday, August 21
24. Colleague and Board Member Appreciation Day, Mayor's Office, Friday, August 23
25. Touch a Truck, Parks, Saturday, August 24
26. SMRNA Ice Cream Social: August 24 (Tent.) SMRNA Saturday, August 24

### September

27. EGNA Picnic: September 7 (Tent.)

28. Ride to Remember, Mayor's Office, Sunday, September 8
29. Historic Racemere Peninsula Neighborhood Assoc. Picnic: September 8
30. Maple City Walk Parks, Saturday, September 14
31. Parkside Annual Picnic: September 21

#### October

32. Trunk or Treat, Parks, TBD October
33. Indigenous People's Day, CRC, Monday, October 14
34. Trunk Or Treat, Parks, Saturday, October 26
35. Free Outdoor Movies: TBD, Parks, Saturday, October 26
36. Trick or Treat at City Offices, Mayor's Office / CRC Thursday, October 31

#### November

37. Letters to Santa Parks, Friday, November 8
38. Veteran's Day, Goshen VFW, Monday, November 11
39. EGNA Chili Supper: November 17
40. Goshen Nights of Lights, Parks, Thursday, November 28
41. Nights of Lights: Holiday light display, Parks, Friday, November 29

#### December

42. HSNA Holiday Wander: December 21 (Tent.)
43. EGNA and Parkside Luminaries: December 24

## Council Liaisons to Departments, Boards, and Commissions

The Mayor appoints at least one City Council to liaison with each department, board, or commission within the City government. Whether the Councilor is actively involved in the group's discussions depends on the nature of the work that the board or commission performs, as well as the desires of its members.

It is expected to have a member of the City Council attend various board and commission meetings from time to time. Some members of the City Council do this solely to become more familiar with board and commission members, as well as the group's work.

**NOTE:** A Council Member appointed to sit as a member of a board, commission, or committee is not a liaison for purposes of this definition.

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### Liaison Role

The primary role of the Council Liaison is facilitating communications from the body to the Council.

The Council Liaison shall facilitate communications between the Commission and the Council. The Liaison should not be an advocate for the Commission, give direction, or influence a decision of the Commission. The Liaison may, however, assist and provide information.

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### Purpose

The Liaison acts as:

1. Spokesperson on behalf of the Council when so directed by the Council when seated as a body.
2. Contact person if the Commission or an individual Commissioner wants such a communication channel.
3. Monitor the Commission to identify procedural and structural issues relating to the effective functioning of the Commission for Council.

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### Participation Expectation

Attendance is discretionary with the Council Member; although attendance at Commission meetings is not required, it is encouraged.



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## Voting and Terms

Liaisons shall have no vote on the Commission and shall not act as an ex officio member of a commission.

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## 2024 Council Liaison Appointments

Department Group	Related Boards	Liaison
<b>Administration</b>		
<ul style="list-style-type: none"><li>• Legal</li><li>• Community Relations,</li><li>• Communications, Events</li><li>• Finance</li><li>• Technology</li><li>• Central Garage</li></ul>	<ul style="list-style-type: none"><li>• Community Relations</li><li>• Economic Development Commission</li><li>• Economic Improvement District</li></ul>	
<b>Public Safety</b>		
<ul style="list-style-type: none"><li>• Police</li><li>• Fire</li><li>• EMT</li><li>• Courts</li></ul>	<ul style="list-style-type: none"><li>• Board of Public Works &amp; Safety</li></ul>	
<b>Community Development</b>		
<ul style="list-style-type: none"><li>• Redevelopment</li><li>• Building</li><li>• Planning and Zoning</li></ul>	<ul style="list-style-type: none"><li>• Board of Building Appeals</li><li>• Board of Zoning Appeals</li><li>• Plan Commission</li><li>• Redevelopment Commission</li></ul>	
<b>Public Facilities</b>		
<ul style="list-style-type: none"><li>• Parks and Recreation</li><li>• Environmental Resilience</li><li>• Cemeteries</li><li>• Aviation</li></ul>	<ul style="list-style-type: none"><li>• Board of Aviation Commissioners</li><li>• Board of Cemetery Trustees</li><li>• Parks &amp; Recreation Board</li><li>• Shade Tree Board</li></ul>	
<b>Public Works</b>		
<ul style="list-style-type: none"><li>• Engineering and Stormwater</li><li>• Water and Sewer</li><li>• Wastewater</li><li>• Streets</li><li>• Utilities</li></ul>	<ul style="list-style-type: none"><li>• Board of Public Works &amp; Safety</li><li>• Traffic Commission</li></ul>	

EXHIBIT #2

This guiding document of the Goshen, Indiana City Council was originally adopted by the City Council and most recently updated in 2020.

Ordinance 4897, as amended by Ordinances 4925, 4998, and 5036 Goshen Common Council Rules of Order (2020)

# Goshen Common Council Rules of Order 2020

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**Ordinance 4897, as amended by Ordinances 4925, 4998, and 5036  
Goshen Common Council Rules of Order (2020)**

WHEREAS the Goshen Common Council adopts rules of order to facilitate the orderly transaction of business and provide a basis for resolving questions of procedure that may arise.

WHEREAS, the Goshen Common Council embraces the following principles as important in facilitating the orderly transaction of its business and in promoting the best interests of the City of Goshen:

- Respect for each other and for each other's rights;
- Open communication and engagement;
- Honesty;
- A safe community;
- Acceptance that change has positive and negative consequences;
- Tolerance of differences;
- Support for equality and freedom from discrimination.

(Ord. 4897, 4/11/2017; Ord. 4925, 11/06/2017)

NOW, THEREFORE, BE IT ORDAINED that Goshen Common Council adopts the following rules of order:

**Section 1. Application of Special Rules**

- A. The rules of order of the Goshen Common Council do not apply whenever the United States Constitution, State of Indiana Constitution, or applicable federal or state laws or regulations provide or require different requirements or procedures. If the United States Constitution, State of Indiana Constitution, applicable federal or state laws or regulations, or the Common Council special rules do not apply, Robert's Rules of Order, most current edition, shall govern proceedings.
- B. This ordinance specifically repeals Ordinance 4207.

(Ord. 4897, 4/11/2017)

**Section 2. Common Council Powers and Duties**

- A. The legislative powers of the City of Goshen are vested in the Common Council which permits the Common Council to pass ordinances and resolutions.
- B. The Common Council may manage the finances of the City and control the City's property to the extent that such power is not vested in the executive branch.
- C. The Common Council has the power to appropriate money, fix the rate of taxation, and establish budgets for the City and its departments in the manner prescribed by the laws of the State of Indiana.

- D. The Common Council has the authority to issue short term loans and bonds in accordance with the limitations established by the laws of the State of Indiana.
- E. The Common Council has the investigative powers set forth in Indiana Code § 36-4-6-1.

(Ord. 4897, 4/11/2017)

### **Section 3. Common Council President Role**

- A. The Common Council President presides at Common Council meetings whenever the Mayor is absent.
- B. The Common Council President shall act as a liaison between the Common Council and the Mayor.
- C. Under certain circumstances, the Common Council President serves as acting Mayor as provided by the laws of the State of Indiana.

(Ord. 4897, 4/11/2017)

### **Section 4. Common Council Presiding Officer Powers and Duties**

- A. The Presiding Officer shall conduct the meetings of the Common Council.
- B. The Presiding Officer shall call for a vote on any motion, resolution or ordinance.
- C. The Presiding Officer shall sign any ordinance, order or resolution properly passed by the Common Council and shall provide such executed documents to the Clerk-Treasurer to be approved by the Mayor.

(Ord. 4897, 4/11/2017)

### **Section 5. Motions**

- A. Amendments.
  - a. Only one resolution or ordinance can be on the floor at a time.
  - b. Only one amendment to a resolution or ordinance can be offered at a time. However, multiple versions of a pending amendment to a resolution or ordinance may be considered or discussed.
- B. Motion to Postpone.
  - a. An ordinance or resolution may be postponed indefinitely or to a date certain.

(Ord. 4897, 4/11/2017)

### **Section 6. Debate**

- A. Debate must be limited to the resolution, ordinance, motion or amendment under consideration. Debate may not begin until the resolution, ordinance, motion or amendment has been introduced or made by one Common Council member and seconded by another Common Council member.

- B. The following motions are not debatable:
  - a. Motion to adjourn if made after the completion of the agenda.
  - b. Motion to close debate.
  - c. Motion to call the question.
- C. Any Common Council member may request a call for vote, but only the Presiding Officer can call for the vote.
- D. Public comment will be permitted on a resolution or on the first and second reading of an ordinance.
- E. Public comment on an issue may be limited to individuals that own real estate in the City of Goshen, to individuals that represent a business located in the City of Goshen, and to residents of the City of Goshen by the Presiding Officer unless objected to by a majority of the Common Council.
- F. Any comment made by the public must be made to the Common Council and not to other members of the public.
- G. Public comment on any issue before the Common Council may be limited to no more than three (3) minutes per person by the Presiding Officer. If a majority of the Common Council determines at the beginning of public comment on an issue, that the length of time for comment by individual members of the public needs to be further limited, the Common Council may so limit. However, each member of the public must be afforded at least two (2) minutes.
- H. The Presiding Officer may request that public comments address new information, arguments or insight rather merely reiterate comments previously made by other persons. This request may not be made if the public is commenting during a statutorily required public hearing on an issue.
- I. The public may not comment on a procedural motion.
- J. The public may not comment on a motion to amend unless permitted by a majority of the Common Council.

(Ord. 4897, 4/11/2017)

### **Section 7. Option for Written Vote**

- A. Upon the request of any Common Council member on the final vote on any ordinance or on the vote on any resolution, a written vote shall be conducted.
- B. If a written vote is conducted, each Common Council member shall submit their vote on a piece of paper to the Presiding Officer who shall read the votes aloud, publicly identifying the vote of each Common Council member. After the written vote is read the Presiding Officer shall provide the members of the Common Council an opportunity to orally change their vote.

(Ord. 4897, 4/11/2017)

## **Section 8. Privilege of The Floor**

- A. Any member of the public commenting during privilege of the floor may be limited to three (3) minutes by the Presiding Officer.
- B. Common Council members may comment or request future action on subjects which were not on the Common Council's agenda during the Common Council's portion of privilege of the floor. The Common Council's portion of privilege of the floor will be held after the public has been given an opportunity to comment on subjects over which the Common Council has authority and were not on the Common Council's agenda.

(Ord. 4897, 4/11/2017)

## **Section 9. Prohibited Conduct**

- A. No Common Council member or a member of the public may attack the character or other attribute of the person or persons making an argument rather than attacking the argument itself.
- B. No Common Council member or a member of the public shall make threatening remarks about Common Council members or any member of the public.

(Ord. 4897, 4/11/2017)

## **Section 10. Agenda Items**

- A. The Presiding Officer has the authority to set the agenda of the Common Council. The agenda as presented may be amended by a majority vote of the Common Council to add items, delete items, or change the order of agenda items.
- B. Two (2) or more Common Council members may submit a request in writing to the Clerk-Treasurer that an issue over which the Common Council has authority be placed on the agenda of a future Common Council meeting. Two (2) or more Common Council members may request during privilege of the floor of a Common Council meeting that an issue over which the Common Council has authority be placed on the agenda of a future meeting.
- C. The Presiding Officer will determine the appropriate Common Council meeting that the item will be placed on the agenda at the earliest possibility taking into consideration City staff's need to properly review and comment on the issue and the number of other items that need to be addressed in upcoming meetings. A requested agenda item will be placed on the Common Council agenda within ninety (90) days unless a greater time period is agreed to by the Common Council.
- D. [Repealed].
- E. Agenda items shall be posted on the City's website by Thursday at 5 p.m. before any regularly scheduled Common Council meeting.
- F. In the event that there are no agenda items, the Clerk-Treasurer's Office is required to post that there is no agenda.

(Ord. 4897, 4/11/2017; Ord. 5036, 03/17/2020)

### **Section 11. Common Council Seating**

Common Council members shall be seated in alphabetical order by last name unless the Council establishes a different seating order for the annual term.

(Ord. 4897, 4/11/2017)

### **Section 12. Cancelled Common Council Meetings**

- A. Before a Common Council meeting is canceled due to lack of agenda items or lack of a quorum, the Presiding Officer shall discuss the cancellation with the Common Council President and a designee annually selected by the Council members that are not of the same party as the Council President. After the discussion, the meeting shall be canceled if the Mayor, Council President, and the annual designee all agree.
- B. The meeting can be canceled by the Presiding Officer if there is a declaration of emergency by the Federal government, State of Indiana, Elkhart County or City of Goshen that affects the City of Goshen.

(Ord. 4897, 4/11/2017; Ord. 5036, 03/17/2020)

### **Section 13. Minutes**

- A. The meeting minutes of the Common Council shall be prepared by the City Clerk-Treasurer or the Clerk-Treasurer's designee. The Common Council strongly encourages that the minutes be prepared in time to be approved at the Common Council's next regularly scheduled meeting.
- B. The meeting minutes shall be posted on the City's website within seven (7) days of the Common Council's approval of the minutes.

(Ord. 4897, 4/11/2017)

### **Section 14. Appointments of Common Council**

- A. The City's website shall include a list of Common Council appointments and when the terms of those appointments end.
- B. All vacancies on a board or commission to be appointed on January 1 by the Common Council shall be publicly announced in the first week of October by City email notice, on the City's website and on City's social media.
- C. Applicants must reside within the Goshen city limits and be at least 18 years of age unless the enabling statute or ordinance for the particular board or commission states otherwise.
- D. Anyone interested in a Council appointment to a board or commission shall submit an application via the City's website or in writing to the Clerk-Treasurer who will then distribute the application electronically. Council appointed board or commission members who want to be re-appointed to a seat they occupy shall also submit an application via the City's website or in writing to the Clerk-Treasurer expressing their desire



to be re-appointed. Applications are subject to Indiana's Access to Public Records Act unless specifically excepted by Indiana statute.

- E. Applications may be submitted at any time during the year, but they are actively solicited in October and November. Final appointments are made in December, except in years following a municipal general election when the appointments are made in January by the new Council.
- F. All board or commission applications will be kept active for one year and can be considered for mid-year vacancies. Any mid-year vacancies due to resignations or removals shall be announced at the first possible Council meeting and filled at the following Council meeting.
- G. The Council President, or his/her designee, shall contact applicants to let them know when appointments will appear on the Council agenda and to explain the appointment process. The Council President, or his/her designee, shall also contact applicants after the Council votes on appointments to inform the applicants of the outcome and to give new appointees basic information about the board or commission to which they have been appointed.
- H. A board or commission member appointed by the Council resigning mid-term is encouraged to submit their resignation via the City's website or in writing to the Clerk Treasurer.

(Ord. 4897, 4/11/2017; Ord. 4998, 03/05/2019)

Last amended by the Goshen Common Council on March 17, 2020

**Goshen Common Council Rules of Order**

Ordinance 4897, as amended by Ordinances 4925, 4998, and 5036

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