



Goshen Common Council

6:00 p.m. September 15, 2020 Regular Meeting

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

This meeting will be conducted under a declared public health emergency covering all of the State of Indiana. Due to social distancing guidelines there will be very limited spaced for public attendance. Members of the public are encouraged to submit questions or comments ahead of time to elected officials and/or the pertinent city offices.

The meeting will be streamed live via Zoom. For link, see <https://goshenindiana.org/calendar>

Call to Order by Mayor Jeremy Stutsman

Pledge of Allegiance

Electronic Meeting Participation Statement and Roll Call:

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

Approval of Minutes

Approval of Meeting Agenda

Privilege of the Floor

Elected Official Reports

I. Resolution 2020-22

Authorizing Investment of Public Funds in Certain CDs

- Staff Intro Memo, Follow-up Memo

II. Resolution 2020-23

Goshen Public Library Declaration of Fiscal Body

- Declaration Form
- Library Attorney Memo



III. Ordinance 5055 (2nd Reading) Amend 2020 Compensation Ordinance 5008 for Civil City and Utilities Employees: Add Community Relations Director and Grants Manager Positions

- CRC Director Draft Job Description
- Grants Manager Draft Job Description

IV. Ordinance 5056 (1st Reading) Amend 2020 Compensation Ordinance 5008 for Civil City and Utilities Employees: Add Stormwater Specialist Position

- Staff Memo

Adjournment



**City Clerk-Treasurer
CITY OF GOSHEN**

202 South Fifth Street, Suite 2 • Goshen, IN 46528-3714

Phone (574) 533-8625 • Fax (574) 533-9740

clerktreasurer@goshencity.com • www.goshenindiana.org

15 September 2020

To: Common Council

From: Adam Scharf

Re: Resolution 2020-22: Authorizing the Investment of Public Funds in Certain Certificates of Deposit

In hopes of addressing some questions that arose at the Sept. 1st council meeting regarding this resolution, I relayed some of the discussion to Mr. Bawcum, Portfolio Manager at BakerTilly, with whom I have been consulting about investment options for a limited portion of the City's cash balances. (A portion of the City Utility's funds have previously been invested in the exact manner authorized by this resolution.) Councilors should note that the municipal advisory and investment arms of BakerTilly are legally required to operate separately.

Mr. Bawcum provided the following bullet points for the benefit of the council:

- Indiana Code 5-13-9-5 allows the City, with the passage of a resolution, to open CDs with financial institutions outside the City but listed as Approved Depositories in the state by the Indiana Board for Depositories. Currently, the City is limited to opening CDs with financial institutions with physical branches in the City whose rates may not be as competitive at times.
- The resolution helps the City potentially earn more interest by including other competitive financial institutions throughout the state in the CD bidding process, along with all the local financial institutions.
- Any CD executed, whether with a local or outside financial institutions, will be fully insured by FDIC and/or Public Deposit Insurance Fund (PDIF).
- There is a penalty for early withdrawal, so we would only invest excess core balances we are certain will not be needed. To ensure liquidity, we would also structure the CDs to have amounts coming due regularly.
- We would continue to request bids from all financial institutions in the City.
- After receiving the bids, the City can choose from the top three bidders. This way, if a local bank is tied or close, the City can select the local bank over the outside bank.



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27 August 2020

To: Mayor Jeremy Stutsman, Council President Weddell, and Council Members

From: Adam Scharf

Re: Resolution 2020-22 to Authorize Investment in CDs pursuant to IC 5-13-9-5

The City's cash balances for both Civil City and Utilities are currently earning very low interest rates, which is reflective of the broader low interest rate environment. Interra Credit Union continues to offer competitive rates and excellent service; we have no plans to change our primary financial institution.

However, in consultation with the City's financial advisor our office has been exploring options for both increasing the diversification and rate of return on a portion of the City's funds. We have identified a liquid depository managed fund offered by a local bank. It is currently offering slightly higher rates than our savings/checking accounts.

Banks, in contrast to credit unions, have access to some "backups and injections" provided by the U.S. Treasury into our country's financial system. This safeguard is particularly important as we face economic difficulty in the near-term.

The depository fund we would like to invest in presents several advantages, including the option of facilitating strategic investments in relatively secure vehicles such as certificates of deposit (CD's) and bonds as the opportunity to do so may arise. Currently the rates on CD's are not at a level where investment in them makes sense. However, it would be prudent and in the best interest of Goshen taxpayers to be prepared to make a timely purchase of either CD's or bonds if and when the opportunity arises, even if the particular offering is through a financial institution outside the Goshen city limits.

We respectfully request passage of Resolution 2020-22.

COMMON COUNCIL RESOLUTION 2020-22

Authorizing the Investment of Public Funds in Certain Certificates of Deposit

WHEREAS, the City of Goshen, Indiana (the "City") desires pursuant to IC 5-13-9-5 to allow banks outside the political subdivision to submit quotes on public funds certificates of deposit;

NOW, therefore, pursuant to IC 5-13-9-5, the Goshen Common Council hereby authorizes the investing officer of the City to invest in certificates of deposit of depositories that have not been designated by the local board of finance but have been designated by the state board of finance as a depository for state deposits under IC 5-13-9.5. This authorization expires one (1) year after the adoption date, pursuant to the Indiana Code.

This Resolution is passed by the Common Council of the City of Goshen, Indiana on the ____ day of September, 2020.

Jeremy P. Stutsman, Presiding Officer

ATTEST: Adam C. Scharf, Clerk-Treasurer

Presented by me to the Mayor of the City of Goshen, Indiana, on the ____ day of _____ 2020

Adam C. Scharf, Clerk-Treasurer

This resolution approved and signed by me on the ____ day of _____ 2020

Jeremy P. Stutsman, Mayor

COMMON COUNCIL RESOLUTION 2020-23

Goshen Public Library Declaration of Fiscal Body

WHEREAS Indiana Code 6-1.1-17-20.6 requires each public library to identify the applicable city fiscal body to which it submits its proposed budget, when necessary; and

WHEREAS each public library must report such fiscal body to the Indiana State Library no later than October 1, 2020; and

WHEREAS the Goshen Common Council served as the fiscal body for the Goshen Public Library and adopted Ordinance 5043: Additional Appropriation Ordinance for Goshen Public Library Roof Repair and Elevator Modernization on May 19th, 2020; and

WHEREAS on May 19th, 2020 Library Attorney Bill Davis presented to the Goshen Common Council a memorandum, attached hereto and made a part of this Resolution, describing the basis for the Goshen Common Council to function as fiscal body for the Goshen Public Library; and

WHEREAS the Goshen Public Library Board adopted on August 19th, 2020 the Declaration of Fiscal Body attached and made a part of this Resolution, wherein the Library Board declared its fiscal body to be the Common Council for the City of Goshen;

NOW, therefore, the Goshen Common Council acknowledges that, pursuant to the requirements of IC 6-1.1-17-20.6, it is the fiscal body responsible for binding review and approval of the library budget under IC 6-1.1-17-20.3 and 20.4 when the conditions exist that require such binding review, and adopts the Declaration of Fiscal Body attached hereto and authorizes Dr. Brett F. Weddell, President of the Goshen Common Council, to sign.

This Resolution is passed by the Common Council of the City of Goshen, Indiana on the 15th day of September, 2020.

Jeremy P. Stutsman, Presiding Officer

ATTEST: Adam C. Scharf, Clerk-Treasurer

Presented by me to the Mayor of the City of Goshen, Indiana, on the ____ day of _____ 2020

Adam C. Scharf, Clerk-Treasurer

This resolution approved and signed by me on the ____ day of _____ 2020

Jeremy P. Stutsman, Mayor

Declaration of Fiscal Body

Goshen Public Library ("the library")

INSTRUCTIONS: (1) This report must be completed, adopted by the library board and board of the designated fiscal body, and signed by the library board president and president of the designated fiscal body. No later than October 1, 2020, a copy of this completed report must be e-mailed to StatewideServices@library.IN.gov or physically mailed to: Indiana State Library, 140 N. Senate Ave., Indianapolis, IN 46204-2296, Attn: Statewide Services. The library should keep a copy of the report on file.

(2) In the event the library's taxing territory is modified (ex – expansion/annexation/merger, etc.), a new report must be completed and submitted by the next October 1st following that modification if the modification results in a change to the library's adopting fiscal body.

WHEREAS, library officials typically submit the library's annual budget for nonbinding review by a separate fiscal body pursuant to the provisions of IC 6-1.1-17; and

WHEREAS, under certain conditions designated in IC 6-1.1-17-20.3 and 20.4, the library's budget is subject to binding review and adoption by a separate fiscal body; and

THEREFORE, this report identifies the fiscal body that would do any binding budget adoption in the event such binding adoption is required under the provisions of IC 6-1.1-17-20.3 or 20.4.

In the case of a triggering event under IC 6-1.1-17-20.3 or 20.4 which requires the library to submit its budget to a separate fiscal body for binding budget adoption, the fiscal body that is responsible for that binding adoption is **the Common Council for the City of Goshen.**

I hereby certify this report was adopted by the library board on **8/19/2020**.

<u>BRADLEY E. MOSNESS</u>	<u>Bradley E. Mosness</u>	<u>09-08-2020</u>
Library Board President Name Printed	Library Board President Signature	Date

Fiscal Body Acknowledgement

Pursuant to the requirements of IC 6-1.1-17-20.6, the **Common Council for the City of Goshen**
(Insert name of fiscal body)
acknowledges it is the fiscal body responsible for binding review and approval of the library's budget under IC 6-1.1-17-20.3 and 20.4 when the conditions exist that require such binding review.

I hereby certify this report was adopted by the _____ on _____.
(Insert name of fiscal body)

_____	_____	_____
Fiscal Body President Name Printed	Fiscal Body President Signature	Date

MEMORANDUM

To: Goshen Common Council
From: Library Attorney Bill Davis
Re: Fiscal Body for Goshen Public Library under Ind. Code § 6-1.1-17-20.3

According to Ind. Code § 6-1.1-17-20.3, the governing body (the Library Board) of a public library such as Goshen Public Library, whose members are appointed rather than elected, may seek approval of a proposed budget exceeding its previous year's budget times the assessed value growth quotient from the fiscal body of a town or city in certain circumstances, subsection (c) of the statute, or from the fiscal body of a county, subsection (d) of the statute, in other circumstances. According to Ind. Code § 6-1.1-18-5(k), if the Library Board of such a public library proposes to make additional appropriations that will cause its budget for the current year to exceed the budget for the previous year times the assessed value growth quotient, the Library Board must seek approval of the additional appropriations from the fiscal body identified by Ind. Code § 6-1.1-17-20.3 as appropriate in the circumstances.

According to Ind. Code § 6-1.1-17-20.3(c)(1), "[i]f . . . the assessed valuation of a public library's territory is entirely contained within a city or town," the appropriate fiscal body is "the city or town fiscal body." As a consequence of the merger between Goshen Carnegie Public Library with Elkhart Township of Elkhart County, Indiana, effected by mutual resolutions of the boards of each entity in 1962, the assessed valuation of Goshen Public Library is not "entirely contained within a city or town," so Ind. Code § 6-1.1-17-20.3(c)(1) does not apply. The assessed valuation of Goshen Public Library, the territory assessed for taxation for support of the library, is co-extensive with Elkhart Township of Elkhart County, Indiana.

According to the last sentence of Ind. Code § 6-1.1-17-20.3(c), "if more than fifty percent (50%) of the parcels of real property within the jurisdiction of the public library are located outside the city or town" the county council is the appropriate fiscal body to approve actions causing the library's budget for the year to exceed the library's budget for the preceding year times the assessed value growth quotient. Responding to an inquiry in 2018, then Elkhart County Auditor Pauline Graff reported that the number of parcels in the category Goshen Civil (Goshen Library) was 11,068, and the number of parcels in the category Elkhart Township (Goshen Library) was 2,835. Changes since 2018 would not alter the proportion of the number of parcels outside the City to the number of parcels inside the City. Not "more than fifty percent (50%) of the parcels of real property within the jurisdiction of the public library are located outside the" City of Goshen, Indiana. Consequently, the last sentence of Ind. Code § 6-1.1-17-20.3(c) does not apply.

According to Ind. Code § 6-1.1-17-20.3(c)(2), "[i]f . . . the assessed value of a public library is not entirely contained within a city or town but the public library was originally established by the city or town . . .," the appropriate fiscal body is the city or town fiscal body. The Goshen Library Association was formed at a meeting held on January 22, 1897. The Goshen Library Association was incorporated on January 25, 1900. Mr. E.E. Mummert was a member of the first Board of Directors, and he was a part of a delegation that traveled to New

York City in 1900 to solicit support from Andrew Carnegie for the construction of the library building that now serves as the offices of the Mayor and Clerk-Treasurer. As a condition of his gift for the library building, Mr. Carnegie insisted that the library have the regular and consistent support of tax revenues. Mr. Mummert was also a State Representative, and he was successful as a legislator in obtaining the enactment of Indiana's first general library law. In accord with that law, the Common Council of the City of Goshen passed Ordinance No. 136, "An ordinance to provide for the annual maintenance for a free Public Library in the City of Goshen, Indiana." Thereafter, in accord with the law's provisions, the judge of the Elkhart Circuit Court, the Goshen Common Council and the Board of School Trustees of Goshen School City severally appointed the members of the first Library Board, who met and organized by electing officers on April 9, 1901.

Although our library can trace its origins to a pre-existing library association, action by the City's Common Council established the library as a publicly supported governmental entity. Because the Library was originally established by the City of Goshen and because not more than 50% of the parcels within the Library's district are located outside the corporate boundaries of the City of Goshen, the Common Council of the City of Goshen is the fiscal body which must approve any actions that would cause the Library's budget for a succeeding year to exceed the budget for the previous year times the assessed value growth quotient, including the additional appropriations that are currently being proposed.

ORDINANCE 5055

Amend 2020 Compensation Ordinance 5008 for Civil City and Utilities Employees: Add Community Relations Director and Grants Manager Positions

WHEREAS Ordinance 5008 approves the 2020 minimum and maximum compensation, including wages and benefits, for Civil City and Utilities employees; and

WHEREAS the Community Relations Commission was established in 2004 by Ordinance 4201 with the recognition that it is the public policy of the City of Goshen “to provide all of its citizen equal opportunity for education, employment, access to public conveniences and accommodations...”; and

WHEREAS the City of Goshen strives to foster a welcoming and inclusive community; and

WHEREAS it is the goal of the City of Goshen to improve community outreach and facilitate connections between community members, as well as between residents and the City government that serves them; and

WHEREAS the Mayor may appoint a Community Relations Director, subject to the approval of the Community Relations Commission (Goshen City Code 2.1.1.5 (d)); and

WHEREAS the Mayor and Community Relations Commission deem it appropriate and timely to establish a new Community Relations Director position which for 2020 shall be part-time; and

WHEREAS the COVID-19 public health emergency has resulted in both substantial unexpected expenses and federal grant funding (Coronavirus Relief Act, FEMA public assistance), along with the accompanying tracking, reporting, and compliance administration; and

WHEREAS the Clerk-Treasurer has consulted with the Indiana Finance Authority and been advised that the payroll costs for a previously-unbudgeted and newly-hired employee in 2020 whose job duties focus on COVID-19 related funding and administration would be a qualifying reimbursable expense under the federal CARES Act as administered and regulated by the State of Indiana; and

WHEREAS the new Grants Manager would focus on COVID-19 related duties in 2020; and

WHEREAS in the face of decreasing tax revenues, grant funding is likely to be an increasingly important revenue source in coming years for the City, especially in the realm of public safety; and

WHEREAS the focus of a Grants Manager beyond 2020 will be on assisting City Departments with grant funding and administration, with special emphasis on Public Safety, Police and Fire Departments; and

WHEREAS a Grants Manager will assist in identifying and procuring new funding as well as preventing the potential loss of funding due to noncompliance; and

WHEREAS on an ongoing basis the City receives substantial grant funding, especially from the federal government, which is subject to many compliance terms, maintenance of effort, and audit, requiring substantial administrative resources; and

WHEREAS the cost of audits is borne by the City of Goshen, with the cost of the 2019 audit alone being greater than the initial annual base salary of the new Grants Manager; and

WHEREAS the frequency and accompanying cost of audits can be reduced by establishing a strong track record of performance; and

WHEREAS under recently-increased attention and scrutiny for federal grant recipients by the Indiana State Board of Accounts, three consecutive federal audits (2017-2019) of the City have had findings related to grants tracking, compliance, internal controls and reporting; and

WHEREAS the Corrective Action Plans submitted by the City to the State Board of Accounts for both 2018 and 2019 audits included the addition of an employee responsible for grants support, management and internal controls; and

WHEREAS no additional appropriations for the 2020 budget would be required for either the Community Relations Director or the Grants Manager positions;

NOW, THEREFORE, BE IT ORDAINED by the Goshen Common Council that Ordinance 5008, Exhibit A, 2020 Positions, Classifications and Grades, shall be amended to:

1. Add a new Community Relations Director position under the Mayor's Office. The classification of the position shall be non-covered, ineligible, and the position shall be a Grade 12.
2. Add a new Grants Manager position under the Clerk-Treasurer's Office. The classification of the position shall be covered, exempt (hourly), and the position shall be a Grade 11.

PASSED by the Goshen Common Council on September_____, 2020.

Presiding Officer

ATTEST:

Adam C. Scharf, Clerk-Treasurer

PRESENTED to the Mayor of the City of Goshen on September_____, 2020

Adam C. Scharf, Clerk-Treasurer

APPROVED and ADOPTED on September_____, 2020.

Jeremy P. Stutsman, Mayor

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Department: Mayor's office

Position: Community Relations Director

Job Category: PAT (Professional, Administrative, Technological)

Status: Permanent, Part-Time, Political Appointment

FLSA Status: Exempt

Date of Announcement:

Application Deadline: Until position is filled

Job Summary

Reporting to the Mayor, the Community Relations Director will focus on and participate in developing strategic goals related to diversity, equity and inclusion. The Community Relations Director will advocate for affinity groups while cultivating positive relationships thru community outreach.

Essential Duties and Responsibilities:

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive.

- Attend multiple Community Relations Committee meetings.
- Provide leadership facilitation and conflict resolution.
- Provide vision, leadership, and counsel on matters of diversity initiatives; planning, training, education, research and policy development.
- Develop and maintain communication for programs that build positive relations in the community.
- Must be team-oriented, with excellent interpersonal skills to include written, oral, listening, and presentation.
- Ability to use discretion and good judgement in handling confidential information.
- Maintain the budgeting and accounting process, you must be able to evaluate the relative cost and sustainability of a program compared to its benefits for the City.
- Excellent persuasive skills, with the ability to be calm under pressure.
- Serves as a key point of contact for City leaders, business leaders and residents within the City.
- Plan, organize and brainstorm community relations programs, and events
- Project management; successfully handle multiple ongoing projects and initiatives.
- Public speaking
- Ability to meet deadlines.

Minimum Training and Experience Preferred:

- Proven leadership, education, and aptitude for understanding and addressing affirmative action, equal opportunity regulations, diversity, equity and inclusion; or combination of education and experience in a related field is preferred.
- Strong work ethic, flexibility and a sense of humor.
- Proficiency in the use of Microsoft Office.

Minimum Physical and Mental Abilities:

- Ability to exert physical effort in sedentary to light work involving routine stooping, kneeling crouching, and reaching.
- Ability to operate a variety of office equipment.

Language Ability and Interpersonal Communication:

- Ability to communicate effectively with Mayor, Council, Clerk-Treasurer, media, department heads, elected officials, community and business leaders, all City personnel, and the general public verbally and in writing.

Environmental Adaptability:

- Ability to work effectively in an office environment.

Rate of Pay:

To be determined

Work Hours:

Monday - Friday, to be determined. (Hours are required outside of normal work day for meetings and special events).

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshenindiana.org. Click Job Opportunities.

The City of Goshen provides equal employment opportunities to all employees and applicants for employment. EOE/Drug Free/Smoke Free

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Department: Finance & Records (Clerk-Treasurer's Office)

Position: Grants Manager

Job Category: PAT (Professional, Administrative, Technological)

Status: 40 Hours (Hourly)

FLSA Status: Covered, Non-Exempt

Date of Announcement:

Application Deadline: Until position is filled

Essential duties and responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

- Research and identify grant opportunities, with a special focus on public safety
- Match internal needs to external opportunities
- Write foundation and government grants that are written clearly, professionally, and effectively
- Track grant process and meet deadlines
- Collaborate with staff of various departments on grant writing, accounting, reporting and compliance requirements
- Monitor revenues and expenditures, project status, to ensure proper implementation and compliance for grant-funded projects
- Conduct stewardship activities
- Utilize financial/accounting software (Incode), spreadsheets, databases (including GIS) and other computer applications
- Properly account for grant funds and prepare the Schedule of Expenditures of Federal Awards
- Account for all (internal and external) loans issued and payments received
- Audit internal finances, identify and implement corrective actions, prepare journal entries
- Assist external auditors by preparing and providing schedules, explanations, and supporting documentation
- Implement and exercise internal controls, procedures and accounting practices related to grants and loans
- Assist in the preparation and maintenance of public records generally, including meeting minutes
- Provide review and/or back-up for various public finance and records tasks
- Attend various meetings, conferences, seminars; participate in continuing education and professional development
- Perform other duties as assigned



Jason Kauffman, CESSWI, Stormwater Coordinator
STORMWATER DEPARTMENT, CITY OF GOSHEN
204 East Jefferson Street, Suite I • Goshen, IN 46528-3405

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MEMORANDUM

TO: Goshen Common Council

FROM: Dustin Sailor

RE: **ORDINANCE 5056 – AMEND 2020 COMPENSATION ORDINANCE 5008 FOR CIVIL CITY AND UTILITIES EMPLOYEES**

DATE: September 15, 2020

The addition of the Stormwater Specialist position to the Engineering Department was included in the Stormwater Department's 2020 Budget but was not included in Ordinance 5008. The Engineering Department is requesting this omission be corrected through the adoption of Ordinance 5056.

The addition of the Stormwater Specialist position is needed at this time to allow for the existing workload to be divided between two employees, which will improve Goshen's overall compliance with its Stormwater Permit. The addition of the Stormwater Specialist will allow for the better management of the existing workload and to prepare for the increased workload and permit requirements coming with the release of the new construction and municipal separate storm sewer system general permits. These two permits are anticipated to be adopted in early 2021, by the Indiana Department of Environmental Management and will replace the existing stormwater rules routinely referred to as Rule 5 and Rule 13.

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Department or Office: Engineering Department

Position: Stormwater Specialist (Permanent, Full-time)

Date of Announcement: Month, Date, Year

Application Deadline: Until position is filled

Under the supervision of the Stormwater Coordinator, the Stormwater Specialist will assist with implementation of the City of Goshen's municipal separate storm sewer system (MS4) program's six (6) minimum control measures. The Stormwater Specialist shall be responsible for the oversight and inspection of structural and nonstructural stormwater controls for construction and post-construction activities to ensure compliance with all applicable local, state, and federal stormwater rules and regulations. In addition, the Stormwater Specialist will conduct inspections of illicit discharge and drainage complaints and assist in the remediation of the observed problems. The Stormwater Management Department's mission is to reduce the impact of stormwater runoff on our community's water resources through oversight and public education on stormwater best practices in order to provide clean water for everybody and everything.

Essential Duties and Responsibilities:

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive.

Stormwater Coordinator Duties

- Collaborate with the Stormwater Coordinator, GIS Coordinator, Director of Public Works and Utilities with work relating to stormwater, water quality, and the conveyance of water.
- Understand federal, state, and local rules related to stormwater.
- Perform inspections of civil, residential, and commercial construction sites on a regular basis to ensure that the projects are in compliance with stormwater ordinances and best Management practices (BMPs) including installation and maintenance of erosion and sediment control BMPs, construction phasing, soil stabilization, drainage and stormwater installation, and associated problems for compliance with local, state, and federal stormwater regulations.
- Perform post-construction site inspections to ensure installed post-construction stormwater measures are functioning and to ensure the post-construction stormwater management plan (PCSMP) is being followed.
- Perform inspections of illicit discharge, drainage, and erosion and sediment control complaints as needed.
- Perform inspections of municipal facilities to ensure proper pollution prevention and good housekeeping BMPs are being implemented and maintained.
- Maintain accurate records (paper and electronic) by preparing reports on project compliance, notice of violations and corrective actions, and participate in any other enforcement processes; documenting on-site conversations and phone calls with contractors, developers, engineers, property owners, etc.; and necessary clerical work.
- Conduct pre-construction erosion and sediment control meetings with engineers, developers, and contractors to communicate stormwater requirements.
- Work with and provide technical assistance to developers, engineers, property owners, operators, contractors, business owners, and HOAs regarding installing and maintaining stormwater BMPs or correcting stormwater ordinance violations.
- Assist with stormwater education efforts of city employees.
- Prepare and present public presentations.
- Support other local and state stormwater organizations and entities in public education events as needed.
- Assist with updating and maintaining the Stormwater Department's webpage.
- Assist in the preparation of construction plans and specifications.
- Research and evaluate stormwater practices and technical standards.

Stormwater Coordinator Duties (Cont.)

- Assist with water testing from stormwater runoff, pipe outfalls, and waterways as the need arises and evaluate results.
- Assist with preparing program's annual report.
- Assist in preparation of annual program and budget.
- Assist with surveying activities.
- Collect field data using GPS equipment to map storm sewer system.
- Create new GIS layers and update existing layers as needed.
- Work with City departments to lessen stormwater runoff impacts.
- Work with Federal and State regulators for environmental permitting.
- Research stormwater practices.
- Perform other essential duties as directed.

Minimum Training and Experience Required:

- High School Diploma, or equivalency; prior related work experience; or any equivalent combination of education, training and experience which provides necessary knowledge, skills and abilities.
- Must be able to obtain stormwater related certifications that elevate the employee to the status of a qualified stormwater professional. Recommend stormwater certifications are Certified Erosion, Sediment and Stormwater Inspector (CESSWI), Certified Professional in Erosion & Sediment Control (CPESC), and MS4 Compliance and Enforcement Certified Inspector (MS4CECI).

Special Requirements:

- Willingness to be in contact with sewage (City will refund costs for Hepatitis inoculations if employee is not already vaccinated).
- Willingness to work a flexible schedule when field activities warrant it.
- Willingness to obtain education and related job certifications.
- Valid driver's license.

Minimum Physical and Mental Abilities:

- Knowledge of modern office procedures and methods including telephone communications, office systems, and record keeping.
- Knowledge of modern business communication, including style and format of letters, memoranda, minutes, and reports.
- Skills required in using a personal computer and various software packages.
 - Experience using GIS and/or permit tracking software is beneficial but not required.
- Ability to establish priorities, work independently, and proceed with objectives without supervision.
- Ability to handle and resolve recurring problems.
- Ability to assimilate complex issues and use appropriate communication strategies to influence wide and diverse audiences.

Mathematical Ability:

- Ability to add, to subtract, multiply, divide, calculate decimals and percentages, calculate area, calculate volume, and accurately measure with tape, wheel and other devices.

Language Ability and Interpersonal Communication:

- Ability to comprehend and correctly use a variety of informational documents including maps, graphs, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer and software handbooks/manuals, project plans, etc.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to use and interpret civil engineering and computer terminology and language.
- Ability to perceive and discriminate colors and shapes.
- Ability to use independent judgment, common sense, and principles of rational systems in the performance of tasks.

- Ability to work under stressful conditions and to balance priorities within and between departments.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly.
- Ability to advise and interpret the application of policies, procedures and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to communicate effectively with customers, coworkers, other City personnel, contractors, consultants, surveyors, and the general public verbally and in writing.

Environmental Adaptability:

- Ability to work effectively in an office environment and in the heat and cold.

Rate of Pay:

Grade 10 as designated by the current salary ordinance with the hourly rate dependent on relevant work experience.

Work Hours:

Monday - Friday, 7:00 a.m. - 4:00 p.m.

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshenindiana.org. Click "Job Opportunities."

The City of Goshen is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, gender, age, national origin, disability or military status with respect to hire, tenure, terms, conditions, or privileges of employment or any matter directly or indirectly related to employment.
EOE/Drug Free/Smoke Free

ORDINANCE 5056

Amend 2020 Compensation Ordinance 5008 for Civil City and Utilities Employees: Add Stormwater Specialist Position

WHEREAS Ordinance 5008 approves the 2020 minimum and maximum compensation, including wages and benefits, for Civil City and Utilities employees.

WHEREAS City Administration would like to add a new Stormwater Specialist position under the Engineering Department.

NOW, THEREFORE, BE IT ORDAINED by the Goshen Common Council that Ordinance 5008, Exhibit A, 2020 Positions, Classifications and Grades, shall be amended to add a new Stormwater Specialist position under the Engineering Department/Office. The classification of the position shall be covered, non-exempt (hourly), and the position shall be a Grade 10.

PASSED by the Goshen Common Council on _____, 2020.

Presiding Officer

ATTEST:

Adam C. Scharf, Clerk-Treasurer

PRESENTED to the Mayor of the City of Goshen on _____, 2020, at
_____ a.m./p.m.

Adam C. Scharf, Clerk-Treasurer

APPROVED and ADOPTED on _____, 2020.

Jeremy P. Stutsman, Mayor