



Goshen Common Council

6:00 p.m. August 3, 2021 Regular Meeting

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

Call to Order by Mayor Jeremy Stutsman

Pledge of Allegiance

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

Approval of Minutes – July 20, 2021

Approval of Meeting Agenda

Privilege of the Floor

I. Ordinance #5093 Establishing a Deputy Mayor Position

Elected Official Reports

Adjournment



Minutes of the Common Council Regular Meeting of July 20, 2021

6:00 p.m. Council Chambers, Police & Court Building, 111 East Jefferson Street, Goshen, Indiana

Mayor Jeremy Stutsman called the meeting to order and led in the Pledge of Allegiance

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

Absent: None

Approval of Minutes for the July 6, 2021 Common Council meeting were presented.

McKee/King moved to accept the minutes as presented. Passed 7-0

Approval of Meeting Agenda

Nisley/Perez moved to approve the agenda. Passed 7-0

Privilege of the Floor

Rob Reider of Goshen shared disapproval in the pride week and drag show, suggesting that homosexuality is a money-grab, and encouraged the council to act.

John Glick from outside of Goshen shared disapproval on pride events and encouraged the mayor and common council to consider the origin and purpose of civil government by reciting scripture.

Judy Glick from outside of Goshen recited scripture relating to the creation of the world and downfall of humans.

Ron Buckley of Northern Indiana Abolitionists shared his experience of visiting Shanklin Park with the intention of handing out tracts but were instead blocked by individuals with umbrellas, water was thrown on his daughter, and felt intimidated. He also shared that his intent was to show love through telling truth.



Carlyle Guinn from outside of Goshen shared disapproval of pride week, addressed the issue of divorce and homosexuality as a pastor of 37 years, and encouraged the council to take a stand against homosexuality and abortion.

Lori Arnold of Goshen noted that she observed Antifa members at the Shanklin Park event on Saturday and called the sheriff and Chief Miller to inquire about additional security at the Shanklin Park event due to the perceived threat of pedophiles.

Bob Waldosky of Goshen shared that he optimistically moved to Goshen but found the statue of a false god on the county courthouse lawn, wondered what community leaders will do about the pride event, and sees a godless community led by godless men and women.

Phillip Crawford of Goshen asked for the help of community leaders after living in Goshen for seven years, recalled the Revive Indiana event, and encouraged the mayor and council to join the faith community to protect children from homosexuals and pedophiles.

Daniel Floyd Weaver invited the mayor or council members to a coffee at the Electric Brew at any time the following day in hopes of bettering the City through strong families and strong children.

Councilor King responded with support to LGBTQ neighbors, shared the need to recognize individuals for who they are, while also acknowledging love for family.

Councilor Eichorn shared disappointment in response to a teacher being publicly shamed for something the teacher did not do, and affirmed support for Pride Week and everyone in the LGBTQ community.

Councilor Perez noted that as a former pastor, he wants to continue to walk with individuals and community members without judgement, and that the community can stand with individuals who want to call Goshen their home with a sense of grace, encouragement, and empowerment.

Resolution 2021-25: Fiscal plan for County Road 36 Annexation

Weddell/Nisley moved for passage of Resolution 2021-25.

Mayor Stutsman stated that the resolution had been held over from the previous meeting for the Council to have more time to review it and to hear further statements from staff. With no comments from the Council, Mayor Stutsman invited questions from the public.

Terri Keller of Springbrooke Estates in Goshen shared that after living in Goshen for 32 years, the traffic in the community has become worse, was thankful for the improvements at US 33 and College Avenue, but also noted significant concerns for increased road congestion due to the new development.

Mayor Stutsman reminded the council that a traffic study for the area is underway.



Dustin Sailor affirmed that a traffic study is reviewing post-development traffic flows, including a study for College Avenue between US 33 and the railroad tracks to the East, College Avenue between US 33 and the railroad tracks to the West near 9th Street, and improvements to US33 from Monroe Street to Kercher. These studies and improvements are planned through 2026.

Jodi Salisbury shared concerns that sidewalks will reduce the size of resident's front yards near the annexation.

Councilor Perez considered the future of work and workers, and how it relates to the opportunities the City can provide to community investors in the future of Goshen. He also asked the council to consider what and who they want to attract to the City, and potential alternatives to the proposed development.

Mayor Stutsman affirmed the role of discussions on diversification in the city workforce.

Roll call vote to pass Resolution 2021-25. Passed 4-3

Eichorn:	No
King:	No
McKee:	Yes
Nisley:	Yes
Perez:	No
Schrock:	Yes
Weddell:	Yes

Ordinance 5090 (2nd Reading): County Road 36 Annexation

Weddell/Nisley moved for passage of Ordinance 5090 on 2nd Reading.

Mayor Stutsman encouraged the council to direct questions about the annexation to staff members present.

Councilor Eichorn asked Ryan Thwaites about his plan with the land regardless of the annexation, Thwaites replied that he plans to move forward with development, one parcel will be used to produce RVs and the other two parcels are for undetermined use. Eichorn asked about sustainable manufacturing, Thwaites noted that he is pursuing solar energy options for his manufacturing plants. Eichorn shared concern about the concentration of RV factories in the community and the volatile economic nature of the RV economy, although the council is presented with an opportunity to build infrastructure in the community.

Thwaites affirmed his commitment to the Goshen community and development of economic opportunities for all industries and is committed to addressing traffic and water issues on the development.

King, Eichorn, Thwaites, and Sailor all discussed the nuances of the stormwater retention plan and how it differs depending on the annexation status of the land. Becky Hutsell noted that the proposed pond on the



south side of CR 36 is to address flooding on the north side, but will not be constructed if the land is not annexed.

Rhonda Yoder reported that the planning commission approved the zoning recommendation with a 6-1 vote at the 4:00 meeting. The biggest concerns about the land were traffic and flooding both on and off the property.

Weddell noted that without annexation, Thwaites would only be required to address flooding on his own property, the City would have no funds to provide infrastructure to the area, and the annexation could provide further opportunities to other businesses and industries.

Perez asked what had already been done to address flooding on the property that had already been annexed, Sailor noted that little had been done because the City lost funding to develop the stormwater liabilities, and the County did not want to provide support to develop the stormwater facilities.

Sailor reviewed the traffic study process, noting the issues addressed with the developer, scope of roads reviewed, and timeframe of study.

Perez asked Weddell to clarify how the City does not have funds to support the infrastructure development. The Mayor noted that funding this project through the utilities would result in significant utility rate increases. Hutsell shared that infrastructure improvements will cost approximately \$15 million, which will be supported by a \$10.5 million TIF bond only to be paid if the development takes place. She estimated that the bond ordinance will go to the council in the first or second council meeting in August, after being approved by the Economic Development Commission and the Redevelopment Commission.

Perez shared that Goshen residents deserve help from the City, not a developer. He spoke with residents at Springbrooke, sharing their concerns about traffic and their need for improvements. Mayor Stutsman clarified that the annexation is the only funding solution he's aware of that would fund the improvements needed. Sailor confirmed that the traffic study will address the required entrances into the developed properties.

Schrock asked about road improvements between the railroad tracks and US 33, Sailor confirmed that funding is committed to developing this section to three lanes with a pedestrian path on the north side.

John Keller of Springbrooke in Goshen shared concern that widening of College Avenue would result in the road too close to the condominiums in Springbrooke and asked how soon that project will be completed.

Janet of Goshen shared concern that the flooding will be addressed before concrete is laid, questions about water quality, and disappointment in the outcome of other city projects.

Steve Salisbury from CR 36 outside of Goshen noted that he has little confidence that the flooding issue will be fully addressed.



Bob Waldosky of Colorado Street in Goshen shared concerns over the results of the Kercher Road project and his disappointment over other city road projects.

Pamela Weishaup of Goshen shared a piece of Indiana Code addressing the preservation of farmland and frustration with traffic programs.

Dean Hiles of CR 31 outside of Goshen asked if the county roads will be considered in the traffic study, questioning how 500 new employees will travel from their jobs. He asked why Lippert gave up on developing the land, Mayor Stutsman replied that Lippert never explained why. Hiles reminded the council to develop the project thoroughly and finish the project or to buy out the current residents near the property.

Carol Metnisgouth of Goshen shared of her visits to nearby residents on CR 36, Springbrooke, and College Avenue, all of whom were opposed to the annexation due to traffic, flooding, and tax concerns.

Nick Keiffer from the Goshen Chamber of Commerce challenged the council and mayor to keep in mind how to keep and support existing industry while charting a vision for future community growth. He spoke in support of the annexation and development to expand services and opportunities for further business growth.

Crystal Welsh from Abonmarche spoke to support the petitioner, noting that the project will move forward, but will better benefit the community if annexation is successful, noting that the stormwater component of the project could not proceed due to being in a different jurisdiction. She also noted that the development would result in marketable commercial space in the community which is currently lacking in Goshen.

Mayor Stutsman commented on the positives and negatives of the project, noting that one single project will never solve all the community's projects. He articulated that multiple projects over time result in more improvements, and this annexation can be a large piece in these projects.

Nisley asked about the water and sewer loops, Hutsell confirmed the details of the water loop. Nisley reiterated that the project is a win-win situation for the city and residents if the developer meets his commitment to the city residents.

Roll call vote to pass Ordinance 5090. Passed 4-3

Eichorn:	No
King:	No
McKee:	Yes
Nisley:	Yes
Perez:	No
Schrock:	Yes
Weddell:	Yes



Public Hearing – Ordinance 5092: Additional Appropriations for the 2021 Budget

Mayor Stutsman requested public comments on the ordinance. There were no comments so the mayor closed the public hearing.

Ordinance 5092 (1st/2nd Readings): Additional Appropriations for the 2021 Budget

Weddell/Perez moved for passage of Ordinance 5092 on first reading.

Carl Gaines noted that larger equipment such as plow trucks and medical chassis are difficult to acquire at this time, so the additional appropriation allows the city to get ahead on ordering equipment that will be needed in the future. Mayor Stutsman affirmed that this allows the city to maintain the 5-year plan.

The additional appropriation will allow for the purchase of three medic trucks, EV trucks, plow trucks, and hybrid patrol cars. Questions about hybrid and EV trucks ensued.

Zach Bontrager of Goshen spoke in support of the additional appropriation and encouraged the city to continue budgeting proactively.

Voice Vote to pass Ordinance 5092 on first reading. Passed 7-0.

Weddel/Eichorn moved for passage of Ordinance 5092 on second reading.

Voice vote to pass Ordinance 5092 on second reading. Passed 7-0.

Elected Official Reports

Councilor Weddell shared of a good Redevelopment Commission meeting, thanked Theresa Sailor for a successful trip to the recycling facility and encouraged others to make another visit. Weddell also shared support for the youth involvement in the Climate Action Plan passed at an earlier meeting, commenting that Youth Advisor Mora was a part of the Plan's development from the beginning.

Youth Advisor Mora shared that the Climate Action Plan is a living document that can change over time as we learn more about climate change and hopes that it encourages other communities in the area to become energy leaders.

Councilor McKee discussed the Aviation Board meeting, discussing the success of the First Friday Fly-Ins.

Councilor Eichorn presented the Community Relations Commission retreat plans.

Clerk-Treasurer Aguirre addressed the council and residents, thanking the council for the kind welcome he received and pride in being a part of the City of Goshen's team. He shared confidence with city employees, and acknowledged that the public perception of government inefficiency does not appear present in the City of Goshen.



McKee/King moved to adjourn. Passed 7-0

Meeting Adjourned 8:23 p.m.

APPROVED:

Jeremy P. Stutsman, Mayor of Goshen

ATTEST:

Goshen City Clerk-Treasurer

ORDINANCE #5093

ESTABLISHING A DEPUTY MAYOR POSITION

WHEREAS, Indiana Code § 36-4-9-7 authorizes the City of Goshen, Indiana Common Council to establish the position of Deputy Mayor; and

WHEREAS, the Mayor is the executive of the City of Goshen, Indiana; and

WHEREAS, the Mayor of the City of Goshen, Indiana seeks to add the position of Deputy Mayor to the administration of the City in order to provide for more efficient delivery of services to the community.

NOW THEREFORE BE IT ORDAINED by the City of Goshen, Indiana Common Council that:

Section 1. The position of Deputy Mayor is now established in accordance with Indiana Code § 36-4-9-7 to serve as the Mayor's deputy.

Section 2. The Deputy Mayor shall be appointed by the Mayor and serve at the pleasure of the Mayor.

Section 3. The Deputy Mayor shall have the following powers and duties:

- a. Enforce the ordinances of the City and the statutes of the State.
- b. provide any information regarding City affairs that the Common Council requests;
- c. Supervise subordinate officers and employees.
- d. Ensure efficient government of the city
- e. Sign all bonds, deeds, and contracts of the City and all licenses issued by the City, when the Mayor is unavailable.

Section 4. The new Deputy Mayor position shall be added under the Mayor's Department. The classification of the position shall be non-covered, ineligible (salary) and the position shall be a Grade 30.

Section 5. This Ordinance shall be in full force and effect in accordance with Indiana law, upon the passage of any applicable waiting periods, all as provided by the laws of the State of Indiana.

Section 6. All ordinances or parts thereof that are in conflict herewith are hereby ordered repealed.

PASSED by the Goshen Common Council on August _____, 2021.

Presiding Officer

ATTEST:

Richard Aguirre, Clerk-Treasurer

PRESENTED to the Mayor of the City of Goshen on August _____, 2021 at _____ a.m./p.m.

Richard Aguirre, Clerk-Treasurer

APPROVED and ADOPTED on August _____, 2021.

Jeremy P. Stutsman, Mayor



Jeremy P. Stutsman, Mayor
CITY OF GOSHEN

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

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Date: July 27th, 2021

To: Goshen City Council Members

Subject: Changes to my Administrative Leadership Team

Prior to the creation of the Director of Community Development position in 2008, the City of Goshen had a full-time Building Commissioner and Redevelopment Director. When these positions became vacant, the decision was made to not fill the positions. This decision was made at a time when our economy was still in a deep recession and there was a major concern about how the City would balance its budget as a result of property tax caps. Not filling these two positions was part of a much larger effort to aggressively cut expenses throughout the City budget.

Building Department

Prior to 2008, the Building Commissioner was responsible for managing the department and also doing some of the inspections for commercial construction. In addition, there was a full-time commercial construction inspector. With the recession came a tremendous drop in building permit activity, reducing the workload for the Building Department, particularly the need for commercial construction inspections. This allowed the City to shift all of the commercial inspections to the Commercial Building Inspector and shift management responsibilities to the new Community Development Director position.

Since the Building Commissioner position has been vacant, the local economic expansion has been phenomenal. While we were averaging between \$20-30 million in annual construction activity 10 years ago, we are now consistently well above these levels. In 2020, for example, construction activity exceeded \$120 million. The Building Department has been able to manage this increase in permit activity without increasing staff through careful management of personnel and the implementation of an on-line permitting/inspection system. Over the past few years, most of the day-to-day management responsibilities for the department have gradually been shifted to the Commercial Building Inspector, whose title was changed to the Assistant Building Commissioner to reflect these additional responsibilities.

Redevelopment

The Redevelopment Director position was created at a time when Goshen's initial TIF areas were just beginning to generate revenue. Project activity was fairly limited at this time due to budgetary constraints. This allowed the City to transfer the Redevelopment Director's responsibilities to the Community Development Director. The Redevelopment



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Project Manager was added several years later as project activity increased with the availability of additional TIF funds.

As a result of the investment in a variety of public improvements, private investment has occurred in the two consolidated TIF areas. The additional TIF revenue has allowed the City to take on a number of new projects that would not have been possible otherwise. Over the next five years (2022-2026), the Redevelopment Commission will invest approximately \$50 million in a variety of public improvements in Goshen. The Redevelopment Project Manager will be tasked with leading the implementation of this ambitious capital improvement plan.

The Redevelopment Project Manager is also responsible for managing Goshen's Brownfield program, serving as lead staff to the Redevelopment Commission and oversees the development and implementation of the Commission's capital plan.

Proposed Changes

Given the added job duties for both of these positions, I am planning to move the individual currently in the Assistant Building Commissioner to the Building Commissioner position and the individual in the Redevelopment Project Manager position to the Redevelopment Director position. These changes will not require any changes to the salary ordinance, as these positions already exist. However, there will be an increase in the salary line of the Building and Redevelopment budgets. I am not planning on adding any additional staff to either of these two departments.

These changes will move existing staff from a grade 14, with a midpoint bi-weekly salary of \$2,253 (\$58,578 annual) to a grade 19, with a midpoint bi-weekly salary of \$2,620 (\$68,120). The requested changes would go into effect immediately and will be covered out of the existing 2021 budgets for Redevelopment and Building.

Community Development Director Position

As stated above this position came out of a need to find efficiencies in the City budget through a means of consolidating positions. The work load on City staff has increased greatly in the last decade. This position's responsibilities have increased greatly as well. Our Community Development Director will have many of the same duties as before but will also be expected to take on a few more duties in an effort to help me manager parts of my job as Mayor that have also grown in the last 5 years.

As part of this change Ordinance #5093 has been placed on the council agenda. This Ordinance creates a Deputy Mayor position in the Goshen City Government Structure.



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The Community Development position is a grade 23 and the Deputy Mayor position is proposed to be a Grade 30. This will help create a better structure within my administration to help ensure we are able to respond more efficiently and effectively to both our residents and internal structures.

Attached you will find job description for the three positions listed. None of these changes cause the need for additional employees. I am not proposing to fill the three positions being vacated. However, these changes do have an effect on our annual budget. Creating the Deputy Mayor position will come with a pay increase of \$2,619.46 per year and an additional \$572.35 of annual benefit increase. Promoting to Redevelopment Director and Building Commissioner will add wage and benefit increase of \$18,448.82 (combined) and \$4,031.06 (combined) of annual benefit increase. These three changes will cost the city \$25,679.69 yearly. However, two of these positions currently receive comp-time and will not be eligible for comp-time after the change. If you eliminate the comp-time expenses of \$4,500.00 (estimated for the remainder of 2021) the cost to the city budget of these changes comes to \$21,179.69 a year.

I would appreciate the councils support of the passage of Ordinance #5093

Sincerely,

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

Jeremy P. Stutsman

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Department: Office of the Mayor

Position: Deputy Mayor

Job Category: Political Appointment

Status: Permanent, Full Time

FLSA Status: Non-covered, Ineligible

Date of Announcement:

Application Deadline: Until position is filled

General Description:

Under the direction of the Mayor, performs highly responsible staff and administrative work covering a broad range of municipal activities. Interacts with Council, constituents, business leaders and City staff. Researches, analyzes and provides recommendations regarding critical policy areas. Develops and implements special projects as assigned. The Deputy Mayor will also provide direct supervision to the Community Development Department which includes the Redevelopment, Building and Planning Departments.

Supervision

General supervision is provided by the Mayor.

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. These job duties are to assist the Mayor and not remove responsibilities from the Mayor.

- Advises Mayor on a variety of city issues and assists in developing policies and procedures that affect city operations.
- Facilitates public dialogues and consensus building to resolve issues between the City and community stakeholders.
- Guides and expedites complex development projects through the approval process.
- Responds to requests for information from citizens, businesses and community organizations.
- Responds to inquiries from the public regarding issues unresolved at the departmental level.
- Plans and coordinates legislative initiatives and lobbying efforts.
- Works with County, State and Federal elected officials and agencies as directed by the Mayor.
- Assists the Mayor in developing long range capital plans and budgets for the City.
- Assists the Mayor in developing solutions to complex problems regarding City services and coordinates with City department heads in implementing solutions.
- Coordinates the development of an annual work plan that includes short-term and long-term goals within each department.
- Assists the Mayor in monitoring and evaluating progress of departments toward achieving established goals and objectives.
- Coordinates briefings and presentations to community stakeholder groups regarding City plans, projects and initiatives.
- Serves on task forces and committees on behalf of the Mayor to represent the interests of the City and ensures the Mayor receives progress reports.
- Provides analysis, including reports, studies and position papers, to assist the Mayor and Council in making informed policy decisions.
- Represents the Mayor and the City at various meetings, functions and events when the Mayor is unavailable.

- Serves as project manager for a variety of special projects as directed by the Mayor.

Minimum Training and Experience Needed:

- Masters Degree in Public Administration, Political Science, Community Development, Business Management or equivalent required.
-
- A minimum of ten years direct work experience in government at a supervisory level.

Knowledge, Ability and Skills

- Skilled at establishing and maintaining effective working relationships, both internal and external, to the City administration.
- Experience in project management including data analysis, formulation of plans and overall management of major initiatives.
- Knowledge of governmental budgeting and finance.
- Ability to communicate effectively with public groups, community leaders and elected officials.
- Knowledge of marketing and public relations principles and practices.

Special Requirements:

- Valid driver's license.

Minimum Physical and Mental Abilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in the job include vision and the ability to adjust focus. This position requires the ability to operate a keyboard at efficient speed.

Rate of Pay:

Grade 30 as designated by current salary ordinance.

Work Hours:

Monday – Friday, Hours to be determined.

Applications available in Human Resources, 204 E. Jefferson Street, Goshen IN, 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: Community Development

Position: Building Commissioner

Job Category: Permanent, Full-time, Political Appointment

Status: Permanent, Full-Time

FLSA Status: Non-covered, Ineligible

Date of Announcement:

Application Deadline: Until position is filled

General Description:

Manage operations of the Goshen Building Department, including the Rental Registration Program, Contractor Licensing, building permits and inspections and code enforcement. To perform a variety of tasks associated with the inspection of buildings and structures during constructions to ensure compliance with applicable state and city regulations and building codes.

Supervision

General supervision is provided by the Community Development Director

Essential Duties and Responsibilities:

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

- Review construction plans for initial determination of compliance with City code requirements.
- Inspect residential and commercial buildings during various stages of construction and remodeling.
- Prepare thorough inspection reports in a timely manner detailing deficiencies.
- Issue Stop Work orders, violation notices and orders for safe occupancy of habitable structures.
- Conduct re-inspections to make sure corrections have been made.
- Inspect existing residential and commercial structures for change of use, occupancy or compliance with current City of Goshen codes and ordinances.
- Confer with architects, contractors, builders and the public; explain and interpret requirements and restrictions of City of Goshen codes and ordinances.
- Maintain files and reports regarding inspection activities and findings on all active projects.
- Participate in pre-construction meetings with architects, engineers and contractors to explain code and local regulations related to new project constructions.
- Investigate and resolve complaints; determine compliance with City codes and ordinances.
- Assist other inspectors as needed.
- Testify in court as necessary.
- Perform code enforcement duties under the Neighborhood Preservation Ordinance as assigned.
- Supervises day-to-day operations of the department, monitors workflow, assigns staff to projects, evaluates staff efforts, assists staff in responding to complaints, and resolves personnel issues.
- Maintain working knowledge of state and local building codes, rules and regulations.
- Responsible for enforcement of Indiana Code 36-7-9 Chapter 9 of the Unsafe Building Law.
- Assists the Community Development Director in preparing and monitoring the departmental budget.

Minimum Training and Experience Needed:

- High school diploma
- Ten years relevant work experience; or any equivalent combination of education, training and experience that provides the necessary knowledge, skills and abilities.
- Proficiency in the use of Microsoft Office.

- Desired Certifications: Residential and Commercial Building, Plumbing and Mechanical Inspector Certifications from the International Code Council or other recognized national certification group.

Special Requirements:

- Valid driver's license.

Minimum Physical and Mental Abilities:

- Ability to utilize departmental equipment and tools including, gas detectors, lead test kits, tape measures, various hand tools, diagnostic testing equipment, etc.
- Ability to lift and/or carry weights up to 50 pounds.
- Ability to exert physical effort in moderate work involving lifting, carrying, pushing and pulling.
- Ability to stoop, kneel, crouch and crawl; ability to climb and balance.
- Ability to climb ladders to make visual inspections during progress of building and site construction.
- Ability to work indoors and outdoors in extreme heat and cold.

Mathematical Ability:

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, interpret graphs, perform formula calculations, and measure data.

Language Ability and Interpersonal Communication:

- Ability to communicate effectively with immediate supervisor, landlords, tenants, property owners, department heads and the general public both verbally and in writing.
- Ability to work under stressful situations maintaining composure while balancing priorities.
- Strong preference for individuals who are bi-lingual in English and Spanish.

Environmental Adaptability:

- Ability to work effectively in an office environment and in the field performing inspections and being exposed to the hazards of working with and around electricity, gas, construction sites, etc.

Rate of Pay:

Grade 19 as designated by current salary ordinance.

Work Hours:

Monday – Friday, 8 am – 5 pm (some meetings outside the normal work day may be required)

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

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CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Department: Community Development

Position: Director of Redevelopment

Job Category: PAT (Professional, Administrative, Technological)

Status: Permanent, Full-time, Appointed

FLSA Status: Exempt

Date of Announcement:

Application Deadline: Until position is filled

Essential Duties and Responsibilities:

- Proposes and prepares agenda for meetings of the Redevelopment Commission.
- Supervises the recording secretary for the meetings of the Redevelopment Commission.
- Leases real estate owned by the Department of Redevelopment.
- Arranges for the maintenance of real estate owned by the Department of Redevelopment.
- Assists in preparation of development plans and documents required for the establishment and/or amendment of Tax Increment Financing (TIF) Districts.
- Files annual reports with County Auditor and Department of Local Government Finance.
- Prepares proposed annual budget for approval by the Redevelopment Commission, Mayor and Common Council.
- Files annual resolutions directing the distribution of TIF proceeds for each TIF district.
- Coordinates with City Legal Department, Engineering Department and Clerk-Treasurer's office to fund and construct redevelopment projects.
- Administers contracts with vendors, developers, contractors and landowners.
- Coordinates activities of Redevelopment Commission with other governmental entities, consultants, City departments and Common Council.
- Works with private investors, businesses and developers to identify new redevelopment projects.
- Markets redevelopment projects to private investors and businesses.
- Works to identify alternative funding sources in addition to TIF revenues, including grants, loans and bonds.
- Responds to inquiries and complaints regarding projects.
- Serves as liaison between Department of Redevelopment and the Chamber of Commerce, Downtown Goshen Inc., Economic Improvement District Goshen Arts and Cultural District and other community-based organizations.
- Represents the Redevelopment Commission in matters before the Plan Commission, Common Council and Board of Public Works and Safety.
- Maintains all books and provide accounting for all redevelopment funds and redevelopment projects.
- Reviews requests for tax abatements submitted by applicants, including the calculation of points applicants earn on the tax abatement point system.
- Makes recommendations to the Common Council on tax abatement applications with supporting documentation.
- Coordinates requests for tax abatements with County Auditor and County Assessor.
- Files mandated reports.
- Prepares annual TIF report for Common Council as required by state statute.
- Manages selection process for consultants, including the preparation of RFPs, review of proposals, interviews, final selection and contract development.

- Prepares Five Year Capital Plan for Redevelopment Commission.
- Manage the Goshen Brownfield Revolving Loan Fund
- Performs other duties as assigned.

Minimum Training and Experience Required:

- Bachelor's degree in public administration, business administration, or a related field and four (4) years of full-time experience. Experience in real estate, finance or economic development is preferred.

Special Requirements:

- Possession of a valid driver's license.

Minimum Physical and Mental Abilities:

- Knowledge of principles, practices and methods of real estate redevelopment and redevelopment strategies; project planning and management; principles and practices of supervision, training, management consultation and program analysis; principles and practices of budget development and implementation; modern office practices.
- Ability to operate an office computer and a variety of word processing and software applications.
- Ability to work a flexible schedule including occasional evening and weekend hours.

Mathematical Ability:

- Ability to add, subtract, multiply, divide and calculate decimals and percentages.

Language Ability and Interpersonal Communication:

- Ability to analyze administrative, operational and departmental issues, evaluate alternatives and reach sound conclusions.
- Ability to consult effectively with management and staff.
- Ability to analyze complex real estate development projects for financial and managerial feasibility.
- Ability to manage and coordinate complex budgets.
- Ability to manage major projects related to redevelopment.
- Ability to prepare clear and concise administrative documents and reports.
- Ability to apply applicable laws, codes and regulations.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to work under stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly.

Environmental Adaptability:

- Ability to work effectively in an office environment, as well as in the field doing occasional inspections of real estate.

Rate of Pay:

Grade 19 as designated by current salary ordinance.

Work Hours:

Monday – Friday, 8:00 a.m. – 5:00 p.m., with some evenings and weekends required.

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