



Minutes of the Goshen Common Council Regular Meeting of September 1, 2020

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

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

Present: Megan Eichorn (Dist 4),
Julia King (At-Large),
Jim McKee (Dist 1),
Doug Nisley (Dist 2),
Gilberto Pérez, Jr. (Dist 5),
Matt Schrock (Dist 3),
Youth Advisor Hazany Palomino (Non-voting)

Absent: Council President Brett Weddell (At-Large)

Minutes of May 5, May 19, Aug. 21 were presented

Eichorn/King moved to approve the minutes of May 5, May 19, and Aug. 21, 2020. PASSED 6-0.

McKee/Nisley moved to approve agenda as presented. PASSED 6-0.

Privilege of the Floor

No one spoke.

Elected Official Reports

Nisley stated that Weddell was on vacation, which was the reason for his absence.

Perez and King commended Jonah Ferrin for engaging regarding concern for public safety, and Josh Corwin

Clerk-Treasurer updated council on Humane Society service and city building hail damage claims per packet memo.

Eichorn asked about status of apartment development at northeast corner of Plymouth and Indiana. Director of Public Works Dustin Sailor reported that project is proceeding.



Mayor announced new Police Department web page at goshenindiana.org/policing.

Special Presentation – Climate Action Plan

Director of Environmental Resilience Aaron Kingsley introduced project as well as presenter Kolt Vaughn, then distributed a handout (attached as *Exhibit A*). Vaughn proceeded with PowerPoint presentation.

Resolution 2020-21: Interlocal Memorandum of Understanding for Edward Byrne Memorial Justice Assistance Grant Formula Program Award

King/McKee moved for passage of Resolution 2020-21.

Police Chief Jose Miller explained that this is an annual grant. There is a new grant writer this year, and a joint application with Elkhart City and County. Said there is no guarantee that we will get the grant, but if we do the intention is to use funds for computers and related equipment.

VOICE VOTE on Resolution 2020-21: PASSED 6-0.

Resolution 2020-22: Authorizing Investment of Public Funds in Certain CDs

King/Eichorn moved for passage of Resolution 2020-22.

Scharf introduced per packet memo. Mayor said has looked at this in past and he has thought it is a good idea. Scharf clarified that there are no immediate plans to make CD purchases given current rates.

Nisley said he talked with Dan Hedden at BakerTilly for 35 minutes over the past two days, and after that it seems to Nisley high risk because if we pull money out we could lose interest; therefore we are not gaining money. Said those CDs are at a lower rate than a regular CD because we can pull them out. Nisley continued that it could be a very small part of our portfolio, but only if you are someone who knows how to invest like George (Bawcum) from BakerTilly does. Nisley also claimed this would eliminate an ordinance preventing Clerk-Treasurer from investing outside city limits.

Scharf stated that several statements by Nisley were incorrect. One is that a resolution cannot change an ordinance. Stated resolution is working within state law; this is a managed fund.

Nisley claimed that George (Bawcum) told him that Scharf had taken and ran by himself and had not had any direct contact. Mayor replied that Dan Hedden had brought this up in City in past, and Mayor has been in discussion in recent weeks with Hedden, who has encouraged City to consider this direction.

Nisley said there is no contract with Goshen for investment and they did know of any. Mayor said not until this actually begins. Scharf said Nisley's statement is not true; Scharf was sent letter of engagement directly by Bawcum. Mayor said he thinks there has been a miscommunication.



Nisley/McKee moved to table Resolution 2020-22. PASSED 4-2

Ayes: King, McKee, Nisley, Schrock

Nays: Eichorn, Perez

Mayor suggested next meeting to have BakerTilly representative explanation. McKee said all could be more educated and there are too many "ifs."

Ordinance 5054: Collection of Brush and Leaves

King/Eichorn moved for passage of Ordinance 5054 on second reading.

Glenn Null, Goshen, said that brush in his neighborhood has been out on street for a long time. Said in past, day after trash was when leaves were collected. Said some areas, especially with more trees, get more attention. Leaves get into street.

Mayor said one goal is to get a more set schedule and inform residents.

King asked about amendment to Violations Bureau ordinance for setting fee. City Attorney Bodie Stegelmann explained that there are two different processes: one is citation through ordinance bureau, separate is for potentially bigger problems where City may choose to bypass bureau to proceed to court, where \$500 maximum fee could come into play. Said expected 99.9% of violations to go through bureau. Mayor said only for repeated, purposeful violations would he see Board of Public Works & Safety proceeding to court for brush & leaves fine.

Schrock suggested collaboration ideas for friendly community education both for brush/leaf regulations and for free trailer program. Mayor replied that this will be major portion of Maple City Now citywide mailer. Eichorn suggested refrigerator magnet or removable portion of mailer.

Street Commissioner David Gibbs explained department plan for direct outreach and education.

Discussion on \$500 maximum as standard across various ordinances as worst case scenario. Mayor stated education and outreach would precede tickets. Further discussion of particulars.

Mayor committed never to use citations to try to make money, consistent with Mayor Kauffman's approach.

ROLL CALL vote to approve Ordinance 5054 on second and final reading: PASSED 6-0.

Ordinance 5055: Amend 2020 Compensation Ordinance 5008 for Civil City and Utilities
Employees: Add Community Relations Director and Grants Manager Positions

King/McKee moved for passage of Ordinance 5055 on first reading.



Mayor stated that Community Relations Commission was supportive. Distributed draft job description (attached as *Exhibit B*), which he said he would seek CRC input on. Stated position would be part-time in 2020 and 2021; if changed to full-time would return to council to discuss. Said did not feel passage on both readings was necessary tonight. Scharf concurred on readings.

Scharf encouraged councilors to read preamble of ordinance for context/justification. Addressed timing and reimbursement for position from CARES Act if done in 2020.

Deputy Clerk-Treasurer Jeffery Weaver explained that a goal is to get more money for City. Said CARES Act work will extend beyond what office can handle presently. Explained that grants, especially in last five years, have been receiving more audit scrutiny and become for complex in documentation, tracking, compliance. New employee would assist with internal controls while leaving much control of grants within separate departments as currently structured. Stated goals of relieving departmental frustration, as well as fulfilling part of corrective action plans from previous two audits to hire a grants manager. Also would allow departments to pursue more grant opportunities.

Mayor addressed Grant Writer position in Environmental Resilience Dept. Said Theresa Sailor has been doing an excellent job, including bringing in grant monies (e.g. \$50,000 to Goshen Theater). Said he underestimated workload for that position. Airport, Fire, Police have large grants that this would help with.

Nisley asked about pay. Scharf said \$55,000 base salary was used for 2021 budget planning. Scharf encouraged councilors to reach out to department heads, especially Chiefs Miller and Sink. Reiterated intention to take administrative burden off departments to allow them to focus on their work.

Mayor discussed importance of internal controls and that auditors emphasize this too. Grants Administrator would help be a check on large grants

Fire Chief Sink estimated that GFD has received \$700,000 in regional public safety grant; another \$400,000 grant administered by Battalion Chief Steffen Schrock. Said only through Schrock's dedication and hard work that grant was received. Schrock did an excellent job; came in regularly on days off to work on grant, yet still had compliance issues, errors and omissions. Said GFD does not have capacity to administer day in and day out. Expressed support for grant manager position as department that has received very complicated grants. Mayor noted this grant also helped other local fire departments and would hate to see City not be able to help out similarly in future.

Perez asked about other cities. Scharf said City of Elkhart has full-time Grants Administrator.

Police Chief Jose Miller said he believes full-time position could be dedicated to looking for grants. Said he worked on many grants under Chief Branson's administration. Listed items paid for by grants. Said he is sure monies are available that we are not pursuing. Said he is very supportive and encouraged council to consider.

Mayor reminded council that \$6000/each radios are paid for with grant funds; hundreds of thousands in that grant. Said scale of grants for City is significant.

Nisley asked if cost would be paid from Clerk-Treasurer's department. Scharf said for 2020 would be from separate COVID-19 fund required by SBOA; in 2021 would be departmental budget. Mayor said this would be CARES Act money for 2020, and also 2021 budget is planned for this position.



Eichorn noted that City pays for audits and this could reduce audit expenses. Scharf stated audits are charged by the hour, so increased organization by City can result in decreased audit time/expense.

Perez said he appreciated hearing from Chief Sink and Miller and the opportunities they identified. Perez and King support position.

Glenn Null, Goshen, recalled CRC meetings prior to professional assistance not being well-structured. Said commission needs help for structure and direction; is supportive of CRC director. Said grant writer should be able to bring in more money than they cost.

Perez asked about timing for hiring. Mayor said he wants to be sure to find the right person.

AJ Delgadillo, Goshen and CRC member, said problems and solutions, strategic planning, CRC strengths would be improved.

Further comments from various councilors and Mayor.


ROLL CALL vote on Ordinance 5055 on first reading: PASSED 6-0

King/Eichron moved to adjourn.

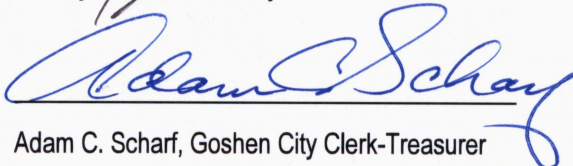
VOICE VOTE to adjourn: PASSED 6-0

Meeting Adjourned 7:30 p.m.

Exhibits attached: A – Climate Action Plan presentation handout, (4) pages
 B – Community Relations Director draft job description, (2) pages

APPROVED: 

Jeremy P. Stutsman, Mayor of Goshen

ATTEST: 

Adam C. Scharf, Goshen City Clerk-Treasurer

Building Efficiency Standards and Techniques

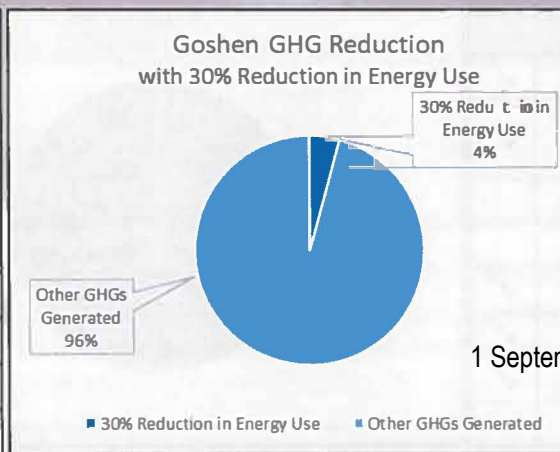
Energy Use Reduction

Description and Goal: Energy efficiency improvements represent a significant opportunity for energy conservation in the building sector. A variety of measures can be applied to increase building energy efficiency, many are inexpensive and easy to implement. Efficiency measures provide annual savings to City budgets and an opportunity to demonstrate benefits to local community businesses and organizations. Energy consumption from buildings and facilities generate 16% of all City of Goshen greenhouse gases (GHG). Over 4% of Goshen's GHG emissions can be saved by reducing Buildings & Facilities' resource consumption 30%

Energy Reduction Strategy 1: Perform energy consumption audits of each building/facility to determine efficiency of components, appliances, mechanicals, envelope tightness, workspace elements and identify employee concerns.

Action	Timetable	Cost
Implementation 1.1: Generate a work plan for improvements to maximize return on investments based on available budgets and technology in working toward CAP goals.	1st - 3rd Years	Staff Time
Implementation 1.2: Perform improvements identified as <i>low cost - high impact</i> that will reduce energy consumption, such as lighting, window treatments, addition of smart thermostats, fans, sensors, and more.	1st - 2nd Year	TBD

Sustainability Co-Benefits	
Energy Reduction	
Reduce Greenhouse Gas	✓
Reduce Energy Consumption / Costs	✓
Reduce Water Consumption / Costs	
Reduce Waste / Costs	
Improve Quality of Life & Workplace	✓
Improve Wildlife Habitat	
Improve Water Quality	
Improve Government Resilience	✓



Strategy Fast Facts

30% + Reduction in Energy Consumption (2019) Data

GHG Reduction Potential: 422 MT CO₂e / year

Potential Cost Savings: \$108,000 Annually Minimum

Active Transportation

Increase Miles Using Active Transportation

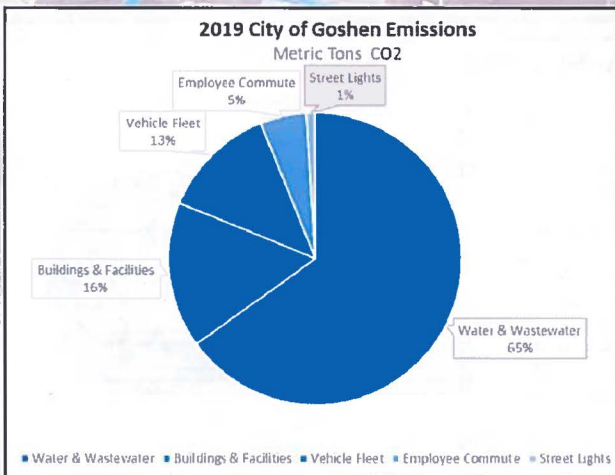
Description and Goal: Sustainable transportation is an important part of reducing emissions. According to the EPA (2018) transportation accounts for 28% of greenhouse gas (GHG) emissions in the United States. 59% of the total transportation load is generated by ordinary cars and trucks.

The story for the City is similar. The combined Goshen fleet (including heavy duty vehicles) generates 1,252 Metric Tons of CO2 equivalents and the employee commute generates another 509 MT CO2e. Together they

Energy Reduction Strategy 1: Increase the number of people using “active” transportation methods in their daily commute to 20 by 2023. Reduce transportation GHG emissions 25% (440 MT CO2e) using “active” transportation during the home - work or workday commute.

Actions	Timetable	Cost
Implementation 1.1: Promote bicycling and identify and eliminate barriers where possible for employees bicycling to work The employee commute accounts for 5% of the City’s GHG emissions.	1st - 3rd Years	\$1,000
Implementation 1.2: Develop internal guidance to allow & encourage bicycling as a commuting option during the workday (where applicable).	1st - 2nd Year	Staff Time
Implementation 1.3: Provide bicycles for daily trips for City employees, when feasible, as a cost-savings approach to reduce fuel and GHG emissions.	1st - 2nd Year	\$5,000 Initial Investment 2,000 Annu-

Sustainability Co-Benefits Active Transportation	
Reduce Greenhouse Gases	✓
Reduce Energy Consumption / Costs	✓
Reduce Water Consumption / Costs	
Reduce Waste / Costs	
Improve Quality of Life & Workplace	✓
Improve Wildlife Habitat	✓
Improve Water Quality	✓
Improve Government Resilience	✓



Strategy Fast Facts

18% of City of Goshen Emissions are from Fuel Powered Engines.

Employees drive over 1,000,000 miles annually in their commute resulting in approximately 509 MT CO2e / year

Potential Cost Savings: \$500 Annually Per Employee

Wastewater Treatment Plant Improvements

Increase Wastewater Plant Efficiency

Description and Goal: Wastewater treatment is an energy intensive, around-the-clock process that cleans the sewage of entire cities to a degree that it is suitable to discharge into our surface waters. Goshen's wastewater treatment plant (WWTP) treats an average of 3 million gallons of wastewater every day. Based on the 2017 GHG Emissions Inventory, Goshen's WWTP accounts for 50.2% of the electricity consumed by municipal facilities in the City.

The WWTP is currently in the midst of its largest upgrade since 1995. This upgrade will see aging equipment replaced with new, high efficiency equipment and changes to treatment processes that will greatly reduce energy consumption at the plant.

Energy Reduction Strategy 1: Replace two constant-speed, centrifugal blowers with variable-speed, high-efficiency turbo blowers and automate the aeration process to maintain a desired dissolved oxygen setpoint at lower energy consumption. Replace the aging grit removal equipment with higher efficiency equipment to improve performance and reduce energy consumption. These changes will reduce power consumption at the WWTP by an estimated 1.3 million kilowatt-hours annually, reducing both GHG emissions and operating costs.

Strategy Fast Facts

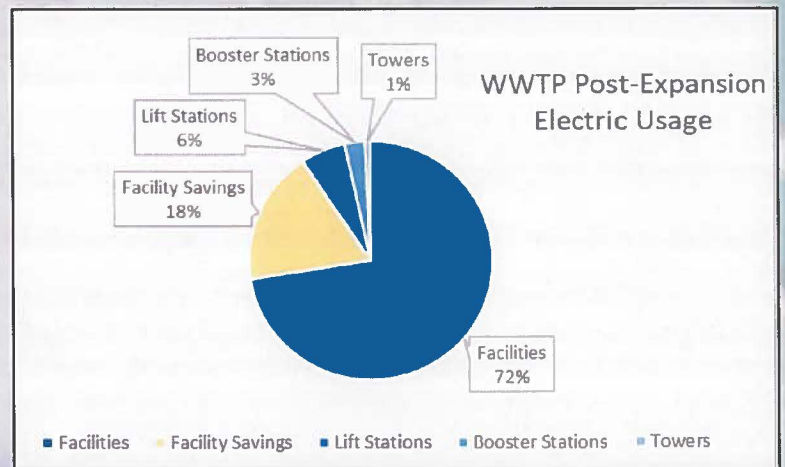
Public water treatment is estimated to be responsible for between 4% and 6% of all electricity consumed in the country.

Because of the combined sewers in Goshen, our WWTP has to be capable of treating up to 17 million gallons of sewage a day.

The aeration and grit equipment changes are expected to pay for themselves within 4 years based on their projected energy savings

Actions	Timetable	Cost
Implementation 1.1: Replace the grit removal equipment	1st - 2nd Years	Incidental
Implementation 1.2: Replace the aeration process equipment and controls	1st - 2nd Years	Incidental

Sustainability Co-Benefits Wastewater Treatment Plant Upgrades	
Reduce Greenhouse Gas	✓
Reduce Energy Consumption / Costs	✓
Reduce Water Consumption / Costs	
Reduce Waste / Costs	✓
Improve Quality of Life & Workplace	
Improve Wildlife Habitat	
Improve Water Quality	✓
Improve Government Resilience	✓



Department of Environmental Resilience

Climate Action Plan Update to Goshen City Council

September 1, 2020

The Goshen Department of Environmental Resilience (DER) will present to the Goshen City Council an update on the Climate Action Plan which it has been working on since June of this year.

This summer's work has focused on creating a Climate Action Plan focused only on local government operations. The 2019 Youth Environmental Resolution specified that local government operations target net-zero greenhouse (GHG) emissions by 2035. This goal provides the overarching framework for the local government Climate Action Plan.

There have been three basic components to the work: 1) 2019 emissions inventory update, 2) emissions projections to 2035, and 3) compilation of emissions reduction strategies.

Projections for future emissions to 2035 are based on ClearPath software from Local Governments for Sustainability, the industry standard for GHG inventory, projection, and planning. The software uses current and past emissions data, population data, and energy consumption and production data to project a business-as-usual forecast, and to generate emissions scenarios that reflect adoptions of energy reduction strategies. Goshen's business-as-usual emissions are projected to roughly halve by 2035 on the strength alone of electricity production changes (elimination of coal by 2028) by the Northern Indiana Public Service Company (NIPSCO), the principle supplier of our government energy.

This means that energy reduction strategies will be responsible for eliminating the second half of Goshen's emissions by 2035. DER staff have compiled a list of 45 potential strategies – in part, a reflection of an employee survey – and have spent time vetting them with 3 focus groups of city employees, as well as with the Mayor's Environmental Advisory Committee. There remains a large amount of input on and analysis of these strategies. However, the DER is presenting two of them to the City Council on Tuesday, Sept. 1, as an example of possible reductions represented by these strategies.

The Active Transportation strategy proposes options for reducing travel-related emissions 25%, by 2030. Employee commute to work and work-related travel comprise 18% of total municipal emissions. Among the suggested actions for achieving this 25% reduction goal are promoting employee bicycle commute to work, and encouragement of work-site to work-site bike commute when appropriate.

The Building Efficiency Standards and Techniques strategy is targeted at municipal buildings and facilities, and is designed to audit each building for energy inefficiencies and to create a plan for implementing efficiencies. It suggests energy reductions of at least 30%, which can result in savings of more than \$100,000 annually, and a total emissions drop of 4% (422 metric tons of carbon dioxide equivalents per year).

It is exciting to note that modifications happening at the Goshen Waste Water Treatment Plant through next year will result in a reduction of over 1.3 million kWh per year. These kinds of creative operational remodels can have long-term financial and emissions impacts: a savings of \$111,000 annually and reduction of roughly 900 metric tons of CO₂ equivalents per year – about 10% of the 2019 total.

The Climate Action Plan work has had significant contributions from Kolt Vaughn, extern graduate student with the IU O'Neill School of Public and Environmental Affairs via the Indiana Sustainability Development Program, and from Theresa Sailor, DER staff.

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