

Goshen Downtown Economic Improvement District Board Meeting
June 3, 2025 at 8:00 am
Council Chambers, 111 E Jefferson Street

Agenda

1. Approve minutes from May 6, 2025
2. Public Notice of Meetings Policy Resolution
3. Electronic Meetings Policy Resolution
4. Year to date financial report
5. Budget planning
6. Follow-up/updates
 - Art Alley
 - Planters and fountain
 - Downtown business changes
 - Other
7. Future meetings, second Tuesday at 8 am:
 - July 1, 2025
 - August 5, 2025
 - September 2, 2025
 - October 7, 2025
 - November 4, 2025
 - December 2, 2025

Goshen Downtown Economic Improvement District Board Meeting
May 6, 2025
Council Chambers, 111 E Jefferson Street
Minutes

Members Present: Justin Bell, President; Denise Davis; Rosie Singh; Mim Shirk, Secretary

Also present: Megan Peel, District 4 Goshen Common Council Member; Amanda Guzman, City Communications Manager, Tanya Heyde, Parks Department Superintendent

Members Absent: Jason Oswald

1. Minutes from April 1, 2025 were approved as written
2. Year to date financial reports were approved as submitted.
3. Follow-up/updates
 - Planters and fountain – Parks staff are starting today to remove the planters in front of JoJos. Once they're gone, we'll know what we have to work with in replacing them. Following a walk-through last month of EID planters with Parks staff, a plan was developed for removing and replacing plants.
 - Bike racks at 219 S. Main – The board agreed that proposed fencing for the alley at The Fold is not within the scope of EID because it would be for the exclusive use of The Fold. We will work with them on a possible movable planter. It was noted that a business next to the art alley may also be interested in alley seating. Board members will meet with the business owner.
 - Budget process – At the June meeting, this board will discuss budget assumptions and plans for next year.
 - Several downtown business changes were discussed.
 - A Public Notice of Meetings Policy Resolution will be voted on next month
 - An Electronic Meetings Policy Resolution will be voted on next month
4. Next meeting will be Tuesday, June 3 at 8:00 am in Council Chambers.
5. Future meetings, second Tuesday at 8 am:
 - July 1, 2025
 - August 5, 2025
 - September 2, 2025
 - October 7, 2025
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 - December 2, 2025

Minutes recorded by Mim Shirk

CC: Gina Liechty, Mayor; Jeffrey Weaver, Deputy Clerk-Treasurer; City Engineering



CITY OF GOSHEN LEGAL DEPARTMENT

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April 29, 2025

To: City Boards and Commissions

From: Shannon Marks, Legal Compliance Administrator

Subject: Policy to Provide Public Notice of Meetings and Electronic Meetings Policy

Enclosed are two separate Resolutions to adopt a Policy to Provide Public Notice of Meetings and an Electronic Meetings Policy for the consideration of each city board or commission (a governing body) at the governing body's next regularly scheduled meeting. It is necessary for each city governing body to adopt each of these policies, and it is the intent for these policies to be consistent city-wide.

The Policy to Provide Public Notice of Meetings revises a policy that many of the city's governing bodies adopted in 2013. This policy sets forth the statutory requirements for providing the public notice of meetings, including the method in which the governing body will provide notice to all news media and to any person (other than news media) submitting an annual written request for such meeting notices. The public notice must be given at least 48 hours (excluding Saturdays, Sundays, and legal holidays) before the meeting. A new requirement is that the notice must also include the website address for live transmissions and archived copies of the live transmissions of meetings. The notice shall be given by posting a copy at City Hall, publishing the notice on the City's website, and emailing the notice to all news media.

The Electronic Meetings Policy is substantially similar to the policy adopted by the Goshen Common Council January 27, 2025. This policy sets forth the procedures that apply to a member's participation in a meeting by an electronic means of communication. The electronic means of communication must allow all participating members of the governing body to simultaneously communicate with each other, and it must allow the public to simultaneously attend and observe the meeting (excluding an executive session).

If you have any questions regarding either of the policies, please call or send me an email at shannonmarks@goshencity.com. Once a governing body has adopted both Resolutions, please forward a signed copy of each Resolution to the Legal Department. You may either scan and email the signed Resolutions to me as a PDF or make hard copies and send to my attention through interoffice mail. The original, signed Resolutions should be retained for the records of each governing body.

RESOLUTION _____

Resolution of the Goshen Downtown Economic Improvement District Board Adopting a Policy to Provide Public Notice of Meetings

WHEREAS I.C. 5-14-1.5-5 sets forth the requirements for a governing body to provide public notice of any meetings, executive sessions or of any rescheduled or reconvened meeting.

WHEREAS I.C. 5-14-1.5-5(b)(2) provides that a governing body shall determine the method in which the governing body shall provide notice of meetings to all news media which deliver to the governing body an annual written request for notices not later than December 31 for the next succeeding calendar year.

WHEREAS I.C. 5-14-1.5-5(b)(3) provides that a governing body may adopt a policy to determine the method in which the governing body shall provide notice of meetings to any person (other than news media) who delivers to the governing body an annual written request for notices not later than December 31 for the next succeeding calendar year.

WHEREAS the purpose of this policy is to state the methods in which the Goshen Downtown Economic Improvement District Board, as a governing body of the City of Goshen, shall provide public notice of meetings in accordance with I.C. 5-14-1.5-5.

NOW, THEREFORE, BE IT RESOLVED that, in accordance with I.C. 5-14-1.5 et seq., the Goshen Downtown Economic Improvement District Board, hereinafter referred to as "governing body," shall provide public notice of meetings as follows:

- A. Public notice of any meetings, executive sessions, or of any rescheduled or reconvened meeting, shall be given at least forty-eight (48) hours (excluding Saturdays, Sundays, and legal holidays) before the meeting. This requirement does not apply to reconvened meetings (not including executive sessions) where announcement of the date, time, and location of the reconvened meeting is made at the original meeting and recorded in the memoranda and minutes thereof, and there is no change in the agenda. This requirement also does not apply to a meeting called to deal with an emergency as provided under I.C. 5-14-1.5-5(d).
- B. The public notice shall include the following information:
 - 1. Governing body name.
 - 2. Date of meeting.
 - 3. Time of meeting.
 - 4. Location of meeting.
 - 5. Website address for live transmissions and archived copies of live transmissions of meetings, excluding an executive session.
 - 6. If the meeting is an executive session, the public notice shall include the subject matter by specific reference to the enumerated instance or instances for which an executive session may be held under I.C. 5-14-1.5-6.1(b).

- C. The public notice of meetings shall be given by:
1. Posting a copy of the notice at Goshen City Hall.
 2. Publishing the notice on the City of Goshen's website at least forty-eight (48) hours in advance of the meeting shall serve as notice to any person (other than news media) who delivers to the governing body or the Goshen Clerk-Treasurer's Office an annual written request for the notices not later than December 31 for the next succeeding calendar year.
 3. Transmitting the notice by electronic mail to all news media which deliver to the governing body or the Goshen Clerk-Treasurer's Office an annual written request for the notices not later than December 31 for the next succeeding calendar year.
- D. Notice of regular meetings need be given only once each year, except that an additional notice shall be given where the date, time, or location of a regular meeting or meetings is changed. This does not apply to executive sessions.
- E. If an agenda is utilized for a meeting, a copy of the agenda shall be posted at the entrance to the location of the meeting prior to the meeting.
- F. This policy to provide public notice of meetings shall be effective immediately. Upon the effective date of this policy, all prior policies on providing public notice of meetings shall be repealed.
- G. This policy is intended to be consistent with the Indiana Open Door Law codified at I.C. 5-14-1.5 et seq. as in effect on April 25, 2025, and is incorporated hereto by reference. In the event that I.C. 5-14-1.5 et seq. is amended in such a way to conflict with any provision in this policy, then this policy shall be amended to comply with the statutory amendment.

PASSED and ADOPTED by the Goshen Downtown Economic Improvement District Board on _____, 2025.

RESOLUTION _____

Resolution of the Goshen Downtown Economic Improvement District Board Adopting an Electronic Meetings Policy to Allow Members of the Downtown Economic Improvement District Board to Participate in Meetings by an Electronic Means of Communication

WHEREAS I.C. 5-14-1.5-3.5 allows a member of the governing body of a political subdivision who is not physically present at a meeting of the governing body to participate in a meeting by any electronic means of communication that:

- A. Allows all participating members of the governing body to simultaneously communicate with each other; and
- B. Allows the public to simultaneously attend and observe the meeting, except for a meeting held in executive session.

WHEREAS the governing body must adopt a written policy establishing the procedures that apply to a member's participation in a meeting by an electronic means of communication, which may include procedures that are more restrictive than the procedures established by I.C. 5-14-1.5-3.5.

WHEREAS Goshen Common Council Resolution 2024-03 adopts an Electronic Meetings Policy to allow members of the Common Council to participate in meetings by electronic means of communication. The Common Council Electronic Meetings Policy also applies to all other governing bodies of the City of Goshen, excluding the Board of Aviation Commissioners, until such time as such other governing bodies adopt a substantially similar policy.

NOW, THEREFORE, BE IT RESOLVED that the Goshen Downtown Economic Improvement District Board adopts the following Electronic Meetings Policy:

Section 1. Attendance at Meetings of the Goshen Downtown Economic Improvement District Board by Electronic Means of Communication

- A. A member of the Downtown Economic Improvement District Board ("Board") who is not physically present at a meeting of the Board may participate in the meeting of the Board by any electronic means of communication that:
 - 1. allows all participating members of the Board to simultaneously communicate with each other; and
 - 2. allows the public to simultaneously attend and observe the meeting, except for a meeting held in executive session.
- B. The following conditions apply to a Downtown Economic Improvement District Board member not physically present at a meeting of the Board but participating in the meeting of the Board by an electronic means of communication:
 - 1. At least fifty percent (50%) of the Board members must be physically present at a meeting at which a member may participate by an electronic means of communication.
 - 2. All votes taken during a meeting at which at least one (1) member participates by an electronic means of communication must be taken by roll call vote.
 - 3. Subject to Section 2, paragraph C, a member who participates in a meeting by an electronic means of communication may participate in final action only if the member can be seen and heard.

4. Subject to Section 2, paragraph C, a member who participates by an electronic means of communication shall be considered present for purposes of establishing a quorum.

Section 2. Limitations

- A. A member of the Downtown Economic Improvement District Board may not attend more than two (2) meetings in a calendar year by an electronic means of communication, unless the member's electronic participation is due to:
 1. military service;
 2. illness or other medical condition;
 3. death of a relative; or
 4. an emergency involving actual or threatened injury to persons or property.
- B. A member of the Downtown Economic Improvement District Board may attend two (2) consecutive meetings ("a Set of Meetings") by an electronic means of communication; however, a member must physically attend, in person, at least one (1) meeting between a Set of Meetings that the member attends by an electronic means of communication, unless the member's absence is due to:
 1. military service;
 2. illness or other medical condition;
 3. death of a relative; or
 4. an emergency involving actual or threatened injury to persons or property.
- C. A member of the Downtown Economic Improvement District Board may not participate in a meeting by an electronic means of communication at which the Board may take final action, as applicable to the governing body, to:
 1. adopt a budget;
 2. make a reduction in personnel;
 3. initiate a referendum;
 4. establish or increase a fee;
 5. establish or increase a penalty;
 6. exercise the governing body's eminent domain authority; or
 7. establish, raise, or renew a tax.

Section 3. Technological Failure

A technological failure in an electronic means of communication that disrupts or prevents:

- A. the simultaneous communication between a member who is not physically present at the meeting and the Downtown Economic Improvement District Board; or
- B. a member of the public who is not present at the meeting from attending and observing the meeting;

does not prevent the Downtown Economic Improvement District Board from conducting the meeting or affect the validity of an action taken by the Board at the meeting if the sum of the Board members physically present at the meeting and the Board members participating by electronic communication without technological failure satisfy the quorum and (if a final action is taken) the voting requirements of the Downtown Economic Improvement District Board.

Section 4. Minutes or Memoranda

The minutes or memoranda of a meeting at which any member of the Downtown Economic Improvement District Board participates by an electronic means of communication must:

- A. identify each member who:
 - 1. was physically present at the meeting;
 - 2. participated in the meeting by using any electronic means of communication; and
 - 3. was absent; and
- B. identify the electronic means of communication by which:
 - 1. members participated in the meeting; and
 - 2. the public attended and observed the meeting, if the meeting was not an executive session.

Section 5. Declared Emergencies

- A. Members are not required to be physically present for a meeting of the Downtown Economic Improvement District Board during such time when following authorities have declared a disaster emergency and the disaster emergency remains in effect:
 - 1. the governor under I.C. 10-14-3-12; or
 - 2. the mayor under I.C. 10-14-3-29,to the extent allowed by I.C. 5-14-1.5-3.7.
- B. Members may participate in a meeting during a declared disaster emergency by an electronic means of communication provided that:
 - 1. At least a quorum of the members participates in the meeting by an electronic means of communication or in person.
 - 2. The public may simultaneously attend and observe the meeting unless the meeting is an executive session.
- C. The minutes or memoranda of the meeting must comply with requirements for meetings where members are allowed to attend by an electronic means of communication.
- D. All votes taken during a meeting at which at least one member participates by an electronic means of communication must be taken by roll call vote.

Section 6. Definitions

The definitions found in I.C. 5-14-1.5-2, as amended, shall apply to this policy.

Section 7. Application

The policy adopted by this resolution shall be known as the “Electronic Meetings Policy” of the Goshen Downtown Economic Improvement District Board and it shall apply to meetings of the Downtown Economic Improvement District Board.

Section 8. Intent of Policy

- A. It is the intent of this policy to comply with the provisions of I.C. 5-14-1.5-3.5 and I.C. 5-14-1.5-3.7, as each may be amended from time to time, to allow for a member of the Downtown Economic Improvement District Board who is not physically present at a meeting to participate by any electronic means of communication. In the event that I.C. 5-14-1.5-3.5 and I.C. 5-14-1.5-3.7 are amended or repealed, then this policy shall be amended to comply with said amended statutory provisions.
- B. This resolution incorporates by reference the provisions of I.C. 5-14-1.5-3.5 and I.C. 5-14-1.5-3.7, as each may be amended from time to time; however, the more restrictive provisions of this resolution shall govern.

Section 9. Effective Date

This resolution shall be effective from and after adoption.

PASSED and ADOPTED by the Goshen Downtown Economic Improvement District Board on _____, 2025.
