

# Community Relations Commission

## Meeting Agenda



Tuesday, July 1, 2025, 4 p.m.

Council Chambers, Goshen Police & Courts, 111 E. Jefferson St.

### **AGENDA**

#### **1. Welcome and Introduction of CRC Members and Guests**

- a. **MEMBERS:** E-man Monge, Lori Copsey, Angie Wentz, Tim Swartzentruber and John Dolezal.
- b. **GUESTS:** Gina Leichty (Mayor), Phil Lederach (City Council Liaison), Michael Wanbaugh (Director of Administrative Affairs/Interim Community Relations Director), Amanda Guzman (Communications Manager), Theresa Cummings (CDGB administrator), Daniela Panetta (Lacasa)

#### **2. Approve the Agenda**

#### **3. Approval of the Minutes**

- a. May 6
- b. June 3

#### **4. Discussion: Northside Neighborhood Walkabout**

- a. Key takeaways
- b. Determine next neighborhood walkabout in August

#### **5. Lacasa report**

- a. Daniela Panetta, Director of Community Building & Engagement

#### **6. Discussion: How can we improve neighborhood outreach?**

- a. Would like each CRC member to engage with their Neighborhood Association leadership to establish a regular communication chain. If there isn't an active association, look for those who may be interested in helping champion that effort.

#### **7. CRC Financial Report**

#### **8. Neighborhood Block Party Mini-Grant application review**

- a. College Farm

#### **9. Looking ahead**

- a. First Friday's CRC table (July 4) – Do we want to have one this month?
- b. 4-H Fair Parade (July 20)
  - How could we participate?
- c. Indigenous People's Day (Oct. 13)
  - Select a planning chairperson

**10. Privilege of the floor**

**11. Adjournment**



**Community Relations Commission  
CITY OF GOSHEN**

202 South Fifth Street, Suite • Goshen, IN 46528-3714  
Phone (574) 537-3839 • [communityrelations@goshencity.com](mailto:communityrelations@goshencity.com)  
[www.goshenindiana.org/crc](http://www.goshenindiana.org/crc)

## **GOSHEN COMMUNITY RELATIONS COMMISSION MEETING MINUTES – May 6, 2025**

**Tuesday, May 6, 2025 | 4 p.m.**

**Location: Goshen Police & Courts Council Chambers**

### **1. Call to order and welcome**

The meeting was called to order at 4 p.m. by Interim Chair Michael Wanbaugh.

**Members present:** E-man Monge, Lori Copsey, Angie Wentz, Tim Swartzentruber, John Dolezal

**City Council liaison present:** Phil Lederach

**Guests:** Bodie Stegelmann (City Attorney), Michael Wanbaugh (Director of Administrative Affairs), Amanda Guzman (Communications Manager), Theresa Cummings (CDBG Administrator)  
Mayor Gina Leichty was not in attendance.

### **2. Approval of the agenda**

A motion was made and seconded to approve the agenda as presented. The motion carried unanimously.

### **3. Oath of office**

John Dolezal, appointed by the mayor to complete the term of former commissioner Casey Kasper (through Dec. 31, 2027), was formally sworn in by City Attorney Bodie Stegelmann.

### **4. Approval of minutes**

Minutes from the March 4 and April 1, 2025, meetings were reviewed. A motion to approve both sets of minutes was made by Lori Copsey and seconded by John Dolezal. Motion carried.

### **5. Adoption of public policy resolutions**

The commission unanimously approved two formal resolutions:

- **Resolution 2025-01** affirms the CRC's commitment to comply with Indiana Open Door Law by establishing procedures for providing public notice of meetings. The resolution outlines how notice will be given to news media and individuals who request updates.
- **Resolution 2025-02** authorizes members of the CRC to participate in meetings by electronic means of communication in accordance with Indiana Code. The resolution sets expectations for remote participation and quorum requirements.

Motions to adopt each resolution were made by Lori Copsey and seconded by Tim Swartzentruber. Both motions carried unanimously.



## Community Relations Commission CITY OF GOSHEN

202 South Fifth Street, Suite • Goshen, IN 46528-3714  
Phone (574) 537-3839 • [communityrelations@goshencity.com](mailto:communityrelations@goshencity.com)  
[www.goshenindiana.org/crc](http://www.goshenindiana.org/crc)

### 6. CDBG and partnership/sponsorship presentations

Five organizations presented proposals for Community Development Block Grant or partnership support:

- **Boys and Girls Club** – Lana Leftwich discussed program needs supported by CDBG funding.
- **Elkhart County Clubhouse** – Erich Miller described mental health services and invited members to attend daily lunches at noon.
- **Maple City Health Care Center** – Mike Genau presented on access to care and requested continued CDBG support.
- **First Light Mission** – Mindy Morehead requested funding for both CDBG and partnership categories and invited members to a monthly open house held 7–8 a.m. on the third Thursday.
- **Float Fest** – Scott Lehman shared details of the upcoming June 28 community event and requested CRC sponsorship support.

A motion to approve sponsorship for Float Fest was made by Lori Copsey and seconded by John Dolezal. Motion carried.

### 7. Presentation – How Goshen got its name

Local historian Val Collins presented alongside Carol and Art Razo of Crane Township, Ohio. Their research traced Oliver Crane's migration from Goshen, New York, to Ohio and then to Goshen, Indiana, connecting the shared naming history across three states. The group shared documentation of Crane's brief journey to California during the Gold Rush and his return to Goshen by 1850. Crane Township will celebrate its bicentennial in August 2025.

### 8. Financial report

The commission reviewed financial activity through April 30, 2025. As of that date, \$39,730.62 had been spent from the CRC's \$206,050 annual budget, leaving roughly 80.7% remaining.

### 9. Community partnership and sponsorship award update

Director Wanbaugh noted that follow-ups with previous applicants were in process and award notifications would continue in the coming weeks.

### 10. Looking ahead

Commissioners discussed staffing a CRC outreach table at the June First Fridays event. Angie Wentz and Amanda Guzman will coordinate logistics. The next CRC meeting will be held as a neighborhood walkabout on Goshen's Northside, scheduled for Tuesday, June 3, at 4 p.m. Members will meet at Chamberlain Elementary School and were advised to wear walking shoes and prepare for a two-mile route.

### 11. Privilege of the floor

Ida Short, a commercial tenant, addressed the commission regarding rental conditions at her business location. She requested that the CRC consider adopting a policy in support of tenants. Staff noted that Building Commissioner Grise had reviewed her complaint. While the issue (a visible door gap) did not meet code violation thresholds, the concern was acknowledged and appreciated.



**Community Relations Commission**  
**CITY OF GOSHEN**

202 South Fifth Street, Suite • Goshen, IN 46528-3714  
Phone (574) 537-3839 • [communityrelations@goshencity.com](mailto:communityrelations@goshencity.com)  
[www.goshenindiana.org/crc](http://www.goshenindiana.org/crc)

**12. Adjournment**

There being no further business, the meeting was adjourned.



**Community Relations Commission  
CITY OF GOSHEN**

202 South Fifth Street, Suite 1 • Goshen, IN 46528-3714  
Phone (574) 537-3839 • [communityrelations@goshencity.com](mailto:communityrelations@goshencity.com)  
[www.goshenindiana.org/crc](http://www.goshenindiana.org/crc)

## **GOSHEN COMMUNITY RELATIONS COMMISSION MEETING MINUTES – June 3, 2025**

**Tuesday, June 3, 2025 | 4 p.m.**

**Location: Northside Neighborhood Walkabout**

### **1. Call to order and welcome**

The meeting was called to order at 4 p.m. by Interim Chair Michael Wanbaugh.

**CRC Members present:** E-man Monge, Lori Copsey, Angie Wentz, Tim Swartzentruber, John Dolezal

**City staff and support present:** Mayor Gina Leichty; Michael Wanbaugh, Director of Administrative Affairs / Interim CRC Director; Amanda Guzman, Communications Manager; Theresa Cummings, CDBG Administrator; Don Shuler, city attorney; Myron Grise, building inspector; Travis Eash, code enforcement; Tanya Heyde, director of Parks & Recreation; Dustin Sailor, director of Public Works; Jamey Bontrager-Singer, city civil engineer; and Jim Ballard and Andrew Priem, Mobile Integrated Health coordinators.

**Presenters and community partners present:** Todd Williams, principal, Chamberlain Elementary; Marlin Schwartz, Artisan Builders Group; Alita Yoder, Maple City Health Care Center; Jeremy Stutsman, president and CEO Lacasa Inc.; and Danielle Panetta; community outreach director, Lacasa Inc.

Wanbaugh welcomed attendees and introduced the walkabout format for the commission's June meeting. He encouraged informal conversation during the walking tour and invited community feedback throughout the walk. Mayor Leichty spoke about the city's ongoing efforts to support Northside neighborhoods and praised the partnerships that have made visible progress possible.

### **2. Northside neighborhood walkabout**

The commission hosted its meeting as a two-mile walking tour of Goshen's Northside neighborhood. Eight stops featured presentations by local leaders, city staff and nonprofit partners on efforts to improve housing, infrastructure, public health and community engagement.

- **Stop 1 – Chamberlain Elementary School**

Principal Todd Williams spoke about the school's role as a trusted community anchor, supporting students and families with trauma-informed teaching, food access programs and consistent outreach efforts that extend beyond the classroom.

- **Stop 2 – Artisan Builders Group**

President Marlin Schwartz guided attendees through a recently rehabilitated home on Middlebury Street, sharing how his company works with the city to transform blighted structures into safe, affordable, owner-occupied housing.

- **Stop 3 – Maple City Health Care Center**

Director of Operations Alita Yoder addressed the neighborhood's healthcare challenges and how Maple City's neighborhood-based model builds trust through prevention-focused, culturally sensitive care tailored to residents' needs.



## Community Relations Commission CITY OF GOSHEN

202 South Fifth Street, Suite I • Goshen, IN 46528-3714  
Phone (574) 537-3839 • [communityrelations@goshencity.com](mailto:communityrelations@goshencity.com)  
[www.goshenindiana.org/crc](http://www.goshenindiana.org/crc)

- **Stop 4 – Fifth Street corridor**

City staff described the receivership and blight remediation program, which allows the city to stabilize abandoned or unsafe properties. Jeremy Stutsman, CEO of Lacasa Inc., shared details of more than \$3 million in neighborhood investment since 2022, resulting in new homes, rehabilitated properties and long-term affordability.

- **Stop 5 – Walnut Park**

Parks Superintendent Tanya Heyde provided updates on recent park improvements, including new play structures and site enhancements. She highlighted Walnut Park's importance as a safe, accessible green space in the heart of the neighborhood.

- **Stop 6 – Public works and redevelopment**

Public Works Director Dustin Sailor, City Engineer Jamey Bontrager-Singer and Redevelopment Director Becky Hutsell reviewed ongoing infrastructure projects. These include road reconstruction, water and sewer upgrades, sidewalk connectivity and future planning efforts to support sustainable redevelopment.

- **Stop 7 – Mill Street Park**

Heyde and Goshen Rotary representative Brett Weddell highlighted Mill Street Park as a successful public-private collaboration. The park features a playground, community gardens, a walking path and public art. Rotary provided funding and volunteers for major elements of the project.

- **Stop 8 – Public health and safety**

Jim Ballard and Andrew Priem of the Mobile Integrated Health team presented on a new initiative pairing emergency responders with community-based care teams. Their pilot project helps high-need residents access services while reducing non-emergency 911 calls.

### 3. Notes and observations

No formal motions or votes were taken during the meeting. Members expressed appreciation for the firsthand look at neighborhood progress and emphasized the value of direct engagement. Several members suggested similar walkabouts in other neighborhoods in the coming year.



# Budget Report Account Summary

For Fiscal: 2025 Period Ending: 06/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 1101 - GENERAL FUND</b>							
<b>Expense</b>							
<b>Department: 01 - COMMUNITY RELATIONS</b>							
<a href="#">1101-5-01-4110130</a>	CRC/FULLTIME PERSONNEL	110,000.00	110,000.00	2,089.60	28,229.19	81,770.81	74.34 %
<a href="#">1101-5-01-4110151</a>	CRC/INCREMENT	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">1101-5-01-4130100</a>	CRC/SOCIAL SECURITY	6,850.00	6,850.00	119.45	1,604.69	5,245.31	76.57 %
<a href="#">1101-5-01-4130200</a>	CRC/MEDICARE	1,600.00	1,600.00	27.94	375.31	1,224.69	76.54 %
<a href="#">1101-5-01-4130300</a>	CRC/RETIREMENT	15,650.00	15,650.00	0.00	444.16	15,205.84	97.16 %
<a href="#">1101-5-01-4130501</a>	CRC/INSURANCE	44,350.00	44,350.00	2,129.60	10,587.22	33,762.78	76.13 %
<a href="#">1101-5-01-4130700</a>	CRC/CELL PHONE	1,200.00	1,200.00	50.00	300.00	900.00	75.00 %
<a href="#">1101-5-01-4130701</a>	CRC/CLOTHING/BOOT/FITNESS	200.00	200.00	0.00	0.00	200.00	100.00 %
<a href="#">1101-5-01-4210500</a>	CRC/OTHER OFFICE EXPENSES	200.00	200.00	0.00	36.39	163.61	81.81 %
<a href="#">1101-5-01-4310501</a>	CRC/PROFESSIONAL SERVICES	1,500.00	1,500.00	0.00	200.00	1,300.00	86.67 %
<a href="#">1101-5-01-4310502</a>	CRC/CONTRACTUAL SERVICES	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
<a href="#">1101-5-01-4320301</a>	CRC/TRAVEL EXPENSES	3,000.00	3,000.00	0.00	149.00	2,851.00	95.03 %
<a href="#">1101-5-01-4330501</a>	CRC/OTHER PRINTING & ADVERTISI	1,000.00	1,000.00	0.00	1,023.02	-23.02	-2.30 %
<a href="#">1101-5-01-4390501</a>	CRC/EVENTS EXPENSES	10,000.00	10,000.00	0.00	8,062.95	1,937.05	19.37 %
<a href="#">1101-5-01-4390910</a>	CRC/EDUCATION & PROMOTION	7,000.00	7,000.00	0.00	0.00	7,000.00	100.00 %
<b>Department: 01 - COMMUNITY RELATIONS Total:</b>		<b>206,050.00</b>	<b>206,050.00</b>	<b>4,416.59</b>	<b>51,011.93</b>	<b>155,038.07</b>	<b>75.24%</b>
<b>Expense Total:</b>		<b>206,050.00</b>	<b>206,050.00</b>	<b>4,416.59</b>	<b>51,011.93</b>	<b>155,038.07</b>	<b>75.24%</b>
<b>Fund: 1101 - GENERAL FUND Total:</b>		<b>206,050.00</b>	<b>206,050.00</b>	<b>4,416.59</b>	<b>51,011.93</b>	<b>155,038.07</b>	<b>75.24%</b>
<b>Report Total:</b>		<b>206,050.00</b>	<b>206,050.00</b>	<b>4,416.59</b>	<b>51,011.93</b>	<b>155,038.07</b>	<b>75.24%</b>



Group Summary

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	
					Favorable (Unfavorable)	Percent Remaining
Fund: 1101 - GENERAL FUND						
Expense						
01 - COMMUNITY RELATIONS	206,050.00	206,050.00	4,416.59	51,011.93	155,038.07	75.24%
Expense Total:	206,050.00	206,050.00	4,416.59	51,011.93	155,038.07	75.24%
Fund: 1101 - GENERAL FUND Total:	206,050.00	206,050.00	4,416.59	51,011.93	155,038.07	75.24%
Report Total:	206,050.00	206,050.00	4,416.59	51,011.93	155,038.07	75.24%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	Percent Remaining
					Favorable (Unfavorable)	
1101 - GENERAL FUND	206,050.00	206,050.00	4,416.59	51,011.93	155,038.07	75.24%
Report Total:	206,050.00	206,050.00	4,416.59	51,011.93	155,038.07	75.24%

**From:** [wordpress@digitalhill.com](mailto:wordpress@digitalhill.com)  
**To:** [wordpress@digitalhill.com](mailto:wordpress@digitalhill.com); [Wanbaugh, Michael](#)  
**Subject:** New submission from Neighborhood Block Party Mini-Grant Application  
**Date:** Thursday, June 26, 2025 1:35:31 PM

---

**Warning:** The sender of this email could not be validated and may not match the person in the "From" field.

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

**Neighborhood Association (or geographic location if you are not a formally recognized neighborhood association)**

College Farm

**Neighborhood Association (or geographic location if you are not a formally recognized neighborhood association.**

College Farm

**Project Name**

ice cream and watermelon social

**Project Coordinator Name**

Lorene Miller

**Neighborhood Project Coordinator Phone**

574-349-0299

**Project Coordinator Email**

[kevin.lorene@gmail.com](mailto:kevin.lorene@gmail.com)

**How do you plan to invite neighbors to attend?**

email and printed flyer delivered to homes

**Event Date**

08/02/2025

**Start Time**

07:00 pm

**Event location (address)**

1800 block of South 13th Street  
Goshen, Indiana 46526  
United States  
[Map It](#)

**Amount Requested**

\$185.00

**Project Plan**

2025 College Farm Grant Project Plan

Plan-

1. Motivation-we've been having a yearly gathering for more than 10 years so it's become a tradition. Last year we had between 70-80 people, in 2022 we had 80.
2. It began as a potluck dinner and several years ago changed to an ice cream social to allow more interaction. There is a planning committee to coordinate the event.
3. We keep an updated map and list of the neighborhood residents, including contact information. As members of the planning group leave, others are asked to join.
4. We've emailed an announcement to the neighborhood and in late July, we'll hand deliver a paper copy of the invitation. We've kept the tradition of the first Saturday evening in August.
5. The Ice Cream Social is scheduled for 7 pm. We begin with a welcome and any announcements, then start getting food and while eating we allow everyone to introduce themselves. A few times we've had city representatives attend and we allow time for them to be introduced.
6. This time allowed for informal interaction is beneficial for community building.
7. No partnering organizations.

**Attachment: Project Budget**

2025 College Farm Grant Project Budget

Budget

1. we plan to request funds to cover the cost of ice cream, toppings, watermelon and paper supplies. Approximately \$150
2. we will also request funds for printing the flyer/announcement for the event. Approximately \$35
3. we estimate that the funds requested will cover the total cost. Exact cost will be known after purchase is made closer to the event.
4. Planned purchases-
- 5 gallons ice cream, peanuts, root beer, watermelon, napkins, cups, bowls, spoons, forks



**Community Relations Commission  
CITY OF GOSHEN**

202 South Fifth Street, Suite 1 • Goshen, IN 46528-3714  
Phone (574) 537-3839 • [communityrelations@goshencity.com](mailto:communityrelations@goshencity.com)  
[www.goshenindiana.org/crc](http://www.goshenindiana.org/crc)

## **Neighborhood Block Party Grant Application Guidelines**

The Community Relations Commission offers grants of up to \$200 to help neighborhood groups host block parties in 2025. These events aim to build stronger neighborhood connections, foster collaboration, and encourage civic engagement.

Applications open Monday, June 16, and will be accepted through Friday, Oct. 3, 2025, or until funds are depleted. Neighborhood groups within Goshen city limits are encouraged to apply.

For questions, contact:

Michael Wanbaugh

Director of Administrative Affairs

[michaelwanbaugh@goshencity.com](mailto:michaelwanbaugh@goshencity.com) | (574) 533-9322

### **Program Overview**

- Maximum grant: \$200 per neighborhood
- No match required
- Application window: June 16–Oct. 3, 2025
- Notification: Within five weeks of submission
- Final report and receipts due: Nov. 14, 2025
- No reimbursement for alcohol or pre-agreement expenses
- Street closures require separate approval from the Board of Works

### **Eligibility**

Neighborhood-based groups within Goshen city limits may apply. Groups do not need to be formal associations but must serve a defined residential area.

#### **Not eligible**

- Individuals
- Businesses or institutions
- Religious, political, or government entities

#### **Eligible Events**

- Block parties
- Cultural or seasonal celebrations

Applicants must provide the event date, location, and proof of permission to use the property.

#### **Allowable Costs**

- Food and nonalcoholic drinks
- Kids' activities (e.g., bounce houses)
- Rentals (tables, chairs, tents)
- Promotional materials (postcards, flyers, signs)



## Community Relations Commission CITY OF GOSHEN

202 South Fifth Street, Suite I • Goshen, IN 46528-3714  
Phone (574) 537-3839 • [communityrelations@goshencity.com](mailto:communityrelations@goshencity.com)  
[www.goshenindiana.org/crc](http://www.goshenindiana.org/crc)

### How it Works

1. **Apply:** Visit [goshenindiana.org/neighborhood-associations](http://goshenindiana.org/neighborhood-associations). Upload a project narrative of 200 words or less and itemized budget.
2. **Approval:** CRC reviews and issues a funding agreement. Do not spend funds before the agreement is signed.
3. **Spending:** One person should handle purchases. Avoid sales tax. Submit vendor paperwork (W-9) for reimbursement or direct payment.
4. **Final Report:** Due by Nov. 14, 2025. Include:
  - Expense list
  - Project summary (250 words or fewer)
  - Three digital photos
  - Request for extension if needed

### Application Review

Applications are evaluated by the Community Relations Commission based on:

- Clear plan and budget
- Neighborhood involvement in planning and organizing
- Community benefit and support for positive relationships

### Required Credit Line

All promotional materials funded by this grant must include the following statement: *Funding provided in part through the City of Goshen Community Relations Commission's Neighborhood Block Party Grant Program.*

### Ready to Apply?

We encourage all neighborhood groups to consider hosting a block party in 2025. Whether you're reconnecting with longtime neighbors or welcoming new ones, these events help build a stronger, more connected Goshen.

Visit [goshenindiana.org/neighborhood-associations](http://goshenindiana.org/neighborhood-associations) to get started, or reach out with questions.

We look forward to supporting your neighborhood event.