

**CITY OF ELKHART
BOARD OF PUBLIC WORKS MEETING
AGENDA**

**Common Council Chambers
9:00 A.M., Tuesday, June 7, 2022**

<https://coei.webex.com/coei/j.php?MTID=md248d7b524f15749a48d9a3ec63da173>

Join by phone: 1-415-655-0001

Meeting Number (access code): 2317 918 9659 Meeting password: BOW22

I. Roll Call

II. Approve Agenda

III. Open Bids

- #22-09 Central Park Lighting
- #22-16 The Lerner Theatre-HVAC Equipment

IV. Claims & Allowance Docket

V. Minutes Regular Meeting May 17, 2022

VI. Utilities

- a.) Administration
 - Request to Engage GME Testing
 - Wastewater Utility MRO April 2022
- b.) Regulatory Compliance
 - ATS Specialized, LLC Crane Training
 - Industrial Safety and Environmental Services Noise Dosimeter Monitoring
- c.) Environmental Compliance
 - New FOG Variance Susanna's Kitchen
 - New FOG Variance Healthy on 17
 - New FOG Variance Heart City Nutrition
 - Notice of Violation 25% Rule Tradewinds 3147 Northview Dr. (F2019-017)
 - Notice of Violation 25% Rule Noodles & Company 405 W CR 6 Suite C (F2016-002)
 - Notice of Violation 25% Rule Happy North Garden 2900 Cassopolis St. (F2019-033)

VII. Engineering

- a.) Administration
 - Award Bid #22-14 2022 Utility Materials-2
 - Payment #43 to Donohue & Associates: Elkhart WWTP Capacity Upgrades Phase 2
 - Payment #44 to Donohue & Associates: Elkhart WWTP Capacity Upgrades Phase 2

- Change Order #3 Edgewater Lift Station Bid #21-11
- Payment #1 to Bowen Engineering Corp.: Elkhart WWTP Capacity Upgrades Phase 2
- Payment #2 to Bowen Engineering Corp.: Elkhart WWTP Capacity Upgrades Phase 2
- Payment #3 to Bowen Engineering Corp.: Elkhart WWTP Capacity Upgrades Phase 2
- Change Order #2 & Final: 605 Mason Street Sewer Repair Quote #21-09

b.) Right of Way

- Revoke Encroachment along Benchmark Drive
- RB Realty Lexington Minor Subdivision Right of Way Dedication

VIII. New Business

- Contract with Wilderness Inquiry for Educational Canoe rides During EnviroFest 8-20-22
- Board of Works Resolution 22-R-09 Transfer of Real Estate to City of Elkhart Department of Redevelopment
- Board of Works Resolution 22-R-11 Transfer of Real Estate to City of Elkhart Department of Redevelopment
- Lease Agreement with Office H2O for Ice/Water Dispenser in Municipal Building Breakroom
- Lease Agreement with Pitney Bowes for Postage Machines
- Contract with Monday.com Ltd. for Project Management
- Contract with Kone, Inc. for Municipal Building Elevator
- Board of Works Resolution 22-R-12 Policy for the Subaward and Monitoring of Subrecipient Expenditures of American Rescue Plan Act: Coronavirus State and Local Fiscal Recovery Funds

IX. Use & Event Permits


- Open Air Tent Revivals June 10 & 11, July 15, 29 & 30- Special Exception to Noise Ordinance

X. Public Participation

XI. Adjournment

Board of Public Works
CLAIM AND ALLOWANCE DOCKET

I HEREBY CERTIFY THAT EACH OF THE ABOVE LISTED VOUCHERS AND INVOICES OR BILLS ATTACHED THERETO ARE TRUE AND CORRECT AND I HAVE AUDITED SAME IN ACCORDANCE WITH IC 5-11-10-1.6. I ALSO HEREBY CERTIFY THAT THESE VOUCHERS AND INVOICES REPRESENT GOODS AND/OR SERVICES THAT ARE FOR THE BENEFIT OF THE CITY OF ELKHART AND THAT APPROPRIATIONS FOR THESE EXPENDITURES HAVE BEEN DULY MADE OR OTHERWISE AUTHORIZED BY THE CITY COUNCIL AND OTHER APPROPRIATE AUTHORITY.

June 2nd, 2022 
JAMIE ARCE - CITY CONTROLLER

IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF \$6,669,703.28, AS LISTED ON THE REGISTER ATTACHED HERETO **CONSISTING OF 35 PAGES**, ARE HEREBY APPROVED EXCLUDING ANY CLAIMS WITHHELD AS SHOWN ON THE SEPARATE SUMMARY OF PENDING CLAIMS.

EXECUTED THIS 7TH DAY OF JUNE 2022 BY:

PRESIDENT _____
MICHAEL C. MACHLAN

VICE PRESIDENT _____
CHAD CRABTREE

MEMBER _____
JAMIE ARCE

MEMBER _____
RON DAVIS

MEMBER _____
ROSE RIVERA

ORIGINAL COPY MUST BE RETAINED IN THE CONTROLLER'S OFFICE

Board of Public Works

Accounts Payable Summary
June 7, 2022

Individual Claims Over \$25,000 each:

Fund	Vendor	Description	Amount
2202	MILESTONE CONTRACTORS	ASPHALT	101,384.59
2202	NIBLOCK EXCAVATING, INC	ASPHALT	36,281.03
2202	NIBLOCK EXCAVATING, INC	ASPHALT	38,290.13
2202	NIBLOCK EXCAVATING, INC	ASPHALT	38,041.48
2505	MOTOROLA SOLUTIONS, INC	ANNUAL MAINTENANCE	39,270.00
4445	A & G ENVIRONMENTAL SOLUTIONS	1101 E BEARDSLEY	29,482.00
4436	AMERICAN CONSULTING, INC	DESIGN SERVICE	45,479.75
4425	MACQUEEN EQUIPMENT, LLC	PIERCE ENFORCER PUMPER VEHICLE	520,000.00
4450	SELGE CONSTRUCTION	JOHNSON ST SEWER EXTENSION	128,954.90
4650	RENT A CENTER	RELOCATION FEE	99,500.00
6105	NIBLOCK EXCAVATING, INC	CALUMET WATER MAIN EXT	212,233.80
6105	NIBLOCK EXCAVATING, INC	MCPHERSON ST WATER MAIN EXT	77,756.31
6103	NIBLOCK EXCAVATING, INC	N MAIN ST WATER REPLACEMENT/ GENERATOR	176,728.69
6201	BIO CHEM, INC	POLYMER	59,307.34
6207	MILESTONE CONTRACTORS	1900 BENHAM SEWER INS	25,482.27
7704	HEALTH RESOURCES	DENTAL INS- JUNE	37,179.35
7704	EVERSIDE HEALTH	HEALTH INS- APRIL	49,211.54
7704	EVERSIDE HEALTH	HEALTH INS- MAY	48,946.30
Total Claims over \$25,000			1,763,529.48
Regular Claims under \$25,000:			960,238.10
Total Regular Departmental Claims:			2,723,767.58

Pre-Approved Claims Over \$25,000 each: (a)

6201	INDIANA MICHIGAN POWER	ELECTRICITY	25,638.63
6201	INDIANA MICHIGAN POWER	ELECTRICITY	30,648.65
Total Pre-Approved over \$25,000:			56,287.28
Regular Claims under \$25,000:			117,021.66
Total Pre-Approved Claims:			173,308.94

American Rescue Plan Claims:

2474	ELKHART TRUTH	COVID ADVERTISING	4,987.00
2474	HAIGES MACHINERY	SMALL BUSINESS CONTINUITY	25,000.00
2474	APPRAISAL SERVICES	923,1025,1027 S MAIN ST AP	800.00
2474	HEART CITY HEALTH CENTER	COVID 19 COMMUNICATION	50,000.00
2474	BURKHART ADVERTISING	COVID ADVERTISING	3,800.00
2474	IB COMMUNICATION	COVID RADIO ADVERTISING	3,500.00
2474	LUNCH PARTNERS	RETAINER FEE	1,500.00
2474	IVERSON C GROVE REAL ESTATE	ELAMMORI LAND S. MAIN ST	800.00
2474	DLZ	LERNER HVAC	2,850.00
2474	DLZ	HVAC UPGRADES	500.00
2474	DLZ	LERNER HVAC	11,400.00
2474	ANTJUNA COLEMAN	ANTI-GUN 2022	1,146.32
2474	PATHFINDER COMMUNICATION	COVID ADVERTISING	152.00
Total American Resuce Plan Claims:			106,435.32

UTILITY REFUNDS

\$ 8.33

Payroll and Pension Payments:

Fire & Police Pension	390,417.89
Bi-weekly Payroll	1,611,010.85
Bi-weekly Payroll	1,664,754.37
RETRO PAY	-
Total Payroll:	3,666,183.11

Total All Claims, Internal Payments, and Payroll: \$ 6,669,703.28

(a) Claims with rigid payment deadlines. As provided for in the Elkhart Municipal Code §33.415, certain payments may be made prior to review and approval by the Board of Public Works. Typically such payments include utility bills, credit card bills, central services, association dues, employer-paid benefits, training, and employee reimbursements. Unusual items in excess of \$25,000 are noted in detail.

BOARD OF PUBLIC WORKS
Tuesday, May 17, 2022

President Mike Machlan called a regular meeting of the Board of Public Works to order at 9:00 a.m., Tuesday, May 17, 2022. Clerk of the Board Nancy Wilson called the roll. Mike Machlan, Chad Crabtree, Jamie Arce, and Ron Davis attended in person. Rose Rivera was absent at roll call and joined the meeting in progress.

1. Approve Agenda

A motion was made by Chad Crabtree and seconded by Ron Davis to approve the agenda. On motion by Ron Davis, seconded by Jamie Arce and carried 4-0, the agenda was amended by adding a memo from Rose Rivera adding Sister Cities Association to Zurich Policy, and the Small Business Continuing Program to New Business. Mike noted Rose Rivera joined the meeting. The amended agenda carried 5-0.

2. Claims & Allowance Docket

On motion by Chad Crabtree, seconded by Ron Davis and carried 5-0, the claims & allowance docket was approved in the amount of \$5,375,225.87 consisting of 115 pages as prepared on May 11, 2022 at 11:24 a.m.

3. Minutes Regular Meeting May 4, 2022

On motion by Chad Crabtree, seconded by Rose Rivera and carried 5-0, the minutes from May 4, 2022 were adopted.

4. Utilities

(A.) Administration

Wastewater Utility MRO for March 2022

On motion by Chad Crabtree, seconded by Jamie Arce and carried 5-0, the Board accepted and placed on file the Wastewater Utility MRO for March 2022.

Water Utility MRO for April 2022

On motion by Chad Crabtree, seconded by Ron Davis and carried 5-0, the Board accepted and placed on file the Water Utility MRO for April 2022.

5. Engineering

(A.) Administration

Request Bid #22-16 Lerner HVAC Equipment

On motion by Chad Crabtree, seconded by Ron Davis and carried 5-0, the Board approved plans and specifications and granted permission to advertise the Lerner HVAC Equipment Bid #22-16.

(B.) Right of Way

Award Bid #22-05 River Greenway Improvements

On motion by Chad Crabtree, seconded by Ron Davis and carried 5-0, the Board awarded the River Greenway Improvements Project, Bid #22-05 to Rieth-Riley Construction Co., Inc. who was the lowest, responsive and responsible bidder with a contract price in the amount of \$1,149,523.14.

Change Order #1 River Greenway Trail Improvements Project Bid #22-05

On motion by Chad Crabtree, seconded by Ron Davis and carried 5-0, the Board approved Change Order #1 for the River Greenway Trail Improvement project, Bid #22-05, for a decrease of (\$187,491.81), bringing the current contract price to \$962,031.33.

Change Order #2 & Final Elkhart Riverwalk Boardwalk Bid #21-15

On motion by Chad Crabtree, seconded by Ron Davis and carried 5-0, the

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Release of Bond: #5035, Contractor: Josh McCreary
Property: 2022 Oakland Ave

Revocable Permits: #6510, Property Owner: Bob Shorter
Property: 1649 Florence St
Permit Holder: Jack Burger
Placing a dumpster in the ROW in front of house

#6511, Property Owner: City of Elkhart
Property: Indiana Ave, Waurika St to Thomas St
Permit Holder: Blood Hound
Blocking of sections of the road

#6512, Property Owner: N. Wirt Design
Property: 503 S Main St
Permit Holder: Cothard Construction
Placing dumpster in one parking space

#6513, Property Owner: Elkhart Community Schools
Property: 1735 Strong Ave
Permit Holder: Mary Daly School & PTO
Placing bleachers on sidewalk for one day

6. New Business

Municipal Band

On motion by Chad Crabtree, seconded by Ron Davis and carried 5-0, the Board approved 2022 Municipal Band Contract for \$55,000.00.

Parking Agreement with Episcopal Church of St. John

On motion by Jamie Arce, seconded by Ron Davis and carried 5-0, the Board approved a parking agreement between the City of Elkhart and the Episcopal Church of St. John the Evangelist.

Adding Elkhart Sister Cities Association, Inc. to the City of Elkhart Indiana Insurance Policy with Zurich

On motion by Chad Crabtree, seconded by Ron Davis and carried 5-0, the Board approved adding Elkhart Sister Cities Association, Inc. to the City's policy with Zurich Insurance.

Small Business Continuity Program

On motion by Chad Crabtree, seconded by Jamie Arce and carried 5-0, the Board awarded \$12,416.00 to That Guy's Gourmet Ribs for the Small Business Continuity Program.

7. Use & Event Permits

On motion by Chad Crabtree, seconded by Jamie Arce and carried 5-0, the Board approved the following permits:

- 7-17- Junk in the Trunk Public Assembly, Temporary Street Closure
- 6-25- Corpus Christi Procession Public Assembly, Special Exception from Noise, ESS
- 6-19- Elkhart Juneteenth Celebration- Public Assembly, Temporary Street Closure, Special Exception from Noise Ordinance
- 6-4- Blaine Fisher Vigil Public Assembly, Temporary Street Closure
- 8-6- Kobelco Picnic Special Exception from Noise Ordinance
- 6-11- Roaring 20's Event Special Exception from Noise, Temporary Street Closure

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- 7-12- Crossroads Recovery Concert- Special Exception from Noise, Public Assembly, Central Green Stage
- 7-9- Elkhart Bike Night
- 7-15 & 7-16-Gateway Mile Autofest
- 2022 Summer Park Series McNaughton Park Bandshell Special Exception from Noise
- 5-20- Bike to Work Day
- 7-2- Independence Day Celebration Temporary Street Closure, Special Exception from Noise, Public Assembly, ESS, EPD, EFD
- 6-11- MHC Baby Shower at Roosevelt Steam Academy (Drive-Thru) Temporary Street Closure, ESS
- 8-6- MHC Back2School at Roosevelt Steam Academy (Drive Thru) Temporary Street Closure, ESS

8. Adjournment


On motion by Chad Crabtree, seconded by Jamie Arce and carried 5-0, the Board of Works adjourned at 9:28 a.m.

_____ Mike Machlan, President

Attest: _____ Nancy Wilson, Clerk of the Board

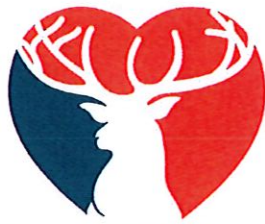


M E M O R A N D U M

Date May 24, 2022
To Mike Machlan, Board of Works President
From Laura Kolo, Utility Services Manager 
RE Request to Engage – GME Testing

Elkhart Public Works is respectfully requesting the Board of Works to contract with GME Testing for a cost not to exceed \$3,850.00. GME Testing will perform geotechnical engineering exploration and evaluation for improvements to Nadel Avenue ground water lift station.

Funding for the preliminary evaluation and design has been appropriated in the 2022 storm water small drainage budget and the contract has been approved by Legal.



City of Elkhart
Public Works and Utilities

Date May 26, 2022
Memo To Board of Public Works
Memo From Laura Kolo, Utility Services Manager
Subject Wastewater Utility Monthly Report of Operations *lk*
for the month of April, 2022

Wastewater MRO Highlights

Parameter	Monthly Avg	Permit Limit
Suspended Solids mg/L	16	30
cBOD5 mg/L	4	25
Phosphorus mg/L	0.8	1.0
Ammonia mg/L	0.50	4.4 (Dec-Apr) 4.2 (May-Nov)
Avg Daily Flow MGD	18.00	Design - 20
Total Monthly Flow MGD	540.05	Report

Incident Reports Filed

Date	Location	Volume (gal)	Cause
4/5/22	3214 S. Main	unknown	grease
4/29/22	CSO 7, 25, 28 and 29	49,049 gallons	AEP phase rollover

Wet Weather Overflows

Number of Events	Total Overflow Volume (MG)
6	1.5617

Permit Violation:
Required Total PO4 removal for March was 75%
Actual Total PO4 removal for March was 73.9%.



M E M O R A N D U M

Date May 18, 2022
To Mike Machlan, Board of Public Works President
From Bryan Cress, Regulatory Compliance Manager *BCC*
RE Request to Approve Agreement for Crane Training

Public Works respectfully requests that the approval of the attached quote for professional services from ATS Specialized, LLC to complete mobile crane operator training.

Funds for this professional service have already been appropriated in safety budgets. The training has a total cost of five thousand seven hundred fifty dollars (\$5,750). This training will build operating, rigging, and signaling skills to make for safer and more streamlined use of our existing mobile cranes.

A copy of the service agreement was provided to legal.


Please feel free to contact me with any questions.

ATS SPECIALIZED, LLC

7190 Elder Lane, PO Box 558, Sun Prairie, WI 53590
 Contact: John Klabacka, 608-354-0765
 John.K@ATSDigs.com, Fax: 608-825-6752



www.ATS-Specialized-Training.com

SPECIALIZED TRAINING PROPOSAL, PRICING & TERMS AGREEMENT			
Customer/Company Name:	Elkhart Public Works	Date:	May 5, 2022
Customer Contact:	Bryan Cress	Contact Phone:	574-293-2572
Services to be Provided:	Crane Operator Training & Qualification		
Location of Service:	Customer Location	Training Duration:	3 Day Session
Credentials to be Earned:	ATS Qualification		
		Pricing	\$5,750 total per session Estimated number of students: 15
ATS Specialized to Provide:	<ol style="list-style-type: none"> 1. Delivery of curriculum 2. All curriculum materials 3. All instructional staff 4. Storage and maintenance of all training records and credentials 		
Training Methods:	Classroom/Written Instruction & Field/Practical Instruction		
Customer to Provide:	Classroom with audio / visual equipment All crane equipment Field area for crane operation		
If you would like to pay with a credit card, please contact John Klabacka, 608-354-0765.			
Payment Terms:	<ul style="list-style-type: none"> • 100% due upon completion of services • Accepted forms of payment include check, credit card, or authorized Purchase Order • Purchase order usage requires full balance due 30 net terms • Proposal expires 180 days from original date. 		
*By submitting an electronic signature (typed first and last name), you are providing an electronic mark that is held to the same standard as a legally binding equivalent of a handwritten signature provided by you.			
Customer Signature (*see above):		Date:	
Printed Name:		Federal/Employer I.D.#:	
ATS Specialized Rep Signature:			
ATS Specialized Rep Print Name:	John Klabacka	Date:	5-5-22

ATS Specialized fully endorses the national certification program offered by the National Commission for the Certification of Crane Operators (NCCCO).

Approved as to form and legality





M E M O R A N D U M

Date May 19, 2022
To Mike Machlan, Board of Public Works President
From Bryan Cress, Regulatory Compliance Manager *BC*
RE Request to Approve Agreement for Noise Dosimeter Monitoring

Public Works respectfully requests that the approval of the attached quote for professional services from Industrial Safety and Environmental Services to perform noise dosimeter testing.

Funds for this professional service have already been appropriated in safety and contractual budgets. The monitoring has a total cost not to exceed three thousand eight hundred fifty dollars (\$3,850). This monitoring is required to determine if any Public Works employee has occupational exposure that would require development of a hearing conservation program.

A copy of the service agreement was provided to legal.

Please feel free to contact me with any questions.



Industrial Safety and
Environmental Services

30367 Old US 33, Elkhart IN 46516 • Phone (574) 674-8357 • Fax (574) 674-6166 • www.GoISES.com

“We put you in compliance”

Bryan Cress
Regulatory Affairs Director
City of Elkhart Public Works & Utilities
1201 S. Nappanee Street
Elkhart, IN 46516

April 13, 2022

Via e-mail: bryan.cress@coei.org

**Re: Cost Consideration for Noise Dosimeter Monitoring For The City of Elkhart
Public Works Department**

Dear Mr. Cress;

On behalf of Industrial Safety & Environmental Services, LLC (ISES), I would like to thank you for allowing us to provide this quotation for services. Please review the following Scope of Work for Noise Dosimetry Monitoring.

1. Scope of Work

A. Hearing Conservation & Occupational Noise

ISES will be collecting 5 noise dosimeter samples for the City of Elkhart Public Works Department. The purpose of this study is to determine occupational noise exposure from individuals performing routine tasks through the workday as compared to the OSHA Permissible Exposure and Hearing Conservation Limits.

Sampling will be conducted using noise dosimeters (datalogging), with a small microphone placed in the individuals approximate hearing zone. The noise dosimeter is programmed to record noise data in site specific and selected intervals. This will allow us to evaluate peak exposures that may occur during the workday.

With the information obtained, a determination can be made regarding the status of required engineering controls and/or hearing protection use. The information will also assess potential exposure to employees in surrounding areas. This data may be used as either direct or objective data depending upon the location.

All instrumentation used by ISES will be calibrated prior to and after (pre and post) monitoring has been conducted to ensure measurement accuracy. At the discretion of Public Works Department., ISES will provide for observation of monitoring in accordance with 29 CFR 1910.95(f) stating that; “the employer shall provide affected employees or their representatives with an opportunity to observe any noise measurements conducted pursuant to this section”.

2. Project Report

Upon completion of the monitoring, a final report will be prepared to document our findings. Within this report, ISES will state observations, recommendations and conclusions. This report will include all project field notes and other data pertinent to the noise dosimetry monitoring. This report will be prepared as a concise presentation of all the information gathered and presented in a logical progression.

3. Project Cost

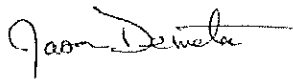
ISES will complete the services outlined in the above Scope of Work for a total cost of **\$3850.00**. This cost includes the following:

- One Certified Industrial Hygienist on-site to conduct noise dosimeter monitoring.
- 5 datalogging dosimeters.
- Complete documentation and reporting for all noise dosimeter assessment activities.
- Records of Calibration and Certification for all equipment being used.
- Driving to each job site will be done with a City of Elkhart representative in City vehicle so no additional charges for mileage are included.

This cost will be treated as a "not to exceed" budget which will only be amended with prior authorization from the Public Works Department. ISES invoicing terms are Net 10 Days and invoices are considered delinquent after 30 days.

We trust this proposal meets with your approval. Should you have any questions, please contact our office at your earliest convenience to discuss scheduling arrangements, or modifications which you may wish to consider. Receipt of a signed copy of this proposal constitutes our Notice to Proceed.

Respectfully submitted,

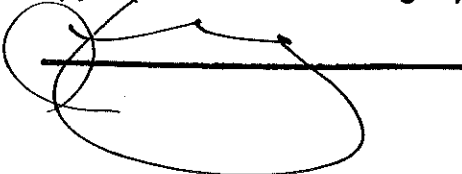


Jason Demeter, CIH, CSP
VP, Health and Safety Services
ISES, LLC

Board of Public Works
City of Elkhart

Date: ____/____/2022

Approved as to form and legality





FATS, OILS AND GREASE NEW VARIANCE REQUEST

Name of FSE: Susann's Kitchen

Physical Address: 831 W. Marion St.

Current calculated requirement per City Ordinance No. 5434, as amended:

Category B: Properly sized grease trap

Minimum size required: 2-52 GPM-grease traps (one for each 3 compartment sink in kitchen)

Current Size: None

Variance Requested:

Susanna's Kitchen has 2-3 compartment sinks each requiring at minimum a 52 GPM grease trap. Due to space constraints, it will be very difficult to install the properly sized grease trap connected to the 3 compartment sink located in the main kitchen. Susanna's Kitchen plans to use this 3 compartment sink as a prep sink.

Pretreatment Recommendation: Approve: Deny: No Recommendation:

Staff acknowledges that the space to install a properly sized grease trap for the main kitchen 3 compartment sink would be difficult. Susanna's Kitchen is planning to wash dishes in the other 3 compartment sink located which will have a properly sized grease trap installed.

Is there a control manhole? Yes: No:

Submitted by: Megan Kolaczyk

Board of Works Action-Variance Request: Approved Not Approved

- If approved, required:
- Annual Sampling
 - Annual Visual Monitoring
 - Other: _____

Approved this _____ of _____, 2022

Michael Machlan Date

Chad Crabtree Date

Jamie Arce Date

Ronnie Davis Date

Rose Rivera Date



FATS, OILS AND GREASE APPLICATION FOR VARIANCE

PLEASE FILL OUT COMPLETELY & PRINT CLEARLY!
(Incomplete forms will be denied.)

Name of FSE: Susanna's Kitchen

Name of Owner of FSE: DALE & SHARON McDOWALL

Physical Address: 831 W. MAISON STREET

City: ELKHART State: IN Zip Code: 46514

Mailing Address: PO BOX 851

City: ELKHART State: IN Zip Code: 46515

Telephone Number: 574 215 6485 - DALE'S CELL

Email Address: _____

Is there a control manhole on site? Yes * No

*If yes, please attach a map indicating the location.

Current FSE Category: A B C

Is this variance renewal request? Yes No



Detailed reason for applying. (Please attach additional sheets if necessary.)

SUSANNA'S KITCHEN HAS FOUND A NEW LOCATION AT GRAVE LUTHERAN CHURCH. WE WILL BE UTILIZING THE EXISTING KITCHEN FACILITIES. THERE ARE TWO SINKS - THIS REQUEST IS FOR ONE (1) SINK - THE PROP SINK - TYPICALLY USED FOR HAND WASHING, RINSING VEGETABLES, MAKING ICED TEA & DRINKS. ADDITIONALLY THE AREA UNDER THE SINK WILL NOT SUPPORT THE LARGER EQUIPMENT.

I certify that the information submitted is true, accurate and complete to the best of my knowledge.

Signature: [Signature] Date: MAY 13, 2022

Printed Name: ERIC TRITTON

Title: REP. FOR GRAVE LUTHERAN CHURCH & SUSANNA'S KITCHEN.

VARIANCE REQUEST: Approved Not Approved

- Required: Annual Sampling
- Annual Visual Monitoring (to be completed between Jan. 15 and Feb. 15)
- Other: _____

Please Return This Form & Associated Documents To:
Elkhart Public Works & Utilities
Pretreatment Division
1201 S. Nappanee St.
Elkhart, IN 46516



FATS, OILS AND GREASE NEW VARIANCE REQUEST

Name of FSE: Healthy on 17

Physical Address: 1001 Parkway Drive Suite 12

Current calculated requirement per City Ordinance No. 5434, as amended:

Category B: Properly sized grease trap

Minimum size required: 35 GPM-grease trap

Current Size: None

Variance Requested:

Healthy on 17 is requesting a variance from installing a grease trap. They believe that due to the type of food service establishment they do not need a grease trap.

Pretreatment Recommendation: Approve: Deny: No Recommendation:

REASON FOR REQUEST: Cost
SPACE AVAILABLE: Appears to be

Is there a control manhole? Yes: No:

Submitted by: Megan Kolaczyk

Board of Works Action-Variance Request: Approved Not Approved

- If approved, required: Annual Sampling
 Annual Visual Monitoring
 Other: _____

Approved this _____ of _____, 2022

Michael Machlan Date

Chad Crabtree Date

Jamie Arce Date

Ronnie Davis Date

Rose Rivera Date



FATS, OILS AND GREASE APPLICATION FOR VARIANCE

PLEASE FILL OUT COMPLETELY & PRINT CLEARLY!

(Incomplete forms will be denied.)

Name of FSE: Healthy on 17
 Name of Owner of FSE: Paola Soprascuth
 Physical Address: 1001 Parkway Dr, Ste 12
 City: Elkhart State: IN Zip Code: 46514
 Mailing Address: 29855 Tealwood Dr.
 City: Elkhart State: IN Zip Code: 46514
 Telephone Number: 574-304-1297
 Email Address: Alize246@Holmval.com
 Is there a control manhole on site? Yes * No
*If yes, please attach a map indicating the location.

Current FSE Category:

A B C

Is this variance renewal request? Yes No

Detailed reason for applying (Please attach additional sheets if necessary)

I would like to apply to not install a grease device. My products do not contain any grease or risk of grease.
 Please consider option 2 to not install a grease trap.

I certify that the information submitted is true, accurate and complete to the best of my knowledge.

Signature: [Signature] Date: 5/12/22
 Printed Name: Paola Soprascuth
 Title: _____

VARIANCE REQUEST: Approved Not Approved

Required: Annual Sampling

Annual Visual Monitoring (to be completed between Jan. 15 and Feb. 15)

Other: _____

Please Return This Form & Associated Documents To:

Elkhart Public Works & Utilities
Pretreatment Division
1201 S. Nappanee St.



FATS, OILS AND GREASE NEW VARIANCE REQUEST

Name of FSE: Heart City Nutrition

Physical Address: 3245 Northview Drive

Current calculated requirement per City Ordinance No. 5434, as amended:

Category B: Properly sized grease trap

Minimum size required: 43 GPM-grease trap

Current Size: None

Variance Requested:

Heart City Nutrition is requesting a variance from installing a grease trap. They believe that due to the type of food service establishment they do not need a grease trap.

Pretreatment Recommendation: Approve: Deny: No Recommendation:

REASON FOR REQUEST: Cost

SPACE AVAILABLE: Appears to be

Is there a control manhole? Yes: No:

Submitted by: Megan Kolaczyk

Board of Works Action-Variance Request: Approved Not Approved

If approved, required: Annual Sampling
 Annual Visual Monitoring
 Other: _____

Approved this _____ of _____, 2022

Michael Machlan Date

Chad Crabtree Date

Jamie Arce Date

Ronnie Davis Date

Rose Rivera Date



FATS, OILS AND GREASE APPLICATION FOR VARIANCE

PLEASE FILL OUT COMPLETELY & PRINT CLEARLY!

(Incomplete forms will be denied.)

Name of FSE: Heart City Nutrition
 Name of Owner of FSE: Paola Soprascuth
 Physical Address: 3245 Northview Dr.
 City: Elkhart State: IN Zip Code: 46514
 Mailing Address: 29855 Tealwood Dr.
 City: Elkhart State: IN Zip Code: 46514
 Telephone Number: 574-304-1297
 Email Address: PA12E246@hotmail.com
 Is there a control manhole on site? Yes * / No

*If yes, please attach a map indicating the location.

Current FSE Category:

Is this variance renewal request? A Yes B No C

Detailed reason for applying. (Please attach additional sheets if necessary)

I would like to apply for a variance to not have a grease trap. None of my products contain grease.
 I would like to ask for Option 2 to not have to install a grease control device.

I certify that the information submitted is true, accurate and complete to the best of my knowledge.

Signature: [Signature] Date: 5/12/22
 Printed Name: Paola Soprascuth
 Title: _____

VARIANCE REQUEST: Approved Not Approved

Required: Annual Sampling

Annual Visual Monitoring (to be completed between Jan. 15 and Feb. 15)

Other: _____

Please Return This Form & Associated Documents To:
 Elkhart Public Works & Utilities
 Pretreatment Division
 1201 S. Nappanee St.



To: Members of the Board of Public Works
From: Lynn Brabec, Environmental Compliance Manager
Date: May 25, 2022
Re: Notice of Violation: 25% Rule Violation – Tradewinds, 3147 Northview Dr. (F2019-017)

During an inspection on 02/07/2022 at Tradewinds, 3147 Northview Dr., the grease interceptor was found to be in violation of the 25% Rule as defined in Ordinance No. 5434 as amended Section 5.11 and the Best Management Practices outlined in the Elkhart Public Works and Utilities Guide to Wastewater Utility Policies Section 15.6.1. This is the first 25% Rule Violation within a year. To date, Tradewinds, has not sent a written response to this violation. The Penalty Matrices recommends assessing a total penalty of \$200.

Violation #1: Failure to operate or maintain FOG control device in proper working order (Ord. No. 5434 as amended)

Violation Date & FOG Amount	Penalty Matrix Recommendation:*	Met all requirements outlined in Notice of Violation? Requirements included submission of written response, signed certification statement.	Additional Violation?
02/07/2022 31%	\$100	No	Yes

Violation #2: Failure to respond to Notice of Violation (Ord. No. 5434 as amended)

Date of Violation:	Penalty Matrix Recommendation:**
5/18/2022	\$100 Penalty**

The Penalty Matrices recommend the Board assess the following in combined penalties:

Location:	Date of Violation:	Penalty Matrices Recommendation:	BOW Assessed Penalty:
Tradewinds 3147 Northview Dr.	02/07/2022	\$200	\$

Approved this _____ of _____ 2022.

Michael Machlan

Chad Crabtree

Jamie Arce

Ronnie Davis

Rose Rivera

Date

Date

Date

Date

Date

Additional notes or requirements from the Board of Public Works:

*According to the "FSE FOG Penalty Guideline Table" contained in the Elkhart Public Works and Utilities "Guide to Wastewater Utility Policies", July 2019 revision, the following penalty is recommended for a 25% Rule violation:

Offense	First offense	Second offense	Third offense	Fourth & subsequent offense(s)
15.9.3 Failure to operate or maintain FOG control device in proper working order (Ord. No. 5434 as amended)	\$100	\$200	\$250	\$300

**According to the guidance in the Enforcement Response Plan Penalty Matrix, Section, 9.3.3, Failure to respond to a Notice of Violation:

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD & SUBSEQUENT OFFENSE(S)
9.3.3 Failure to respond to Notice of Violation :	\$100	\$200	\$500



To: Members of the Board of Public Works
 From: Lynn Brabec, Environmental Compliance Manager
 Date: May 25, 2022
 Re: Notice of Violation: 25% Rule Violation – Noodles & Company, 405 W. CR 6, Suite C (F2016-002)

During a renewal inspection on 2/18/2022, staff reviewed recent pumping records. These records indicated on 02/15/2022 at Noodles & Company, 405 W. CR 6, Suite C, the grease interceptor was in violation of the 25% Rule as defined in Ordinance No. 5434 as amended Section 5.11 and the Best Management Practices outlined in the Elkhart Public Works and Utilities Guide to Wastewater Utility Policies Section 15.6.1. This is the first 25% Rule Violation within a year. To date, Noodles & Company, has not sent a written response to this violation. The Penalty Matrices recommends assessing a total penalty of \$200.

Violation #1: Failure to operate or maintain FOG control device in proper working order (Ord. No. 5434 as amended)

Violation Date & FOG Amount	Penalty Matrix Recommendation:*	Met all requirements outlined in Notice of Violation? Requirements included submission of written response, signed certification statement.	Additional Violation?
02/15/2022 29%	\$100	No	Yes

Violation #2: Failure to respond to Notice of Violation (Ord. No. 5434 as amended)

Date of Violation:	Penalty Matrix Recommendation:**
5/20/2022	\$100 Penalty**

The Penalty Matrices recommend the Board assess the following in combined penalties:

Location:	Date of Violation:	Penalty Matrices Recommendation:	BOW Assessed Penalty:
Noodles & Company 405 W. CR 6, Suite C	02/15/2022	\$200	\$

Approved this _____ of _____ 2022.

_____	_____
Michael Machlan	Date
_____	_____
Chad Crabtree	Date
_____	_____
Jamie Arce	Date
_____	_____
Ronnie Davis	Date
_____	_____
Rose Rivera	Date

Additional notes or requirements from the Board of Public Works:

*According to the "FSE FOG Penalty Guideline Table" contained in the Elkhart Public Works and Utilities "Guide to Wastewater Utility Policies", July 2019 revision, the following penalty is recommended for a 25% Rule violation:

Offense	First offense	Second offense	Third offense	Fourth & subsequent offense(s)
15.9.3 Failure to operate or maintain FOG control device in proper working order (Ord. No. 5434 as amended)	\$100	\$200	\$250	\$300

**According to the guidance in the Enforcement Response Plan Penalty Matrix, Section, 9.3.3, Failure to respond to a Notice of Violation:

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD & SUBSEQUENT OFFENSE(S)
9.3.3 Failure to respond to Notice of Violation :	\$100	\$200	\$500



To: Members of the Board of Public Works
From: Lynn Brabec, Environmental Compliance Manager
Date: May 25, 2022
Re: Notice of Violation: 25% Rule Violation – Happy North Garden, 2900 CASSOPOLIS ST (F2019-033)

During a follow-up inspection on 12/21/2021 at Happy North Garden, 2900 CASSOPOLIS ST, the 100 GPM grease trap was found to be in violation of the 25% Rule as defined in Ordinance No. 5434 as amended Section 5.11 and the Best Management Practices outlined in the Elkhart Public Works and Utilities Guide to Wastewater Utility Policies Section 15.6.1. This is the fourth 25% Rule Violation within a year. To date, Happy North Garden, has not sent a written response to this violation (third time within a year). The Penalty Matrices recommends assessing a total penalty of \$800.

Violation #1: Failure to operate or maintain FOG control device in proper working order (Ord. No. 5434 as amended)

Violation Date & FOG Amount	Penalty Matrix Recommendation:*	Met all requirements outlined in Notice of Violation? Requirements included submission of written response, signed certification statement.	Additional Violation?
12/21/2021 44%	\$300	No	Yes

Violation #2: Failure to respond to Notice of Violation (Ord. No. 5434 as amended)

Date of Violation:	Penalty Matrix Recommendation:**
5/25/2022	\$500 Penalty**

The Penalty Matrices recommend the Board assess the following in combined penalties:

Location:	Date of Violation:	Penalty Matrices Recommendation:	BOW Assessed Penalty:
Happy North Garden 2900 CASSOPOLIS ST	12/21/2021	\$800	\$

Approved this _____ of _____ 2022.

_____	_____
Michael Machlan	Date
_____	_____
Chad Crabtree	Date
_____	_____
Jamie Arce	Date
_____	_____
Ronnie Davis	Date
_____	_____
Rose Rivera	Date

Additional notes or requirements from the Board of Public Works:

*According to the "FSE FOG Penalty Guideline Table" contained in the Elkhart Public Works and Utilities "Guide to Wastewater Utility Policies", July 2019 revision, the following penalty is recommended for a 25% Rule violation:

Offense	First offense	Second offense	Third offense	Fourth & subsequent offense(s)
15.9.3 Failure to operate or maintain FOG control device in proper working order (Ord. No. 5434 as amended)	\$100	\$200	\$250	\$300

**According to the guidance in the Enforcement Response Plan Penalty Matrix, Section, 9.3.3, Failure to respond to a Notice of Violation:

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD & SUBSEQUENT OFFENSE(S)
9.3.3 Failure to respond to Notice of Violation :	\$100	\$200	\$500



M E M O R A N D U M

DATE: May 26, 2022

TO: Board of Public Works

FROM: Cody Cavitt, Engineering Technician CC

RE: **Award Recommendation for 2022 Utility Materials Bid-2 – Bid #22-14**

On May 4, 2022, bids were opened for the Utility Materials Bid at the regular Board of Works meeting. Three (3) bids were received at that time and given to the City's Engineering Department for review.

The bids have been reviewed and a summary of bid items with the company of each line item to be awarded is attached.

It is recommended the Board of Public Works:

Award each line item to the lowest responsive and responsible bidder of each item for the 2022 Utility Materials-2, bid #22-14, as shown on the 2022 Utility Materials Bid-2 Tab Summary.



M E M O R A N D U M

DATE: May 23, 2022
TO: Board of Public Works
FROM: Jason Simnick, Engineering Project Manager JS
RE: **Elkhart WWTP Capacity Upgrades – Phase 2 – QA7634: Approval of Partial Payment Request #43 to Donohue & Associates, Inc.**

Please see the attached invoice #42 from Donohue & Associates, Inc. for professional services provided for the Elkhart WWTP Capacity Upgrades – Phase 2 project for work performed through April 23, 2022. The invoice totals \$76,961.00 as required by SRF.

To date, including this payment, we have paid \$2,139,241.00 or 55.36% of the contract.

It is requested that the BOW:

approve partial payment request #43 in the amount of \$76,961.00 to Donohue & Associates, Inc. from the allocated SRF loan for professional services on the Elkhart WWTP Capacity Upgrades – Phase 2 project.



M E M O R A N D U M

DATE: June 1, 2022
TO: Board of Public Works
FROM: Jason Simnick, Engineering Project Manager JS
RE: **Elkhart WWTP Capacity Upgrades – Phase 2 – QA7634: Approval of Partial Payment Request #44 to Donohue & Associates, Inc.**

Please see the attached invoice #44 from Donohue & Associates, Inc. for professional services provided for the Elkhart WWTP Capacity Upgrades – Phase 2 project for work performed through May 21, 2022. The invoice totals \$72,480.00 as required by SRF.

To date, including this payment, we have paid \$2,211,721.00 or 57.24% of the contract.

It is requested that the BOW:

approve partial payment request #44 in the amount of \$72,480.00 to Donohue & Associates, Inc. from the allocated SRF loan for professional services on the Elkhart WWTP Capacity Upgrades – Phase 2 project.



M E M O R A N D U M

DATE: June 1, 2022
TO: Board of Public Works
FROM: Jason Simnick, Engineering Project Manager JS
RE: **Change Order Request #3: Edgewater Lift Station project – Bid #21-11**

Attached is change order request #3 for the Edgewater Lift Station project. This change order includes additional costs to the project from changes to the initial plans for the project.

The City requested HRP to install equipment allowing for monitoring of the Channel Monster status via SCADA which was not part of the original design. This work was done for a cost of \$3,203.00.

Bar grating, angles, and guardrail in the Flow Channel of the Lift Station was added for safety at a cost of \$26,981.66.

A support pole and receptacle were required to install an EmNet Antenna. This cost an additional \$550.00.

An additional I/O Data Card and wire cable with terminal block holder, from ERS, for the City's SCADA system were required in order for the lift station to communicate with our operations center. This addition adds \$1,078.00 to the contract.

Two bollards were added to the driveway to protect the electrical and emergency generator building. The bollards cost \$2,760.00 total.

Due to delays in material deliveries, this project was worked on during winter conditions and also delayed the replacement of asphalt to this spring. Additional costs for subcontractor work resulting from changes to the construction schedule totaled \$15,234.00.

Line Item 37 of the contract is for a Structural Repair Allowance (\$25,000) for structural repair to the existing concrete. All repair work has been completed for \$1,067.00, so that will now be contract amount. This change results in reducing the contract by \$23,933.00.

It is requested the Board of Public Works:

Approve a change order for the Edgewater Lift Station project, Bid #21-11, in the amount of \$25,873.66.

CITY OF ELKHART

PUBLIC WORKS & UTILITIES

Change Order No. Three
Dated 5/19/22

Project: EDGEWATER LIFT STATION REPLACEMENT

Contract No. 21-11

To: HRP Construction Inc.

Contractor

You are required to make the changes noted below in the subject Contract:

City of Elkhart

By _____
President, Board of Public Works

Dated _____

Nature of Changes

Channel Monster SCADA	\$3,203.00
Bar Grating in Flow Channel and Handrail	\$26,981.66
EmNet Antenna Receptacle and Pole	\$550.00
I/O Data Card	\$1,078.00
Bollards	\$2,760.00
Subcontractor Delay Charges	\$15,234.00
Reduction to Line 37 for Structural Repair Allowance Applied	-\$23,933.00
TOTAL	\$ 25,873.66

These changes result in the following adjustment of Contract Price and Contract Time:

Original Contract Price	<u>\$ 2,670,477.70</u>
Contract Price Prior to this Change Order	<u>\$ 2,729,856.70</u>
Net change resulting from this Change Order	<u>\$ 25,873.66</u>
Current Contract Price including this Change Order	<u>\$ 2,755,730.36</u>
Current Contract Price % Change from Original Price	<u>3.2%</u>
Contract Time prior to this Change Order	<u>Friday, April 29, 2022</u> (Days or Time)
Net Time change resulting from this Change Order	<u>No Change</u> (Days)
Current Contract Time including this Change Order	<u>Friday, April 29, 2022</u> (Days or Time)

The above changes are approved:

Public Works & Utilities
BY: [Signature]
Engineer
6-1-22
DATE

The above changes are accepted:

By: [Signature]
Matthew D. Cain, President
Contractor
5/20/22
DATE



M E M O R A N D U M

DATE: May 25, 2022

TO: Board of Public Works

FROM: Jason Simnick, Engineering Project Manager JS

RE: **Elkhart WWTP Capacity Upgrades – Phase 2 – QA7634: Approval of Partial Payment Request #1 to Bowen Engineering Corporation**

Please see the attached partial pay application #1 from Bowen Engineering Corporation for construction services provided for the Elkhart WWTP Capacity Upgrades project for work performed during the period thru February 7, 2022. This partial pay application, in the amount of \$744,865.00, includes a payment for recent construction activities on the project, as well as payment for retainage. It will be paid through the SRF loan for this project. The partial payment this application breaks down as follows:

Payment Due	\$670,379.00
Retainage Held	\$74,486.00
Total Amount	\$744,865.00

To date, including this payment and all retainage, we have paid \$744,865.00, or 2.78% of the \$26,811,000.00 current contract price.

It is requested that the BOW:

approve partial payment request #1 in the amount of \$744,865.00 to Bowen Engineering Corporation from the allocated SRF loan for construction on the Elkhart WWTP Capacity Upgrades – Phase 2 project.



M E M O R A N D U M

DATE: May 25, 2022

TO: Board of Public Works

FROM: Jason Simnick, Engineering Project Manager JS

RE: **Elkhart WWTP Capacity Upgrades – Phase 2 – QA7634: Approval of Partial Payment Request #2 to Bowen Engineering Corporation**

Please see the attached partial pay application #2 from Bowen Engineering Corporation for construction services provided for the Elkhart WWTP Capacity Upgrades project for work performed during the period thru March 15, 2022. This partial pay application, in the amount of \$414,072.00, includes a payment for recent construction activities on the project, as well as payment for retainage. It will be paid through the SRF loan for this project. The partial payment this application breaks down as follows:

Payment Due	\$372,665.00
Retainage Held	\$41,407.00
Total Amount	\$414,072.00

To date, including this payment and all retainage, we have paid \$1,158,937.00, or 4.32% of the \$26,811,000.00 current contract price.

It is requested that the BOW:

approve partial payment request #2 in the amount of \$414,072.00 to Bowen Engineering Corporation from the allocated SRF loan for construction on the Elkhart WWTP Capacity Upgrades – Phase 2 project.



M E M O R A N D U M

DATE: May 25, 2022

TO: Board of Public Works

FROM: Jason Simnick, Engineering Project Manager JS

RE: **Elkhart WWTP Capacity Upgrades – Phase 2 – QA7634: Approval of Partial Payment Request #3 to Bowen Engineering Corporation**

Please see the attached partial pay application #3 from Bowen Engineering Corporation for construction services provided for the Elkhart WWTP Capacity Upgrades project for work performed during the period thru April 5, 2022. This partial pay application, in the amount of \$269,638, includes a payment for recent construction activities on the project, as well as payment for retainage. It will be paid through the SRF loan for this project. The partial payment this application breaks down as follows:

Payment Due	\$242,674.00
Retainage Held	\$26,964.00
Total Amount	\$269,638.00

To date, including this payment and all retainage, we have paid \$1,428,575.00, or 5.33% of the \$26,811,000.00 current contract price.

It is requested that the BOW:

approve partial payment request #3 in the amount of \$269,638.00 to Bowen Engineering Corporation from the allocated SRF loan for construction on the Elkhart WWTP Capacity Upgrades – Phase 2 project.



M E M O R A N D U M

DATE: May 23, 2022
TO: Board of Public Works
FROM: Jason Simnick, Engineering Project Manager JS
RE: **Change Order Request #2 & Final: 605 Mason Street Sewer Repair project – Quote #21-09**

Attached is change order request #2 & Final for the 605 Mason Street Sewer Repair project. This change order is for the adjustment to final quantities and the correction of a math error from Change Order #1.

This change order will reduce final Niblock Excavating, Inc. contracts costs for final quantity adjustments at a savings of \$6,621.00 to the contract. There was also a math error in Change Order #1 that made the total cost of that change order short by \$17.20 total.

This change order request is for a decrease of \$6,603.80 to the current contract price of \$72,895.80. Approval of change order #1 would decrease the current contract price to \$66,292.00 resulting in a 1.0% overall increase from the original contract price of \$65,625.00.

It is requested the Board of Public Works:

Approve release of all retainage and Change Order #2 & Final for the 605 Mason Street Sewer Repair project, Quote #21-09, for a decrease of \$6,603.80, bringing the Contract price to \$66,292.00.

CITY OF ELKHART

PUBLIC WORKS & UTILITIES

Change Order No. 2 and Final
Dated 5/20/2022

Project: **605 Mason St Sewer Repairs**

Contract No. 21-09

To: Niblock Excavating
Contractor

You are required to make the changes noted below in the subject Contract:

City of Elkhart

By _____
President, Board of Public Works

Dated _____

Nature of Changes

Adjustment to final quantities.	\$	(6,621.00)
Fix in math from CO#1 item #1		\$17.20

TOTAL \$ **(6,603.80)**

These changes result in the following adjustment of Contract Price and Contract Time:

Original Contract Price	\$	<u>65,625.00</u>
Contract Price Prior to this Change Order	\$	<u>72,895.80</u>
Net change resulting from this Change Order	\$	<u>(6,603.80)</u>
Current Contract Price including this Change Order	\$	<u>66,292.00</u>
Current Contract Price % Change from Original Price		<u>1.0%</u>
Contract Time prior to this Change Order		<u>NO CHANGE</u> (Days or Time)
Net Time change resulting from this Change Order		<u>NO CHANGE</u> (Days)
Current Contract Time including this Change Order		<u>NO CHANGE</u> (Days or Time)

The above changes are approved:

Public Works & Utilities
BY: [Signature]
Engineer
5/23/22
DATE

The above changes are accepted:

By: [Signature]
Contractor
5/23/22
DATE

✓



M E M O R A N D U M

DATE: June 2, 2022

TO: Board of Public Works

FROM: Ryan Clussman, Right of Way Engineer

RE: **Permission to Grant Existing Private Fence and Encroachment Along City ROW – Alliance RV**

This request was brought forward by Alliance RV back in May of 2021. At the time they requested that the Board allow the existing chain link fence and for parking of the recreational vehicles along Benchmark Drive.

The location of this encroachment is at a dead end road that services only the business in question, thus there would be minimal impact to the general public.

Since the Board approved this request last year, a storage lot has been constructed and the encroaching RV units removed.

It is requested the BOW:

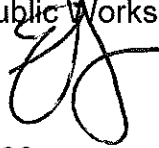
Revoke permission for the encroachment along Benchmark Drive.

Rod Roberson
Mayor



Development Services
229 S. Second Street
Elkhart, IN 46516
574.294.5471
Fax: 574.295.7501
Permit Center Fax:
574.970.1361

M e m o r a n d u m

To: Board of Public Works
From: Eric Trotter 
Date: May 23, 2022
RE: **RB Realty Lexington Minor Subdivision - Right of Way Dedication**

On Friday, May 20, 2022, the Plat Committee gave preliminary approval of a one (1) lot minor subdivision establishing a development lot for the Boling Vision Care Corporate Offices. The site is located at the north west corner of Lexington Park Drive and CR 3.

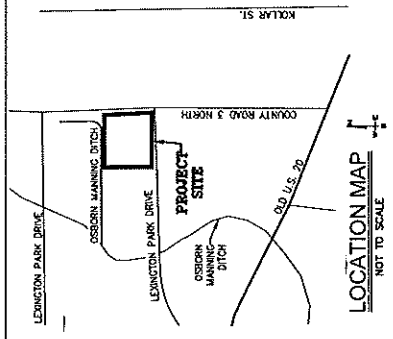
The Board of Works is being asked to accept the right of way adjacent to the site on CR 3.

R.B. REALTY LEXINGTON PARK DRIVE MINOR SUBDIVISION
 A PART OF THE NORTHEAST FRACTIONAL QUARTER (NE 1/4) OF SECTION 2,
 TOWNSHIP 37 NORTH, RANGE 4 EAST, CLEVELAND TOWNSHIP,
 CITY OF ELKHART, ELKHART COUNTY, INDIANA

LEGAL DESCRIPTION-PER INSTRUMENT #2021-235568
 A PART OF THE NORTHEAST FRACTIONAL QUARTER (NE 1/4) OF SECTION 2, TOWNSHIP 37 NORTH, RANGE 4 EAST,
 CLEVELAND TOWNSHIP, ELKHART COUNTY, INDIANA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:
 COMMENCING 321.02 FEET NORTH OF THE SOUTHEAST CORNER OF SAID QUARTER SECTION; THENCE SOUTH 89°59' WEST, 40
 FEET TO THE PLACE OF BEGINNING OF THIS DESCRIPTION; THENCE SOUTH 89°59' WEST, 200 FEET TO THE PLACE OF BEGINNING
 OF THIS DESCRIPTION; THENCE SOUTH 89°59' WEST, 200 FEET TO THE PLACE OF BEGINNING OF THIS DESCRIPTION; THENCE
 THENCE NORTH 80°59' EAST PARALLEL, WITH THE NORTH LINE OF LEXINGTON DRIVE, 230 FEET; THENCE DUE SOUTH
 PARALLEL, WITH THE EAST LINE OF SAID QUARTER SECTION, 228.35 FEET TO THE PLACE OF BEGINNING.

LEGEND

- FCI - FOUND 5/8" CAPPED IRON
- SDI - SET 5/8" REBAR WITH CAP
- STAMPED ABONMARCHÉ 0050



FLOOD NOTE
 THE SUBJECT PARCEL DOES NOT LIE WITHIN A SPECIAL FLOOD HAZARD AREA
 (SFHA) (100 YEAR FLOOD BOUNDARY AS SCALED AND DEPICTED ON THE
 FEMA/FBI COMMUNITY PANEL, PROSCRIPTIONS, EFFECTIVE MAP DATE: AUGUST
 2013) WITHIN THE ELKHART COUNTY FLOODPLAIN PORTAL WEBSITE.
 (dhmrmaps.dnr.in.gov)

EZA NOTE
 CITY OF ELKHART EZA CASE _____ APPROVED _____
 ELKHART COUNTY DRAINAGE BOARD VARIANCE
 ELKHART COUNTY DRAINAGE BOARD CASE INSTRUMENT #2022-08132

AUDITOR
 PATRICIA A. PICKENS ELKHART COUNTY AUDITOR

DULY ENTERED FOR TAXATION THIS _____ DAY OF _____ 20 ____ AT _____
 RECORDER _____

AND RECORDED IN PLAT BOOK _____ PAGE _____
 FEE _____ JENNIFER L. DORRIT ELKHART COUNTY RECORDER

DRAINAGE MAINTENANCE STATEMENT

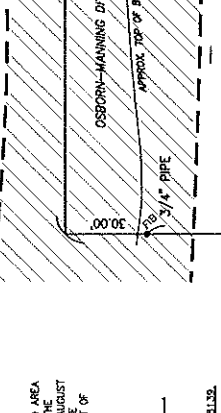
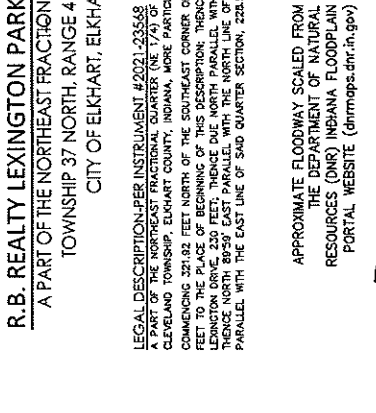
THE MAINTENANCE OF ALL DRAINAGE FACILITIES INCLUDING GULLIES, AND SWALES, SHALL
 BE THE RESPONSIBILITY OF EACH LOT OWNER AND NO OWNER SHALL PERMIT, ALLOW, OR
 CAUSE ANY OF SAID FACILITIES TO BE OBSTRUCTED OR REMOVED OR TO IN ANY WAY
 SUBSIDY, SLOTTED, OR OTHERWISE IMPAIR SAID FACILITIES. IN THE EVENT ANY
 SUCH FACILITIES ARE OBSTRUCTED OR REMOVED OR OTHERWISE IMPAIRED, THE RESPONSIBILITY OF
 THE LOT OWNER TO REPAIR SUCH FACILITIES AT OWNER'S EXPENSE.

IN THE EVENT OF OWNER'S FAILURE TO MAINTAIN SUCH DRAINAGE FACILITIES IN GOOD
 REPAIR, THE CITY OF ELKHART, INDIANA, MAY REPAIR SUCH DRAINAGE FACILITIES AT THE
 INDIANA MAY REPAIR SUCH DRAINAGE FACILITIES AND INVOICE THE COSTS OF SUCH REPAIR
 TO THE LOT OWNER. THE CITY OF ELKHART, INDIANA, IS GRANTED AN EASEMENT ACROSS
 A LOT OWNER'S REAL ESTATE FOR THE PURPOSES OF REPAIRING ANY DRAINAGE FACILITIES
 OF SUCH REPAIR AS ASSESSED BY SAID GOVERNMENTAL AUTHORITY, SHALL CONSTITUTE A
 LIEN UPON THE REAL ESTATE OF THE LOT OWNER, AND AN ENCUMBRANCE UPON THE TITLE
 OF SAID LOT.

THE CITY OF ELKHART, INDIANA, IS FURTHER GRANTED A RIGHT OF ACTION FOR THE
 COLLECTION OF SAID INDEBTNESS FROM THE LOT OWNER AND FOR THE FORECLOSURE
 OF SAID LIEN UPON THE REAL ESTATE OF THE LOT OWNER. THE FORECLOSURE ACTION SHALL
 BE MAINTAINED IN THE COURTS OF GENERAL JURISDICTION OF THE STATE OF INDIANA AND
 SHALL BE COMPLETED IN THE COUNTY OF ELKHART, INDIANA.

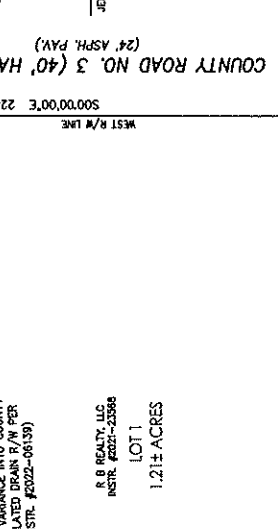
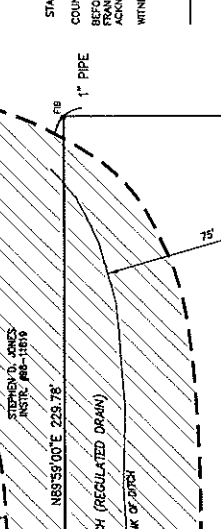
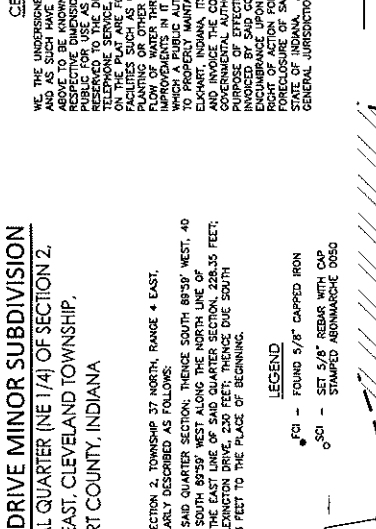
SURVEYOR
 CRAIG S. BATDORFF P.L.L.C. #21200006
 ABONMARCHÉ CONSULTANTS, INC.
 333 RIVER RACE DRIVE, UNIT 206
 COVINGTON, IN 46226
 317-574-5333-3913

PROPERTY OWNER / DEVELOPER
 R.B. REALTY, LLC
 2746 OLD U.S. 20 W. SUITE B
 ELKHART, IN 46514



75 MIN. COUNTY REGULATED DITCH MAINTENANCE EASEMENT (NOTE VARIANCE INTO COUNTY REGULATED DRAIN R/W PER INSTR. #2022-06139)

R.B. REALTY, LLC
 INSTR. #2021-23586
 LOT 1
 1.21± ACRES



ABONMARCHÉ
 333 River Race Drive, Unit 206
 Covington, IN 46226
 Phone: 317-574-5333
 Fax: 317-574-5333
 www.abonmarche.com

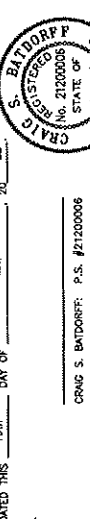
CERTIFICATE OF OWNERSHIP & DEED OF DEDICATION
 WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT WE ARE THE OWNER(S) OF THE REAL ESTATE DESCRIBED HEREON
 AND AS SUCH HAVE CAUSED THE SAME TO BE SURVEYED AND SUBDIVIDED AS SHOWN ON THE PLAT BEING
 ABOVE TO BE KNOWN AS R.B. REALTY LEXINGTON PARK DRIVE MINOR SUBDIVISION. THE LOT IS NUMBERED AND ITS
 AREA IS SHOWN ON THE PLAT. THE SURVEY WAS MADE BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND ITS
 PRECISION AND CORRECTNESS ARE GUARANTEED. THE UTILITY EASEMENTS SHOWN ON THE PLAT ARE HEREBY SET ASIDE AND
 RESERVED TO THE DULY FRANCHISED PUBLIC UTILITY COMPANIES SERVING THE AREA WITH GAS, ELECTRICITY, AND
 TELEPHONE SERVICE FOR THE INSTALLATION AND MAINTENANCE OF SAID UTILITIES. IN THE EVENT OF THE FAILURE OF SUCH
 FACILITIES SUCH AS CHANNELS, SWALES, DITCHES, SEWERS, ETC. WITHIN SAID DRAINAGE EASEMENTS, NO STRUCTURE,
 PLANTING OR OTHER MATERIAL SHALL BE PLACED OR PERMITTED TO REMAIN WHICH MAY OBSTRUCT OR RETARD THE
 FLOW OF WATER IN SAID FACILITIES. THE OWNER OF THE LOT, EXCEPT FOR THOSE APPROVED FOR
 WHICH A PUBLIC AUTHORITY OR UTILITY COMPANY IS RESPONSIBLE, IN THE EVENT OF THE FAILURE OF THE OWNER
 TO MAINTAIN SAID FACILITIES, THE APPROPRIATE GOVERNMENTAL AUTHORITY OF THE CITY OF
 ELKHART, INDIANA, SHALL BE RESPONSIBLE FOR THE REPAIR AND RECONSTRUCTION OF THE SAID FACILITIES.
 GOVERNMENTAL AUTHORITY IS HEREBY GRANTED AN EASEMENT ACROSS THE LOT IN THIS SUBDIVISION AND THE SAID
 PURPOSE OF EFFECTING SAID REPAIR AND/OR RECONSTRUCTION. THE AMOUNT OF THE COSTS ASSESSED AND
 ENCUMBRANCE UPON THE TITLES TO SAID PROPERTY, THE SAID GOVERNMENTAL AUTHORITY IS FURTHER GRANTED A
 RIGHT OF ACTION FOR THE COLLECTION OF SAID ASSESSMENT FROM THE PROPERTY OWNER AND FOR THE
 FORECLOSURE OF SAID LIEN IN THE MANNER IN WHICH MORTGAGES ARE FORECLOSED UNDER THE COVENANTS OF
 GENERAL JURISDICTION OF THE STATE OF INDIANA AND SHALL COMMENCE IN THE COUNTY OF ELKHART, INDIANA.

NOTARY PUBLIC CERTIFICATE
 HANLEY BOUNG, CEO
 STATE OF _____ COUNTY OF _____
 COUNTY OF _____ SS:
 BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY CAME
 FRANK E. MOSCHES, MEMBER ON BEHALF OF BACK TABLE, LLC ALSO KNOWN AS BACKTABLE, LLC AND
 ACKNOWLEDGED THE SIGNATURE OF THIS PLAT.
 WITNESS MY HAND AND SEAL THIS _____ DAY OF _____ 20 ____

CERTIFICATE OF APPROVAL
 BE IT RESOLVED BY THE CITY OF ELKHART PLAT COMMITTEE, ELKHART, INDIANA THAT THIS PLAT IS
 HEREBY APPROVED AND ACCEPTED THIS _____ DAY OF _____ 20 ____
 JEFFREY SCHWARTZ, PRESIDENT TORY IRWIN, MEMBER ERIC TROTTER, MEMBER

SURVEYOR'S CERTIFICATE
 STATE OF INDIANA) SS:
 COUNTY OF ELKHART)
 I, CRAIG S. BATDORFF, HEREBY CERTIFY THAT I AM A LAND SURVEYOR, LICENSED IN THE
 DESCRIBED IN THE ABOVE CAPTIONED AND THAT I HAVE DIVIDED THE SAME INTO BLOCKS AND
 LOTS AS SHOWN ON THE HEREON DRAWN PLAT. THIS PLAT, TO THE BEST OF MY
 KNOWLEDGE CORRECTLY REPRESENTS THE SAID SURVEYED CORNERS AND MARKED WITH IRONS.
 DIMENSIONS ARE IN FEET AND DECIMAL PARTS THEREOF. THERE HAVE BEEN NO CHANGES IN
 THE LINES OR MATTERS OF A SURVEY PERFORMED UNDER MY SUPERVISION WHICH HAS BEEN
 NUMBER _____ RECORDED IN THE OFFICE OF THE RECORDER OF ELKHART COUNTY, INDIANA IN INSTRUMENT
 NUMBER _____

I, CRAIG S. BATDORFF, AFFIRM UNDER PENALTIES OF PERJURY THAT I HAVE TAKEN
 CARE TO REDUCE EACH SOCIAL SECURITY NUMBER IN THIS DOCUMENT, UNLESS
 REQUIRED BY LAW.
 DATED THIS 16th DAY OF MAY 20 22.



PROPERTY OWNER / DEVELOPER
 R.B. REALTY, LLC
 2746 OLD U.S. 20 W. SUITE B
 ELKHART, IN 46514

JOB NO.: 21-1918
 DATE: MAY, 2022
 SHEET 1 OF 1

PROJECTS 2021.21-1918 BOUNG VESON - PARKING LOT ADDENDUM SURVEY DRAWING 21-1918 MINOR SUBDIVISION



Dear Annie,

We are excited to share the adventure with you and participants from City of Elkhart. You are scheduled for 1 event(s), summarized below, with details in the enclosed Event Details pages.

Please carefully review the Event Details, Invoice, Terms and Conditions, and supplementary materials. It is important that these materials accurately reflect your expectations. I'm happy to make any changes if needed.

We very much appreciate partnering with you and your group. See you soon!

Sincerely,

Christine Tomlinson Rettler
Senior Manager of Youth Programs

Summary of Services Provided

Start Date	End Date	Event Name
Aug 20, 2022	Aug 20, 2022	Elkhart's 25th EnviroFest

Action Items & Due Dates

- Sign and return a copy of the Service Agreement by **1/27/2022**
- Pay 25% deposit of \$625 by **1/27/2022**
- Pay remaining balance of \$1875 by **7/9/2022**
- Ensure registrations/waivers are submitted to WI by **8/20/2022**

CITY OF ELKHART

The city with a heart

TO: Board of Public Works
FROM: Elkhart City Attorney
DATE: June 7, 2022
RE: Resolution 22-R-09 Transfer of Tax Parcels 20-06-08-358-001.000-012;
20-06-08-351-013.000-012 and 20-06-09-385-013.000-012

The City acquired the title to 1033 Hubbard and 1923 Lane Avenue from the County. Each parcel was in the tax sale and not purchased. As a result, the tax sale certificates were transferred to the County. The County offered these to the City. In addition, the City acquired title to 1108 W. Blaine from Bank of America. All 3 parcels were improved using federal funding from the Neighborhood Stabilization Program, are currently being leased to income qualified families, and are subject to affordability restrictions. Because the parcels were originally placed in the name of the City, rather than in "City of Elkhart, Department of Redevelopment", it is now necessary to transfer these parcels to the City of Elkhart, Department of Redevelopment so the Redevelopment Commission can complete a sale of these parcels to qualified buyers.

The Legal Department respectfully requests the Board of Public Works to:

Approve Resolution 22-R-09 Approving the Transfer of Real Estate to the City of Elkhart, Department of Redevelopment.

RESOLUTION NO. 22-R-09

**A RESOLUTION OF THE BOARD OF PUBLIC WORKS
OF THE CITY OF ELKHART, INDIANA
AUTHORIZING THE TRANSFER OF REAL PROPERTY
TO THE ELKHART REDEVELOPMENT COMMISSION**

1033 Hubbard; 1108 W. Blaine and 1923 Lane Avenue

WHEREAS, the Elkhart Redevelopment Commission (the "Commission"), the governing body of the Elkhart, Indiana, Department of Redevelopment (the "Department") exists and operates under the provisions of I.C. § 36-7-14, as amended from time to time (the "Act") and is a body corporate and politic; and

WHEREAS, the City of Elkhart, Indiana, Board of Public Works (the "Board") has custody of and may maintain all property owned by the City of Elkhart, Indiana (the "City") pursuant to I.C. § 36-9-6-3; and

WHEREAS, pursuant to I.C. § 36-1-11-8, the City, acting by and through the Board, may transfer property to another governmental entity upon terms and conditions agreed upon by the two (2) entities as evidenced by the adoption of substantially identical resolutions of each entity; and

WHEREAS, the Department, by and through the Commission, has presented to the Board, a request for the transfer to the Commission of the lots more particularly described at Exhibit A (the "Property"); and

WHEREAS, the City, through the Board, desires to transfer the Property to the Department; and

WHEREAS, the Department will adopt a resolution consistent with the requirement of I.C. § 36-1-11-8.

NOW, THEREFORE, BE IT RESOLVED BY THE ELKHART BOARD OF PUBLIC WORKS AS FOLLOWS:

1. The transfer of the Property described at Exhibit A situated in Elkhart County, Indiana to the City of Elkhart, Department of Redevelopment, shall be, and hereby is, authorized and approved.

2. This Resolution shall be in full force and effect upon its adoption and upon the adoption by the Department of a resolution consistent with the requirements of I.C. § 36-1-11-8.

ADOPTED at a meeting of the Elkhart Board of Public Works held on June _____, 2022 at 229 South Second Street, Elkhart, Indiana 46516.

**CITY OF ELKHART
BOARD OF PUBLIC WORKS**

Michael C. Machlan, President

Chad Crabtree, Vice-President

Jamie Arce, Member

Ronnie Davis, Member

Rose Rivera, Member

ATTEST:

Nancy Wilson, Clerk of the Board of Public Works

CITY OF ELKHART

The city with a heart

TO: Board of Public Works
FROM: Elkhart City Attorney
DATE: June 7, 2022
RE: Resolution 22-R-11 Transfer of Tax Sale Parcel 20-06-05-328-013.000-012

The City acquired the title to 209 North Second Street from the County. The parcel was in the tax sale and not purchased. As a result, the tax sale certificates were transferred to the County. The County offered these to the City, Department of Redevelopment. Because the parcel was originally placed in the name of the City, rather than in "City of Elkhart, Department of Redevelopment", it is now necessary to transfer the parcel to the City of Elkhart, Department of Redevelopment so the Redevelopment Commission can complete a sale of this parcel.

The Legal Department respectfully requests the Board of Public Works to:

Approve Resolution 22-R-11 Approving the Transfer of Real Estate to the City of Elkhart, Department of Redevelopment.

RESOLUTION NO. 22-R-11

**A RESOLUTION OF THE BOARD OF PUBLIC WORKS
OF THE CITY OF ELKHART, INDIANA
AUTHORIZING THE TRANSFER OF REAL PROPERTY
TO THE ELKHART REDEVELOPMENT COMMISSION**

209 North Second Street

WHEREAS, the Elkhart Redevelopment Commission (the "Commission"), the governing body of the Elkhart, Indiana, Department of Redevelopment (the "Department") exists and operates under the provisions of I.C. § 36-7-14, as amended from time to time (the "Act") and is a body corporate and politic; and

WHEREAS, the City of Elkhart, Indiana, Board of Public Works (the "Board") has custody of and may maintain all property owned by the City of Elkhart, Indiana (the "City") pursuant to I.C. § 36-9-6-3; and

WHEREAS, pursuant to I.C. § 36-1-11-8, the City, acting by and through the Board, may transfer property to another governmental entity upon terms and conditions agreed upon by the two (2) entities as evidenced by the adoption of substantially identical resolutions of each entity; and

WHEREAS, the Department, by and through the Commission, has presented to the Board a request for the transfer to the Commission of the improved lot more particularly described at Exhibit A (the "Property"); and

WHEREAS, the City, through the Board, desires to transfer the Property to the Department; and

WHEREAS, the Department will adopt a resolution consistent with the requirement of I.C. § 36-1-11-8.

NOW, THEREFORE, BE IT RESOLVED BY THE ELKHART BOARD OF PUBLIC WORKS AS FOLLOWS:

1. The transfer of the Property described at Exhibit A situated in Elkhart County, Indiana to the City of Elkhart, Department of Redevelopment, shall be, and hereby is, authorized and approved.

2. This Resolution shall be in full force and effect upon its adoption and upon the adoption by the Department of a resolution consistent with the requirements of I.C. § 36-1-11-8.

ADOPTED at a meeting of the Elkhart Board of Public Works held on June 7, 2022 at 229 South Second Street, Elkhart, Indiana 46516.

**CITY OF ELKHART
BOARD OF PUBLIC WORKS**

Michael Machlan, President

Chad Crabtree, Vice-President

Ron Davis, Member

Jamie Arce, Member

Rose Rivera, Member

ATTEST:

Nancy Wilson, Clerk of the Board of Public Works

PROPERTY TO BE TRANSFERRED

EXHIBIT "A"

Lot Number Forty-six (46) as the said Lot is known and designated on the recorded ORIGINAL PLAT OF THE TOWN (now City) OF ELKHART; said Plat being recorded in Deed Record I, page 34, in the Office of the Recorder of Elkhart County, Indiana.

Commonly known as 209 North Second Street, Elkhart, IN 46516. Parcel number 20-06-05-328-013.000-012

Rod Roberson
Mayor

Jamie Arce
City Controller



City Controller's Office
229 S. Second St.
Elkhart, IN 46516

574.294.5471
Fax: 574.294.8491

MEMO

To: Members of Board of Works
From: Karen Reimer, Purchasing Agent *KR*
Date: June 7, 2022
Regarding: Lease Agreement for an Ice/Water Dispenser Municipal
Building Breakroom

The Controller's office is seeking approval to lease a new WS Infinity Ice/Water Dispenser for the updates to the Municipal Building's Breakroom. This is a 60-month lease, billing at \$115.00 per month on Quarterly basis, and has a onetime installation fee of \$100.00.

The lease provides all system service and support for the entire rental period including service calls, parts, labor, preventative maintenance and filter changes as needed.

Legal has reviewed and approved the lease with a couple of exceptions as noted and agreed by the vendor. Payment will be from the existing budgeted funds for the Board of Works Equipment Lease line effective July 1, 2022.

It is requested that you approve the agreement for the new equipment lease with OfficeH2O an Indiana based company servicing Elkhart County.

Rod Roberson
Mayor

Jamie Arce
City Controller



City Controller's Office
229 S. Second St.
Elkhart, IN 46516

574.294.5471
Fax: 574.294.8491

MEMO

To: Members of Board of Works
From: Karen Reimer, Purchasing Agent *KR*
Date: June 7, 2022
Regarding: Lease Agreement – Pitney Bowes

The Controller's office is seeking approval to renew existing leases with Pitney Bowes for postage machines located at the Controller's office and Police Department.

Each lease is a 60-month lease effective upon receipt of a signed copy by both parties and installation of the new equipment. The new lease for the Controller equipment will bill at \$911.16 on a Quarterly basis in addition, the Police Department equipment will bill at \$222.60 on a Quarterly basis. The new leases will be a cost savings to the City for a total of \$405.00 annually.

It is requested that you approve the lease agreements. Legal has reviewed and approved the documents prior to this memo.

Rod Roberson
Mayor

Richard Warfield
Department Head



Information Technology
131 Tyler Ave.
Elkhart, IN 46516
574.389.1939

Dear Board of Works Members,

I'd like to submit for your approval the contract for Monday.com. This contract is to setup Project Management control with all departments. This tool will start with Community Development and grow throughout the city. This software will allow for the sharing and collaboration of all Projects for City of Elkhart departments. This contract is pending approval from legal which is currently being reviewed. The cost of this contract is \$9,123.84 per year for 20 licenses and an additional \$2,500 for setup and support. I would also ask that you give me (Richard Warfield) the authority to docu-sign on behalf of the Board of Works. The funding for this software is already budgeted and will be replacing Teamwork as our Project Management software.

Thank you

Richard Warfield

IT Department Head

City of Elkhart, Indiana



MEMORANDUM

DATE: June 2, 2022

TO: Board of Public Works

FROM: James Humphreys

RE: **Contract EV2516 between The City of Elkhart and Kansas City, Missouri, a constitutionally chartered municipal corporation ("City"), and KONE, INC. ("Contractor") to modernize the elevator at the Municipal Building.**

Please approve the attached contract between KONE Inc. and The City of Elkhart for a total of \$139,717.00. This contract is for the modernization of the Elevator at the Municipal Building. This contract has been reviewed and approved by the Legal Department. The system we are using now is obsolete and we are no longer able to maintain it. This is to bring the Elevator up to current standards.



City of Elkhart, Indiana
the city with a heart



MEMORANDUM

DATE: 6/2/2022
TO: Board of Public Works
FROM: Corporation Counsel John Espar
RE: Proposed Resolution No. 22-R-12

A RESOLUTION ADOPTING POLICY FOR THE SUBAWARD AND MONITORING
OF SUBRECIPIENT EXPENDITURES OF AMERICAN RESCUE PLAN ACT:
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS

The attached resolution proposes for adoption by the Board of Public Works, a policy by which the City of Elkhart may consider, grant and monitor a subaward of American Rescue Plan Act: Coronavirus State and Local Fiscal Recovery Funds.

The policy and agreement has been drafted to comply with applicable federal statutes, federal regulations, and federal guidelines which apply to recipients and subrecipients of American Rescue Plan Act: Coronavirus State and Local Fiscal Recovery Funds.



ELKHART BOARD OF WORKS
2022 USE & EVENT PERMIT APPLICATION

229 South 2nd Street
Elkhart, IN 46516
Phone: (574) 294-5471

RECEIVED
MAY 31 2022

Date Received:

paid 4

INSTRUCTIONS: Please carefully read the "Event Procedures & Guidelines" sections before completing this application. Incomplete applications and/or applications without the required application fee will not be processed.

EVENT NAME: Open Air Tent Revival DATE(S) REQUESTED 6-10+11-22
LOCATION/VENUE REQUESTED 1314 S. Main ST. 7-15-22
7-29-22
LOCATION/VENUE 2ND CHOICE REQUESTED

OFFICE USE: DATE/VENUE AVAILABLE [] No [] Yes

APPLICANT INFORMATION

NAME OF APPLICANT Clara Hadley
NAME OF EVENT ORGANIZER/PRODUCER Kingdom Impact C.C. Church
PRODUCTION COMPANY/ORGANIZATION
STREET ADDRESS 2201 Toledo Rd
CITY Elkhart, IN STATE IN ZIP CODE 46514
E-MAIL ADDRESS kohlmpiraiz@yahoo.com
DAYTIME PHONE 574 322-5039 FAX CELL PHONE 574-322-5039
EVENT DAY ON-SITE CONTACT * REQUIRED Clara Hadley DAYTIME PHONE 574-322-5039 CELL PHONE 574-322-5039

EVENT SPONSOR: Are you, the applicant, organizing this event on behalf of another organization? (Please check No or Yes Below)

[] No [] Yes -> Name of Organization:

NAME OF SPONSORING ORGANIZATION CONTACT SPONSORING ORG. CONTACT PHONE

ADDRESS OF SPONSORING ORGANIZATION CITY ZIP CODE

Additional Documentation Required: If you checked "Yes" above, please submit an endorsement letter from the organization (on their official Letterhead) on whose behalf you are organizing this event.

Is the sponsoring organization a 501(c) (3)? (Please check No or Yes below.)

[] No [x] Yes -> Please attach current verification of 501(c) (3) status

Does the sponsoring organization have an ST-105, General Sales Tax Exemption Status? (Please check No or Yes below.)

[] No [] Yes -> Please attach current verification of ST-105 status

FEDERAL TAX ID #

EVENT INFORMATION

ACTUAL EVENT TIMES (NOT INCLUDING SETUP or TAKE DOWN)

Start Time: 7:00 p.m.

Finish Time: 10:00 p.m.

Additional Information Required: If your event includes multiple days and/or varying times, please attach a schedule.

SET-UP TIME(S)

From: 6:00 p.m. To: 7:00 p.p.

TEAR-DOWN

From: 10:00 pm To: 10:30 p.m.

EXPECTED NUMBER OF PARTICIPANTS:

100

If event is reoccurring, please submit past number of participants below.

2021 NUMBER OF PARTICIPANTS:

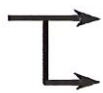
2020 NUMBER OF PARTICIPANTS:

PREVIOUS YEAR DATE/LOCATION: Has this event been previously held?

(Please check No or Yes below.)

No

Yes



Event Name: _____

Location: _____

Date: _____

EVENT DESCRIPTION

Please check what type of event this is (Check all that apply) and write a brief description of your event.

Walk/Run

Cultural Event

Other event, please describe:

Art Fair/Festival

Public Rally/March

Concert/Performance

Bike Ride

Service

Brief Description of Event:

Please provide a detailed description of your event. Document(s) with this information or other materials describing this event may be attached.

PROHIBITED ACTIVITIES IN CITY PARKS (By Ordinances)

No Fundraising Allowed

No Bounce Houses Allowed

No Admission Fees Allowed