

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

Common Council Chambers

9:00 A.M., Tuesday, September 20, 2022

<https://coei.webex.com/coei/j.php?MTID=m7e5f8f9d949b376073d4da9d99851f70>

Join by phone: 1-415-655-0001

Meeting Number (access code): 2301 910 5494 Meeting password: BOW22

- I. Roll Call**
- II. Approve Agenda**
- III. Open Bids & Quotes**
 - Bid #22-19 The Lerner Theatre HVAC Equipment Installation
 - Quote #22-09 Fall Stormwater Project
- IV. Claims & Allowance Docket**
- V. Minutes Regular Meeting September 6, 2022**
- VI. Utilities**
 - a.) Administration
 - Water Utility MRO for August 2022
 - Appropriation Request
 - Transfer Request
 - Staffing Order Agreement with Personnel Partners
 - b.) Regulatory Compliance
 - Updates to the Guide to Water Policies
 - c.) Summary
 - Sewer Assessment Applications
 - Driveway Permits
 - Release of Bond
 - Revocable Permits
- VII. Engineering**
 - a.) Administration
 - Pretreatment Restructuring
 - Change Order #3 River District Drive and Riverwalk SE Bid #21-10
 - b.) Right of Way
 - Reject Bids for Bid#22-18 Main Street Concrete Repairs
 - Award Quote #22-09 Fall Stormwater Project
 - c.) Utility
 - Request Quote #22-12 Big and Tall Sewer Extension Project
 - PSA with DLZ for Lift Station 13 Replacement
 - PSA with Lawson Fisher Associates P.C. for Ames Lift Station 20 Reconstruction

- Partial Payment #6 to Bowen Engineering Corp. for Elkhart WWTP Capacity Upgrades Phase 2
- Partial Payment #7 to Bowen Engineering Corp. for Elkhart WWTP Capacity Upgrades Phase 2
- Partial Payment #47 to Donohue & Associates Inc. for Elkhart WWTP Capacity Upgrades Phase 2

d.) Stormwater

- Indemnification Agreement with Sam & Eric LLC

VIII.

New Business

- Release Liens at 2328 Stark Avenue- Scrivener's Error
- Release of Temporary Easement- Scrivener's Error
- Disposal of Fixed Assets- Central Garage 3rd Quarter Auction List
- Small Business Continuity Program Economic Development Incentive Grant Awards
- Reject Quotes Quote #22-03 Citywide Print Contract

IX.

Use & Event Permits

- Elkhart High School Homecoming Parade 9/30- Temporary Street Closure, Special Exception from Noise Ordinance, ESS, Parade and Public Assembly
- Boneheads Backyard Bash 9/24- Special Exception from Noise Ordinance
- Modrell Block Party 10/8- Temporary Street Closure, Special Exception from Noise

X.

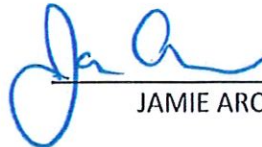
Public Participation

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.

September 14th, 2022 
JAMIE ARCE - CITY CONTROLLER

IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF \$6,008,983.60, AS LISTED ON THE REGISTER ATTACHED HERETO CONSISTING OF 25 PAGES, ARE HEREBY APPROVED EXCLUDING ANY CLAIMS WITHHELD AS SHOWN ON THE SEPARATE SUMMARY OF PENDING CLAIMS.

EXECUTED THIS 20TH DAY OF SEPTEMBER 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
September 20, 2022

Individual Claims Over \$25,000 each:

Fund	Vendor	Description	Amount
1101	YODER OIL CO	GASOLINE	42,595.74
2543	ELKHART COUNTY TREASURER	2022 INTERLOCAL AGREEMENT	56,925.00
4425	STRYKER SALES CORP	AED UNITS	33,454.15
4436	AMERICAN CONSULTING, INC	DESIGN SERVICES	97,074.18
4436	ELKHART FESTIVALS, INC	2022 ELKHART JAZZ FESTIVAL	75,000.00
4436	BORDEN WASTE- AWAY SERVICE	SEP TRASH SVC	187,816.86
4450	SELGE CONSTRUCTION CO, INC	JOHNSON ST SEWER EXTENSION	46,797.00
4450	SELGE CONSTRUCTION CO, INC	JOHNSON ST SEWER EXTENSION	311,977.63
4450	C & E EXCAVATING	ARLINGTON RD IMPROVEMENT	198,574.69
4650	INDIANA DEPT OF TRANSPORTATION	RAILROAD CROSSING SAFETY	1,750,000.00
4650	CROSS EXCAVATING & DEMOLITION	DEMO 315 E JACKSON	27,870.00
4650	CROSS EXCAVATING & DEMOLITION	DEMO 410 E JACKSON	25,500.00
6101	ARCADIS U.S., INC	ARCADIS	29,177.29
6201	MASON ENGINEERING	EMERGENCY REPAIR	29,225.00
7739	MCGOWAN GOVERNMENTAL	PROPERTY/LIABILTY INS	262,723.78
7704	BERKLEY LIFE & HEALTH	INSURANCE	84434.92
			<u>3,259,146.24</u>
Regular Claims under \$25,000:			438,925.27
Total Regular Departmental Claims:			3,698,071.51

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

1101	INDIANA MICHIGAN POWER	CONSOLIDATED ELECTRIC	30,823.37
6201	INDIANA MICHIGAN POWER	1200 S NAPPANEE ELECTRIC	27,844.59
Total Pre-Approved over \$25,000:			<u>58,667.96</u>
Regular Claims under \$25,000:			80,387.21
Total Pre-Approved Claims:			139,055.17

American Rescue Plan Claims:

2474	WARRICK & BOYN	PUBLIC SAFETY BLDG JULY 2022	306.00
2474	JR'S PROPERTIES LLC	OCT RENT 2022 HAIR NATION	900.00
2474	TOM THALHEIMER	OCT RENT OLD STYLE DELI	850.00
2474	LEX/MAIN	OCT RENT 2022 BETHZA PROFESSIONAL	1,150.00
2474	HERON ENVIRONMENTA LLC	PHASE 1 1012-1016 S MAIN	2,200.00
2474	PAXTON MEDIA GROUP	COVIC MARKETING	5,192.00
2474	PATHFINDER COMMUNICATION	COVID ADVERTISING	840.00
2474	PATHFINDER COMMUNICATION	COVID ADVERTISING	532.00
2474	PATHFINDER COMMUNICATION	COVID ADVERTISING	1,190.00
2474	PATHFINDER COMMUNICATION	COVID ADVERTISING	350.00
2474	LEX/MAIN	SEP RENT FOR TWISTED STRING	564.00
2474	BOLT ACQUIRE CO INC	SMALL BUSINESS CONTINUITY	9,700.00
2474	DAVID L OSBORNE	OCT RENT 2022 FOR REVOLUTIONS	900.00
2474	SLM MANAGEMENT, LLC	OCT RENT 2022 JENNIFER MARIE SKINCARE	1,500.00
2474	OSBORNE HAWKINS SIERACKI	OCT RENT 2022 ELECTRIC BREW	1,200.00
2474	BELLA DONNA HOLDINGS. LLC	SMALL BUSINESS CONTINUITY	6,000.00
Total American Resuce Plan Claims:			33,374.00

UTILITY REFUNDS

370.97

Payroll and Pension Payments:

Fire & Police Pension	383,666.53
Bi-weekly Payroll	1,754,445.42
RETRO PAY	-
Total Payroll:	2,138,111.95

Total All Claims, Internal Payments, and Payroll: \$ 6,008,983.60

(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, September 6, 2022

President Mike Machlan called a regular meeting of the Board of Public Works to order at 9:00 a.m., Tuesday, September 6, 2022. Clerk of the Board Nancy Wilson called the roll. Mike Machlan, Chad Crabtree, Ron Davis, Rose Rivera and Jamie Arce attended in person. Mike Machlan announced the time was after 9:00 a.m. and no more bids would be accepted.

1. Approve Agenda

On motion by Chad Crabtree, seconded by Rose Rivera and carried 5-0, the agenda was approved as presented.

2. Open Bid #22-18 Main Street Concrete Repairs

Proof of publication was presented which appeared in The Elkhart Truth on August 20 and August 27, 2022. The following bids were received:

Premium Concrete Services submitted a signed and certified bid summary form with all items checked. The base bid was \$758,950.00.

On motion by Ron Davis, seconded by Chad Crabtree and unanimously carried, the Board referred the bids to the staff of Public Works and Utilities for their review and recommendation at the next meeting.

3. 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 \$4,263,161.46 consisting of 34 pages as prepared on August 30, 2022 at 11:27 a.m.

4. Minutes Regular Meeting August 16, 2022

On motion by Chad Crabtree, seconded by Ron Davis and carried 5-0, the minutes from August 16, 2022 were adopted.

5. Utilities

(A.) Administration

Wastewater Utility MRO for July 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 July 2022.

Request for Credit 2731 Pleasant Plain Ave.

On motion by Chad Crabtree, seconded by Ron Davis and carried 5-0, the Board denied the request to issue a credit on the utility bill of the property located at 2731 Pleasant Plain Ave.

(B.) Regulatory Compliance

Public Works & Utilities Policy for Mercury-Free Purchasing

On motion by Chad Crabtree, seconded by Ron Davis and carried 5-0, the Board approved the new City of Elkhart Public Works and Utilities Policy for Mercury-Free Purchasing.

CSO Long Term Control Plan Six-Month Status Report

On motion by Chad Crabtree, seconded by Ron Davis and carried 5-0, the Board accepted and placed on file the CSO Long Term Control Plan Six-Month Status Report.

(C.) Environmental Compliance

Notice of Violation Failure to Submit FOG Renewal Application Murphy USA #7512 (F2015-231)

For purposes of discussion, a motion was made by Chad Crabtree and

BOARD OF PUBLIC WORKS

Tuesday, September 6, 2022

seconded by Chad Crabtree to approve the NOV: Failure to Submit FOG application for Murphy USA #7512 and assess a penalty of \$590.00. Megan Kolaczyk explained the violation to the Board. The FSE was not present. They did not respond to the Notice of Violation. On motion by Chad Crabtree, seconded by Jamie Arce and carried 5-0, the motion was amended by changing the penalty to \$1,770.00. The amended motion carried 5-0.

6. Engineering

(A.) Administration

Appropriation

On motion by Chad Crabtree, seconded by Ron Davis and carried 5-0, the Board approved an appropriation of \$40,500.00 to line 6201-5-815-7360000 Network Administration.

Change Order #1 & Final Quote #22-11 Fulton Ave. & Plum St. Manhole Replacement Project

On motion by Chad Crabtree, seconded by Ron Davis and carried 5-0, the Board approved the release of all retainage and Change Order #1 & Final for the Manhole Replacement Fulton & Plum Street Project, Quote #22-11, for an increase of \$2,855.00, bringing the final Contract price to \$42,825.00.

Change Order #4 Edgewater Lift Station Bid #22-11

On motion by Chad Crabtree, seconded by Jamie Arce and carried 5-0, the Board approved Change Order for the Edgewater Lift Station Project, Bid #22-11 in the amount of \$6,400.99, bring the current Contract price to \$2,762,131.35.

Request Bid #22-19 Lerner HVAC Installation

On motion by Chad Crabtree, seconded by Jamie Arce and carried 5-0, the Board approved plans and specifications, and ratified the advertisement of Bid #22-19 Lerner HVAC Installation.

(B.) Right of Way

Request Bid #22-21 South Main Street Streetscape Phase 3 Lusher to Indiana

On motion by Chad Crabtree, seconded by Ron Davis and carried 5-0, the Board approved plans and specifications, and granted permission to advertise Bid #22-21 South Main Street Streetscape Phase 3 Lusher to Indiana.

PSA with Lochmueller Group, Inc. for Bridge Inspections and Inventory

On motion by Chad Crabtree, seconded by Ron Davis and carried 5-0, the Board approved a PSA between the City of Elkhart and Lochmueller for the City of Elkhart Bridge Inventory Inspections, with a cost not to exceed \$69,500.00.

PSA with Abonmarche Consultants, Inc. for Feasibility Study for Prairie Street Bridge and Railroad Bridge Pedestrian Underpass

On motion by Chad Crabtree, seconded by Rose Rivera and carried 5-0, the Board approved a PSA between the City of Elkhart and Abonmarche Consultants, Inc. for the feasibility study and cost estimate of the Prairie Street Bridge and Railroad Bridge Pedestrian Underpass with a cost not to exceed \$20,000.00.

(C.) Stormwater

PSA with Xylem Vue, Inc. for CSO Monitoring and Maintenance

On motion by Chad Crabtree, seconded by Rose Rivera and carried 5-0, the Board approved a PSA with Xylem Vue, Inc. for ongoing CSO monitoring and maintenance services.

BOARD OF PUBLIC WORKS
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6. New Business

Economic Development Partnership Grant- Northern Indiana Business Center-
dba Center for Business Excellence

On motion by Chad Crabtree, seconded by Jamie Arce and carried 5-0, the Board awarded the Northern Indiana Business Center, dba Center for Business Excellence an Economic Development Partnership Grant in the amount of \$15,000.00.

Economic Development Partnership Grant- Elkhart festivals, Inc. Elkhart Jazz
Festival

On motion by Chad Crabtree, seconded by Ron Davis and carried 5-0, the Board awarded the Elkhart Festivals, Inc. an Economic Development Partnership Grant for the Jazz Festival in the amount of \$75,000.00.

Board of Works Resolution 22-R-16 Transfer of Real Estate to City
Department of Redevelopment

On motion by Chad Crabtree, seconded by Jamie Arce and carried 5-0, the Board approved Board of Works Resolution 22-R-16 approving the transfer of Real Estate to the City of Elkhart Department of Redevelopment commonly known as 1918 Markle Ave.

Release of Liens at 2328 Stark Ave.

On motion by Chad Crabtree, seconded by Jamie Arce and carried 5-0, the Board approved and authorized the Board President to sign the release of code enforcement liens at 2328 Stark Ave.

Disposal of Fixed Assets- Elkhart Fire Department

On motion by Chad Crabtree, seconded by Jamie Arce and carried 5-0, the Board approved the donation of a 2005 Excursion, to "Pulling for Heroes", a non-profit organization.

On motion by Chad Crabtree, seconded by Jamie Arce and carried 5-0, the Board approved the sale of the 1998 Smokehouse Trailer in the City Auction.

Small Business Continuity Program Awards

On motion by Chad Crabtree, seconded by Jamie Arce and carried 5-0, the Board awarded Small Business Continuity Program Economic Development Incentive Grants to the following recipients: Media Exchange, LLC \$9,600.00, Bambi's Childcare \$6,500.00, Sports Time Family Pub \$25,000.00, M. Kulp & Co., Inc. \$15,700.00, and Royalty Cleaning Service \$1,100.00. To date, \$223,271.00 have been awarded from the \$400,000.00 Grant.

Addendum to Boostlingo Contract for Translation/Interpretation Services

On motion by Chad Crabtree, seconded by Ron Davis and carried 5-0, the Board approved an Addendum with Boostlingo for translation and interpretation services. On motion by Chad Crabtree, seconded by and carried 5-0, the Board amended the motion to include the Terms of Service, and gave Jamie Arce authority to sign as approved by Attorney Maggie Marnocha. The amended motion carried 5-0.

PSA with JPR, Inc.

On motion by Chad Crabtree, seconded by Ron Davis and carried 5-0, the Board approved an Agreement with JPR, Inc. for Dewatering and Storm Water Pollution Plan Preparation, Zone 3, River District, E. Jackson Blvd., Elkhart, Indiana. On motion by Rose Rivera, seconded by Jamie Arce and carried 5-0, the Board

BOARD OF PUBLIC WORKS

Tuesday, September 6, 2022

approved with the changes suggested by Legal and authorized Jamie Arce to sign the final Agreement.

7. Use & Event Permits

On motion by Chad Crabtree, seconded by Jamie Arce and carried 5-0, the Board approved the following Use & Event Permits:

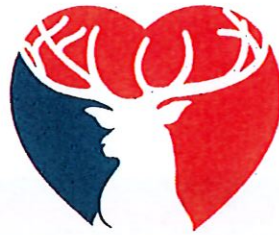
- Robinson Community Celebration 9/10- Temporary Street Closure, Special Exception from Noise Ordinance
- Moyao-Acatitlan Party 9/17- Special Exception from Noise Ordinance

8. Adjournment


On motion by Chad Crabtree, seconded by Jamie Arce and carried 5-0, the Board of Works adjourned at 9:50 a.m.

_____ Mike Machlan, President

Attest: _____ Nancy Wilson, Clerk of the Board



City of Elkhart
Public Works and Utilities

Memo To Board of Works
 Memo From Laura Kolo, Utility Services Manager 
 Date Sep 07, 2022
 Subject Water Utility Monthly Report of Operations for the month of August, 2022

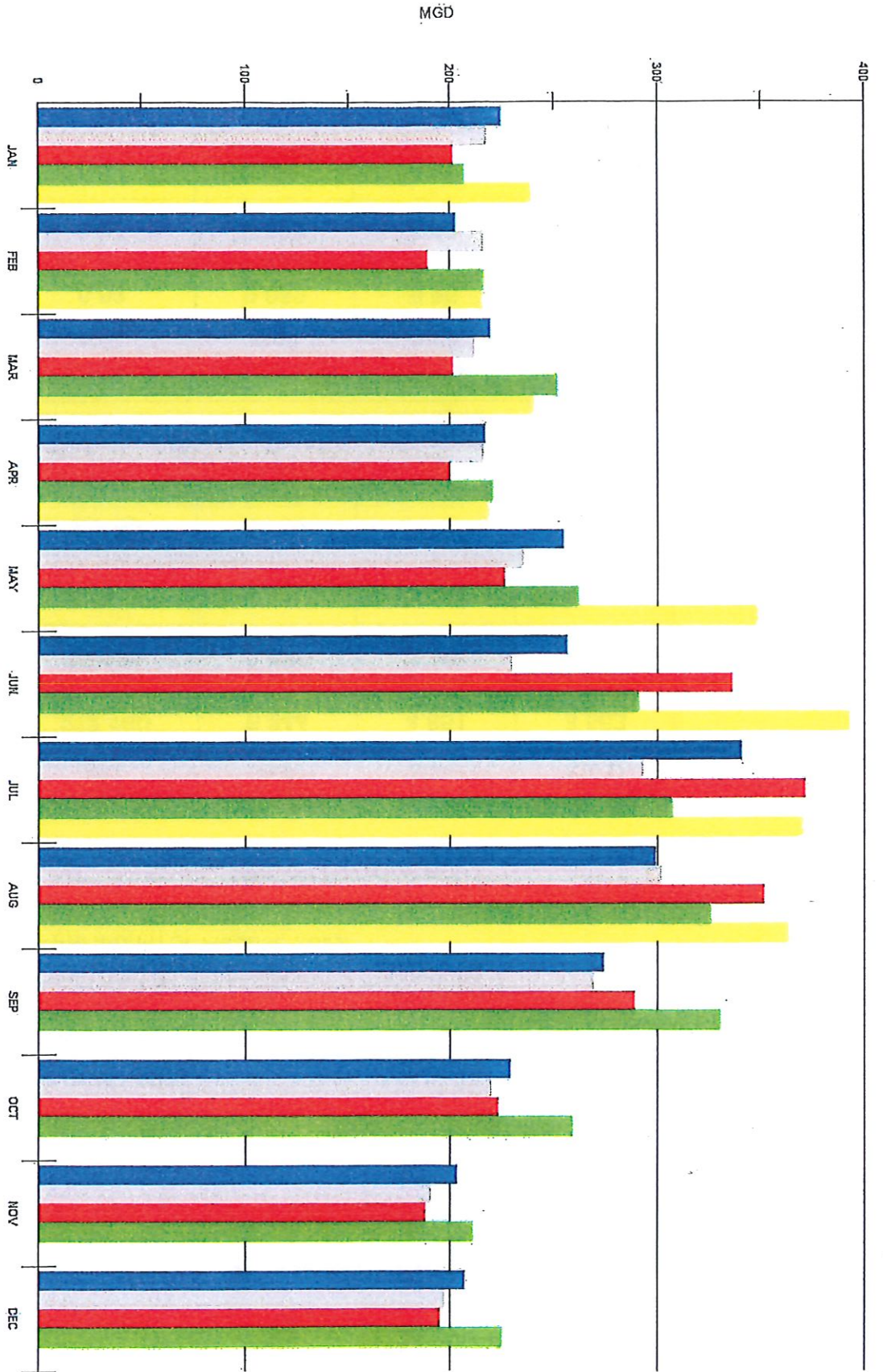
Water Produced

	Monthly Total MG	Daily Avg MGD	Daily Min MGD	Daily Max MGD
North Main	212.160	6.844	4.851	8.563
Northwest	92.886	2.996	2.318	3.515
South	57.614	1.859	0.952	2.642
System	362.66	11.70		

Finished Water Quality Information (Monthly Averages)

	Iron mg/l	Manganese mg/l	Fluoride mg/l	Chlorine mg/l	Orthophosphate mg/l
North Main	0.03	0.052	0.95	1.20	1.27
Northwest	0.07	0.033	0.92	1.19	0.89
South	0.04	0.032	0.93	1.27	0.97
Secondary Std / Target	0.30	0.050	0.8 - 1.0	0.9 - 1.5	0.5 - 1.0

Monthly Water Production Comparison



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2018	224.12	202.56	219.16	216.42	254.76	256.12	340.82	299.16	273.85	228.35	202.94	206.83
2019	217.23	215.68	211.08	215.28	234.49	229.20	292.60	301.80	268.65	219.33	189.66	196.43
2020	201.13	188.69	201.44	199.21	225.63	336.17	370.93	351.87	289.17	222.62	187.43	194.60
2021	206.82	215.47	251.38	220.28	261.41	290.86	306.88	325.29	329.96	258.98	210.32	224.10
2022	238.16	214.80	239.40	217.71	348.16	392.38	369.59	362.66				



M E M O R A N D U M

Date September 13, 2022
To Mike Machlan, Board of Works President
From Laura Kolo, Utility Services Manager *LK*
RE Appropriation Request - Water Operations Overtime

Elkhart Public Works is respectfully requesting an appropriation of \$20,000 to 6101-5-733-4110160, Water, Operations, Overtime.


The Operation Team (not including Dewatering) has 13 members, 5 of which are TEAMSTERS. As of 9/13/22:

- One position open since May of 2021 – filled 8/1/22
- One position open since September of 2021 – filled 8/29/22
- One employee on FMLA since May of 2021 – no RTW date
- One employee on Workman's Comp early July – mid August, has since returned

As a side note, as of 9/13/22, Wastewater Operations Overtime has spent \$22,738.29 of \$38,183.00.



M E M O R A N D U M

Date September 12, 2022
To Mike Machlan, Board of Works President
From Laura Kolo, Utility Services Manager 
RE Transfer Request

Elkhart Public Works is respectfully requesting to transfer \$24,000 from 6101-5-733-6360000 to 6101-5-733-6180000.

With the cost of chlorine nearly doubling over their past 8 months, the water utility chemical line is falling short.

Transfer request amount of \$24,000

Transfer from 6101-5-733-6360000

Transfer to 6101-5-733-6180000



City of Elkhart
Public Works and Utilities

Memo

To: Board of Works
From: Timothy D. Reecer; Executive Services Manager
Date: September 14, 2022
Re: Staffing Order Agreement with Personnel Partners

The Department of Public Works recently had a long time employee semi-retire going from full time to part time. With this, the Department has a need to bring in temporary part time support.

When discussing this need with Human Resources it was determined, the best route would be to utilize the staffing agency – Personnel Partners to fill this temporary part time position.

Personnel Partners with the assistance of HR and the PWU Legal staff drafted the attached agreement for your consideration.

It is requested that the Board of Public Works approves and signs the Staffing Order Agreement with Personnel Partners to fill the temporary staffing needs.

STAFFING ORDER AGREEMENT



Client Name Elkhart Public Works & Utilities

Position to be filled Customer Service

Desired start date Sometime in September once approval is done by the city.

Length of time needed Indefinite

General job description Customer Service, dealing with challenging customers over the phone and in person.

Must have skills Will be answering phones dealing with challenging customers over the phone and in person.

Ideal candidate Requesting Mr. Donahue.

Hours and dress code noon-4pm, noon-5pm or 1-5pm not sure yet.

Pay rate and benefits to offer

Pre-employment screening tests Drug screen and background check will be done by Personnel Partners

Other steps or authorizations The cities legal team and Board of Works will have to approve first.

Additional info for candidates none

Best contact Tory Irwin 1-574-293-2572

Invoice instructions Attention Tory Irwin tory.irwin@coei.org

Hourly bill rate for this order \$38.73

Here's what you agree to when you sign:

- √ You are giving us the green light to choose and contact a candidate for this need
- √ You are ready for our chosen temp to start/ready to meet our temp-to-hire candidate as quickly as possible
- √ The details here are correct and the rate is accepted for orders filled
- √ You will use Personnel Partners exclusively as the resource for filling this need for the 72 hours (3 business days) following your signature
- √ You are agreeing to participate in the process and intend for it to result in a placement; however, you are not required to start someone on assignment if we are unable to find a match or if circumstances change
- √ You have read "How it Works" when someone is placed in your office

Approved as to
form and legality

Tory Irwin

Date

Signature:

8/15/2022



M E M O R A N D U M

Date September 13, 2022
To Mike Machlan, Board of Public Works President
From Bryan Cress, Regulatory Compliance Manager *BAC*
RE Approval of Updates to the Guide to Water Utility Policies

Elkhart Public Works and Utilities respectfully requests the approval of the following changes to the *Guide to Water Utility Policies*:

- "Meters" section changes
 - o Clarification of language
 - o Requiring a double-check valve or backflow prevention device after all new meter installs
 - The Utility will provide the double-check valve for meters 2" or less (approximately \$51 and 10 minutes of time each)
 - All backflow prevention devices, meters greater than 2", and meters for submetering will remain the responsibility of the customer
 - o Removal of redundant or outdated policy
- In "Definitions" section, added "Homeowner means one or more persons who holds a legal interest in a single-family dwelling unit or duplex dwelling unit and is residing on the premises."
- "Residential Water Service Line Repair Program" section changes
 - o Changed the program to only apply to individuals meeting the definition of homeowner
 - o Some minor changes to make the program clearer
- "Payment Options and Finance Charge" section changes
 - o Changed the program to only apply to individuals meeting the definition of homeowner
 - o Some minor changes to make the program clearer

I have included both a final copy of the proposed sections and a copy with changes tracked. Please feel free to contact me if you have any questions.

Approved as to
form and legality



B.O.W. SUMMARY
September 20, 2022

Sewer Assessment Application: NuWay Construction
2119 Carmen Ct.
Goshen, IN 46526
Property: 22244 Innovation Dr.
Paid in full, \$53,455

Constance Stauffer
3115 E. Jackson Blvd.
Elkhart, IN 46516
Property: 3115 E. Jackson
Paid in full, \$7,495

Driveway Permit: #5039, Owner: John & Holly Currain
Property: 1126 E. Jackson Blvd
Contractor: Square 1 Builders
\$600.00 bond by Contractor

#5048, Owner: Jerry Mathews
Property: 1311 W Hubbard
Contractor: Owner
\$400.00 bond by Owner

#5059, Owner: Gordon Hughes
Property: 2700 Greenleaf Blvd
Contractor: Integrity Remolding
\$600.00 bond by Contractor

Release of Bond: #5039, Contractor: Square 1 Builders
Property: 1126 E. Jackson
\$600.00 bond

#5048, Owner: Jerry Mathews
Property: 1311 W. Hubbard Ave
\$400.00 bond

#5059, Contractor: Integrity Remodeling
Property: 2700 Greenleaf
\$600.00 bond

Revocable Permits: #6529, Property Owner: Council On Aging
Property: 131 W. Tyler St, 1A
Permit Holder: Owner
Placing signage

#6530, Property Owner, EOZ Business LLC
Property: 240 E. Jackson Blvd

Permit Holder: US Signcrafters
Hydraulic outriggers for sign installation


#6532, Property Owner: Ti Burcio
Property: 513 Oakland Ave
Permit Holder: Owner

#6533, Property Owner: We Impact Properties
Property: 3075 County Road 6
Permit Holder: DJ Construction
Commercial Access drive improvements

#6534, Property Owner: Centier Bank
Property: 100 S. Main ST
Permit Holder: Owner
Parking Spots



M E M O R A N D U M

Date September 7, 2022
To Mike Machlan, Board of Works President
From Tory Irwin, Public Works Director 
RE Pretreatment restructuring

Since the inception of the program, in 2016, the program needs have consistently proven to take more time and be more involved than originally anticipated. We have recently taken a closer look at how we can provide more effective and timely service to our Food Service Establishments.

Rather than have three Industrial Waste Specialists and one FOG Inspector, we can better serve our customers by have four Industrial Waste Specialists. All four positions will be involved with permitting SIU's, certifying FSE's, invoicing and conveying non-compliance issues to the Board of Works for SIU's and FSE's under their purview. This restructuring will provide opportunity for cross training as all Industrial Waste Specialists will be responsible for all aspects of the program.

Funding of this restructuring will be available this year, as the division currently has one position open and it will be several weeks as we progress through the process to fill the open position.

Beginning with the 2023 operating budget, the Wastewater Laboratory budget will increase slightly to cover this restructuring.

It is requested the BOW:

Approve the utility staffing change to convert the FOG Inspector position to Industrial Waste Specialist.



M E M O R A N D U M

DATE: September 13, 2022
TO: Board of Public Works
FROM: Jason Simnick, Engineering Project Manager JS
RE: **Change Order #3 River District Drive and Riverwalk SE – Bid#21-10**

Attached is change order request #3 for River District Drive and Riverwalk SE. This increase is due to the need to adjust line item 58 to the actual quantity installed.

This change order request is for an increase of \$29,125.80 from the previous contract price of \$1,576,016.40. Approval of this change order would increase the contract price to \$1,605,142.20, resulting in a 11.8% increase from the original contract price.

It is requested the Board of Public Works approve change order #3 Bid #21-10, for an increase of \$29,125.80 bringing the contract price to \$1,605,142.20.

CITY OF ELKHART

PUBLIC WORKS & UTILITIES

Change Order No. THREE
Dated 9/8/22

Project: PA7705 River District Drive and Riverwalk SE

Contract No. 21-10

To: C&E 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

Adjust line item 58 from the planned 820 LFT to the actual quantity of 2291 LFT \$29,125.80

TOTAL \$29,125.80

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

Original Contract Price	<u>\$1,435,174.00</u>
Contract Price Prior to this Change Order	<u>\$ 1,576,016.40</u>
Net change resulting from this Change Order	<u>\$29,125.80</u>
Current Contract Price including this Change Order	<u>\$ 1,605,142.20</u>
Current Contract Price % Change from Original Price	<u>11.8%</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
9-13-22
DATE

The above changes are accepted:

BY: [Signature]
Contractor
9/13/22
DATE





M E M O R A N D U M

DATE: September 14, 2022
TO: Board of Public Works
FROM: Ryan Clussman, Right-of-Way Engineer *RC*
RE: **Reject Recommendation for Main Street Concrete Repairs project - Bid #22-18**

On September 6, 2022, bids were opened for the Main Street Concrete Repairs project at the regular Board of Works meeting. One bid was received at that time and given to the City's Engineering Department for review.

The bids have been reviewed and the results are as follows:

Contractor	Total Bid
Premium Concrete	\$758,950.00

There were no discrepancies with any of the quotes however; the bid came back significantly higher than the engineer's estimate.

There are not sufficient funds for this project.

It is recommended the Board of Public Works:

Reject the bid for the Main Street Concrete Repairs project Bid #22-18 as the base price was greater than allocated funds.



M E M O R A N D U M

DATE: September 20, 2022
TO: Board of Public Works
FROM: Ryan Clussman, Right-of-Way Engineer
RE: **Award Recommendation for the 2022 Fall Stormwater project - Quote #22-09**

On September 20, 2022, bids were opened for the 2022 Fall Stormwater project at the regular Board of Works meeting. _____ () bids were received at that time and given to the City's Engineering Department for review.

The bids have been reviewed and the results are as follows:

Contractor	Total Bid

There were/were no discrepancies with any of the quotes. _____ was the lowest responsive and responsible bidder, and they have successfully completed projects in the past for the City of Elkhart.

There are sufficient sewer funds already appropriated for this project.

It is recommended the Board of Public Works:
Award the 2022 Fall Stormwater project, Quote #22-09, to _____, who was the lowest, responsive and responsible bidder with a contract price in the amount of \$_____.



M E M O R A N D U M

DATE: September 7, 2022
TO: Board of Public Works
FROM: Paul Wunderlich, Utility Engineer
RE: **Permission to Request for Quote - Quote #22-12**

The Department of Public Works requests permission to quote the Big and Tall Sewer Extension Project.

This project will include the construction of approximately 690 feet of 2" HDPE force main and restoration of Jones St and Indiana Ave in order to provide Sanitary service to Big and Tall.

This has been designed internally and construction costs have been budgeted for in Main Extension Capital funds.

It is requested the BOW:
**grant permission to quote the Big and Tall Sewer Extension project
Quote #22-12.**



M E M O R A N D U M

DATE: September 7, 2022

TO: Board of Public Works

FROM: Paul Wunderlich, Utility Engineer

RE: **Lift Station 13 Replacement - Professional Service Agreement - DLZ**

As part of the asset management program, Elkhart Engineering maintains facilities in need of repair or replacement throughout our system as they reach the end of their service life. Lift station 13 reached the end of its life abruptly as it failed several weeks ago. In order to maintain service, Selge Construction installed a temporary bypass pump system. As a permanent solution Elkhart Engineering intends to replace this lift station with a submersible type lift station and force main in accordance with city standards.

Engineering selected DLZ to design the lift station, associated force main, and structures. The design will be funded through budgeted sewer coordination money.

This PSA has been submitted to legal for review.

It is requested the Board of Public Works:

approve the Professional Service Agreement between the City and DLZ, for Lift Station 13 Replacement in an amount not to exceed \$79,300.



M E M O R A N D U M

DATE: September 7, 2022
TO: Board of Public Works
FROM: Paul Wunderlich, Utility Engineer
RE: **Elkhart WWTP Capacity Upgrades – Phase 2 – QA7634: Approval of Partial Payment Request #6 to Bowen Engineering Corporation**

Please see the attached partial pay application #6 from Bowen Engineering Corporation for construction services provided for the Elkhart WWTP Capacity Upgrades project for work performed during the period thru July 1, 2022. This partial pay application includes 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	\$809,696.00
Retainage Held	\$89,967.00
Total Amount	\$899,663.00

To date, including this payment and all retainage, we have paid \$3,342,222.82 or 12.43% of the \$26,811,000.00 current contract price.

It is requested that the BOW:

approve partial payment request #6 in the amount of \$899,663.00 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: September 7, 2022
TO: Board of Public Works
FROM: Paul Wunderlich, Utility Engineer
RE: **Ames Lift Station 20 Reconstruction - Professional Service Agreement - LFA**

As part of the asset management program, Elkhart Engineering maintains facilities in need of repair or replacement throughout our system as they reach the end of their service life. Lift station 20 is an existing lift station that is over 50 years old. It has reached the end of its useful life. Elkhart Engineering intends to replace this lift station with a submersible type lift station and force main in accordance with city standards.

Engineering selected LFA to design the lift station and associated force main. The design will be funded through already appropriated sewer funds.

This PSA has been submitted to legal for review.

It is requested the Board of Public Works:

approve the Professional Service Agreement between the City and Lawson Fisher Associates PC, for the Ames Lift Station 20 Reconstruction in an amount not to exceed \$92,100.



M E M O R A N D U M

DATE: September 7, 2022
TO: Board of Public Works
FROM: Paul Wunderlich, Utility Engineer
RE: **Elkhart WWTP Capacity Upgrades – Phase 2 – QA7634: Approval of Partial Payment Request #7 to Bowen Engineering Corporation**

Please see the attached partial pay application #7 from Bowen Engineering Corporation for construction services provided for the Elkhart WWTP Capacity Upgrades project for work performed during the period thru August 1, 2022. This partial pay application includes 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	\$386,826.00
Retainage Held	\$42,981.00
Total Amount	\$429,807.00

To date, including this payment and all retainage, we have paid \$3,772,029.48, or 14.03% of the \$26,891,989.00 current contract price.

It is requested that the BOW:

approve partial payment request #7 in the amount of \$429,806.66 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: September 7, 2022
TO: Board of Public Works
FROM: Paul Wunderlich, Utility Engineer
RE: **Elkhart WWTP Capacity Upgrades – Phase 2 – QA7634: Approval of Partial Payment Request #47 to Donohue & Associates, Inc.**

Please see the attached invoice #47 from Donohue & Associates, Inc. for professional services provided for the Elkhart WWTP Capacity Upgrades – Phase 2 project for work performed through August 20, 2022. The invoice totals \$72,348.00 as required by SRF.

To date, including this payment, we have paid \$2,429,448.66 or 62.90% of the contract.

It is requested that the BOW:

approve partial payment request #47 in the amount of \$72,348.00 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: September 20, 2022
TO: Board of Public Works
FROM: Joe Foy, Stormwater Manager 
RE: **Indemnification Agreement with Sam & Eric LLC**

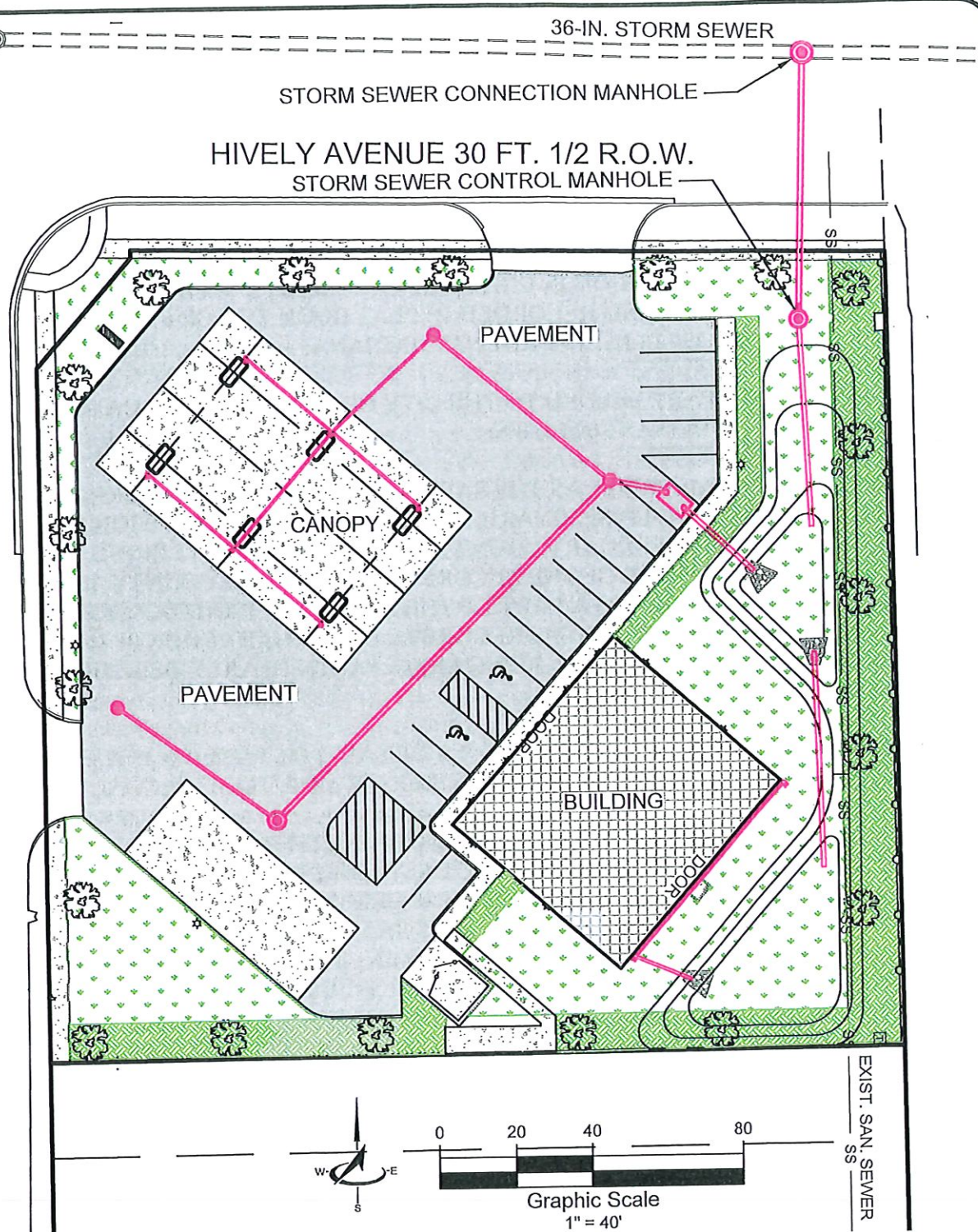
Engineering requests approval to enter into the attached License, General Release and Indemnification Agreement with Sam & Eric LLC to allow them to discharge the collected stormwater runoff from 245 W. Hively Avenue into the City's existing storm sewer. This runoff will discharge through a properly functioning water quality measure before entering the City's storm sewer at a manhole located on Hively Avenue directly north of the property. As part of this agreement, Sam & Eric LLC will also be required to purchase indemnity-liability insurance as requested by the Legal Department

The Legal Department has reviewed and approved this document.

Engineering requests approval of the License, General Release and Indemnification Agreement with Sam & Eric LLC to discharge stormwater runoff into the City's storm sewer.

File Name: Z:\2021\0401-2021\DWG\0401-2021-DESIGN.dwg
Last Saved: Monday, September 12, 2022 11:57 AM
Printed: Monday, September 12, 2022 12:47 PM

BENHAM AVE.



STORMWATER AGREEMENT PLAN
SINGH CONVENIENCE STORE,
SAM & ERIC INVESTMENTS LLC,
245 W HIVELY AVE., ELKHART, INDIANA



3220 Southview Drive
Elkhart, Indiana 46514
(574) 266-1010
Fax: (574) 262-3040
info@sam.biz
www.sam.biz

AUTOCAD FILE: 0401-2021-DESIGN.dwg

JOB NUMBER 1021065437	SCALE: 1"=40'	DRAWN BY AKM
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SHEET 1 OF 1

DRAWING NO.
EXHIBIT 1

ATTACHMENT B

Rod Roberson
Mayor

Laura Kolo
Environmental Resources

Tory Irwin, P.E.
Engineering Services



Public Works &
Utilities Department

Administration, Engineering
& Laboratory
574.293.2572

Utility Billing
574.264.4273

1201 S. Nappanee St.
Elkhart, Indiana 46516

MEMORANDUM

TO: BOARD OF PUBLIC WORKS

FROM: MAGGIE MARNOCHA, BOARD ATTORNEY

DATE: 9/14/22

RE: RELEASE OF LIENS

Attached please find a revised Release of Liens. The Board previously approved the release of these liens, but due to a scrivener's error, the Recorder would not accept that document for recording. The only change that has been made to the document is "City of Elkhart Board of Public Works" changed to "City of Elkhart by its Board of Public Works."

Please approve and sign the attached revised release of liens.

RELEASE OF BUILDING AND CODE ENFORCEMENT LIENS

The undersigned, City of Elkhart, a municipal corporation in the County of Elkhart, State of Indiana, by its Board of Public Works, and by operation of law pursuant to Indiana Code § 6-1.1-25-4, hereby RELEASES any lien or other encumbrances in its favor which pertain to or may have resulted from the orders, notices, and/or liens set forth below:

- a. Agreed Order filed by Building Commissioner of Elkhart County, Department of Code Enforcement recorded February 20, 2001 as Instrument No. 2001-04177, in the Office of the Recorder of Elkhart County, Indiana.
- b. Notice filed by City of Elkhart, Division of Code Enforcement recoded April 27, 2001 as Instrument No. 2001-11426, in the Office of the Recorder of Elkhart County, Indiana.
- c. Notice filed by City of Elkhart, Department of Code Enforcement recorded February 26, 2002 as Instrument No. 2002-07686, in the Office of the Recorder of Elkhart County, Indiana.
- d. Notice filed by City of Elkhart, Department of Code Enforcement recorded February 26, 2002 as Instrument No. 2002-07678, in the Office of the Recorder of Elkhart County, Indiana.
- e. Notice filed by City of Elkhart, Department of Code Enforcement recorded April 25, 2002 as Instrument No. 2002-15568, in the Office of the Recorder of Elkhart County, Indiana.
- f. Notice filed by City of Elkhart, Department of Code Enforcement recorded August 2019 as Instrument No. 2019-16034, in the Office of the Recorder of Elkhart County, Indiana.

with regard to the following real estate in Elkhart County, State of Indiana, commonly known as 2328 Stark Avenue, Elkhart, Indiana 46514 and more particularly described as:

Lot Number Ninety-one (91) as the said Lot is known and designated on the recorded Plat of Long's Addition to Dinehart Place, in the City of Elkhart, Indiana, said Plat being recorded in Plat Book 1, page 39 of the records of the Office of the Recorder of Elkhart County, Indiana.

Parcel No. 20-06-16-206-006.000-012

Dated: _____, 2022

CITY OF ELKHART

By: _____

Printed Name: _____

Title: _____

STATE OF INDIANA)
) SS:
COUNTY OF ELKHART)

Before me, a Notary Public in and for said County and State, personally appeared _____, the _____ of the City of Elkhart Board of Public Works, who acknowledged the execution of the foregoing Release, and who, having been duly sworn, stated that any representations therein contained are true.

Witness my hand and Notarial Seal this _____ day of _____, 2022.

Signature _____, Notary Public

Printed: _____

My Commission Expires: _____

County of Commission: _____

Prepared by and return to:
Wendy K. Walker (24004-46)
Near North Title Group, 1004 Parkway Ave, Suite D, Elkhart, IN 46516

I affirm, under penalties for perjury, that I have taken reasonable care to redact each Social Security Number in this document, unless required by law, Wendy K. Walker.

File No. IN2206042

Rod Roberson
Mayor

Laura Kolo
Environmental Resources

Tory Irwin, P.E.
Engineering Services



Public Works &
Utilities Department

Administration, Engineering
& Laboratory
574.293.2572

Utility Billing
574.264.4273

1201 S. Nappanee St.
Elkhart, Indiana 46516

MEMORANDUM

TO: BOARD OF PUBLIC WORKS

FROM: MAGGIE MARNOCHA, BOARD ATTORNEY

DATE: 9/14/22

RE: RELEASE OF TEMPORARY EASEMENT

Attached please find a revised Release of Temporary Easement. The Board previously approved the release, but due to a scrivener's error, the Recorder would not accept that document for recording. The only change that has been made to the document is "City of Elkhart Board of Public Works" changed to "City of Elkhart by its Board of Public Works."

Please approve and sign the attached revised release.

RELEASE OF RECORDED TEMPORARY HIGHWAY EASEMENT

RELEASING PARTY:

City of Elkhart by its Board of Public Works
229 S. Second Street
Elkhart, Indiana 46516

RETURN RECORDED RELEASE TO:

G & G Oil Company of Indiana, Inc.
c/o Plews Shadley Racher & Braun LLP
1346 North Delaware Street
Indianapolis, Indiana 46202-2415

The City of Elkhart, by its Board of Public Works, hereby releases that certain *Temporary Highway Easement Grant* recorded in the Office of the Recorder of Elkhart County, Indiana, on August 14, 2018, as Document No. 2018-16616, and in so doing, hereby extinguishes all rights and privileges, heretofore granted to the City of Elkhart, under said instrument.

IN WITNESS WHEREOF, the City of Elkhart, by its Board of Public Works, executes this release
this ____ day of _____, 2022.

CITY OF ELKHART by its BOARD OF PUBLIC WORKS

By: _____
Mike Machlan
President of the Board of Public Works

STATE OF INDIANA)
) §
COUNTY OF ELKHART)

Before me, the undersigned, a Notary Public in and for said County and State, personally appeared Mike Machlan, as President of the City of Elkhart Board of Public Works and acknowledged the execution of the foregoing deed to be his duly authorized act on behalf of the City of Elkhart by and through the Board of Public Works.

Witness, my hand and seal this ____ day of _____, _____.

Nancy A. Wilson, Notary Public
Elkhart County ~ State of Indiana
Commission No. NP0665890
Commission Expires May 8, 2023

The undersigned attorney, who prepared this instrument, affirms under the penalties for perjury, that he has taken reasonable care to redact each Social Security Number in this document, unless required by law.



John M. Espar, No. 20758-46
Corporation Counsel for the City of Elkhart, Indiana
229 S. Second Street
Elkhart, Indiana 46516
574-322-4433
john.espar@coei.org



Central Garage

To: Board of Works
 From: Josh Holt
 Date: September 7, 2022
 RE: 3rd QTR Auction List

Dear Board Members,

I Josh Holt, Central Garage Fleet Manager, am asking your permission to send City Vehicles & Equipment to Broyln Auction, based in Elkhart, Indiana.

The following vehicles and pieces of equipment below, I plan to send to Broyln Auction. The proceeds from the auction, will be sent to the General Fund & Public Works Fund. These vehicles have surpassed their useful life, and/or are too costly to keep in our fleet.

Auction List

Unit #	PIC	VIN / Serial #	Make	Model	Year	Dept. From?	Purchase Date	Reason for Decommissioning	Asset Profile Pooled	E.O.W. Auth.	Years Owned	Date Unit Sold	Auction co?	Removed from Service	Sold Price	Purchase Price	Lifetime cost E.O.'s	Total Cost of Ownership	Ave Cost Per Year	Lifetime Cost after Auction proceeds
BG 503		1G0GK24K8FE204316	Chevy	2500 pup	1993	PG	4/1/1993	Way beyond useful life			29		Broyln's	8/30/2022	15212	3621.76	18833.76	649.44	18833.76	
TR 157		1FTWX31508EE22270	Ford	F350	2008	Traffic	6/30/2008	JUNK Blown Engine, Bed has rusted off, frame rotten			14		Scam	8/16/2022	45634.22	34291.1	79925.27	5708.9479	79925.27	
PD 2275		2FAEP7B7AX139282	Ford	CV	2010	Police	6/3/2010	Past useful life, maintained as parts car since removed from service.			9		Broyln's	5/18/2020	27604.6	8509.84	36114.44	4012.7156	36114.44	
PW 4008		1222 ?	Bobcat	475 snow blower	2000	Public Works	1/1/2000	Past useful life, severely broken. Unknown time when removed from service			#NUM!		Broyln's		1000	341.94	1341.94	#NUM!	1341.94	
PL 193		2G1WS57M591321303	Chevy	Impala	2009	Planning	7/1/2009	Past useful life, needs repair work that exceeds value of vehicle			13		Broyln's	8/26/2022	28000	17937.6	45937.64	3535.2031	45937.64	
111		2G1WS57M391319977	Chevy	Impala	2009	Comnty Red	7/1/2009	Past useful life, needs repair work that exceeds value of vehicle			13		Broyln's	8/29/2022	28000	11382.8	39382.77	3075.5977	39382.77	
CG 646		2G1WD5E32C1158193	Chevy	Impala	2012	CG	1/1/2012	Past useful life			10		Broyln's	9/7/2022	24793	8165.03	32958.03	3295.803	32958.03	
PW 733		1FD4F5GY2AE02439	Ford	F550	2010	Public Works	6/1/2010	Past useful life. Replacement unit already in service.			12		Broyln's	7/24/2022	38333	18056.8	51389.75	4282.4792	51389.75	
BG-51045AA		280099616	Stihl	HT101 pole saw		PG	1/1/2005	Saw shaft is bent, and worn out. Mechanically totaled.			17		Broyln's	6/30/2022	550		550	32.352941	550	
PW 43310		280032134	Toro	22" Self Prop mower		Public Works	1/1/2008	Mower drive system frozen. Mechanically totaled			14		Broyln's	4/7/2022	150	164.23	314.23	22.445	314.23	
CM 836		1FTNX21L4XEB06480	Ford	F250	1999	Cemetery	1/1/1999	Past useful life. Needs many major repairs			23		Broyln's	6/28/2022	24384	5948.48	30332.48	1318.8055	30332.48	
N/A		NA	Oregon Brand	EXMARK BLADES	n/a	PG		Unused old stock parts City no longer owns Exmark Brand Mowers. These do not fit any other mowers the city owns.		Asset Profile Printed? That's			Broyln's				0	#DIV/0!	0	

Sincerely,
 Josh Holt

City of Elkhart Central Garage

Rod Roberson
Mayor

Development Services
201 S. Second St.
Elkhart, IN 46516
574.294.5471
Fax: 574.970.1361



September 20, 2022

Michael Machlan
Chad Crabtree
Ronnie Davis
Jamie Arce
Rose Rivera

RE: SMALL BUSINESS CONTINUITY PROGRAM
Economic Development Incentive Programs
Elkhart, IN

Dear Board:

The City of Elkhart values our small business community as a key component to a healthy local economy. Many of our small businesses have been challenged throughout the COVID-19 pandemic with closings, supply-chain disruptions, labor shortages and more. This has increased the vulnerability of small businesses who often do not have the cash reserves or technical assistance to weather these unexpected disruptions, sometimes leading to permanent closings. The Small Business Continuity Program was designed to create a more resilient small business community by providing the funding to relieve some immediate needs and/or for tools that build capacity to better position businesses to overcome the unexpected challenges brought on by the COVID-19 pandemic.

The City has appropriated \$400,000 of American Rescue Plan Act dollars to fund the Small Business Continuity Program. These funds will be awarded in 2 rounds of \$200,000 each. The deadline to apply for funding from the first round was January 31, 2022. Notification of award from the first round was February 28, 2022. There are two primary goals of the program. The first is to provide relief where needed for immediate routine expenses like rent/mortgage and utilities. The second is to help small businesses build the capacity needed to adjust and rebound from unexpected challenges. Examples of permissible uses for capacity building are technology upgrades, training, technical assistance, signage or façade upgrades, supply change diversification, space expansion or reconfiguration, and marketing.

More information about the grant program is outlined below:

Eligibility and Selection Criteria

Applicants could request funds up to 10% of total revenue from 2019. If the business was not open a full year in 2019, you may use 2020. Requested funds may not exceed \$25,000. In order to be eligible for the Small Business Continuity Program a businesses must:

- Have a physical location within the City of Elkhart
- Currently have on-going business activity
- Have \$500,000 or less in annual revenue
- Employ 25 or fewer employees
- Be able to demonstrate financial harm **due to the COVID-19 pandemic**. Examples include:
 - The business being forced to close for a week or more due to a consequence of the pandemic like public health requirements, supply chain disruption, or labor shortages
 - Decrease in profit/increase in losses in 2020 and/or 2021 due to the pandemic
- Submit all required reports

- Required reporting include but may not be limited to
 - 2019 and 2020 tax returns (only 2020 if you were not open in 2019)
 - Payroll documents to demonstrate payroll levels (ex W-3 or 941)
 - Estimates from vendors
 - Other documents that may demonstrate economic harm as requested

Allowable Uses

There are two primary goals of the program. The first is to provide relief where needed for immediate routine expenses. The second is to help small businesses build the capacity needed to adjust and rebound from unexpected challenges.

Examples of permissible uses include:

- Rent/Mortgage
- Utilities
- Technology upgrades that increase resiliency
 - Website and/or App Development
 - Inventory Tracking System
- Training and Technical Assistance
- Signage or Façade Upgrades
- Expand or Diversify Product Offering
 - Additional Supplies and Materials
 - Expand or Reconfigure Space
- Marketing and Promotion

Applicants Could Request:

- Up to 10% of total revenue from 2019 or 2020 if you were not open the entire year of 2019 but not to exceed \$25,000
- Applicants could request funds for a combination of any of the allowable uses

Payment of funds will be made directly to the vendor of the product or the service provider chosen by the business owner.

Chosen Awardees

Name of Business	Amount of Award	Planned Use of Funds
RN Social Media Management	\$4,400.00	Expand or Diversify Product Offering –Technology upgrades that increase resiliency
CoCo’s Restaurant	\$16,700.00	Expand or Diversity Product Offering – Additional Supplies and Materials, Rent, Utilities
PT Wellness Spa	\$2,450.00	Marketing and Promotion – Expand or Diversify Product Offering
Perfect Touch Barber	\$3,060.00	Signage or Façade Upgrades – Marketing and Promotion

BOW previously approved businesses highlighted in yellow.

Name of Business	Amount of Award
Sergio's Cafe	\$20,099
Elements Hair Studio	\$3,309
Executive Cleaners	\$25,000
Jennifer Marie Skincare	\$10,612
Old Style Deli	\$14,653
That Guy's Ribs	\$12,416
Bella's Boutique	\$8,434
Revolution Salon	\$5,165
Milano's Pizza	\$13,955
Mario's By Linda	\$15,200
Reveille Transpo	\$11,160
Letitis Get Fit	\$4,200
Bethza MakeUp Studio	\$6,118
Twisted String	\$2,130
TaigMarks	\$10,000
4th St. Purveyors	\$16,500
4 Sight Inspection	\$12,000
Juxtapose	\$1,100
Tipsy Biscuit	\$21,830
Hair Nation Salon	\$5,390
Ana's Beauty Salon	\$1,500
S&S Hair Salon	\$1,300
Eleven21	\$1,200
Media Exchange	\$9,600
Bambi's Childcare	\$6,500
M. Kulp & Co Inc.	\$15,700
Family Sports Time	\$25,000
Royalty Cleaning Service	\$1,100
Total Awarded	\$281,171
Total Grant	\$ 400,000
Balance	\$ 118,829

Please consider our request to grant the awardees the above funds upon receiving their vendor of choice's invoices or bills of service. Applications are available upon request.

Respectfully,

Trina M. Harris

Rod Roberson
Mayor

James Gerald
Department Head



Information Technology
131 Tyler Ave.
Elkhart, IN 46516
574.218.7865

September 12, 2022

RE: Quote #22-03

Board Members,

I would like to formally reject all quotes for the citywide print contract. Too much time has passed since this quote was opened in March of 2022. Pricing, models, and availability and needs have changed. The lowest Bidder was Xerox, but failed to meet many City bid spec requirements including document feeder specs for number of sheets & paper weights, minimum screen display requirements, and required print management and SIEM software.

Bidder #1 Xerox
Bidder #2 Canon
Bidder #3 Ricoh

Please reject all bids for the Citywide printer contract.

Thank You,

James Gerald
IT Director
City of Elkhart