

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

**Common Council Chambers**  
**9:00 A.M., Tuesday, July 16, 2024**

<https://signin.webex.com/join>

Meeting Number (access code): 2319 978 7035 Meeting password: BOW24

Join by phone: 1-415-655-0319

- I. Roll Call**
- II. Approve Agenda**
- III. Open Bids & Quotes**
  - Bids for Sale of Property at 28864 W County Road 16
  - Bid #24-12 HVAC Service Maintenance Contract for City Owned Buildings
  - Bid #24-14 2024 Combined Paving Project
  - Quote #24-21 Hunters Pond to Brookwood Drive Drainage Improvements
  - Quote #24-22 Worthmore Avenue Drainage Improvements
- IV. Claims & Allowance Docket**
- V. Minutes Regular Meeting July 2, 2024**
- VI. Utilities**
  - a.) Administration
    - Agreement with Rock Equipment Rentals LLC
    - Water Utility MRO for June 2024
    - Wastewater Utility MRO for May 2024
  - b.) Regulatory Compliance
    - BOW Resolution 24-R-17 to Hire a Broker for the Sale of 28864 CR 16W
  - c.) Summary
    - Water Assessments
    - Sewer Assessments
    - Revocable Permits
    - Driveway Permits
    - Release of Bond
- VII. Engineering**
  - a.) Utility
    - Change Order #7 for Bid #21-13 Elkhart WWTP Capacity Upgrades Phase II- QA7634 (Tabled)
    - Ratify Partial Payment #71 to Donohue & Associates for WWTP

Capacity Upgrades Phase 2

- Oakland Project B Warranty Deed Acceptance
- Partial Payment #13 to C&E Excavating Oakland Avenue Forcemain Phase A SA 7878

**VIII. New Business**

- Uniform Conflict of Interest Disclosure- Gary Boyn
- Elkhart Art League Request to Continue Use of Depot Location
- Approval & Purchase of Time Matters Case Management Software

**IX. Use & Event Permits**

- Downtown After Dark Glow Party 9/13- Civic Plaza, Lippert Stage, Public Assembly, Special Exception from Noise, Temporary Street Closure, Plaza Sign
- Island Of Blues 9/14- Island Park, Lippert Stage, Event Fencing, EMS, Trailer, EPD, Plaza Sign, Public Assembly, Special Exception from Noise
- Wellfield Taste of the Gardens 8/25- EMS Medic Kubota, Plaza Sign
- Night Out Against Crime 8/6- Civic Plaza, Central Green Park, Bike Fence, ESS, EMS, Picnic Tables, Trash Cans, Park Personnel and Games, EPD, Temporary Street Closure, Plaza Sign, Special Exception from Noise, Public Assembly
- Pilgrim Rest Church Picnic 8/10- Temporary Street Closure
- City of Elkhart Private 1<sup>st</sup> Source Event 8/23- East Half of Parking Lot Across from 131 E. Franklin, Tables & Chairs, Temporary Street Closure, Public Assembly, Picnic Tables
- Speak Your Truth Rally 9/21- Civic Plaza, Public Assembly, Plaza Sign
- Beard Party 7/20- Temporary Street Closure, Special Exception from Noise
- Wright Family Reunion 7/20-Temporary Street Closure, Special Exception from Noise
- Homes for Heroes/ McKinnie's Realty First Responders Appreciation 7/16- Special Exception from Noise
- Ratify Snappers Outdoor Music 7/13- Special Exception from Noise

**X. Award Bid #24-14 2024 Combined Paving Project**

**XI. Public Participation**

**XII. Adjournment**

TO BE AWARDED AT THE END  
OF THE JULY 16, 2024, MEETING.



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## MEMORANDUM

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**DATE:** July 16, 2024  
**TO:** Board of Public Works  
**FROM:** Jeffrey Schaffer, Engineering *JJS*  
**RE:** Award Bid #24-14, 2024 Combined Paving Project

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At the July 16, 2024, Board of Public Works meeting, bids were opened for Bid #24-14, 2024 Combined Paving Project. The results are as follows:

Contractor	Bid
Milestone Contractors	
Niblock Excavating	
Rieth-Riley Construction	

The project is funded by a specific appropriation from the Common Council for the 2024 Paving Projects and a Community Crossings Match Grant from the State of Indiana.

The action requested by the Board of Public Works is as follows:

**Award Bid #24-14, 2024 Combined Paving Project, to \_\_\_\_\_,**  
**who submitted the lowest responsive bid, with a contract price in the amount of**  
**\$\_\_\_\_\_.**



FOR QUOTE OPENING ONLY;  
TO BE AWARDED AT THE  
AUGUST 6, 2024, MEETING.



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**MEMORANDUM**

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**DATE:** August 6, 2024

**TO:** Board of Public Works

**FROM:** Jeffrey Schaffer, Engineering *JIS*

**RE:** Award Quote #24-21, Hunters Pond to Brookwood Drive Drainage Improvements

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At the July 16, 2024, Board of Public Works meeting, bids were opened for Quote #24-21, Hunters Pond to Brookwood Drive Drainage Improvements. The results are as follows:

Contractor	Bid

The project is funded by the annual Common Council appropriation for Small Drainage projects.

The action requested by the Board of Public Works is as follows:

**Award Quote #24-21, Hunters Pond to Brookwood Drive Drainage Improvements, to \_\_\_\_\_, who submitted the lowest responsive quote, with a contract price in the amount of \$\_\_\_\_\_.**



FOR QUOTE OPENING ONLY;  
TO BE AWARDED AT THE  
AUGUST 6, 2024, MEETING.



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**MEMORANDUM**

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**DATE:** August 6, 2024  
**TO:** Board of Public Works  
**FROM:** Jeffrey Schaffer, Engineering *JJS*  
**RE:** Award Quote #24-22, Worthmore Avenue Drainage Improvements

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At the July 16, 2024, Board of Public Works meeting, bids were opened for Quote #24-22, Worthmore Avenue Drainage Improvements. The results are as follows:

Contractor	Bid

The project is funded by the annual Common Council appropriation for Small Drainage projects.

The action requested by the Board of Public Works is as follows:

**Award Quote #24-22, Worthmore Avenue Drainage Improvements, to \_\_\_\_\_, who submitted the lowest responsive quote, with a contract price in the amount of \$\_\_\_\_\_.**

**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.

July 9<sup>th</sup>, 2024   
JAMIE ARCE - CITY CONTROLLER

IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF **\$5,114,441.65** AS LISTED ON THE REGISTER ATTACHED HERETO **CONSISTING OF 26 PAGES**, ARE HEREBY APPROVED EXCLUDING ANY CLAIMS WITHHELD AS SHOWN ON THE SEPARATE SUMMARY OF PENDING CLAIMS.

**EXECUTED THIS 16TH DAY OF JULY 2024 BY:**

PRESIDENT \_\_\_\_\_  
MICHAEL C. MACHLAN

VICE PRESIDENT \_\_\_\_\_  
JAMIE ARCE

MEMBER \_\_\_\_\_  
RON DAVIS

MEMBER \_\_\_\_\_  
ROSE RIVERA

MEMBER \_\_\_\_\_  
ANDY JONES

**ORIGINAL COPY MUST BE RETAINED IN THE CONTROLLER'S OFFICE**

# Board of Public Works

## Accounts Payable Summary 7.16.24

**Individual Claims Over \$25,000 each:**

Fund	Vendor	Description	Amount
2205	WEAVER OUTDOORS, LLC	two zero turn mowers	\$ 25,877.90
1101	CDW GOVERNMENT INC	VEEAM LICENSE RENEWAL	\$ 30,900.00
6101	NUGENT, INC.	NEW FIRE HYDRANTS	\$ 35,013.00
2226	LACASA OF GOSHEN, INC	CDBG Res. Reb 209 N.2nd B21MC180015	\$ 40,780.44
2226	JI CONTRACTING COMPANY, LLC	Project ORR-024-004 834 W. Lusher Avenue - Elkhart	\$ 41,400.00
2226	LACASA OF GOSHEN, INC	Woodland Crossing 209 S 2nd St Rehab Grant B21MC18	\$ 47,286.19
2201	TRUCK CENTERS, INC.	Dump Truck	\$ 48,942.00
1101	MOTOROLA SOLUTIONS, INC.	N70 RADIOS	\$ 79,025.70
4436	BORDEN WASTE-AWAY SERVICE, INC.	07/24 TRASH SVCS	\$ 195,405.42
2201	TRUCK CENTERS, INC.	2023 DUMP TRUCK -STREET	\$ 233,011.00
2201	TRUCK CENTERS, INC.	2023 DUMP TRUCK -STREET	\$ 281,953.00

Total Claims over \$25,000	\$ 1,059,594.65
Regular Claims under \$25,000:	\$ 388,252.88
<b>Total Regular Departmental Claims:</b>	<b>\$ 1,447,847.53</b>

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

6201	INDIANA MICHIGAN POWER COMPANY	04656645704 1201 S NAPPANEE ST	\$ 36,945.77
2204	CITY OF ELKHART	2024 SUBSIDY FUNDING - 50% NYCRR MUSEUM FUND 2510	\$ 62,500.00
2511	CITY OF ELKHART	2024 SUBSIDY FUNDING - LERNER CAPITAL FUND 4651	\$ 100,000.00
2204	CITY OF ELKHART	2024 SUBSIDY FUNDING - 50% FUNDING EEC FUND 2502	\$ 362,500.00
4436	CITY OF ELKHART	2024 SUBSIDY FUNDING - 50% LERNER FUND 2511	\$ 500,000.00

Total Pre-Approved over \$25,000:	\$ 962,500.00
Total Pre-Approved Claims under \$25,000:	\$ 260,169.70
<b>Total Pre-Approved Claims:</b>	<b>\$ 1,222,669.70</b>

**American Rescue Plan Claims:**

2474

<b>Total American Resuce Plan Claims:</b>	<b>\$ -</b>
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**UTILITY REFUNDS**

<b>\$ 2,659.99</b>
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**Payroll and Pension Payments:**

Police & Fire Clothing Allowance

Police & Fire Pension

Bi-weekly Payroll

\$ 381,198.23
\$ 2,060,066.20
<b>Total Payroll: \$ 2,441,264.43</b>

<b>Total All Claims, Internal Payments, and Payroll:</b>	<b>\$ 5,114,441.65</b>
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(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, July 2, 2024

President Michael Machlan called a regular meeting of the Board of Public Works to order at 9:00 a.m., Tuesday, July 2, 2024. Clerk of the Board Nancy Wilson called the roll. Michael Machlan, Andy Jones, Jamie Arce, and Ronnie Davis attended in person. Rose Rivera was absent. Mike noted the time was after 9:00 a.m. and no more bids would be accepted.

1. Approve Agenda

On motion by Jamie Arce, seconded by Ron Davis and carried 4-0, the agenda was approved as presented.

2. Open Bids

Bids for Sale of Property at 28864 W CR 16

Proof of Publication was presented which appeared in the Elkhart Truth on April 27 and May 4, 2024. No bids were received.

3. Claims & Allowance Docket

On motion by Jamie Arce, seconded by Ron Davis and carried 4-0, the Board approved the claims and allowance docket in the amount of \$5,852,101.47, consisting of 29 pages as prepared on June 25, 2024 at 10:24 a.m.

4. Minutes Regular Meeting June 18, 2024

On motion by Jamie Arce, seconded by Ron Davis and carried 4-0, the Board approved the minutes from the regular meeting on June 18, 2024.

5. Utilities

(A.) Administration

Change Order for Bid #24-06 Public Works Reroof Project

On motion by Jamie Arce, seconded by Ron Davis and carried 4-0, the Board ratified Change Order #1 for Bid #24-06 Public Works reroof Project in the amount of \$5,860.00.

(B.) Pretreatment

Notice of Violation : McDowell Enterprises Permit #85-01

A motion was made by Jamie Arce and seconded by Andy Jones to find McDowell Enterprises in violation of its Industrial Wastewater Discharge Permit and assign a penalty of \$500.00. Steve Brown explained the violation that occurred after the approval of the Elkhart Enforcement Response Plan. McDowell Enterprises did not have a representative present. Mike called for the vote and the motion carried 4-0.

6. Engineering

(A.) Administration

ADEC Minor Subdivision Acceptance of Plat & Right of Way Dedication

On motion by Jamie Arce, seconded by Ron Davis and carried 4-0, the Board accepted the Plat and Right of Way Dedication for the ADEC Minor Subdivision.

Marked Loading Zone on Division Street

On motion by Jamie Arce, seconded by Ron Davis and carried 4-0, the Board approved the marked loading zone on the north side of Division Street, east of Marian Street from 8am-5pm.

BOARD OF PUBLIC WORKS  
Tuesday, July 2, 2024

Request Quote #24-21 Hunters Pond to Brookwood Drive Drainage Improvements

On motion by Jamie Arce, seconded by Ron Davis and carried 4-0, the Board granted permission to request Quote #24-21 Hunters Pond to Brookwood Drive Drainage Improvements.

Request Quote #24-22 Worthmore Avenue Drainage Improvements

On motion by Jamie Arce, seconded by Ron Davis and carried 4-0, the Board granted permission to request Quote #24-22 Worthmore Avenue Drainage Improvements.

Change Order #1 & Final for Bid #24-05 Grace Lawn Cemetery Bank Restoration Phase II

On motion by Jamie Arce, seconded by Ron Davis and carried 4-0, the Board approved Change Order #1 and Final for Bid #24-05 Grace Lawn Cemetery Bank Restoration Phase II, increasing the contract value by \$8,223.55 resulting in a Contract price of \$245,726.54.

(B.) Utility

Oakland Avenue Project A PER Amendment

On motion by Jamie Arce, seconded by Ron Davis and carried 4-0, the Board approved the amendment revising the 2023 Oakland Preliminary Engineering Report to include a brick manhole replacement and the design of Oakland Projects C and D.

Oakland Avenue Project B PER Amendment

On motion by Jamie Arce, seconded by Ron Davis and carried 4-0, the Board approved the amendment revising the 2024 Preliminary Engineering Report to include brick manhole replacements for the Oakland Avenue Project B.

Change Order #7 for Bid #21-13 Elkhart WWTP Capacity Upgrades Phase II QA7634

On motion by Jamie Arce, seconded by Ron Davis and carried 4-0, the Board tabled Change Order #7 for Bid #21-13 Elkhart WWTP Capacity Upgrades Phase II QA7634.

Change Order #8 for Bid #21-13 Elkhart WWTP Capacity Upgrades Phase II QA7634

A motion was made by Jamie Arce, seconded by Ron Davis to approve Change Order #8 for Bid #21-13 Elkhart WWTP Capacity Upgrades Phase II QA7634 in the amount of \$ 978,961.19. The Board discussed the change order with the Utility Engineer and Attorney. Mike called for the vote and the motion failed 0-4. The Change Order was not approved.

Change Order 895.1 for Bid #21-13 QA 7634 Collections and Distribution Garage

On motion by Jamie Arce, seconded by Ron Davis and carried 4-0, the Board approved Change Order 895.1 for the Elkhart WWTP Capacity Upgrades Phase 2 project in the amount of \$16,153.52.

BOW Resolution 24-R-16 Appropriation: Oakland Avenue Project B

On motion by Jamie Arce, seconded by Ron Davis and carried 4-0, the Board approved Board of Works Resolution 24-R-16, a Resolution of the Board of Public Works of the City of Elkhart, Indiana appropriating funds for the Oakland Avenue



BOARD OF PUBLIC WORKS

Tuesday, July 2, 2024

Project B in the amount of \$78,900.00 to the Sewer Project Coordination Fund 6203-5-999-7999999.

7. New Business

Letter of Engagement with Abonmarche Consultants for GIS Migration and Upgrades

On motion by Jamie Arce, seconded by Ron Davis and carried 4-0, the Board approved a Professional Services Agreement between the City of Elkhart and Abonmarche Consultants for GIS migration and upgrades in the amount not to exceed \$34,800.00.

Project Scope Change- On-call GIS & CMMS Service Agreement

On motion by Jamie Arce, seconded by Ron Davis and carried 4-0, the Board approved the project scope change to the PSA between the City and Abonmarche for on-call GIS and CMMS Services for a decrease of \$8,000.00, bringing the not to exceed amount to \$27,000.00.

Request Bid #24-15 Woodland Crossing Shopping Center Roofing Project

On motion by Jamie Arce, seconded by Ron Davis and carried 4-0, the Board allowed the Development Services Department to solicit bids for the roof replacement of Woodland Crossing Shopping Center, Bid #24-15.

Purchase of Transit Quote #24-19 Correction

On motion by Jamie Arce, seconded by Andy Jones and carried 4-0, the Board accepted and acknowledged the correction for \$399.00 from Josh Holt for Quote #24-19 for the purchase of three transits for Public Works.

8. Use & Event Permits

On motion by Jamie Arce, seconded by Andy Jones and carried 4-0, the Board approved the following Use & Event permit:

- St. Thomas Church Picnic 7/14- Temporary Street Closure

9. Adjournment

On motion by Ron Davis, seconded by Andy Jones and carried 4-0, the Board of Works adjourned at 9:54 a.m.

\_\_\_\_\_  
Mike Machlan, President

Attest: \_\_\_\_\_ Nancy Wilson, Clerk of the Board





City of Elkhart  
Public Works and Utilities

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## M E M O R A N D U M

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Date July 10, 2024  
To Mike Machlan, Board of Works President  
From Laura Kolo, Utility Services Manager  
RE Request to Engage – Rock Rentals LLC

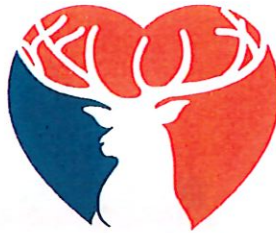
Elkhart Public Works is respectfully requesting the Board of Works to approve the attached rental agreement with Rock Equipment Rentals LLC.

Revised memo

Contract (which has already been approved by legal)

Quote with pricing details

Place holder - revision to be provided at BOW meeting



**City of Elkhart**  
*Public Works and Utilities*

Memo To Board of Works  
 Memo From Laura Kolo, Utility Services Manager *W*  
 Date Jul 08, 2024  
 Subject Water Utility Monthly Report of Operations  
 for the month of June, 2024

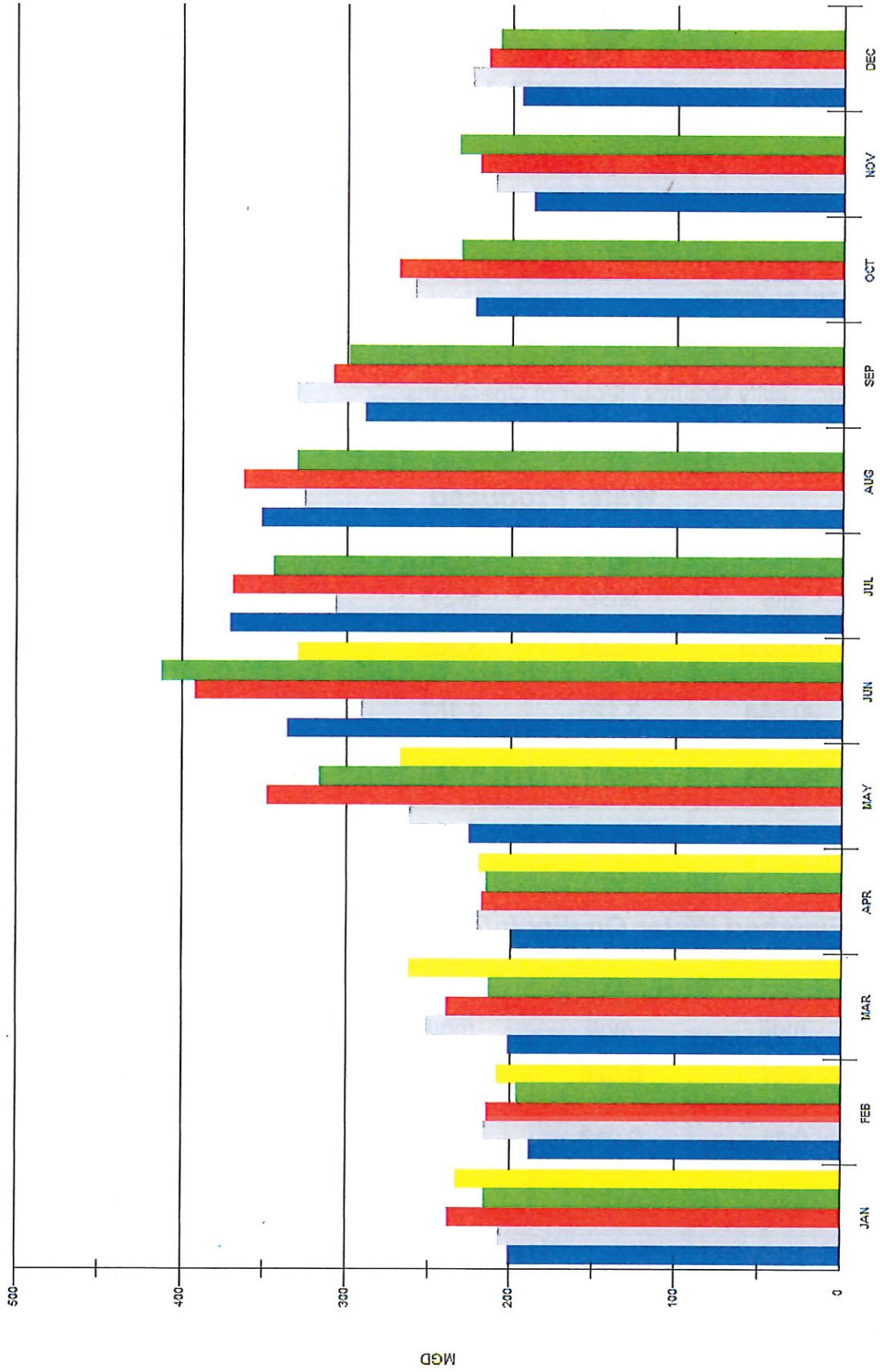
***Water Produced***

	Monthly Total MG	Daily Avg MGD	Daily Min MGD	Daily Max MGD
North Main	163.063	5.623	3.355	7.565
Northwest	90.558	3.123	2.167	3.706
South	49.493	1.707	1.035	2.435
System	303.11	10.45		

***Finished Water Quality Information (Monthly Averages)***

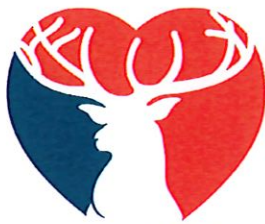
	Iron mg/l	Manganese mg/l	Fluoride mg/l	Chlorine mg/l	Orthophosphate mg/l
North Main	0.07	0.020	0.91	1.23	1.49
Northwest	0.11	0.019	0.86	1.27	0.93
South	0.06	0.022	0.90	1.49	1.01
Secondary Std / Target	0.30	0.050	0.8 - 1.0	0.9 - 1.5	0.5 - 1.0

### Monthly Water Production Comparison



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
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	308.75	269.06	219.61	214.64
2023	215.56	196.63	213.12	215.02	316.61	412.55	344.29	330.06	298.47	230.88	232.45	207.42
2024	233.36	208.78	262.14	219.75	267.32	329.41						





**City of Elkhart**  
*Public Works and Utilities*

Date Jun 28, 2024  
Memo To Board of Public Works  
Memo From Laura Kolo, Utility Services Manager *lk*  
Subject Wastewater Utility Monthly Report of Operations  
for the month of May, 2024

***Wastewater MRO Highlights***

Parameter	Monthly Avg	Permit Limit
Suspended Solids mg/L	5	30
cBOD5 mg/L	2	25
Phosphorus mg/L	0.58	1.0
Ammonia mg/L	0.14	4.4 (Dec-Apr) 4.2 (May-Nov)
Avg Daily Flow MGD	17.81	Design - 20
Total Monthly Flow MGD	552	Report

***Incident Reports Filed***

Date	Location	Volume (gal)	Cause
5/3/24	1704 Stevens	100	grease
5/3/24	2126 Hawthorne	150	grease
5/6/24	1626 El Reno	150	grease
5/7/24	1201 S. Nappanee	210,000	programming / op error
5/10/24	103 Concord Mall Dr	unknown	pump failed

***Wet Weather Overflows***

Number of Events	Total Overflow Volume (MG)
12	7.2627

Biomonitoring Post TRE 1/3 passed and the report was submitted.



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## M E M O R A N D U M

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Date July 3, 2024  
To Board of Public Works  
From Bryan Cress, Regulatory Compliance Manager  
RE No Bids on Property at 28864 W County Road 16

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**Public Works respectfully requests that the Board of Public Works approve the attached resolution directing Bryan Cress to hire a broker for the sale of the property at 28864 W County Road 16, Elkhart, IN 46516.**

The Board previously approved putting the property up for sale using a bidding process. The property has been up for bid for sixty days without receiving a bid and now state law allows the Board to hire a broker to sell the property and pay the broker a reasonable compensation out of the gross proceeds of the sale. The industry standard compensation is somewhat in flux due to recent settlements on the structure of compensation; however, traditionally commissions were five to six percent. This resolution limits my authority to agree to no more than a five percent commission.

Resolution 24-R-17

**A RESOLUTION OF THE BOARD OF PUBLIC WORKS OF THE  
CITY OF ELKHART, INDIANA, TO HIRE A BROKER FOR THE SALE OF THE PROPERTY  
AT 28864 COUNTY ROAD 16 W**

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WHEREAS, the property at 28864 County Road 16 W, Elkhart, Indiana ("Property") is owned by the City of Elkhart and was purchased with funds from the Elkhart Municipal Water Works ("Utility");

WHEREAS, Mayor Rod Roberson, acting as the executive of the City, approved the disposal of the Property on November 29, 2023;

WHEREAS, the Board of Public Works ("Board"), acting as the fiscal body of the Utility and as the body authorized to transfer real property owned by the City, approved the disposal of the Property on November 21, 2023;

WHEREAS, the Property was offered for sale in the manner required by law by publishing solicitations for bids the *Elkhart Truth* on April 27, 2024, and May 4, 2024;

WHEREAS, the property has been up for bid for at least sixty (60) days and no bids were received;

WHEREAS, the Board, acting as the disposal agent, has determined that, in the exercise of good business judgment, it should hire a broker to sell the Property and pay the broker a reasonable compensation out of the gross proceeds of the sale; AND

WHEREAS, the Regulatory Compliance Manager, Bryan Cress, is available and willing negotiate and to hire a broker on behalf of the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF PUBLIC WORKS OF THE CITY OF ELKHART, INDIANA, THAT Bryan Cress, after publishing notice of the determination to hire the broker in accordance with IC 5-3-1, is authorized to negotiate and sign reasonable terms and conditions on behalf of the Board for hiring a broker to sell the Property including terms to compensate the broker out of the gross proceeds of the sale in an amount not to exceed five (5) percent of the sale price of the Property.



RESOLVED this \_\_\_\_\_ day of April, 2024.

\_\_\_\_\_  
Michael C. Machlan, President

\_\_\_\_\_  
Jamie Arce, Vice President

\_\_\_\_\_  
Ronnie Davis, Member

\_\_\_\_\_  
Rose Rivera, Member

ATTEST:

\_\_\_\_\_  
Andy Jones, Member

\_\_\_\_\_  
Nancy Wilson, Clerk

NOTICE OF DETERMINATION TO HIRE A BROKER

Notice is hereby given that, the City of Elkhart Board of Public Works, having received no bids for the sale of the property at 28864 W County Road 16, Elkhart, IN 46516, has determined that, in the exercise of good business judgment, it should hire a broker to sell the property and pay the broker a reasonable compensation out of the gross proceeds of the sale.

## B.O.W. SUMMARY

July 16, 2024

### Water Assessment:

Sarita Cataldo  
2807 Johnson St.  
Elkhart, IN. 46514  
Property: 850 CR 6 E.  
Paid in full, \$1558.20

Thomas Wagler  
56271 CR 23  
Bristol, IN. 46507  
Property: 2120 W. Lexington Ave  
Paid in Full, \$1192.50

Habitat for Humanity  
PO Box 950  
Goshen, IN. 46527  
Property: 2642 Morton Ave  
Paid in Full, \$1020.00

Cathy Webb  
13438 CR 38  
Goshen, IN. 46528  
Property: 1430 W. Hively Ave  
Paid in Full, \$1882.50

### Sewer Assessment:

Habitat for Humanity  
PO Box 950  
Goshen, IN. 46527  
Property: 2642 Morton Ave  
Paid in Full, \$3655.00

Cathy Webb  
13438 CR 38  
Goshen, IN. 46528  
Property: 1430 W. Hively Ave  
Paid in Full, \$8,000.00

### Revocable Permit:

#6579, Placed by: First Presbyterian Church  
Property: 200 E. Beardsley Elkhart, IN.  
Permit Holder: First Presbyterian Church  
Description: Yard Signs for VBS in Parkway



#6582, Placed by: Dumsters.com  
Property: 619 Bower St. Elkhart, IN.  
Permit Holder: Jose Luis Guevara  
Description: 40 yard dumpster placed

#6583, Placed by: Indiana Roll Off  
Property: 201 N. 2<sup>nd</sup> St. Elkhart, IN.  
Permit Holder: Steve Miller  
Description: 2 or more dumpsters @ Jefferson/2<sup>nd</sup> St.

Driveway Permit:

#5122, Owner: Edgestone Properties  
Property: 724 the Circle  
Contractor: Bail Home Services  
\$400.00 Cash bond

#5128, Owner: Christina Brown  
Property: 1520 Ash Dr. E.  
Contractor: Kendall Concrete  
\$400.00 Cash bond

#5123, Owner: Anahi Cervantes  
Property: 235 Home Ave  
Contractor: Jose Cervantes  
\$400 Cash bond

Release of Bond:

#5122, Contractor: Bail Home Services  
Property: 724 the Circle  
\$400.00 bond

#5128, Homeowner: Maggie Brown  
Property: 1520 Ash Dr. E.  
\$400.00 bond

#5123, Homeowner: Anahi Cervantes  
Property: 235 Home Ave  
\$400.00 bond



Tabled

Tabled 7-2-24

DATE	7/2/24
APPROVED BY CITY OF ELKHART BOARD OF PUBLIC WORKS	
	Andy Jones
	Mike [Signature]
	[Signature]
	[Signature]

M E M O R A N D U M

DATE: June 26, 2024  
TO: Board of Public Works  
FROM: Paul Wunderlich, Utility Engineer *W*  
RE: **Elkhart WWTP Capacity Upgrades - Phase 2 - Bid #21-13 - QA7634:  
Approval of Change Order #7**

Attached is change order request #7 for the Elkhart WWTP Capacity Upgrades – Phase 2 project. This change order is for a number of updates that were made to ensure maintenance and operation of the facility will be easier and more efficient after construction. These changes incur a cost increase to the contract price. A list of 15 Change Order items are listed in the attached document as part of Change Order #7.

All work and prices have been deemed acceptable by Donohue, our consulting firm, and this change order request is for an increase of \$148,955.00 to the current contract price. Approval of change order #7 would increase the current contract price of \$27,346,047.96 to \$27,495,003.00 resulting in a 2.55% increase from the original contract price of \$26,811,000.00. This project is being funded through SRF funds.

SRF review of this change order is pending.

**It is requested the Board of Public Works approve Change Order #7 for the Elkhart WWTP Capacity Upgrades – Phase 2 project in the amount of \$148,955.00, bringing the Contract price to \$27,495,003.00**



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## M E M O R A N D U M

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**DATE:** July 11, 2024  
**TO:** Board of Public Works  
**FROM:** Paul Wunderlich, Utility Engineer *PW*  
**RE:** **Elkhart WWTP Capacity Upgrades – Phase 2 – QA7634: Ratify Partial Payment Request SRF#71 to Donohue & Associates, Inc.**

---

Please see the attached Donohue invoice #69, to be paid from SRF loan number WW18262004. This invoice from Donohue & Associates, Inc. is for professional services provided for the Elkhart WWTP Capacity Upgrades – Phase 2 project for work performed through June 22, 2024. This payment of \$71,223.00 has been rounded as required by SRF and represents the 71<sup>st</sup> cost incurred from the SRF loan.

To date, including this payment, we have paid \$4,236,084.00 or 95.51% of the contract.

It is requested that the BOW:

**ratify partial payment request SRF #71 of Loan WW18262004 in the amount of \$71,223.00 to Donohue & Associates, Inc. for professional services on the Elkhart WWTP Capacity Upgrades – Phase 2 project.**





Donohue & Associates, Inc.  
209 N. Main Street, Suite 206 | South Bend, IN 46601  
574.288.4580 | donohue-associates.com

July 8, 2024

Tory Irwin, PE  
Director of Public Works & City Engineer  
City of Elkhart  
1201 S. Nappanee Street  
Elkhart, Indiana 46516

Re: WWTP Capacity Upgrade Project – Phase II  
Donohue Project No. 13476 - Invoice No. 69

Please find attached Invoice No. 69 for the WWTP Capacity Upgrade Project – Phase II project. This invoice covers the services rendered from May 19, 2024 through June 22, 2024.

Donohue's construction related efforts during this period of time included:

- Internal and external project coordination and management
- On-going communication/coordination with Bowen Engineering
- Site review, construction and testing observation, and project representation
- Review and response to submittals, RFI's, PCO's, etc.
- Coordination and review of Contractor Payment Applications
- Continued Application Engineering Services

Donohue's anticipated efforts on the project over the course of the next month include:

- Continued project coordination, communication and management
- Review of submittals, RFI's, Payment Applications and other Construction Phase Services
- On-site construction and testing observation, and project representation
- Continued Application Engineering Services

Thank you again for your continued confidence in Donohue and the opportunity to work with you and the City of Elkhart on this project. Should you have any questions regarding this invoice, the work completed, or any other aspect of this (or another) project, please do not hesitate to contact me at (574) 213-6124 or by email at [jroschyk@donohue-associates.com](mailto:jroschyk@donohue-associates.com).

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeremy Roschyk', with a horizontal line extending to the right.

Jeremy Roschyk, P.E.  
Project Manager

Enclosures: As noted

# INVOICE



209 N. Main Street, Suite 206  
 South Bend, IN 46601  
 Phone: 574-288-4580  
 Fax: 574-288-0195

**Invoice To:**  
 City of Elkhart  
 Wastewater Utility  
 Attn: Tory S. Irwin, PE, City Engineer  
 1201 S. Nappanee Street  
 Elkhart, IN 46516

**Invoice Date:** June 27, 2024  
**Donohue Project No.:** 13476  
**Invoice No:** 13476-69  
**Project Manager:** Jeremy Roschyk  
**Terms:** Net 40 Days  
**Billing Period:** 05/19/24 - 06/22/24

**Project Description:** WWTP Capacity Upgrade Project - Phase II

**Your Authorization:** Agreement, Effective 08/21/18  
 Amendment No. 1, Signed 07/07/20  
 Amendment No. 2, Signed 12/29/20  
 Amendment No. 3, Signed 07/06/21  
 Amendment No. 4, Signed 01/16/24

<b>Approved by the city of Elkhart</b>
<b>Board of Works</b>

<b>Compensation:</b>	Per Diem NTE	\$ 1,328,000.00
	Per Diem NTE	\$ 388,000.00
	Per Diem NTE	\$ 30,700.00
	Per Diem NTE	\$ 2,115,500.00
	Per Diem NTE	\$ 572,825.00
		\$ 4,435,025.00

<b>Billing Summary:</b>	Project Charges to Date	\$ 4,235,080.58
	Project Charges Previously Billed	\$ 4,163,857.41
	Project Current Charges Billed	\$ 71,223.17

**Topographic Survey**

Total Billed to Date	\$ 29,411.22
Charges Previously Billed	\$ 29,411.22

Labor (hours)	\$ -
Reimbursable Expenses	\$ -
Subconsultants	\$ -
<b>Total</b>	\$ -

**Geotechnical Engineering**

Total Billed to Date	\$ 14,212.00
Charges Previously Billed	\$ 14,212.00

Labor (hours)	\$ -
Reimbursable Expenses	\$ -
Subconsultants	\$ -
<b>Total</b>	\$ -

**Design Services**

Total Billed to Date	\$ 1,436,338.79
Charges Previously Billed	\$ 1,436,338.79

Labor (hours)	\$ -
Reimbursable Expenses	\$ -
Subconsultants	\$ -
<b>Total</b>	\$ -

**APPROVED FOR PAYMENT**

DATE: \_\_\_\_\_  
 DESCRIPTION: \_\_\_\_\_  
 ACCOUNT LINE: \_\_\_\_\_  
 PO NO: \_\_\_\_\_  
 APPROVED BY: \_\_\_\_\_

**Alternative Evaluation**

Total Billed to Date	\$	238,492.84
Charges Previously Billed	\$	238,492.84
Labor (hours)	\$	-
Reimbursable Expenses	\$	-
Subconsultants	\$	-
<b>Total</b>	<b>\$</b>	<b>-</b>

**Bidding Services**

Total Billed to Date	\$	44,637.93
Charges Previously Billed	\$	44,637.93
Labor (hours)	\$	-
Reimbursable Expenses	\$	-
<b>Total</b>	<b>\$</b>	<b>-</b>

**Constructon Related Services**

Total Billed to Date	\$	1,329,389.09
Charges Previously Billed	\$	1,293,415.09
Labor (182.0 hours)	\$	35,655.00
Reimbursable Expenses	\$	319.00
<b>Total</b>	<b>\$</b>	<b>35,974.00</b>

**Resident Project Representative (RPR) Services**

Total Billed to Date	\$	937,278.99
Charges Previously Billed	\$	908,594.98
Labor (228.0 hours)	\$	27,400.00
Reimbursable Expenses	\$	1,284.01
<b>Total</b>	<b>\$</b>	<b>28,684.01</b>

**Applications Engineering Services**

Total Billed to Date	\$	205,319.72
Charges Previously Billed	\$	198,754.56
Labor (34.0 hours)	\$	6,015.00
Reimbursable Expenses	\$	550.16
<b>Total</b>	<b>\$</b>	<b>6,565.16</b>

<b>Current Charges Due</b>	<b>\$</b>	<b>71,223.17</b>
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Please Remit to:

Donohue & Associates, Inc.  
3311 Weeden Creek Road  
Sheboygan, WI 53081  
Phone: 920-208-0296  
Fax: 920-208-0402

<u>Aged Receivables</u>				
<u>Current</u>	<u>31 - 60 Days</u>	<u>61 - 90 Days</u>	<u>1 - 120 days</u>	<u>&gt;120 days</u>
\$71,223.17	\$94,862.92	\$99,722.22	\$0.00	\$0.00





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M E M O R A N D U M

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DATE: July 11, 2024  
TO: Board of Public Works  
FROM: Paul Wunderlich, Utility Engineer *W*  
RE: **Oakland Project B - Warranty Deed Acceptance**

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The Oakland B Tank Project is acquiring property from Hole of Elkhart and Church Community Services for the project construction and future maintenance of the utility. The following warranty deeds are attached for approval.

Parcel IDs: 20-06-07-282-001.000-012  
20-06-07-282-002.000-012  
20-06-07-282-003.000-012

A portion of 20-06-07-285-001.000-012

It is requested the Board of Public Works:  
**Accept and sign the attached warranty deeds**



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## M E M O R A N D U M

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**DATE:** June 27, 2024  
**TO:** Board of Public Works  
**FROM:** Jason Simnick, Project Manager -JS  
**RE:** **Oakland Avenue Forcemain – Phase A – SA7878: Approval of Partial Payment Request #13 to C&E Excavating**

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Please see the attached partial pay application #13 from C&E Excavating for construction services provided for the Oakland Avenue Forcemain – Phase A project for work performed during the period thru May 31<sup>st</sup>, 2024. This partial pay application, in the amount of \$173,050.00, includes payment for water main, force main, and water service installation and as payment for retainage. It will be paid through the two SRF loans for this project. The partial payment this application breaks down as follows:

	WW22162005	DW22232001
Payment Due	\$ 128,445.00	\$35,951.00
Retainage Held	\$ 6,761.00	\$ 1,893.00
Total Amount	\$ 135,206.00	\$37,844.00

To date, including this payment and all retainage, we have paid \$4,617,824.00, or 40.25% of the \$11,473,861.38 current contract price for Division I (WW22162005) and \$157,713.00, or 19.28% of the current \$818,195.00 current contract for Division II (DW22232001).

This will be SRF Disbursement Request #28 from WW22162005 and Request #5 from DW22232001.

It is requested that the BOW:

**ratify partial payment request #13 in the amount of \$135,206.00 to C&E Excavating from SRF loan WW22162005 and \$37,844.00 from loan DW22232001 for construction on the Oakland Avenue Forcemain – Phase A project.**



## UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

State Form 54266 (R2 / 6-15) / Form 236  
STATE BOARD OF ACCOUNTS

### Indiana Code 35-44.1-1-4

A public servant who knowingly or intentionally has a pecuniary interest in or derives a profit from a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Class D Felony. A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a dependent of the public servant. "Dependent" means any of the following: the spouse of a public servant; a child, stepchild, or adoptee (as defined in IC 31-9-2-2) of a public servant who is unemancipated and less than eighteen (18) years of age; and any individual more than one-half (1/2) of whose support is provided during a year by the public servant.

The foregoing consists only of excerpts from IC 35-44.1-1-4. Care should be taken to review IC 35-44.1-1-4 in its entirety.

1. Name and Address of Public Servant Submitting Statement: Gary D. Boyn  
\_\_\_\_\_
2. Title or Position With Governmental Entity: President, Lerner Governing Board  
\_\_\_\_\_
3. a. Governmental Entity: City of Elkhart, IN  
b. County: Elkhart  
\_\_\_\_\_
4. This statement is submitted (check one):
  - a.  as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or
  - b.  as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.
5. Name(s) of Contractor(s) or Vendor(s): Warrick & Boyn, LLP  
\_\_\_\_\_  
\_\_\_\_\_
6. Description(s) of Contract(s) or Purchase(s) (Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship.):  
The vendor is contracted legal counsel to the Elkhart Redevelopment Commission  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



7. **Description of My Financial Interest** (*Describe in what manner the public servant or "dependent" expects to derive a profit or financial benefit from, or otherwise has a pecuniary interest in, the above contract(s) or purchase(s); if reasonably determinable, state the approximate dollar value of such profit or benefit.*):

I am "Of Counsel" with the Vendor, and paid an annual salary for the legal work I perform. I no longer have an ownership interest in the Vendor.

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(Attach extra pages if additional space is needed.)

8. **Approval of Appointing Officer or Body** (*To be completed if the public servant was appointed by an elected public servant or the board of trustees of a state-supported college or university.*):

I (We) being the Board of Public Works of  
(Title of Officer or Name of Governing Body)

City of Elkhart Indiana and having the power to appoint  
(Name of Governmental Entity)

the above named public servant to the public position to which he or she holds, hereby approve the participation to the appointed disclosing public servant in the above described contract(s) or purchase(s) in which said public servant has a conflict of interest as defined in Indiana Code 35-44.1-1-4; however, this approval does not waive any objection to any conflict prohibited by statute, rule, or regulation and is not to be construed as a consent to any illegal act.


_____	_____
_____	_____
_____	_____
Elected Official	Office

9. **Effective Dates** (*Conflict of interest statements must be submitted to the governmental entity prior to final action on the contract or purchase.*):

7/1/24  
Date Submitted (month, day, year)

\_\_\_\_\_  
Date of Action on Contract or Purchase (month, day, year)

10. **Affirmation of Public Servant:** This disclosure was submitted to the governmental entity and accepted by the governmental entity in a public meeting of the governmental entity prior to final action on the contract or purchase. I affirm, under penalty of perjury, the truth and completeness of the statements made above, and that I am the above named public servant.

Signed:   
(Signature of Public Servant)

Date: 07-10-24  
(month, day, year)

Printed Name: GARY D. BOYN  
(Please print legibly.)

Email Address: gboyn@warrickandboyn.com

Within fifteen (15) days after final action on the contract or purchase, copies of this statement must be filed with the State Board of Accounts by uploading it here [https://gateway.ifionline.org/sboa\\_coi/](https://gateway.ifionline.org/sboa_coi/) which is the preferred method of filing, or by mailing it to the State Board of Accounts, Indiana Government Center South, 302 West Washington Street, Room E418, Indianapolis, Indiana, 46204-2765 and the Clerk of the Circuit Court of the county where the governmental entity took final action on the contract or purchase.

THE ARTS ARE  
ALIVE IN

ELKHART!

RECEIVED  
JUL 08 2024

BOARD OF PUBLIC WORKS

THE ELKHART ART LEAGUE APPRECIATES THE  
CONTINUED USE OF THE DEPOT LOCATION -  
SUNDAY CLASSES DURING THE SUMMER  
MONTHS ARE NOW BEING OFFERED.

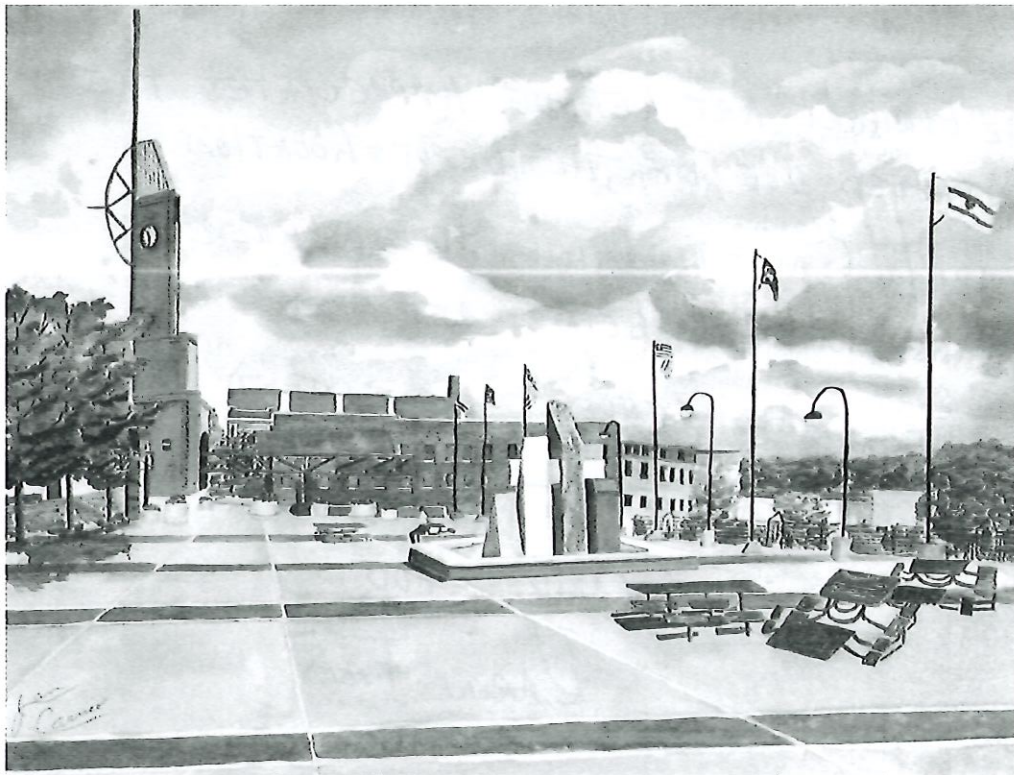
THE BOARD REQUESTS CONTINUED USE  
OF THE FACILITY -

THANK YOU,

KARIN FREY



*Elkhart Art League  
City Plaza - Jan Carrico*





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## MEMORANDUM

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**DATE:** 7/11/2024  
**TO:** Board of Public Works  
**FROM:** Corporation Counsel John Espar  
**RE:** Approval of Purchase of Time Matters Case Management Software

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Dear Members of the Board:

Attached to this memorandum for your consideration and approval is the purchase order and related instruments for the annual renewal of maintenance agreement for Time Matters, the case management software used by the Department of Law, the City Clerk, the Police Department and Public Works Department for work in we share in common.

The purchase order renews nine (9) licenses, allocated as follows:

Department of Law: five (5)

City Clerk: two (2)

Police Department: one (1)

Public Works Department: one (1)

The costs are shared among the named departments, in proportion to the number of licenses used.

Lexis-Nexis, the owner of Time Matters, has prepared the order and purchase agreement for online execution. **As such, if the board would kindly approve the purchase and authorize corporation counsel to execute the contractual document, I will do so and return fully executed copies to the board secretary.**

Thank you for your consideration of this request.



## ORDER FORM for City of Elkhart

Billing Account Number: 0000000680

Offer Valid Through: July 24, 2024

Proposed By: Ryann Gandy

Type: Renewals

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### Billing Information

Bill To: 229 S. Second St, Elkhart, Indiana 46514

Contact Name: John Espar

Phone: 5742945471

Email: john.espar@coei.org

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### Terms and Conditions

Monthly-Payment Licensee Agreement shall commence on the Effective Date and shall remain in effect through the last day of the calendar month of the Initial Term after which it will automatically renew for a Renewal Period, (12 months). The Agreement will continue to automatically renew for a further Renewal Period at the end of each Renewal Period. In the event that Licensee does not wish for this Agreement to automatically renew, Licensee shall provide PCLTM with written notice that Licensee wishes to cancel this Agreement at least thirty (30) days prior to the last day of the Initial Term or the then-current Renewal Period, as applicable. For Monthly Payment Licensees only, the price per user quoted on this Order Form will apply to the first two automatic renewals, such that pricing is guaranteed to not increase for the next 3 years.

Annual Payment Licensee Agreement shall commence on the Effective Date and shall remain in effect through the last day of the calendar month in the contracted term ("Initial Term").

If reducing the number of AMP Membership users, you are forfeiting any additional Software User Licenses available within the software. If additional user licenses are needed in the future, you will be required to purchase new Software User Licenses at the then current price.

By signing below, you agree to all applicable Terms and Conditions as posted online at <https://pclawtimematters.com/terms/>

Payment Licensee Agreement: One-Time Payment

Sales tax, where applicable will be added to transaction at time of processing. If paying by check please wait to send payment until you receive the invoice.

The firm understands that the number of users purchased in our Annual Maintenance plan will update our system such that any future upgrades or reactivations will be provided for that number of users only. Further, we understand that if we later require additional users, these will be purchased at the new additional user price.

---

### Services

Product	List Price	Discount	Sales Price	Quantity	Total Price
Time Matters/Billing Matters AMP Annual Membership Renewal	\$2,148.00		\$1,668.00	9.00	\$15,012.00

**Total: \$15,012.00**  
(plus applicable taxes)



## Offer

Name

Name

Position

Position

Signature

Signature

Date

Date

---

### Office Use Only

Order accepted by

Signature

DocuSigned by:  
*Ryann Gandy*  
70EF56DF8FDF4F5...

Date

7/10/2024



## Payment Authorization

### Customer's Authority

Name of Customer/s giving the Payment Authorization	
I/We	<input type="text" value="auth.name"/>
authorize and request	Name of Debit User <input type="text" value="PCLaw Time Matters LLC"/>
to arrange for funds to be debited from my/our account at the Financial Institution identified below as instructed by me/us or any other amounts as instructed or authorized to be debited.	

### Payment Details

This authority allows the debiting of amounts payable by the Customer under the Agreement between the Customer and PCLaw Time Matters LLC. Payment Amount: \$15,012.00 excluding applicable Taxes
--

<b>Bank Account/Credit Card</b> - All details must be supplied via a Credit Card Capture Link (link is provided in the email). Please provide details before completing the form.
---

<b>Check Payment</b> - Please mail a check to the following address: PCLaw Time Matters, LLC P.O. Box 22124 New York, NY 10087-2124
--

### Customer Authorization

Signature of Account Holder	Date
<input type="text" value="dl.signhere.1"/>	<input type="text" value="dl.datesign.1"/>

**From:** [Ryann Gandy](#)  
**To:** [Espar, John](#)  
**Subject:** EXTERNAL: Upcoming Expiration: PCLaw | Time Matters™ AMP Membership  
**Date:** Wednesday, July 10, 2024 9:12:29 AM

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**Caution:** This email originated from outside of the organization. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department

John,


Thank you for being a PCLaw | Time Matters™ AMP Membership customer for the past year. Your AMP Membership will expire on August 1, 2024, and we wanted to offer you an opportunity to renew your PCLaw | Time Matters™ AMP membership.

As a loyal customer, you are eligible for discounted pricing when you renew your AMP Membership with monthly electronic payments. Under this offer, you will sign a 12-month contract and receive a discounted price of USD \$139 (for US customers), with a guarantee of no price increase for the next 3 years from the date of your current AMP expiration date. This commitment does not obligate you to stay with us for three years; it simply means you will have the option to renew your membership yearly at the guaranteed price regardless of future increases.

I have sent you a DocuSign in a separate email to review and e-sign to renew. The DocuSign email includes a payment link to input/update your electronic payment method, (bank or credit card) to complete your order.

Please respond to this email if we need to reduce the number of users or if anything has changed.

Kind Regards,

Ryann Gandy  
PCLaw | Time Matters  
Account Manager, Renewals  
[ryann.gandy@pclawtimematters.com](mailto:ryann.gandy@pclawtimematters.com)  
800-709-7169 

## **Use & Event Permits: Event Committee 07-09-24, BOW 07-16-24**

- Downtown After Dark Glow Party 9/13- Civic Plaza, Lippert Stage, Public Assembly, Special Exception from Noise, Temporary Street Closure, Plaza Sign
- Island Of Blues 9/14- Island Park, Lippert Stage, Event Fencing, EMS, Trailer, EPD, Plaza Sign, Public Assembly, Special Exception from Noise
- Wellfield Taste of the Gardens 8/25- EMS Medic Kubota, Plaza Sign
- Night Out Against Crime 8/6- Civic Plaza, Central Green Park, Bike Fence, ESS, EMS, Picnic Tables, Trash Cans, Park Personnel and Games, EPD, Temporary Street Closure, Plaza Sign, Special Exception from Noise, Public Assembly
- Pilgrim Rest Church Picnic 8/10- Temporary Street Closure
- City of Elkhart Private 1<sup>st</sup> Source Event 8/23- East Half of Parking Lot Across from 131 E. Franklin, Tables & Chairs, Temporary Street Closure, Public Assembly, Picnic Tables
- Speak Your Truth Rally 9/21- Civic Plaza, Public Assembly, Plaza Sign
- Beard Party 7/20- Temporary Street Closure, Special Exception from Noise
- Wright Family Reunion 7/20-Temporary Street Closure, Special Exception from Noise
- Homes for Heroes/ McKinnie's Realty First Responders Appreciation 7/16- Special Exception from Noise
- Ratify Snappers Outdoor Music 7/13- Special Exception from Noise