

CITY OF ELKHART
BOARD OF PUBLIC WORKS MEETING
AGENDA

Common Council Chambers
9:00 A.M., Tuesday, April 15, 2025

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

Join by phone: 1-415-655-0001

Meeting Number (access code): 2305 852 6923 Meeting password: BOW25

I. Roll Call

II. Approve Agenda

III. Open Bids & Quotes

- Bid #25-12 Purchase of Fire Truck Sutphen/SVI Heavy Rescue
- Quote #25-05 Property Maintenance Services

IV. Claims & Allowance Docket

V. Minutes- Regular Meeting April 1, 2025

VI. Engineering

a.) Administration

- Award Bid #25-05 Fire Station 6
- Change Order #1 and Final Bid #24-02 Street Department Resurfacing Curb Ramp
- Change Order #1 Quote #24-18 Benham Avenue Path Solar Lighting
- Request Quote #25-09 Hubbard Avenue Sanitary Sewer Repair
- Policy for ADA Parking Spaces in Residential Neighborhoods
- Interlocal Agreement for Road Construction and Maintenance with Elkhart County for CR 6 Resurfacing
- Artificial Turf in the Public Right-of-Way of Parkway Lane Adjacent to Lot 14, Parkway at 17 DPUD Phase IV
- Amendment No. 1 PSA with DLZ Indiana for Fire Station 6
- Private Sanitary Sewer Low-Pressure Force Main in Public Right-of-Way
- PSA with JQOL Inc. for Osolo Rd. and Henke St. Intersection Improvements
- Request Bid #25-14 Stevens Avenue, Frances Avenue, and Second Street Reconstruction

b.) Utility

- Ratify Partial Payment #55 to American Structurepoint: Oakland Avenue Project C Harrison Street
- Ratify Partial Payment #56 to DLZ: Oakland Avenue Project D CSO 6&7 Connection

VII.**Utilities**

- a.) Administration
 - Wastewater Utility MRO for February 2025
 - Water MRO for March 2025
 - Aquatics 2024 Community Monitoring Report
 - Request Bid #25-13 Bulk Chemicals for Water & WW Treatment (tabled)
- b.) Pretreatment
 - Voyant Beauty West Industrial WW Discharge Permit #98-01
- c.) Summary
 - Water Assessment
 - Driveway Permit
 - Release of Bond

VIII.**New Business**

- Request for Sourcewell Contract Utility Compactor Purchase
- Transfer of Fixed Asset Street Department to Public Works
- Request Quote #25-07 Ford Transit Cargo Van
- Request Quote #25-08 Ford Transit Passenger Van
- Letter of Engagement Waggoner, Irwin, Scheele & Associates Inc.
- Request Quote #25-10 Tree Removal 2025 Contract 1
- Uniform Conflict of Interest Disclosure Jason Culp
- Award Quote #25-05 Property Maintenance Services

IX.**Use and Event Permits**

- Elkhart's Night Out 8/5 Central Green and Plaza, Fencing, ESS, EMS, Temporary Street Closures, Plaza Sign, Special Exception from Noise, Public Assembly
- South Side Parade 8/16 Risers, Stage, ESS, Golf Cars, EPD, EMS, Temporary Street Closure, Plaza Sign, Parade and Public Assembly
- Leroy Robinson Fest on the Greens 8/16- Central Green, Fencing, EPD, Temporary Street Closures, Special Exception from Noise
- Color for Kids Family Fun Run and Walk 5/31- Central Green, ESS, EMS, EPD, Temporary Street Closures, Special Exception from Noise, Public Assembly, Electricity, Water, Plaza Sign
- Recovery in the Park 6/24- Central Park, Electricity, Plaza Sign, Special Exception from Noise
- Peace Officers Memorial Service 5/9- Central Green Park & Stage, Electricity, Trailer, Podium, Plaza Sign, Special Exception from Noise, Public Assembly
- Corpus Christi Procession 6/22, ESS, Special Exception from Noise, Parade & Public Assembly

- Cinco de Mayo 5/3- Central Green Park & Stage, City Plaza, Fencing, EMS, Waste Receptacles, EPD, Temporary Street Closures, Water, Electricity, Plaza Sign, Special Exception from Noise
- Jazz Festival 6/19,6/20,6/21,6/22- Central Green Park & Stage, City Plaza, Fencing, EMS, Waste Receptacles, EPD, Temporary Street Closures, Water, Electricity, Plaza Sign, Special Exception from Noise, Portable Stage, ESS Golf Cars,
- Flags from the Heart 5/24,5/25,5/26- Bicentennial Park, EPD, Plaza Sign, Public Assembly
- Memorial Day Parade 5/26- Downtown Streets, Stage, Podium, Microphone, Speakers, EPD, Temporary Street Closures, Plaza Sign, Special Exception from Noise, Parade and Public Assembly
- ArtWalk 6/25,7/30,8/27,9/24- Civic Plaza Main Street Downtown Area, Portable Stage, ESS, Trash Cans, EPD, Electric, Water, Plaza Sign, Public Assembly, Special Exception from Noise
- Rhapsody Arts & Music Festival 6/13,6/14- Island and Bicentennial Park, Stage, Fencing, ESS, EMS, Trash Cans, Golf Cars, Trailer, EPD, Water, Electricity, Plaza Sign, Public Assembly, Special Exception from Noise
- Independence Day Celebration 7/4- Central Green Park & Stage, Civic Plaza, Kardzhali Park, Fencing, ESS, EMS, Trash cans, Golf Cars, EPD, Temporary Street Closures, Water, Electricity, Plaza Sign, Public Assembly, Special Exception from Noise
- Kids Free Fishing Clinic 6/7- High Dive Park, ESS, EMS, Fencing, Trailer, Trash Cans, Plaza Sign, Public Assembly
- Hartland Automotive Customer Appreciation 5/10/25- Temporary Street Closure, Special Exception from Noise
- Summer Chill Concert Series 6/19,7/18,8/15,9/19 NIBCO Water & Ice Park, Mobile Stage, Fencing, Picnic Tables, Plaza Sign, Public Assembly, Special Exception from Noise
- Reyes Gender Reveal 5/17- Special Exception from Noise

X. Public Participation
XI. Adjournment



MEMORANDUM

DATE: April 10, 2025

TO: Board of Public Works

FROM: Jacob Wolgamood, TIF Infrastructure Project Supervisor

RE: **Permission to Award Property Maintenance Services, RFQ #25-05**

The Department of Development Services was granted permission to solicit quotes for RFQ #25-05 Property Maintenance Services by the Board of Public Works on April 1, 2025. Contractors were contacted directly via email and the opportunity was posted on the City's website. The results of the proposals are in the table below.

Contractor	Price

After review of the quotes received, it has been determined that _____ provided the lowest responsive and responsible quote of \$_____.

It is requested the Board of Public Works:
Award the Property Maintenance Services, RFQ #25-05 contract to

_____.

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.

April 8th, 2025 Erin Koons
ERIN KOONS - DEPUTY CITY CONTROLLER

IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF **\$4,648,824.21** AS LISTED ON THE REGISTER ATTACHED HERETO **CONSISTING OF 32 PAGES**, ARE HEREBY APPROVED EXCLUDING ANY CLAIMS WITHHELD AS SHOWN ON THE SEPARATE SUMMARY OF PENDING CLAIMS.

EXECUTED THIS 15TH DAY OF APRIL 2025 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
4.15.25

Individual Claims Over \$25,000 each:

Fund	Vendor	Description	Amount
2201	CARRIER & GABLE, INC	Detection system for Johnson & Beardsley	\$ 25,150.00
7739	ONB BENEFITS ADMINISTRATION LLC	Excess Liability	\$ 25,791.00
7739	ONB BENEFITS ADMINISTRATION LLC	Work Comp Claims Funding - 12.30.24	\$ 34,475.55
7739	ONB BENEFITS ADMINISTRATION LLC	Work Comp Claims Funding - 01.22.25	\$ 46,435.61
4436	GREATER ELKHART CHAMBER OF COMMERCE	ELKHART CHAMBER 2025 EDIT PARTNERSHIP GRANT	\$ 50,000.00
4436	UNITED STATES AUTO CLUB, INC.	GRAND PRIX - 2025 EDIT PARTNERSHIP GRANT	\$ 50,000.00
7739	ONB BENEFITS ADMINISTRATION LLC	Work Comp Funding - 11.13.24	\$ 53,152.55
2560	DANIELLE D STEWART	Woodland Crossing Snow and Sat Feb and March 2025	\$ 85,000.00
4450	PREMIUM CONCRETE SERVICES, INC.	Cassopolis Street Improvements	\$ 86,773.00
4436	BORDEN WASTE-AWAY SERVICE, INC.	04/25 TRASH SVCS	\$ 199,335.21
4436	AMERICAN CONSULTING, INC	Public Safety Building PSA	\$ 328,877.80
4450	PREMIUM CONCRETE SERVICES, INC.	Cassopolis St Improvements	\$ 481,480.50
Total Claims over \$25,000			\$1,466,471.22
Regular Claims under \$25,000:			\$ 463,835.37
Total Regular Departmental Claims:			\$1,930,306.59

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

6201	INDIANA MICHIGAN POWER COMPANY	04656645704 1201 S NAPPANEE ST	\$ 30,909.44
7704	ANTHEM INSURANCE COMPANIES INC	CLAIMS - PHARMACY	\$ 73,887.86
7704	ANTHEM INSURANCE COMPANIES INC	CLAIMS-MEDICAL	\$ 103,624.85
Total Pre-Approved over \$25,000:			\$ 208,422.15
Total Pre-Approved Claims under \$25,000:			\$ 11,903.05
Total Pre-Approved Claims:			\$ 220,325.20

American Rescue Plan Claims:

2474	HEART CITY HEALTH CENTER INC	Elkhart Thrive Neighborhood Hub Initiative	\$ 2,307.72
Total American Resuce Plan Claims:			\$ 2,307.72

UTILITY REFUNDS

\$ 837.88

Payroll and Pension Payments:

Police & Fire Clothing Allowance	\$ 138,986.50
Police & Fire Pension	\$ 391,276.55
Bi-weekly Payroll	\$ 1,964,783.77
Total Payroll:	\$ 2,495,046.82

Total All Claims, Internal Payments, and Payroll: \$ 4,648,824.21

(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, April 1, 2025

Vice-President Jamie Arce called a regular meeting of the Board of Public Works to order at 9:00 a.m., Tuesday, April 1, 2025. Clerk Nancy Wilson called the roll. Jamie Arce, Ron Davis, Rose Rivera and Andy Jones attended in person. Mike Machlan was absent.

1. Approve Agenda

A motion was made by Ron Davis and seconded by Andy Jones to approve the agenda. On motion by Rose Rivera, seconded by Ron Davis and carried 3-0, the Board approved the amended agenda by adding under New Business an Amendment to the Sign of the Times Agreement, Economic Development Partnership Grants for the Elkhart Grand Prix and the Greater Elkhart Chamber of Commerce, and by removing the enFocus Fiber Needs Assessment. The amended agenda carried 4-0.

2. Claims and Allowance Docket

On motion by Rose Rivera, seconded by Ron Davis and carried 4-0, the Board approved the claims and allowance docket in the amount of \$4,463,783.56, consisting of 39 pages as prepared on March 26, 2025 at 10:21 a.m.

3. Minutes Regular Meeting March 18, 2025

On motion by Ron Davis, seconded by Rose Rivera and carried 4-0, the Board approved the Minutes of the Regular Meeting March 18, 2025.

4. Engineering

(A.) Administration

PSA with CARMI Design Group for Fire Station 5

On motion by Rose Rivera, seconded by Ron Davis and carried 4-0, the Board authorized the Board Vice-President to execute the Professional Services Agreement with CARMI Design Group for the Fire Station 5 building assessment with fees not to exceed \$5,000.00.

Leland Avenue Two-Way to One-Way Conversion

On motion by Rose Rivera, seconded by Ron Davis and carried 4-0, the Board authorized the temporary conversion of Leland Avenue from two-way to one-way with a southeast travel direction, starting as soon as feasible from the date of this action, and ending on September 20, 2025, unless extended by the Board of Works.

Declaration of Emergency

On motion by Rose Rivera, seconded by Ron Davis and carried 4-0, the Board declared an emergency and ratified the selection of Selge Construction as a contractor to assist with the sanitary sewer repair at the 400 block of River Bend Drive.

(B.) Utility

Ratify Partial Payment #21 to C&E Excavating- Oakland Avenue Forcemain Phase A SA 7878

On motion by Rose Rivera, seconded by Ron Davis and carried 4-0, the Board ratified partial payment request #21 in the amount of \$18,111.00 to C&E Excavating from SRF loan WW22162005 for construction on the Oakland Forcemain Phase A project.

BOARD OF PUBLIC WORKS

Tuesday, April 1, 2025

5. Utility

(A.) Administration

Final Pay Application to Viking Painting LLC for Benham Water Tower

On motion by Rose Rivera, seconded by Andy Jones and carried 4-0, the Board approved the final pay application to Viking Painting LLC for painting the Benham Water Tower in the amount of \$90,118.64.

2025 Spring Watermain Flushing

On motion by Rose Rivera, seconded by Ron Davis and carried 4-0, the Board approved the 2025 Spring Watermain Flushing schedule.

Request Bid #25-13 Bulk Chemicals for Water and Wastewater Treatment

On motion by Rose Rivera, seconded by Andy Jones and carried 4-0, the Board tabled the request for Bid #25-13 Bulk Chemicals for Water and Wastewater Treatment.

(B.) Pretreatment

BD Industries Industrial Wastewater Discharge Permit #88-03

On motion by Rose Rivera, seconded by Andy Jones and carried 4-0, the Board found BD Industries Permit #88-03 in violation of their Industrial Wastewater Discharge Permit limit for lead and assigned a penalty of \$500.00.

(C.) Regulatory Compliance

On motion by Rose Rivera, seconded by Andy Jones and carried 4-0, the Board approved the update to Section 7.0 of the Guide to Wastewater Utility Policies.

6. New Business

Laredo Agreement between the Elkhart Recorder and the City Department of Law and the Department of Public Works and Utilities

On motion by Rose Rivera, seconded by Andy Jones and carried 4-0, the Board approved the Laredo Agreement between the City of Elkhart Department of Law and the Elkhart County Recorder for online access to the County's Real Estate records. On motion by Rose Rivera, seconded by Andy Jones and carried 4-0, the Board approved the Laredo Agreement between the City of Elkhart Public works and Utilities Department and the Elkhart County Recorder for online access to the County's Real Estate records.

Request Quote #25-05 Property Maintenance Services

On motion by Rose Rivera, seconded by Andy Jones and carried 4-0, the Board approved the request to get Quotes for property maintenance, Quote #25-05.

Notice of Redevelopment Public Hearings on May 13, 2025

On motion by Rose Rivera, seconded by Andy Jones and carried 4-0, the Board accepted and placed on file Notices for Public Hearings received from the Elkhart Redevelopment Commission to be held on May 13, 2025.

2025 Municipal Band Contract

On motion by Rose Rivera, seconded by Ron Davis and carried 4-0, the Board approved the 2025 Municipal Band Contract for \$65,000.00.

Tyler Technologies Incode Accounting Software

On motion by Rose Rivera, seconded by Ron Davis and carried 4-0, the Board approved two quotes from Tyler Technologies related to the Incode accounting software for \$1,250.00.

BOARD OF PUBLIC WORKS

Tuesday, April 1, 2025

Claims and Allowance Approval

On motion by Rose Rivera, seconded by Andy Jones and carried 4-0, the Board accepted and placed on file communication from the City Controller Jamie Arce regarding new procedures for the approval of the claims and allowance docket by the Board of Public Safety for Public Safety Departments.

Addendum to Sign of the Times Contract

On motion by Rose Rivera, seconded by Andy Jones and carried 4-0, the Board approved the addendum to the Signs of the Times Contract which clearly defines the 50% downpayment.

Economic Development Partnership Grant Elkhart Grand Prix

On motion by Rose Rivera, seconded by Andy Jones and carried 4-0, the Board approved the Economic Development Partnership Grant between the City of Elkhart and the United States Auto Club for the THOR Industries Elkhart Grand Prix in the amount of \$50,000.00.

Economic Development Partnership Grant The Greater Elkhart Chamber of Commerce

On motion by Rose Rivera, seconded by Andy Jones and carried 4-0, the Board approved the Economic Development Partnership Grant between the City of Elkhart and the Greater Elkhart Chamber of Commerce in the amount of \$50,000.

7. Adjournment


On motion by Ron Davis, seconded by Andy Jones and carried 4-0, the Board of Works adjourned at 9:50 a.m.

Jamie Arce, Vice-President

Attest: _____ Nancy Wilson, Clerk of the Board



MEMORANDUM

DATE: April 15, 2025
TO: Board of Public Works
FROM: Jeffrey Schaffer, Engineering 
RE: Award Bid #25-05, Fire Station 6

At the March 4, 2025, Board of Public Works meeting, bids were opened for Bid #25-05, Fire Station 6. The results are as follows:

Contractor	Base Bid	Bid + Alternates 3 & 4
R. Yoder Construction	\$7,472,489.00	\$7,553,691.00
Ziolkowski Construction	\$7,863,000.00	\$7,934,980.00
Brown & Brown General Contractors	\$7,524,400.00	\$7,619,500.00
Gibson-Lewis	\$7,366,000.00	\$7,444,000.00

In consultation with the design firm, the City Staff believes that accepting Alternates 3 and 4, which are improvements to the apparatus bays, provides the best value to the City.

This project is funded by a Common Council appropriation specific to the project.

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

Award Bid #25-05, Fire Station 6, including Alternates 3 and 4, to Gibson-Lewis, LLC, who submitted the lowest responsive bid, with a contract price in the amount of \$7,444,000.00.

Project Name: City of Elkhart
 New Fire Station No. 6
DIZ Project No.: 2361-4982-50
Owner Name: City of Elkhart
Bid Date/Time: 3/4/2025 9:00 AM
Quotes/Public Public


SUMMARY BID TABULATION										
Contractor Name	Form 96	Receipt of Addendum		Bid Bond	Base Bid	Alternate 1 Concrete Drives and Parking Lot	Alternate 2A Asphalt Bypass Lane	Alternate 2B Concrete Bypass Lane	Alternate 3 Apparatus Bay Epoxy Floor	Alternate 4 Apparatus Bay Air Purification
		No. 1	No. 2							
Brown & Brown General Contractors, Inc. 124 S. Elkhart St., PO Box 487 Wakarusa, IN 46573	✓	✓	✓	✓	\$7,524,400	\$213,600	\$37,900	\$51,600	\$76,400	\$18,700
Gibson-Lewis, LLC 1001 W 11th Street Mishawaka, IN 46544	✓	✓	✓	✓	\$7,366,000	\$176,000	\$27,000	\$54,000	\$58,000	\$20,000
R. Yoder Construction 27453 CR 150 Nappanee, IN 46550	✓	✓	✓	✓	\$7,472,489	\$38,575	\$35,384	\$38,805	\$64,452	\$16,750
Ziolkowski Construction Inc 4050 Ralph Jones Dr South Bend, IN 46628	✓	✓	✓	✓	\$7,863,000	\$161,040	\$34,020	\$60,880	\$54,140	\$17,480



MEMORANDUM

DATE: April 15, 2025

TO: Board of Public Works

FROM: Jeffrey Schaffer, Engineering 

RE: **Change Order #1 and Final for Bid #24-02, 2024 Street Department Resurfacing Curb Ramp Project**

Change Order #1 and Final for Bid #24-02, 2024 Street Department Resurfacing Curb Ramp Project, is an adjustment to final quantities. The total net increase in the contract price due to the Change Order is \$825.95, which results in a final cost that is 0.2% above the original contract price of \$417,052.50.

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

Approve Change Order #1 and Final for Bid #24-02, 2024 Street Department Resurfacing Curb Ramp Project, increasing the contract value by \$825.95, resulting in a contract price of \$417,878.45.

CITY OF ELKHART

PUBLIC WORKS & UTILITIES

Change Order No. One & Final
Dated 4/1/2025

Project: **2024 STREET DEPT. RESURFACING CURB RAMP PROJECT**

Contract No. 24-02

To: C&E EXCAVATING, INC.

Contractor

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

City of Elkhart

By

President, Board of Public Works

Dated

Nature of Changes

Adjustment to final quantities

\$825.95

TOTAL \$ 825.95

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

Original Contract Price	\$ 417,052.50
Contract Price Prior to this Change Order	\$ 417,052.50
Net change resulting from this Change Order	\$ 825.95
Current Contract Price including this Change Order	\$ 417,878.45
Current Contract Price % Change from Original Price	0.2%
Contract Time prior to this Change Order	NO CHANGE (Days or Time)
Net Time change resulting from this Change Order	NO CHANGE (Days)
Current Contract Time Including this Change Order	NO CHANGE (Days or Time)

The above changes are approved:

BY:

Public Works & Utilities

Engineer

04/02/2025

DATE

The above changes are accepted:

By:

Contractor

4-2-25


DATE



MEMORANDUM

DATE: April 15, 2025

TO: Board of Public Works

FROM: Jeffrey Schaffer, Engineering 

RE: **Change Order #1 for Quote 24-18, Benham Avenue Path Solar Lighting**

Change Order #1 for Quote 24-18, Benham Avenue Path Solar Lighting, adds a line item for Maintenance of Traffic.

The contractor determined that placing a drilling rig on the path pavement would have likely damaged the path. Instead, the drilling rig used to drill the bases was placed on Benham Avenue and traffic control was required.

The total net increase in the contract price due to the Change Order is \$2485.00, which results in a contract price that is 2.6% above the original contract price of \$94,900.00.

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

Approve Change Order #1 for Quote 24-18, Benham Avenue Path Solar Lighting, increasing the contract value by \$2485.00, resulting in a contract price of \$97,385.00.

CITY OF ELKHART

PUBLIC WORKS & UTILITIES

Change Order No. One
Dated 4/15/2025

Project: **Benham Avenue Path Solar Lighting**

Contract No. Quote 24-18

To: Martell Electric
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

Add line item for Maintenance of Traffic to protect path pavement. \$2,485.00

TOTAL **\$ 2,485.00**

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

Original Contract Price \$ 94,900.00

Contract Price Prior to this Change Order \$ 94,900.00

Net change resulting from this Change Order \$ 2,485.00

Current Contract Price including this Change Order \$ 97,385.00

Current Contract Price % Change from Original Price 2.6%

Contract Time prior to this Change Order **NO CHANGE**
(Days or Time)

Net Time change resulting from this Change Order **NO CHANGE**
(Days)

Current Contract Time including this Change Order **NO CHANGE**
(Days or Time)

The above changes are approved:

Public Works & Utilities

BY: 
Engineer

April 7, 2025

DATE

The above changes are accepted:

By: 
Contractor

4-7-2025
DATE



MEMORANDUM

DATE: April 15, 2025

TO: Board of Public Works

FROM: Jeffrey Schaffer, Engineering 

RE: **Permission to Request Quote #25-09, Hubbard Avenue Sanitary Sewer Repair**

The engineering staff requests approval of the plans and specifications and permission to request Quote #25-09, Hubbard Avenue Sanitary Sewer Repair. This project will excavate and adjust a manhole that is buried under the pavement at the intersection of Hubbard Avenue and Oakland Avenue. In addition, approximately 25 feet of sanitary sewer will be replaced.

This project will be funded by the wastewater utility budget.

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

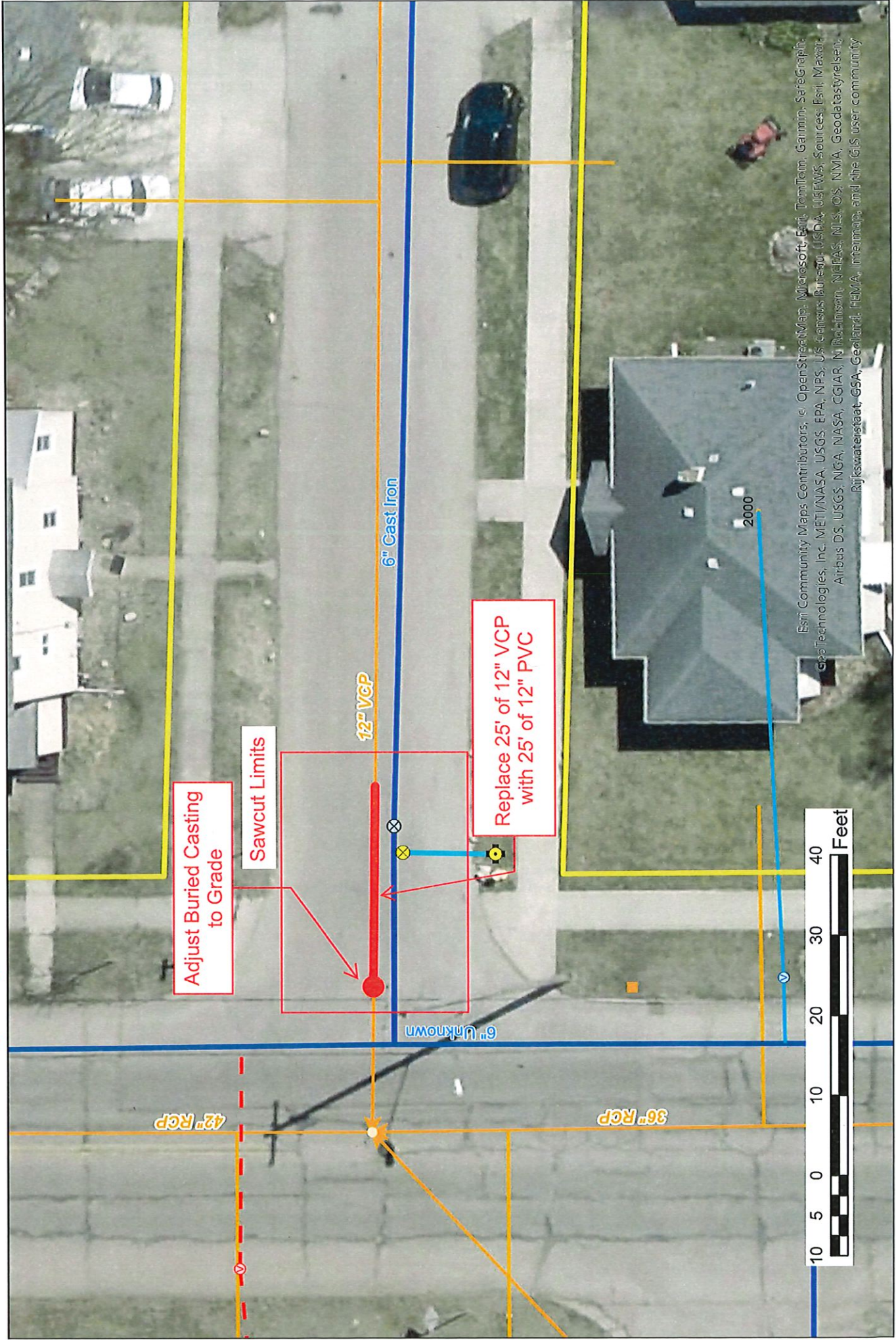
Approve the Plans and Specifications and Grant Permission to Request Quote #25-09, Hubbard Avenue Sanitary Sewer Repair.



City of Elkhart
Engineering

W Hubbard Sewer & Manhole Repair

N





MEMORANDUM

DATE: April 15, 2025

TO: Board of Public Works

FROM: Jeffrey Schaffer, Engineering *JS*
Mark Lucas, ADA Coordinator

RE: **Adoption of Policy for ADA Parking Spaces in Residential Neighborhoods**

The City receives multiple requests every year to mark ADA parking spaces in residential neighborhoods. In the past, the City staff has required the requestor to provide documentation justifying the marking of the space. The City staff then attempted to follow up with the requestor and remove the marking in the requestor no longer lived at the residence.

However, based on a better understanding of the adopted PROWAG standards, the ADA Coordinator and City staff believes that an updated approach is needed.

Attached is the policy proposed by the ADA Coordinator and the engineering staff. Under this approach, the requestor does not need to provide any documentation and the City does not need to track if the requestor still lives at the residence. Instead, the request starts a process to mark an ADA parking space, if feasible, that will remain in place in perpetuity.

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

Accept and adopt the Policy for ADA Parking Spaces in Residential Neighborhoods.

Proposed Policy for ADA Parking Spaces in Residential Neighborhoods

When a request is received for a marked ADA parking space in a residential neighborhood, the ADA Coordinator and engineer staff, shall complete the following steps:


- 1) ADA parking spaces are public parking spaces and are not assigned or reserved for any particular user or resident.
- 2) The default location for a marked ADA parking space in a residential neighborhood will be at the end of the block, adjacent to an intersecting street. If the end of the block is infeasible, the midpoint of a block adjacent to a public alley may be considered for the location.
- 3) When a request is received, the proposed location of the ADA parking space will be designed by the ADA Coordinator or the engineering staff using the City's GIS or other means. This will include the limits of the parking space, the location of the sign, and the limits of any adjacent prohibited parking zone.
- 4) The ADA Coordinator or the engineering staff will complete a site investigation of the ADA parking space, confirming availability, geometry, sight distance, utility conflicts, and curb ramp compliance, and make a final determination if the ADA parking space is feasible.
- 5) If the ADA parking space is found to be feasible, it will be added to the City's work order system for implementation by the Traffic Division. The location will also be added to the City's database of ADA parking spaces in the GIS.
- 6) If the adjacent curb ramp requires improvements to be compliant with current PROWAG or other applicable standards, within budget limitations, the curb ramp will be improved no later than the end of the next calendar year after placement of the ADA parking space.
- 7) If the sidewalk on the block requires improvements or repairs to be compliant with current PROWAG or other applicable standard, within budget limitations, the sidewalk will be improved or repaired no later than the end of the next calendar year after placement of the ADA parking spaces.
- 8) The ADA parking space shall remain and be maintained in perpetuity.



MEMORANDUM

DATE: April 15, 2025

TO: Board of Public Works

FROM: Jeffrey Schaffer, Engineering 

RE: **Interlocal Agreement for Road Construction and Maintenance with Elkhart County for the Resurfacing of County Road 6**

The respective Engineering Staffs of the City and County have reached an agreement to resurface County Road 6, between Johnson Street and Osolo Road. This segment of County Road 6 crosses between the jurisdictions multiple times. Under the agreement, the County will bid the project, manage the contractor, and lead the inspection. The City will assist with inspections and provide 50 percent of the funding for the project, up to a \$350,000 contribution.

The County Attorney has prepared the attached interlocal agreement; the City Legal Department has reviewed and accepted it.

Bids were opened for the work on April 14, 2025. The results of the bidding will be presented to the Board of Public Works at the meeting.

The funding ordinance for this project is scheduled to be heard by the City Council for second and third reading on April 21, 2025.

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


Accept and execute the Interlocal Agreement for Road Construction and Maintenance with Elkhart County for the Resurfacing of County Road 6 subject to the approval on second and third reading of the funding ordinance by the City Council.



MEMORANDUM

DATE: April 15, 2025

TO: Board of Public Works

FROM: Jeffrey Schaffer, Engineering 
Eric Trotter, Planning and Zoning

RE: **Installation and Maintenance of Artificial Turf in the Public Right-of-Way of Parkway Lane Adjacent to Lot 14, Parkway at 17 DPUD Phase IV**

The City of Elkhart Plan Commission recently approved a Final PUD Site Plan for Lot 14, Parkway at 17 DPUD Phase IV. Rather than natural grass, the site plan proposes the installation of artificial turf within the public right-of-way. The approval by the City of Elkhart Plan Commission included a condition that the Board of Public Works also agrees to this proposal.

Section 97.030 of the City of Elkhart Code of Ordinances requires the adjoining property owner to maintain the trees, shrubs, and grass in the public right-of-way. It also states, "Should the city, through its required maintenance activities, damage the existing curbing along a street or the maintained grass area along the street, the city shall repair said damage using similar materials in a timely manner as weather permits."

The only concern with this proposal is the City's responsibility to repair. The City staff has requested that the property owners and developers, A&L Properties, Inc., and Kyle Miller, to sign a waiver releasing the City from its responsibility to repair the artificial turf.

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


Based on the condition of approval added by the City of Elkhart Plan Commission, and subject to receipt of a waiver releasing the City from responsibility to repair the artificial turf, approve the installation and maintenance of artificial turf in the public right-of-way of Parkway Lane adjacent to Lot 14, Parkway at 17 DPUD Phase IV.



MEMORANDUM

DATE: April 15, 2025

TO: Board of Public Works

FROM: Jeffrey Schaffer, Engineering 

RE: **Amendment No. 1 to the Professional Services Agreement with DLZ Indiana for Fire Station Number 6**

The attached Amendment No. 1 to the Professional Services Agreement with DLZ Indiana for Fire Station Number 6 adds the following tasks to the scope of services:

Task 8 – Furniture, Fixtures, and Equipment Assistance
Task 9 – IT / Data / Security and Low Voltage Assistance
Task 10 – Bidding Assistance
Task 11 – Construction Administration
Task 12 – Part-Time Project Representation During Construction

The additional fees for the additional tasks listed above are \$464,000.00, resulting in a total fees not to exceed \$984,000.00 for the project. This amended scope of services will extend through the anticipated completion of construction in June 2026.

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

Amendment No. 1 to the Professional Services Agreement with DLZ Indiana for Fire Station Number 6, increasing the fees by \$464,000.00, resulting in total fees not to exceed \$984,000.00.



MEMORANDUM

DATE: April 15, 2025

TO: Board of Public Works

FROM: Jeffrey Schaffer, Engineering *JDS*
Mike Huber, Director of Community Development

RE: **Installation and Maintenance of Private Sanitary Sewer Low-Pressure Force Main in the Public Right-of-Way**

TGS Investments LLC and Landmark Prime Development LLC are owners of five parcels on the north and west sides of North Park Avenue, west of Johnson Street. The companies are under similar ownership (Todd Sullivan) and the primary business conducted on the parcels is known as Jet Technologies.

These parcels were recently annexed into the City with the intent of connecting the buildings to public sanitary sewer. There is an existing water main in the right-of-way of North Park Avenue, but the nearest sanitary sewer is in the right-of-way of Woodlawn Avenue or Cassopolis Street. Jet Technologies explored multiple options and determined that a low-pressure force main to an existing manhole Woodlawn Avenue at Garden Street was the most feasible option.

Jet Technologies presented a plan to the City of Elkhart Park Board to secure an easement across the Woodlawn Nature Center property. However, concerns arose and it was determined that an easement could not be provided.

As such, the alternative being presented to the Board is to place the low-pressure sanitary sewer force main in the undeveloped right-of-way of Country Club Drive and the developed rights-of-way of Garden Street and Woodlawn Avenue. The proposed route is shown on the attached sketch.

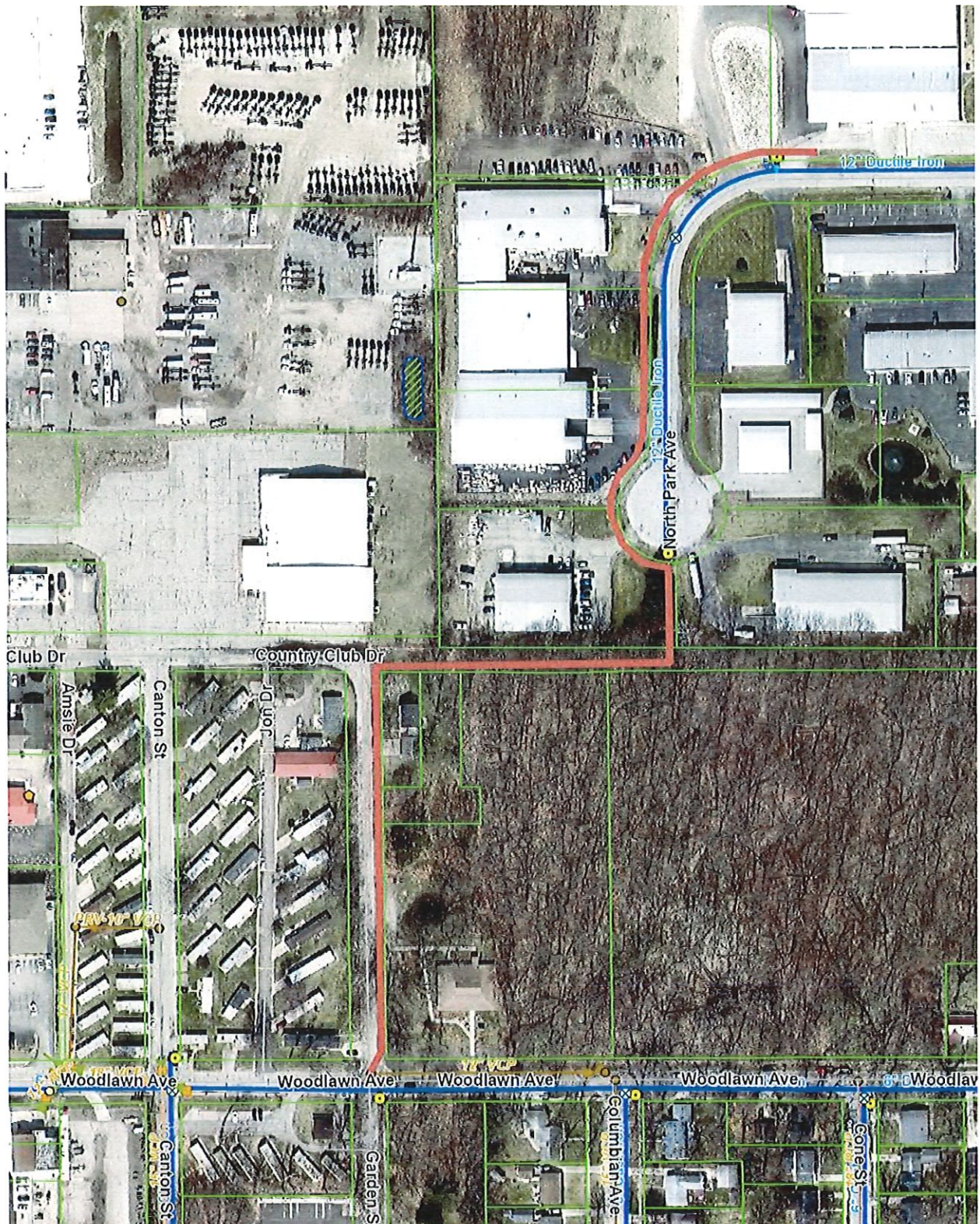
Prior to installation, the following would be required:

- Approval of the attached design plans by the City Engineer;
- Issuance of an IDEM Wastewater Construction Permit;
- Issuance of a City of Elkhart Excavation Permit; and

- Receipt of a statement by the developer, as approved by the City legal department, declaring a party that is responsible to maintain the force main and releasing the City from any responsibility to maintain or repair the force main.

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

Approve the installation and maintenance of the private sanitary sewer low-pressure force main in the public right-of-way of Country Club Lane, Garden Street, and Woodlawn Avenue, subject to receipt of a statement by the developer, as approved by the City legal department, declaring the party responsible to maintain the force main and releasing the City from any responsibility to maintain or repair the force main.






MEMORANDUM

DATE: April 15, 2025

TO: Board of Public Works

FROM: Jeffrey Schaffer, Engineering 

RE: Professional Services Agreement with JQOL Inc. for Osolo Road and Henke Street Intersection Improvements

During the Mayor's Let's Talk Tuesday event in the Third District, concerns were raised with the intersection of Osolo Road and Henke Street, as well as the intersections of Osolo Road with the Parke Place driveways and Woodland Estate Drive. There appear to be conflicting movements in this area which cause safety concerns.

The intent of this agreement is as follows:

- 1) Study the geometry of the intersections
- 2) Propose a phased solution plan, including the following:
 - a) Temporary solutions that can be completed this year using signage, pavement markings, and/or temporary curbing
 - b) Permanent solutions that may require additional final design, engineering, bidding, and construction
- 3) Prepare a cost estimate for the temporary and permanent solution

This contract is funded by the professional services appropriation for the Engineering Department.

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


Authorize the Board President to execute the Professional Services Agreement with JQOL Inc. for Osolo Road and Henke Street Intersection Improvements with fees not to exceed \$15000.00.



MEMORANDUM

DATE: April 15, 2025

TO: Board of Public Works

FROM: Jeffrey Schaffer, Engineering 

RE: **Permission to Advertise Bid #25-14, Stevens Avenue, Frances Avenue, and Second Street Reconstruction**

The engineering staff requests approval of the plans and specifications and permission to advertise Bid #25-14, Stevens Avenue, Frances Avenue, and Second Street Reconstruction.

The City has received a Community Crossing Matching Grant (CCMG) for this work. Under the INDOT rules for CCMG-funded projects, the work must be combined into a single bid.

The work on Stevens Avenue and Frances Avenue is summarized as follows:

- Remove the concrete pavement in both streets between Lusher Avenue and Indiana Avenue (most of the concrete curbs between the intersections will remain in place)
- Remove the concrete pavement at the intersections, including the concrete curbing at the existing curb ramps
- Adjust or replace the manhole castings, inlet castings, and water valve box castings
- Construct new ADA-compliant curb ramps
- Construct new aggregate base
- Construct new asphalt pavement

The work on Second Street, between Jackson Boulevard and Jefferson Boulevard, is summarized as follows:

- Remove the contract pavement
- Adjust or replace the manhole castings, inlet castings, and water valve box castings
- Construct new ADA-compliant curb ramps
- Construct new aggregate base
- Construct new asphalt pavement
- Place new striping

The work on Second Street, between Tyler Street and Jackson Boulevard, is summarized as follows:

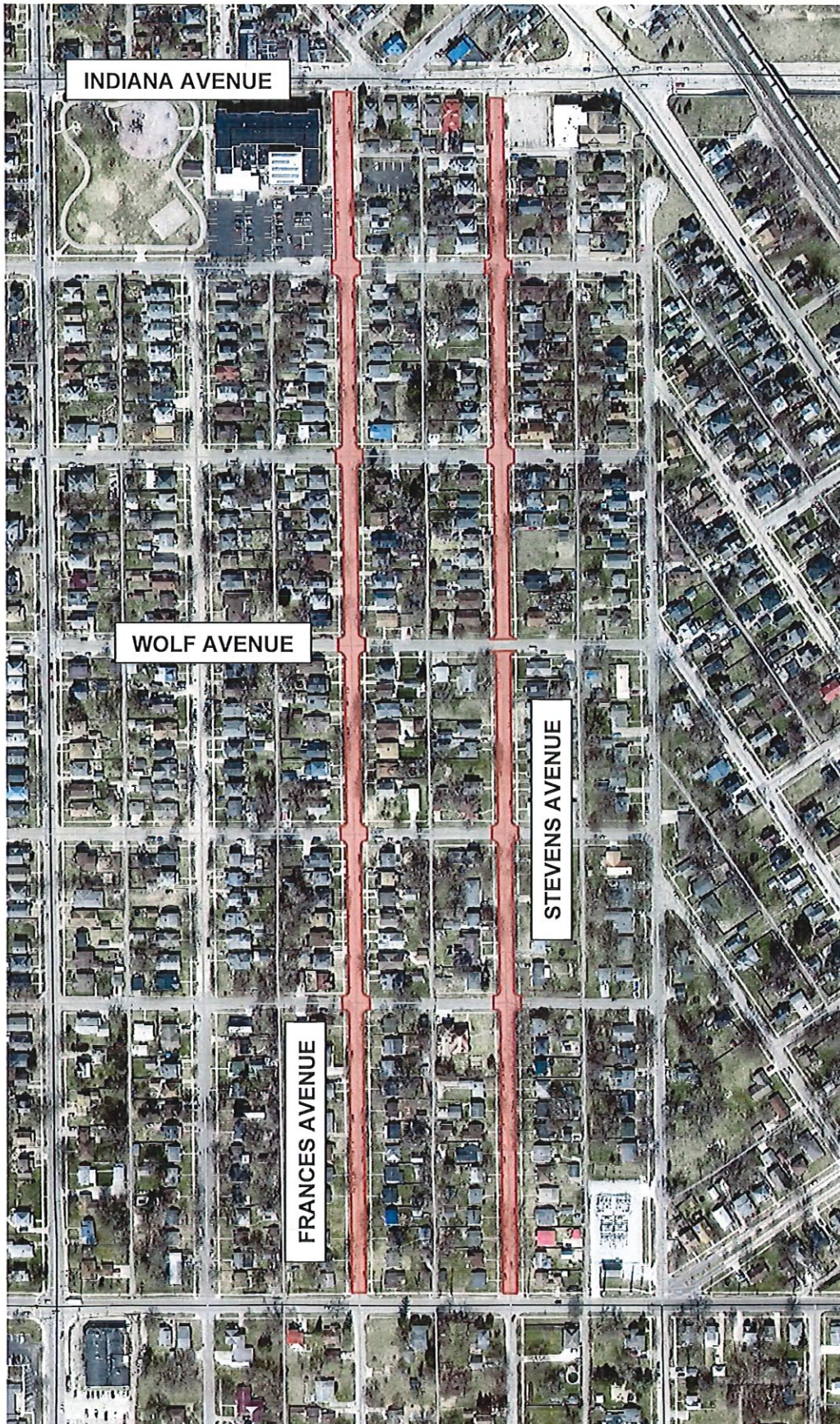
- Mill and remove the entire asphalt pavement surface
- Mill and remove approximately one-inch of the underlying concrete pavement
- Adjust or replace the manhole castings, inlet castings, and water valve box castings
- Reconstruct the driveway and alley approaches
- Reconstruct the ADA-compliant curb ramps
- Construct new asphalt pavement
- Place in traffic signal pole foundations
- Place new striping

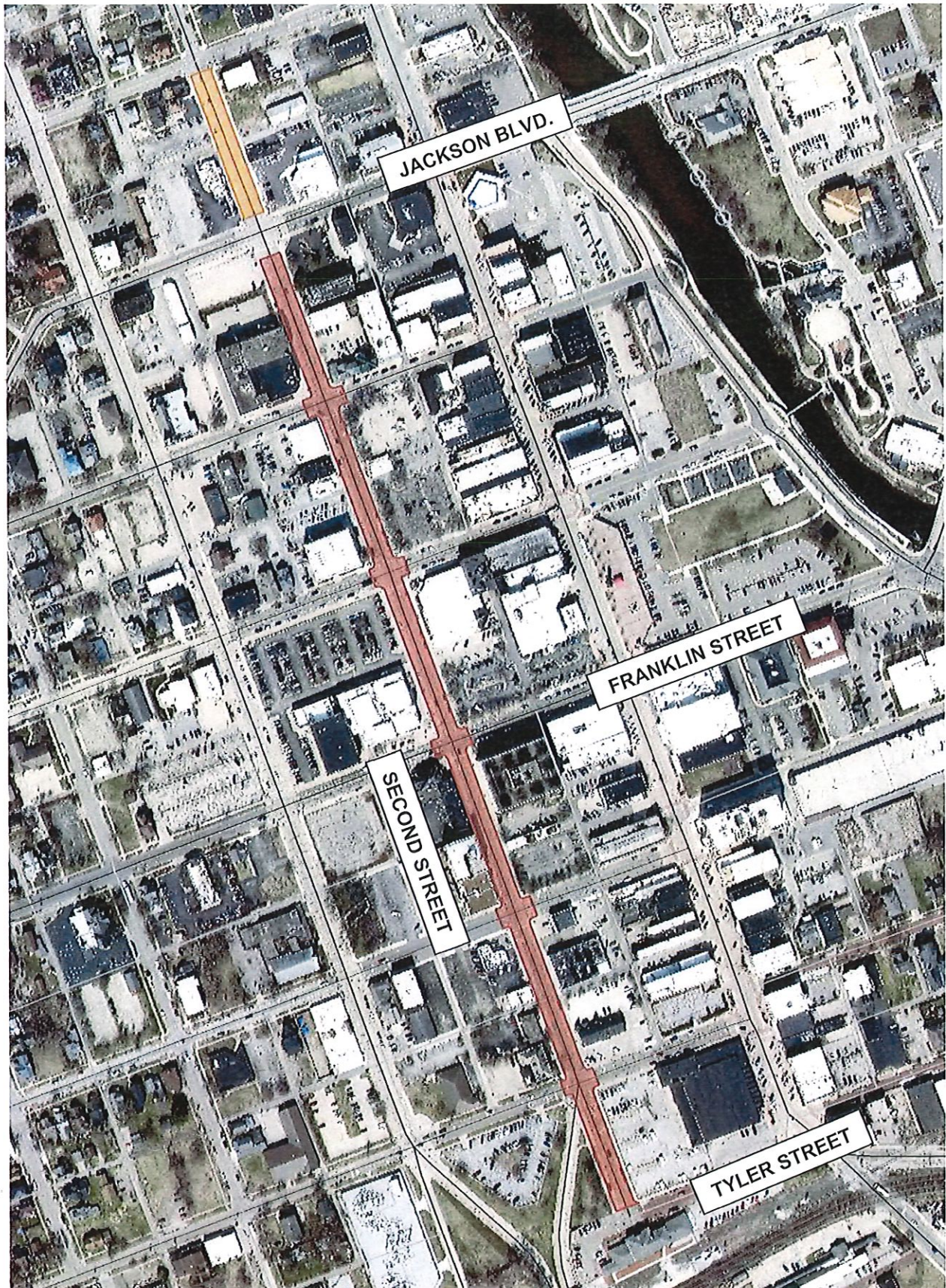
Upon receipt of bids, the Engineer Staff will prepare an appropriation request for the City's share of the funding for the project.

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

Approve the Bid Documents and Grant Permission to Advertise Bid #25-14, Stevens Avenue, Frances Avenue, and Second Street Reconstruction.

(Sketches of the project limits are shown on the next two pages.)







M E M O R A N D U M

DATE: April 1, 2025
TO: Board of Public Works
FROM: Jason Simnick, Project Manager JS
RE: **Oakland Avenue: Project C – Harrison Street**
Ratify Partial Payment Request SRF#55 to American Structurepoint

Please see the attached invoice #188333 from American Structurepoint for professional services provided for the Oakland Avenue Project C Design for work performed between February 1, 2025 and February 28, 2025. This payment of \$41,900.00 has been rounded as required by the SRF and represents the 55th cost incurred from the SRF loan.

To date, including this payment, we have paid \$444,055.00 or 55.27% of the original contract price of \$803,400.00.

It is requested that the BOW:

ratify partial payment request SRF #55 of SRF loan WW22162005 in the amount of \$41,900.00 to American Structurepoint from the allocated SRF loan for professional services on the Oakland Avenue: Project C – Harrison Street Design.



M E M O R A N D U M

DATE: April 1, 2025
TO: Board of Public Works
FROM: Jason Simnick, Project Manager JS
RE: **Oakland Avenue: Project D – CSO 6 & 7 Connection**
Approval of Partial Payment Request SRF#56 to DLZ

Please see the attached invoice #604477 from DLZ for professional services provided for the Oakland Avenue Project D Design for work performed between November 30, 2024 and February 7, 2025. This payment of \$86,420.00 has been rounded as required by the SRF and represents the 50th cost incurred from the SRF loan.

To date, including this payment, we have paid \$905,236.00 or 61.21% of the original contract price of \$1,479,000.00.

It is requested that the BOW:

ratify partial payment request SRF #56 of SRF loan WW22162005 in the amount of \$86,420.00 to DLZ from the allocated SRF loan for professional services on the Oakland Avenue: Project D – CSO 6 & 7 Connection Design.



Date Mar 28, 2025
Memo To Board of Public Works
Memo From Laura Kolo, Utility Services Manager 
Subject Wastewater Utility Monthly Report of Operations
for the month of February, 2025

Wastewater MRO Highlights

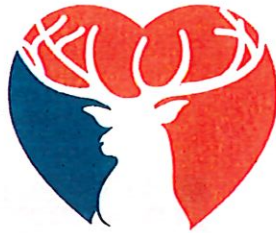
Parameter	Monthly Avg	Permit Limit
Suspended Solids mg/L	8	30
cBOD5 mg/L	6	25
Phosphorus mg/L	0.65	1.0
Ammonia mg/L	0.40	4.4 (Dec-Apr) 4.2 (May-Nov)
Avg Daily Flow MGD	9.41	Design - 20
Total Monthly Flow MGD	264	Report

Incident Reports Filed

Date	Location	Volume (gal)	Cause
02/13/25	WWTP	N/A	Effluent not disinfected

Wet Weather Overflows

Number of Events	Total Overflow Volume (MG)
0	0



City of Elkhart
Public Works and Utilities

Memo To Board of Works
Memo From Laura Kolo, Utility Services Manager *lk*
Date Apr 07, 2025
Subject Water Utility Monthly Report of Operations
for the month of March, 2025

Water Produced

	Monthly Total MG	Daily Avg MGD	Daily Min MGD	Daily Max MGD
North Main	102.137	3.295	2.227	4.399
Northwest	70.505	2.274	1.735	2.674
South	34.079	1.099	0.256	1.540
System	206.72	6.67		

Finished Water Quality Information (Monthly Averages)

	Iron mg/l	Manganese mg/l	Fluoride mg/l	Chlorine mg/l	Orthophosphate mg/l
North Main	0.04	0.027	0.95	1.36	1.45
Northwest	0.05	0.032	0.91	1.33	0.93
South	0.03	0.034	0.90	1.45	1.10
Secondary Std / Target	0.30	0.050	0.8 - 1.0	0.9 - 1.5	0.5 - 1.0

M E M O R A N D U M

DATE: April 9, 2025
TO: Board of Public Works
FROM: Daragh Deegan, Water Quality Manager
RE: **2024 Aquatic Community Monitoring Report**

The 2024 Elkhart-South Bend Aquatic Community Monitoring Report has been prepared and is being presented for acceptance by the Board. I will email each board member an electronic version of the report prior to the Board Meeting. Once accepted by the Board, the report will be posted on the City website and will be distributed to our partners with the City of South Bend, along with other community partners and supporters.

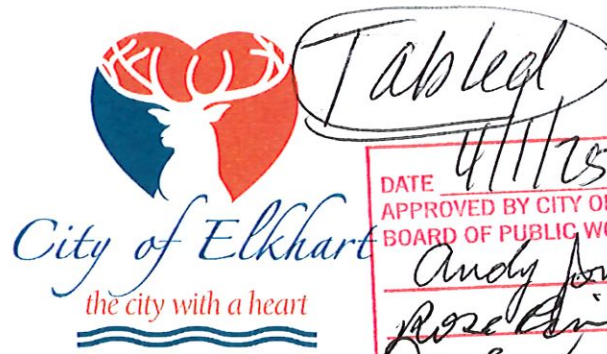
The following is requested from the Board of Public Works:

Accept and place on file the 2024 Aquatic Community Monitoring Report.

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

DATE 4/11/25
APPROVED BY CITY OF ELKHART
BOARD OF PUBLIC WORKS

Andy Jones
Rose Marie
J. C.
Ron Davis

MEMORANDUM

Date: March 27, 2025

To: Board of Public Works

From: Matt Hoglebe, Public Works: Operations

Re: Permission to Bid #25-13 Bulk Chemicals for Water & Wastewater Treatment

The Public Works Operations Department requests permission of bid documents and authorization to advertise and accept bids for Bid # 25-13, 2025 Bulk Chemicals for Water & Wastewater Treatment.

The bid specifications will be for the supply & delivery of bulk chemicals for treatment of the Elkhart City municipal water system, and the Elkhart City Wastewater treatment plant.

Funding for this contract will come from the Water Operations budget under budget line 6101-5-733-61800000, and the Wastewater Operations budget under budget line 6201-5-813-7180000.



M E M O R A N D U M

Date April 2, 2025
To Mike Machlan, Board of Works President
From Steve Brown, Pretreatment Manager *SB*
RE Voyant Beauty West – Industrial Wastewater Discharge Permit # 98-01

Voyant Beauty West is required to conduct self-monitoring on a monthly and bi-annual basis to have analyzed specific parameters at control manholes #2 and #4. Self-monitoring reports must be submitted and received by the 25th of the month following the monitoring event.

However, Voyant Beauty failed to submit the required monthly self-monitoring reports by their respective deadlines for January–December 2024 and January 2025. For further details please see the following page.

The total recommended penalty is \$3,500

Please find Voyant Beauty West – Permit # 98-01 in violation of their Industrial Wastewater Discharge Permit "Failure to submit self-monitoring reports by deadline" and assign a penalty of \$3,500.

This memo has previously been reviewed by legal.

Sample Date	SMR Due Date	SMR Received Date	Days past due	Compliance Status	Recommended Penalty
1/3/2024	2/25/2024	3/17/25	386 (SNC)	1 st offense (Previous ERP)	\$100
2/9/2024	3/25/2024	3/17/25	357 (SNC)	2 nd offense (Previous ERP)	\$200
3/5/2024	4/25/2024	3/17/25	326 (SNC)	3 rd offense (Previous ERP)	\$300
4/3/2024	5/25/24	3/17/25	296 (SNC)	4 th offense (Previous ERP)	\$300
5/7/2024	6/25/24	3/17/25	265 (SNC)	5 th offense (Previous ERP)	\$300
6/12-13/24	7/25/24	3/17/25	235 (SNC)	6 th offense (Previous ERP)	\$300
7/16/2024	8/25/24	3/17/25	204 (SNC)	1 st offense (Revised ERP)	\$500
8/2/2024	9/25/24	3/17/25	173 (SNC)	2 nd offense (Revised ERP)	\$250
9/4/2024	10/25/24	3/17/25	143 (SNC)	3 rd offense (Revised ERP)	\$250
10/2/2024	11/25/24	3/17/25	112 (SNC)	4 th offense (Revised ERP)	\$250
11/7/2024	12/25/24	3/17/25	82 (SNC)	5 th offense (Revised ERP)	\$250
12/10/24	1/25/25	3/17/25	51 (SNC)	6 th offense (Revised ERP)	\$250
1/3/2025	2/25/25	3/17/25	20	7 th offense (Revised ERP)	\$250
2/5/25	3/5/25	3/17/25	N/A	Returned to compliance	\$0

The total recommended penalty is \$3,500



M E M O R A N D U M

From: Josh Holt, City of Elkhart Fleet Manager

Date: April 1st, 2025

To: Elkhart Board of Works

Subject: Request for Approval – Utility Compactor Purchase

Dear Members of the Board,

I am requesting approval to proceed with the purchase of a new Utility Compactor for the Street Department through Sourcewell. The total purchase price, after applicable discounts and trade-in allowances, is **\$52,400**.

As part of this acquisition, we will be trading in the following units:

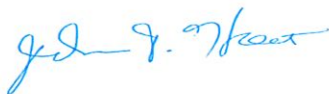
- **Unit #346** – 2001 Bomag Utility Roller
- **Unit #348** – 1998 Broce Broom

This purchase was included and approved in the **2025 budget** by the City Council last year. The new compactor will enhance the department's operational efficiency and replace aging equipment that has exceeded its serviceable lifespan.

I respectfully request the Board's approval to move forward with this purchase. Please let me know if any additional information is needed.

Sincerely,

Joshua J. Holt,



City of Elkhart Fleet Manager



Quote Prepared For:	Elkhart Street Department
Sourcewell Contract Number	032119-CAT
Sourcewell Member Number	27713
Quote Valid Through	5/1/2025

Machine Item #	Description:	List Price
543-2140	CB2.7 03A UTILITY COMPACTOR	\$72,380.00
565-3708	SWITCH, BATTERY DISCONNECT	\$150.00
573-5962	SEAT, SAFETY SWITCH	\$745.00
364-2279	SUPPORT, SLIDING FOR SEAT	\$995.00
542-6995	SEAT BELT 3"	\$189.00
574-6088	ROPS, FOLDABLE, LOCKABLE	\$2,370.00
453-9461	TRAVEL CONTROL, CUP HOLDER	\$80.00
574-6034	SINGLE POINT LIFT	\$645.00
569-8093	GUARDS, BUMPER	\$109.00
603-5887	DRUM SCRAPER, FOLDING	\$269.00
645-9432	MATS, COCOA	\$1,065.00
574-6076	FREEZE PROTECTION	\$154.00
0F5109	COO	\$116.00
Machine Total		\$79,267
Sourcewell Machine Discount (%)		19% \$ (15,061)
MacAllister Machine Discount		8.0% \$ (6,341)
Machine Sub Total		\$57,865

Additional Required Items Not Subject To Discount		Price
Description:		
MACHINE PREP		\$2,550
DELIVERY		\$400
WARRANTY - 60 MONTH/2500 HR PREMIERE		\$1,085
Additional Items Total		\$4,035

Trade Units		Price
Description:		
BW141	BOMAG (90051117)	\$7,000
RJ350	BROCE BROOM (88738)	\$2,500
Trade Unit Total		\$9,500

Grand Total	\$52,400
--------------------	-----------------



M E M O R A N D U M

From: Josh Holt, City of Elkhart Fleet Manager

Date: April 4th, 2025

To: Elkhart Board of Works

Subject: Request for Asset Transfer – Asset #343

Dear Members of the Board,

I am requesting permission to transfer **Asset #343** to the **Public Works Utility Department**, where it will be re-designated as **Asset #706**.

This transfer is part of our ongoing efforts to realign equipment with departmental needs and ensure proper utilization of city-owned assets. An **Asset Transfer Sheet** will accompany this memo for review and record-keeping.

Pending Board approval, all appropriate documentation will be forwarded to The Controller's Office for processing and final record updates.

Thank you for your consideration, and please let me know if any further information is required.

Sincerely,

Joshua J. Holt,



City of Elkhart Fleet Manager

CITY OF ELKHART

DISPOSAL OR TRANSFER-TO OF FIXED ASSET

DESCRIPTION OF ASSET 2011 Bomag Utility Roller #343
LOCATION OF ASSET Street Dept.
TYPE OF FIXED ASSET:
☐ LAND ☐ IMPROVEMENT OTHER THAN BLDG
☐ BUILDING ☒ MACHINERY & EQUIPMENT
☐ CONSTRUCTION-IN-PROGRESS ☐ INFRASTRUCTURE
C.I.P. # _____
C.I.P. LOCATION _____

SERIAL NUMBER OR VIN:
DESCRIPTION/COMMENTS 861880181461
BRAND OR MAKE: Bomag MODEL: BW120
YEAR: 2011 PREVIOUS FLEET # 343 CURRENT / NEW FLEET # 706

DISPOSAL METHOD: SOLD \$ _____ TRADED \$ _____

JUNKED SCRAPPED END-OF-LEASE STOLEN/WRECKED
TRANSFERRED TO: MOTOR POOL Public Works - Utility (ATTACH PD REPORT)

DATE BOARD APPROVED _____ DATE COUNCIL APPROVED _____
(ATTACH COPY OF MINUTES) (REAL PROPERTY VALUE > \$9,999.)

DATE MAYOR APPROVED _____ SIGNATURE _____
(REAL PROPERTY ONLY)

DATE CONTROLLER APPROVED _____ SIGNATURE _____

SIGNATURE OF PERSON RESPONSIBLE [Signature]
PRINTED NAME Sarah S. Holt

SIGNATURE OF DEPARTMENT HEAD _____

IF TRANSFERRED:
RECEIVING PERSON'S SIGNATURE _____
PRINTED NAME _____

CONTROLLER'S USE ONLY

RECEIVED _____ FIXED ASSET ENTERED _____

INSURED _____ CONTROLLER'S INITIAL _____



M E M O R A N D U M

From: Josh Holt, City of Elkhart Fleet Manager

Date: April 3rd, 2025

To: Elkhart Board of Works

Quote 25-07
Subject: ~~25-08~~ Request for Permission to Solicit Quotes for a New Ford Transit Cargo Van for Buildings & Grounds

Dear Members of the Board,

I am writing to request permission to obtain quotes for the purchase of a new Ford Transit Cargo van for the Buildings & Grounds Department. Based on current market conditions, I anticipate that the purchase price will exceed \$50,000, requiring board approval to proceed with the quoting process.

To ensure a competitive and fair procurement process, I will be sending the vehicle specifications to multiple dealers within our region. This will allow us to obtain the best pricing and availability for a unit that meets the department's operational needs.

Thank you for your time and consideration.

Sincerely,

Joshua J. Holt,



City of Elkhart Fleet Manager

70-2-1016



M E M O R A N D U M

From: Josh Holt, City of Elkhart Fleet Manager

Date: April 3rd, 2025

To: Elkhart Board of Works

Quote
Subject: 25-08 Request for Permission to Solicit Quotes for a New Ford Transit Passenger Van

Dear Members of the Board,

I am writing to request permission to obtain quotes for the purchase of a new Ford Transit Passenger van for the Fire Department. Based on current market conditions, I anticipate that the purchase price will exceed \$50,000, requiring board approval to proceed with the quoting process.

To ensure a competitive and fair procurement process, I will be sending the vehicle specifications to multiple dealers within our region. This will allow us to obtain the best pricing and availability for a unit that meets the department's operational needs.

Thank you for your time and consideration.

Sincerely,

Joshua J. Holt,



City of Elkhart Fleet Manager

Rod Roberson
Mayor

Wayne J. Belock
Director of Human Resources



Human Resources
201 S. Second St.
Elkhart, IN 46516
Office 574-296-9167
Fax 574-296-7541

To: Board of Works
From: Human Resources Department
Re: Letter of Engagement for Consulting Services
Waggoner, Irwin, Scheele & Associates, Inc. (WIS)
Date: April 15, 2025

Attached for your review, consideration and approval is a letter of engagement for consulting services to be provided by Waggoner, Irwin, Scheele & Associates, Inc. (WIS) to conduct a salary analysis and review of job classifications and compensation for non-union positions which have been created or modified since prior WIS study conducted in 2019-2020.

**LETTER OF ENGAGEMENT
CITY OF ELKHART, INDIANA**

The City of Elkhart, Indiana (County) engages Waggoner, Irwin, Scheele & Associates Inc. (WIS) to provide the following professional consulting services.

STEP 1: Conduct Salary Analysis

Consultants will perform a salary analysis based on the (FES) classifications of COMOT, PAT, LTC, POLE, EXE, and SO positions reflecting the average percentage increase for each category from 2024 to 2025.

Completion date: July 15, 2025

STEP 2: Review Existing Job Classification and Compensation Plan for specified new Positions or Positions whose Job Descriptions have Changed Since 2020

The City of Elkhart study will include approximately: (34) full-time salaried non-union positions in various City (20+) departments.

The existing job classification and compensation system will be reviewed to provide a comparative context for this study. Consultants will review the history and administration of existing pay structures; and gather relevant organizational information including pay policies, procedures, and related documents.

Consultants will classify the approximately 34 specified full-time salaried COMOT, PAT, LTC, POLE, EXE, and SO positions which have been created or modified since 2020.

Completion date: August 15, 2025

STEP 3:-Review and Evaluate Executive Level Positions

Re-evaluate the classification of certain positions in the Executive Team level based on current City of Elkhart reporting structure, job duties and responsibilities. Consultants will review job descriptions and point-factor using Factor Evaluation System (FES) Executive Guidecharts to recommend changes to job classification and salary schedules. Consultants will develop updated salary ranges for the Executive Team using 2025 market salary data.

Completion date; August 15, 2025

STEP 5: Final Report

Consultants will prepare a final report of findings.

STEP 6: Maintenance

A job classification and compensation maintenance plan will be prepared for monitoring and keeping the system up-to-date.

FEES

Fees will be billed on an hourly basis, plus travel expenses.

Principal: \$165.00 hour

Sr. Consultant: \$125.00 hour

Consultant: \$ 45.00 hour

Fees not to exceed \$50,000.

TRAVEL EXPENSE REIMBURSEMENT

Travel expense reimbursement will be billed using the following rates:

Mileage: \$0.59 per mile

Per Diem: \$24.00 per day

Lodging: Per receipts

Postage: Per receipts

Package Delivery: Per receipts

EEO EMPLOYER

Waggoner, Irwin, Scheele & Associates INC. is an Equal Employment Opportunity Employer and hereby certifies that it does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age or disability.

E-VERIFY

As provided under Indiana Code § 22-5-1.7 et seq., every contract with a political subdivision entered into or renewed after June 30, 2011 must provide that: i) the contractor shall enroll in and verify the work eligibility status of all newly hired employees of the contractor through the E-Verify program (as defined under Indiana Code § 22-5-1.7-3); ii) the contractor is not required to verify the work eligibility status of all newly hired employees of the contractor through the E-Verify program if the E-Verify program no longer exists; and, iii) the contractor signs an affidavit affirming that the contractor does not knowingly employ an unauthorized alien. In addition, as provided under Indiana Code § 22-5-1.7-15, if a contractor uses a subcontractor to provide services for work the contractor is performing under a public contract for services, the subcontractor shall certify to the contractor in a manner consistent with federal law that the subcontractor, at the time of

certification: a) does not knowingly employ or contract with an unauthorized alien; and b) has enrolled and is participating in the E-Verify program. The contractor shall maintain on file a certification of a subcontractor throughout the duration of the term of a contract with the subcontractor. Consistent with such legislative mandate, these provisions are incorporated into the Agreement and Contractor agrees to abide by such.

INDEPENDENT CONTRACTOR/CONTRACT TERMINATION

WIS is an independent contractor. No part of this Letter of Engagement shall be construed to represent the creation of an employment, agency, partnership, or joint venture agreement between the parties. This Letter of Engagement may be terminated by either party with or without cause upon thirty (30) days written notice to the other party.

OTHER REQUESTED CONSULTING SERVICES

Additionally requested consulting services beyond those specified in this Letter of Engagement, including but not limited to, applicant recruitment, complaint investigations, expert witness research and testimony, and consultation will be billed at the above hourly fee rates, plus travel reimbursement. Any requests for additional consulting services shall be confirmed in writing between the City of Elkhart and Waggoner, Irwin, Scheele & Associates, INC.

FOR THE CITY OF ELKHART, INDIANA

_____**DATE:**_____



FORESTRY

MEMORANDUM

Date: 08APR2025

To: Board of Public Works

From: Chip Tallman, City Forester

Re: Permission to Quote "Contract 2025-1" Quote #25-10

The Forestry Division of the Buildings & Grounds Department is requesting permission to quote and contract tree removal project; "Contract 2025-1".

The project will consist of the removal of 37 street trees deemed hazardous due to structural insufficiency and/or declining health. The trees are located between E. Indiana Av. and E. Lusher Av., from Prairie St. to S. Main St. See attached list for specific locations.

Funding for this project will come out of the Buildings & Grounds budget under Contract Services.

It is requested that the Board of Works grant permission to quote the tree removal project:

"Contract 2025-1" Quote #25-10

ITEMIZED QUOTE FORM- "CONTRACT 2025-1"
QUOTE #25-10

Address	Approx. DBH	Individual Price
1516 Morton Av.	23"	
628 Short St.	24"	
1623 Morton Av.	37"	
1628 Morton Av.	30"	
1635 Morton Av. (1)	18"	
1635 Morton Av. (2)	12"	
1635 Morton Av. (3)	22"	
1635 Morton Av. (4)	24"	
620 Noble St.	25"	
1705 Morton Av.	18"	
1708 Morton Av.	18"	
1713 Morton Av.	11"	
1725 Morton Av.	27"	
619 Capitol Blvd.	20"	
1801 Morton Av.	14"	
2000 Morton Av.	16"	
2001 Morton Av.	30"	
616 Chase St.	26"	
2015 Morton Av. (1)	39"	
2015 Morton Av. (2)	20"	
2021 Morton Av.	30"	
1902 Lane Av.	31"	

1728 Lane Av.	28"	
1710 Lane Av. (1)	28"	
1710 Lane Av. (2)	23"	
1706 Lane Av.	32"	
1626 Lane Av.	41"	
1622 Lane Av.	20"	
1618 Lane Av.	28"	
533 Hovey St.	24"	
532 Capitol Blvd. (1)	24"	
532 Capitol Blvd. (2)	28"	
536 Capitol Blvd.	24"	
541 Capitol Blvd.	17"	
537 Capitol Blvd.	28"	
511 Capitol Blvd.	22"	
523 Capitol Blvd.	34"	

TREES IDENTIFIED BY A GREEN ARROW POINTING DOWN





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: JASON Culp
66897 CR 19 Gosport IN 46526
2. Title or Position With Governmental Entity: Fire Fighter
3. a. Governmental Entity: Elkhart Fire Dept
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): Culpy's Garage
66897 CR 19
Gosport IN 46526
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.):
PARTS FOR FIRE APPARATUS
MATERIALS FOR FIRE TRAINING

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.):

Selling of Products to the City
"IE SPARK and Diesel Engine Parts"

(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 _____ of
(Title of Officer or Name of Governing Body)

_____ 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.):

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]
(Signature of Public Servant)

Date: April 1 2025
(month, day, year)

Printed Name: JASON CULP
(Please print legibly.)

Email Address: Culp-77@yahoo.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/ 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.

Use & Event Permits: Event Committee 04-08-25, BOW 04-15-25

- Elkhart's Night Out 8/5 Central Green and Plaza, Fencing, ESS, EMS, Temporary Street Closures, Plaza Sign, Special Exception from Noise, Public Assembly
- South Side Parade 8/16 Risers, Stage, ESS, Golf Cars, EPD, EMS, Temporary Street Closure, Plaza Sign, Parade and Public Assembly
- Leroy Robinson Fest on the Greens 8/16- Central Green, Fencing, EPD, Temporary Street Closures, Special Exception from Noise
- Color for Kids Family Fun Run and Walk 5/31- Central Green, ESS, EMS, EPD, Temporary Street Closures, Special Exception from Noise, Public Assembly, Electricity, Water, Plaza Sign
- Recovery in the Park 6/24- Central Park, Electricity, Plaza Sign, Special Exception from Noise
- Peace Officers Memorial Service 5/9- Central Green Park & Stage, Electricity, Trailer, Podium, Plaza Sign, Special Exception from Noise, Public Assembly
- Corpus Christi Procession 6/22, ESS, Special Exception from Noise, Parade & Public Assembly
- Cinco de Mayo 5/3- Central Green Park & Stage, City Plaza, Fencing, EMS, Waste Receptacles, EPD, Temporary Street Closures, Water, Electricity, Plaza Sign, Special Exception from Noise
- Jazz Festival 6/19,6/20,6/21,6/22- Central Green Park & Stage, City Plaza, Fencing, EMS, Waste Receptacles, EPD, Temporary Street Closures, Water, Electricity, Plaza Sign, Special Exception from Noise, Portable Stage, ESS Golf Cars,
- Flags from the Heart 5/24,5/25,5/26- Bicentennial Park, EPD, Plaza Sign, Public Assembly
- Memorial Day Parade 5/26- Downtown Streets, Stage, Podium, Microphone, Speakers, EPD, Temporary Street Closures, Plaza Sign, Special Exception from Noise, Parade and Public Assembly
- ArtWalk 6/25,7/30,8/27,9/24- Civic Plaza Main Street Downtown Area, Portable Stage, ESS, Trash Cans, EPD, Electric, Water, Plaza Sign, Public Assembly, Special Exception from Noise
- Rhapsody Arts & Music Festival 6/13,6/14- Island and Bicentennial Park, Stage, Fencing, ESS, EMS, Trash Cans, Golf Cars, Trailer, EPD, Water, Electricity, Plaza Sign, Public Assembly, Special Exception from Noise
- Independence Day Celebration 7/4- Central Green Park & Stage, Civic Plaza, Kardzhali Park, Fencing, ESS, EMS, Trash cans, Golf Cars, EPD, Temporary Street Closures, Water, Electricity, Plaza Sign, Public Assembly, Special Exception from Noise
- Kids Free Fishing Clinic 6/7- High Dive Park, ESS, EMS, Fencing, Trailer, Trash Cans, Plaza Sign, Public Assembly
- Hartland Automotive Customer Appreciation 5/10/25- Temporary Street Closure, Special Exception from Noise
- Summer Chill Concert Series 6/19,7/18,8/15,9/19 NIBCO Water & Ice Park, Mobile Stage, Fencing, Picnic Tables, Plaza Sign, Public Assembly, Special Exception from Noise
- Reyes Gender Reveal 5/17- Special Exception from Noise