

**REGULAR MEETING OF THE BOARD OF PUBLIC WORKS AND SAFETY  
CITY OF ELWOOD, MADISON COUNTY, INDIANA  
COUNCIL CHAMBERS, MUNICIPAL BUILDING  
NOVEMBER 4, 2019 6:00PM**

Meeting called to order by Mayor Jones. Member present: Kelli Boyland, Mark Crim, Kim Everson, and Tim Roby. City attorney, Jeff Graham was present for the meeting.

Minutes from the October 7, 2019 regular meeting were presented to the board for approval. Boyland made a motion to approve the minutes as written; seconded by Crim. All in favor.

Claims for the city and utilities were presented to the board for approval. The October claims totaled \$1,260,883.94. Everson made a motion to approve the claims; seconded by Roby. All in favor.

An additional claim was presented to the board from Clerk-Treasurer, Allison Roby, for mileage to Keystone Training in Wabash. The claim was for \$29.60. Crim made a motion to approve the claim; seconded by Boyland. All in favor.

Utility foreman, Glen Murray, and Mark Hanson from Suez did a presentation on the 28<sup>th</sup> street water tank and explained what their long term contract contains. Boyland made a motion pending completion of the utility rate study that will be passed by the City Council in December; seconded by Everson. All in favor.

A service agreement was presented to the board with Fire Grants Experts for professional grant development in the amount of \$2,500.00. FEMA will take care of \$1,500.00 in the grant writer fees leaving our cost of \$1,000.00. This will allow the Elwood Fire Department to seek micro-grants at the state and federal levels. Boyland made a motion to approve agreement; seconded by Everson. All in favor.

A contract between Barnes & Thornburg and the City of Elwood in the amount of \$37,000.000 for Utility Rates study was presented to the board for approval. Boyland made a motion to approve contract; seconded by Roby. All in favor.

**RESOLUTION BW 2019-04 – A RESOLUTION TRANSFERRING FEES COLLECTED IN LIEU OF TAXES FROM THE ELWOOD WATER AND WASTEWATER UTILITY TO THE GENERAL FUND OF THE CITY OF ELWOOD, INDIANA.** This resolution transfers the amount of property taxes the utility would pay if they were privately owned. Roby made a motion to pass Resolution BW 2019-04; seconded by Crim. All in favor.

Kelli Boyland, Animal Shelter Liaison, presented policies, procedures and operations manual for the Elwood Animal Shelter to the board for approval. Boyland briefly explained they have been following these but they have not been approved. Everson made a motion to approve polices & procedures manual; seconded by Roby. All in favor.

A renewal contract with Boyce Systems for the Disaster Recovery Cloud Services in the amount of \$275.00 was presented to the board for approval. Boyland made a motion to approve the contract; seconded by Roby. All in favor.

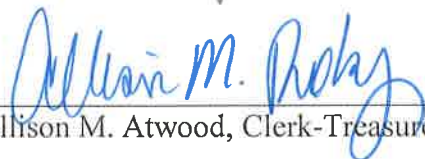
Everson made a motion to adjourn; seconded by Roby. All in favor; meeting adjourned.



---

Todd Jones, Mayor

ATTEST:



---

Allison M. Atwood, Clerk-Treasurer

## CONTRACT FOR GRANTWRITING SERVICES

I. This Contract Agreement is made this 26 day of November 2019 between:

Organization Name ("Client"): City of Elwood Indiana  
Contact Name: Mayor Todd Jones  
Having its principal place of business at:  
Address: 1505 South B Street  
City, State, Zip: ELWOOD, IN 46036  
Phone: 765-552-5076  
Fax: \_\_\_\_\_  
Email: mayortoddjones@elwood.in.gov

And GRANTUS LLC ("Contractor") having its principal of business at:

ADDRESS. 705 S. 28<sup>th</sup> Street, Elwood, IN 46036  
Phone: 765-729-8994  
Fax:  
Email: grantusllc@gmail.com

- II. *Scope of Services:* Contractor agrees to provide the following services for Client:
1. Conduct prospect research to identify **2 prospective funding grants** from the Indiana Office of Community & Rural Affairs (OCRA) **Destination Development Grant** and the Indiana Department of Environmental Management (IDEM) **Community Recycle Grant Program**.
  2. Compile research data and develop grant writing plan.
  3. Review organization materials and research/review other background information as necessary in order to create letters and proposals.
  4. Write and edit proposals to prospective grantors. Submit grants to departments prior to deadlines.
  5. Attend meetings in person and/or by telephone necessary to accomplish required planning.
- III. *Compensation:* The Client agrees to compensate Contractor at the rate of \$125 per hour with a forty (40) hour minimum. Client agrees to pay 50% at contract signing and 50% at time of grant submission.
- IV. *Independent Contractor:* Contractor acknowledges that the services rendered under this Agreement shall be solely as an independent contractor. It is expressly understood that this undertaking is not a joint venture. Contractor is responsible for the payment of all federal, state and local income taxes.
- V. *Confidentiality:* Contractor herein is aware and understands that client is subject to the Indiana Access to Public Records Act, and must fully comply therewith. In the event a