



HUNTERTOWN TOWN COUNCIL MEETING AGENDA

Monday, September 15, 2025, 6:00 p.m.
Huntertown Town Hall, 15617 Lima Road, Huntertown, IN 46748

Call meeting to order with the Pledge of Allegiance

Approval of Meeting Minutes

- September 15, 2025
- October 2, 2025

Approval of Claims (General, Water, Sewer) & Payroll

- October 6, 2025

NEW BUSINESS

- Town Permitting discussion – Pat Freck
- Pay Application No. 2 – Pulver Asphalt Paving: CCMG 2024-2 street improvements
- Pay Application No. 2 - Landmark Construction: Water Tower/Main
- TC Ordinance 2025-014 – No Parking on Brownstone Run and Rittenhouse Place
- Request for proposals: Town Attorney/Engineer
- Access requirements for 1673 W. Gump Road – Steppin' Up Physical Therapy
- Approval of Town ADA Transition Plan
- Approval of Town Title VI and program and implantation plan
- Proposal for new computers (Utility Office/Town Manager/Clerk-Treasurer)
- Proposal for Boyce Cloud Software

OLD BUSINESS

REPORTS:

- Council Members
- Resource Officer(s)
- Clerk-Treasurer
- Town Manager
- Engineer
- Attorney

PUBLIC COMMENTS – Please keep comments to three (3) minutes.

ADJOURNMENT - Next Town Council Meeting is Monday, October 6, 2025

Meeting can be streamed online at www.youtube.com/@TownofHuntertownIndiana

Please Note: Agenda items listed are those reasonably anticipated and may be discussed at the meeting. Not all items listed may necessarily be discussed and there may be other items not listed that may be brought up for discussion.

Meeting of the Town Council of Huntertown, Indiana
Monday, September 15, 2025, 6:00 p.m.
Huntertown Town Hall, 15617 Lima Road

A public meeting of the Huntertown Town Council was held on Monday, September 15, 2025, at Huntertown Town Hall, 15617 Lima Road, Huntertown, IN. Present were town council members Patricia Freck, Brad Hite (P); Tina McDonald and Brandon Seifert; Town Manager Hannah Walker; Clerk-Treasurer Ryan Schwab; Resource Officer Brandon Reichert; Steven Cardenas and Derek Frederickson of Engineering Resources Inc.; Mike Hawk of Hawk Haynie Kammeyer & Smith; Superintendent of Streets Randy Bailey; two (2) members of the public and zero (0) members of the media. Council member Michael Aker attended the meeting electronically viz Microsoft Teams. The meeting was streamed on the Town's YouTube Channel.

Brad Hite called the meeting to order at 6:00 p.m. with the Pledge of Allegiance.

COUNCIL ACTION

Patricia Freck made a motion to approve the minutes of September 2, 2025, regular meeting. Tina McDonald seconded. Motion carried 5-0.

Brandon Seifert made a motion to approve the general, water, and sewer claims dated September 15, 2025, in the amount of \$1,411,290.20. Tina McDonald seconded. Motion carried 5-0.

Brandon Seifert made a motion to adopt Huntertown Ordinance 2025-013, Appropriations and tax rates. Patricia Freck seconded. Motion carried 4-0; Michael Aker was ineligible to vote on the budget via electronic means.

Tina McDonald made a motion to approve a financial commitment of \$175,000 to participate in the Indiana Trails Program grant. Brandon Seifert seconded. Kent Cassleman of Fort Wayne Trails Inc. provided the council with an overview of the grant program. Fort Wayne Trails is partnering with the Town, the City of Fort Wayne and Allen County to add a trail along the north side of Carroll Road From State Road 3 to the Allen County Fairgrounds. The town's commitment includes \$100,000 for construction and \$75,000 for right-of-way acquisition and document preparation. After no further discussion, the motion carried 5-0.

Brandon Seifert made a motion to post a Request for Proposals for trash and recycling service in Huntertown. Tina McDonald seconded. Motion carried 5-0.

Brandon Seifert made a motion to approve the amended secondary plat for Shadow Creek Section I as presented. Tina McDonald seconded. Motion carried 5-0.

Tina McDonald made a motion to approve the hiring of the top choice for the vacant street department opening and to move to the second choice if the first choice does not accept the position. Patricia Freck seconded. Motion carried 5-0.

Patricia Freck made a motion to approve the secondary plat for Sonora Section III as presented. Brandon Seifert seconded. Motion carried 5-0.

NEW BUSINESS

Outside of items listed under Council Action, no other New Business was brought forth.

OLD BUSINESS

Outside of items listed under Council action, no other Old Business was brought forth.

REPORTS

Tina McDonald had the following report:

- She attended the Greater Fort Wayne Economic Development Summit on Thursday, September 11, 2025. She encouraged other council members to attend in the future, noting a lot of great things are happening in Allen County.

Patricia Freck had the following report:

- She distributed photos of properties in violation of the town's junk ordinance. Hannah Walker said she will work on getting in contact with the property owners and get the process started to clean up the properties.
- She asked why the access drive to the old water plant property on the southeast corner of State Road 3 and Gump Road has been covered up by the new Physical Therapy development currently under construction. Hannah Walker said the town didn't own the land but had an access easement. Part of the project includes updated the ingress/egress easement in the area and that the town will have legal access through the development's parking lot.

Resource Officer Brandon Reichert had the following report:

- The radar speed signs were placed on Hand Road in the month of August and registered an average speed of 49.2MPH in a 45MPH zone. The signs are being moved to Gump Road to monitor different sections of that roadway.
- The crosswalks at the trails remain on issue. There is major confusion about who has the right-of-way. He would like to see the town invest in a new crossing system that will allow pedestrians on the trail to push a button and turn the trail lights from yellow to red and force traffic to stop and allow pedestrians to cross safer. Pat Freck said the vehicle traffic has the right-of-way throughout the entire length of the trail; regardless of what town it runs through, and that changing that in Huntertown may create confusion in other towns the trail runs through. No action was taken.

Outside of items listed under Council Action, Clerk-Treasurer Ryan Schwab had no further report.

Town Manager Hannah Walker had the following report:

- She informed the council about the Flat Rock development under construction on the south side of Carroll Road, in the City of Fort Wayne. She said the town owns the right-of-way so any changes to the roadway would come in front of the town. She will keep them informed as the project progresses.
- She was given verbal approval to host a Wellness Event for town employees, elected officials and spouses. The event, in conjunction with PHP, will be held October 16, 2025, from 8 a.m. to 9:30 a.m. Town Employees with a health insurance plan are free. The town will cover the cost of employees/elected officials/spouses who are not a part of the current insurance plan. She will send out a sign-up sheet in the future.
- NIRCC has changed the classification of two roadways in Huntertown. Carroll Road has been re-classified as a major collector as has Shoaff Road, between State Road 3 and Coldwater Road.

Derek Frederickson of Engineering Resources had the following report:

- He provided the council with an updated status report on the capacity at both the water treatment plant and wastewater treatment plant.

Mike Hawk of Hawk Haynie Kammeyer & Smith had no further report.

PUBLIC COMMENT

- None were brought forth.

Brandon Seifert made a motion to adjourn. Patricia Freck seconded. The motion passed with a voice vote and the meeting adjourned at 6:57 p.m.

Attest: _____

Brad Hite
President

Ryan Schwab
Clerk Treasurer

Meeting of the Town Council of Huntertown, Indiana
Thursday, October 2, 2025, 5:00 p.m.
Huntertown Town Hall, 15617 Lima Road

A public meeting of the Huntertown Town Council was held on Thursday, October 2, 2025, at Huntertown Town Hall, 15617 Lima Road, Huntertown, IN. Present were town council members Michael Aker, Patricia Freck, Tina McDonald and Brandon Seifert; Town Manager Hannah Walker; Clerk-Treasurer Ryan Schwab; Street Superintendent Randy Bailey; Steven Cardenas and Derek Frederickson of Engineering Resources Inc.; Mike Fruchey, Jay Freimuth and Emily Grabill with the Allen County Surveyor's office; four (4) members of the public and zero (0) members of the media. Council member Bradley Hite (P) was absent. The meeting was streamed on the Town's YouTube Channel.

Brandon Seifert called the meeting to order at 5:00 p.m. with the Pledge of Allegiance.

COUNCIL ACTION

Patricia Freck made a motion to open only the southbound lane of Lima Road between Woods Road and State Road 3 during the de-watering phase of the stormwater project current under construction. Tina McDonald seconded. Jay Freimuth and Emily Grabill provided a PowerPoint presentation covering the details of the stormwater project and why it has stalled. The ground soil is too wet to allow the contractor to place the stormwater piping. The plan is to have a subcontractor come in and dewater the area to allow the contractor to complete the project. The dewater will take 2-4 weeks and the substantial completion date is December 19, 2025. Hannah Walker provided the council with pricing for the different options for traffic maintenance during this time, including automatic signal devices, flaggers and signs. Walker added that council President Brad Hite met with her and said he was in favor of public safety options, whether that be to keep the road closed or only open one lane. Allen County Surveyor Mike Fruchey said that keeping the road closed is always the safest option, but until they meet with the subcontractor and get the full layout of the dewater plan, there is still some uncertainty on how to proceed. Street Superintendent Randy Bailey said that the Fire Department would like the southbound lane to be open for easier emergency response services. He also noted that the factories in the area are still getting their delivery trucks in and out safely while the road is closed. The floor was open to the public for comment and Sherry Myers, owner of Well Grounded Coffee House, said that some of the small businesses in the area may not survive until December if the road remains fully closed. Her business is down 50 percent since closure. Rob Green, a member of the town's Redevelopment Commission, asked if the park was still planning its Halloween at the Park event, even if the road is closed. Hannah Walker said the town will work with the Allen County Sheriff's Department to direct traffic for this event. After no further public comment was brought forth, the motion carried 4-0.

Patricia Freck made a motion to adjourn. Tina McDonald seconded. The motion passed with a voice vote and the meeting adjourned at 5:38 p.m.

Attest: _____

Brad Hite
President

Ryan Schwab
Clerk Treasurer

I hereby certify that each of the above listed vouchers and the invoices, or bills attached there to, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

October 6, 2025

Fiscal Officer

ALLOWANCE OF ACCOUNTS PAYABLE VOUCHERS

TOWN OF HUNTERTOWN

OCTOBER 6, 2025

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 11 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 491,175.73.

Dated this 6th day of October 2025.

MICHAEL AKER

PATRICIA FRECK

BRADLEY HITE (PRESIDENT)

TINA MCDONALD

BRANDON SEIFERT

Signatures of Governing Board

Accounts Payable Register
APV Register Batch - OCTOBER 6, 2025
All History
Ordered By APV Number

Date: 10/03/2025 11:21:25 AM

APVREGISTER.FRX

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK CHECK # DATE	MEMORANDUM
09/16/2025	48489	WATER DEPRECIATION		6101001521.000	WATER - DEPRECIATION TRANSFER	SEPTEMBER TRANSFER	12546.18	20000 09/16/2025	
09/16/2025	48490	PHYSICIANS HEALTH PLAN		8901001930.000	PAYROLL-INSURANCE DEDUCTION	HEALTH INSURANCE PREMIUM	2480.30	11458 09/16/2025	
09/16/2025	48490	PHYSICIANS HEALTH PLAN		2201001104.000	MVH - INSURANCE	HEALTH INSURANCE PREMIUM	965.27	11458 09/16/2025	
09/16/2025	48491	PHYSICIANS HEALTH PLAN		6101001341.000	WATER - HEALTH INSURANCE	HEALTH INSURANCE PREMIUM	2940.02	20001 09/16/2025	
09/16/2025	48492	PHYSICIANS HEALTH PLAN		6201001341.000	SEWER - HEALTH INSURANCE	HEALTH INSURANCE PREMIUM	2876.54	12058 09/16/2025	
09/16/2025	48493	TONYA BRYAN		6101001590.000	WATER - MISCELLANEOUS EXPENSE	REFUND FOR OVERPAYMENT	60.93	20002 09/16/2025	
09/16/2025	48494	TONYA BRYAN		6201001590.000	SEWER - MISC. EXPENSE	REFUND FOR OVERPAYMENT	138.11	12059 09/16/2025	
09/16/2025	48495	MELISSA KNUEVE		6101001590.000	WATER - MISCELLANEOUS EXPENSE	REFUND FOR OVERPAYMENT	35.63	20003 09/16/2025	
09/16/2025	48496	MELISSA KNUEVE		6201001590.000	SEWER - MISC. EXPENSE	REFUND FOR OVERPAY	66.94	12060 09/16/2025	
09/19/2025	48497	PAYROLL FUND		1101001101.000	GEN - TOWN TRUSTEES	GEN - Town Trustees	1805.00	11459 09/17/2025	
09/19/2025	48497	PAYROLL FUND		1101001102.000	GEN - CLERK-TREASURER	Clerk-treasurer	1304.15	11459 09/17/2025	
09/19/2025	48497	PAYROLL FUND		1101001106.000	GEN - FICA	Empr Liability Medicare	52.84	11459 09/17/2025	
09/19/2025	48497	PAYROLL FUND		1101001106.000	GEN - FICA	Empr Liability FICA	225.81	11459 09/17/2025	
09/19/2025	48497	PAYROLL FUND		2201001101.000	MVH - WAGES	Salaries - MVH	4011.44	11459 09/17/2025	
09/19/2025	48497	PAYROLL FUND		2201001103.000	MVH - FICA	Empr Liability Medicare	54.02	11459 09/17/2025	
09/19/2025	48497	PAYROLL FUND		2201001103.000	MVH - FICA	Empr Liability FICA	230.95	11459 09/17/2025	
09/19/2025	48497	PAYROLL FUND		1101001108.000	GEN - TOWN MANAGER	GEN - Town Manager	533.00	11459 09/17/2025	
09/19/2025	48498	NET PAY		8901001110.000	PAYROLL - NET SALARIES	Net Entry	27718.91	48498M 09/19/2025	
09/19/2025	48499	PAYROLL FUND		6101001111.000	WATER - SALARIES AND WAGES - OFFICE	WAT - Plant Salaries	15676.41	20004 09/17/2025	
09/19/2025	48499	PAYROLL FUND		6101001131.000	WATER - EMP. FICA, UNEMPLOYMENT INS	Empr Liability FICA	908.01	20004 09/17/2025	
09/19/2025	48499	PAYROLL FUND		6101001131.000	WATER - EMP. FICA, UNEMPLOYMENT INS	Empr Liability Medicare	212.37	20004 09/17/2025	
09/19/2025	48500	PAYROLL FUND		6201001111.000	SEWER - SALARIES & HOURLY WAGES OFFICE	SEW - Plant Salaries	15816.62	12061 09/17/2025	

Accounts Payable Register

Date: 10/03/2025 11:21:25 AM

APVREGISTER.FRX

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK CHECK #	DATE	MEMORANDUM
09/19/2025	48500	PAYROLL FUND		6201001131.000	SEWER - FICA	Empr Liability Medicare	217.75	12061	09/17/2025	
09/19/2025	48500	PAYROLL FUND		6201001131.000	SEWER - FICA	Empr Liability FICA	931.18	12061	09/17/2025	
09/17/2025	48501	INTERNAL REVENUE SERVICE		8901001921.000	PAYROLL - 941 PAYMENTS	FEDERAL	2871.74	48501M	09/19/2025	
09/17/2025	48501	INTERNAL REVENUE SERVICE		8901001922.000	PAYROLL - FICA WITHHELD	FICA	4591.90	48501M	09/19/2025	
09/17/2025	48501	INTERNAL REVENUE SERVICE		8901001923.000	PAYROLL - MEDICARE WITHHELD	MEDICARE	1073.96	48501M	09/19/2025	
09/17/2025	48502	PERF		8901001926.000	PAYROLL - PERF	9/19 PAYROLL	5590.92	48502M	09/19/2025	
09/17/2025	48503	PAYROLL FUND		1101001104.000	GEN - PERF	CLERK/TM 9/19 PAYROLL	205.77	11460	09/17/2025	
09/17/2025	48503	PAYROLL FUND		2201001102.000	MVH - PERF	9/19 PAYROLL	449.31	11460	09/17/2025	
09/17/2025	48504	PAYROLL FUND		6101001130.000	WATER - PERF	9/19 PAYROLL	1594.17	20005	09/17/2025	
09/17/2025	48505	PAYROLL FUND		6201001130.000	SEWER - PERF	9/19 PAYROLL	1609.90	12062	09/17/2025	
09/17/2025	48506	INDIANA DEPT. OF REVENUE		8901001924.000	PAYROLL - STATE WITHHELD	STATE	2162.39	48506M	09/17/2025	
09/17/2025	48506	INDIANA DEPT. OF REVENUE		8901001928.000	LOCAL TAXES - COIT AND CEDIT	LOCAL	1064.59	48506M	09/17/2025	
09/17/2025	48507	COMMUNITY STATE BANK		8901001590.000	PAYROLL MISCELLANEOUS	9/19 HSA PULL	619.41	48507M	09/19/2025	
09/17/2025	48508	INDIANA STATE CENTRAL COLLECTION UNIT		8901001591.000	PAYROLL GARNISHMENT	CHILD SUPPORT	244.00	48508M	09/19/2025	
09/18/2025	48509	FRONTIER		6201001212.000	SEWER - TELEPHONE	WWTP PHONE/INTERNET (AP)	286.95	48509M	09/18/2025	
09/18/2025	48510	VISA		1101001311.000	GEN - MISC SERVICES	BMV - STREET SWEEPER TITLE/PLATE	45.00	11461	09/19/2025	
09/18/2025	48511	VISA		6101001590.000	WATER - MISCELLANEOUS EXPENSE	EASEMENT RECORDING - 2415 SHOAF RD	13.00	20006	09/19/2025	
09/18/2025	48512	NIPSCO		1101001309.000	GEN - UTILITIES	(1/3) TOWN BUILDINGS	75.69	11462	09/19/2025	
09/18/2025	48513	NIPSCO		6101001351.000	WATER - UTILITIES BILLS	1707 W. GUMP	131.87	20007	09/19/2025	
09/18/2025	48513	NIPSCO		6101001351.000	WATER - UTILITIES BILLS	(1/3) TOWN BUILDINGS	75.68	20007	09/19/2025	
09/18/2025	48513	NIPSCO		6101001351.000	WATER - UTILITIES BILLS	2240 CARROLL ROAD - WTP	222.14	20007	09/19/2025	
09/18/2025	48514	NIPSCO		6201001353.000	SEWER - UTILITY BILLS	QUARRY LIFT	74.88	12063	09/19/2025	
09/18/2025	48514	NIPSCO		6201001353.000	SEWER - UTILITY BILLS	BROAD ACRES LIFT	82.18	12063	09/19/2025	
09/18/2025	48514	NIPSCO		6201001353.000	SEWER - UTILITY BILLS	COPPER MINE PASSAGE LIFT	77.30	12063	09/19/2025	
09/18/2025	48514	NIPSCO		6201001353.000	SEWER - UTILITY BILLS	RADOMIRO PASSAGE LIFT	73.27	12063	09/19/2025	
09/18/2025	48514	NIPSCO		6201001353.000	SEWER - UTILITY BILLS	(1/3) TOWN BUILDINGS	75.68	12063	09/19/2025	
09/18/2025	48514	NIPSCO		6201001353.000	SEWER - UTILITY BILLS	PRESERVES WEST LIFT	73.27	12063	09/19/2025	

Accounts Payable Register

Date: 10/03/2025 11:21:25 AM

APVREGISTER.FRX

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK CHECK # DATE	MEMORANDUM
09/18/2025	48515	NORTHEASTERN REMC		2201001351.000	MVH - ELECTRIC	CARROLL/BETHEL SIGNAL	56.35	11463 09/19/2025	
09/18/2025	48515	NORTHEASTERN REMC		2201001351.000	MVH - ELECTRIC	CARROLL CREEK SIGNAL	52.84	11463 09/19/2025	
09/18/2025	48515	NORTHEASTERN REMC		2201001351.000	MVH - ELECTRIC	KELL/SHOAFF TRAIL SIGNAL	26.26	11463 09/19/2025	
09/18/2025	48515	NORTHEASTERN REMC		2201001351.000	MVH - ELECTRIC	COLDWATER/CC SIGNAL	37.25	11463 09/19/2025	
09/18/2025	48515	NORTHEASTERN REMC		2201001351.000	MVH - ELECTRIC	GUMP TRAIL SIGNAL	26.40	11463 09/19/2025	
09/18/2025	48515	NORTHEASTERN REMC		2201001351.000	MVH - ELECTRIC	KELL/CC TRAIL SIGNAL	26.12	11463 09/19/2025	
09/18/2025	48515	NORTHEASTERN REMC		2201001351.000	MVH - ELECTRIC	STREET LIGHT ACCT 502298101	140.44	11463 09/19/2025	
09/18/2025	48515	NORTHEASTERN REMC		2201001351.000	MVH - ELECTRIC	COLDWATER/GUMP SIGNAL	67.87	11463 09/19/2025	
09/18/2025	48516	NORTHEASTERN REMC		6101001351.000	WATER - UTILITIES BILLS	12701 LIMA ROAD - WATER TOWER	124.48	20008 09/19/2025	
09/18/2025	48517	NORTHEASTERN REMC		6201001353.000	SEWER - UTILITY BILLS	LAKES CARROLL CREEK LIFT	401.83	12064 09/19/2025	
09/18/2025	48517	NORTHEASTERN REMC		6201001353.000	SEWER - UTILITY BILLS	PRESERVES WEST LIFT	83.15	12064 09/19/2025	
09/18/2025	48517	NORTHEASTERN REMC		6201001353.000	SEWER - UTILITY BILLS	SHOAFF LIFT	40.76	12064 09/19/2025	
09/18/2025	48517	NORTHEASTERN REMC		6201001353.000	SEWER - UTILITY BILLS	LAKES WILLOW CREEK LIFT	307.09	12064 09/19/2025	
09/18/2025	48517	NORTHEASTERN REMC		6201001353.000	SEWER - UTILITY BILLS	PRESERVES LIFT	114.32	12064 09/19/2025	
09/18/2025	48517	NORTHEASTERN REMC		6201001353.000	SEWER - UTILITY BILLS	RADOMIRO PASSAGE LIFT	352.88	12064 09/19/2025	
09/18/2025	48517	NORTHEASTERN REMC		6201001353.000	SEWER - UTILITY BILLS	1919 SHOAFF LIFT	34.03	12064 09/19/2025	
09/18/2025	48517	NORTHEASTERN REMC		6201001353.000	SEWER - UTILITY BILLS	TWIN EAGLES LIFT	312.44	12064 09/19/2025	
09/18/2025	48517	NORTHEASTERN REMC		6201001353.000	SEWER - UTILITY BILLS	QUARRY LIFT	112.86	12064 09/19/2025	
09/18/2025	48517	NORTHEASTERN REMC		6201001353.000	SEWER - UTILITY BILLS	BROAD ACRES LIFT	198.55	12064 09/19/2025	
09/18/2025	48517	NORTHEASTERN REMC		6201001353.000	SEWER - UTILITY BILLS	TOWNE GARDENS LIFT	106.64	12064 09/19/2025	
09/18/2025	48517	NORTHEASTERN REMC		6201001353.000	SEWER - UTILITY BILLS	CARROLL CREEK LIFT	180.03	12064 09/19/2025	
09/22/2025	48518	INDIANA MICHIGAN POWER		1101001309.000	GEN - UTILITIES	(1/3) TOWN BUILDINGS	216.51	11464 09/22/2025	
09/22/2025	48519	INDIANA MICHIGAN POWER		6101001351.000	WATER - UTILITIES BILLS	15100 LIMA ROAD - WATER TOWER	95.32	20009 09/22/2025	
09/22/2025	48519	INDIANA MICHIGAN POWER		6101001351.000	WATER - UTILITIES BILLS	2238 CARROLL ROAD - WTP	9765.61	20009 09/22/2025	
09/22/2025	48519	INDIANA MICHIGAN POWER		6101001351.000	WATER - UTILITIES BILLS	(1/3) TOWN BUILDINGS	216.51	20009 09/22/2025	
09/22/2025	48520	INDIANA MICHIGAN POWER		6201001353.000	SEWER - UTILITY BILLS	COPPER MIN PASSAGE LIFT	353.68	12065 09/22/2025	
09/22/2025	48520	INDIANA MICHIGAN POWER		6201001353.000	SEWER - UTILITY BILLS	SHEARWATER LIFT	230.31	12065 09/22/2025	
09/22/2025	48520	INDIANA MICHIGAN POWER		6201001353.000	SEWER - UTILITY BILLS	16335 LIMA ROAD UNIT H LIFT	31.03	12065 09/22/2025	
09/22/2025	48520	INDIANA MICHIGAN POWER		6201001353.000	SEWER - UTILITY BILLS	CENTRALYARD COURT LIFT	42.83	12065 09/22/2025	

Accounts Payable Register

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APVREGISTER.FRX

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09/22/2025	48520	INDIANA MICHIGAN POWER		6201001353.000	SEWER - UTILITY BILLS	HUNTER ROAD LIFT	67.31	12065 09/22/2025	
09/22/2025	48520	INDIANA MICHIGAN POWER		6201001353.000	SEWER - UTILITY BILLS	(1/3) TOWN BUILDINGS	216.51	12065 09/22/2025	
09/22/2025	48520	INDIANA MICHIGAN POWER		6201001353.000	SEWER - UTILITY BILLS	MOSSY OAK RUN LIFT	171.12	12065 09/22/2025	
09/22/2025	48520	INDIANA MICHIGAN POWER		6201001353.000	SEWER - UTILITY BILLS	LIMA ROAD UNIT C LIFT	1002.99	12065 09/22/2025	
09/22/2025	48520	INDIANA MICHIGAN POWER		6201001353.000	SEWER - UTILITY BILLS	WOODS ROAD LIFT	600.53	12065 09/22/2025	
09/22/2025	48520	INDIANA MICHIGAN POWER		6201001353.000	SEWER - UTILITY BILLS	BYRON LIFT	136.04	12065 09/22/2025	
09/22/2025	48520	INDIANA MICHIGAN POWER		6201001353.000	SEWER - UTILITY BILLS	CARROLL ROAD LIFT	32.83	12065 09/22/2025	
09/22/2025	48521	REPUBLIC SERVICES #091		6201001220.000	SEWER - CHEMICALS	SLUDGE REMOVAL WWTP (9/5, 9/10)	2407.68	12066 09/22/2025	
09/22/2025	48522	VERIZON WIRELESS		1101001312.000	GEN - TELEPHONE	(1/3) CELL PHONE PLAN/IPADS	134.24	11465 09/22/2025	
09/22/2025	48523	VERIZON WIRELESS		6101001212.000	WATER - TELEPHONE	(1/3) CELL PHONE PLAN/IPADS	134.23	20010 09/22/2025	
09/22/2025	48524	VERIZON WIRELESS		6201001212.000	SEWER - TELEPHONE	(1/3) CELL PHONE PLAN/WWTP ALERT DATA	119.01	12067 09/22/2025	
09/25/2025	48525	ALLEN COUNTY HIGHWAY		2201001401.000	MVH - IMPROVEMENTS OF STREETS	BRIDGE WITHHOLDING (SEPT)	2169.09	48525M 09/25/2025	
09/25/2025	48526	MULTIPLE CUSTOMERS		6104001391.000	WATER CUSTOMER DEPOSIT REFUNDS	DEPOSIT RETURNS - GOOD SERVICE (70)	1750.00	48526M 09/25/2025	
09/29/2025	48527	COMCAST		6101001212.000	WATER - TELEPHONE	WTP PHONE/INTERNET (AP)	330.22	48527M 09/29/2025	
09/29/2025	48527	COMCAST		6101001212.000	WATER - TELEPHONE	TOWN HALL PHONE/INTERNET (AP)	241.62	48527M 09/29/2025	
10/01/2025	48528	UNITED STATES POSTAL SERVICE		6101001211.000	WATER - POSTAGE	OCTOBER BILLING (AP)	1981.72	48528M 10/01/2025	
10/01/2025	48529	MYERS SERVICE STATION, INC		2201001361.000	MVH - REPAIRS AND MAINTENANCE	(1/3) OIL CHANGE FOR 23 FORD F350	27.00	/ /	
10/01/2025	48530	MYERS SERVICE STATION, INC		6101001362.000	WATER - REPAIRS & MAINTENANCE	(1/3) OIL CHANGE FOR 23 FORD F350	27.00	/ /	
10/01/2025	48531	MYERS SERVICE STATION, INC		6201001360.000	SEWER - REPAIRS & MAINTENANCE	(1/3) OIL CHANGE FOR 23 FORD F350	27.00	/ /	
10/01/2025	48532	AUTOMOTIVE & INDUSTRIAL SUPPLY CO. INC		2201001361.000	MVH - REPAIRS AND MAINTENANCE	GREASE/FUEL ADDITIVE/JB WELD	209.27	/ /	
10/01/2025	48533	ENGINEERING RESOURCES, INC		1101001302.000	GEN - ENGINEER	ON CALL SERVICES (AUGUST)	936.25	/ /	
10/01/2025	48533	ENGINEERING RESOURCES, INC		2201001306.000	MVH - LEGAL/ENGINEER SERVICES	HUNTER PARK STREET ENGINEERING	3789.00	/ /	
10/01/2025	48534	ENGINEERING RESOURCES,		6101001312.000	WATER - ENGINEERING	WATER TOWER AND MAIN	2646.00	/ /	

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		INC				ENGINEERING				
10/01/2025	48534	ENGINEERING RESOURCES, INC		6101001312.000	WATER - ENGINEERING	ON CALL SERVICES (AUG)	15332.00		/ /	
10/01/2025	48534	ENGINEERING RESOURCES, INC		6101001312.000	WATER - ENGINEERING	WATER DISTRIBUTION IMPROVEMENT ENGINEERING	10150.00		/ /	
10/01/2025	48535	ENGINEERING RESOURCES, INC		6201001312.000	SEWER - ENGINEERING & LEGAL SERVICES	LIFT STATION IMPROVEMENT ENGINEERING	583.00		/ /	
10/01/2025	48535	ENGINEERING RESOURCES, INC		6201001312.000	SEWER - ENGINEERING & LEGAL SERVICES	ON CALL SERVICES (AUG)	14876.25		/ /	
10/01/2025	48535	ENGINEERING RESOURCES, INC		6206001361.000	SEWER PROJECT - CONSTRUCTION	WWTP PHASE 3 ENGINEERING	14991.50		/ /	
10/01/2025	48536	ATOMIC WATER SOLUTIONS, LLC		1101001201.000	GEN - OFFICE SUPPLIES/POSTAGE	5-GALLON WATER JUGS (12)	107.00		/ /	
10/01/2025	48537	MIDWEST MOTOR SUPPLY COMPANY, INC		2201001361.000	MVH - REPAIRS AND MAINTENANCE	DRILL SET/CABLE TIES	525.00		/ /	
10/01/2025	48538	NALCO US 2 INC		6201001230.000	SEWER - MATERIALS & SUPPLIES	DEIONIZED TANK CARTRIDGE	25.96		/ /	
10/01/2025	48539	NORTHEASTERN REMC		6201001353.000	SEWER - UTILITY BILLS	SONORA LIFT	106.40		/ /	
10/01/2025	48540	BROWN EQUIPMENT COMPANY, INC		2201001361.000	MVH - REPAIRS AND MAINTENANCE	PRESSURE GUAGE	157.61		/ /	
10/01/2025	48541	ALEXANDER CHEMICAL CORPORATION		6101001220.000	WATER - CHEMICALS	AMMONIA CYLINDER RENTAL	150.00		/ /	
10/01/2025	48542	TRULAND EQUIPMENT, LLC		6201001361.000	SEWER - CONTRACTURAL SERVICES	TRIMMER LINE	26.99		/ /	
10/01/2025	48542	TRULAND EQUIPMENT, LLC		6201001361.000	SEWER - CONTRACTURAL SERVICES	MOWER TIRES	219.98		/ /	
10/01/2025	48543	KENDALL ELECTRIC		6201001230.000	SEWER - MATERIALS & SUPPLIES	LAMP DRIVERS FOR WWTP	261.75		/ /	
10/01/2025	48544	SERVICE ELECTRIC OF ALLEN COUNTY, INC		6201001360.000	SEWER - REPAIRS & MAINTENANCE	TRANSDUCER REPLACEMENT AT ROLLING OAKS LIFT	1701.03		/ /	
10/01/2025	48545	THE C.I. THORNBURG CO. INC		6201001220.000	SEWER - CHEMICALS	BIOFLOC FOR WWTP	4357.08		/ /	
10/01/2025	48546	DARREN DAFFORN		6201001590.000	SEWER - MISC. EXPENSE	BOOT ALLOWANCE	75.00		/ /	
10/01/2025	48547	IDEAL OFFICE SOURCE		1101001201.000	GEN - OFFICE SUPPLIES/POSTAGE	ENVELOPES/MOUSE/STAMP INK	97.11		/ /	
10/01/2025	48548	BARNES & THORNBURG LLP		4446001404.000	RDC CC - CAPTIAL PROJECTS	REDEVELOPMENT LAW ADVICE (AUGUST)	270.00		/ /	

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10/01/2025	48548	BARNES & THORNBURG LLP		4446001404.000	RDC CC - CAPTIAL PROJECTS	PARVIEW INCENTINVE LAW ADVICE (JUNE-AUGUST)	2970.00	/ /		
10/01/2025	48549	KPC MEDIA GROUP INC.		1101001201.000	GEN - OFFICE SUPPLIES/POSTAGE	NWN SUBSCRIPTION (1-YEAR)	49.00	/ /		
10/01/2025	48550	ENVIRONMENTAL MANAGEMENT SPECIALISTS INC		2209001316.000	CEDIT - MISC CONTRACTUAL	ASBESTOS INSPECTION - 15735 LIMA ROAD	1159.20	/ /		
10/01/2025	48551	NORTHWEST AUTO AND MACHINE LLC		2201001361.000	MVH - REPAIRS AND MAINTENANCE	(1/3) 2010 CHEVY AND 2008 FORD REPAIR/OIL CHANGE	698.46	/ /		
10/01/2025	48552	NORTHWEST AUTO AND MACHINE LLC		6101001362.000	WATER - REPAIRS & MAINTENANCE	(1/3) 2010 CHEVY AND 2008 FORD REPAIR/OIL CHANGE	698.45	/ /		
10/01/2025	48553	NORTHWEST AUTO AND MACHINE LLC		6201001360.000	SEWER - REPAIRS & MAINTENANCE	(1/3) 2010 CHEVY AND 2008 FORD REPAIR/OIL CHANGE	698.45	/ /		
10/01/2025	48554	SAM'S CLUB MC/SYNCB		1101001201.000	GEN - OFFICE SUPPLIES/POSTAGE	TOILET PAPER/PAPER TOWELS	44.24	/ /		
10/01/2025	48554	SAM'S CLUB MC/SYNCB		1101001204.000	GEN - BUILDING EQUIPMENT & REPAIR	ELEVATOR PERMIT RENEWAL	131.32	/ /		
10/01/2025	48555	CINTAS CORP		6101001132.000	WATER - UNIFORMS	(1/2) UNIFORMS 9/17, 9/24, 10/1	161.24	/ /		
10/01/2025	48556	CINTAS CORP		6201001132.000	SEWER - UNIFORMS	(1/2) UNIFORMS 9/17, 9/24, 10/1	161.25	/ /		
10/01/2025	48557	ALLIANCE OF INDIANA RURAL		6201001305.000	SEWER - TRAVEL & EDUCATION	APPRENTICE PROGRAM TUITION	500.00	/ /		
10/01/2025	48558	HUNTERTOWN MUN. UTILITIES		1101001309.000	GEN - UTILITIES	(1/3) TOWN HALL/CC SHOP	55.98	/ /		
10/01/2025	48559	HUNTERTOWN MUN. UTILITIES		6101001351.000	WATER - UTILITIES BILLS	(1/3) TOWN HALL/CC SHOP	55.98	/ /		
10/01/2025	48560	HUNTERTOWN MUN. UTILITIES		6201001353.000	SEWER - UTILITY BILLS	(1/3) TOWN HALL/CC SHOP	55.98	/ /		
10/01/2025	48561	CASHIEL ENTERPRISES INC.		6101001230.000	WATER - MATERIALS & SUPPLIES	NUT DRIVER SET/BLASTER PENETRANT	31.98	/ /		
10/01/2025	48561	CASHIEL ENTERPRISES INC.		6101001230.000	WATER - MATERIALS & SUPPLIES	OUTLETS (2)	47.98	/ /		
10/01/2025	48562	CASHIEL ENTERPRISES INC.		6201001230.000	SEWER - MATERIALS & SUPPLIES	EPOXY	10.49	/ /		
10/01/2025	48563	E.J. PRESCOTT, INC.		6201001230.000	SEWER - MATERIALS & SUPPLIES	VARIOUS WATER REPAIR PART PURCHASES	2015.54	/ /		
10/01/2025	48564	RANDY BAILEY		1101001311.000	GEN - MISC SERVICES	PHYSICAL FOR CDL RENEWAL	110.00	/ /		
10/01/2025	48565	TYLER CHESNEY		1101001311.000	GEN - MISC SERVICES	PHYSICAL FOR CDL RENEWAL RECEIPT	85.00	/ /		
10/03/2025	48566	PAYROLL FUND		1101001102.000	GEN - CLERK-TREASURER	Clerk-treasurer	1284.15	11466	10/02/2025	

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10/03/2025	48566	PAYROLL FUND		1101001106.000	GEN - FICA	Empr Liability Medicare	26.24	11466 10/02/2025	
10/03/2025	48566	PAYROLL FUND		1101001106.000	GEN - FICA	Empr Liability FICA	112.17	11466 10/02/2025	
10/03/2025	48566	PAYROLL FUND		2201001101.000	MVH - WAGES	Salaries - MVH	4002.60	11466 10/02/2025	
10/03/2025	48566	PAYROLL FUND		2201001103.000	MVH - FICA	Empr Liability FICA	230.42	11466 10/02/2025	
10/03/2025	48566	PAYROLL FUND		2201001103.000	MVH - FICA	Empr Liability Medicare	53.82	11466 10/02/2025	
10/03/2025	48566	PAYROLL FUND		1101001108.000	GEN - TOWN MANAGER	GEN - Town Manager	525.00	11466 10/02/2025	
10/03/2025	48567	NET PAY		8901001110.000	PAYROLL - NET SALARIES	Net Entry	23522.70	48567M 10/03/2025	
10/03/2025	48568	PAYROLL FUND		6101001111.000	WATER - SALARIES AND WAGES - OFFICE	WAT - Plant Salaries	14053.22	20011 10/02/2025	
10/03/2025	48568	PAYROLL FUND		6101001131.000	WATER - EMP. FICA, UNEMPLOYMENT INS	Empr Liability FICA	807.37	20011 10/02/2025	
10/03/2025	48568	PAYROLL FUND		6101001131.000	WATER - EMP. FICA, UNEMPLOYMENT INS	Empr Liability Medicare	188.84	20011 10/02/2025	
10/03/2025	48569	PAYROLL FUND		6201001111.000	SEWER - SALARIES & HOURLY WAGES OFFICE	SEW - Plant Salaries	14269.28	12068 10/02/2025	
10/03/2025	48569	PAYROLL FUND		6201001131.000	SEWER - FICA	Empr Liability FICA	835.25	12068 10/02/2025	
10/03/2025	48569	PAYROLL FUND		6201001131.000	SEWER - FICA	Empr Liability Medicare	195.39	12068 10/02/2025	
10/02/2025	48570	INTERNAL REVENUE SERVICE		8901001921.000	PAYROLL - 941 PAYMENTS	FEDERAL	2619.68	48570M 10/03/2025	
10/02/2025	48570	INTERNAL REVENUE SERVICE		8901001922.000	PAYROLL - FICA WITHHELD	FICA	3970.42	48570M 10/03/2025	
10/02/2025	48570	INTERNAL REVENUE SERVICE		8901001923.000	PAYROLL - MEDICARE WITHHELD	MEDICARE	928.58	48570M 10/03/2025	
10/02/2025	48571	PERF		8901001926.000	PAYROLL - PERF	10/3 PAYROLL	5564.97	48571M 10/03/2025	
10/02/2025	48572	PAYROLL FUND		1101001104.000	GEN - PERF	CLERK/TM 10/3 PAYROLL	202.63	11467 10/02/2025	
10/02/2025	48572	PAYROLL FUND		2201001102.000	MVH - PERF	10/3 PAYROLL	448.30	11467 10/02/2025	
10/02/2025	48573	PAYROLL FUND		6101001130.000	WATER - PERF	10/3 PAYROLL	1573.95	20012 10/02/2025	
10/02/2025	48574	PAYROLL FUND		6201001130.000	SEWER - PERF	10/3 PAYROLL	1598.17	12069 10/02/2025	
10/02/2025	48575	COMMUNITY STATE BANK		8901001590.000	PAYROLL MISCELLANEOUS	10/3 HSA PULL	619.41	48575M 10/03/2025	
10/02/2025	48576	INDIANA STATE CENTRAL COLLECTION UNIT		8901001591.000	PAYROLL GARNISHMENT	CHILD SUPPORT	244.00	48576M 10/03/2025	
10/02/2025	48577	LAWNSPLUS LANDSCAPING SERVICES		1101001311.000	GEN - MISC SERVICES	HERBICIDE FOR ISLAND BEDS	150.00	/ /	
10/02/2025	48578	INDIANA DEPT. OF REVENUE		6101001501.000	WATER - SALES TAX	SEPT SALES TAX	14300.89	48578M 10/02/2025	
10/02/2025	48579	ATOMIC WATER SOLUTIONS,		6101001360.000	WATER - CONTRACTUAL	WATER SOFTENER RENTAL	35.00	/ /	

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		LLC			SERVICES				
10/02/2025	48580	FERGUSON WATERWORKS #1934		6101001230.000	WATER - MATERIALS & SUPPLIES	VARIOUS METER REPAIR PARTS	1759.20	//	
10/02/2025	48580	FERGUSON WATERWORKS #1934		6101001231.000	WATER - METERS	METERS	5290.48	//	
10/02/2025	48581	SIMPLX SECURITY		6201001361.000	SEWER - CONTRACTURAL SERVICES	ALARM MONITORIN	253.25	//	
10/02/2025	48582	ALLEN COUNTY FENCE LLC		6101001430.000	WATER - IMPROVEMENTS & ADDITIONS	FENCE REPAIR AT OLD WATER PLANT	2900.00	//	
10/02/2025	48583	HAWK, HAYNIE, KAMMEYER & SMITH		1101001301.000	GEN - ATTORNEY	GENERAL SERVICES/MONTHLY RETAINER (SEPT)	3835.75	//	
10/02/2025	48584	HAWK, HAYNIE, KAMMEYER & SMITH		6101001311.000	WATER - ATTORNEY/LEGAL FEES	(1/2) USB SERVICES/MONTHLY RETAINER	5450.00	//	
10/02/2025	48585	HAWK, HAYNIE, KAMMEYER & SMITH		6201001311.000	SEWER - ATTORNEY/LEGAL FEES	(1/2) USB SERVICES	3150.00	//	
10/02/2025	48586	BNY MELLON CORPORATE TRUST		6201001524.000	SEWER - B&I SERIES A	OCTOBER TRANSFER	134526.56	//	
10/02/2025	48587	WATER DEPRECIATION		6101001521.000	WATER - DEPRECIATION TRANSFER	OCTOBER TRANSFER	13856.89	//	
10/02/2025	48588	TYLER ARROWSMITH		8901001590.000	PAYROLL MISCELLANEOUS	REFUND FOR OVERPAY ON INSURANCE	89.36	//	
10/02/2025	48589	CHARLES & JULIE PADUANO		6201001590.000	SEWER - MISC. EXPENSE	EASEMENT PAYMENT	10.00	//	
10/02/2025	48590	RONALD & TINA SPROAT		6201001590.000	SEWER - MISC. EXPENSE	EASEMENT PAYMENT	10.00	//	
10/02/2025	48591	RYAN & NICOLE KOCH		6201001590.000	SEWER - MISC. EXPENSE	EASEMENT PAYMENT	10.00	//	
10/02/2025	48592	LINDA SCHIEFENSTEIN		6101001590.000	WATER - MISCELLANEOUS EXPENSE	REFUND FOR OVERPAY	1.11	//	
10/02/2025	48593	LINDA SCHIEFENSTEIN		6201001590.000	SEWER - MISC. EXPENSE	REFUND FOR OVERPAY	5.17	//	
10/02/2025	48594	PETE MAROTTI		6101001590.000	WATER - MISCELLANEOUS EXPENSE	REFUND FOR OVERPAY	25.00	//	
10/02/2025	48595	BECKY BARNETT		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	//	
10/02/2025	48596	LISA BLACK		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	//	
10/02/2025	48597	CASSANDRA MATHES		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	//	
10/02/2025	48598	SARISA ORPHAL		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN	25.00	//	

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10/02/2025	48599	DAYLE MAGGART		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48600	MASON SNIDER		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48601	JOSEPH JANES		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48602	CAROL BRATTON		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48603	ADAM AND ASHLEY THOMPSON		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48604	HEATHER ZIMMERMAN		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48605	AARON KESTERKE		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48606	BRILEY HOGLE		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48607	MATTHEW AND MELISSA STORM		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48608	SANEL RIZVIC		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48609	BLAS RODRIGUEZ IV		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48610	CALEB GROSS		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48611	MAICYN O'NEILL		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48612	ALIZA PHILLIPS		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48613	SARAH BLAKE		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48614	LARRY & DONNA SMITH		6101001590.000	WATER - MISCELLANEOUS	REFUND FOR OVERPAYMENT EXPENSE	76.12	/ /		
10/02/2025	48614	LARRY & DONNA SMITH		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48615	MICHELLE KING		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		

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10/02/2025	48616	PAULINE FOX		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48617	CHRISTOPHER SMITH		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48618	ANDREW GRAVES		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48619	RACHEL VOLD		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48620	GREG MEREDITH		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48621	TAHNEE & JONATHAN PLANK		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48622	TERAH BAUTISTA		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48623	MONICA AND GREG MEYERS		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48624	ZONETTA INVESTMENTS		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48625	CATRINA COVINO		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48626	ANDREW STEVENS		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48627	JENNIFER MCCARTHY		6101001590.000	WATER - MISCELLANEOUS	REFUND FOR OVERPAY EXPENSE	0.88	/ /		
10/02/2025	48627	JENNIFER MCCARTHY		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48628	STACY HASS		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48629	ERIC JASZAROWSKI		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48630	KAUNG OO		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48631	PATRICK LAVELLE		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48632	CHRISTOPHER BIGGS		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48633	JENNIFER MOONEY		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN	25.00	/ /		

Accounts Payable Register

Date: 10/03/2025 11:21:26 AM

APVREGISTER.FRX

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK CHECK #	DATE	MEMORANDUM
					REFUNDS					
10/02/2025	48634	ABBY BRISTER		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48635	JAMES WRIGHT		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48636	SANJUANA RAMIREZ		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48637	LAURYEN ROBERTS		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48638	SARAH BURNS		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48639	RANDY AND CHERYL KINCAID		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48640	JOSH SALWAY		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN REFUNDS	25.00	/ /		
10/02/2025	48641	MULTIPLE RESIDENTS		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURNS APPLIED TO REFUNDS ACCOUNTS (13)	325.00	48641M	10/03/2025	
10/02/2025	48642	FORT WAYNE IT SOLUTIONS		4401001401.000	CUM CAP IMP	MANAGED IT SERVICES	1836.00	/ /		
10/02/2025	48643	HOUSER AUTOMOTIVE, INC		2201001361.000	MVH - REPAIRS AND MAINTENANCE	(1/3) 2021 F250 VEHICLE REPAIR	789.63	/ /		
10/02/2025	48644	HOUSER AUTOMOTIVE, INC		6101001362.000	WATER - REPAIRS & MAINTENANCE	(1/3) 2021 F250 VEHICLE REPAIR	789.64	/ /		
10/02/2025	48645	HOUSER AUTOMOTIVE, INC		6201001360.000	SEWER - REPAIRS & MAINTENANCE	(1/3) 2021 F250 VEHICLE REPAIR	789.64	/ /		
10/02/2025	48646	JAMIE PERRY		6104001391.000	WATER CUSTOMER DEPOSIT	DEPOSIT RETURN APPLIED TO REFUNDS ACCOUNT	25.00	48646M	10/03/2025	
*** GRAND TOTAL ***							491175.73			

Allowance Docket

For payfile ending 09/13/2025 12:00:00 AM

All Records

Ordered by Employee Name

Grouped By Location

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EMPDOCK.FRXX

User ID: RYAN

Pay Period	Employee Ending Number	Employee Name	Distribution Name	All Paytypes Except Overtime	Overtime Only
Location : Blank					
09/13/2025	102	Aker, Michael J.	GEN - Town Trustees	\$361.00	\$0.00
09/13/2025	102	Aker, Michael J.	SEW - Plant Salaries	\$180.50	\$0.00
09/13/2025	102	Aker, Michael J.	WAT - Plant Salaries	\$180.50	\$0.00
09/13/2025	318	Bailey, Randy C.	SEW - Plant Salaries	\$1016.00	\$0.00
09/13/2025	318	Bailey, Randy C.	Salaries - MVH	\$508.00	\$0.00
09/13/2025	318	Bailey, Randy C.	WAT - Plant Salaries	\$1016.00	\$0.00
09/13/2025	309	Brindle, Gabriel S.	SEW - Plant Salaries	\$256.25	\$25.78
09/13/2025	309	Brindle, Gabriel S.	Salaries - MVH	\$256.25	\$25.78
09/13/2025	309	Brindle, Gabriel S.	WAT - Plant Salaries	\$2050.00	\$206.23
09/13/2025	304	Chesney, Tyler J.	SEW - Plant Salaries	\$857.92	\$31.58
09/13/2025	304	Chesney, Tyler J.	Salaries - MVH	\$428.96	\$15.78
09/13/2025	304	Chesney, Tyler J.	WAT - Plant Salaries	\$857.92	\$31.58
09/13/2025	311	Dafforn, Darren W.	SEW - Plant Salaries	\$2253.87	\$162.59
09/13/2025	311	Dafforn, Darren W.	Salaries - MVH	\$281.74	\$20.33
09/13/2025	311	Dafforn, Darren W.	WAT - Plant Salaries	\$281.73	\$20.32
09/13/2025	324	Deisler, Drew K.	SEW - Plant Salaries	\$722.24	\$30.47
09/13/2025	324	Deisler, Drew K.	Salaries - MVH	\$361.12	\$15.25
09/13/2025	324	Deisler, Drew K.	WAT - Plant Salaries	\$722.24	\$30.47
09/13/2025	103	Freck, Patricia M.	GEN - Town Trustees	\$361.00	\$0.00
09/13/2025	103	Freck, Patricia M.	SEW - Plant Salaries	\$180.50	\$0.00
09/13/2025	103	Freck, Patricia M.	WAT - Plant Salaries	\$180.50	\$0.00
09/13/2025	108	Hite, Bradley A.	GEN - Town Trustees	\$361.00	\$0.00
09/13/2025	108	Hite, Bradley A.	SEW - Plant Salaries	\$180.50	\$0.00
09/13/2025	108	Hite, Bradley A.	WAT - Plant Salaries	\$180.50	\$0.00
09/13/2025	314	Marquart, Anthony K.	SEW - Plant Salaries	\$722.24	\$0.00
09/13/2025	314	Marquart, Anthony K.	Salaries - MVH	\$361.12	\$0.00
09/13/2025	314	Marquart, Anthony K.	WAT - Plant Salaries	\$722.24	\$0.00
09/13/2025	101	McDonald, Tina D.	GEN - Town Trustees	\$361.00	\$0.00
09/13/2025	101	McDonald, Tina D.	SEW - Plant Salaries	\$180.50	\$0.00
09/13/2025	101	McDonald, Tina D.	WAT - Plant Salaries	\$180.50	\$0.00
09/13/2025	207	Payne, Sheridan L.	SEW - Plant Salaries	\$1072.00	\$0.00
09/13/2025	207	Payne, Sheridan L.	WAT - Plant Salaries	\$1072.00	\$0.00
09/13/2025	109	Ramey, Anthony S.	SEW - Plant Salaries	\$180.00	\$0.00
09/13/2025	109	Ramey, Anthony S.	WAT - Plant Salaries	\$180.00	\$0.00
09/13/2025	310	Roberson, Austin P.	SEW - Plant Salaries	\$841.92	\$0.00
09/13/2025	310	Roberson, Austin P.	Salaries - MVH	\$420.96	\$0.00
09/13/2025	310	Roberson, Austin P.	WAT - Plant Salaries	\$841.92	\$0.00
09/13/2025	116	Roy, Dan	SEW - Plant Salaries	\$180.00	\$0.00

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All Records

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User ID: RYAN

Pay Period	Employee Ending Number	Employee Name	Distribution Name	All Paytypes Except Overtime	Overtime Only
09/13/2025	116	Roy, Dan	WAT - Plant Salaries	\$180.00	\$0.00
09/13/2025	317	Schobert, Timothy L.	SEW - Plant Salaries	\$977.63	\$120.20
09/13/2025	317	Schobert, Timothy L.	Salaries - MVH	\$488.82	\$60.11
09/13/2025	317	Schobert, Timothy L.	WAT - Plant Salaries	\$977.63	\$120.20
09/13/2025	105	Schwab, Ryan M.	Clerk-treasurer	\$1304.15	\$0.00
09/13/2025	105	Schwab, Ryan M.	SEW - Plant Salaries	\$652.07	\$0.00
09/13/2025	105	Schwab, Ryan M.	WAT - Plant Salaries	\$652.08	\$0.00
09/13/2025	110	Seifert, Brandon	GEN - Town Trustees	\$361.00	\$0.00
09/13/2025	110	Seifert, Brandon	SEW - Plant Salaries	\$180.50	\$0.00
09/13/2025	110	Seifert, Brandon	WAT - Plant Salaries	\$180.50	\$0.00
09/13/2025	306	Shellman, Dillon J.	SEW - Plant Salaries	\$768.00	\$28.20
09/13/2025	306	Shellman, Dillon J.	Salaries - MVH	\$384.00	\$14.10
09/13/2025	306	Shellman, Dillon J.	WAT - Plant Salaries	\$768.00	\$28.20
09/13/2025	208	Sprague, Martha	SEW - Plant Salaries	\$1196.40	\$11.03
09/13/2025	208	Sprague, Martha	WAT - Plant Salaries	\$1196.40	\$11.03
09/13/2025	104	Stamets, Michael S.	SEW - Plant Salaries	\$180.00	\$0.00
09/13/2025	104	Stamets, Michael S.	WAT - Plant Salaries	\$180.00	\$0.00
09/13/2025	209	Thews, Leslie M.	SEW - Plant Salaries	\$823.49	\$0.00
09/13/2025	209	Thews, Leslie M.	WAT - Plant Salaries	\$823.48	\$0.00
09/13/2025	115	Walker, Hannah C.	GEN - Town Manager	\$533.00	\$0.00
09/13/2025	115	Walker, Hannah C.	SEW - Plant Salaries	\$1066.00	\$0.00
09/13/2025	115	Walker, Hannah C.	WAT - Plant Salaries	\$1066.00	\$0.00
09/13/2025	315	Worman, Thomas L.	SEW - Plant Salaries	\$738.24	\$0.00
09/13/2025	315	Worman, Thomas L.	Salaries - MVH	\$369.12	\$0.00
09/13/2025	315	Worman, Thomas L.	WAT - Plant Salaries	\$738.24	\$0.00
Location Subtotal : Blank				\$38137.39	\$1009.23

Allowance Docket

For payfile ending 09/13/2025 12:00:00 AM
All Records
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Grouped By Location

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Pay Period	Employee Ending Number	Employee Name	Distribution Name	All Paytypes Except Overtime	Overtime Only
Total				\$38137.39	\$1009.23

I hereby certify that each of the above listed vouchers and the invoices or bills attached there to,
are true and correct and I have audited same in accordance with IC5-11-10-1-6.

 Date

 Fiscal Officer

Allowance Of Accounts Payable Vouchers

Town Of Huntertown

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers
consisting of 3 pages and except for accounts payables not allowed as shown on the Register such
accounts payables are hereby allowed in the total amount of \$39146.62

Dated this _____ day of _____

Signatures of Governing Board

Allowance Docket

For payfile ending 09/27/2025 12:00:00 AM

All Records

Ordered by Employee Name

Grouped By Location

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User ID: RYAN

Pay Period	Employee Ending Number	Employee Name	Distribution Name	All Paytypes Except Overtime	Overtime Only
Location : Blank					
09/27/2025	318	Bailey, Randy C.	SEW - Plant Salaries	\$1000.00	\$37.50
09/27/2025	318	Bailey, Randy C.	Salaries - MVH	\$500.00	\$18.74
09/27/2025	318	Bailey, Randy C.	WAT - Plant Salaries	\$1000.00	\$37.50
09/27/2025	309	Brindle, Gabriel S.	SEW - Plant Salaries	\$250.00	\$7.03
09/27/2025	309	Brindle, Gabriel S.	Salaries - MVH	\$250.00	\$7.04
09/27/2025	309	Brindle, Gabriel S.	WAT - Plant Salaries	\$2000.00	\$56.24
09/27/2025	304	Chesney, Tyler J.	SEW - Plant Salaries	\$841.92	\$31.58
09/27/2025	304	Chesney, Tyler J.	Salaries - MVH	\$420.96	\$15.78
09/27/2025	304	Chesney, Tyler J.	WAT - Plant Salaries	\$841.92	\$31.58
09/27/2025	311	Dafforn, Darren W.	SEW - Plant Salaries	\$2221.87	\$81.30
09/27/2025	311	Dafforn, Darren W.	Salaries - MVH	\$277.74	\$10.16
09/27/2025	311	Dafforn, Darren W.	WAT - Plant Salaries	\$277.73	\$10.16
09/27/2025	324	Deisler, Drew K.	SEW - Plant Salaries	\$722.24	\$162.53
09/27/2025	324	Deisler, Drew K.	Salaries - MVH	\$361.12	\$81.26
09/27/2025	324	Deisler, Drew K.	WAT - Plant Salaries	\$722.24	\$162.53
09/27/2025	314	Marquart, Anthony K.	SEW - Plant Salaries	\$722.24	\$0.00
09/27/2025	314	Marquart, Anthony K.	Salaries - MVH	\$361.12	\$0.00
09/27/2025	314	Marquart, Anthony K.	WAT - Plant Salaries	\$722.24	\$0.00
09/27/2025	207	Payne, Sheridan L.	SEW - Plant Salaries	\$1052.00	\$4.94
09/27/2025	207	Payne, Sheridan L.	WAT - Plant Salaries	\$1052.00	\$4.93
09/27/2025	310	Roberson, Austin P.	SEW - Plant Salaries	\$841.92	\$0.00
09/27/2025	310	Roberson, Austin P.	Salaries - MVH	\$420.96	\$0.00
09/27/2025	310	Roberson, Austin P.	WAT - Plant Salaries	\$841.92	\$0.00
09/27/2025	317	Schobert, Timothy L.	SEW - Plant Salaries	\$915.84	\$90.15
09/27/2025	317	Schobert, Timothy L.	Salaries - MVH	\$457.92	\$45.08
09/27/2025	317	Schobert, Timothy L.	WAT - Plant Salaries	\$915.84	\$90.15
09/27/2025	105	Schwab, Ryan M.	Clerk-treasurer	\$1284.15	\$0.00
09/27/2025	105	Schwab, Ryan M.	SEW - Plant Salaries	\$642.07	\$0.00
09/27/2025	105	Schwab, Ryan M.	WAT - Plant Salaries	\$642.08	\$0.00
09/27/2025	306	Shellman, Dillon J.	SEW - Plant Salaries	\$770.80	\$56.40
09/27/2025	306	Shellman, Dillon J.	Salaries - MVH	\$385.40	\$28.20
09/27/2025	306	Shellman, Dillon J.	WAT - Plant Salaries	\$770.80	\$56.40
09/27/2025	208	Sprague, Martha	SEW - Plant Salaries	\$1176.40	\$5.51
09/27/2025	208	Sprague, Martha	WAT - Plant Salaries	\$1176.40	\$5.52
09/27/2025	209	Thews, Leslie M.	SEW - Plant Salaries	\$862.80	\$0.00
09/27/2025	209	Thews, Leslie M.	WAT - Plant Salaries	\$862.80	\$0.00
09/27/2025	115	Walker, Hannah C.	GEN - Town Manager	\$525.00	\$0.00
09/27/2025	115	Walker, Hannah C.	SEW - Plant Salaries	\$1050.00	\$0.00

Allowance Docket
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All Records
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Grouped By Location

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User ID: RYAN

Pay Period	Employee Ending Number	Employee Name	Distribution Name	All Paytypes Except Overtime	Overtime Only
09/27/2025	115	Walker, Hannah C.	WAT - Plant Salaries	\$1050.00	\$0.00
09/27/2025	315	Worman, Thomas L.	SEW - Plant Salaries	\$722.24	\$0.00
09/27/2025	315	Worman, Thomas L.	Salaries - MVH	\$361.12	\$0.00
09/27/2025	315	Worman, Thomas L.	WAT - Plant Salaries	\$722.24	\$0.00
Location Subtotal : Blank				\$32996.04	\$1138.21
Total				\$32996.04	\$1138.21

I hereby certify that each of the above listed vouchers and the invoices or bills attached there to,
are true and correct and I have audited same in accordance with IC5-11-10-1-6.

Date

Fiscal Officer

Allowance Of Accounts Payable Vouchers

Town Of Huntertown

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers
consisting of 2 pages and except for accounts payables not allowed as shown on the Register such
accounts payables are hereby allowed in the total amount of \$34134.25

Dated this _____ day of _____

Signatures of Governing Board

Contractor's Application for Payment

Owner:	<u>Town of Huntertown</u>	Owner's Project No.:	<u> </u>
Engineer:	<u>ERI</u>	Engineer's Project No.:	<u> </u>
Contractor:	<u>Pulver Asphalt Paving, Inc.</u>	Contractor's Project No.:	<u> </u>
Project:	<u>CCMG 2024-2, Street Improvements</u>		
Contract:	<u>CCMG 2024-2, Street Improvements</u>		

Application No.:	<u>02</u>	Application Date:	<u>9/24/2025</u>
Application Period:	<u>From 5/6/2025</u>	to	<u>9/24/2025</u>

1. Original Contract Price	\$	1,976,892.00
2. Net change by Change Orders	\$	30,000.00
3. Current Contract Price (Line 1 + Line 2)	\$	2,006,892.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	667,409.90
5. Retainage		
a. 5% X \$ 667,409.90 Work Completed =	\$	33,370.50
b. X \$ - Stored Materials =	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	33,370.50
6. Amount eligible to date (Line 4 - Line 5.c)	\$	634,039.40
7. Less previous payments (Line 6 from prior application)	\$	20,713.80
8. Amount due this application	\$	613,325.60
9. Balance to finish, including retainage (Line 3 - Line 4 + Line 5.c)	\$	1,372,852.60

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Pulver Asphalt Paving, INC.

Signature: [Signature] **Date:** 9/30/25

Recommended by Engineer

By: [Signature]
Title: _____
Date: 10/2/25

Approved by Owner

By: _____
Title: _____
Date: _____

Approved by Funding Agency

By: _____
Title: _____
Date: _____

By: _____
Title: _____
Date: _____

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: Town of Huntertown
 Engineer: ERI
 Contract: Pulver Asphalt Paving, Inc.
 Project: CCMG 2024-2, Street Improvements
 Contract: CCMG 2024-2, Street Improvements

Owner's Project No.:
 Engineer's Project No.:
 Contractor's Project No.:

Application 02		Application Period: From 05/06/25 to 09/24/25		Application Date: 09/24/25							
A		C	D	E	F	G	H	I	J	K	L
Bid Item No.		Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
Original Contract											
	Gemini Drive										
100	Mobilization and Demobilization (Not to Exceed 5%)	1	LS	\$27,500.00	27,500.00	0.85	23,375.00		23,375.00	85%	4,125.00
101	Construction Engineering (Not to Exceed 2%)	1	LS	\$10,000.00	10,000.00	0.60	6,000.00		6,000.00	60%	4,000.00
102	Maintenance and Protection of Traffic	1	LS	\$5,000.00	5,000.00	0.75	3,750.00		3,750.00	75%	1,250.00
103	Clearing Right-of-Way	1	LS	\$1,888.00	1,888.00	1.00	1,888.00		1,888.00	100%	-
104	Erosion and Sediment Control	1	LS	\$1,000.00	1,000.00	1.00	1,000.00		1,000.00	100%	-
105	Remove Concrete Pavement and Curbs	3022	Sys	\$11.00	33,242.00	1,209.20	13,301.20		13,301.20	40%	19,940.80
106	Remove Concrete Drive	326	Sys	\$19.00	6,194.00	67.80	1,288.20		1,288.20	21%	4,905.80
107	Remove Concrete Walk and Ramp	549	Sys	\$15.00	8,235.00	-	-		-	0%	8,235.00
108	Remove Storm Pipe	580	Lft	\$21.00	12,180.00	-	-		-	0%	12,180.00
109	Remove Storm Structure	4	Ea	\$1,569.00	6,276.00	-	-		-	0%	6,276.00
110	Sheet Sign and Post, Remove and Reset	2	Ea	\$207.00	414.00	-	-		-	0%	414.00
111	Mailbox, Remove and Reset	13	Ea	\$236.00	3,068.00	-	-		-	0%	3,068.00
112	Remove and Reset Property Pin, Undistributed	17	Ea	\$750.00	12,750.00	-	-		-	0%	12,750.00
113	Adjust Casting to Grade (> 12 In. Dia.)	2	Ea	\$218.00	436.00	-	-		-	0%	436.00
114	Common Excavation	950	Cys	\$33.00	31,350.00	315.00	10,395.00		10,395.00	33%	20,955.00
115	Common Excavation (Undistributed)	310	Cys	\$22.00	6,820.00	411.00	9,042.00		9,042.00	133%	(2,222.00)
116	Special Backfill, No. 53	181	Tons	\$40.00	7,240.00	172.80	6,912.00		6,912.00	95%	328.00
117	Exploratory Trenching / Utility Potholing	14	Ea	\$531.00	7,434.00	14.00	7,434.00		7,434.00	100%	-
118	Exploratory Trenching / Utility Potholing,	30	Ea	\$531.00	15,930.00	3.00	1,593.00		1,593.00	10%	14,337.00
119	Compacted Aggregate, No. 53, Base	1340	Tons	\$39.00	52,260.00	969.36	37,805.04		37,805.04	72%	14,454.96
120	Compacted Aggregate, No. 2, Base	1458	Tons	\$37.00	53,946.00	261.00	9,657.00		9,657.00	18%	44,289.00
121	Compacted Aggregate, No. 2, Base (Undistributed)	620	Tons	\$34.00	21,080.00	104.00	3,536.00		3,536.00	17%	17,544.00
122	Geogrid, Type 1B (Undistributed)	1393	Sys	\$4.00	5,572.00	1,164.20	4,656.80		4,656.80	84%	915.20
123	Hot-Mix Asphalt (HMA) Surface, 9.5mm, Type B 58S	232	Tons	\$97.00	22,504.00	-	-		-	0%	22,504.00
124	Hot-Mix Asphalt (HMA) Intermediate, 19mm, Type B	460	Tons	\$82.00	37,720.00	-	-		-	0%	37,720.00
125	Asphalt for Tack Coat	1	Tons	\$2,000.00	2,000.00	-	-		-	0%	2,000.00
126	PCCP for Walk	823	Sys	\$64.00	52,672.00	-	-		-	0%	52,672.00
127	Concrete Curb Ramp	31	Sys	\$300.00	9,300.00	-	-		-	0%	9,300.00
128	PCCP for Approaches, 6 inch (High Early)	326	Sys	\$99.00	32,274.00	-	-		-	0%	32,274.00
129	Curb and Gutter, Concrete, Rolled (High Early)	1775	Lft	\$22.00	39,050.00	-	-		-	0%	39,050.00
130	Seeding & Site Restoration	1	Lsum	\$12,000.00	12,000.00	-	-		-	0%	12,000.00
131	Manhole, Type I-A, 60 In.	1	Ea	\$8,390.00	8,390.00	1.00	8,390.00		8,390.00	100%	-
132	Manhole, Type I-B, 60 In.	2	Ea	\$7,652.00	15,304.00	2.00	15,304.00		15,304.00	100%	-
133	Pipe, Storm, 12 In. (RCP-3)	81	Lft	\$63.00	5,103.00	54.00	3,402.00		3,402.00	67%	1,701.00
134	Pipe, Storm, 15 In. (RCP-3)	44.0	Lft	\$81.00	3,564.00	-	-		-	0%	3,564.00
135	Pipe, Storm, 24 In. (RCP-3)	775	Lft	\$114.00	88,350.00	400.00	45,600.00		45,600.00	52%	42,750.00
136	Pipe, Storm, 30 In. (RCP-3)	42	Lft	\$184.00	7,728.00	42.00	7,728.00		7,728.00	100%	-

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: Town of Huntertown
Engineer: ERI
Contractor: Pulver Asphalt Paving, Inc.
Project: CCMG 2024-2, Street Improvements
Contract: CCMG 2024-2, Street Improvements

Owner's Project No.:
Engineer's Project No.:
Contractor's Project No.:

Applicatio		Application Period:		From	to	Application Date:					
02				05/06/25	09/24/25	09/24/25					
A		C	D	E	F	G	H	I	J	K	L
Bid Item No.		Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
137	Pipe, Underdrain, 6 In. Perforated	1775	Lft	\$12.00	21,300.00	501.00	6,012.00		6,012.00	28%	15,288.00
138	Manhole, Type I-C, 60 In.	4	Ea	\$6,301.00	25,204.00	2.00	12,602.00		12,602.00	50%	12,602.00
139	Inlet, Type I-C, 33 In.	7	Ea	\$2,950.00	20,650.00	5.00	14,750.00		14,750.00	71%	5,900.00
	Mercury Lane (CCMG)				-		-		-		-
200	Mobilization and Demobilization (Not to Exceed 5%)	1	LS	\$25,000.00	25,000.00	0.25	6,250.00		6,250.00	25%	18,750.00
201	Construction Engineering (Not to Exceed 2%)	1	LS	\$8,000.00	8,000.00	-	-		-	0%	8,000.00
202	Maintenance and Protection of Traffic	1	LS	\$5,000.00	5,000.00	-	-		-	0%	5,000.00
203	Clearing Right-of-Way	1	LS	\$1,770.00	1,770.00	-	-		-	0%	1,770.00
204	Erosion and Sediment Control	1	LS	\$1,000.00	1,000.00	-	-		-	0%	1,000.00
205	Remove Concrete Pavement and Curbs	2733	Sys	\$11.00	30,063.00	-	-		-	0%	30,063.00
206	Remove Concrete Drive	404	Sys	\$19.00	7,676.00	-	-		-	0%	7,676.00
207	Remove Concrete Walk and Ramp	890	Sys	\$14.00	12,460.00	-	-		-	0%	12,460.00
208	Sheet Sign and Post, Remove and Reset	2	Ea		-	-	-		-	0%	-
209	Mailbox, Remove and Reset	17	Ea	\$236.00	4,012.00	-	-		-	0%	4,012.00
210	Remove and Reset Property Pin, Undistributed	17	Ea	\$750.00	12,750.00	-	-		-	0%	12,750.00
211	Adjust Casting to Grade (> 12 In. Dia.)	2	Ea	\$218.00	436.00	-	-		-	0%	436.00
212	Common Excavation	1318	Cys	\$33.00	43,494.00	-	-		-	0%	43,494.00
213	Common Excavation (Undistributed)	276	Cys	\$22.00	6,072.00	55.60	1,223.20		1,223.20	20%	4,848.80
214	Special Backfill, No. 53	504	Tons	\$37.00	18,648.00	23.40	865.80		865.80	5%	17,782.20
215	Exploratory Trenching / Utility Potholing	12	Ea	\$531.00	6,372.00	12.00	6,372.00		6,372.00	100%	-
216	Exploratory Trenching / Utility Potholing,	30	Ea	\$531.00	15,930.00	1.00	531.00		531.00	3%	15,399.00
217	Compacted Aggregate, No. 53, Base	1251	Tons	\$39.00	48,789.00	30.00	1,170.00		1,170.00	2%	47,619.00
218	Compacted Aggregate, No. 2, Base	1321	Tons	\$37.00	48,877.00	40.20	1,487.40		1,487.40	3%	47,389.60
219	Compacted Aggregate, No. 2, Base (Undistributed)	552	Tons	\$34.00	18,768.00	60.00	2,040.00		2,040.00	11%	16,728.00
220	Geogrid, Type IB (Undistributed)	1241	Sys	\$4.00	4,964.00	100.00	400.00		400.00	8%	4,564.00
221	Hot-Mix Asphalt (HMA) Surface, 9.5mm, Type B 58S	207	Tons	\$98.00	20,286.00	-	-		-	0%	20,286.00
222	Hot-Mix Asphalt (HMA) Intermediate, 19mm, Type B	410	Tons	\$82.00	33,620.00	-	-		-	0%	33,620.00
223	Asphalt for Tack Asphalt for Asphalt for Tack	1	Tons	\$2,000.00	2,000.00	-	-		-	0%	2,000.00
224	PCCP for Walk PCCP for PCCP for Walk	805	Sys	\$64.00	51,520.00	-	-		-	0%	51,520.00
225	PCCP for PCCP for PCCP for	404	Sys	\$99.00	39,996.00	-	-		-	0%	39,996.00
226	Curb and Gutter, Curb and Curb and Gutter,	1760	Lft	\$22.00	38,720.00	-	-		-	0%	38,720.00
227	Seeding & Site Seeding & Seeding & Site	1	Lsum	\$5,000.00	5,000.00	-	-		-	0%	5,000.00
228	Manhole, Type I-C, Manhole, Manhole, Type I-C,	1	Ea	\$6,431.00	6,431.00	-	-		-	0%	6,431.00
229	Manhole, Type I-B, Manhole, Manhole, Type I-B,	4	Ea	\$7,729.00	30,916.00	1.00	7,729.00		7,729.00	25%	23,187.00
230	Manhole, Type I-C, Manhole, Manhole, Type I-C,	1	Ea	\$8,390.00	8,390.00	-	-		-	0%	8,390.00
231	Pipe, Storm, 12 In. Pipe, Storm, Pipe, Storm, 12 In.	115	Lft	\$64.00	7,360.00	13.00	832.00		832.00	11%	6,528.00
232	Pipe, Storm, 15 In. Pipe, Storm, Pipe, Storm, 15 In.	234	Lft	\$84.00	19,656.00	-	-		-	0%	19,656.00
233	Pipe, Storm, 24 In. Pipe, Storm, Pipe, Storm, 24 In.	388	Lft	\$121.00	46,948.00	33.00	3,993.00		3,993.00	9%	42,955.00
234	Pipe, Underdrain, 6 Pipe, Pipe, Underdrain, 6	1760	Lft	\$12.00	21,120.00	83.00	996.00		996.00	5%	20,124.00
235	Inlet, Type I-C, 33 Inlet, Type I- Inlet, Type I-C, 33	5	Ea	\$2,968.00	14,840.00	1.00	2,968.00		2,968.00	20%	11,872.00

Progress Estimate - Unit Price Work

Owner: Town of Hometown
Engineer: ERI
Contract: Pulver Asphalt Paving, Inc.
Project: CCMG 2024-2, Street Improvements
Contract: CCMG 2024-2, Street Improvements

Contractor's Application for Payment

Owner's Project No.:
Engineer's Project No.:
Contractor's Project No.:

Application		02		Application Period:		From	05/06/25	to	09/24/25	Application Date: 09/24/25			
A				C	D	E	F	G	H	I	J	K	L
Bid Item No.				Contract Information				Work Completed		Materials Currently Stored (not in G)	Work Completed and Materials Stored to Date (H + I)	% of Value of Item (J / F)	Balance to Finish (F - J)
				Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G)				
236	Concrete Curb	Concrete	Concrete Curb	26	Sys	\$350.00	9,100.00	-	-	-	-	0%	9,100.00
	Rabbit Run (CCMG)						-		-		-		-
300	Mobilization and Demobilization (Not to Exceed 5%)			1	LS	\$18,000.00	18,000.00	1.00	18,000.00		18,000.00	100%	-
301	Construction Engineering (Not to Exceed 2%)			1	LS	\$8,000.00	8,000.00	1.00	8,000.00		8,000.00	100%	-
302	Maintenance and Protection of Traffic			1	LS	\$5,000.00	5,000.00	1.00	5,000.00		5,000.00	100%	-
303	Clearing Right-of-Way			1	LS	\$2,950.00	2,950.00	1.00	2,950.00		2,950.00	100%	-
304	Erosion and Sediment Control			1	LS	\$1,750.00	1,750.00	1.00	1,750.00		1,750.00	100%	-
305	Remove Concrete Pavement and Curbs			2121	Sys	\$11.00	23,331.00	1,964.00	21,604.00		21,604.00	93%	1,727.00
306	Remove Concrete Drive			267	Sys	\$19.00	5,073.00	220.80	4,195.20		4,195.20	83%	877.80
307	Remove Concrete Walk and Ramp			498	Sys	\$14.00	6,972.00	335.70	4,699.80		4,699.80	67%	2,272.20
308	Remove Storm Pipe			80	Lft	\$29.00	2,320.00	38.00	1,102.00		1,102.00	48%	1,218.00
309	Remove Storm Structure			2	Ea	\$1,245.00	2,490.00	1.00	1,245.00		1,245.00	50%	1,245.00
310	Sheet Sign and Post, Remove and Reset			2	Ea	\$207.00	414.00	-	-		-	0%	414.00
311	Mailbox, Remove and Reset			7	Ea	\$236.00	1,652.00	-	-		-	0%	1,652.00
312	Remove and Reset Property Pin, Undistributed			5	Ea	\$750.00	3,750.00	-	-		-	0%	3,750.00
313	Adjust Casting to Grade (> 12 In. Dia.)			2	Ea	\$218.00	436.00	2.00	436.00		436.00	100%	-
314	Common Excavation			837	Cys	\$33.00	27,621.00	802.00	26,466.00		26,466.00	96%	1,155.00
315	Common Excavation (Undistributed)			215	Cys	\$23.00	4,945.00	375.10	8,627.30		8,627.30	174%	(3,682.30)
316	Special Backfill, No. 53			144	Tons	\$37.00	5,328.00	16.00	592.00		592.00	11%	4,736.00
317	Exploratory Trenching / Utility Potholing			2	Ea	\$531.00	1,062.00	2.00	1,062.00		1,062.00	100%	-
318	Exploratory Trenching / Utility Potholing,			20	Ea	\$531.00	10,620.00	2.00	1,062.00		1,062.00	10%	9,558.00
319	Compacted Aggregate, No. 53, Base			882	Tons	\$39.00	34,398.00	837.44	32,660.16		32,660.16	95%	1,737.84
320	Compacted Aggregate, No. 2, Base			1025	Tons	\$37.00	37,925.00	456.80	16,901.60		16,901.60	45%	21,023.40
321	Compacted Aggregate, No. 2, Base (Undistributed)			430	Tons	\$34.00	14,620.00	452.20	15,374.80		15,374.80	105%	(754.80)
322	Geogrid, Type IB (Undistributed)			967	Sys	\$4.00	3,868.00	1,435.10	5,740.40		5,740.40	148%	(1,872.40)
323	Hot-Mix Asphalt (HMA) Surface, 9.5mm, Type B 58S			161	Tons	\$98.00	15,778.00	-	-		-	0%	15,778.00
324	Hot-Mix Asphalt (HMA) Intermediate, 19mm, Type B			320	Tons	\$82.00	26,240.00	-	-		-	0%	26,240.00
325	Asphalt for Tack Coat			1	Tons	\$2,000.00	2,000.00	-	-		-	0%	2,000.00
326	PCCP for Walk			497	Sys	\$64.00	31,808.00	490.00	31,360.00		31,360.00	99%	448.00
327	Concrete Curb Ramp			29	Sys	\$275.00	7,975.00	29.00	7,975.00		7,975.00	100%	-
328	PCCP for Approaches, 6 Inch (High Early)			267	Sys	\$99.00	26,433.00	267.00	26,433.00		26,433.00	100%	-
329	Curb and Gutter, Concrete, Rolled (High Early)			1335	Lft	\$22.00	29,370.00	1,335.00	29,370.00		29,370.00	100%	-
330	Seeding & Site Restoration			1	Lsum	\$9,000.00	9,000.00	-	-		-	0%	9,000.00
331	Manhole, Type I-C, 48 In.			1	Ea	\$6,018.00	6,018.00	1.00	6,018.00		6,018.00	100%	-
332	Inlet, Type I-C, 33 In.			7	Ea	\$2,803.00	19,621.00	5.00	14,015.00		14,015.00	71%	5,606.00
333	Pipe, Storm, 10 In. (RCP-3)			262	Lft	\$62.00	16,244.00	244.00	15,128.00		15,128.00	93%	1,116.00
334	Pipe, Storm, 12 In. (RCP-3)			145	Lft	\$64.00	9,280.00	46.00	2,944.00		2,944.00	32%	6,336.00
335	Pipe, Underdrain, 6 In. Perforated			1286	Lft	\$13.00	16,718.00	1,240.00	16,120.00		16,120.00	96%	598.00
336	Remove and Replace Casting			1	Ea	\$708.00	708.00	-	-		-	0%	708.00

Contractor's Application for Payment

Owner:	Town of Hometown
Engineer:	ERI
Contractor:	Pulver Asphalt Paving, Inc.
Project:	CCMG 2024-2, Street Improvements
Contract:	CCMG 2024-2, Street Improvements

Owner's Project No.: _____
 Engineer's Project No.: _____
 Contractor's Project No.: _____

[illegible]

Owner:	Town of Hometown
Engineer:	ERI
Contractor:	Pulver Asphalt Paving, Inc.
Project:	CCMG 2024-2, Street Improvements
Contract:	CCMG 2024-2, Street Improvements

Owner's Project No.: _____
Engineer's Project No.: _____
Contractor's Project No.: _____

[illegible]Original Contract and Change Orders

HUNTERTOWN ORDINANCE NO. 25-_____

**ORDINANCE ESTABLISHING NO PARKING ON BROWNSTONE RUN AND
RITTENHOUSE PLACE IN THE TOWN OF HUNTERTOWN, INDIANA**

WHEREAS, it is necessary for the safety of the public and for public convenience that parking be limited in certain areas within the Town of Huntertown, as posted; and

WHEREAS, due to the significant curve in the listed roadways, as well as a high volume of parked vehicles along said curves, it has become necessary to implement parking restrictions on Brownstone Run and Rittenhouse Place in order to allow for safe travel and to permit unobstructed access by emergency vehicles.

NOW, THEREFORE, be it Ordained by the Town Council of the Town of Huntertown, Indiana, that:

1. Parking on the East side of Brownstone Run shall be prohibited between within one-hundred (100) feet of the posted No Parking sign at the curve between Hudson Cove and Rittenhouse Place.
2. Parking on the North side of Rittenhouse Place shall be prohibited within one-hundred (100) feet of the posted No Parking sign near the intersection of Brownstone Run and Rittenhouse Place.
3. Parking on the South-West side of Rittenhouse Place shall be prohibited within one-hundred (100) feet of the posted No Parking sign near the intersection of Freestone Place and Rittenhouse Place.
4. The Council hereby declares that an emergency exists requiring the immediate effectiveness of this Ordinance, which shall be in full force and effect from and after the date of its passage by the Town Council. The Clerk-Treasurer is directed to post this Ordinance in accordance with I.C. § 36-5-2-10(b).

Adopted by the Town Council of the Town of Huntertown on this ____ day of October, 2025.

TOWN OF HUNTERTOWN

By: _____

Brad Hite, President

By: _____

Brandon Seifert, Vice-President

By: _____

Mike Aker, Council Member

By: _____

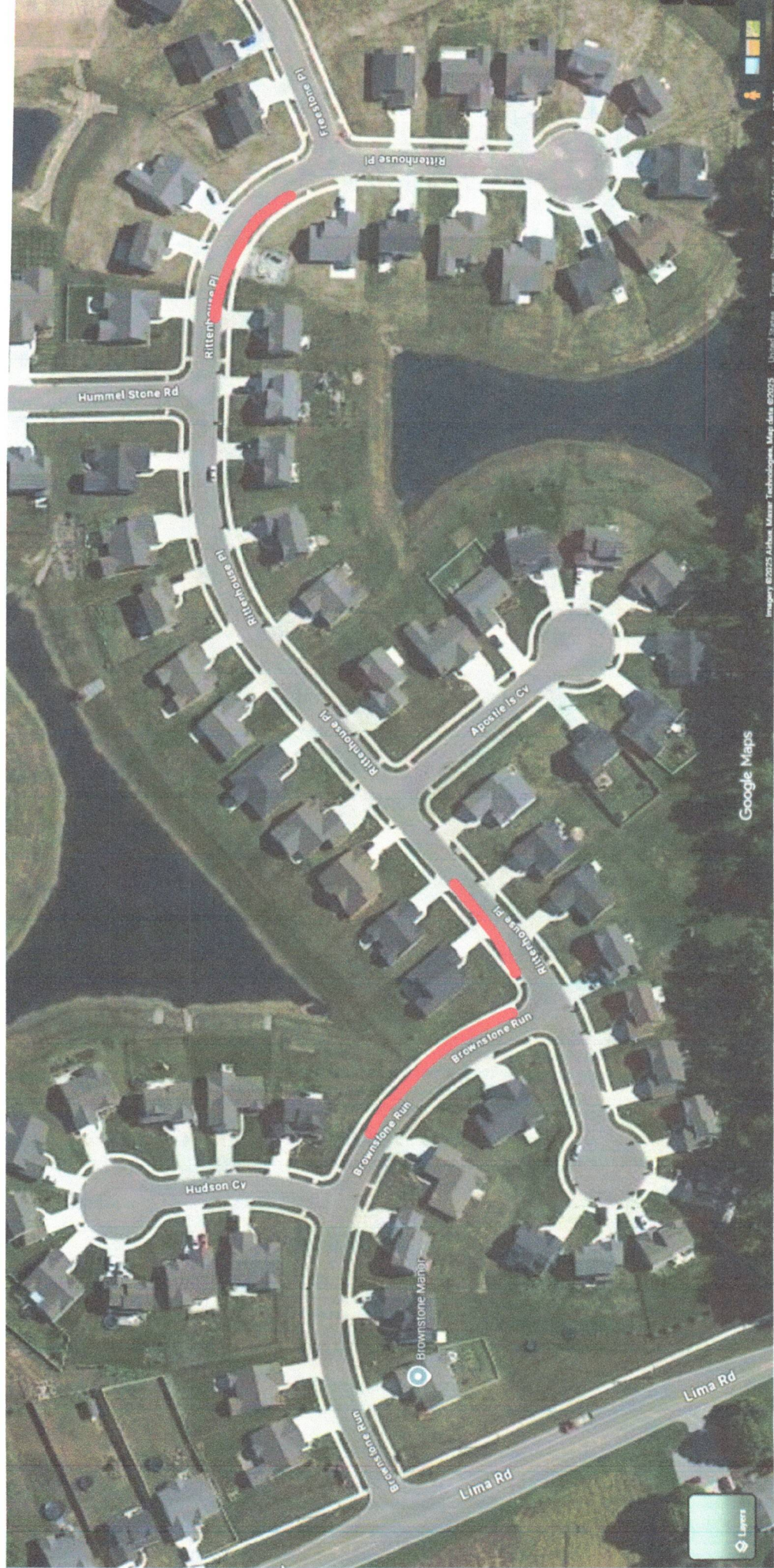
Patricia Freck, Council Member

By: _____

Tina McDonald, Council Member

ATTEST:

Ryan Schwab, Clerk-Treasurer



Google Maps

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Layers



TOWN OF HUNTERTOWN

15617 Lima Road ★ P.O. Box 95 ★ Huntertown, IN 46748

Phone: (260) 637-5058 ★ Fax: (260) 637-5891

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL LEGAL SERVICES *HUNTERTOWN TOWN ATTORNEY*

The Huntertown Town Council and Utility Service Board (USB) hereby invite all qualified persons to submit Qualification and Supporting Data for professional legal services. The following Instructions for submitting a Scope of Services and Detailed Qualifications are intended to assist interested parties in preparation of the Request for Qualifications (RFQ).

REQUEST FOR QUALIFICATIONS (RFQ) INSTRUCTIONS:

The Huntertown Town Council and USB (Town) will use the professional services of an Indiana Licensed Attorney to provide Professional Legal Services (Attorney) for municipal government. The Town is seeking Request for Qualifications (RFQ) from experienced law firms whose combination of resources, professional experience and expertise will provide capable and timely professional services to the Town.

For questions related to this RFQ, contact the Town Manager:

Hannah Walker

Direct Phone: (260) 338-2707

Email: townmanager@huntertown.in.gov

It is the intent of the Town to accept and evaluate qualifications statements from interested and qualified professional law firms to provide legal services in a prompt and professional manner, and in accordance with the standards of the profession.

The Town will receive Qualification Statements at Huntertown Town Hall until 4:00 pm on Monday November 10, 2025. Ten (10) sets of Qualifications and Supporting Data must be submitted if submitted via physical copies.

GENERAL INSTRUCTIONS:

All RFQ's shall include the name of the firm, address, telephone number, name of contact person, and date. Each RFQ shall include an organizational chart which clearly identifies the key members of the project team.

Response Format: Interested firms must submit ten (10) complete proposals or email an electronic copy of the complete proposal to TownManager@Huntertown.in.gov.

Proposals are limited to a maximum of fifteen (15) single-sided numbered pages. Required forms, resumes, tabs/dividers, and the coversheet do not count toward the page limit.

Proposals shall be printed on 8-1/2" x 11" paper; although pages containing organizational charts, matrices, or large diagrams may be printed on larger paper in order to preserve legibility. Type size shall be no smaller than 11-point for narrative sections, but may be reduced for captions, footnotes, etc. as required while maintaining legibility. Submissions that do not



TOWN OF HUNTERTOWN

15617 Lima Road ★P.O. Box 95★Huntertown, IN 46748

Phone: (260) 637-5058★Fax: (260) 637-5891

conform to the requirements listed herein may be removed from consideration at the sole discretion of the Town.

SCOPE OF SERVICES:

- Attend Town Council meetings as requested (1st and 3rd Monday each month);
- Attend USB meetings as requested (1st Monday each month);
- Review contracts, utility easements and similar documents and render opinions;
- Represent town employees/officers in litigation and court action matters;
- Draft or review Ordinances and Resolutions for town matters;
- Assist Town with Economic Development issues;
- Bond issues whether as general obligation bond or as a revenue bond for the Town of Huntertown or the municipal utility;
- Work with Town Manager on Annexation and land acquisition, including but not limited to representation in remonstrance or condemnation proceedings;
- Other legal matters as directed by Council, USB, Clerk-Treasurer and/or Town Manager.

SAMPLE AGREEMENT (TERMS, SALARY, TERMINATION CLAUSE):

The Town intends for the initial agreement to be for a period of one (1) year, beginning January 1, 2026, with provisions for two (2) consecutive one (1) year extensions for a total of three (3) years.

Each RFQ submitted should include a sample agreement outlining the following:

- 1.) Scope of Services
- 2.) Term of Agreement
- 3.) Salary Desired*
- 4.) Termination Clause

*Salary must include the hourly rate for general legal services, the hourly rate for litigation and the monthly retainer desired. 2025 retainer is \$750 per month (\$250 Council and \$500 USB).

Advertisement of RFQ: Thursday October 9 & October 16, 2025.

Deadline for RFQ Inquiries: Monday, November 10, 2025 at 4:00 PM

Submit/Deliver to:

Electronic Mail: TownManager@Huntertown.in.gov

General Mail: Town of Huntertown P.O. Box 95 Huntertown, IN 46748

Drop Off: Huntertown Town Hall 15617 Lima Rd Huntertown, IN 46748



TOWN OF HUNTERTOWN

15617 Lima Road ★ P.O. Box 95 ★ Huntertown, IN 46748

Phone: (260) 637-5058 ★ Fax: (260) 637-5891

The Town reserves the right to make changes to the RFQ by written addendum, which shall be issued to all those who have obtained the RFQ from the Town Manager.

References: List at least three (3) companies or governmental agencies (preferably municipalities) where the same or similar services were recently provided.

A response to this RFQ shall not be construed as an agreement.

Professional Services Agreement: The contents of this RFQ and all provisions of the successful response as deemed responsive by the Town may be incorporated, either in whole or in part, into a Professional Services Agreement and become legally binding when approved and executed by both parties.

SELECTION PROCESS:

All RFQ's received by the deadline will be evaluated by the Town. The review will be based on the following selection criteria.

- past experience of the firm and team members on comparable projects;
- qualifications, certifications of firm and project team members;
- past project record (if any) with the Town of Huntertown;
- responsiveness and completeness of submittal;

The Town reserves the sole right to select the most qualified firm on the basis of the best overall proposal deemed most beneficial and advantageous to the Town. The Town will check with references listed and may schedule interviews with the top two or three firms.

All firms submitting qualifications will be notified of the selection results.

Upon execution of an Agreement, the Legal Firm must show the ability to provide the Town with any required insurance and/or bonding.

Waiver of Claims: Each Respondent by submission of a response to this RFQ waives any claims it has or may have against the Town, and their respective employees, officers and members that are connected with or arising out of this RFQ, including the administration of the RFQ, the RFQ evaluation, and the selection of qualified Respondents to receive a Request for Qualifications. Submission of qualifications indicates Respondent's acceptance of the evaluation technique and Respondent's recognition that some subjective judgments must be made by the Town during the determination of qualification. Without limiting the generality of the foregoing, each Respondent acknowledges that the basis of selection and that the evaluations shall be made public in accordance with applicable law and waives any claim it has or may have, due to information contained in such evaluations.



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15617 Lima Road ★P.O. Box 95★Huntertown, IN 46748

Phone: (260) 637-5058★Fax: (260) 637-5891

Conflicts of Interest: State any possible conflicts of interest your firm or any key team member may have with performing work for the Town.

No Collusion, Bribery, Lobbying or Conflict of Interest: By responding to this RFQ, the firm shall be deemed to have represented and warranted that the proposal is not made in connection with any competing firm submitting a separate response to this RFQ, and is without collusion or fraud. Furthermore, the firm certifies that neither it, any of its affiliates or subcontractors, nor any employees of any of the foregoing has bribed or lobbied, or attempted to bribe or lobby, or has a conflict of interest with an officer or employee of the Town in connection with this RFQ.

Public Records: Upon receipt by the Town, each response becomes the property of the Town and is considered a public record.

Cost of Proposal Preparation: Town shall not be liable for any expenses incurred by any firm responding to this RFQ. Firms submitting a response agree that the submittals are prepared at the firm's own expense with the express understanding that the firm cannot make any claims whatsoever for reimbursement from the Town for costs and expense associated with preparing and submitting a response. Each firm shall hold the Town harmless and free from any and all liability, costs, claims, or expenses incurred by, or on behalf of, any person or firm responding to this RFQ.

Ownership of Work Products: The Town shall have exclusive ownership of all intellectual property rights in all designs, plans and specifications, documents and other work product prepared by, for, or under the direction of the selected firm pursuant to any agreement under this RFQ (collectively, the "Intellectual Property"), including without limitation the right to copy, use, disclose, distribute, and make derivations of the Intellectual Property for any purpose or to assign such rights to any third party.

Rights and Reservations: The Town anticipates selection of one firm but reserves the right to request substitutions of any team member, including key staff. The Town reserves the right to contact any firm/team for any additional information including, but not limited to, experience, qualifications, abilities, resources, facilities, and financial standing. The Town reserves the right to modify any part of this RFQ as issued with an addendum. The Town, at its sole discretion, reserves the right to reject any or all responses to the RFQ, to cancel the RFQ, to re-advertise for new RFQ responses either with identical or revised specifications, or to accept any RFQ response, in whole or part, deemed to be in the best interest of the Town. The Town reserves the right to waive technicalities and informalities.

Sincerely,

Hannah Walker, Huntertown Town Manager

Direct Office Number: (260) 338-2707

Email: townmanager@huntertown.in.gov



TOWN OF HUNTERTOWN

15617 Lima Road ★ P.O. Box 95 ★ Huntertown, IN 46748

Phone: (260) 637-5058 ★ Fax: (260) 637-5891

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL LEGAL SERVICES *HUNTERTOWN TOWN ENGINEER*

The Huntertown Town Council and Utility Service Board (USB) hereby invite all qualified persons to submit Qualification and Supporting Data for professional engineering services. The following Instructions for Submitting a Scope of Services and Detailed Qualifications are intended to assist interested parties in preparation of the Request for Qualifications (RFQ).

REQUEST FOR QUALIFICATIONS (RFQ) INSTRUCTIONS:

The Huntertown Town Council and USB (Town) will use the professional services of an Indiana Licensed Engineer to provide Professional Engineering Services (Engineer) for municipal government. The Town is seeking Request for Qualifications (RFQ) from experienced engineering firms whose combination of resources, professional experience and expertise will provide capable and timely professional services to the Town.

For questions related to this RFQ, contact the Town Manager:

Hannah Walker

Direct Phone: (260) 338-2707

Email: TownManager@Huntertown.in.gov

It is the intent of the Town to accept and evaluate qualifications statements from interested and qualified professional engineering firms to provide engineering services in a prompt and professional manner, and in accordance with the standards of the profession.

The Town will receive Qualification Statements at Huntertown Town Hall until 4:00 pm on Monday November 10, 2025. Ten (10) sets of Qualifications and Supporting Data must be submitted.

GENERAL INSTRUCTIONS:

All RFQ's shall include the name of the firm, address, telephone number, name of contact person, and date. Each RFQ shall include an organizational chart which clearly identifies the key members of the project team.

Response Format: Interested firms must submit ten (10) complete proposals or email an electronic copy of the completed proposal to TownManager@Huntertown.in.gov.

Proposals are limited to a maximum of fifteen (15) single-sided numbered pages. Required forms, resumes, tabs/dividers, and the coversheet do not count toward the page limit.

Proposals shall be printed on 8-1/2" x 11" paper; although pages containing organizational charts, matrices, or large diagrams may be printed on larger paper in order to preserve legibility. Type size shall be no smaller than 11 point for narrative sections, but may be reduced for captions, footnotes, etc. as required while maintaining legibility. Submissions that do not



TOWN OF HUNTERTOWN

15617 Lima Road ★P.O. Box 95★Huntertown, IN 46748

Phone: (260) 637-5058★Fax: (260) 637-5891

conform to the requirements listed herein may be removed from consideration at the sole discretion of the Town.

SCOPE OF SERVICES:

- Attend Town Council meetings as needed (1st and 3rd Monday each month)
- Attend USB meetings as needed (1st Monday each month)
- Provide on-call engineering services on an as-needed basis (water, sanitary sewer, transportation)
- Review subdivision plats, utility easements and similar developments
- Review utility infrastructure needs and assist Town utility employees, as needed
- Transportation Projects, including Asset Management Plan assistance
- Assist Town with Economic Development issues
- Work with Water and Wastewater Utility Operators, Street Dept and Town Hall
- Other special projects as directed by Council, USB, Clerk-Treasurer and/or Town Manager

SAMPLE AGREEMENT (TERMS, SALARY, TERMINATION CLAUSE):

The Town intends for the initial agreement to be for a period of one (1) year with provisions for two (2) consecutive one (1) year extensions for a total of three (3) years.

Each RFQ submitted should include a sample agreement outlining the following:

- 1.) Scope of Services
- 2.) Term of Agreement
- 3.) Fee Schedule for all employees, along with reimbursable expenses and billable time
- 4.) Construction Inspection/Observation ability of staff and experience
- 5.) Termination Clause

Advertisement of RFQ: Thursday October 9 and October 16, 2025.

Deadline for RFQ Inquiries: Monday November 10, 2025 at 4:00 PM

Proposals submitted by facsimile or other electronic means will not be accepted.

Submit/Deliver to:

Electronic Mail: TownManager@Huntertown.in.gov

General Mail: Town of Huntertown P.O. Box 95 Huntertown, IN 46748

Drop Off: Huntertown Town Hall 15617 Lima Rd Huntertown, IN 46748



TOWN OF HUNTERTOWN

15617 Lima Road ★ P.O. Box 95 ★ Huntertown, IN 46748

Phone: (260) 637-5058 ★ Fax: (260) 637-5891

The Town reserves the right to make changes to the RFQ by written addendum, which shall be issued to all those who have obtained the RFQ from the Town Manager.

References: List at least three (3) companies or governmental agencies (preferably municipalities) where the same or similar services were recently provided.

A response to this RFQ shall not be construed as an agreement.

Professional Services Agreement: The contents of this RFQ and all provisions of the successful response as deemed responsive by the Town may be incorporated, either in whole or in part, into a Professional Services Agreement and become legally binding when approved and executed by both parties.

SELECTION PROCESS:

All RFQ's received by the deadline will be evaluated by the Town. Engineering services may be offered for utilities work only, council work only, or both utilities and council work. The review will be based on the following selection criteria.

- past experience of the firm and team members on comparable projects;
- qualifications, certifications of firm and project team members;
- past project record (if any) with the Town of Huntertown;
- responsiveness and completeness of submittal;

The Town reserves the sole right to select the most qualified firm on the basis of the best overall proposal deemed most beneficial and advantageous to the Town. The Town will check with references listed and may schedule interviews with the top two or three firms.

All firms submitting qualifications will be notified of the selection results.

Upon execution of an Agreement, the successful Engineering Firm must show the ability to provide the Town with any required insurance and/or bonding.

Waiver of Claims: Each Respondent by submission of a response to this RFQ waives any claims it has or may have against the Town, and their respective employees, officers and members that are connected with or arising out of this RFQ, including, the administration of the RFQ, the RFQ evaluation, and the selection of qualified Respondents to receive a Request for Qualifications. Submission of qualifications indicates Respondent's acceptance of the evaluation technique and Respondent's recognition that some subjective judgments must be made by the Town during the determination of qualification. Without limiting the generality of the foregoing, each Respondent acknowledges that the basis of selection and that the evaluations shall be made



TOWN OF HUNTERTOWN

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public in accordance with applicable law and waives any claim it has or may have, due to information contained in such evaluations.

Conflicts of Interest: state any possible conflicts of interest your firm or any key team member may have with performing work for the Town.

No Collusion, Bribery, Lobbying or Conflict of Interest: By responding to this RFQ, the firm shall be deemed to have represented and warranted that the proposal is not made in connection with any competing firm submitting a separate response to this RFQ, and is without collusion or fraud. Furthermore, the firm certifies that neither it, any of its affiliates or subcontractors, nor any employees of any of the foregoing has bribed or lobbied, or attempted to bribe or lobby, or has a conflict of interest with an officer or employee of the Town in connection with this RFQ.

Public Records: Upon receipt by the Town, each response becomes the property of the Town and is considered a public record.

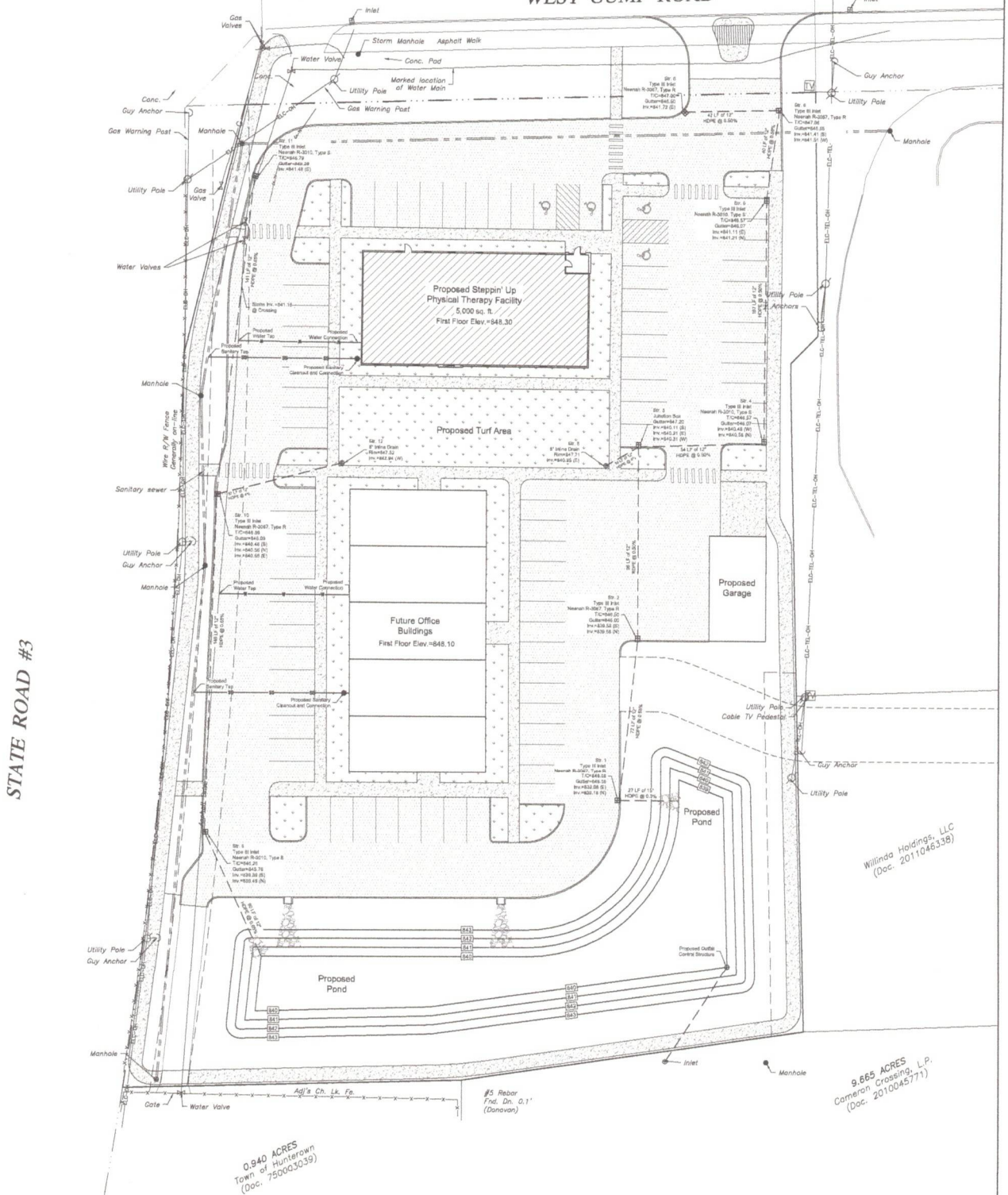
Cost of Proposal Preparation: Town shall not be liable for any expenses incurred by any firm responding to this RFQ. Firms submitting a response agree that the submittals are prepared at the firm's own expense with the express understanding that the firm cannot make any claims whatsoever for reimbursement from the Town for costs and expense associated with preparing and submitting a response. Each firm shall hold the Town harmless and free from any and all liability, costs, claims, or expenses incurred by, or on behalf of, any person or firm responding to this RFQ.

Ownership of Work Products: The Town shall have exclusive ownership of all intellectual property rights in all designs, plans and specifications, documents and other work product prepared by, for, or under the direction of the selected firm pursuant to any agreement under this RFQ (collectively, the "Intellectual Property"), including without limitation the right to copy, use, disclose, distribute, and make derivations of the Intellectual Property for any purpose or to assign such rights to any third party.

Rights and Reservations: The Town anticipates selection of one firm, but reserves the right to request substitutions of any team member, including key staff. The Town reserves the right to contact any firm/team for any additional information including, but not limited to, experience, qualifications, abilities, resources, facilities, and financial standing. The Town reserves the right to modify any part of this RFQ as issued with an addendum. The Town, at its sole discretion, reserves the right to reject any or all responses to the RFQ, to cancel the RFQ, to re-advertise for new RFQ responses either with identical or revised specifications, or to accept any RFQ response, in whole or part, deemed to be in the best interest of the Town. The Town reserves the right to waive technicalities and informalities.

STATE ROAD #3

WEST GUMP ROAD



LEGEND:

- Existing Storm Line
- Existing Sanitary Main
- Existing Water Main
- Existing Gas Main
- Existing Electric
- Existing Property Line
- Proposed Storm Sewer
- Proposed Sanitary Sewer Connection
- Proposed Water Main Connection
- Proposed Contours
- Proposed Asphalt
- Proposed Grass
- Proposed Concrete

0.940 ACRES
Town of Huntington
(Doc. #50003039)

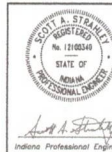
GENERAL UTILITY NOTES

1. GENERAL CONTRACTOR TO VERIFY ALL UTILITY INFORMATION REQUIREMENTS (GAS, ELECTRIC, TELEPHONE, WATER AND SANITARY) WITH EACH UTILITY COMPANY. ALL REQUIREMENTS SHOULD BE INCLUDED IN BASE BID.
2. THE CONTRACTOR SHALL VISIT THE SITE AND VERIFY THE ELEVATION AND LOCATION OF ALL UTILITIES BY VARIOUS MEANS PRIOR TO BEGINNING ANY EXCAVATION. TEST PITS SHALL BE DUG AT ALL LOCATIONS WHERE SENSORS CROSS EXISTING UTILITIES, AND THE HORIZONTAL AND VERTICAL LOCATIONS OF THE UTILITIES SHALL BE DETERMINED. THE CONTRACTOR SHALL CONTACT THE OWNER IN THE EVENT OF ANY UNRESOLVED CONFLICTS BETWEEN EXISTING AND PROPOSED UTILITIES SO THAT AN APPROPRIATE MODIFICATION MAY BE MADE.
3. THE CONTRACTOR SHALL ALL COORDINATE WITH THE RESPECTIVE UTILITY COMPANIES FOR SERVICE INSTALLATIONS AND CONNECTIONS.
4. RELOCATION OF ANY UTILITY COMPANY FACILITIES TO BE DONE IN ACCORDANCE WITH THE REQUIREMENTS OF THE UTILITY COMPANY AND LOCAL MUNICIPALITY.
5. CONTRACTOR SHALL ABANDON THE EXISTING WATER WELL IN ACCORDANCE WITH ALL IDEH AND IDNR REQUIREMENTS.

KEYNOTES

1. SANITARY SEWER: CONTRACTOR SHALL LOCATE EXISTING SEWER MAIN ON SITE AND COORDINATE LOCATION OF SEWER CLEANOUTS AND SERVICE LATERALS WITH THE ENGINEER. CONTRACTOR TO TRENCH, BACKFILL, PROVIDE, AND INSTALL A NEW 8" DIAMETER SSB OR THE SENIOR LATERAL FROM THE PROPOSED BUILDING TO THE PROPOSED 8" SENIOR LATERAL THAT WILL CONNECT TO THE EXISTING SANITARY SEWER MAIN. CONTRACTOR TO COORDINATE THE SANITARY LATERAL INSTALLATION WITH THE CITY OF FORT WAYNE FOR REQUIRED INSPECTIONS.
2. DOMESTIC WATER SERVICE: CONTRACTOR TO TRENCH, BACKFILL, PROVIDE AND INSTALL A NEW 2" SERVICE LINE AND A NEW 1" SERVICE LINE FROM THE EXISTING WATER MAIN TO THE BUILDING. COORDINATE ALL SERVICE LINE LOCATIONS WITH THE ARCHITECTURAL PLANS. ANY AND ALL LOCAL AND STATE APPROVALS WILL BE THE RESPONSIBILITY OF THE OWNER.

Note:
All utility trenching done within the detention basin must have clay seal compaction to the surface to eliminate pond leakage through the utility trench.



Utility Plan of PROPOSED STEPPIN' UP DEVELOPMENT 1707 Gump Road, Huntington, IN 46748			
Revisions:	For: Hazelett Enterprises, LLC	Drawn By: ETT	Checked By: SAS
Sauer Land Surveying, Inc. 7033 Eagle Drive FORT WAYNE, IN 46824 TEL: 800/468-2520 / FAX: 800/468-3321		Scale: 1" = 20'	Sheet No. C.4
Date: November 8, 2024			



SCALE IN FEET:
0 20 40



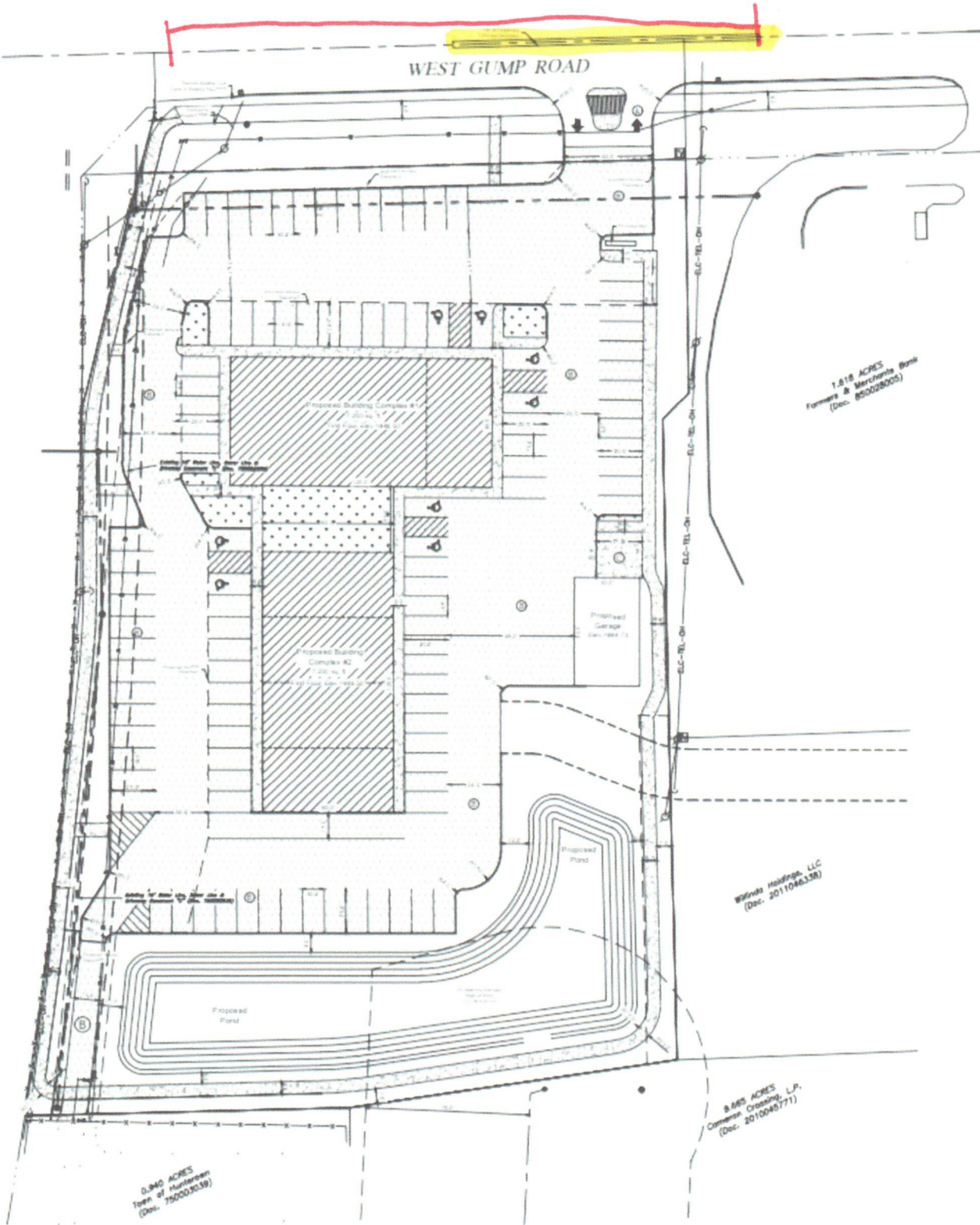
1-800-382-5544
Call Toll Free
1-800-428-5200
FOR YOUR OUTSIDE OF INDIANA

Willinda Holdings, LLC
(Doc. 2011046338)

9.665 ACRES
Comer Crossing, L.P.
(Doc. 2010045771)

STATE ROAD #3

WEST GUMP ROAD



Allen County Highway Department

200 E. Berry Street, Suite 280
Fort Wayne, IN 46802
260-449-7369 Fax: 260-449-7594

North Division: 2234 Carroll Rd Fort Wayne, IN 46818 260-449-4781 Fax: 260-449-4786
South Division: 8317 E. Tillman Rd Fort Wayne, IN 46816 260-449-4791 Fax: 260-449-4793

September 6, 2024

Mr. Ben R, Executive Director
Department of Planning Services
Room 35 Garden Level, Citizens Square
200 East Berry Street
Fort Wayne, IN 46802

Dear Ben:

This letter is regarding the proposals scheduled for the public hearing to be held on Thursday, Sept 12, 2024, at 1:00 P. M.

Proposal: [Primary Development Plan PDP-2024-0038 – Huntertown Wellness Park](#)
Applicant: Jason Hazelett / Hazelett Enterprises, LLC
Location: South side of the 1700 block of West Gump Road
Request: Approve two-structure professional / medical office facility and accessory uses
Staff Planner: Jacob Rose

1. Developer will be required to construct a unmountable median and the needed road improvements on Gump Road to promote right-in and right-out movement from the site.
2. A dedication of additional right-of-way may be required along Gump Road to accommodate the unmountable median and road improvements.
3. Improvements to the existing pedestrian trail may be required to accommodate the road improvements.
4. Entrance improvements shall be as required by the Access Standards Manual based on the posted speed limit of 45 MPH on Gump Road.

Allen County Highway Department

200 E. Berry Street, Suite 280
Fort Wayne, IN 46802
260-449-7369 Fax: 260-449-7594

North Division: 2234 Carroll Rd Fort Wayne, IN 46818 260-449-4781 Fax: 260-449-4786
South Division: 8317 E. Tillman Rd Fort Wayne, IN 46816 260-449-4791 Fax: 260-449-4793

April 17, 2023

Jason Hazelett
Hazelett Enterprises, LLC
9823 Auburn Road
Fort Wayne, IN 46825

Property at Southeast corner of SR 3 & Gump Rd.

ALLEN COUNTY HIGHWAY DEPARTMENT COMMENTS:

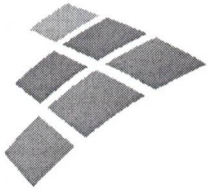
1. Access to Gump Road will be limited to a right in / right out as it is within the operational limits of the intersection with SR 3 and is also adjacent to a high priority corridor. (Access Standards Manual)
2. Entrance improvements shall be as required by the Access Standards Manual based on the posted speed limit of 45 MPH.

Cordially,



Brian C. Sechler
Manager of Technical Services

cc. File



Estimate

EST-4186

Fort Wayne IT Solutions, LLC

1230 Ruston Pass
Fort Wayne 46825

Bill To

Town of Huntertown

P.O. Box 95
Huntertown
46748 IN
US

Estimate Date : 08/28/2025

Expiry Date : 09/11/2025

Ticket #: #94316

#	Item & Description	Qty	Rate	Amount
1	Dell Pro 16 - Intel® Core™ 5 Processor - Integrated Intel® Graphics - 16 GB Memory - 1TB SSD - Intel® Wi-Fi 6E - 16.0-in. display + HD Web Cam - Windows 11 Pro	1.0 Item	999.00	999.00
			Sub Total	999.00
			Total	\$999.00

Notes

Replacement laptop option for STATION-05.

Proposal for:
Town of Huntertown, Allen County IN

September 15, 2025

Quoted by: Parker Bright

Software and Services for Cloud



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

Cost Summary

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count. Module fees are charged annually and include unlimited support.

Boyce Modules Transition - Annual Fee

Financial Management

General Ledger	\$4,775
Accounts Payable	\$3,905
Cash Receipting	\$4,365
Accounts Receivable	\$3,635
Fixed Assets	\$3,545
Purchase Order	\$3,815

Utility Billing Modules

Utility Billing (approximately 5,700 utility accounts)	\$8,415
--	---------

Personnel Management

Payroll	\$6,475
---------	---------

Subtotal **\$38,930**

New Cloud Modules - Annual Fee

BS&A Online

Public Records Search + Online Bill Pay With use of integrated Credit Card Processor	\$1,775
---	---------

Subtotal **\$1,775**



Professional Services

Boyce Module Migration Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Data mapping, testing and verification.
- Modifying the project schedule as needed to accommodate changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).
- Convert of existing Keystone data

Migration Fee	\$59,470
Early Adopter Discount	-\$59,470
Subtotal:	\$0

New Modules Project Management and Product Configuration

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

\$1,000

Implementation and Training

- \$1,200/day
- Days quoted are estimates; you are billed for actual days used
- Days quoted represent staff member days not calendar days

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days: 6	\$7,200
Financial Management Modules	Days: 12	\$14,400
Utility Billing Modules	Days: 10	\$12,000
Personnel Management Modules	Days: 4	\$4,800
Total:	32	Subtotal \$38,400



Cost Totals

Boyce Modules Transition - Annual Fee	\$38,930
New Modules - Annual Fee	\$1,775
Professional Services – Migration fee	\$0
New Modules Project Management and Product Configuration	\$1,000
Implementation and Training	\$38,400
Total Proposed	\$80,105

Estimated Travel Expenses are not outlined in this proposal. The final invoice will reflect actual expenses following the completion of all training activities based on the Federal Guidelines described below.

\$160/\$185/\$225 per day hotel, varies by state
\$90 per day car rental
\$70 per day meals
\$730 per trip airfare/related expenses
\$0.70/mile round trip for drive distance

Payment Schedule

1st Payment: **\$1,000** to be invoiced upon execution of this agreement.
2nd Payment: **\$40,705** to be invoiced at activation of customer's site.
3rd Payment: **\$38,400** to be invoiced upon completion of training.

BS&A Online

Connection Requirements

Boyce Cloud modules require a high-speed internet connection (cable modem or DSL).



Scope of Data Migration – Keystone to BS&A

This appendix outlines the standard scope of data migration from the Keystone system to Boyce Cloud powered by BS&A, focusing on the data and modules included in the transition and options for accessing historical information.

Overview of Migration Scope

The migration process includes data currently available in the live (unarchived) Keystone environment. The typical scope includes:

- The current year, and
 - Up to two full prior years, if available in the live system.
-

Included Modules and Data

KeyFund (Fund Accounting)

- Migrates the current fiscal year as maintained in the live system.

KeyLedger (Ledger)

- Includes up to 18 months of data, with the current fiscal year prioritized.

KeyPayroll (Payroll)

- Includes the current year and up to two prior years of live data.

KeyBilling (Utility Billing)

- Includes the current year and up to two prior years of live data.
-

Financial Readiness

To support an accurate and seamless migration, clients are asked to:

- Ensure bank reconciliations are up to date through the most recent full month prior to migration.
- Complete General Ledger Close for the prior fiscal year, if that year is to be included in the migration scope.

Failure to meet these requirements may result in delayed implementation.

Additional Data Handling

The following modules will be transitioned using a data file import method:

- **Accounts Receivable (AR)** – From KeyFund
- **Fixed Assets (FA)** – From KeyAssets
- **Purchase Orders (PO)** – From KeyFund

This approach ensures continuity without the need for a full database conversion.

Additional years or data structures that fall outside the standard migration scope—such as merging multiple databases or unique configuration setups—may incur additional fees.

Access to Historical Data

While the migration focuses on current and the last two years of recent operational data, clients retain access to historical records through the following options:

- **Read-Only Keystone Access** – Keystone will remain available in a view-only mode for reference to prior years.
 - **Client-Generated Reports** – Clients are encouraged to generate and retain any key reports from the archive prior to the migration.
 - **Excel Export** – Archived data can also be exported into Excel for easy local access and retention.
-

Migration Training Scope Statement

Client training is guided by an official training checklist provided by the Migration Project Team. This checklist outlines all topics and tasks included in the training scope and serves as the formal record of what will be covered during onsite sessions.

At the conclusion of training, clients will review and sign the checklist to confirm that all listed topics have been addressed. Only the items acknowledged on this signed checklist are considered within the scope of training.

Requests for additional topics, retraining, or areas not included in the checklist may require separate scheduling, support arrangements, or additional fees, depending on the request.