



## GREENFIELD WATER UTILITY

451 Meek Street  
Greenfield, Indiana 46140  
[www.greenfieldin.org](http://www.greenfieldin.org)  
Phone: (317) 477-4350

23 December 2025

Mayor Guy Titus  
Board of Works and Public Safety  
10 South State St.  
Greenfield, IN 46140

Re: Encumbrance Request – Task orders 14,16,17 Donohue and Associates

I request to encumber \$109,995 from our Professional Services item for Task Order 14 Well Conceptual plans, Task Order 16 Update Master Plan and PER, and Task Order 17 Modeling Assistance.

I have attached the invoice indicating the amount of the task orders and the amounts paid to date.

At this time, I am requesting the Board approve this request to encumber \$109,950 from line item 6101100311 of this budget year 2025 to 6101100311 of budget year 2026 for this critical work to be accomplished.

I welcome any questions that the Board may have regarding this request.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Charles Gill", is written over a light blue horizontal line.

Charles Gill  
Water Utility Manager

cc: Lori Elmore, Clerk-Treasurer  
Jane Webb, Utility Coordinator

*451 Meek Street: Greenfield, Indiana 46140  
Phone 317-477-4350 Fax 317-477-4351*

# INVOICE



8365 Keystone Crossing, Suite 104  
Indianapolis, IN 46240  
Phone: 317-267-8200  
www.donohue-associates.com

**Invoice To:**

City of Greenfield  
Attn: Charles Gill  
451 Meek Street  
Greenfield, IN 46140

**Invoice Date:** October 31, 2025**Donohue Project No.:** 14480**Invoice No.:** 14480-10**Project Manager:** Emily Wehmeyer**Terms:** Net 30 Days**Billing Period:** 09/28/25 - 10/25/25**Project Description:** Continuing Professional Services**Your Authorization:** Continuing Professional Services Agreement, Signed 06/09/20

Task	Signed	Description	Contract	Budget	Charges to Date
14	05/28/24	Well Conceptual Plans	Lump Sum	\$ 7,000.00	\$ 1,750.00
16	11/12/24	Update Master Plan and PER	Lump Sum	\$ 149,000.00	\$ 52,150.00
17	06/10/25	Modeling Assistance	Hourly NTE	\$ 50,000.00	\$ 42,105.00
				\$ 206,000.00	\$ 96,005.00

<b>Billing Summary:</b>	Total Charges to Date	\$ 96,005.00
	Charges Previously Billed	\$ 87,885.00
	Current Charges	\$ 8,120.00

**Summary of Current Charges**

<b><u>Task Order No. 17 - Modeling Assistance</u></b>	<b>\$ 50,000.00</b>
Charges to Date	\$ 42,105.00
Charges Previously Billed	\$ 33,985.00
Labor (41.0 hours)	\$ 8,120.00
Reimbursable Expenses	\$ -
Subconsultant	\$ -
<b>Total</b>	<b>\$ 8,120.00</b>

<b>Current Charges Due</b>	<b>\$ 8,120.00</b>
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**Please Remit to:**

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

Aged Receivables				
<u>Current</u>	<u>31 - 60 Days</u>	<u>61 - 90 Days</u>	<u>91 - 120 Days</u>	<u>&gt; 120 Days</u>
\$8,120.00	\$12,180.00	\$0.00	\$0.00	\$0.00



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451 Meek Street  
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Project Manager: Emily Wehmeyer

#### DETAIL OF CURRENT CHARGES

##### LABOR - Task Order No. 17

Name	Hours	Rate	Cost
Chris Safford	34.0	\$ 210.00	\$ 7,140.00
Luke Powell	7.0	\$ 140.00	\$ 980.00
<b>TOTAL LABOR</b>	41.0		<b>\$ 8,120.00</b>

##### REIMBURSABLE EXPENSES

###### Travel

Gas, Parking, Tolls	\$ -
Lodging	\$ -
Meals	\$ -
Mileage	\$ -

###### Equipment, Materials & Supplies

Printing	\$ -
Shipping/Postage	\$ -
Supplies	\$ -
Other Services	\$ -

**TOTAL REIMBURSABLE EXPENSES** **\$ -**

##### SUBCONSULTANT

None this period	\$ -
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**TOTAL SUBCONSULTANT** **\$ -**

**INVOICE TOTAL** **\$ 8,120.00**