



25 Feb 2024

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

Re: Southside Water Improvement- Donohue Pay Request 45

Mayor and Board Members,

I am requesting the Board’s approval of the invoices that have been submitted by Donohue and Associates, INC. in the total amount of \$26,686.57. This invoice is for the engineering services rendered from 15 December 2024 – 01 February 2025 and are summarized here:

July			
Invoice #	Detail	Date	Amount
13767-45	Task Order 12- Southside Water Improvements CRS	06 February	\$ 21,664.21
		TOTAL	\$ 21,664.21

Once approved this invoice, along with the disbursement request form, will be submitted to the IFA/SRF for their review and approval. A copy of the invoice has been included with this request. Please let me know if you have any questions or if any other information is needed at this time.

I would welcome any questions that the board may have.

Respectfully Submitted,

Charles Gill  
Manager  
Water Utility

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



Donohue & Associates, Inc.  
8365 Keystone Crossing, Suite 104 | Indianapolis, IN 46240  
317.267.8200 | donohue-associates.com

February 6, 2024

Mr. Charles Gill  
Water Utility Manager  
City of Greenfield, Indiana  
451 Meek St.  
Greenfield, IN 46140

Re: General Services Agreement  
Donohue Invoice Number 13767/14365-45

Dear Mr. Gill:

Please find attached Invoice No. 45 for the City of Greenfield Master Services Agreement. This invoice covers the period from December 15, 2024 through February 1, 2025. Work completed during the current invoice period is as follows:

Work Completed During This Period

Task Order No. 12 – Southside Water Improvements CRS

1. Review of Shop Drawings
2. SRF Coordination
3. RPR Services
4. Pay Application Review
5. Progress Meeting Attendance
6. Record Drawing Preparation

Should you have any questions regarding this invoice, or the work completed please do not hesitate to contact me at (317) 500-4215.

We appreciate the opportunity to serve the City of Greenfield!

Sincerely,

A handwritten signature in blue ink, appearing to read 'Emily Wehmeyer', is written over a light blue circular watermark.

Emily Wehmeyer, PE  
Project Manager

Encl.: As noted

# 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:** February 7, 2025  
**Donohue Project No.:** 13767  
**Invoice No.:** 13767-45  
**Project Manager:** Emily Wehmeyer  
**Terms:** Net 30 Days  
**Billing Period:** 12/15/24 - 02/01/25

**Project Description:** Continuing Professional Services

**Your Authorization:** Continuing Professional Services Agreement, Signed 06/09/20

Task	Signed	Work Description	Contract	Actual Spent
1	06/09/20	South Water Plant Structural Assessment	\$ 8,100.00	\$ 8,100.00
2	07/14/20	East US 40 Water Main Replacement	\$ 16,700.00	\$ 16,700.00
3	11/04/20	East US 40 Maintenance of Traffic Plan	\$ 1,000.00	\$ 1,000.00
4	11/04/20	Clearwell Assessment	\$ 15,500.00	\$ 15,500.00
5	06/08/21	Water Tower & Main PER	\$ 35,000.00	\$ 35,000.00
6	08/10/21	Model Rebuild Assistance Phase 1	\$ 20,000.00	\$ 19,975.00
7	04/12/22	Model Rebuild Assistance Phase 2	\$ 12,000.00	\$ 11,932.50
8	04/12/22	Water Tower Site Archaeological Study	\$ 8,500.00	\$ 8,500.00
9	08/23/22	Southside Water Improvements Design	\$ 498,900.00	\$ 498,900.00
10	02/14/23	Easement Preparation for One Parcel	\$ 3,250.00	\$ -
11	03/14/23	Easement and Right of Way Engineering	\$ 186,550.00	\$ 186,550.00
12	09/26/23	Southside Water Improvements-CRS	\$ 679,600.00	\$ 260,621.72
13	10/27/23	Asset Management Plan	\$ 39,900.00	\$ 39,900.00
15	07/09/24	Updated Title Searches	\$ 4,500.00	\$ 4,500.00
Total			\$ 1,529,500.00	\$ 1,107,179.22

**Billing Summary:**

Total Charges to Date	\$ 1,107,179.22
Charges Previously Billed	\$ 1,085,515.01
Current Charges	\$ 21,664.21

**Summary of Current Charges:**

<b>Task Order No. 12</b>	<b>\$ 679,600.00</b>
Total Charges to Date	\$ 260,621.72
Charges Previously Billed	\$ 238,957.51
Labor (100.5 hours)	\$ 19,940.00
Reimbursable Expenses	\$ 624.21
Subconsultant	\$ 1,100.00
<b>Total</b>	<b>\$ 21,664.21</b>

**Current Charges Due \$ 21,664.21**

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

Aged Receivables				
Current	31 - 60 Days	61 - 90 Days	91 - 120 Days	> 120 Days
\$21,664.21	\$0.00	\$0.00	\$0.00	\$0.00



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

Invoice Date: February 7, 2025  
Invoice No.: 13767-45  
Billing Period: 12/15/24 - 02/01/25  
Project Manager: Emily Wehmeyer

**DETAIL OF CURRENT CHARGES**

**LABOR - Task Order No. 12**

<b>Name</b>	<b>Hours</b>	<b>Rate</b>	<b>Cost</b>
Craig Brunner	1.0	\$ 280.00	\$ 280.00
Emily Wehmeyer	40.0	\$ 210.00	\$ 8,400.00
Emily Wehmeyer	21.0	\$ 205.00	\$ 4,305.00
Jim Miller	22.0	\$ 195.00	\$ 4,290.00
Jim Miller	8.0	\$ 190.00	\$ 1,520.00
Sam Bremer	1.0	\$ 160.00	\$ 160.00
Nate Winter	7.0	\$ 135.00	\$ 945.00
Amanda Brunner	0.5	\$ 80.00	\$ 40.00
<b>TOTAL LABOR</b>	<b>100.5</b>		<b>\$ 19,940.00</b>

**REIMBURSABLE EXPENSES**

**Other Direct Costs - Travel**

Airfare	\$ -
Gas, Parking, Tolls	\$ -
Lodging	\$ -
Meals	\$ 59.50
Transportation/Mileage	\$ 554.71
<b>Total Other Direct Costs - Travel</b>	<b>\$ 614.21</b>

**Equipment, Materials & Supplies**

Printing	\$ 10.00
Shipping/Postage	\$ -
Supplies	\$ -
Other Services	\$ -
<b>Total Equipment, Materials &amp; Supplies</b>	<b>\$ 10.00</b>

**TOTAL REIMBURSABLE EXPENSES**

**\$ 624.21**

**SUBCONSULTANT**

NV Grant Services	\$ 1,100.00
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**TOTAL SUBCONSULTANT**

**\$ 1,100.00**

**INVOICE TOTAL**

**\$ 21,664.21**