

James Gardner
President
Appointed by Mayor
Jan. 1, 2024 to Dec. 31, 2027

Arvis Dawson
Member
Appointed by Mayor
Jan. 1, 2024 to Dec. 31, 2027

Mike Huber
Member
Appointed by Mayor
Jan. 1, 2024 to Dec. 31, 2027



ELKHART URBAN ENTERPRISE ZONE

MANAGED BY ELKHART URBAN ENTERPRISE ASSOCIATION

Kristen Smole
Secretary
Appointed by Mayor
Jan. 1, 2024 to Dec. 31, 2027

Therese Geise
Vice President
Appointed by Council
Jan. 1, 2024 to Dec. 31, 2027

Bill Lavery
Treasurer
Appointed by Council
Jan. 1, 2024 to Dec. 31, 2027

**Elkhart Urban Enterprise Association Board Meeting
City Hall Annex Building (201 South Second) Conference Room
Monday, April 20, 2026 @ 3:00 pm**

THIS MEETING WILL BE HELD IN PERSON AND ELECTRONICALLY

To join, go to

<https://teams.microsoft.com/meet/280599775241589?p=kj0TEclbR6lQZZqajX>

Enter **280 599 775 241 589** as the event number
and **"53dq2YQ2"** as the password

AGENDA

- Call to Order
- Approval of February 2, 2026, Regular Meeting minutes
- Financial
 - a) INOVA statement of January, February and March 2026
 - b) Community Foundation statement January to March 2026
 - c) Warrick & Boyn Invoice #200315 for \$88.00
- Old Business
- New Business
 - a) Emergency Relief Fund – Guidelines & Application
 - b) Facade and Placemaking Grant – Guidelines & Application
 - c) Future Meeting Schedule
- Adjournment

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REGULAR MEETING MINUTES February 2, 2026 at 3:00 pm City Annex Building Conference Room

Present: James Gardner, Therese Geise, Bill Lavery, Kristen Smole, Mike Huber, Drew Wynes, Thalia Mora, and Lucas Ribeiro (Premier Properties, LLC)

Present via Webex: Arvis Dawson

Call to Order

This meeting was held in-person and via Webex. Mr. Garner called the meeting to order at 3:00 p.m.

Approval of Minutes

Mr. Gardner asked for a motion to approve the regular meeting minutes for December 1, 2025. Moved by Mr. Lavery and seconded by Mr. Dawson. Voice vote, all in favor. Minutes approved.

Election of Officers

Mr. Dawson moved to re-elect the existing officers to the same positions. Seconded by Ms. Huber. Voice vote, all in favor. Motion approved.

- a) **Secretary:** Ms. Kristen Smole
- b) **Vice President:** Ms. Therese Geise
- c) **President:** Mr. James Gardner

Financials:

Mr. Huber made a motion to approve November 30, 2025 and December 31, 2025 INOVA financial statement. Seconded by Ms. Smole. Voice vote, all in favor. Motion approved.

Mr. Huber made a motion to approve the 2025 Community Foundation financial statement. Seconded by Ms. Smole. Voice vote, all in favor. Motion approved.

Mr. Huber made a motion to approve Kruggel Lawton invoice #395963 for \$1,433.75. Seconded by Ms. Smole. Voice vote, all in favor. Motion approved.

Old Business

No old business

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New Business

a) Premier Property Emergency Grant Application

Lucas Ribeiro from Premier Properties, LLC addressed the board and answered questions regarding the emergency grant application he submitted for \$5,000 to complete necessary repairs to the rear porch entrance, ensuring safety and accessibility for residents at 130 North Main St. Mr. Dawson moved to approve the \$5,000 emergency grant for Premier Properties (130 North Main St location). Seconded by Mr. Gardner. Voice vote, four in favor, Ms. Geise abstained. Motion approved.

b) Future of Grant Program

The board continued discussions on developing a more robust grant program with clearer criteria for funding applications, evaluating and potentially raise the cap on the existing grant program, and bring back a proposal regarding the new programs and their guidelines for further discussion.

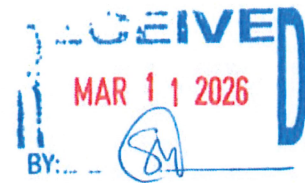
Adjournment:

Mr. Gardner asked for a motion to adjourn the meeting. Moved by Ms. Smole. Seconded by Mr. Lavery. Voice vote, all in favor. Meeting adjourned at 3:32 p.m.

James Gardner, President



Warrick & Boyn, LLP
 861 Parkway Avenue
 Elkhart, Indiana 46516
 Telephone 574-294-7491
 Fax 574-294-7284



thefirm@warrickandboyn.com *www.warrickandboyn.com*

Taxpayer I.D. 35-1036189

Elkhart Urban Enterprise Assoc.
 ATTN: Mike Huber
 c/o City of Elkhart
 229 S. Second Street
 Elkhart IN 46516

Page: 1
 March 11, 2026
 Account No: 26362-000M
 Statement No: 200315

General Services

Payments received after 03/11/2026 are not included on this statement.

Fees

			Hours	
02/10/2026	JDR	File Indiana Business Entity Report for Elkhart Urban Enterprise Association, Inc. Email copy of filed report to Mr. Huber.	0.40	66.00
		For Current Services Rendered	0.60	66.00

Recapitulation

<u>Timekeeper</u>	<u>Title</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Jamie R. Richardson	Associate	0.20	\$0.00	\$0.00
Jade D. Robey	Paralegal	0.40	165.00	66.00

Advances

02/10/2026	On-line filing fee re: Indiana Business Entity Report.	22.00
	Total Advances	22.00
	Total Current Work	88.00
	Balance Due	<u>\$88.00</u>
	Please Remit	<u>\$88.00</u>

A finance charge of 18% per annum, or the highest rate permitted by law, whichever is less, will be assessed on all accounts past due 30 days.

ELKHART URBAN ENTERPRISE ASSOCIATION EMERGENCY RELIEF FUND GUIDELINES

PROGRAM PURPOSE AND PRIORITIES

The Elkhart Urban Enterprise Association (EUEA) Emergency Relief Fund is designed to provide short-term financial assistance to locally owned Elkhart businesses experiencing unexpected hardship due to unforeseen and urgent circumstances. The purpose of this fund is to help stabilize and support affected businesses and prevent permanent closure due to events outside of the owner's control.

For the purposes of this program, an eligible emergency is defined as a situation that is:

- Unforeseen – not reasonably anticipated or planned for
- Unbudgeted – not accounted for in the business's normal financial planning
- Time-sensitive – requires immediate action to prevent further loss, damage, or closure

Priority will be given to businesses that demonstrate a clear and immediate need for assistance and a meaningful contribution to the local economy or community.

AWARD AMOUNTS

Grant awards will be made based on demonstrated need, availability of funds, and alignment with program guidelines.

The **maximum award amount is \$5,000 per applicant**. Applicants are encouraged to request only the amount necessary to address the immediate emergency.

EUEA reserves the right to award partial funding based on the scope of need and availability of resources. Funding is not guaranteed, and prior awards do not ensure future funding.

OTHER QUALIFICATIONS

Applicants must be **locally owned businesses operating in Elkhart** and in good standing with all applicable local, state, and federal requirements.

Applicants should be the owner of the property where the emergency occurred. Tenants may apply only if they can provide documentation showing that the requested repairs or improvements are their responsibility under the terms of the lease, or if they provide a letter of support or authorization from the property owner.

Applicants should disclose any other funding, grants, or in-kind contributions they have received or applied for that will be used to address the emergency. This information helps the Board evaluate the overall need and avoid duplication of resources.

USE OF FUNDS

Grant funds may be used only for expenses directly related to the emergency, including but not limited to:

- Emergency repairs to buildings or equipment
- Emergency utility or operational costs directly caused by the event

Funds may not be used for routine operating expenses, ongoing business expansion, projects unrelated to the emergency, or reimbursement for work that has already been completed prior to grant approval.

All proposed uses of funds must be clearly documented in the application and justified as necessary to address the immediate emergency. If awarded, EUEA will pay contractors, vendors, or service providers directly whenever possible, rather than reimbursing the applicant.

REPORTING REQUIREMENTS

Recipients are required to provide documentation demonstrating the need for funds and how they will be used. Required documents may include, but are not limited to:

- Tax returns for the past two years
- Profit and Loss statements for the past two years
- Project budget, highlighting use of funds
- Information on any additional financial resources or funding sources related to the emergency
- If the applicant is a tenant, documentation showing responsibility for the repairs under the lease or a letter of support from the property owner

Recipients may also be asked to provide additional documentation, such as photos, repair estimates, or other evidence of the emergency, to verify the use of funds and project scope.

Upon completion of the project, recipients may be required to submit photos of completed work, copies of final invoices, and a brief summary of the completed project and its impact on the business.

SUBMISSION AND CONTACT

Applications and inquiries may be dropped off, mailed, or emailed to:

Development Services – Elkhart Urban Enterprise Association
c/o Drew Wynes
201 S Second Street (Office Location)
229 S Second Street (Mailing Address)
Elkhart, Indiana 46516
574-338-1895
Drew.Wynes@cityofelkhartin.gov

Applications will be date stamped and reviewed by the EUEA Board in the order they are received.

ELKHART URBAN ENTERPRISE ASSOCIATION EMERGENCY RELIEF FUND APPLICATION

CONTACT INFORMATION (Please print or type)

Business Name: _____

Address: _____ City: Elkhart State: IN Zip: _____

Phone (Business): _____ Phone (Mobile): _____

Email: _____

Are you the property owner or tenant? _____

If tenant, please provide documentation showing that the requested repairs or improvements are your responsibility under the lease, or provide a letter of authorization from the property owner.

I, _____ (Print Name), am formally requesting a grant of

\$ _____ on behalf of my business, _____

EMERGENCY DESCRIPTION

1. **Describe the emergency:** What happened, how did it happen, and what needs done to address it? Please include photos of current conditions as part of your application.

2. **Timeline:** When did the emergency occur, when did you first become aware, and what is your timeline for addressing it?

3. **Nature of Emergency:** Please address: Why is this need unbudgeted? Why was this need unforeseen? Why is this need time sensitive?

FUNDING AND OTHER RESOURCES

4. Is this request part of a larger fundraising effort? (current or future)

5. Has funding been sought from financial institutions, insurance, or other sources?
If so, what was the outcome?

6. List all sources and amounts of matching funds or in-kind contributions that will support this project, if applicable:

IMPACT AND OUTCOMES

7. Please describe the outcomes of the project and how this funding will help stabilize your business.

If more space is needed, please attach/submit document with application

By signing below, you represent that all information in this application is accurate and complete, that you are authorized to establish contracts, and that no bankruptcy proceedings are in progress or anticipated which involved you and/or your business/or organization.

EUEA is not obligated to approve a grant to you and/or your business, and we may retain this application whether a grant is given.

Print Name _____

Sign Name _____

Title _____

Date _____

Print Name _____

Sign Name _____

Title _____

Date _____

ELKHART URBAN ENTERPRISE ASSOCIATION FACADE & PLACEMAKING GRANT GUIDELINES

PROGRAM PURPOSE AND PRIORITIES

The Elkhart Urban Enterprise Association (EUEA) Facade and Placemaking Grant Fund has been established for **locally owned** Elkhart businesses making impactful investments in commercial properties. Our mission includes facilitating positive community and economic development outcomes by encouraging community partnerships that result in outcomes that support small business growth, increase housing opportunities, and preserving historically contributing buildings.

The purpose of this program is to encourage projects that improve the appearance, function, safety, and long-term viability of commercial buildings while contributing to broader community and economic development goals.

AWARD AMOUNT

Under the Facade and Placemaking Grant Fund, **EUEA provides grants of up to \$5,000 per project**. To maximize the impact of EUEA funding, **applicants are required to provide a 1:1 private match**, which can include cash, eligible in-kind contributions, or other documented resources.

Applicants are encouraged to request only the amount necessary to complete the proposed project and to clearly document all sources of matching funds. Funding is not guaranteed, and prior awards do not ensure future funding.

OTHER QUALIFICATIONS

Applicants must be property owners or locally owned businesses operating in Elkhart and in good standing with all applicable local, state, and federal requirements. Tenants may apply only if they provide documentation showing that the requested improvements are permitted under the terms of their lease or provide a letter of support from the property owner.

Grant funding is provided only for new projects. Projects that have already received building or improvement permits or have begun work prior to approval of their application are not eligible for funding.

If the work is to be completed by a contractor, applicants must submit multiple quotes as part of the application process and are required to contract with the lowest qualified bidder.

USE OF FUNDS

Facade and Placemaking Grant funds are intended for capital improvements that enhance the appearance, functionality, or long-term viability of commercial properties in Elkhart.

Eligible improvements may include signage, awnings, exterior lighting, window or door replacement or repair, exterior painting, minor facade detailing, murals, public art, and

placemaking features. Placemaking features are elements that enhance public areas and create a more welcoming, engaging, and visually appealing environment, such as outdoor seating areas, decorative planters, pedestrian oriented design features, and other improvements that contribute to the overall character of the public space.

Funds may not be used for routine operating expenses, ongoing business expansion, projects unrelated to the approved building improvements, or reimbursement for work completed prior to grant approval.

All proposed uses of funds must be clearly documented in the application and justified as necessary to complete the project. If awarded, EUEA will pay contractors, vendors, or service providers directly whenever possible, rather than reimbursing the applicant.

REPORTING

Recipients are required to provide documentation demonstrating the need for funds and how they will be used. Required documents may include, but are not limited to:

- Tax returns for the past two years
- Profit and Loss statements for the past two years
- Project budget, highlighting use of funds
- Information on matching funds, including commitment letters or proof of the required private match
- If the applicant is a tenant, documentation showing approval of the improvements under the lease or a letter of support from the property owner
- Contractor quotes, estimates, or other supporting documentation related to the proposed work

Recipients may also be required to submit photos of completed work, copies of final invoices, and a brief summary of the completed project and its impact on the property or business.

SUBMISSION AND CONTACT

Applications and inquiries may be dropped off, mailed, or emailed to:

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Applications will be date stamped and reviewed by the EUEA Board in the order received.

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CONTACT INFORMATION (Please print or type)

Business Name: _____

Address: _____ City: Elkhart State: IN Zip: _____

Phone (Business): _____ Phone (Mobile): _____

Email: _____

Are you the property owner or tenant? _____

If tenant, please provide documentation showing that the requested repairs or improvements are your responsibility under the lease, or provide a letter of authorization from the property owner.

I, _____ (Print Name), am formally requesting a grant of

\$_____ on behalf of my business, _____

PROJECT DESCRIPTION

1. **Describe the building improvement project:** What improvements are being proposed and what issue or opportunity will the project address? Please include any renderings, drawings, or photos of the proposed enhancements, if available.

2. **Current Conditions:** Please describe the current condition of the building or property area to be improved and the specific work that will be completed with grant funds. Please include photos of existing conditions as part of your application.

3. **Timeline:** When do you expect the project to begin and when do you expect it to be completed?

4. Has any work already begun on this project? If yes, please explain.

FUNDING AND OTHER RESOURCES

5. Is this request part of a larger building improvement project or fundraising effort? (current or future)

6. Has funding been sought from financial institutions, other grant programs, or other sources? If so, what was the outcome?

7. List all sources and amounts of matching funds or other financial resources that will support this project

IMPACT AND OUTCOMES

8. Please describe the outcomes of the project and how it will support the EUEA mission, including small business growth, placemaking, or neighborhood improvement.

If more space is needed, please attach/submit document with application

By signing below, you represent that all information in this application is accurate and complete, that you are authorized to establish contracts, and that no bankruptcy proceedings are in progress or anticipated which involved you and/or your business/or organization.

EUEA is not obligated to approve a grant to you and/or your business, and we may retain this application whether a grant is given.

Print Name _____

Sign Name _____

Title _____

Date _____

Print Name _____

Sign Name _____

Title _____

Date _____