

**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, December 1, 2025 @ 3:00 pm**

**THIS MEETING WILL BE HELD IN PERSON AND ELECTRONICALLY**

To join, go to

**<https://signin.webex.com/join>**

Enter **2305 835 0885** as the event number and **"EUEA"** as the password

To join by phone, call **1-415-655-0001** Access Code **2305 835 0885##**

### **AGENDA**

- Call to Order
- Approval of October 27, 2025, Regular Meeting minutes
- Financial
  - a) INOVA statement of 10/31/25
- Old Business
- New Business
  - a) Center for Community Justice Grant Request
- Adjournment

**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

## REGULAR MEETING MINUTES

**October 27, 2025 at 3:00 pm - City Annex Building Conference Room**

**Present:** James Gardner, Arvis Dawson, Therese Geise, Kristen Smole, Mike Huber, Sherry Weber  
(Recording Secretary) and Drew Wynes

**Present via Webex:** None

### **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 August 18, 2025. Moved by Mr. Dawson and seconded by Ms. Geise. Voice vote, all in favor. Minutes approved.

Mr. Gardner asked for approval of the 2026 EUEA Meeting Schedule. Moved by Mr. Huber. Seconded by Mr. Dawson. Voice vote, all in favor. Motion approved

### **Financials:**

Mr. Huber made a motion to approve August 31, 2025 & September 30, 2025, INOVA financial statements. Seconded by Mr. Dawson. Voice vote, all in favor. Motion approved

### **Old Business**

Mr. Drew Wynes updated the board on the EZ-BR Deductions

### **New Business**

Mr. Drew Wynes addressed the board letting them know Center for Community Justice reached out regarding a grant request. The board would like more information. Mr. Wynes will make sure the Center for Community Justice receives an updated grant request form.

Mr. Huber updated the Board on receivership and discussed the board moving forward with small business training, tools, support and entrepreneurship.

Mr. Gardner let the everyone know Jeff Whisler resigned from the EUEA Board.

Mr. Dawson made a motion to elect Ms. Smole as board secretary. Seconded by Ms. Geise. Accepted by Ms. Smole. Voice vote, all in favor. Motion approved.

**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

### **Adjournment:**

Mr. Gardner asked for a motion to adjourn the meeting. Moved by Mr. Dawson. Seconded by Ms. Smole. Voice vote, all in favor. Meeting adjourned at 3:19 p.m.

---

James Gardner, President

DRAFT

ELKHART URBAN ENTERPRISE ASSOCIATION  
NON-PROFIT FUND APPLICATION

**CONTACT INFORMATION (Please print or type)**

Organization Name

Center for Community Justice

Address 121 South 3rd St

City Elkhart

State Indiana

Zip 46516

Phone (Business) 574-295-6149

Phone (Mobile) 574-501-0000

Email cstewart@ccjelkhart.org adim@ccjelkhart.org

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

\$ \$5,130.00 on behalf of my non-profit, Center for Community Justice

Please describe your program and/project that you are requesting funds for:

Please see attached project narrative.

Is this request part of a larger fundraising campaign? (current or future):

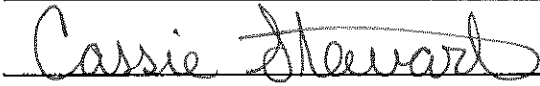
Please list all sources and amounts of matching funds for this program and/or project:

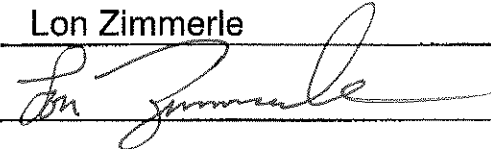
ELKHART URBAN ENTERPRISE ASSOCIATION  
NON-PROFIT FUND APPLICATION

Please describe the outcomes of the program and/or project and how this furthers the mission of the EUEA priority areas:

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 non-profit, and we may retain this application whether a grant is given.*

Print Name Cassie Stewart  
Sign Name   
Title Co-Director of Office Operations  
Date 11/25/2025

Print Name Lon Zimmerle  
Sign Name   
Title Finance Director  
Date 11/25/2025

## **Fall Campaign Project**

The Center for Community Justice's Fall Campaign is focused on essential facility and technology improvements to strengthen our capacity to serve the community and ensure a safe, welcoming environment for all who access our programs. A key component of this campaign is the window replacement project, which will significantly improve the physical condition and energy efficiency of our facility. By enhancing comfort, safety, and visual appeal, the project directly contributes to the revitalization of the Elkhart Urban Enterprise Association and supports the ongoing operation and growth of our organization. These upgrades create a more welcoming environment for staff, volunteers, and community members accessing our restorative justice and support services, thereby strengthening our capacity to provide employment opportunities and community-based programming. In doing so, the project aligns with the EUEA's mission by improving the quality of life for residents, fostering economic stability, and supporting the long-term sustainability of a community-centered organization within Elkhart County.

In addition to the replacement of the windows, the Fall Campaign also includes the side porch and steps, upgrades to our phone and internet services, and technology improvements, including the integration of newly donated computers, laptops, iPads, and software upgrades. These improvements collectively enhance safety, increase operational efficiency, and modernize our communication and technology infrastructure, further enabling the CCJ to provide high-quality services to the community.

## **Donors and In-Kind Contributions:**

- **Quality Window and Door Inc.**
  - Donated all 56 windows for the lower and upper levels.
- **TireRack**
  - Donated five computer towers and three large monitors.
- **EnFocus**
  - Donated two laptops and four iPads.
- **Elkhart County**
  - Donated the installation of dark fiber, providing upgraded high-speed internet at a lower cost from ChoiceLight.

**Project Budget (Cash Cost to Organization):**

Item / Project Component	Cash Cost	Notes / Donor Contribution
Window Replacement (Lower & Upper Levels)	\$11,191	<b>Requesting funding from EUEA for the portion of \$5,130.00</b> Quality Window & Door Inc. donating all windows
Side Porch & Step Repairs	\$1,345	Labor and materials
Phone & Internet Upgrade	\$6,224.48	Installation of dark fiber, phones, and internet
Technology Upgrades (Computers, Laptops, iPads, Software)	\$2,585	TireRack and EnFocus donating equipment; remaining cost is to install to network
Total Cash Cost to Organization	\$21,345.48	Total cost for all components
Fall Campaign Funds Raised	\$16,011.14	Contributions from campaign supporters
Amount Requested from EUEA	\$5,334.34	Remaining funds needed to fully fund all components

By contributing to this request, the Elkhart Urban Enterprise Association will directly support improvements that enhance the safety, efficiency, and technological capacity of our facility, ensuring the Center for Community Justice can continue its critical work in providing restorative justice programs and services that benefit the entire community.

8-22-25

**Customer:**

Center For Community Justice  
121 S 3<sup>rd</sup> St  
Elkhart, IN 46516  
574-295-6149 Office  
574-208-4051 Brad Rogers cell  
Brogers149@gmail.com

Quality Window & Door Inc.  
Tavis Amundson  
27888 CR 32  
Elkhart, IN 46517  
574-238-5345 Cell

**Job: Window Replacement**

Window Spec: ProVia white vinyl Double Hungs & Picture windows, fusion welded main frame & sash, double pane annealed High Performance LowE with Argon glass, white window hardware & tilt latches, ½ screens, NO grills,

Installation: prep jobsite with drop clothes & other precautions as needed, remove old sashes & stops as needed for insert replacement, prep openings, install new vinyl window, wrap exterior sills & casings with White coil stock, caulk/seal exterior, insulate, white shoe mould on interior as needed, confirm smooth operation of sashes/screen/hardware, haul away all trash and old units, clean up jobsite.

Windows to be donated by Quality Window& Door in 2 phases.

2025 – 1FL, approx. 27 windows (TBD)

2026 – 2FL, approx. 29 windows (TBD)

Chargeable labor rate for 2025, \$190 per window.

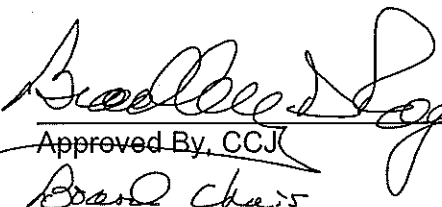
Approx. labor charge 2025 - \$5,130 (TBD with final count)

Approx. labor charge 2026, \$190-\$209 – 5,510-6,061 (TBD)

2025 approx. Total    \$5,130

A final count & site measurements to be taken by QWD/Tavis prior to order.

Lead time approx. 8-10 weeks

  
Approved By, CCJ  
Date 8-27-2025  
Brad Rogers