MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS & SAFETY
VALPARAISO, INDIANA
June 27, 2025

The Board of Public Works and Safety of Valparaiso, Indiana met June 27, 2025, at 11:00 a.m. in City Hall. Present were Mayor Costas, Bill Oeding and Katrina Spence. Mayor Costas called the meeting to order and led the Pledge of Allegiance.

> **MOTION**: Mayor Costas moved to approve the minutes of the June 13, 2025 meeting. Seconded by Bill Oeding and so approved with a 2-0 vote. (Katrina had not arrived yet. The meeting had started a little early)

> **MOTION:** Mayor Costas moved that the claims be approved for payment subject to appropriation balances. Seconded by Bill Oeding and so approved with a 2-0 vote. (Katrina had not arrived yet)

Elmhurst Ave – Traffic Calming and Sidewalk Construction

As part of the City's ongoing paving and sidewalk programs, work is being done on Elmhurst Avenue at the intersection of Elmhurst Avenue and Ridgeland Avenue. Grading at this location makes it difficult to extend the existing sidewalk south of Ridgeland Ave to the north. There is a significant hill at the southwest corner of Elmhurst and Ridgeland. Elmhurst is also unusually wide in this area for a local street. To fit a sidewalk connection on the west side of Elmhurst and to provide a traffic calming measure, the Engineering Department is proposing to narrow Elmhurst from almost 29 feet to 24 feet wide by removing the west curb line and reinstalling a curb approximately 4 feet to the east. Moving the curb line will also provide adequate room to install a sidewalk along the west side of Elmhurst to complete the missing link. This is the block north of Park Avenue.

The Engineering Department is seeking approval to narrow Elmhurst Avenue at the intersection of Ridgeland Avenue for traffic calming and for the construction of sidewalk.

> **MOTION:** Mayor Costas moved to approve the Elmhurst Avenue Traffic Calming and Sidewalk Construction. Seconded by Bill Oeding and so approved with a 3-0 vote.

US 30 Landscaping Improvements Change Orders #5, #6 and #7 - Seed Mixture Substitution - Culvert End Section Substitution - Alternate Foundation Design – Sign Location #3

The Engineering Department recommends approval of Change Orders 5, 6 and 7 for the US 30 Landscaping Improvements project, a summary of the individual change orders is included below. The change orders amount to a contract savings of $58,969.30 with an adjusted intermediate completion date of January 6, 2025. All prices and quantities submitted have been deemed reasonable by City Staff. INDOT staff has been notified and provided concurrence.

The Engineering Department recommends approval of Change Orders 5, 6 and 7 to the US 30 Landscaping Improvements.

Change Order #5 – Seasonal substitution for Seed mixture from INDOT Type 01 to Type U. This is a net zero change order.

Change Order #6 – This change order substitutes a pair of culvert end sections along a side swale to US 30. The contractor proposed the switch due to material lead times. This change order amounts to a contract savings of $9,113.66.

Change Order #7 – This change order accounts for a foundation change from the original design for sign location #3 at Washington Street north of US 30. The contractor opted to alter the foundation design to helical pile installation instead of the originally designed drilled shafts. The contractor worked extensively with their foundation design team, City staff, the City's construction oversight consultant and INDOT to compile an approved design. This change order amounts to a contract savings of $49,855.64 and an adjusted substantial completion date of January 6, 2025.

Mayor Costas – He has noticed some of the trees planted have not made it. He asked if they would be replaced.

Max Rehlander – They are under warranty and will be replaced.

> **MOTION:** Bill Oeding moved to approve the US 30 Landscaping Improvements Change Orders #5, #6, and #7. Seconded by Katrina Spence and so approved with a 3-0 vote.

Des No. 2101141 - Barrel District Trail Supplemental Amendment #3 to PE and Supplemental Amendment #1 to Right of Way

Following coordination with CSX Railroad, Engineering and Planning staff worked with DLZ to revise trail design to avoid a portion of land CSX is claiming ownership. These changes will entail further coordination with INDOT Environmental, Right of Way acquisition, Plan Development and Boardwalk design. City staff have reviewed and recommend approval of Supplemental Amendment #3 to PE Services and Supplemental Amendment #1 to Right of Way Services, resulting in a net increase of $80,885.

> **MOTION:** Mayor Costas moved to approve Des No. 2101141 - Barrel District Trail Supplemental Amendment #3 to PE and Supplemental Amendment #1 to Right of Way. Seconded by Bill Oeding and so approved with a 3-0 vote.

Crack Sealing Package – Contract Approval

The Engineering Department advertised the 2025 Crack Sealing Package for bid on May 27 and June 3, with a bid opening scheduled for June 13. No bids were received. Pavement Solutions, the City's contractor for crack sealing in recent years, has offered to extend their 2024 unit prices for 2025. The Engineering Department requests that the Board waive the informality of bidding and execute the contract with Pavement Solutions based on the prices provided. The total contract amount would be $271,328, which is below the engineer's estimate of $298,460.

> **MOTION:** Mayor Costas moved to award the crack sealing package to Pavement Solutions in the amount of $271,328.00 . Seconded by Bill Oeding and so approved with a 3-0 vote.

Kirchhoff Park & Institute Street Improvements Project Recommendation of Award and Contract Approval

Parks Administration staff and Berglund Construction as CMA opened bids for the Kirchhoff Park & Institute Street Improvements project at the 06/24/2025 Park Board Meeting. The park portion of the project consists of (2) new prefabricated restroom facilities and foundations, (3) steel shelter assemblies, playground, and associated utilities, concrete pavement walkways, and landscaping restoration. The street portion of the project consists of new utilities and street reconstruction. Bid Results of the total project are as follows:

	Base Bid	Alternate #1
Gough	$2,198,765.00	$ 8,750.00
New Tech	$2,249,000.00	$ 6,000.00
Hasse	$2,425,000.00	$11,000.00
Gariup	$2,487,500.00	$25,000.00

The Parks Administration staff and Berglund Construction as CMA have reviewed the bid packages and confirm that all (4) submissions were complete. The Department recommends awarding the contract to the lowest bidder, Gough, Inc., in the amount of $2,207,515.00, and asks the Board to execute the contract. The engineer's estimate on this project is $2,662,631. They are removing the asphalt for parking on the north side. All parking will be on the south side. They are installing a pathway from Beech to Institute. The wooded area will be native planting. There will be no-mow grass and wildflowers. Work on this project will start towards the end of July.

> **MOTION:** Mayor Costas moved to award the Kirchoff Park and Institute Street Improvements Project to Gough in the amount of $2,207,515.00. Seconded by Katrina Spence and so approved with a 3-0 vote.

Certifications and Assurances for FTA and NIRPC Grant Funding

Don Lorntzen addressed the Board and explained this is an annual requirement. The Certificate of Financial Capacity and local Share Availability lets the Government know the City has its local share for the grant funding and it will be spent on transit through 2025. The second document assures the City will abide by the rules and regulations that are put in place by FTA for FTA funding through Federal grants.

> **MOTION:** Mayor Costas moved to approve Certifications and Assurances for FTA and NIRPC Grant Funding. Seconded by Bill Oeding and so approved with a 3-0 vote.

> **MOTION:** Mayor Costas moved to approve Assurances for FTA and NIRPC Grant Funding. Seconded by Bill Oeding and so approved with a 3-0 vote.

Request For Approval of Consolidation of Proposed HCM and Timekeeping Solutions Under One Vendor

Cheryl Lutey - As she began implementation of the chosen Human Capital Management solution (HCMS) late last year with BambooHR (BHR), she quickly identified the timekeeping module lacked the geofencing functionality that was initially promised. The geofencing feature was highly sought after as City employees work in a variety of locations including golf courses, water treatment facilities, and parks.

She conducted a comprehensive search for timekeeping vendors that integrated with BHR, collaborating with the major internal stakeholders. This effort resulted in the selection of Paychex as the timekeeping solution. At the time, the Paychex representative advisedthat we would not be able to consider the option of Paychex as our HCMS as well given we would not be using their payroll software.

Sometime after BOW approval to proceed with the timekeeping solution, the Paychex representative discovered it was actually possible to use Paychex for both the HCM and timekeeping solutions. In order to do so, it would be necessary to purchase the payroll function as well, we just would not activate the software. This option represented an increase in efficiency while realizing a decrease in cost when compared to using Paychex and BHR for timekeeping and HCMS respectively. Further, Paychex has a proven record of excellent customer service, as demonstrated by their role as the payroll and timekeeping provider for Valparaiso Utilities.

Moving forward with this agreement will allow for a seamless information flow between our timekeeping and HCM solutions. The PEPM (per employee, per month) charge for each employee portal will also result in a significant cost savings as opposed to utilizing the two different vendors (BHR for the HCMS and Paychex for timekeeping).

> **MOTION:** Mayor Costas moved to approve the request to consolidate the proposed Human Capital Management and Timekeeping Solutions. Seconded by Katrina Spence and so approved with a 3-0 vote.

Amendment to Grant Administration Service Agreement – Mary Jane Thomas

Attorney Patrick Lyp – The City of Valparaiso would like to continue Opioid Settlement Match Grant administrative services that requires the expertise of Mary Jane Thomas. She will work on an "as needed" basis and will be compensated $500 monthly.

> **MOTION:** Mayor Costas moved to approve the Amendment to Grant Administration Service Agreement with Mary Jane Thomas. Seconded by Bill Oeding and so approved with a 3-0 vote.

City Hall Copier Replacement

The lease for the Xerox c70 copier is coming to maturity. IT along with input from other departments, recommends replacing the existing copier with a new purchase of a Konica Minolta C751i. The purchase price of the new copier would be $11,873.73 with a monthly service agreement cost of $343.11 per month.

Our existing lease is currently costing us $992.97 and service costing us approximately $669.14 a month for a total of $1,662.11. Over the lifetime of the lease for just the hardware we have paid $59,578.20 with a buyout at the end of the term of $17,677.81.

The new copier would be an outright purchase from Gateways Business Systems through the special pricing from Konica Minolta offered to the State of Indiana. Gateway Business Systems would also support the copier in the same fashion as the current copier.

> **MOTION:** Mayor Costas moved to approve the purchase of a new copier for City Hall. Seconded by Katrina Spence and so approved with a 3-0 vote.

Red's Deli – 68 Lincolnway Property User Agreement and revised Façade Construction for Agreement

The Board of works approved the revised User Agreement for Red's Deli at 68 Lincolnway at their June 13th meeting. The owner of the building at 68 Lincolnway, Jeff Good, with GG & C Properties, LLC has requested some revisions to the language within the agreement.

The proposed revisions are as follows:

Item 6. Termination. If City determines a breach and gives notice language was added that the Company has failed to cure the breach within 30 days. Also allows the Company to terminate the agreement with the City with or without explanation by providing written notice.

Item 7. Recordation; Runs with the Land. The Agreement is to be recorded as per this section. Language added states that if the parties agree to terminate that a notice showing termination shall also be recorded.

Attorney Patrick Lyp has reviewed the language that was added and said changes were minor.

MOTION: Mayor Costas moved to approve the Property User Agreement and the revised Façade Construction Agreement for Red's Deli - 68 Lincolnway. Seconded by Bill Oeding and so approved with a 3-0 vote.

55 S. Franklin – Awning Approval – Café Farina

The owners of Café Farina are requesting the Board of Works approval for an awning that will extend into the city right-of-way along Franklin St. An awning may extend into the city right-of-way if constructed at least 8 feet above the sidewalk but not closer than 2 feet from the back of the curb. Awning must be professional grade material of a solid color or striped with 2 colors only.

The proposed awning is 2 stripes of color, 8ft.-6 in. above the sidewalk and only extends from the building 2 to 3 feet. Staff recommends approval of the awning request to extend into the city right-of-way. Staff will place a stipulation at permit time that the awning must be maintained in quality condition.

MOTION: Mayor Costas moved to approve the Awning Approval for 55 S. Franklin – Café Farina. Seconded by Bill Oeding and so approved with a 3-0 vote.

Campbell Street Townhomes - Secondary Plat

Bob Thompson – He requested Board of Works approval of the secondary plat for this project on Chicago Street and the intersection of Campbell. These are being constructed by Coolman Communities.

MOTION: Mayor Costas moved to approve the secondary plat for the Campbell Street Townhomes. Seconded by Bill Oeding and so approved with a 3-0 vote.

Property Maintenance Code/Rental Housing Code Violation Matters

Bill Oeding – Building and Code Enforcement Director, Vicki Thrasher has sent comments on each of the properties listed on today's Agenda. She is asking that these matters get carried over to the next meeting.

a. 453 West Street
b. 604 Monroe
c. 554 Campbell
d. 352 Locust
e. 1115 Institute
f. 1308 Institute
h. 809.5 Oak
i. 813 George
j. 817 George
k. 956 West
l. 901 Bullseye Lake Road
m. 825 Lincolnway

g. 497 Morgan

MOTION: Mayor Costas moved to carry these items to the next meeting. Seconded by Katrina Spence and so approved with a 3-0 vote.

Public Assembly Request

Attorney Patrick Lyp - This request is made by Deb McLeod. The NWI Actvists/NWI NOW group is assembling in support of 50501 rally protest. They are requesting to organize on the southwest and southeast corner of Courthouse Square on June 29 and July 17, 2025 from 12:00pm – 2:00pm. They are expecting 150 to attend. This has been confirmed with Valparaiso Police Department. The Group will not go into the street; will not block pedestrian traffic; and will not create any unsafe conditions. Any signs, banners, or displays must be carried and not placed on sidewalk or against traffic light pole. Given the close proximity of the public assembly to a busy intersection, no microphones/ other amplifying devices are allowed. Groups will not encourage cars to honk their horns and will abide by the quiet zone policy. If number of participants changes to more than expected, Applicant will notify VPD. The County has approved this request.

Motion: Mayor Costas moved to approve the request for Public Assembly on June 29 and July 17, 2025. Seconded by Bill Oeding and so approved with a 3-0 vote.

Chamber of Commerce – Alley Closing for Window Replacement

Bill Oeding – Larson Danielson is going to replace windows on the back of the Camber of Commerce building. They are asking that the City allow them to work in the alley. It will take a couple of days. It will be some time in the month of July.

Motion: Mayor Costas moved to approve the request of Larson Danielson to work in the alley by City Hall to replace windows in the Chamber of Commerce Building. Seconded by Katrina Spence and so approved with a 3-0 vote.

PUBLIC COMMENTS

TO HEAR CITIZENS' FULL COMMENTS, PLEASE REFER TO THE WATCH CITY MEETINGS SECTON OF THE CITY OF VALPARAISO'S WEBSITE (WWW.CI.VALPARAISO.IN.US)

No Public Comments.

There was no further business, and the meeting adjourned.