

MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS & SAFETY

VALPARAISO, INDIANA

September 26, 2025

The Board of Public Works and Safety of Valparaiso, Indiana met September 26, 2025, at 11:00 a.m. in City Hall. Present were Katrina Spence and Bill Oeding. Mayor Costas was absent. Bill Oeding called the meeting to order and led the Pledge of Allegiance.

MOTION: Bill Oeding moved to approve the minutes of the September 12, 2025 meeting. Seconded by Katrina Spence and so approved with a 2-0 vote.

MOTION: Bill Oeding moved that the claims be approved for payment subject to appropriation balances. Seconded by Katrina Spence and so approved with a 2-0 vote.

Section 125 Cafeteria Plan

Holly Taylor - The old Cafeteria Plan did not include the HSA contributions to be fully tax exempt. This changes that for payroll going forward. This change will be effective beginning 1-1-2026.

MOTION: Bill Oeding moved that the Section 125 Cafeteria Plan be approved. Seconded by Katrina Spence and so approved with a 2-0 vote.

Silhavy Road Sidewalk Recommendation of Award and Contract Approval

Engineering Department staff opened bids for the Silhavy Rd Sidewalk Improvements at the September 12th Board of Works Meeting. Bid results of the total project are as follows:

New Tech = \$ 363,507.00

Milestone Contractors L.P. = \$ 374,977.40

Gariup = \$ 396,400.00

Rieth-Riley = \$ 430,535.00

The Engineering Department staff has reviewed the bid packages and confirmed that all four submissions were complete, except for the Form 96 from New Tech. However, New Tech has submitted Form 96 with recent bids, so their submission is considered responsive. Based on this review, the Department recommends awarding the contract to the lowest responsible bidder, New Tech, in the amount of \$363,507.00, and requests that the Board execute the contract. The engineers' cost estimate for the project is \$368,825.00.

MOTION: Bill Oeding moved that the bid and contract from New Tech in the amount of \$363,507.00 be approved. Seconded by Katrina Spence and so approved with a 2-0 vote.

Silhavy Road Sidewalk Improvements Project - Memorandum of Understanding Porter County

A portion of the Silhavy Road Sidewalk Project falls within unincorporated Porter County right-of-way. The City has prepared a Memorandum of Understanding with Porter County, under which the City will assume perpetual maintenance of that portion of the sidewalk and related appurtenances (retaining wall, handrail, etc.). The Engineering Department recommends that the Board execute this MOU with Porter County.

MOTION: Bill Oeding moved that the Silhavy Road Sidewalk Improvement Project MOU with Porter County be approved. Seconded by Katrina Spence and so approved with a 2-0 vote.

Lincolnway Closure (after the fact) - NIPSCO

NIPSCO worked with the Engineering Department for a closure on Lincolnway overnight on September 22nd. The closure was for circuit repair work and reframing of the utility pole on the north side of Lincolnway between Michigan Ave and Morgan Blvd. NIPSCO is asking for permission to close Lincolnway retroactively.

MOTION: Bill Oeding moved that NIPSCO's request (after the fact) to close Lincolnway overnight on September 22nd be approved. Seconded by Katrina Spence and so approved with a 2-0 vote.

West Street Closure – NIPSCO

Bill Laird of the Engineering Department asked that this matter be withdrawn from today's meeting.

Professional Services Contract - Richard L Hudson, Surveyor

The Engineering Department has utilized the services of Rich Hudson previously to assist with a variety of surveying needs. These services can involve boundary determinations, title, and document research, writing legal descriptions for easements and establishing horizontal and vertical control points to be used for topographic field survey. The Engineering Department recommends approval of the contract with Richard L Hudson at a not to exceed contract amount of \$5,000.

MOTION: Bill Oeding moved that the Professional Services Contract with Richard L Hudson be approved. Seconded by Katrina Spence and so approved with a 2-0 vote.

St. Mary's – Memorial Parkway ROW Dedication

St. Mary's is doing a large parking lot expansion for their hospital located at the southeast corner of State Road 49 and Burlington Beach Road. As part of the permitting process, the city

has asked for and received a 50' Right Of Way Dedication for the future Memorial Parkway along the east side of St. Mary's property. The Engineer's Office is recommending the Board Of Works acceptance of this Right Of Way.

MOTION: Bill Oeding moved that the St. Mary's Memorial Parkway Right of Way Dedication be approved. Seconded by Katrina Spence and so approved with a 2-0 vote.

Comp Plan and UDO Update Agreement - Houseal Lavigne Associates, LLC

The City requested qualifications for updating the Unified Development Ordinance (UDO). The request was advertised in late May of this year, and 13 qualification submittals were received. A team of city staff reviewed the submitted qualifications and selected four (4) consultants for interviews. A fifth candidate was interviewed later when experience with UDO work was questioned about the four. From the five interviews, Houseal Lavigne Associates was selected to update the City's UDO. Staff began working with Houseal Lavigne on an agreement. In conversations with our selected consultant, it was requested to give an optional quote for completing a comprehensive plan update as part of the project. Houseal Lavigne's agreement is attached and in summary their fees are as follows:

• Comprehensive Plan update -	\$149,540
• UDO update -	<u>\$229,875</u>
Total -	\$379,415

Phase 1 of the project will be the Comprehensive Plan with Phase 2 the UDO update starting towards the conclusion of the Comp Plan project. It is estimated the project will take approximately 20 to 24 months. It has been requested that the Comp Plan draft not exceed 50 pages. The agreement reflects this request for the Comp Plan. The goal is to have a usable document and easily understood. The Planning Department recommends approval of the agreement with Houseal Lavigne.

MOTION: Bill Oeding moved that the Agreement with Houseal Lavigne Associates to update the Comp Plan and UDO be approved. Seconded by Katrina Spence and so approved with a 2-0 vote.

Property Maintenance Code/Rental Housing Code Violation Matters

Vicki Thrasher requested the below listed properties be continued to the October 24, 2025 meeting. Those that were a no show for their hearing today are being fined.

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| a. 808 Napoleon | h. 703 Lytle |
| b. 303 Indiana | i. 411 Franklin |
| c. 1106 Institute | j. 1700 Pointe Drive |
| d. 103 Morgan | |
| e. 505 Academy | |

- f. 4102 Campbell
- g. 416 Center

MOTION: Bill Oeding moved that the cases as presented be continued to the October 24, 2025 meeting. Seconded by Katrina Spence and so approved with a 2-0 vote.

Street Closures

- Memorial Opera House construction use of alley starting September 29, 2025
- Valpo Events Autumn Promenade, October 4, 2025
- Valpo Events Downtown Trick-or-Treat, October 17, 2025

These have been reviewed and approved by all impacted departments.

MOTION: Bill Oeding moved to approve the requests for street closure. Seconded by Katrina Spence and so approved with a 2-0 vote.

Public Assembly Request

This request is made by Deb McLeod. The NWI Activists/NWI NOW group is assembling in support of 50501 rally protest. They are requesting to organize on the northeast corner of the Courthouse Square on Tuesdays September 30, 2025 through March 31, 2026 from noon to 1:00 pm. 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. She was reminded no whistles and no megaphones.

MOTION: Bill Oeding moved to approve the request for Public Assembly on the northeast corner of the Courthouse Square on Tuesdays September 30, 2025 through March 31, 2026 from noon to 1:00 pm. Seconded by Katrina Spence and so approved with a 2-0 vote.

Rewrite Employee Handbook

ODS has been hired to re-write the Employee Handbook. The fee is \$5,500 and \$25 per hour for charges beyond the basic scope of work.

MOTION: Katrina Spence moved to approve a contract with ODS to rewrite the Employee Handbook. The fee is \$5,500 with additional work at an hourly rate of \$25.00. Seconded by Bill Oeding and so approved with a 2-0 vote.

PUBLIC COMMENTS

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

No One wished to address the Board.

There was no further business, and the meeting adjourned.