

CITY OF EAST CHICAGO  
BOARD OF PUBLIC WORKS

BOARD MEMBERS

Val Gomez, President  
William Allen, Vice-President  
Winna Guzman, Member

Meeting Minutes  
Thursday, July 13, 2023 @ 4:30 p.m.  
Reported for Fissinger & Associates  
By: Lisa Pena

CALL TO ORDER: 4:15 p.m.

ROLL CALL: Present: Val Gomez, William Allen, Winna Guzman

STAFF PRESENT: Olga Cosme

MINUTES: Special Meeting June 13, 2023  
Regular Meeting June 8, 2023  
Regular Meeting June 22, 2023

Questions/Comments: None.

Motion to approve 6/13/23 Special Meeting Minutes, 6/8/23 Regular Meeting Minutes and 6/22/23 Regular Meeting Minutes made by Val Gomez. Second by William Allen.

Roll Call: "All in Favor": All Abstain: None  
Opposed: None Motion Carries.

CORRESPONDENCE: None.

NEW BUSINESS:

MR. GOMEZ: We'll move on to New Business. First item on our agenda is Auction for East Chicago Park Department Vehicle 3073. This is from Public Works. We have a letter from Public Works Manager Jaylan Robinson.

Attached you will find a description of East Chicago Parks Department Vehicle 3073.

East Chicago Public Works Department is asking for approval to deem the vehicle surplus. The attached vehicle is no longer needed due to repair costs.

1 Please contact me if you have any questions.

2 It also has a vehicle condition report. The  
3 vehicle is a Chevy Cheyenne. And on the report it says  
4 vehicle is in very poor condition. Vehicle is worn out. It  
surpassed and exceeded its use for the City of East Chicago.

5 Any questions or comments on vehicle 3073 being  
deemed surplus for auction?

6 Questions/Comments: None.

7 Motion to approve Park Department Vehicle 3073 Deemed Surplus  
made by Val Gomez. Second by William Allen.

8 Roll Call: "All in Favor": All Abstain: None  
9 Opposed: None Motion Carries.

10 MR. GOMEZ: Next we have also a similar request from  
11 Public Works for equipment. Another report from Jaylan  
Robinson, Public Works Manager.

12 Attached you will find a description of East  
13 Chicago Public Works Department SC-12 which is a rear tine  
rotary tiller, also SE-13 which is a field and front brush  
14 push mower, SC-14 asphalt compactor, SC-15 which is a 3 inch  
trash pump portable hydraulic.

15 The East Chicago Public Works Department is asking  
16 approval to deem the items surplus. The attached items are  
no longer operational.

17 Please contact me if you have any questions.

18 Similar situation as the vehicle. Any questions or  
19 comments on these items being declared surplus?

20 Questions/Comments: None.

21 Motion to approve Public Works Equipment Deemed Surplus made  
by Val Gomez. Second by William Allen.

22 Roll Call: "All in Favor": All Abstain: None  
23 Opposed: None Motion Carries.

24 MR. GOMEZ: Next we have also from Public Works this is  
Gateway. This is the Maintenance Agreement for their Konica  
25 Printer. And it is based on the rates per usage of black and  
white and color copies. This is similar to the previous

1 agreement.

2 Are there any questions or comments on this Service  
3 Agreement for their copier?

4 Questions/Comments: None.

5 Motion to approve Gateway Maintenance Agreement made by Val  
6 Gomez. Second by William Allen.

7 Roll Call: "All in Favor": All Abstain: None  
8 Opposed: None Motion Carries.

9 MR. GOMEZ: Next we have also from Public Works Doors  
10 Done Right, Incorporated. It's a Rate Schedule for 2023.

11 It has their normal business hours and their  
12 overtime hours. And has a not to exceed of \$40,000.

13 Any questions or comments on this rate schedule for  
14 2023?

15 MS. GUZMAN: 40,000?

16 MR. GOMEZ: The not to exceed?

17 MS. GUZMAN: Yes.

18 MR. GOMEZ: I think, I don't know exactly, they're going  
19 to replace the doors in the basement of this building.

20 And they actually fix the entire frame. And it's a  
21 metal door. And sometimes it could get expensive. They  
22 don't have to spend the 40,000.

23 MS. GUZMAN: I was just wondering are they doing a  
24 special project.

25 MR. GOMEZ: They were replacing the doors at the Police  
Department, this company did. And those were kind of high.

MR. ALLEN: It's also for the duration of the year too.

Questions/Comments: None.

1 Motion to approve Doors Done Right, Inc. 2023 Rate Schedule  
2 made by Val Gomez. Second by William Allen.

3 Roll Call: "All in Favor": All Abstain: None  
4 Opposed: None Motion Carries.

5 MR. GOMEZ: We have another from Public Works. This is  
6 with De-Vine Landscaping and Property Management. This is  
7 for tree watering for Broadway, Main Street and Chicago  
8 Avenue.

9 The proposal also includes watering twice per week.  
10 Recommending watering about 3 to 5 gallons per tree, 3  
11 minutes of watering per tree. Total cost for all these trees  
12 is \$8,496.

13 And I believe this is what we've had for the past  
14 several years.

15 Any questions or comments on this proposal?

16 Questions/Comments: None.

17 Motion to approve De-Vine Landscaping & Property Tree  
18 Watering made by Val Gomez. Second by William Allen.

19 Roll Call: "All in Favor": All Abstain: None  
20 Opposed: None Motion Carries.

21 MR. GOMEZ: Next also from Public Works we have Turn Key  
22 Environment. This is their rate schedule. It's material  
23 being handled or picked up.

24 This is a nonhazardous special waste hauler  
25 providing services for the City of East Chicago. And the  
material being handled or picked up at the time of the call  
depending on the time of the call the rates would \$192 per  
call to \$192 per hour for being on-site not to exceed  
\$20,000.

They specialize in oil recovery, wastewater  
transportation as well as drum and box removal.

Any questions or comments on this proposal?

Questions/Comments: None.

1 Motion to approve Turn Key Environment Rate Schedule made by  
2 Val Gomez. Second by William Allen.

3 Roll Call: "All in Favor": All Abstain: None  
4 Opposed: None Motion Carries.

5 MR. GOMEZ: Next we go to Outstanding Invoices. I will  
6 read each one. And at the end we'll make a motion to accept.

7 First one is from Public Works. It's for Sherwin  
8 Williams. It is a late invoice dated 4/6/23. The amount is  
9 \$327.95.

10 The reason is invoice was billed to the Park  
11 Department. Sherwin Williams called about a different past  
12 due invoice. And when we were pulling the account, it was  
13 noted that we had a receipt not paid with an invoice.

14 I guess some kind of error in their invoicing.

15 Any questions or comments on this late invoice?

16 We'll move on to the next one. Next one is from  
17 Public Works also. It's Mechanical Concepts. Invoice date  
18 is 4/18/2023. The amount is \$2,941.20.

19 The reason for the late invoice is the original  
20 invoice was mailed to Park Department on 4/18/23. And it was  
21 never forwarded to Public Works.

22 Any questions or comments on this invoice?

23 We'll move to the next one. The next one is with  
24 Lindys Ace Hardware. Also with Public Works. Date of the  
25 late invoice is 3/28/2023. The amount is \$194.99.

The reason is invoice was not turned into the  
department.

Any questions or comments on this late invoice?

We'll move on to the next one. Next one is for  
Cintas. Also with Public Works. Date of the late invoice is  
4/21/2023. The amount is \$23.08.

The explanation is original invoice was never  
received by Public Works. Cintas representative was notified  
on 4/28/23. And they received the invoice in the mail on  
6/27/23.

1 Any questions or comments on this invoice?

2 We'll go to the next invoice also from Public  
3 Works. This is for Amerimex. Late invoice date is 9/7/21.  
4 The amount is \$250.

5 Explanation is Transit has just received the 2021  
6 invoice from vendor.

7 So apparently this invoice was late from the vendor  
8 two years.

9 Just for the record this is from Bus Transit.

10 Any questions or comments on this one?

11 MS. GUZMAN: I am sure they're probably going to have  
12 to open another PO for that.

13 MR. GOMEZ: Yeah. I'm sure.

14 MS. GUZMAN: They probably closed it up.

15 MR. GOMEZ: We'll move on.

16 MS. GUZMAN: There is a late fee on here. Late fee of  
17 4 percent applied on October 2, 2021. So it would just be  
18 250 actually.

19 MR. GOMEZ: They're asking for approval for 250.

20 We'll move on to the next one. This is for the  
21 Fire Department. It is from Star Uniform. Invoice date is  
22 5/4/2023. The amount is \$203.

23 The reason is the Fire Department did not receive  
24 the invoice until July.

25 Any questions or comments on this one?

Next one is also from the Fire Department. It's  
for WGN Flag & Decorating Company. The late invoice date is  
4/26/23. The amount is \$423.

The reason is did not receive invoice until after  
60 days past due.

Any questions or comments on this one?

1 The next one is from the Building Department. It  
2 is a past due for JM Industrial Services. Date is 4/10/2023.  
3 The amount is \$4,200.

4 Explanation is thought we had submitted claim. But  
5 we did not do so.

6 Any questions or comments?

7 The next one is from the Engineering Department.  
8 Midwestern Electric dated 3/24/23. The amount is \$119.60.

9 Explanation is Engineering Department received  
10 invoice on 6/21/2023. Vendor services have been rendered.  
11 Invoice should be processed.

12 So it's a late invoice from the vendor.

13 Any questions or comments on this one?

14 Then we have a late invoice from Special Events.  
15 There are two late invoices 6/3/2022 and 4/21/23. Total of  
16 both of them is \$132.63.

17 The letter from the Director of Special Events is  
18 Gordon just informed me of these past due invoices that have  
19 been overlooked and not processed. They are past due. We  
20 should pay them ASAP.

21 Any questions or comments on this one?

22 Questions/Comments: None.

23 Motion to approve Aforementioned Outstanding Invoices made by  
24 Val Gomez. Second by William Allen.

25 Roll Call: "All in Favor": All Abstain: None  
Opposed: None Motion Carries.

MR. GOMEZ: Next we'll move on to request from the  
Police Department. This is for the Motorola Coplogic  
Interface Software.

I spoke to PD's IT Officer, Sayra Jimenez. This  
is a one time fee for this year. And it has to do with their  
Coplogic Interface Software, also the Flex Records Delivery  
Services and Coplogic Interface Maintenance.

Basically according to their IT Officer it mixed

1 their online reporting with their other software. And this  
2 is required because they're unable to connect with our  
3 systems.

3 Any questions or comments on this proposal?

4 It's \$11,782.23.

5 Questions/Comments: None.

6 Motion to approve Motorola Coplogic Interface Software  
7 Proposal made by Val Gomez. Second by William Allen.

8 Roll Call: "All in Favor": All Abstain: None  
9 Opposed: None Motion Carries.

10 MR. GOMEZ: Next we have from the IT Department, this is  
11 Everbridge. This is Nixle Agreement.

12 I spoke to our IT Director. He informed me  
13 basically even though it's coming from IT Multimedia is  
14 actually the one that runs this software.

15 It's actually the software that Multimedia uses to  
16 send out public notices and messages to the public and City.

17 This is something we had before. And this is just  
18 a renewal of the messaging service for the '23 and '24  
19 contract agreement. And the amount is for \$6,185.57.

20 Any questions or comments on this proposal?

21 Questions/Comments: None.

22 Motion to approve Everbridge (Nixle) Agreement made by Val  
23 Gomez. Second by William Allen.

24 Roll Call: "All in Favor": All Abstain: None  
25 Opposed: None Motion Carries.

MR. GOMEZ: Next we have the 2024 Indiana Festival  
Guide. This is for Multimedia. This is for \$7,400.

I don't know if you've seen it. There is this  
booklet that the State, Indiana Festival Guide puts out every  
year. This is for 2024.

We do have the 2023 booklet in probably this  
building and the Mayor's and various locations.



1           Basically they list all our events with a little  
2 information on each event. So people around the State and  
around the general State can see what is being held, what  
we're having.

3           Any questions on this proposal?

4 Questions/Comments: None.

5 Motion to approve 2024 Indiana Festival Guide made by Val  
6 Gomez. Second by William Allen.

7 Roll Call: "All in Favor": All       Abstain: None  
8 Opposed: None       Motion Carries.

9           MR. GOMEZ: Next we come to First Group Engineering.  
This is for the CE of HMA Paving and Microsurface Projects.  
This comes from Engineering.

10           MR. ALLEN: This is a supplemental to the agreement to  
11 include CE services, construction engineering work, for the  
PE work that they completed for us.

12           We went out to bid to repave and microsurface  
13 various streets throughout the City. The initial cost that  
they are requesting is in the amount of \$75,709.65.

14           MR. GOMEZ: Are there any questions or comments on this  
15 proposal?

16 Questions/Comments: None.

17 Motion to approve First Group Engineering Proposal made by  
Val Gomez. Second by William Allen.

18 Roll Call: "All in Favor": All       Abstain: None  
19 Opposed: None       Motion Carries.

20           MR. GOMEZ: Next one we are going to table Award  
Professional Services for the Following Projects. I think  
21 Kosciusko Boulevard Reconstruction and Magoun Reconstruction.

22           MR. ALLEN: Correct.

23           MR. GOMEZ: And we are going to pursue the SS4A Proposal  
from Engineering.

24           MR. ALLEN: So for the SS4A request for proposals we  
25 initially had interest from eight individuals. However only

1 one actually made a submission.

2 I did receive some notice from a couple engineering  
3 firms stating that they weren't interested.

4 The one proposal that we received was from SEH,  
5 Short Elliott Hendrickson, in the of amount of not to exceed  
6 \$300,000.

7 This PE work was a result of us accepting the grant  
8 money. SS4A stands for Safe Streets for All. And it's an  
9 80/20 grant. Total amount is \$300,000. The local share is  
10 \$60,000.

11 MR. GOMEZ: Our cost will be \$60,000?

12 MR. ALLEN: Correct.

13 MR. GOMEZ: Any questions or comments on this proposal  
14 for SS4A?

15 Questions/Comments: None.

16 Motion to approve SEH Proposal for the SS4A Project made by  
17 Val Gomez. Second by William Allen.

18 Roll Call: "All in Favor": All Abstain: None  
19 Opposed: None Motion Carries.

20 MR. GOMEZ: Next we come to Right-of-Way Applications.  
21 We have Board of Public Works Permit Applications 23-04532  
22 through 23-04553.

23 Any questions or comments on these Board of Public  
24 Works Permit Applications?

25 Questions/Comments: None.

Motion to approve Aforementioned Permit Applications made by  
Val Gomez. Second by William Allen.

Roll Call: "All in Favor": All Abstain: None  
Opposed: None Motion Carries.

OTHER BUSINESS: None.

\* Next Regular Meeting Date: Thursday, July 27,  
2023 @ 4:30 p.m.

1 Motion to adjourn made by Val Gomez. Second by William  
Allen.

2 Roll Call: "All in Favor": All Abstain: None.  
3 Opposed: None Motion Carries.

4 \* Meeting ended at 4:39 p.m.

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1 Approval of the Meeting Minutes of  
2 Thursday, July 13, 2023

3 Approved and Signed \_\_\_\_\_

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6 Val Gomez, President

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8 \_\_\_\_\_  
9 William Allen, Vice President

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12 Winna Guzman, Member

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15 Olga Cosme, Board Secretary


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C E R T I F I C A T E

I, Lisa Pena, a competent and duly qualified court reporter, do hereby certify that I did report in machine shorthand the foregoing proceedings and that my shorthand notes so taken at said time and place were thereafter reduced to typewriting under my personal direction.

I further certify that the foregoing typewritten transcript constitutes minutes of said proceedings taken at said time and place, so ordered to be transcribed.

Dated at Portage, Indiana, this 23rd day of July, 2023.

  
\_\_\_\_\_  
Lisa Pena  
Notary Public Porter County  
Certified Shorthand Reporter  
License Number 084-003483

