

CITY OF EAST CHICAGO
BOARD OF PUBLIC WORKS

BOARD MEMBERS

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

Meeting Minutes
Thursday, June 22, 2023 @ 4:30 p.m.
Reported for Fissinger & Associates
By: Lisa Pena

CALL TO ORDER: 4:26 p.m.

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

MR. GOMEZ: We have a quorum.

STAFF PRESENT:

MINUTES: None.

CORRESPONDENCE: None.

NEW BUSINESS:

MR. GOMEZ: We're going to move on to our agenda under New Business. I'd like to amend the agenda to add three items to New Business.

Two are from Special Events. One is an Agreement. The second one from Special Events is a donation from BP. And the third one is an item from the Police Department. We'll go into detail when we get to it.

So we're going to start off first with the Agreement. We have an Agreement between Luis Serrano doing business as Vela, LLC and the City of East Chicago. And this is for our Fusic Fest.

And I believe, Winna, you can add some more information.

MS. GUZMAN: Yes. So again this is an Agreement between Luis Serrano doing business as Vela, LLC and the City of East Chicago. And this would be effective from today until

1 December 31, 2023.

2 Specifically this relates to the Special Events
3 Concert 2023 Fusic and Kielbasa Festivals.

4 This Agreement is for Vela to provide alcoholic
5 beverage ticket sales and disbursement for the purchasing of
6 alcoholic beverages. Our services might be staffing and
7 bartenders.

8 Vela shall remit to the City an amount equal to 30
9 percent of any and all alcohol and beverages dispensed,
10 equally all ticket sale information, tickets sold unsold with
11 an invoice or invoices.

12 It also includes that Vela shall be responsible for
13 any and all theatrical ticket sales, transactions and shall
14 remit to the City an amount equal to 50 percent net after
15 sales tax, equally all ticket sales information on tickets
16 sold unsold with again invoices.

17 Vela shall provide certificates of insurance and
18 all information, coverages and shall provide copies of the
19 alcohol permits and insurance certificates as well.

20 And that's about it.

21 MR. GOMEZ: And has this been reviewed by the City?

22 MS. GUZMAN: It has been reviewed by Attorney Kevin
23 Smith. There was one item that we did remove which was a
24 duplicate of another paragraph.

25 But he did review it and approved. It has been
approved.

MR. GOMEZ: Looks pretty good. Any questions or
comments on this Agreement?

MS. GUZMAN: Can I just add one thing under item
number 1 from paragraph 1?

Vela represents that it is currently licensed by
the State of Indiana under all premises permit under permit
number, that will be provided when he receives same from the
State.

MR. GOMEZ: Once he receives it then we'll --

1 MS. GUZMAN: Yes. We'll include that.

2 MR. GOMEZ: Any other questions or comments?

3 Questions/Comments: None.

4 Motion to approve Luis Serrano d/b/a Vela, LLC 2023 Agreement
made by Val Gomez. Second by William Allen.

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

7 MR. GOMEZ: Next we have for Special Events, we have a
8 donation from BP Amoco of \$12,000 for Fusic Fest.

9 We do have the correspondence from BP. This is the
10 Director of State and Local Affairs. The amount is the
silver level sponsor for 2023 Special Events, the amount of
\$12,000.

11 As a matter of fact they actually wired the money
12 to us yesterday.

13 Any questions or comments on this proposal?

14 Questions/Comments: None.

15 Motion to approve BP Amoco Special Events Donation made by
Val Gomez. Second by William Allen.

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

18 MR. GOMEZ: The next one that we're adding is we have a
19 correspondence from our IT Director. It is actually from the
Police Department. But IT is involved with it.

20 And the letter states it's from Infinite Protection
Case Study.

21 The City recently purchased two solar powered
22 mobile trailer panels from Infinite Protection. The company
is wanting to perform a case study on utilizing the units
23 that we have purchased. All additional necessary power will
be provided by Infinite Protection at no cost to the City.

24 Once the study concludes the equipment will become
25 property of the City.

1 The IT Department Network Engineer has reviewed the
2 full scope of work. And it has been determined that this
3 incorporation of data into the City's network will not
4 disturb or become a potential liability.

5 Administrator Kevin Klocek would like to impress to
6 the Board consider approval of the agreement for the case
7 study that has been submitted by Infinite Protection.

8 We also have a letter from Infinite Protection
9 which is from the Chief of Police which basically mimics what
10 Kevin Klocek, our Computer Administrator, just said in his
11 letter.

12 Basically they want the study. And as part of the
13 study they will be able to keep some of this equipment.

14 Are there any other questions or comments about
15 this?

16 Questions/Comments: None.

17 Motion to approve Infinite Protection Proposal made by Val
18 Gomez. Second by William Allen.

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

21 MR. GOMEZ: Now we're going to go on to our regular
22 agenda.

23 First item on our regular general is VIP Ticket
24 Sales. And this is a proposal for Ticketmaster by which
25 Ticketmaster's company named Universe which processes their
sale of tickets on Ticketmaster, these are the terms and
conditions by which we will be allowed to work with
Ticketmaster to sell tickets to our I believe it's Fusic
Fest.

MS. GUZMAN: It's already there.

MR. GOMEZ: It's already there?

MS. GUZMAN: We're almost there. August.

MR. GOMEZ: It's coming up?

MS. GUZMAN: Yes.

1 MR. GOMEZ: So this is a proposal by Universe Company
2 which belongs to Ticketmaster to process our tickets. There
3 is no fee to us by their agreement. They retain the right to
4 implement charges to the service.

5 So basically they would add a fee to the ticket.

6 MS. GUZMAN: Yes.

7 MR. GOMEZ: For their services.

8 MS. GUZMAN: Yes. And we would be adding the sales tax.

9 MR. GOMEZ: So we would be adding the sales tax?

10 MS. GUZMAN: No.

11 MR. GOMEZ: Universe would?

12 MS. GUZMAN: It would go through Vela. Vela will be
13 handling that side.

14 MR. GOMEZ: I seen Kevin Klocek, he was working on this
15 project too.

16 MS. GUZMAN: Yes, he was.

17 MR. GOMEZ: Are there any questions or comments about
18 this proposal from the company Universe which is a part of
19 Ticketmaster to provide our advance ticket sales?

20 Questions/Comments: None.

21 Motion to approve Ticketmaster's Universe Advance Ticket
22 Sales Proposal made by Val Gomez. Second by William Allen.
23 Roll Call: "All in Favor": All Abstain: None
24 Opposed: None Motion Carries.

25 MR. GOMEZ: Next we have Items Deemed Surplus from the
Police Department. We do have a letter from the Police
Department requesting surplus.

Police consider the items shown in the attached
photos to be deemed surplus and should be properly disposed
of per State of Indiana recycle process.

All items listed are no longer operable and have
been taken out of production and no longer serviceable.

1 They have photos attached to this document. There
2 was no list included. There was no list of them.

3 So I spoke to the Chief. And his office personnel,
4 they are going to give us a list of everything. And they're
5 going to check their inventory to make sure they have nothing
6 in their inventory.

7 Any other questions or comments as far as this
8 request to declare surplus?

9 Questions/Comments: None.

10 Motion to approve Police Department Items Deemed Surplus made
11 by Val Gomez. Second by William Allen.

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

14 MR. GOMEZ: Next we're going to go on to Outstanding
15 Invoices. We'll go through the Outstanding Invoices and the
16 reasons for them and we'll make a motion at the end.

17 The first one is also from the Police Department.
18 It's for two police officers, Gustavo Garcia and Mitchell
19 Tipton.

20 These are for travel expenses during a six-week
21 period for March and April of 2023. The total amount is
22 \$1,652.72.

23 The reason for not proceeding with the payment was
24 business travel expenses reports listed below. The receipts
25 were not turned into the Service Department in a timely
manner.

We do have quite of bit of receipts for these two
officers because it was in a six week transition.

Any questions or comments on this one?

We'll move on to the next one. The next one is for
the East Chicago Public Works Office. And it's a late
invoice from Amazon Capital. The invoice is dated 3/2/2023.
The amount is \$463.66.

The explanation is invoice was waiting for credit
on taxes. Attached e-mail explained that we will not have to
pay the 463.66 since there's already applied credits for the

1 correct amount.

2 Any questions or comments on this late invoice?

3 Next item this is also from East Chicago Public
4 Works. It is from Schindler Elevator. The late invoice is
dated 1/1/2023. The amount is \$3,342.35.

5 The explanation is invoice was never sent to Public
6 Works. Received statement about past due this June.

7 Any questions or comments on this late invoice?

8 The next one is for the Engineering Department. It
is for Newman Signs. The late invoice date is 3/21/23. The
amount is \$2,590.28.

9 Explanation is Engineering Department received the
10 invoice on 6/13/2023 from the company. Materials have been
received and invoice should be processed for payment.

11 Any questions or comments on this one?

12 The last late invoice is for Federal Protection
13 Agency. This is from the HR Department. The invoice is
dated 1/2/2023. The amount is \$1,238.50.

14 The reason was invoice was over 72 and was not
15 processed. Unfortunately it was overlooked when it was
e-mailed.

16 Any questions or comments on this late invoice?

17 Questions/Comments: None.

18 Motion to approve Aforementioned Outstanding Invoices made by
19 Val Gomez. Second by William Allen.

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

22 MR. GOMEZ: Next we come to Jenstar. We have Change
Orders 1 and 2. This is for the Alley Paving Project from
23 Engineering.

24 MR. ALLEN: We're only going to do 1.

25 MR. GOMEZ: We're only going to do 1?

1 MR. ALLEN: Yeah.

2 MR. GOMEZ: Just number 1?

3 MR. ALLEN: Uh-huh.

4 MR. GOMEZ: Number 1 invoice is for \$3,494.81.

5 The reason for the change was mill stoppage
6 sinkhole protection.

7 MR. ALLEN: Yes.

8 MR. GOMEZ: So any questions or comments on this one?

9 MR. ALLEN: They were originally scoped to pave a number
10 of alleys around East Chicago. So they came across an alley
11 that needed some underground work to take place.

12 So that kind of resulted in them having to stop
13 work and do some additional restoration near the building
14 installed drains. And there was some cleanup that happened
15 afterwards.

16 MR. GOMEZ: And just for the record we're tabling Change
17 Order Number 2.

18 MR. ALLEN: Yes.

19 MR. GOMEZ: Any questions or comments on Change Order
20 Number 1.

21 Questions/Comments: None.

22 Motion to approve Jenstar Change Order Number 1 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: On the agenda we have Short Elliott
Hendrickson Design Services. Are we still proceeding with
that?

MR. ALLEN: Yeah. I have their agreement. It's pretty
much for continuing services towards our Quiet Zone Project
establishing East Chicago as a quiet zone by coordinating
with many railroad companies such as CSX, IHB1, IHB2 and
National to improve the safety and visibility of crossings

1 for vehicular traffic as well as pedestrians.

2 So there's reports, meetings, coordination that
3 needs to get done.

4 Short Elliott Hendrickson has already been
5 contracted and PO'd to come up with options.

6 Their not to exceed amount for this agreement is
7 \$80,000.

8 Again not to exceed in order to do reporting for
9 whatever activities deemed necessary by the railroad
10 companies, the fabrication and drawings to go along with the
11 report and then to also be a part of all the meetings that
12 will take place from now until the end of the year so that we
13 can go out to bid in Spring of 2024.

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

15 Questions/Comments: None.

16 Motion to approve Short Elliott Hendrickson Design Services
17 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: That leads us to Right-of-Way Applications.
21 We have Board of Public Works Permit Applications Number
22 23-04530 through 23-04531.

23 Any questions or comments on these Permit
24 Applications?

25 Questions/Comments: None.

Motion to approve Permit Applications 23-04530 through
23-04531 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 13,
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 4:48 p.m.

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1 Approval of the Meeting Minutes of
2 Thursday, June 22, 2023

3 Approved and Signed _____

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5 _____
6 Val Gomez, President

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9 William Allen, Vice President

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11 _____
12 Winna Guzman, Member

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14 _____
15 Olga Cosme, Board Secretary

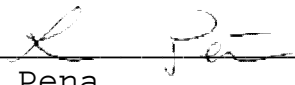
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C E R T I F I C A T E

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 9th day of July, 2023.



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

