

CITY OF EAST CHICAGO  
BOARD OF PUBLIC WORKS

BOARD MEMBERS

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

Regular Meeting Minutes  
Wednesday, August 12, 2020 @ 4:30 p.m.  
Reported for Fissinger & Associates  
By: Lisa Pena

Call to Order: 4:30 p.m.

Roll Call: Present: Val Gomez, William Allen, Winna Guzman.

Minutes: Regular Meeting July 22, 2020

Questions/Comments: None.

Motion to approve July 22, 2020 Regular Meeting Minutes made  
by William Allen. Second by Winna Guzman.

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 the Bid Recommendations for 3724 Main  
Street. This is from Engineering.

MR. ALLEN: The Engineering Department is working with  
Royalty Construction. They have provided the recommendation  
to move forward with AHG Construction in the amount of  
\$86,500. And this is for the property of 3724 Main Street  
for masonry and facade replacement.

MR. GOMEZ: That's AG Construction?

MR. ALLEN: AHG Construction.

MS. GUZMAN: Is that AMG?

1 MR. ALLEN: AHG. It says H. You know what, I'm sorry,  
2 it is AMG, yeah. I'm sorry. Yeah, AMG.

3 MR. GOMEZ: Now, has the funding been approved for this  
4 project?

5 MR. ALLEN: Yeah. It needs to be contingent on approval  
6 from the Mayor's Office.

7 MR. GOMEZ: Any questions or comments on this  
8 recommendation?

9 Questions/Comments: None.

10 Motion to approve AMG Construction Bid Recommendation for  
11 3724 Main Street Contingent on Funding Approval made by  
12 William Allen. Second by Winna Guzman.

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

15 MR. GOMEZ: Next we have Bid Recommendation for Citywide  
16 Curb Painting Services. This is from Public Works. I have  
17 from Keith Selvie the Bid Recommendation for Citywide Curb  
18 Painting. They are recommending Regional Service to provide  
19 citywide curb painting for the daily cost of \$1,250 not to  
20 exceed \$135,000.

21 That's for the citywide curb painting. That's the  
22 recommendation. We opened the bids last week. Are there any  
23 questions on this recommendation?

24 MS. GUZMAN: I'm sorry, Val. Did you say 155?

25 MR. GOMEZ: 135. Not to exceed 135.

Questions/Comments: None.

26 Motion to approve Regional Service Recommendation for  
27 Citywide Curb Painting made by William Allen. Second by  
28 Winna Guzman.

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

31 MR. GOMEZ: Next we have the Bid Recommendations for  
32 Block Stadium Fence Columns. This is Block Stadium.  
33 Mr. Selvie is recommending Royalty Construction to install 12  
34 masonry columns within Washington Park for \$48,955.

1 He said Washington Park. But this is for Block  
2 Stadium, right?

3 MS. GUZMAN: It says Washington Park.

4 MR. ALLEN: It is before Washington Park.

5 MR. MORRISROE: It's next to Washington Park, correct?  
6 He identifies with Washington Park.

7 MR. GOMEZ: Well, Washington Park, Block Stadium. Any  
8 questions or comments on his recommendation?

9 Questions/Comments: None.

10 Motion to approve Royalty Construction Recommendation for  
11 Block Stadium Fence Columns made by William Allen. Second by  
12 Winna Guzman.

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

15 MR. GOMEZ: We'll move on to Midwest Electric Block  
16 Stadium Change Order Number 2 in the amount of \$38,188.  
17 Mr. Selvie in his letter to the Board, this is to remove and  
18 relocate NIPSCO transformer from Block Stadium to north side  
19 of 144th Avenue into Washington Park for \$38,188. This is  
20 with Midwest Electric.

21 Any questions or comments on this proposal?

22 Questions/Comments: None.

23 Motion to approve Midwestern Electric Change Order Number 2  
24 made by William Allen. Second by Winna Guzman.

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

MR. GOMEZ: Next we have Change Order Number 3 also from  
Midwest Electric. This is from Mr. Selvie, installed a 12  
foot new concrete driveway leading to the transformer pad for  
\$7,220.

Any questions or comments on Change Order Number 3?  
And this is also with Midwestern Electric.

Questions/Comments: None.

1 Motion to approve Midwestern Electric Change Order Number 3  
2 made by William Allen. Second by Winna Guzman.

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

5 MR. GOMEZ: Next we have also from Midwest Electric  
6 Change Order Number 4 for Block Stadium. And this is just  
7 additional conduit to supply electrical power to the north  
8 side food court area for \$15,849.

9 Any questions or comments on Change Order Number 4  
10 for Block Stadium?

11 Questions/Comments: None.

12 Motion to approve Midwestern Electric Change Order Number 4  
13 made by William Allen. Second by Winna Guzman.

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

16 MR. GOMEZ: Next we have on our agenda Landmark Sign  
17 Group Agreement. This is from the Mayor's Office. I have  
18 spoken with Chief of Staff Sandra Favela. And she informed  
19 me this is a project they've been working on for some time  
20 for additional signage throughout the City.

21 This includes Public Safety Building, Fire Station,  
22 Central Station, Number 2 Fire Station, Number 4, Number 5  
23 Fire Station, the Fitzsimmons Building. There will be two  
24 signs on that building, two for the Marina, the golf course,  
25 McArthur Golf Course, and apparently a podium also. The  
total for this project is projected to be \$311,278.11.

Now, just for record there is a question on the  
Fitzsimmons Building. So that might have to be amended later  
I believe because there was a question on whether it belonged  
to the City now.

MS. MORGAN: We transferred it to Urban Enterprise. But  
there's an agreement whereby the City agreed to do certain  
things as a condition of the transfer. And one of them  
included the signs.

So they have to put signs for the address and the  
name of the building. We agreed to do that before we  
transferred. It's just taken this long for the design and  
everything to be in place.

1 Can you hear me clearly?

2 MR. GOMEZ: Yeah. Kind of. I'm glad you clarified it  
3 because I was on vacation last week. Before that I spoke to  
4 Mr. Rivera, Director of Redevelopment. And he had concerns  
5 about whether this was included in the things that we had to  
6 pay.

7 MS. MORGAN: This from our understanding is definitely  
8 one of the things that the City agreed to do.

9 MR. GOMEZ: I'll take your word for it. Are there any  
10 questions or comments on the Landmark Sign Group Agreement?

11 Questions/Comments: None.

12 Motion to approve Landmark Sign Group Agreement made by  
13 William Allen. Second by Winna Guzman.

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

16 MR. GOMEZ: Next on our agenda we have the Winston  
17 Terrell Group, an Agreement. It came from the Mayor's  
18 Office. But this agreement is actually with the Police  
19 Department for grant work that he did with Covid 19.

20 I'm speaking on it because Miss Favela couldn't be  
21 here. And I did speak with the Police Department. This  
22 agreement was something they signed off on for the work that  
23 he is going to do with them. I think this proposal is for  
24 \$1,500.

25 Are there any questions or comments on Mr. Terrell,  
his Consultant Service Agreement with the Police Department?

And we actually passed an agreement with them  
already citywide.

Questions/Comments: None.

Motion to approve Winston Terrell Group Agreement made by  
William Allen. Second by Winna Guzman.

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

MR. GOMEZ: Next we come to Outstanding Invoices. First  
item on our agenda is from Animal Control. We have an

1 Outstanding Invoice from Armil CFS from B & L Crematorium.  
2 It says the invoice was dated 5/27/2020 in the amount of  
3 \$900. Animal Control received the invoice from Armil on  
4 7/29/20. However services had been rendered on 5/22/20 and  
5 the invoice should be possessed.

6 Are there any questions or comments?

7 Questions/Comments: None.

8 Motion to approve Armil CFS, Inc. Outstanding Invoice made by  
9 William Allen. Second by Winna Guzman.

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

12 MR. GOMEZ: Next we have Northwest Industrial  
13 Specialists. We have a late invoice dated 5/20/2020 in the  
14 amount of \$140.25. This is with Engineering.

15 MR. ALLEN: We received the invoice late on August 5.  
16 However the services have been rendered and we have received  
17 the material.

18 MR. GOMEZ: Any questions or comments?

19 Questions/Comments: None.

20 Motion to approve Northwest Industrial Specialists  
21 Outstanding Invoice made by William Allen. Second by Winna  
22 Guzman.

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

25 MR. GOMEZ: Next we have a Past Due Invoice from the  
Post Tribune for the Law Department. Late invoice dated  
3/1/2020 in the amount of \$51.20. Law department, the reason  
given here was it's past due because it was not received by  
the Law Department until Monday, August 10, 2020 when it was  
sent to Attorney Morrisroe by e-mail. All documentation is  
attached.

So basically the newspaper sent the invoice late.  
Any questions or comments?

Questions/Comments: None.

1 Motion to approve Chicago Tribune Media Group Outstanding  
Invoice made by William Allen. Second by Winna Guzman.

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

4 MR. GOMEZ: Next we have an invoice. This is from Human  
Resources for Marcus Jefferson. We have several invoices  
5 dated from 10/23/2019 through 3/11/2020 in the amount of  
\$8,520.

6  
7 As far as I recall this was presented to us early  
in the year. And we have Mr. Marcus here. Would you like to  
say something?

8 MR. JEFFERSON: Sure.

9  
10 MR. GOMEZ: Because I think if I recall the issue was  
the invoices came to us with a message that the  
Superintendent couldn't confirm that the work was  
11 accomplished.

12 MR. JEFFERSON: No. She never confirmed that the work  
wasn't accomplished.

13  
14 At the time the Committee had designated her to be  
the signee to signoff on my time sheets. At the time she was  
appointed the position of Principal. And then she was  
15 appointed the position of Superintendent. And at the time  
she was no longer housed in the building.

16  
17 The most recent submissions that she submitted she  
submitted a letter, a letter further documenting pretty much  
the procedure up there where she stated that the work had  
18 been completed just that she was not physically at the  
building at that time.

19  
20 MR. GOMEZ: Well, I think we needed something from her  
that actually says that because I think we kind of discussed  
this where she referenced that we have a policy and she can  
21 verify according to your guidelines.

22 We don't know what those guidelines are. We have  
no -- as a matter of fact we're not even aware that you had  
23 guidelines or any kind of internal controls.

24 Because here's the issue with me and as you know  
I'm City Controller.

25

1 MR. JEFFERSON: Correct.

2 MR. GOMEZ: This project here is almost definitely going  
3 to be audited by the State because it's a grant and it's an  
4 Interlocal Agreement between three agencies. So it's a prime  
5 target.

6 When this was submitted to the Board of Works back  
7 in March and it was under Late Invoice, she had that on  
8 there. There was no explanation. So we have that on the  
9 record. We have it in our Minutes.

10 One thing the State Board of Accounts always does  
11 is they always ask for the Minutes of the Board of Works.  
12 That's a definite. Other Boards they might pick and choose.  
13 But our Board because there's so many contracts they review  
14 them all. And this is something that would jump out at them  
15 when they see that original invoices.

16 MR. JEFFERSON: Uh-huh.

17 MR. GOMEZ: That's when I discussed with our attorney  
18 that I feel we need something a little more definite from the  
19 Superintendent saying -- actually it would have been better  
20 if she never put those first comments in those ones and just  
21 said at the beginning we verify and we're going through our  
22 guidelines.

23 But by putting on there it kind of complicates the  
24 entire process for us because the State Board of Accounts,  
25 one thing they do do if we approve something that we can't  
verify they'll actually come after our Board. Our Board will  
be responsible for this. So that's why we're very cautious  
on this.

MS. MORGAN: And by responsible if you'll go into detail  
about that, that each Board Member will have to pay the City  
back for that exact dollar amount.

MR. GOMEZ: So you can see if the State Board of  
Accounts rules against us this 8,000 that we approve will  
come out of our pockets. So that's why I'm very leery on  
doing any action on this.

MR. JEFFERSON: Well, I spoke to Miss Ochoa the other  
day. And she requested that I be present because this was  
going to be brought before the Board. She asked me if I  
could attend.

1 Today was our first day in school or our first day  
2 that staff came back to the building. And as you guys know  
due to Covid there's going to be distant learning.

3 So there's a Board Meeting tonight. And then we  
4 have to prepare to pass out all technology to our families,  
the community tomorrow. So she couldn't be present to  
attend.

5 However when she did submit those time sheets where  
6 she did signoff on those documents, she submitted a letter  
7 that actually stated that she could verify.

8 MR. GOMEZ: Well, she didn't submit anything to the  
Board. She sent something to Leda saying here's another set  
9 with the same set of invoices and she put a different comment  
on there.

10 MR. JEFFERSON: There was a letter.

11 MR. GOMEZ: Which is kind of hard to read that comment.  
12 And I do have her letter where she said that she wasn't in  
the building at the time.

13 At first I didn't understand what she meant by she  
14 wasn't in the building because this period covers over  
130-something days. So I didn't understand what she meant by  
that. I didn't know.

15 Then I realized later because she's the appointed  
16 Superintendent she's at the other building. But I would  
17 think there would be somebody that took her place that could  
signoff for her.

18 MR. JEFFERSON: I reached out to Members of the  
19 Committee to determine if someone else could be appointed.  
And because that was a decision that the Committee made or  
20 people that made up that Committee I was told that there  
could be no arrangements to that. I asked if the additional  
21 building Principal could be appointed. But I was told that  
couldn't be possible.

22 MR. GOMEZ: There's a Committee that's in charge of  
23 this?

24 MR. JEFFERSON: There's a Committee for the Truancy  
Program, yes.

25 MR. GOMEZ: Are these School Board Members?

1 MS. MORGAN: No. Full disclosure I was part of that  
2 Committee representing the City to get the program going.  
3 But I think we should focus on possible solutions.

4 So the problem is as Mr. Gomez said we have all  
5 these invoices with no actual signature on each of them.  
6 Then we have a Superintendent's letter that explains that  
7 even though she didn't sign them she, you know, would vouch  
8 that the work was done.

9 But what the State Board of Accounts looks for is  
10 an actual signature on invoice. In lieu of that there's  
11 maybe three possible solutions.

12 One is that if we get further statement from the  
13 School explaining that the way they presented this complies  
14 with the School Board or your School Finance Department's  
15 Policies. And it shows that you have internal control so  
16 that, you know, somebody would verify that these are valid  
17 and okay to pay. So that's one solution.

18 Another solution is the School Board can vote to  
19 approve these invoices. And then you just submit that to the  
20 Controller's Office. And then the Controller's Office would  
21 be able to pay.

22 The other thing which takes us back to where we  
23 started is if the Superintendent, Superintendent or her  
24 designee, went ahead and signed them. This one was dated  
25 January 30 of this year. This is approved and actually go  
back and sign the invoice.

MR. JEFFERSON: She initialed some of those.

MS. MORGAN: That's not going -- so you've been here for  
the meeting. And we've gone through all these invoices.

MR. JEFFERSON: Yes.

MS. MORGAN: So they have a similar problem. They were  
more than 30 or 60 days old. But each one is both signed by  
the vendor who provided services which in this case would be  
you. They're signed by the person and dated. Then they're  
signed by the Department Head who verifies that the work was  
done in compliance with what our standards are. And that  
Department Head is held accountable to make sure that they  
followed our internal controls and done all the things that  
we require.

1           So if we got the equivalent from the School City or  
2 Superintendent or the School Board, then we could accept that  
3 without the fear that the State Board of Accounts is going to  
4 come back. It probably would be an audit finding and make  
5 each of the people that sit on this Board have to pay back  
6 one-third of the amount that was paid out.

7           So I'm sorry it's been awhile. You know, we've  
8 been trying to figure this out because this is outside of the  
9 lines of what we normally do. But if there could be a  
10 statement where they actually unequivocally say this follows  
11 our procedures, then the Board would be comfortable with it.

12           If the School Board would go ahead and approve and  
13 say these invoices are approved, this needs to be paid by the  
14 City, we could go that route. Or if either the  
15 Superintendent or somebody she designates goes ahead and  
16 signs them, then we can process it that way too.

17           So I don't know if Mr. Gomez wanted to add anything  
18 more to that.

19           MR. GOMEZ: I would prefer that the School Board because  
20 the State Board of Accounts requires if something is late  
21 that it be approved by a Board.

22           We have no access. Our Human Resources Department,  
23 I talked to the Director and I talked to Leda who does the  
24 invoices. They tell me they have no confidence in whether  
25 there's internal controls or guidelines. They have no idea  
what's going over there.

          The school, since you actually work with the  
school, you're over there, it would be a better thing if the  
School Board would be approving these.

          I know what's going to happen right now. If they  
look at this e-mail to Leda from the Superintendent saying  
they have guidelines, they're going to ask to see these  
guidelines. They're going to see when they were formulated,  
whether there's internal controls. And if you don't have  
that, it's going to be more serious.

          One thing I wanted to ask the Superintendent is if  
she came or even just say can you send us a copy of these  
internal controls so we can see them in better light.

          Are you aware of the guidelines? Are you aware of  
the internal controls?

1 MR. JEFFERSON: Of the program?

2 MR. GOMEZ: Yes.

3 MR. JEFFERSON: Yes, I am.

4 MR. GOMEZ: So there's actually a set of guidelines with  
5 internal controls?

6 MR. JEFFERSON: The way the program was structured was  
7 that there were two additional officers that were supported  
8 by the Mayor's Office and EC Police Department that came on.  
9 I believe we hired three other additional truancy officers.  
10 I believe that consisted of three which made a total of five.  
11 They were all appointed to the different schools throughout  
12 the district.

13 Me being the Program Director I was their Direct  
14 Supervisor that would support them and assist them. And  
15 pretty much I was the Executive Director of the program. And  
16 at the time Miss Wright who made up a part of that Committee,  
17 she was designated when she was assigned the position of  
18 Principal to signoff on the time sheets.

19 So at the time we went back into the new school  
20 year I signed my contract in October. By that time she was  
21 appointed Superintendent probably at some point in August or  
22 September. So she was removed from the building.

23 MR. GOMEZ: But these aren't guidelines. This is just  
24 the way you're structured. Guidelines set up the procedures,  
25 you know, your SOP's on how you work, who reports to who, how  
the time sheets are processed. It lists everything. That's  
what they're going to look for. What's your internal  
controls, like how do you know the inspectors submitted their  
time sheets, that these hours are proper, who is checking to  
see.

Because I looked at some of them. The time sheets,  
it'll say 8 hours. But it won't say from what to what. Even  
yours and I think Jasmine, they don't say what hours, from  
what to what.

So inspectors sometimes some of those days they  
work until 4:00. And some of yours our understanding is you  
guys don't work until then. So who are they turning their  
time sheets to?

So your internal controls would cover all this.

1 That's what I'm asking. Do you have that? Is there a  
2 booklet with your guidelines and internal controls?

3 MR. JEFFERSON: I say there is. I really can't confirm  
4 it. But I know that everything that you just explained the  
5 Administrative Assistant, she would monitor the times or the  
6 check in and the check outs.

7 MR. GOMEZ: That makes me nervous. You're the Director  
8 and you're not sure if you have them. That means if you're  
9 not aware that you have guidelines then you probably don't  
10 have guidelines or internal controls.

11 MR. JEFFERSON: I can't confirm if I have or haven't  
12 seen them. But at the same time this was a pilot program.

13 MR. GOMEZ: But see when you develop internal controls  
14 you would have to be part because you're Director. For you  
15 to tell me you haven't seen them or you're unaware I'm real  
16 surprised.

17 That makes me more leery now because that actually  
18 tells me that you have no involvement in any internal  
19 controls and any guidelines. So now I am really curious to  
20 see what guidelines she's referring to.

21 MR. JEFFERSON: I believe as a Committee all of those  
22 things were developed. Me saying I have not -- I can't say  
23 that I don't have them or haven't seen them. I've been out  
24 of the building since March. So the booklet that we  
25 prepared, that information may lie in there. I just don't  
have it in front of me today.

MR. GOMEZ: Well, I know our attorney, Miss Morgan, was  
on that Committee.

Miss Morgan, did they develop any internal controls  
when you were on the Committee?

MS. MORGAN: There were no granular internal controls  
like that. There was just a structure of the program. But  
there were policies and procedures on the part of the  
Committee.

The Committee relied more on the School City having  
put controls in place. So you should talk to the School City  
Finance Director. I don't know if that's their title. But  
it would be the City Controller's counterpart there.

1           So whoever does the job of Controller for the  
2 School City hopefully can provide some actual written  
3 guidelines like for instance we have a manual that is the  
4 City's procurement policies and procedures.

5           So a document like that that just talks about, you  
6 know, this group here does accounts payable separate from  
7 accounts receivable. This is how you process the invoice.  
8 This is what you have to submit with the invoice. This is  
9 the level of proof that they accept. Like that kind of  
10 document.

11           Not just the structure, but the, you know, step 1  
12 for processing an invoice. Step 2 is that. That's the kind  
13 of detail that we need to get from the School City.

14           But the Committee never did it at that level. It  
15 just put a structure in place. And there was the assumption  
16 that the School City had its own policies in place which fit  
17 the definition of what Mr. Gomez is saying internal controls  
18 to make sure that, you know, the left hand knows what the  
19 right hand is doing. And that there's, you know, just a set  
20 of rules for processing things that everybody is bound to  
21 follow.

22           So that's the level of detail that is needed to  
23 meet the State Board of Accounts requirements.

24           MR. GOMEZ: I would like to see something more  
25 substantive from the Superintendent. Either that or if you  
guys want to take it to your School Board because then they  
can explain there because I'm very leery about this Board  
approving something and then the State Board of Accounts  
comes back on us because they're going to say why didn't you  
ask these questions and why didn't you get answers to these  
questions.

          MS. MORGAN: All the Committee would have is the  
structure of the programs written out, the grant agreement  
that was submitted to Foundation of East Chicago and the City  
and then the employment contracts for each person that  
participated which includes Mr. Jefferson.

          So that's not the internal controls that are going  
to meet the guidelines.

          MR. GOMEZ: No. And I know there was issues because  
even though they weren't brought up at this even with the  
truancy officers at the beginning when they submitted

1 invoices they had duplicate invoices with different amounts,  
2 different hours. And those were signed off by yourself. And  
3 if you were really checking them, why were there duplicates  
4 with different hours? It didn't make any sense.

5 MR. JEFFERSON: What occurred was there had not been  
6 purchase orders developed at that time. And there may have  
7 been some confusion between how to submit those time sheets  
8 for those officers based off one.

9 The payment of the weekly like if time sheets went  
10 on a Wednesday then should they submit times from Monday,  
11 Tuesday, Wednesday? Should Thursday go on the next week?  
12 And that's why there may have been confusion with the  
13 submissions of time sheets at the time.

14 MR. GOMEZ: The problem was everybody signed those. You  
15 and the Superintendent signed duplicate invoices. That was a  
16 big red flag.

17 As a matter of fact I had to call them and ask  
18 them. In fact one of the truancies at the beginning said,  
19 well, because we only had -- we were supposed to hire four  
20 and there's only two of us we thought we could put in for  
21 more. So, you know, that's like they're filling out their  
22 own time sheets and nobody is checking on them.

23 So I don't want to drag this on any further. But I  
24 think until we get like Miss Morgan said a little more  
25 clarification from the School Administration and maybe they  
26 could provide us -- if she could provide to the Board what  
27 she means by the guidelines. Or if they want to take it to  
28 the School Board and let the School Board deal with this.

29 MS. MORGAN: Well, I'm going to try and put a Committee  
30 Meeting together. And it's been a problem scheduling in  
31 light of Covid and all that.

32 But there should be a Committee Meeting that takes  
33 place before the Board of Works meets again. So hopefully at  
34 that meeting some course of action, either one of the three  
35 we outlined here or some alternative, can be absolutely  
36 signed on so we can wrap up everything that has to do with  
37 last year's business and this Board will know what to do.  
38 And then moving toward into the 2020/21 school year there  
39 will be some certainty about all these things.

40 MR. GOMEZ: Because like I said before if the State  
41 Board of Accounts takes a look at this I don't want this

1 Board to have to answer questions. And they will ask us some  
2 hard questions. And if we're not able to answer the first  
3 thing they're going to say is why did you approve this then.

3 MR. JEFFERSON: I understand.

4 MR. GOMEZ: Okay. Thank you.

5 MR. JEFFERSON: Thank you all for your time.

6 MR. GOMEZ: Next we'll move on. That concludes  
7 Outstanding Invoices. Next item on our agenda is from  
8 Special Events. This is for ServiScape, LLC to setup and  
9 take down holiday decor and lights for the following  
10 locations, the Community Center, Heritage Hall and Unity  
11 Center. This is for \$4,719.78. I believe this is something  
12 they do every year.

10 MR. ALLEN: Every year. They've been doing it for the  
11 past few.

11 MR. GOMEZ: Like I said the total is \$4,719.78. It's  
12 broken down for service for both Community Centers at \$3,355  
13 and supply total for both Community Centers at \$1,364.78 for  
14 that total of \$4,719.78.

14 Any questions or comments on this proposal from  
15 ServiScape, LLC?

15 Questions/Comments:

16 MS. GUZMAN: Just can I add something?

17 MR. GOMEZ: Yes.

18 MS. GUZMAN: The dates. It says March 17, 2020. So we  
19 just need to update.

20 MR. GOMEZ: Pardon me?

21 MS. GUZMAN: The date, yes. So we just need to update  
22 that date.

22 MR. GOMEZ: Okay. Arteria, on the one we sign we have  
23 to change that date to the date of this meeting.

24 MS. GUZMAN: Yes.

25 MR. GOMEZ: As a matter of fact we might have to look

1 through all these and check the dates. Even on the signature  
2 sheet it has parties set their hands on this 17th day of May.  
3 We have to check all those the dates.

4 MS. MORGAN: Arteria, you can work with the Law  
5 Department. We'll make sure it gets changed.

6 Motion to approve ServiScape, LLC Holiday Decor and Lights  
7 Setup and Takedown Proposal made by William Allen. Second by  
8 Winna Guzman.

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

11 MR. GOMEZ: Next we have also from ServiScape setup and  
12 take down all the itemized holiday decor for the following  
13 areas, City Hall Annex, Mayor's Office including a 60 foot  
14 spruce tree, ornament sign, Elite Pro ornaments, Utility  
15 Plaza tree entrance to City Hall and City Hall pillars,  
16 Railroad Bridge and Public Safety Building I imagine.

17 This is for the 2020 Wonderland and light poles on  
18 Main and Chicago Avenue throughout the City I imagine on Main  
19 Street and Chicago Avenue in East Chicago, Indiana. And this  
20 is for a total of \$49,094.24.

21 I believe this is something they've been doing for  
22 the past few years also.

23 MR. ALLEN: Yeah.

24 MS. GUZMAN: Just to note the dates as well.

25 MR. GOMEZ: I think all of these we have to check the  
26 dates.

27 MS. GUZMAN: And also it says City of East Chicago Parks  
28 and Recreation send to the Board of Works. I am not sure if  
29 that represents the Board.

30 MR. GOMEZ: I wonder if she has to take this to the Park  
31 Board also.

32 Any other questions on this proposal?

33 MS. MORGAN: The Law Department and Arteria will work  
34 together. It may be that initially they thought that the  
35 Park Board had the budget for it when it turns out that they  
36 prefer to have this Board pay for it.

1 MR. GOMEZ: I'd like to entertain a motion to approve  
2 this proposal from ServiScape with the condition that the Law  
3 Department assist in correcting some of these little  
4 intricacies.

5 MS. MORGAN: Really maybe we shouldn't go into a lot of  
6 detail here. But the policies and checklist and forms you  
7 put in place we have to get back to where everybody is always  
8 following them and not just submitting things to Arteria  
9 without checking off that they actually have reviewed.

10 MR. GOMEZ: I think there might have to be a  
11 conversation we have with our Chief of Staff in the Mayor's  
12 Office because we always make these attempts to inform people  
13 they should submit the form.

14 Actually she submitted the form. But a lot of it  
15 is left blank. In any event these issues where things are  
16 brought to us at the last moment and it's almost an  
17 emergency.

18 But I'd like to entertain a motion we approve  
19 ServiScape setup and takedown of holiday decor throughout the  
20 City in the amount of \$49,094.24 conditional on correcting  
21 the dates on the proposal and the Law Department reviewing it  
22 to see if there's no other issues.

23 Questions/Comments: None.

24 Motion to approve ServiScape, LLC Setup and Takedown of  
25 Holiday Decor Proposal Conditional on Correcting Dates and  
26 Law Department's Review made by William Allen. Second by  
27 Winna Guzman.

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

30 MR. GOMEZ: Next we have also from Special Events for  
31 ServiScape again Expertise Holiday Lighting and Equipment for  
32 the following parks, Nunez, Washington, Kosciuzko Park,  
33 Veteran's Park, Tod Park, Riley Park, Marktown Park,  
34 Sunnyside Park, Callahan Park, Jackson Park and McArthur Golf  
35 Course.

36 This proposal is at \$43,560.44. It's broken down  
37 to all 16 parks service total \$38,946.25. Supply for all 16  
38 parks \$4,596.19 for that total of \$43,560.44.

39 And this proposal also like the other ones the

1 dates. We have to change the dates on that. And also like  
2 the other aforementioned proposals in our motion if the Law  
Department can review it and make sure if there's anything  
3 that should be corrected.

4 So any questions? Any other questions or comments?

5 Questions/Comments: None.

6 Motion to approve ServiScape, LLC Expertise Holiday Lighting  
and Equipment Proposal Conditional on Correcting Dates and  
7 Law Department's Review made by William Allen. Second by  
Winna Guzman.

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

10 MR. GOMEZ: Next we have National Industrial  
Maintenance. This is from Bus Transit. This is an amendment  
11 to the contractual agreement between the City of East Chicago  
and National Industrial Maintenance for sanitizing, fogging  
12 of five City of East Chicago Public Transit Buses.

13 The original agreement was entered on the 24th day  
of June 2020 to provide a clean and sterilization of the City  
14 Public Transit Buses in order to protect the public and the  
City employees against the spread of Covid 19.

15 Now, I believe Industrial Maintenance in order to  
16 meet the requirements of its Labor Contract and accommodate  
the City's need to have the Public Transit Buses cleaned  
17 during non-peak hours including weekends has incurred  
unforeseen overtime costs and has requested a corresponding  
18 adjustment in its rate schedule with the update of rate  
schedule as follows: Monday through Friday \$100 each.  
19 Saturday \$150 each. Sunday \$200 each.

20 Miss Morgan, so I guess they left out the extra  
hours on the original?

21 MS. MORGAN: Right. That wasn't I guess contemplated.  
They didn't talk to management. So they sent us a new rate  
22 sheet maybe a week before last or so. So we sent it up the  
chain. It was approved by the Administration that we present  
23 it to the Board.

24 The Director can still control when the buses are  
cleaned. So if there's times they can be cleaned at the  
25 cheaper rate during the week, he can do that.

1 Just a side note that even though we also sent over  
2 their actual rate schedule for reference we didn't accept  
3 that document because they continue to put in that it's net  
4 30 even though I keep emphasizing our procurement policies  
5 don't let us do net 30.

6 You know, every contract has to comply with the  
7 City's procurement policies not that we've been to each and  
8 every vendor's procurement policy.

9 So again we're just -- the rate sheet they sent is  
10 not officially part of it. That document is not officially  
11 part of this addendum. The addendum contains the new rates.  
12 That's what we should follow if you accept the new addendum.

13 MR. GOMEZ: Are there any questions or comments?

14 Questions/Comments: None.

15 Motion to approve National Industrial Maintenance Addendum  
16 made by William Allen. Second by Winna Guzman.

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

19 MR. GOMEZ: Next on our agenda we have Compliance  
20 Reports. I believe we have quite a few.

21 MS. CEJA-RAMIREZ: Yes, we do. Hello, Board Members.  
22 Thank you. Esperanza Ceja-Ramirez, Planning and Economic  
23 Development Department. I am not sure what order you have  
24 them in. I just brought them all.

25 MR. GOMEZ: I'll read them out. We have them in order.  
The first one we have is the E. J. Block New Locker Room and  
Press Box with Gariup Construction.

MS. CEJA-RAMIREZ: This is for E. J. Block New Locker  
Rooms and Press Box. The general contractor is Gariup  
Construction. The original contracted amount is for  
\$1,488,500.

Change Order amount as of today is \$48,000 as a  
negative. Therefore the adjusted contract amount is for  
\$1,440,500.

Potential charges for damages right now that the  
company foresees is \$39,865.01.

1           Anyone have any questions?

2           MR. GOMEZ: Any questions? Next we have EC New Build  
3           Conduit System and Fiber Network.

4           MS. CEJA-RAMIREZ: Yes. Actually this contractor  
5           arrived from the IT Department. This is for the EC New Build  
6           Conduit System and Fiber Network. General contractor is  
7           Western Utility.

8           The original contract amount is for \$1,425,420.06.  
9           So far the amount of change orders received is \$15,244.34.  
10          Therefore giving us an adjusted contract amount of  
11          \$1,440,664.40 giving us or the company potential damages of  
12          \$74,741.52.

13          MR. GOMEZ: Any questions or comments? Next one we have  
14          is E. J. Block Stadium Utilities.

15          MS. CEJA-RAMIREZ: Just to clarify this is a Second  
16          Revised Compliance Report, a final one. It was tabled last  
17          time because we came into some additional man hours. So I  
18          needed to make sure to include those in my document here.

19          The original contract amount is for \$462,900. And  
20          the general contractor is Hasse Construction. Change order  
21          amount total is \$67,089.90. Therefore giving us an adjusted  
22          contract amount of \$529,989.90. Therefore the total damages  
23          for this project is \$12,160.38.

24          MR. GOMEZ: Any questions or comments? Next one is  
25          E. J. Block Stadium Improvements Phase 3.

26          MS. CEJA-RAMIREZ: The general contractor for this  
27          project is Gariup Construction. The original contract amount  
28          is \$1,654,757. So far change orders amount received is  
29          \$35,343 giving us an adjusted contract amount of \$1,690,100.  
30          Potential damages so far is \$35,391.15.

31          MR. GOMEZ: Any questions or comments? Next one is  
32          Final Compliance Report for the Prestress Tank 1, Tod Street.

33          MS. CEJA-RAMIREZ: Yes. It's Prestress Tank Contract 1.  
34          But it ended up changing to Contract 4. There was a mixup in  
35          numbers in the bidding information we received versus the  
36          account information.

37          MR. GOMEZ: I was wondering what that 1 is for.

1 MS. CEJA-RAMIREZ: One got away, yeah. And this is for  
2 the tank that was located or is located on Tod Street.

3 The original contract amount is \$6,194,600. The  
4 change order total amount is \$129,750.08 giving us an  
5 adjusted contract amount total of \$6,324,350.08. The total  
6 damages came out to be \$358,225.44.

7 MR. GOMEZ: Any questions or comments? I believe the  
8 final one is the Prestress Tank Number 4. 4 is 1, Guthrie  
9 Street.

10 MS. CEJA-RAMIREZ: Yes. And this is for the one located  
11 on Guthrie Street. Per my last conversation with the  
12 contractor their expected date to end is in November. And  
13 the general contractor for this one is D&N Tanks as is for  
14 the other one as well.

15 The original contract amount for this tank is for  
16 \$4,197,112. Change order amount is a decrease of \$358,737.  
17 Therefore giving us a new adjusted contract amount of  
18 \$3,838,375. The total of potential damages so far is  
19 \$195,186.80.

20 MR. GOMEZ: Any questions or comments? Thank you. And  
21 as always there is no motion necessary. The reason you  
22 present is to put it on the record in our Minutes.

23 MS. CEJA-RAMIREZ: Yes. And one thing I do want to add  
24 for the Guthrie Contract there is a negative in the balance.  
25 So we will need to revisit that.

MR. GOMEZ: Thank you.

MS. CEJA-RAMIREZ: Thank you.

MR. GOMEZ: Next on our agenda we have Resolution, City  
of East Chicago Board of Public Works Resolution 2020-21. A  
Resolution of the East Chicago Board of Public Works  
authorizing the conveyance of property commonly known as 4921  
Homerlee Avenue to the abutting landowner.

Whereas Amparo and Ricky Vargas own the land  
abutting the property owned by the City located at 4925  
Homerlee and desires to acquire such property.

Therefore be it resolved that East Chicago Board of  
Public Works that the property located at 4922 Homerlee  
particularly described in the quitclaim deed attached hereto

1 be sold and conveyed to Amparo and Ricky Vargas for no  
2 consideration.

3 And the Board President is hereby authorized to  
4 execute a quitclaim deed substantially conforming to the  
5 attached deed and to perform all acts and execute all other  
6 documents necessary to carry out such transfer.

7 Any questions or comments on this conveyance of  
8 property?

9 Questions/Comments: None.

10 Motion to approve Resolution 2020-21 made by William Allen.  
11 Second by Winna Guzman.

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

14 MR. GOMEZ: Next on our agenda we have Resolution  
15 2020-22. A Resolution of the East Chicago Board of Public  
16 Works establishing terms and conditions for the transfer of  
17 certain property owned by the City of East Chicago to the  
18 Department of Redevelopment which property is commonly known  
19 as 2116-20 East Columbus Drive, Parcel Number  
20 45-03-22-381-021000-024.

21 Therefore it be resolved that the Board of Public  
22 Works of East Chicago that the City of East Chicago should  
23 convey and transfer for zero consideration the above  
24 described real estate particularly described in the attached  
25 quitclaim deed to the Department of Redevelopment.

Be it further resolved that the Board President  
should and is hereby authorized to execute deeds  
substantially conforming to the documents attached conveying  
such property to the Department of Redevelopment along with  
appropriate sales disclosure form.

Are there any questions or comments on Resolution  
2020-22?

Questions/Comments: None.

Motion to approve Resolution 2020-22 made by William Allen.  
Second by Winna Guzman.

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

1 MR. GOMEZ: Next on our agenda we have a Notice to  
2 Proceed for Contractor JM Industrial Services at 201 Marble  
3 Street, Hammond, Indiana for the demolition of 4511 Baring.

4 Any questions or comments on the Notice to Proceed?  
5 This is from our Building Department.

6 MS. GUZMAN: Just the date no later than August 10.  
7 Should that be of as of today's date?

8 MR. GOMEZ: Winna, I believe you're right. Arteria, we  
9 have to change just that date. I believe it should be  
10 today's date where it has August 10, 2020.

11 Any other questions or comments?

12 Questions/Comments: None.

13 Motion to approve JM Industrial Notice to Proceed for 4511  
14 Baring made by William Allen. Second by Winna Guzman.

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

17 MR. GOMEZ: Next we have from Robinson Engineering for  
18 Guthrie Street between Main and Alder. We have Change Order  
19 Number 13. This is from Engineering.

20 MR. ALLEN: This is a deduct. This is a Credit Change  
21 Order in the amount of \$8,680. There were some changes in  
22 the testing requirements for the sewer for this project.

23 MR. GOMEZ: Any questions or comments on Change Order  
24 Number 13?

25 Questions/Comments: None.

Motion to approve Robinson Engineering Change Order Number 13  
made by William Allen. Second by Winna Guzman.

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

MR. GOMEZ: Next we come to also from Robinson  
Engineering Change Order Number 14. Also for Guthrie between  
Main and Alder. And this is also a deduction of \$6,804.

MR. ALLEN: And this is just basically a credit for the  
number of items. In this case would be the water valve which

1 came at the direction of the Water Department to not have to  
2 use six 6 inch valves and then three 8 inch valves.

3 MR. GOMEZ: Any questions or comments?

4 MR. ALLEN: Just for the record Robinson Engineering is  
5 the on-site inspector for the City. These Change Orders are  
6 basically a reflection of the project price for Hasse  
7 Construction.

8 MR. GOMEZ: So that goes for Change Orders 13 and 14?

9 MR. ALLEN: Correct.

10 MR. GOMEZ: Any other questions or comments?

11 Questions/Comments: None.

12 Motion to approve Robinson Engineering Change Order Number 14  
13 made by William Allen. Second by Winna Guzman.

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

16 MR. GOMEZ: Next we have from Robinson Engineering  
17 Supplemental for Homerlee Hydrovac Excavation.

18 MR. ALLEN: These are additional engineering services  
19 for Robinson Engineering who is currently designing the  
20 reconstruction of Homerlee from 148th to 151st Street.

21 And again these are just services to hydrovac  
22 excavate for pothole to help us identify any unknown  
23 underground utilities.

24 MR. GOMEZ: And this would be with Badger Hydrovac.

25 MR. ALLEN: Yeah. We'll be outsourcing the services of  
that hydro excavation company.

MR. GOMEZ: Any other questions or comments?

Questions/Comments: None.

Motion to approve Robinson Engineering Supplemental for  
Homerlee Hydrovac Excavation made by William Allen. Second  
by Winna Guzman.

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

2  
3 MR. GOMEZ: Next these are rate sheets with James F.  
Giannini. This is from Engineering. It's their 2020 rate  
4 schedule I believe.

5 MR. ALLEN: Yes. And we would just like to take on  
their services for a small project over near Block Stadium,  
6 the Lilyfield Concession Building, just getting their  
expertise to help give us direction on how to stabilize the  
7 building.

8 MR. GOMEZ: Any other questions or comments?

9 Questions/Comments: None.

10 Motion to approve James F. Giannini & Associates 2020 Rate  
Sheet made by William Allen. Second by Winna Guzman.

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

12  
13 MR. GOMEZ: Next we have Right of Way Applications. We  
have Board of Public Works Permit Applications 20-03613  
14 through 20-03615. Any questions or comments?

15 Questions/Comments: None.

16 Motion to approve Right of Way Applications 20-03613 through  
20-03615 made by William Allen. Second by Winna Guzman.

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

18 Other Business: None.

19 \* Next Regular Meeting Date: Wednesday, August  
20 26, 2020 @ 4:30 p.m.

21 Motion to adjourn made by William Allen. Second by Winna  
22 Guzman.

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

24  
25 \* Meeting ended at 5:34 p.m.

Approval of the Meeting Minutes of  
Wednesday, August 12, 2020

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

\_\_\_\_\_  
Val Gomez, President

\_\_\_\_\_  
William Allen, Vice President

\_\_\_\_\_  
Winna Guzman, Member

\_\_\_\_\_  
Olga Cosme, Board Secretary

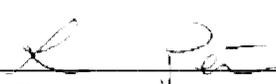
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C E R T I F I C A T E

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 22nd day of August, 2020.

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

