

The Agenda Review Session of the Board of Public Works was convened at 10:36 a.m. on November 22, 2023, by Board President Elizabeth A. Maradik, Vice President Joseph Molnar, and Board Members Gary Gilot (absent), Briana Micou, Murray Miller, and Board Attorney Michael Schmidt (virtual) present. The Board of Public Works Clerk, Theresa Heffner, presented the Board with a proposed agenda of items presented by the public and by City Staff.

Board members discussed the following item(s) from the agenda.

REJECT BIDS AND QUOTATIONS

Mr. Miller asked about item 6. B.: 542 N. Scott St. TIF Project – Misc Repairs going to the open market.

Attorney Schmidt advised that this is a quote and because it is under the \$50,000 threshold, it can go to the open market.

PROJECT COMPLETION AFFIDAVITS

Attorney Schmidt provided some background on item 9. A.: Southeast Neighborhood Center (United Way). He advised that the MWBE goals were met for this after several change orders.

Attorney Schmidt provided some background on item 9. B.: Southeast Park Playground Resurfacing. He advised that a waiver was granted for this project. Sinclair Recreation, LLC is a woman-owned business, but they are headquartered in Holand, Michigan. They self-performed a portion of the work thinking that they qualified for the WBE goals since they are a woman-owned business, so this was reviewed, and they were granted a good-faith waiver. They did have MBE participation in the project as well.

Mr. Miller asked if this would set a precedent for the future.

Attorney Schmidt advised that the hope is to address the program plan in 2024 to speak to this particular issue. There are some nuances to the law on how different states have reciprocity. He stated he was not aware of Michigan and Indiana having reciprocity, but had they been located in Virginia, it would have had reciprocity for being certified and how that plays with our actual program plan and the geographical scope.

Paula Sours from Proforma was on the call and explained that Indiana and Michigan do not recognize each other's certificates.

PRIVILEGE OF THE FLOOR

Assistant City Engineer, Sarah Barber, noted an item that will be added to the agenda for Tuesday provided Community Investment does not find any issues with it. She explained that it is an encroachment permit for Lincoln Bendix Park Neighborhood Association and it is one of the \$10,000 grants that the City had from the Office of Economic Empowerment & Engagement beautification projects around the city. They are putting in some banners to say, "welcome to Lincoln Bendix Park Neighborhood Association/ Neighborhood" and the banners would be going on banner arms. She noted Coby Deal of the street department was doing assessments of that to make sure that our banner arms are able to hold those banners and that it wouldn't be an impairment based on the sizing for any street views.

Ms. Barber stated that the Neighborhood Association was also planning to do some native plantings on the street. At Meade St. and Bendix, we have some of those separation traffic islands. There are three (3) lanes of traffic where they want to put native plants in a portion of the median. Ms. Barber explained that a plan was worked out where VPA will be maintaining around those plantings and then the Neighborhood Association will be doing the planting themselves with a contractor.

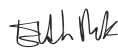





President Maradik asked if the Neighborhood Association has committed to maintaining the plants themselves. Assistant City Engineer Barber noted that they put the schedule of maintenance in their encroachment application. If there are any issues, the City can remove the plants at any time.

Board Attorney Michael Schmidt noted that a new route has been established for the St. Nick 6 event taking place on December 2nd, noting that item will be on the agenda for Tuesday so that the Board can approve the new route due to the closure of the Leeper bridge.

ADJOURNMENT

There being no further business to come before the Board, President Maradik adjourned the meeting at 10:49 a.m.

CITY OF SOUTH BEND, INDIANA
BOARD OF PUBLIC WORKS

 Elizabeth A. Maradik, President	 Joseph R. Molnar, Vice President
 Gary A. Gilot, Member	 Briana Micou, Member
 Murray L. Miller, Member	 Attest: Theresa M. Heffner, Clerk
	Date: <u>December 12, 2023</u>

REGULAR MEETING

NOVEMBER 28, 2023

The Regular Meeting of the Board of Public Works was convened at 9:31 a.m. on Tuesday, November 28, 2023, by Board President Elizabeth A. Maradik in the 13th Floor Conference Room of the County-City Building, 227 W. Jefferson Blvd., South Bend, Indiana. The meeting was also streamed live to the public via Microsoft Teams. Board Clerk Theresa Heffner confirmed the presence of Board President Elizabeth A. Maradik, Vice President Joseph Molnar, and Board Members Gary Gilot, Breana Micou (arrived at 9:31 a.m.), Murray Miller, and Board Attorney Michael Schmidt, with a roll call. President Maradik reminded virtual attendees to mute their microphones and turn off their cameras when not speaking, and to save their questions and comments for the Privilege of the Floor.

APPROVE MINUTES OF PREVIOUS MEETING

Upon a motion made by VP Molnar, seconded by Mr. Miller and carried by roll call, the minutes for the Agenda Review Session and Regular Meetings of the Board held on November 9, 2023 and November 14, 2023, were approved.

OPENING OF BIDS – 2023 RESIDENTIAL DEMOLITIONS – PROJECT NO. 123-068 (PR-00028089)

This was the date set for receiving and opening sealed bids for the above referenced project. The Clerk tendered proof of publication of the Notice in the South Bend Tribune, which was found to be sufficient. The following bids were opened and publicly read:

TAYLOR MAID TRUCKING LLC

22895 SR 23
South Bend, IN 46614
Rickyataylor19@gmail.com
Bid was signed by Mr. Rick Taylor
Non-Collusion, Non-Discrimination Affidavit Form was **NOT** completed.
Five percent (5%) Bid Bond was **NOT** submitted.
Three (3) Forms MWBE-1.0, 2.0, 2.1 were **NOT** completed.

BASE BID TOTAL: Hourly Regular Rate: \$130, Overtime Rate Plus: \$17, Travel Time: \$15 A Day

GREEN DEMOLITION CONTRACTORS, INC.

315 Brighton St., Suite 1
LaPorte, IN 46350
carla@greendemolitioninc.com
Bid was signed by Mr. Michael Brough
Non-Collusion, Non-Discrimination Affidavit Form was completed.
Five percent (5%) Bid Bond was submitted.
Two (2) Forms MWBE-1.0, 2.0 were completed.

BASE BID TOTAL: \$372,450.00

RITSCHARD BROS., INC.

1204 W. Sample St.
South Bend, IN 46619
rit1204@datacruz.com
Bid was signed by Ms. Rachelle L. Dolniak
Non-Collusion, Non-Discrimination Affidavit Form was completed.
Five percent (5%) Bid Bond was submitted.
Three (3) Forms MWBE-1.0, 2.0, 2.1 were completed.

BASE BID TOTAL: \$368,493.00

INDIANA EARTH, INC.

10343 McKinley Hwy.
Osceola, IN 46561
estimatorindianaeearth@yahoo.com
Bid was signed by Mr. Mark Osler
Non-Collusion, Non-Discrimination Affidavit Form was completed.
Five percent (5%) Bid Bond was submitted.
Three (3) Forms MWBE-1.0, 2.0, 2.1 were completed.

BASE BID TOTAL: \$711,260.00

Upon a motion made by VP Molnar, seconded by Mr. Miller and carried by roll call, the above bids were referred to Public Works for review and recommendation.

OPENING OF PROPOSALS – SAFE ROUTES TO SCHOOL – MUESSEL PRIMARY & HOLY CROSS AREA – PROJECT NO. 122-006 (INDOT DES #1900447)

Ms. Gemma Stanton, Engineering, advised that this was the date set for the receiving and opening of sealed proposals for the above referenced project. President Maradik stated the Proposals will be reviewed and scored based on a matrix system, by a team made up of City representatives. Board Attorney Michael Schmidt read the names of the following companies submitting proposals:

ABONMARCHE

315 W. Jefferson Blvd.
South Bend, IN 46601
Mr. Robert A. Nichols
rnichols@abonmarche.com

APEX CONSULTING & SURVEYING

1313 Broadway
Fort Wayne, IN 46802
Mr. Andrew Scheribel, PE
Chanchai@apexsurveying.net; andrew@apexsurveying.net

DLZ

2211 E. Jefferson Blvd.
South Bend, IN 46615
Mr. Brad Dailey, PE
bdailey@dlz.com

UNITED CONSULTING

8440 Allison Pointe Blvd., Suite 200
Indianapolis, IN 46250
Mr. Terry Mimix
Amanda.Brown@ucindy.com; Terry.Minix@ucindy.com

Upon a motion made by VP Molnar, seconded by Mr. Miller and carried by roll call, the above proposals were referred to Public Works the review team for review and recommendation.

OPENING OF PROPOSALS – SAFE ROUTES TO SCHOOL – OUR LADY OF HUNGARY NEIGHBORHOOD – PROJECT NO. 122-007 (INDOT DES #2100025)

Ms. Gemma Stanton, Engineering, advised that this was the date set for the receiving and opening of sealed proposals for the above referenced project. President Maradik stated the Proposals will be reviewed and scored based on a matrix system, by a team made up of City representatives. Board Attorney Michael Schmidt read the names of the following companies submitting proposals:

ABONMARCHE
315 W. Jefferson Blvd.
South Bend, IN 46601
Mr. Robert A. Nichols
rnichols@abonmarche.com

APEX CONSULTING & SURVEYING
1313 Broadway
Fort Wayne, IN 46802
Mr. Andrew Scheribel, PE
Chanchai@apexsurveying.net; andrew@apexsurveying.net

AMERICAN STRUCTUREPOINT
205 W. Jefferson Blvd., Suite 404
South Bend, IN 46601
Mr. John Tucker
gharding@structurepoint.com; JTucker@structurepoint.com

UNITED CONSULTING
8440 Allison Pointe Blvd., Suite 200
Indianapolis, IN 46250
Mr. Terry Mimix
Amanda.Brown@ucindy.com; Terry.Minix@ucindy.com

Upon a motion made by VP Molnar, seconded by Mr. Miller and carried by roll call, the above proposals were referred to Public Works the review team for review and recommendation.

AWARD BID AND APPROVE CONTRACT – ANGELA BLVD. ROADWAY IMPROVEMENTS – PROJECT NO. 122-059R (PR-00024760 & PR-00024761)

Ms. Leslie Biek, Engineering, advised the Board that on October 24, 2023, bids were received and opened for the above referenced project. After reviewing those bids, Ms. Biek recommended that the Board award the contract to the lowest responsive and responsible bidder, Milestone Contractors North, Inc., in the amount of \$978,000 for Division #1; \$2,263,000 for Division #2; with a Total amount of \$3,241,000. Therefore, VP Molnar made a motion that the recommendation be accepted, and the bid be awarded, and the contract approved as outlined above. Mr. Miller seconded the motion, which carried by roll call.

AWARD QUOTATION AND APPROVE CONTRACT – CENTRAL SERVICES GARAGE DOOR & FOUNDATION REPAIR (PR-00029045)

Mr. Adam Cole & Mr. Kevin Ott, Central Services, advised the Board that on October 27, 2023, quotations were received and opened for the above referenced project. After reviewing those quotations, Mr. Cole and Mr. Ott recommended that the Board award the contract to the lowest responsive and responsible quoter, TX Concrete LLC, in the amount of \$12,525.40. Therefore, VP Molnar made a motion that the recommendation be accepted, and the quotation be awarded, and the contract approved as outlined above. Mr. Miller seconded the motion, which carried by roll call.

APPROVAL OF REQUEST TO REJECT BIDS/QUOTATIONS – MARMAIN APARTMENTS - WATER DAMAGE REPAIR – PROJECT NO. 122-061A (PR-00028875)

In a memorandum to the Board, Mr. Zach Hurst, Engineering, requested permission to reject all bids for the above referenced project due to the bidder being non-responsive and will proceed to the Open Market procurement process. Therefore, upon a motion made by VP Molnar to reject the bids, seconded by Mr. Miller and carried by roll call, the above request was approved.

APPROVAL OF REQUEST TO REJECT BIDS/QUOTATIONS – 542 N. SCOTT ST. TIF PROJECT – MISC. REPAIRS – PROJECT NO. 123-062F (PR-00028877)

In a memorandum to the Board, Mr. Zach Hurst, Engineering, requested permission to reject all bids for the above referenced project due to the bidder being non-responsive and will proceed to the Open Market procurement process. Therefore, upon a motion made by VP Molnar to reject the bids, seconded by Mr. Miller and carried by roll call, the above request was approved.

APPROVE CHANGE ORDER NO. 1 2023 CCMG – LOCUST ROAD RECONSTRUCTION – PROJECT NO. 123-018 (PR-00024465)

President Maradik advised that Mr. Scott Kreeger, Engineering, has submitted change order number 1 on behalf of Rieth Riley Construction Co., Inc., indicating the contract be increased by an additional nine (9) days for a new contract completion date of November 26, 2023 due to unforeseen weather delays. Upon a motion made by VP Molnar, seconded by Mr. Miller and carried by roll call, the change order was approved.

APPROVE CHANGE ORDER NO. 2 (FINAL) AND PROJECT COMPLETION AFFIDAVIT – MARTIN LUTHER KING JR. CENTER DEMOLITION PROJECT – PROJECT NO. 121- 066 (PO-0020807)

President Maradik advised that Mr. Kyle Ludlow, Engineering, has submitted change order number 2 (final) on behalf of Ritschard Bros., Inc., indicating the contract amount be decreased by \$6,900 for a new contract sum, including this change order, of \$312,092. Also submitted was the project completion affidavit indicating this new final cost of \$312,092. Attorney Schmidt advised that the Change Order be approved, but the Project Completion Affidavit be tabled for further review. Upon a motion made by VP Molnar, seconded by Mr. Miller and carried by roll call, change order number 2 (final) was approved.

APPROVE CHANGE ORDER NO. 1 FINAL) AND PROJECT COMPLETION AFFIDAVIT – 2022 CCMG ROAD REHABILITATION – PROJECT NO. 122-024R (PO-0018944)

President Maradik advised that Mr. Kyle Ludlow, Engineering, has submitted change order number 1 (final) on behalf of Milestone Contractors North Inc., indicating the contract amount be decreased by \$403,604.26 for a new contract sum, including this change order, of \$4,566,395.74. Also submitted was the project completion affidavit indicating this new final cost of \$4,566,395.74. Attorney Schmidt advised that the Change Order be approved, but the Project Completion Affidavit be tabled for further review. Upon a motion made by VP Molnar, seconded by Mr. Miller and carried by roll call, change order number 1 (final) was approved.

APPROVE PROJECT COMPLETION AFFIDAVIT – SOUTHEAST NEIGHBORHOOD CENTER (UNITED WAY) – PROJECT NO. 119-093R (PO-0010837)

President Maradik advised that Mr. Kyle Ludlow, Engineering, has submitted the project completion affidavit on behalf of The Robert Henry Corporation, for the above referenced project, indicating a final cost of \$1,259,278. Upon a motion made by VP Molnar, seconded by Mr. Miller and carried by roll call, the project completion affidavit was approved.

APPROVE PROJECT COMPLETION AFFIDAVIT – SOUTHEAST PARK PLAYGROUND RESURFACING – PROJECT NO. 123-043 (PR-00024809)

President Maradik advised that Mr. Patrick Sherman, Engineering, has submitted the project completion affidavit on behalf of Sinclair Recreation, LLC, for the above-referenced project, indicating a final cost of \$261,000. Upon a motion made by VP Molnar, seconded by Mr. Miller and carried by roll call, the project completion affidavit was approved.

APPROVE TITLE SHEET– SAFE ROUTES TO SCHOOL - OUR LADY OF HUNGARY NEIGHBORHOOD – PROJECT NO. 122-007 (INDOT DES #2100025)

Ms. Gemma Stanton, Engineering, advised that the title sheet for the above referenced project was being presented at this time for execution. Upon a motion made by VP Molnar, seconded by Mr. Miller and carried by roll call, the above referenced title sheet was approved and signed.

ADOPT RESOLUTION NO. 43-2023 – A RESOLUTION OF THE CITY OF SOUTH BEND, INDIANA BOARD OF PUBLIC WORKS ESTABLISHING THE 2024 PRIME BORROWING RATE CALCULATION INSTALLMENT PAYMENT AMOUNT FOR WATER/SEWER INSTALLATION CHARGE

Upon a motion made by VP Molnar, seconded by Mr. Miller and carried by roll call, the following resolution was adopted by the Board of Public Works:

RESOLUTION NO. 43-2023

**A RESOLUTION OF THE CITY OF SOUTH BEND,
INDIANA
BOARD OF PUBLIC WORKS ESTABLISHING THE 2024 PRIME
BORROWING RATE FOR CALCULATING INSTALLMENT PAYMENT
AMOUNT FOR WATER/SEWER INSTALLATION CHARGE**

WHEREAS, Section 17-85 of the City of South Bend Municipal Code (the “Municipal Code”) authorizes the Board of Public Works to establish the City’s prime borrowing rate (“Prime Borrowing Rate”) for purposes of determining the interest rate of installment payments of water/sewer installation charges; and

WHEREAS, pursuant to Section 17-85 of the Municipal Code, the Board of Public Works is to establish the Prime Borrowing Rate each year for the following calendar year; and

WHEREAS, Section 17-85 of the Municipal Code permits a single family residential real property owner to pay water/sewer installation charges by making sixty (60) monthly installment payments with an interest rate two (2) percent below the City’s prime borrowing rate; and

WHEREAS, the interest rate at the commencement of a residential owner’s sixty- month payment plan shall remain constant throughout the sixty-month term.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF PUBLIC WORKS OF THE CITY OF SOUTH BEND AS FOLLOWS:

1. The Board establishes the Prime Borrowing Rate for calendar year 2024 at a two (2) percent interest rate.
2. The effective date of this Resolution is December 1, 2023.

ADOPTED at a meeting of the Board of Public Works of the City of South Bend, Indiana held on November 28, 2023.

CITY OF SOUTH BEND
BOARD OF PUBLIC WORKS
s/ Elizabeth A. Maradik
s/ Joseph R. Molnar
s/ Gary A. Gilot
s/ Briana Micou
s/ Murray L. Miller

ATTEST:
s/ Theresa Heffner, Clerk

APPROVAL OF AGREEMENTS/CONTRACTS/PROPOSALS/ADDENDA

The following agreements/contracts/proposals/addenda were submitted to the Board for approval:

Type	Business	Description	Amount/ Funding	Motion/ Second
LPA Consulting Contract	Lochmueller Group, Inc.	Design Services for Coal Line Trail, Phase III, DES #2201235	\$349,710 Total Cost; Eligible for 80% Reimbursement from INDOT (PR-00029060)	VP Molnar / Mr. Miller *Subject to State Grant from INDOT
Real Property Transfer Agreement	South Bend Heritage Foundation	Transfer of Eighteen (18) Parcels to the South Bend Heritage Foundation for the Purpose of Developing Affordable Housing Contingent Upon SBH Receiving Award of Grants from the IHDCA	N/A	VP Molnar / Mr. Miller
Amendment No. 7 to Owner Engineer Agreement	SmithGroup Inc.	Additional Design Services for Seitz Park Reconstruction, Project No. 117-093	\$61,440 (Hourly) (PO-0006606)	VP Molnar / Mr. Miller
Amendment No. 1 to PSA	Shrewsberry	Will Cover Survey and Design of Additional Elements Outside the Scope of the Original Contract, Project No. 122-007	\$39,750 (PO-0016703)	VP Molnar / Mr. Miller *Subject to Grant from INDOT
Dedicated Improvements Agreement	Beacon Health System	Ensures that the Temporary Approaches to be Installed for the Beacon Tower Project will be Replaced with Adequate Curb, Sidewalk, and Landscaping after the Project Completion	N/A	VP Molnar / Mr. Miller TABLED
Utility Easement	Beacon Health System	Easements for Municipal Sanitary Sewer, Storm Sewer, and Water Main in the Vacated Bartlett St. ROW	N/A	VP Molnar / Mr. Miller TABLED

APPROVAL OF LICENSE AND PERMIT APPLICATIONS

The following license and permit applications were presented for approval:

Applicant	Description	Date/Time	Location	Motion Carried
34 th Annual Stand by Me Walk	Street Closure for Special Event	June 8, 2024; 9:00 a.m. to 12:00 p.m.	Intermittent Crossings Beginning at Howard Park, E. Jefferson Blvd, E. Wayne St, S. Main St., E. Colfax Ave., S. Michigan St.	VP Molnar / Mr. Miller
St. Margaret’s House Winter Walk	Street Closure for Special Event	February 18, 2024; 2:00 p.m. to 4:00 p.m.	Intermittent Crossings Beginning at Library at S. Michigan St., E. Colfax Ave., S. Main St., E. Jefferson Blvd., S. Lafayette Blvd.	VP Molnar / Mr. Miller
St. Nick 6	Street Closure for	December 2,	Updated Route due to	VP Molnar /

	Special Event	2023; 8:00 a.m. to 12:00 p.m.	Leeper Bridge Closure	Mr. Miller **
Walsh Construction	Long Term Occupancy Permit - Temporary Curb Cuts, Sidewalk Closures, Delivery/Storage Area, and Site Fencing for New Memorial Hospital Bed Tower	Approved effective September 15, 2023 to May 1, 2026	615 N. Michigan St. (Memorial Hospital)	VP Molnar / Mr. Miller TABLED
LAZ Parking Midwest, LLC	Public Parking Facility - Renewal	Approved November 28, 2023	126 N. Main St., 109 W. Jefferson Blvd., 121 E. Wayne St.	VP Molnar / Mr. Miller

** Mr. Gilot wanted to thank the SBPD for getting the logistics of the route change due to the closing of the Leeper Bridge in time for the event. Attorney Schmidt added that the City will be covering the cost for additional security due to additional security needs and the fact that the City closed the Leeper Bridge.

APPROVAL OF REVOCABLE PERMIT FOR ENCROACHMENT - 100 BLOCK OF S. CHAPIN, WEST SIDE

President Maradik stated an application for an encroachment and revocable permit has been received from Northern Indiana Historical Society, Inc. for the purpose of allowing the installation of a State Historical Marker to be placed in the right-of-way at 100 Block of S. Chapin, West side. The encroachment shall remain in the right of way until the time as the Board of Public Works of the City of South Bend shall determine that such encroachment is in any way impairing or interfering with the highway or with the free and same flow of traffic. Upon a motion made by VP Molnar, seconded by Mr. Miller and carried by roll call, the encroachment and revocable permit was approved.

APPROVAL OF REVOCABLE PERMIT FOR ENCROACHMENT – 1005 - 1007 PORTAGE AVE., SOUTH SIDE

President Maradik stated an application for an encroachment and revocable permit has been received from Near Northwest Neighborhood, Inc. for the purpose of allowing the installation of Canvas Awnings on the 1st Floor to be placed in the right-of-way at 1007 Portage Ave., South side. The encroachment shall remain in the right of way until the time as the Board of Public Works of the City of South Bend shall determine that such encroachment is in any way impairing or interfering with the highway or with the free and same flow of traffic. Upon a motion made by VP Molnar, seconded by Mr. Miller and carried by roll call, the encroachment and revocable permit was approved.

APPROVAL OF REVOCABLE PERMIT FOR ENCROACHMENT - 2205 S. MICHIGAN ST.

President Maradik stated an application for an encroachment and revocable permit has been received from WJM Property Management, LLC for the purpose of allowing the installation of Aluminum Awnings above the windows to be placed in the right-of-way at 2205 S. Michigan St. The encroachment shall remain in the right of way until the time as the Board of Public Works of the City of South Bend shall determine that such encroachment is in any way impairing or interfering with the highway or with the free and same flow of traffic. Upon a motion made by VP Molnar, seconded by Mr. Miller and carried by roll call, the encroachment and revocable permit was approved.

APPROVAL OF REVOCABLE PERMIT FOR ENCROACHMENT - 400-500 BLOCK MEADE ST., BENDIX DR. WITHIN MEDIAN STRIP

President Maradik stated an application for an encroachment and revocable permit has been received from Lincoln Bendix Park Neighborhood Association, Inc. for the purpose of planting a native garden in three (3) sections. The encroachment shall remain in the right of way until the time as the Board of Public Works of the City of South Bend shall determine that such encroachment is in any way impairing or interfering with the highway or with the free and same flow of traffic. Upon a motion made by VP Molnar, seconded by Mr. Miller and carried by roll call, the encroachment and revocable permit was approved.

APPROVE CONSENTS TO ANNEXATION AND WAIVER OF RIGHTS TO REMONSTRATE

President Maradik stated that the Board is in receipt of the following consents to annexation and waivers of rights to remonstrate. The consents indicate that in consideration for permission to tap into public water/sanitary sewer system of the City, to provide water/sanitary sewer service to the below referenced properties, the applicants waive and release all rights to remonstrate against or oppose any pending or future annexations of the properties by the City of South Bend:

- A. Mr. Mark and Cathy Wolf, 26070 Westwood Hills Dr., South Bend, IN 46628
1. 26647 Boulder Bay Dr. – Sewer (Key No.71-02-23-300-054.000-029/021-1038-061443)

Upon a motion by VP Molnar, seconded by Mr. Miller and carried by roll call, the consents to annexation and waivers of rights to remonstrate were approved as submitted.

RATIFY PREAPPROVED CLAIMS PAYMENTS

VP Molnar stated the Board received notices of the following preapproved claim payments from the City’s Department of Administration and Finance:

Name	Date	Amount of Claim
City of South Bend Claims GBLN-66750	11/07/2023	\$2,854,569.57
City of South Bend Claims GBLN-66845, GBLN-66854, GBLN-67045	11/13/2023	\$771,278.57
City of South Bend Claims GBLN-67219	11/14/2023	\$3,059,480.58

Each claim is fully supported by an invoice; the person receiving the goods or services has - approved the claims; and the claims have been filed with the City Fiscal Officer and certified for accuracy. Therefore, upon a motion by VP Molnar, seconded by Mr. Miller, and carried by roll call, the Board ratified the preapproved claims payments.

PRIVILEGE OF THE FLOOR

Assistant Director of Business Development, Antonius Northern, was present to speak to the Board about his new role in Community Investment. Some of the responsibilities that I have been asked to take on have been to encourage the minority and women contractor participation with the city contracts as well as to understand the city contracting process. I've been able to assist with initiatives like the Love Your Block program helping to contract with a number of minority business owners, six (6) in total to provide home repair support. In addition, I've been called upon by different departments to support more of their inclusion efforts as well. One of those inclusive efforts was a demonstration project that occurred in 2021 directly following the COVID-19 outbreak. I was asked to bring out contractors to participate in the installation of the Rubber Form traffic calming measure. I was able to bring out five (5) contractors to that event. Directly following that, I have been informed by the Public Works team that these opportunities would be provided as an opportunity to contract to these small contractors.

During the year of 2022, many of those projects were let but those contractors weren't able to navigate the budgeting of the bidding process to show those traffic calming skills. A contractor participated in that project and helped them hire a firm to try to help with the bidding process, but still weren't able to navigate the bidding process. Since my time working in the Office of Diversity and Inclusion, I have been moved over to the Department of Community Investment. One of the initiatives or strategies that Mayor Meuller, Santi Garces, Caleb Bauer, and the former development director, Angelina Billo, shared with me was looking at the City of South Bend contracting opportunities and again helping small business owners prepare for and navigate the bidding process, assisting with learning about bonding and permitting, and understanding how to build a project in a way that is sustainable.

I've leveraged another program that I established called the Small Business Assistance Suite, providing professional support for: budgeting and projection billing, business coaching, tax preparation. Just this spring I was able to pull those contractors together with the Public Works team to understand permitting in a more direct fashion. They were actually able to connect with engineering project managers and to secure project permits. They've also secured bonding as well. In September of this year, those contractors were able to attend a second demonstration. Those contractors devoted about thirty (30) man hours to the installations and traffic calming measures between Jackson and Huron Street on the City's West side where they successfully installed two (2) signs as well as the traffic calming measures that our City inspectors verified the quality of those contractors’ work. A quotation fir these projects that would probably land under \$50,000 and still include traffic calming and street signs. Our program will allow contractors, according to their

projections to borrow money for the labor, payroll expenses, or for materials. The reason why I wanted to share this with this Board is because the owners may appear similar and their budgeting practiced has have a lot of similarities, but that is because they're working with the same service providers. They are also going through the shared experience and they're united in the industry to help to create a more inclusive community to live in.

Mr. Miller asked if the Business Assistance Suite was a part of the Office of Diversity and Inclusion.

Mr. Northern answered that the Business Assistance Suite was established in the office of Diversity and Inclusion under his leadership and has been under construction but has since moved to the Office of Community Investment. The Office of Diversity and Inclusion will handle the policies around the Business Assistance Suite. He deferred to the Director of Diversity and Inclusion Cynthia Simmons to speak more about her part.

Mr. Miller asked if the traffic calming would be cut down to meet the \$50,000 threshold.

Mr. Northern replied that the majority of the traffic calming opportunities have been awarded to Selge Construction so there haven't been a lot of opportunities that remain.

Mr. Miller noted that other contractors have been awarded traffic calming projects. He also asked if Mr. Northern will be working with Engineering on the traffic calming projects.

Mr. Gilot thanked Mr. Northern for reaching out to small, minority business owners to help them navigate the City's competitive bidding process.

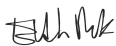
President Maradik advised that the business owners can work with the same firm on the process for submitting bids, but they should not share their pricing otherwise that removes the competitiveness of the bidding process.

Director Simmons noted that none of the roles of the staff that report to her have changed and one of the positions has the Business Assistance Suite in their job description, so she feels as though she is operating a department with a large hole in it.

ADJOURNMENT

There being no further business to come before the Board, President Maradik adjourned the meeting at 10:17 a.m.

CITY OF SOUTH BEND, INDIANA
BOARD OF PUBLIC WORKS



Elizabeth A. Maradik, President



Joseph R. Molnar, Vice President



Gary A. Gilot, Member



Briana Micou, Member



Murray L. Miller, Member



Attest: Theresa M. Heffner, Clerk

Date: December 12, 2023