



Board of Public Works and Safety

Agenda Item

Cover Sheet

MEETING DATE: October 15, 2024

- ☒ Consent Agenda Item
- ☐ New Item for Discussion
- ☐ Previously Discussed Item
- ☐ Miscellaneous

ITEM #: 1

INITIATED BY: Evelyn Lees

- ☒ Information Attached
- ☐ Bring Paperwork from Previous Meeting
- ☐ Verbal
- ☐ No Paperwork at Time of Packets

**BOARD OF PUBLIC WORKS AND SAFETY
CITY OF NOBLESVILLE
SEPTEMBER 24, 2024**

The Board of Public Works and Safety met in regular session on Tuesday, September 24, 2024 in the Council chamber. Robert Elmer called the meeting to order at 9:00 a.m. pursuant to public notice with the following members present: John Ditslear, Rick Taylor, and Laurie Dyer. Jack Martin was absent.

Also present were City Clerk Evelyn Lees, Deputy Mayor Matt Light, City Attorney Jonathan Hughes, department directors, staff, and interested citizens.

PLEDGE OF ALLEGIANCE

Mr. Elmer led the chamber in the Pledge of Allegiance.

PETITIONS OR COMMENTS BY CITIZENS WHO ARE PRESENT

There were no comments from citizens.

APPROVAL OF AGENDA

Mr. Taylor moved to amend the agenda to add New Items for Discussion 13 through 16 as follows: #13, Board to consider a temporary partial alley closure next to 936 Maple Avenue for painting of a mural; #14, Board to consider an amendment to the agreement with RQAW for the Building Systems Management project; #15, Board to consider permission to re-advertise for bids for the Building Systems Management project; and #16, Board to consider authorization of the burial of cremains at Riverside Cemetery, second Ms. Dyer, four aye, motion carried.

**CONSENT AGENDA
FOR APPROVAL**

- #1 APPROVAL OF EXECUTIVE SESSION MEMORANDUM: SEPTEMBER 10, 2024
- #2 APPROVAL OF MINUTES: SEPTEMBER 10, 2024
- #3 BOARD TO CONSIDER 2025 MEETING SCHEDULE (EVELYN LEES)
- #4 BOARD TO CONSIDER WRITE-OFF OF UNPAID EMS DEBT (DIVISION CHIEF JAMES MACKY)
- #5 BOARD TO CONSIDER ACCEPTANCE OF A SECONDARY PLAT FOR THE REPLAT OF LOTS 415 AND 416 IN NORTH HARBOUR, SECTION 13 (JOYCEANN YELTON)
- #6 BOARD TO CONSIDER ACCEPTANCE OF A SECONDARY PLAT FOR THE HAMILTON COUNTY FAIRGROUNDS (JOYCEANN YELTON)
- #7 BOARD TO CONSIDER ACCEPTANCE OF A SECONDARY PLAT FOR DEER CREEK BUSINESS PARK (JOYCEANN YELTON)
- #8 BOARD TO CONSIDER ACCEPTANCE OF SECONDARY PLAT AND MAINTENANCE BONDS FOR STONE BASE, HMA BASE, HMA INTERMEDIATE, HMA SURFACE, CURB, SUB-SURFACE DRAINS, STORM SEWER, AND SANITARY SEWER; AND PERFORMANCE BONDS FOR COMMON SIDEWALK AND MONUMENTATION FOR SILO RIDGE, SECTION 5 (JUSTIN HUBBARD)

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CONTRACTS/PURCHASES UNDER \$50,000 (APPROVED BY MAYOR OR DIRECTOR)

- #9 SERVICES AGREEMENT WITH GKM PROPERTY SERVICES, INC. FOR HANGING FLOWER BASKETS FOR PARTY ON PLEASANT (JAYME THOMPSON)
- #10 SERVICES AGREEMENT WITH CHA CONSULTING, INC. FOR BROWNFIELD ASSESSMENT GRANT APPLICATION DEVELOPMENT (SARAH DAVIS)
- #11 AMENDMENT TO MASTER CONTRACT WITH PSTRAx TO ENABLE SINGLE SIGN-ONS (ADAM HEDDEN)
- #12 SERVICES AGREEMENT WITH LITTLE PETAL FARMS FOR HOLIDAY AND WINTER MAINTENANCE OF DOWNTOWN PLANTERS (SAVANNAH WINES)
- #13 AGREEMENT WITH BLOOD HOUND UTILITY LOCATORS FOR FOREST PARK PROJECT (SAVANNAH WINES)
- #14 AGREEMENT FOR VENUE RENTAL AT EMBASSY SUITES FOR 2025 FATHER-DAUGHTER PRINCESS BALL (PARKER IRWIN)
- #15 SERVICES AGREEMENT WITH TORIC ENGINEERING FOR UPGRADES IN THE SOUTH SLUDGE BUILDING AT THE WASTEWATER PLANT (KRISTYN PARKER)

Mr. Taylor moved to approve the Consent Agenda as presented, second Mr. Ditslear, four aye, motion carried.

NEW ITEMS FOR DISCUSSION

- #1 BOARD TO CONSIDER A SERVICES AGREEMENT WITH MAHAN CONSTRUCTION & RESTORATION FOR FLOORING REPLACEMENT AT STATION 77 (DEPUTY CHIEF MURRY DIXON)

Deputy Fire Chief Murry Dixon stated this agreement between the Noblesville Fire Department and Mahan Construction & Restoration for the removal and replacement of approximately 5,400 square feet of flooring at Station 77 on Olivo Road. The agreement is not to exceed \$38,760.51 and will terminate on December 31, 2024. Mr. Ditslear moved for approval as presented, second Ms. Dyer, four aye, motion carried.

- #2 BOARD TO CONSIDER SERVICES AGREEMENT WITH SUPERLATIVE GROUP FOR CORPORATE PARTNERSHIP AND DEVELOPMENT (MATT LIGHT)

Deputy Mayor Matt Light stated this professional services agreement with Superlative Group was recommended to the City by Hamilton County Tourism. He stated Superlative Group values an organization's assets relative to sponsorship and partnership opportunities. He stated the City already works with local businesses for sponsorships for the Parks and Recreation Department's concert series and programs. He stated it seemed helpful to bring in a third party that can provide a fresh perspective and an updated valuation of the pavilion sponsorship at Federal Hill Commons and the Event Center naming rights, as well as others. He stated the agreement will also better coordinate various City department's requests for sponsorships. The agreement is not to exceed \$60,000.00 and will terminate on June 30, 2025. Mr. Taylor moved to approve the services agreement with Superlative Group for corporate partnership and development, second Ms. Dyer, four aye, motion carried.

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**#3 BOARD TO CONSIDER SERVICES AGREEMENT WITH BUSINESS
PURCHASING SOLUTION LLC FOR ACCOUNTS PAYABLE SOFTWARE
(CAITLIN KESNER)**

Deputy Controller Caitlin Kesner stated this agreement is with a new vendor, Business Purchasing Solution, doing business as Spendbridge, to subscribe to software to automate accounts payable for the City. She stated the software integrates with the current accounting system and would greatly increase the efficiency of accounts payable processing. She stated accounts payable staff processed nearly 10,000 invoices in 2023, all of which were hand keyed. She stated Spendbridge scans, reads, and inputs the data from electronic copies, which is then uploaded to the accounting system. She stated 2024 costs would be \$33,250.00 for implementation and one month of access. She stated 2025 costs would be \$63,250.00, and 2026 and 2027 costs would be \$78,000.00, which would include an additional package for credit card and travel software. The agreement is not to exceed \$252,500.00 and will terminate on December 31, 2027. Mr. Hughes requested approval subject to the Legal Department's approval. He stated there is one term in the agreement that is not yet agreed upon. Mr. Taylor moved to approve the services agreement with Business Purchasing Solution LLC for accounts payable software subject to legal review and proper insurance documentation, second Ms. Dyer, four aye, motion carried.

**#4 BOARD TO CONSIDER A PROFESSIONAL SERVICES AGREEMENT
WITH DORIS RESEARCH REGARDING A POTENTIAL LEARNING
CENTER AT INNOVATION MILE (CHUCK HABERMAN)**

Economic Development Assistant Director Chuck Haberman stated this agreement is for concept development for a learning center at Innovation Mile. He stated Luminaut previously did work for possible users at Innovation Mile, and this contract is the next step in the process. He stated DORIS, LLC will analyze the skills and demand required for a learning center. He stated DORIS will focus on research and development of talents needed in this region. The agreement is not to exceed \$120,000.00 and will terminate on December 31, 2025. Mr. Ditslear moved to approve the professional agreement with DORIS Research regarding a potential learning center at Innovation Mile, second Mr. Taylor, four aye, motion carried.

**#5 BOARD TO CONSIDER A PROFESSIONAL SERVICES AGREEMENT
WITH LUMINAUT REGARDING A POTENTIAL LEARNING CENTER AT
INNOVATION MILE (CHUCK HABERMAN)**

Economic Development Assistant Director Chuck Haberman stated this agreement with Luminaut will focus on the physical space and potential users of a learning center. He stated Luminaut would fine tune the work that DORIS does. The agreement is not to exceed \$52,000.00 and will terminate in April, 2025. Mr. Ditslear moved to approve a professional services agreement with Luminaut regarding a potential learning center at Innovation Mile, second Ms. Dyer, four aye, motion carried.

**#6 BOARD TO CONSIDER A SPECIAL PURCHASE TO ADD E-REVIEWS TO
THE ENERGGOV PERMITTING SOFTWARE SUBSCRIPTION
(DENISE ASCHLEMAN)**

Principal Planner Denise Aschleman stated the City has used Energgov software since 2014 for permitting. She stated this contract would add the e-review module, which integrates with the existing permitting software. She stated the module allows the reviewer to mark up the application, generate a report. She stated the software then updates the database and uploads the reviewer's comments to the applicant to be addressed. She stated the module greatly streamlines the current process. She stated the subscription would cost \$15,000.00, setup would cost \$26,600.00, and travel for trainers is projected to cost \$2,000.00. She stated this amendment would result in a new contract total of \$140,411.20 for 2024. She stated the contract cost for 2025 would be \$116,651.76. She stated the cost is in the Planning Department budget. Mr. Taylor moved to approve the special purchase to add e-reviews to the Energgov permitting software subscription, second Mr. Ditslear, four aye, motion carried.

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- #7 BOARD TO CONSIDER TEMPORARY SIDEWALK AND PARKING LANE CLOSURE AT 694 LOGAN STREET FOR BUILDING DEMOLITION (TIANA CHAMBERLIN)**

Street Department Office Coordinator Tiana Chamberlin stated this request from Skender Construction, which requests to close the south and east sidewalks adjacent to 694 Logan Street for the demolition of a building. She stated site fencing will be placed along the exterior of the sidewalk. She stated they also request to close the parking lane on Logan Street south of the property. She stated pedestrian traffic will be detoured through the parking lane. She stated the closure is expected to last from October 1 to November 25. Mr. Taylor asked if the closure would limit parking at the businesses immediately west of the building. Ms. Chamberlin replied no, fencing is only on the exterior of the building on that side, so it will not interfere with parking. Mr. Ditslear moved to approve the temporary sidewalk and parking lane closure at 694 Logan Street for building demolition, second Ms. Dyer, four aye, motion carried.

- #8 BOARD TO CONSIDER TEMPORARY ROAD CLOSURE AND PLACEMENT OF ELECTRONIC READER BOARD FOR POTTER'S BRIDGE FALL FESTIVAL (TIANA CHAMBERLIN)**

Street Department Office Coordinator Tiana Chamberlin stated this request from Christopher Gullion of the Hamilton County Parks Department is to close the north entrance of Potters Woods subdivision where Covered Bridge Way meets Allisonville Road for safe traffic flow during the Potter's Bridge Fall Festival on Saturday, October 5. She stated the entrance would be closed from 10:00 a.m. to 5:00 p.m. She stated Potters Woods residents would have access from the south entrance on east 191st Street. She stated Allisonville Road would remain open at all times. She stated the Hamilton County Parks Department has corresponded with the Noblesville Police Department, the Hamilton County Sheriff's Department, and the Potters Woods Homeowners Association regarding the closure. She stated the Hamilton County Parks Department also requested to place an electronic reader board on the sidewalk at the northeast corner of Field Drive and North 10th Street for the event. Mr. Taylor moved to approve the temporary road closure and placement of electronic reader board for Potter's Bridge Fall Festival, second Ms. Dyer, four aye, motion carried.

- #9 BOARD TO CONSIDER TEMPORARY STREET CLOSURE BETWEEN 5TH AND 6TH STREETS FOR HAUNT ON HANNIBAL BLOCK PARTY (TIANA CHAMBERLIN)**

Street Department Office Coordinator Tiana Chamberlin stated this request from Teresa Riden is to close Hannibal Street between 5th and 6th Streets for Haunt on Hannibal. She stated the event is a trick-or-treating block party that will be held on Saturday, September 28 from 5:00 p.m. to 10:00 p.m. She stated this will be the seventh year for the event, and a road closure is necessary to keep the attendees safe due to increasing numbers of participants. She stated no structures will be placed in the road. The event would be open to the public. Mr. Taylor moved to approve the temporary street closure between 5th and 6th Streets for the Haunt on Hannibal block party, second Mr. Ditslear, four aye, motion carried.

- #10 BOARD TO CONSIDER CHANGE ORDER NO. 1 WITH TELAMON ENERGY FOR THE SOLAR ARRAY INSTALLATION AT LIFT STATION 19 (KRISTYN PARKER)**

Utilities Project Coordinator Kristyn Parker stated Telamon Energy has submitted Change Order No. 1 in the amount of \$15,500.27 for the Solar Array installation project at Lift Station 19. She stated the change order included multiple redesigns due to INDOT reconfiguration of State Road 32. She stated the change order should fulfill any future design requirements needed to complete the project. Mr. Ditslear moved to approve Change Order No. 1 with Telamon Energy for the solar array installation at Lift Station 19 and allow Mr. Elmer to sign for the Board, second Mr. Taylor, four aye, motion carried.

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**#11 BOARD TO CONSIDER A ROAD IMPACT FEE CREDIT AGREEMENT
WITH HOME 2 SUITES IN SAXONY (JUSTIN HUBBARD)**

Project Coordinator Justin Hubbard stated at the June 14, 2005 Board meeting, a road impact fee agreement was approved with the developer of Saxony, north and south of Campus Parkway, east of Brooks School Road and west of Olio Road. He stated instead of paying road impact fees to the City to complete improvements identified in the Road Impact Fees Zone Improvement Plan study, the developer completed the improvements in exchange for Road Impact Fee credits. He stated the developer of Saxony was originally credited for \$3,381,333.00 in Road Impact Fees. He stated this agreement grants \$188,848.00 of Road Impact Fee credits in connection with building permits issued for the development of a Home 2 Suites in Saxony. He stated a balance of \$153,118.87 in Road Impact Fee credits remain. Mr. Taylor moved to approve the Road Impact Fee credit agreement with Home 2 Suites in Saxony and give the authority for Mr. Elmer to sign, second Ms. Dyer, four aye, motion carried.

**#12 BOARD TO CONSIDER SERVICES AGREEMENT WITH CROSSROAD
ENGINEERS P.C. FOR ON-CALL SERVICES (EN-321-02)
(JIM HELLMANN)**

Assistant City Engineer Jim Hellmann stated this agreement replaces a prior on-call contract that would have expired at the end of this year. He stated CrossRoad Engineers will assist staff with technical matters due to time constraints and/or special technical knowledge. He stated staff authorizes any work before it is done. The agreement is not to exceed \$300,000.00 and will terminate on December 31, 2026. Mr. Ditslear moved to approve the services agreement with CrossRoad Engineers P.C. for on-call services, second Mr. Taylor, four aye, motion carried.

**#13 BOARD TO CONSIDER A TEMPORARY PARTIAL ALLEY CLOSURE
NEXT TO 936 MAPLE AVENUE FOR PAINTING OF A MURAL
(AARON HEAD)**

Community Engagement Manager Aaron Head stated this request is to partially block the north/south alley next to 936 Maple Avenue. He stated the building is owned by Brian Ayer, and at one point a mural was painted without Mr. Ayer's approval. Mr. Head stated Mr. Ayer would like to cover the unauthorized mural with another one. Mr. Head stated Derien Downing will paint the mural. He stated a ladder will be needed at times. He stated work would start upon approval and would continue until October 1. The alley would be closed a maximum of five hours per day. Mr. Elmer asked if there are limitations on what can be painted. Mr. Head replied yes, there is a review process through the Planning Department. He stated the mural cannot advertise any goods or businesses, because then it is considered a sign. Mr. Ditslear asked if the content of the mural is approved. Mr. Head replied the mural's design was reviewed and approved by the Planning Department, Noblesville Creates, and the Mayor's office. Mr. Taylor moved to approve the temporary partial alley closure next to 936 Maple Avenue for painting of a mural, second Mr. Ditslear, four aye, motion carried.

**#14 BOARD TO CONSIDER AN AMENDMENT TO THE AGREEMENT WITH
RQAW FOR THE BUILDING SYSTEMS MANAGEMENT PROJECT
(DAVID DALE)**

Mr. Hughes spoke on behalf of Facilities Manager David Dale. Mr. Hughes stated the Board recently rejected all bids for two projects related to building controls and security. He stated this amendment to the agreement with RQAW would combine the two projects and bid them together. He stated RQAW will make sure the specifications are clear and that the systems will integrate with each other. The engineer would be paid a lump sum of \$20,000.00 for the work, amending the total fee under the agreement to \$69,000.00. Mr. Taylor moved to approve the amendment to the agreement with RQAW for the Building Systems Management project and authorizing Mr. Elmer to sign on behalf of the Board, second Mr. Ditslear, four aye, motion carried.

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#15 BOARD TO CONSIDER PERMISSION TO RE-ADVERTISE FOR BIDS FOR
THE BUILDING SYSTEMS MANAGEMENT PROJECT (DAVID DALE)

Mr. Hughes spoke on behalf of Facilities Manager David Dale. Mr. Hughes stated this request is to re-advertise for bids for the projects discussed in the last item. Mr. Taylor moved to grant permission to re-advertise for bids for the Building Systems Management project, second Mr. Ditslear, four aye, motion carried.

#16 BOARD TO CONSIDER AUTHORIZATION OF THE BURIAL OF
CREMAINS AT RIVERSIDE CEMETERY (EVELYN LEES)

Ms. Lees stated the Noblesville Code of Ordinances states “Grave plots are to be used for traditional burials, not cremations, unless cremations are to be buried in a grave with a previous burial. Graves may not be purchased for burial of cremations only.” She stated this request is for the Board, as the Board of Trustees for Riverside Cemetery, to authorize an exception. She stated recently, K. Mitchell Carter died and was cremated. She stated his family wants him to be near his parents and brother, whose cremains are all in one plot along the fence in the new section. She stated they were buried in 2009, 2015, and 2022. She stated normally, only two sets of cremains are buried in one plot, but an exception was made at the family’s request. She stated the family has limited means. She stated there is one available plot next to the family, which is not likely to be purchased by anyone else. She stated interring Mr. Carter’s cremains in the columbarium would put him on the exact opposite boundary of the cemetery, as far away from his family as possible. She requested in these unusual circumstances that Section 4, Block 25, Lot 4 be allowed for purchase and use for burial of the cremains of K. Mitchell Carter on September 30, 2024. She stated the Street Department is willing to bury the cremains on that date.

COMMENTS

Mr. Hughes introduced Joy Bosse, the Engineering Department’s newest engineer, and Madeline Smith, an intern in the Mayor’s office. He also congratulated Aaron Head on his recent engagement. The chamber applauded.

ADJOURNMENT

There being no further business before the Board of Public Works and Safety this 24th day of September, 2024, Mr. Elmer adjourned the meeting.

JACK MARTIN, PRESIDENT

ATTEST:

EVELYN L. LEES, CLERK