



BOARD OF BUSINESS & NEIGHBORHOOD SERVICES  
CONFERENCE ROOM T-260  
INDIANAPOLIS-MARION COUNTY, INDIANA

January 23, 2025

**ATTENDANCE:**

The following Board of Business and Neighborhood Services members were present:

Abbey Brands, Director  
Belinda Drake  
Kate Warpool

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**INTRODUCTIONS:**

Ms. Abbey Brands called the meeting to order at 3:00 p.m. and board members Ms. Belinda Drake and Ms. Kate Warpool were announced.

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**ADOPTION OF MINUTES:**

The Board of Business and Neighborhood Services approved the business meeting minutes of December 5, 2024. Motion made by Ms. Warpool. Motion seconded by Ms. Drake. Motion carried.

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**REPORTS:**

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**2025-C10-001      Certification: High Weeds and Grass Liens**

Under Chapter 575 of the Revised Code of the Consolidated City of Indianapolis and Marion County the Department of Business and Neighborhood Services (“DBNS”) is responsible for the inspection, abatement, and enforcement of environmental public nuisances. In the event that the property owner does not correct the violation or cannot be found, the City enlists a contractor to mow and/or clean that property. Section 575-7(a) of the Revised Code authorizes DBNS to abate the violation and charge the costs related to abatement to the responsible property owner.



Section 575-7(3)(b) of the Revised Code provides that in the event these abatement costs are unpaid, the City shall place a lien upon the property.

Financial Information: There are a total of 1,054 mowing cases with a total amount owed of \$745,109.00. The cases reflect outstanding fees 30 days past due as of January 23, 2025.

Funding Source: N/A

Ms. Karly Klinefelter, Lien Analyst, recommended the board approve the resolution authorizing liens to be placed on the properties listed in Exhibit A for unpaid high weeds and grass mowing and abatement costs incurred by the department.

Ms. Brands confirmed with Ms. Klinefelter that the exhibit packet was larger due to some liens being held up at the end of 2024 due to tax season. Mr. Miller added that the exhibit listed liens from August of 2024 to present.

Ms. Warpool asked Ms. Klinefelter for a reminder of what the lien amounts were and what the threshold was for those amounts. Mr. Miller stated that the mowing cost for properties under one acre was \$383.00, but he would check on those amounts and update the board later.

MOTION: Ms. Warpool moved to adopt Resolution 2025-C10-001. Seconded by Ms. Drake. Motion carried.

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**2025-C10-002                      Certification: Trash Liens**

Under Chapter 361 of the Revised Code of the Consolidated City of Indianapolis and Marion County, The Department of Business and Neighborhood Services (“DBNS”) is responsible for the inspection, abatement, and enforcement of environmental public nuisances. In the event that the property owner does not correct the violation or cannot be found, the City enlists a contractor to abate that property. Section 361-107 of the Revised Code authorizes DBNS to abate the violation and charge the costs related to abatement to the responsible property owner.

Section 361-107(b)(3) of the Revised Code provides that in the event these abatement costs are unpaid, the City shall place a lien upon the property.

Financial Information: There are a total of 301 trash cases with a total amount owed of \$162,579.34. The cases reflect outstanding fees 30 days past due as of January 23, 2025.

Funding Source: N/A



Ms. Karly Klinefelter, Lien Analyst, recommended the board approve the resolution to place liens upon the properties listed in Exhibit A for unpaid trash, junk, and debris cleanup abatement costs incurred by the department.

MOTION: Ms. Drake moved to adopt Resolution 2025-C10-002. Seconded by Ms. Warpool. Motion carried.

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**2025-C10-003                      Contract: CMC for IACS Shelter Construction**

Allows the Director of the Department of Business and Neighborhood Services to amend the agreement with F.A. Wilhelm Construction Co., Inc. for GMP 02 of the new IACS Shelter's construction.

Financial Information:                      \$23,071,474.00 NTE Increase

Funding Source:                              2024 ACS Bonds

Mr. Jacob Miller, Chief Financial Officer, shared that this resolution amendment was for the third round of bids under construction contract GMP 02 for the remaining trades and project components. The increase to the compensation limit resulted in a new not-to-exceed limit of \$31,437,092.00.

The board previously requested a report on the XBE utilization for this project and Mr. Miller was pleased to share that this project had made commitments to spend over \$2 million with MBE firms, over \$1 million with WBE firms, and over \$500,000.00 with a DOBE firm. The total XBE commitment for the construction and all project soft costs sat at \$3.8 million or 9.7%, which was lower than what the city hoped for. However, F. A. Wilhelm understood the city's desire to push this percentage higher as construction progressed. Mr. Miller assured the board that any additional opportunities that came about during the project would have continued coordination with the Office of Minority and Women Business Development (OMWBD) and required good faith efforts from the construction manager for outreach and pursuit of the city's XBE utilization goals.

Ms. Warpool asked Mr. Miller if he knew the split of the 9.7% XBE utilization. Mr. Miller shared that 5.14% was MBE, 3% was WBE, 0.17% was VBE, and 1.34% was DOBE utilization. Ms. Brands asked Mr. Miller if the breakdown he provided was inclusive of just this round of bids or the entire project so far. Mr. Miller stated that this breakdown included some of the design and other components, like the material testing and mechanical commissioning. Ms. Brands asked Ms. Flick what the potential increase amount was for the XBE utilization. Ms. Flick stated that when she got the bid percentage back on bid package three, the percentage total on the new bid package was a percentage and a half lower than where the percentage ended up being. Between

getting the bids back and now, there was some finessing and additional subcontractors figured out to drive percentages up as much as possible while also keeping within the budget constraints. Ms. Flick also shared that there were four outreach events held to attract more XBE utilization. Mr. Miller added that there was documented outreach to nearly 100 XBE companies and firms trying to get them to participate in the bidding process. Mr. Miller stated that the city could only go with the companies and firms that submitted bids. Ms. Flick also pointed out that this was a larger project, not that there were not a lot of firms that could participate in different portions of the project, which was why there were over 30 individual bid items for firms to bid on. The goal was to make the bid process approachable for some smaller firms or firms with smaller overhead to be able to participate in the bid process as well. Ms. Warpool pointed out that there was a very large hospital and hotel being built at the same time and they also had high XBE goals.

Ms. Brands thought there was one bid item in the contract that could increase the percentage if they chose one vendor over another. Ms. Flick confirmed that there were a couple of alternates and some other contingency items that were budgeted and planned for, but the sub work had yet to be defined. Ms. Brands stated that there were items like the shelter dog park, or other one-off pieces, that had not been decided yet. Ms. Warpool was glad to hear that there were some other opportunities for XBE utilization and stated that it would be great to see the percentage go above 10%. Mr. Miller stated that this current amendment was over the 10% XBE utilization percentage on its own.

MOTION: Ms. Warpool moved to adopt Resolution 2025-C10-003. Seconded by Ms. Drake. Motion carried.

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**2025-C10-004                      Contract: Mechanical Commissioning for IACS Shelter Construction**

Allows the Director of the Department of Business and Neighborhood Services to enter into a new two-year professional services agreement with Midwest Associates of Indianapolis, LLC for third party commissioning of the new mechanical, electrical, and plumbing systems for the construction of the new ACSA Shelter.

Financial Information:                      \$70,000.00

Funding Source:                              2024 ACS Bonds

Mr. Miller, Chief Financial Officer, shared that Midwest Associates of Indianapolis, LLC was a WBE certified firm by OMWBD. The term of this agreement would commence February 1, 2025 and expire at the close of business on the completion of construction date of September 20, 2026. This request was for a maximum not-to-exceed limit of \$70,000.00. Ms. Flick clarified that the September 20, 2026 date was the absolute final date for IACS to be moved into the building. The targeted completion date was still scheduled for quarter one (Q1) of 2026. Ms. Brands

stated that this was to build contingency and allow the city to test equipment as it was installed. Mr. Miller stated that these services provided manual and documentation information to the building operators for the new equipment. Ms. Brands shared that this was a recommendation from the owner's representative since there was going to be so many different components. For example, the air handling was going to have different areas. With all the equipment going into the facility, this allowed for testing of all the equipment prior to move in.

Mr. Miller shared that there was a second bid received, and with assistance from the owner's representative J.S. Held, the proposal was evaluated and determined to have like scopes of work. However, the second bid was double the cost. The bid amount and the XBE status of the chosen vendor made them stand out above the rest of the bids.

Ms. Warpool asked Mr. Miller who would oversee the shelter's HVAC system and overall maintenance. Ms. Brands confirmed that Building Authority would handle building maintenance, but there were some conversations about having separate agreements. One of the cleaning solutions the city was looking at, that most shelters use, was a central facility inside the building where all the sanitizers could be put in and calibrated. Then hoses would be pulled out to different areas of the shelter. Obviously, this was a very specific piece of equipment, so the city wanted some type of agreement with the manufacture to help manage it. The typical maintenance was to be handled by Building Authority, but there may be some one-off agreements added with manufactures. Ms. Warpool was concerned for the commissioning of equipment and wanted to know that there was some type of long-term agreement maintained to ensure someone was helping maintain systems due to the nature of services provided in the shelter. Ms. Warpool pointed out that it was beneficial to have someone helping with the commissioning of equipment, but there needed to be back up plans for long term use since the individuals initially trained to work on equipment sometimes leave and the replacements do not always have the entire knowledge or resources initially shared during commissioning.

MOTION: Ms. Warpool moved to adopt Resolution 2025-C10-004. Seconded by Ms. Drake.  
Motion carried.

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**2025-C10-005                      Contract Amendment: Language Services**

Authorizes the Director of the Department of Business and Neighborhood Services to renew the DBNS/IACS professional services agreement with GLOBO Language Solutions, LLC (GLOBO Holdings I LLC) for one (1) additional year.

Financial Information:                      \$50,000.00 (no increase to NTE)

Funding Source:                              Permits Fund/Unsafe Building Fund/General Fund

Mr. Miller, Chief Financial Officer, shared that this agreement would expire February 28, 2026 and that this vendor provided DBNS, IACS, and other city agencies with language translation and



interpretation services, including in-person, virtual, and over-the-phone interpreting as well as document translation. The vendor provided services in over 200 languages, including Spanish and American Sign Language. DBNS previously contracted these services through LUNA, until they were bought out by our current provider, GLOBO.

MOTION: Ms. Drake moved to adopt Resolution 2025-C10-005. Seconded by Ms. Warpool.  
Motion carried.

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**2025-C10-006                      Contract: Indianapolis Economic Development, Inc.**

Authorizes the Director of the Department of Business and Neighborhood Services to enter into a new one (1) year professional services agreement with Indianapolis Economic Development, Inc. (IEDI).

Financial Information:                      \$126,050.00

Funding Source:                              Permits Fund (15009)

Ms. Eva Flick, Deputy Director of BNS Administration, shared that this agreement would look familiar to the board since it was a “lift and shift” of a previous contract DBNS had with Develop Indy. Ms. Flick shared that this agreement was for the same service, same contract limit, and same term, but this was a new contract since they were a new entity. Ms. Flick stated that she did not have much context for what IEDI would entail beyond the continued scope of services that DBNS previously work with them on, which included the Ombudsman to help facilitate the permitting process for economic development projects and the OpenCounter subscription that DBNS partnered with them on.

Ms. Brands shared that the Department of Metropolitan Development (DMD) was going through the same exercise of establishing the same money they used to provide Develop Indy to this new organization. Ms. Brands felt the understanding was to keep the current pace with these services, but there were continued conversations to be had over the course of the year as far as what this partnership would look like.

Ms. Warpool asked Ms. Brands if there was currently an Ombudsman in place. Ms. Flick stated that Mr. Ike McCoy was the current Ombudsman. Ms. Brands shared that Mr. McCoy had been very interested in meeting with Deputy Director, Ms. Amy Wunder, and others on her team to process map and really understand the permitting processes so he could provide those services.

MOTION: Ms. Warpool moved to adopt Resolution 2025-C10-006. Seconded by Ms. Drake.  
Motion carried.

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**NEW BUSINESS:**



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**ADJOURNMENT:**

It was taken by consensus of the Board of Business and Neighborhood Services that the meeting adjourns at 3:20 p.m.

Respectfully submitted,

Jessica Knight  
License & Board Liaison