BOARD OF PUBLIC WORKS AND SAFETY
MUNCIE, INDIANA

1. Time & Place
2. Members Present
3. Minutes
4. Register of Claims
5. Street Closing and Noise Exemption from Christopher Cammack "Chirp Fest Music Festival"
6. Duke Campbell, Superintendent Department of Public Works presenting Contract Addendum by and between HWC Engineering, Inc., and City of Muncie Board of Public Works & Safety concerning the existing contract for professional services for the Downtown Quite Zone Improvements dated December 3, 2014, amended March 25, 2015
7. Application for Residential Handicapped Parking Space from Charlotte M. Sylvester 2701 N. Winston Dr.
8. Audrey Jones, City Controller presenting contract with H. J. Umbaugh & Associates, Certified Public Accountants and the City of Muncie for Arbitrage Rebate Services
9. Adjournment

BOARD OF PUBLIC WORKS AND SAFETY
CITY OF MUNCIE, STATE OF INDIANA
JANUARY 27, 2016 MINUTES

1. Board of Public Works and Safety, City of Muncie, State of Indiana, met in the City Hall Auditorium, at 9:02 A.M.

2. Members Present: John Quirk, Roger Overbey, Bobbie Clemens

3. Approval of Minutes from the January 20th, 2016 meeting: Bobbie Clemens moved to approve minutes from the January 20th, 2016 meeting as printed. Roger Overbey provided the second. Motion passed by voice vote.

4. Register of Claims:

Audrey Jones, City Controller presented the **BOW EFT Payments 1/21/16 Canarx Serv Inc., IU Health Plans** there is **2 Records** for a total amount of **$108,057.68** for Health Insurance nothing unusual. Roger Overbey moved to approve Board of Works claims as presented. Bobbie Clemens provided the second. Motion passed by voice vote.

Audrey Jones, City Controller presented the **Board of Works #2 – Check Date 1/22/16** there is **3 Records** for a total amount of **$918.63** for Utility payments nothing unusual. Roger Overbey moved to approve Board of Works #2 Check Date 1/22/16 as presented. Bobbie Clemens provided the second. Motion passed by voice vote.

Audrey Jones, City Controller presented the **Board of Works #2 – Check Date 1/22/16** there are **7 Records** for a total amount of **$200,387.87** I voided the $200,000.00 check on this claim sheet but I am asking you to approve **6 Records for $387.87** utility payments nothing unusual. Roger Overbey moved to approve Board of Works #2 Check Date 1/25/16 as presented. Bobbie Clemens provided the second. Motion passed by voice vote.

Audrey Jones, City Controller presented the **BOW EFT Payment 1/27/16** Weldon Fire Company there is **1 Record** for a total amount of **$200,000.00** to purchase used fire truck approved by the Board of Works last week. Roger Overbey moved to approve Board of Works EFT Payment as presented. Bobbie Clemens provided the second. Motion passed by voice vote.

Audrey Jones, City Controller presented **Board of Works (2) Check Date 1/29/16** there **3 Records** for a total amount of **$792.00** weed lien was paid twice this is a refund to Ruth Smith. Roger Overbey moved to approve Board of Works (2) check date 1/29/16 as presented. Bobbie Clemens provided the second. Motion passed by voice vote.

Audrey Jones, City Controller presented **Board of Works Check Date 1/29/16** there are **240 Records** for a total amount of **$1,225,840.48** within that register of claims we have our Liability Insurance which is over $600,000.00 and that is why your claims are so high. Roger Overbey moved to approve Board of Works claims as presented for 1/29/16. Bobbie Clemens provided the second. Motion passed by voice vote.

Audrey Jones, City Controller presented **Community Dev Check Date 1/29/16** there is **13 Records** for a total amount of **$50,945.71** nothing unusual. Roger Overbey moved to approve Community Dev claims as presented. Bobbie Clemens provided the second. Motion passed by voice vote.

5. Street Closing and Noise Exemption from Christopher Cammack "Chirp Fest Music Festival": A representative from Chirp Fest Music Festival addressed the board members "we are requesting approval to close Dill Street from University Avenue to Martin Street on April 8th, 2016 from 9:00 a.m. until 4:00 a.m. April 9th, 2016 for a block party with a high attendance of people, musicians performing on stage. (Rain Date ***April 9th, 2016*** same time) approval has been given by Muncie Police Chief, Steve Stewart and Muncie Fire Chief, Eddie Bell. We are hiring Muncie Police Officers to work the event. Noise Exemption Application is for April 8th, 2016 from 7:00 p.m. to 2:00 a.m. April 9th, 2016. Roger Overbey moved to approve street closing and noise exemption application as presented for Chirp Fest Music Festival as presented. Bobbie Clemens provided the second. Motion passed by voice vote.

6. **Duke Campbell, Superintendent Department of Public Works presenting Contract Addendum by and between HWC Engineering, Inc., and City of Muncie Board of Public Works & Safety concerning the existing contract for professional services for the Downtown Quite Zone Improvements dated December 3, 2014, amended March 25, 2015:** Duke reported that the General Description of Services "The City of Muncie is creating railroad quiet zones by closing a number of existing railroad crossings and making modifications to the intersections that will stay open". Amendment No. 1 added scope items for design, bidding, utility coordination, FRA coordination and inspection services and was signed in March 2015. Amendment No. 2 is required due to significant changes in the overall process. The changes are described in the following phase sections: to the original contract which only included the needed survey. In order to prepare plans for improvements to these multiple intersections, HWC Engineering will obtain survey data for each intersection. Once the railroads provide detailed information for the planned improvements to their tracks within each of these intersections, HWC will prepare detailed plans showing the needed modifications to the City streets that will meet the requirements of the Federal Railroad Association quiet zone standards. Federal Railroad Coordination and Implementation Process: the FRA coordination required for this project involved significantly more effort than anticipated in part due to the expedited quiet zone establishment. Other efforts included:
   - Making 3 Quiet Zones and submittals in lieu of combining into 1,
   - Issuing multiple Notice of Establishments,
   - Numerous iterations of the risk assessments based on FRA revisions,
   - Coordination with property owners as it related to FRA process,
   - Modifications to the Quiet Zone #3 limits based on FRA comments on the Norfolk Southern Improvements, etc.

   After the city improvement project was advertised, and pre-construction meeting held, no bids were received for the work. In order to get the construction completed in a timely manner for the quiet zone establishment, the original project was broken into four separate bids packets. The plans and specifications were changed and created into three small projects (Hackley, Monroe & Council) such that quotes could be obtained. The final project revision included Liberty, Walnut & Willard Streets and was publically bid. The additional efforts included the revised sets of plans, bid documents, specifications and quantities. Plus the additional time to assist with obtaining quotes and bids for the project. First amendment was for the amount of $237,350 New Contract Amendment is for the amount of $274,950.00 Bobbie Clemens moved to Contract Amendment with HWC Engineering as presented. Roger Overbey provided the second. Motion passed by voice vote.

7. **Application for Residential Handicapped Parking Space from Charlotte M. Sylvester 2701 N. Winston Drive:** Duke addressed the Board members that Charlotte filled out the application for handicapped sign, I was hoping she would be here again today but obviously they are not. I would like to talk to these people, I just have some questions once you look at what has been provided you will have the questions that I have. President Quirk expressed some of those questions last week because the streets are narrow and difficult for emergency vehicles being able to get up and down the neighborhood streets, if we have people parked on the streets. She has a good size driveway for six to eight cars to park there. So I am not sure the need for it out ways the public safety concerns that I have. I would like to apologies because I didn't get an opportunity to drive by there but I would like to table this for one week to give the opportunity to drive by and see what exactly the issue is. One question on the application is "DO YOU HAVE OFF-STREET PARKING AVAILABLE" she marked Yes but not for loading scooter. Duke's next question is if the sign can be located north of her driveway and not south of her driveway because this whole issue started with that intersection and fire truck being able to turn the corner. President Quirk if she says she only needs it for loading and unloading of the scoter, we might look at giving her the option to park there to load and unload the scooter, then it should be moved off the street, so it is not parked there overnight or parked there for hours at a time. I would like to have a chance to look at it if that is ok, Duke agreed. Roger Overbey moved to table residential handicapped parking application from Charlotte M. Sylvester for one week. Bobbie Clemens provided the second. Motion passed by voice vote.

8. **Audrey Jones, City Controller presenting contract with H. J. Umbaugh & Associates, Certified Public Accountants and the City of Muncie for Arbitrage Rebate Services:** Audrey what I have before you is a contract with H. J. Umbaugh & Associates they an accounting firm from Indianapolis, IN so the contract is actually with us and Muncie Visitor's Bureau. We pay the fees according to exhibit B Fee Schedule on an hourly rate and the Muncie Visitor's Bureau is supposed to reimbursement the City of Muncie. Standard Hourly Rates by Job Classification

• Senior Partners/Principals	$300.00	to	$550.00
• Partners/Principals	$230.00	to	$450.00
• Managers	$175.00	to	$325.00
• Accountants/Financial Analysts	$ 95.00	to	$250.00
• Paraprofessional Staff	$ 85.00	to	$180.00
• Support Personnel	$ 75.00	to	$135.00

   We have used them in the past on some of our bonding issues and they have done great work for us and have been very reasonable, so I appreciate an approval of this contract. Bobbie Clemens moved to enter into contract as presented and recommended by Audrey Jones. Roger Overbey provided the second. Motion passed by voice vote.

9. **Adjournment:** Roger Overbey moved to adjourn meeting, meeting adjourned at 9:16 a.m., Bobbie Clemens provided the second. Motion passed by voice vote.

BOARD OF PUBLIC WORKS AND SAFETY
MUNCIE, INDIANA

Board of Public Works and Safety

John Quirk, President

Roger Overbey, Vice-President

Bobbie Clemens, Secretary

Linda Hayes, Recording Secretary