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2. Members Present
3. Minutes
4. Register of Claims
5. City Attorney, Megan Quirk presenting Agreement for Services between the City of Muncie and Muncie Redevelopment Commission and Zane Bishop
6. City Attorney, Megan Quirk presenting invoice from New World/Tyler Technology for Board of Public Works & Safety approval
7. City Attorney, Megan Quirk presenting invoice from Intersection for Board of Public Works & Safety approval
8. City Attorney, Megan Quirk presenting Roy C. Buley Community Center Agreement for Board of Public Works & Safety approval
9. City Attorney, Megan Quirk presenting invoice from High Street Square LLC for Board of Public Works & Safety approval
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11. Noise Exemption Authorization Application from Kristin Kreher, BSU Late Nite
12. Noise Exemption Authorization Application from Richard Shields
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14. Flex Space for Heorot Pub 219 S. Walnut Street
15. Noise Exemption Authorization Application from Nick Siegarth
16. Adjournment

**BOARD OF PUBLIC WORKS AND SAFETY**  
**CITY OF MUNCIE, STATE OF INDIANA**  
**April 12th, 2017 MINUTES**

1. Board of Public Works and Safety, City of Muncie, State of Indiana, met in the City Hall Auditorium, at 9:00 A.M.
2. **Members Present:** John Quirk, Bobbie Clemens, Roger Overbey
3. **Minutes:** Roger Overbey moved to approve minutes from the April 5th, 2017 meeting. Bobbie Clemens provided the second. Motion passed by voice vote.
4. **Register of Claims:**

Audrey Jones, City Controller presented **Board of Works EFT Payments** 4/5/17 there is **(1)** record in the amount of **\$82,485.24 IU Health Plans**. Bobbie Clemens moved to approve EFT Payment as presented. Roger Overbey provided the second. Motion passed by voice vote.

Audrey Jones, City Controller presented **Board of Works EFT Payment** 4/7/17 there is **(1)** record in the amount of **\$1,503.10 Muncie Meds/Canarx Serv Inc**. Bobbie Clemens moved to approve EFT Payment as presented. Roger Overbey provided the second. Motion passed by voice vote.

Audrey Jones, City Controller presented the **Board of Public Works (2)** Check Date 04/13/17 there is **1 Record** for a total amount of **\$1,076.92 Edit Claim**. Bobbie Clemens moved to approve Board of Works Edit claim as presented. Roger Overbey provided the second. Motion passed by voice vote.

Audrey Jones, City Controller presented the **Board of Public Works** Check Date 04/13/17 there is **272 Records** for a total amount of **\$189,616.70** nothing unusual within this set of claims. Bobbie Clemens moved to approve Board of Works claims as presented. Roger Overbey provided the second. Motion passed by voice vote.

Audrey Jones, City Controller presented the **Community Development** Check Date 04/13/17 there is **6 Records** for a total amount of **\$7,197.89** nothing unusual within this set of claims. Bobbie Clemens moved to approve Community Development claims as presented. Roger Overbey provided the second. Motion passed by voice vote.

Audrey Jones, City Controller commented that John Quirk brought up a credit card that was being used that should not have been used a month ago. I looked back in my emails and that credit card has been cancelled and the Police Department is using my credit card until their new credit card is issued.

5. **City Attorney, Megan Quirk presenting Agreement for Services between the City of Muncie and Muncie Redevelopment Commission and Zane Bishop:** Bishop will provide general administration, management, and oversight consulting for the Hardest Hit Fund Project (HHF Project) and the MRC for Abandoned Residential Properties as recommended by the Neighborhood Investment Committee Program (NIC Programs) which includes attending meetings and preparing minutes from said meetings; working directly with property owners, for-profit and tax-exempt organizations, private individuals and companies, the MRS, and any and all community and economic development individuals or organization in order to move the HHF Project and NIC Programs forward in a timely fashion. Provide a monthly report of project and services that will be submitted to the City of Muncie Community Development Department and shared with MRC, Downtown Development Partnership (DDP), and Muncie Historic Preservation and Rehabilitation Commission (MHPRC); being available for meetings and projects on an as needed basis including, but no limited to MRC, DDP, MHPRC and any other meetings or projects deemed necessary and providing support and insight to the Community Development staff as needed. Community Development is to provide office space and internet and telephone access as needed Monday through Friday from 8:00 a.m. until 4:00p.m. In accordance with the City of Muncie's holiday schedule.

In addition, an email account and access to a computer and copy machine will also be provided. Bishop is a contract consultant of MRC who is not entitled to any City of Muncie employee benefits whatsoever. The total possible amount payable under this Agreement for Services is \$30,840.00 Allocation of funds for this Agreement for Service 70% of the total allocation shall be drawn from the City of Muncie's Economic Development Income Tax (EDIT) and 30% of the total allocation shall be drawn from the MRC. This Agreement for Services begins on April 12, 2017 and expires on April 12, 2018 for period of twelve months. Any modification to this Agreement for Service must be made in writing, signed by all parties. Agreement for Services may be terminated by either party only upon thirty (30) days written notice delivered to the other party. Bobby Clemens moved to enter into Agreement for Services between the City of Muncie, the Muncie Redevelopment Commission and Zane Bishop as presented by City Attorney, Megan Quirk. Roger Overbey provided the second. Motion passed by voice vote.

- 6. City Attorney, Megan Quirk presenting invoice from New World/Tyler Technology for Board of Public Works & Safety approval:** Megan reported that the City of Muncie is going to be able to accept on-line payments and credit card payments for Tuhey Pool, Prairie Creek, Building Commissioner's Office and Animal Shelter. Such as fines, adoption fees, snacks, pier rentals, campsite rentals, building permits. This is the amount of money it takes to get that software up and running. Total Software \$9,800 Total Services \$8,925 Summary Total 18,725 Contract Total (excluding estimated travel expenses) \$20,595 Estimated travel expenses 2-trips \$4,000 Bobbie Clemens moved to approve invoice from New World/Tyler Technology as presented by City Attorney Megan Quirk. Roger Overbey provided the second. Motion passed by voice vote.
- 7. City Attorney, Megan Quirk presenting invoice from Intersection for Board of Public Works & Safety approval:** Website Housekeeping and Maintenance during the course of every year, web browsers make updates and changes, affecting the code on each and every website. If a site is without annual routine maintenance, these coding changes become more and more apparent both on the backend and user-facing sides of your website. Because of this, Intersection recommends City of Muncie agrees to a housekeeping and maintenance sweep of its website. Maintenance will fix existing issues on the front facing end, such as (but not limited to) mobile response bugs, timeline photo fixes, overlapping contact throughout the site, and formatting issues on the footer. On the back end, the Sungem Content Management System will be updated to its current version. This will fix issued affecting the use of anchor links, photo uploads, and much more. These fixes will ensure efficiency when updating the website in the future. Invoice amount from Intersection is \$1,500. Bobbie Clemens moved approve invoice as presented by City Attorney, Megan Quirk. Roger Overbey provided the second. Motion passed by voice vote.
- 8. City Attorney, Megan Quirk presenting Roy C. Buley Community Center 1111 N. Penn Street Muncie, Indiana Agreement for Board of Public Works & Safety approval:** Megan reported that this is an property agreement between the City of Muncie and the Roy C. Buley Community Center Inc. what has occurred is that the City of Muncie and Buley Center are coming to an agreement where they would be under a 75 year lease. The Buley Center will pay rent in the amount of \$1.00 per year for the Premises. The full and complete amount of rent for the term of the Agreement, \$75.00 for the 75-year term, will be payable upon commencement of the Agreement, with check made payable to the City of Muncie 300 N. High Street, Muncie, IN 47305. We are in the process of getting a similar agreement with the Ross Center and Senior Citizens Center. Bobbie Clemens moved to enter into Roy C. Buley Community Center Agreement as presented by City Attorney Megan Quirk. Roger Overbey provided the second. Motion passed by voice vote.
- 9. City Attorney, Megan Quirk presenting invoice from High Street Square LLC for Board of Public Works & Safety approval:** Megan commented that this invoice per the Memorandum of Agreement that is dated April 2017 this is comparable to what was approved for Harry Ratchford LLC and Ratchford Properties LLC. Invoice amount of \$30,000 to High Street Square, LLC. Bobbie Clemens moved to approve invoice for High Street Square LLC as presented by City Attorney Megan Quirk. Roger Overbey provided the second. Motion passed by voice vote.
- 10. Procession Application from Muncie Symphony League:** Christopher Harrison came forward to present their 5K run walk on Saturday, June 10<sup>th</sup>, 2017 from 8:30 a.m. to 10:30 a.m. start at Ball Gymnasium out to McKinley, McKinley to Neely, Neely to Emens Parking Garage make a loop go back to Neely, Neely to McKinley to BSU Tennis Courts, Tennis Courts to Bethel, Bethel to McKinley, McKinley to Ball Gymnasium for finish. Mark Vollmar, Deputy Police Chief, Eddie Bell, Muncie Fire Chief and Rhonda L. Clark BSU Police Department have signed off on application for approval. Bobbie Clemens moved to approve procession application for Muncie Symphony League as presented. Roger Overbey provided the second. Motion passed by voice vote.
- 11. Noise Exemption Authorization Application from Kristin Kreher, BSU Late Nite:** Kristen came forward to present their noise exemption for April 29, 2017 from 9:00 p.m. to 1:00 a.m. for an outdoor movie screening at 2000 W. University Avenue. Bobbie Clemens moved to approve noise exemption as presented. Roger Overbey provided the second. Motion passed by voice vote.
- 12. Noise Exemption Authorization Application from Richard Shields:** Richard Shields came forward to present noise exemption for Saturday, May 13, 2017 from 7:00 p.m. 11:00 p.m. at 1500 E. Washington Street for a Consumer Fireworks Performance Demonstration. Bobbie Clemens moved to approve noise exemption as presented. Roger Overbey provided the second. Motion passed by voice vote.

13. **Flex Space for Vera Mae's Bistro 207-209 S. Walnut Street:** Vera Mae's Bistro would like to apply for an outdoor dining area of 12'4" x 44' in front of 207 & 209 S. Walnut St. This would extend a little over 2' into 1 full parking space and a part of 2 parking spaces. Fencing will be installed to outline the area which will leave at least 6'4" of the parking spaces for pedestrian walkways. Vera Mae's would request the 3 parking spaces affect be flexed from parking space use to outdoor dining and pedestrian walkway use. Bobbie Clemens moved to approve Flex Space for Vera Mae's Bistro as presented. Roger Overbey provided the second. Motion passed by voice vote.
14. **Flex Space for Heorot Pub 219 S. Walnut Street:** Stan Stephens would like to apply for an outdoor dining/seating area in front of 219 S. Walnut St., which is the building containing the Heorot. This would extend a little over 2' into a part of 2 parking spaces. Fencing will be installed to outline the area which will leave at least 6'4" of the parking spaces for pedestrian walkways. The fencing in front of Valhalla at 215 S. Walnut St. will remain basically in the same place at it has been, making sure there's at least a 5' clear path, which wouldn't require flex space. The Heorot would request the 2 parking spaces affected be flexed from parking space use to outdoor dining/seating and pedestrian walkway use. Bobbie Clemens moved to approve Flex Space for Heorot Pub as presented. Roger Overbey provided the second. Motion passed by voice vote.
15. **Noise Exemption Authorization Application from Nick Siegwarth:** No one was present for the meeting. Roger Overbey moved to table noise exemption for one week. Bobbie Clemens provided the second. Motion passed by voice vote.
16. **Adjournment:** Roger Overbey moved to adjourn meeting, meeting adjourned at 9:19 a.m., Bobbie Clemens provided the second. Motion passed by voice vote.

**Board of Public Works and Safety**

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**John Quirk, President**

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**Roger Overbey, Vice-President**

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**Bobbie Clemens, Secretary**

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**Linda Hayes, Recording Secretary**