

1. Time & Place
2. Members Present
3. Minutes
4. Register of Claims
5. Acceptance of Request for Proposals "Fire Based EMS" Bid A and Bid B
6. Megan Quirk, City Attorney, presenting Donation Agreement & Quit Claim Deed for Parcel B from Parson's Mortuary, Inc. to the City of Muncie
7. Megan Quirk, City Attorney, presenting Quit Claim Deed from the Muncie Sanitary District to the City of Muncie for the Kitselman Trailhead Project
8. Megan Quirk, City Attorney, presenting Quit Claim Deed from Dahm No.48, LLC to the City of Muncie for a right-of-way transfer
9. Margaux Dever, Assistant Director, Community Development presenting Contract Agreement with CHDO Muncie Home Ownership & Revitalization for a pre-development loan
10. Duke Campbell, Superintendent Department of Public Works presenting Kitselman Trailhead Phase 1 Change Orders #6, #7 and #8
11. Duke Campbell, Superintendent Department Public Works presenting Agreement to Provide Services by and between HWC Engineering, Inc. of Indianapolis, IN and the City of Muncie reference Hoyt Avenue Resurfacing and Drainage Improvements
12. Adjournment

**BOARD OF PUBLIC WORKS AND SAFETY**  
**CITY OF MUNCIE, STATE OF INDIANA**  
**August 22, 2018 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, Roger Overbey, Bobbie Clemens
3. **Minutes:** Approval of the August 15th, 2018 Meeting. President Quirk entertained a motion to approve. Roger Overbey moved to approve the minutes from August 15, 2018 meeting as printed. Bobbie Clemens provided the second. Motion passed by voice vote.
4. **Register of Claims:**

Kevin Nemyer, City Controller presented **BOW EFT** Payments dated **8/12/18 Four Records** totaling **\$258,699.37** for **Muncie Meds/Canarx Serv., IU Health Plans, Wage Works, IU Health Plans**. Kevin reported there is nothing unusual within this claim. President Quirk entertained a motion to approve BOW EFT claim as presented. Roger Overbey moved to approve BOW EFT claim as presented. Bobbie Clemens provided the second. Motion passed by voice vote.

Kevin Nemyer, City Controller presented **Board of Works** Payments dated **8/17/18 Two Hundred Twenty Three Records** totaling **\$204,462.60** Kevin reported nothing unusual within these claims. President Quirk entertained a motion to approve. Roger Overbey moved to approve Board of Works claims as presented. Bobbie Clemens provided the second. Motion passed by voice vote.

Kevin Nemyer, City Controller presented **Community Development** Payment dated **8/24/18 Eight Record** totaling **\$34,462.68** Kevin reported nothing unusual within these claims. President Quirk entertained a motion to approve. Roger Overbey moved to approve Community Development claims as presented. Bobbie Clemens provided the second. Motion passed by voice vote.
5. **Acceptance of Request for Proposals "Fire Based EMS" Bid A and Bid B:** Good morning my name is Maura Hoff with DeFur Voran Attorneys At Law. I have been assisting with the RFP process. Responses were to be received by our office yesterday prior to 4:00 p.m. but it has been brought to my attention that the Indy Star wrote an article shortly after our first publication that indicated that responses were due prior to this meeting at 9:00 a.m. So we do have one proposal that came in approximately 8:30 a.m. this morning and in order to waive that irregularity, I would need the board to vote on that. President Quirk asked Maura if the cities notice in the Muncie Star Press was correct. Maura indicated that they published notice in the Muncie Star Press twice indicated that it should be received by 4:00 p.m. yesterday. President asked Maura where the article she was referring to was published when. Maura mentioned that it was published August 7, 2018 in the Muncie Star Press which indicated today by 9:00 a.m. Maura answered yes. President Quirk asked if there was anybody here that a comment on that, no comments. Maura indicated that that none of the RFP's were not opened and are still sealed in the interest of fairness. President Quirk reported that he does see there is any benefit to the second party and I don't know who that is to the second party having their RFP here by 9:00 a.m. the bids were not open and there was no communications as too what the first bid was so there is no benefit or advantage to 4:00 p.m. yesterday or 9:00 a.m. this morning. Maura Hoff answered that is correct. President Quirk entertained a motion to waive that irregularity due to the notice in Star Press and the newspaper shortly after. Roger Overbey moved to waive the irregularity. Bobbie Clemens provided the second. Motion passed by voice vote.

The following 'Fire Based EMS' RFP's were opened from:

<b>Proposals from:</b>	<b>Alternate (A)</b>	<b>Alternate (B)</b>
Viviver Health Care 16095 Prosperity Dr. Noblesville, IN	<b>Responded</b>	
Kenneth W. Jackson II 408 W. Air Park Dr. Muncie, IN		<b>Responded</b>
Transcare <b>(letter stating they are responding)</b>		
Physicians Ambulance Service 13111 Maryland Rd. Fishers, IN		<b>Responded</b>
Paramedic Services of Illinois Inc. 9815 Lawrence Ave. Sheller Park, IL	<b>Responded</b>	

President Quirk asked if there is a dollar amount or what. Maura commented until the committee meets and go through them in detail I won't know that, but that will be included on the register of proposals. It will become public once the responded has been chosen. Maura recommended the board to accept the RFP's and we hope to be back before the Board of Public Works & Safety on September 26, 2018. President Quirk entertained a motion to accept the RFP's and take them under advisement until September 26 meeting at 9:00 a.m. Roger Overbey moved to accept RFP's and take under advisement until 9:00 a.m. on September 26, 2018. Bobbie Clemens provided the second. Motion passed by voice vote.

6. **Megan Quirk, City Attorney, presenting Donation Agreement & Quit Claim Deed for Parcel B from Parson's Mortuary, Inc. to the City of Muncie:** Megan explained that this Donation Agreement and Quit Claim Deed is part of the Jackson/Kilgore Gateway Project. President Quirk entertained a motion to approve requests from Megan Quirk as presented. Roger Overbey moved to approve Donation Agreement and Quit Claim Deed from Parson's Mortuary Inc. to the City of Muncie. Bobbie Clemens provided the second. Motion passed by voice vote.
7. **Megan Quirk, City Attorney, presenting Quit Claim Deed from the Muncie Sanitary District to the City of Muncie for the Kitselman Trailhead Project:** Megan requested the Board to accept and approve Quit Claim Deed from the Muncie Sanitary District for the Kitselman Trailhead Project. President Quirk entertained a motion to accept and approve. Roger Overbey moved to approve and accept quit claim deed as presented. Bobbie Clemens provided the second. Motion passed by voice vote.
8. **Megan Quirk, City Attorney, presenting Quit Claim Deed from Dahm No. 48, LLC to the City of Muncie for a right-of-way transfer:** Megan explained that this is for right-of-way on the Northwest Corner of McGalliard Road and Milton Street. It is a triangle piece of property being transferred to the City of Muncie to maintain. President Quirk entertained a motion to accept quit claim as presented. Roger Overbey moved to accept quit claim deed from Dahm No. 48 LLC as presented. Bobbie Clemens provided the second. Motion passed by voice vote.
9. **Margaux Dever, Assistant Director, Community Development presenting Contract Agreement with CHDO Muncie Home Ownership & Revitalization for a pre-development loan:** Margaux presented an agreement for Community Housing Development Organization for a predevelopment loan of \$15,000.00 with Muncie Homeownership Revitalization. This loan is for site control and/or technical loan assistance and will be paid back out of their agreement from the proposed grant for project year 2018. This is a loan that will be paid out of their already awarded fund. President Quirk entertained a motion to approve. Roger Overbey moved to approve contract agreement with CHDO Muncie Home Ownership & Revitalization as presented. Bobbie Clemens provided the second. Motion passed by voice vote.
10. **Duke Campbell, Superintendent Department of Public Works presenting Kitselman Trailhead Phase 1 Change Orders #6, #7 and #8:** Duke Campbell these are the change orders six, seven and eight for the Kitselman Trailhead and Pedestrian Bridge. It is basically finishing up the financing and final work before the pedestrian bridge is put in place. We are still on schedule for the middle of October or something like that. **Change Order #6** in the amount of **\$2,222.30** **Change Order #7** in the amount of **\$2,890.00** and **Change Order #8** in the amount of **\$11,242.00** and each change order is less than 20% and I request the Board to approve change orders. President Quirk entertained a motion to approve change orders as presented. Roger Overbey moved to approve change order #6, #7 and #8 as presented. Bobbie Clemens provided the second. Motion passed by voice vote.
11. **Duke Campbell, Superintendent Department Public Works presenting Agreement to Provide Services by and between HWC Engineering, Inc. of Indianapolis, IN and the City of Muncie reference Hoyt Avenue Resurfacing and Drainage Improvements:** Duke presented agreement with HWC Engineering for design and build and reconstruct Hoyt Avenue from Memorial Drive to Liberty Street. Project will consist of new sidewalk, new street and storm water drainage through that section. This is a project we are going to submit for Community Crossings Grant whether we get the grant or not we would like to move forward with the project. President Quirk entertained a motion to approve.

- 12. Adjournment:** President Quirk entertained a motion to adjourn. Roger Overbey moved to adjourn meeting, meeting adjourned at 9:19 a.m., Bobby 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**

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**Leslie Swafford, Recording Secretary**