

1. Time & Place
2. Members Present
3. Minutes from the January 21st, 2018 Meeting
4. Register of Claims
5. Procession Application from Steven Tomboni, America Multi Sport "Shamrock Shuffle"
6. Board to consider entering into Landscape Maintenance Agreement with Jaw-Crew Landscape, Inc. for Canan Commons
7. Duke Campbell presenting Change Order #1 Reconstruction of Milton Street
8. Duke Campbell re-locates all-way signs at Adams St. & Pershing St. to Adams St. & Vine St.
9. Duke Campbell reference Traffic Signals at Fresh Thyme
10. Adjournment

BOARD OF PUBLIC WORKS AND SAFETY
CITY OF MUNCIE, STATE OF INDIANA
MARCH 7, 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, Bobbie Clemens, Roger Overbey
3. **Approval of the Minutes from the February 28, 2018 Meeting:** President Quirk entertained a motion to approve the minutes from the February 28, 2018 meeting. Roger Overbey moved to approve minutes from the February 28th, 2018 meeting as printed. John Quirk provided the second. Motion passed by voice vote.
4. **Register of Claims:**

Kevin Nemyer, City Controller presented **Board of Works EFT Payments Dated 2/28/18 3 Records \$12,363.34 Star Financial Equipment, Regions Bank, IU Health Plans** nothing unusual within this set of claims. Roger Overbey moved to approve Board of Works EFT Claims as presented. Bobbie Clemens provided the second. Motion passed by voice vote.

Kevin Nemyer, City Controller presented **Board of Works EFT from Payment 3/1/18 1 Record \$9.00 IU Health Plans** nothing unusual within this claim. Roger Overbey moved to approve Board of Works EFT Claim as presented. Bobbie Clemens provided the second. Motion passed by voice vote.

Kevin Nemyer, City Controller presented **Board of Works EFT Payments Dated 3/2/18 5 Records \$186,925.63** nothing unusual within this set of claims. Roger Overbey moved to approve Board of Works EFT Claims as presented. Bobbie Clemens provided the second. Motion passed by voice vote.

Kevin Nemyer, City Controller presented the **Board of Works Check (2) Date 3/2/18 20 Records** of a total amount of **\$3,222.45** nothing unusual within these set of claims. 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 **Board of Works EFT from Payment 3/6/18 1 Record \$807.77 IU Health Workplace Services** nothing unusual within this claim. Roger Overbey moved to approve Board of Works EFT Claim as presented. Bobbie Clemens provided the second. Motion passed by voice vote.

Kevin Nemyer, City Controller presented the **Board of Works Check Date 3/9/18 362 Records** of a total amount of **\$848,534.29** nothing unusual within these set of claims. 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 the Community Development Check Date **3/9/18 12 Records** of a total amount of **\$99,249.43** nothing unusual within these set of claims. Roger Overbey moved to approve Board of Works Claims as presented. Bobbie Clemens provided the second. Motion passed by voice vote.
5. **Procession Application from Steven Tomboni, America Multi Sport "Shamrock Shuffle":** Steve Tomboni came forward to request approval for March Shamrock Shuffle on March 17, 2018 from 10:00 a.m. to 2:30 p.m. The event will start at Scotty's Restaurant at Martin & University travel north on Martin to Ashland, Ashland to Dill Street, Dill Street to University Avenue, University Avenue to Wheeling Avenue, Wheeling Avenue to High Street Bridge @ White River Blvd, proceed to walking path to White River Trail, west on trail to Hawthorne & River Road turn around back on trail to Craddock Wetlands, back to trail High Street bridge & White River Blvd west on Wheeling Avenue to University, University Ave. to Dill Street, Dill Street to Martin Street end at Scotty's. Signatures of approval presented from Mark Vollmar, Deputy Chief of Police and Eddie Bell, Muncie Fire Chief. Steve indicated that as soon as he gets the updated certificate of liability insurance he will give Linda Hayes a new copy. President Quirk requested approval for procession permit contingent upon new Certificate of Insurance. Roger Overbey moved to approve contingent upon new Liability

Insurance provided before the event. Bobbie Clemens provided the second. Motion passed by voice vote.

- 6. Board to consider entering into Landscape Maintenance Agreement with Jay-Crew Landscape, Inc. for Canan Commons:** Kevin Nemyer, City Controller presented Landscape Maintenance Agreement with Jay-Crew Landscape for property owned by the City of Muncie at 500 S. Walnut Street for landscape and grounds maintenance services effective March 1, 2018 and shall continue until October 31, 2018 unless sooner terminated by either party with 60 days written notice. Total contract amount is \$1,300.00 same contract amount as last year. Kevin Nemyer recommended the board to enter into agreement. President Quirk entertained a motion to enter into agreement with Jay-Crew Landscape as presented and recommended by Kevin Nemyer. Bobbie Clemens moved to enter into Landscape Maintenance Agreement with Jay-Crew Landscape as presented. Roger Overbey provided the second. Motion passed by voice vote.
- 7. Duke Campbell presenting Change Order #1 Reconstruction of Milton Street:** Duke Campbell commented that Milton Street if you don't already know is getting redeveloped because of the Fresh Thyme project. Fresh Thyme is due to open on April 16, 2018 we are going to keep that dead line. Milton Street was in our annual paving contract but there is going to be a reconstruction of the road due to the semi's and everything. So it is not going to be a mill & overlay so we have incorporated that into a change order. A lot of this money will be reimbursable but we need to approve this up front if you don't mind so that E & B Paving and their concrete people and get curbs in at Chick-Fil-A and Crew Car Wash we had to widen the turning radius on Milton Street so that semis could come in on Milton. Milton was not that good enough road to handle heavy traffic our plan is to get #9 binder down first, then let traffic have it after they open and if there is any soft areas or anything shows up that can be all corrected at a surface mix. One more storm sewer drain to be installed at Haines and everything will be right on schedule. We plan on resurfacing Dunn Street, Buckles Street, Haines Street, Milton Street and Reserve Street so that the whole neighborhood will realize that a development is not a bad thing. President Quirk entertained a motion to approve Change Order #1 Reconstruction of Milton Street. Roger Overbey moved to approve change order #1 as presented. Bobbie Clemens provided the second. Motion passed by voice vote.
- 8. Duke Campbell re-locate all-way stop signs at Adams St. & Pershing St. to Adams St. & Vine St:** Duke the Board of Works agreed to install at four-way stop on Adams about two summers ago to slow traffic down because of day-care center. It was a could decision but after getting a letter from Carol Johnson, Executive Director United Day Care Center of Delaware County, Inc. she sent up pictures where the people park on Adams to pick their children up and she has a point when you try to leave via Adams Street. Coming off of Vine Street onto Adams Street you can't see to the east because you have pull out into the drive lane to see to get out. Just by relocating the all-way stop from Adams & Pershing to Adams & Vine will still have the effect that we want to slow traffic and prevent an accident before it happens? President Quirk entertained a motion to relocate the all-way stop signs at Adams Street & Pershing Street to Adams Street & Vine Street instead. Roger Overbey moved to approve relocation of all-way stop as recommended by Duke Campbell. Bobbie Clemens provided the second. Motion passed by voice vote.
- 9. Duke Campbell reference Traffic Signals at Fresh Thyme:** Duke reported that the board awarded contract for James E. Drew to install traffic signals and the strain poles and everything that is associated at the entrance to Fresh Thyme. We kind of knew ahead of time but it was not in the contract until the actual design was done that there would be some extras, the extras are four strain poles, metal cable, other cable that goes up to the signal heads, had to change two signal heads to a five head assembly because we incorporated a camera along with traffic loops and the labor and materials to do all that is \$7,723.60 the original contract amount \$111,325.20 INDOT as reviewed the extra expense and it is well within any monetary boundaries. Revised Contract Amount \$119,048.80 President Quirk mentioned the change order is of course less than 20%, he entertained a motion to approve change order to the traffic signal contract with James E. Drew Corp as presented. Roger Overbey moved to approve change order #1 Traffic Signal contract with James E. Drew as recommended by Duke Campbell. Bobbie Clemens provided the second. Motion passed by voice vote.
- 10. Adjournment:** President Quirk entertained a motion to adjourn. Roger Overbey moved to adjourn meeting, meeting adjourned 09:08 a.m. Bobbie Clemens provided the second. Motion passed by voice vote.

Board of Public Works and Safety

John Quirk, President

Roger Overbey, Vice-President

Bobbie Clemens, Secretary

Linda Hayes, Recording Secretary