

1. Time & Place
2. Members Present
3. Approval of Minutes
4. Register of Claims
5. Todd Donati, Muncie Redevelopment Commission presenting Agreement for Services between the MRC and City of Muncie and Bryce Adams
6. Todd Donati, Muncie Redevelopment Commission presenting Agreement for Services between the MRC and City of Muncie and Kevin Swain
7. John Quirk presenting Memorandum of Agreement between the City of Muncie, Indiana and the law firm of Quirk & Hunter, PC.
8. Adjournment

BOARD OF PUBLIC WORKS AND SAFETY
CITY OF MUNCIE, STATE OF INDIANA
January 23, 2019 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. **Approval of Minutes from January 16, 2019 meetings:** President Quirk entertained a motion to approve minutes as printed. Bobbie Clemens moved to approve January 16, 2019 minutes as printed. John Quirk provided the second. Roger Overbey abstained from voting. Motion passed by voice vote.

4. **Register of Claims:**

Kevin Nemyer, City Controller presented the **BOW EFT 1/17/2019** there are **2 Record** for a total amount of **\$3,955.80** to Muncie Meds/Canarx Serv. Kevin claims nothing unusual within this claim. President Quirk entrained a motion to approve. Roger Overbey moved to approve EFT payments as presented. Bobbie Clemens provided the second. Motion passed by voice vote.

Kevin Nemyer, City Controller presented the **BOW Special Run - Check Date 1/18/2019** there is **1 Record** for a total amount of **\$12,130.90** to Carpets Plus Color tile. Kevin claims nothing unusual within these claims. President Quirk entrained a motion to approve. Roger Overbey moved to approve BOW Special Run - Check as presented. Bobbie Clemens provided the second. Motion passed by voice vote.

Kevin Nemyer, City Controller presented the **BOW EFT'S 1/18/2019** there are **3 Records** for a total amount of **\$132,544.50** to First Merchants Trust Co., IU Health Plans, SIHO Insurance Inc. Kevin claims nothing unusual within these claims. President Quirk entrained a motion to approve. Roger Overbey moved to approve EFT payment as presented. Bobbie Clemens provided the second. Motion passed by voice vote.

Kevin Nemyer, City Controller presented the **BOW EFT'S 1/22/2019** there are **3 Records** for a total amount of **\$5,307.10** to Wage Works, SIHO Insurance, First Merchants Trust Co. Kevin claims nothing unusual within these claims. President Quirk entrained a motion to approve. Roger Overbey moved to approve EFT payment as presented. Bobbie Clemens provided the second. Motion passed by voice vote.

Kevin Nemyer, City Controller presented the **Board of Public Works Check Date 1/25/2019** there is **162 Records** for a total amount of **\$364,441.72** Kevin claims nothing unusual within this set of 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 the **Community Development Check Date 1/25/2019** there is **1 Record** for a total amount of **\$1,351.98** Kevin claims nothing unusual within this set of 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. **Todd Donati, Muncie Redevelopment Commission presenting Agreement for Services between the MRC and City of Muncie and Bryce Adams:** Todd reported that Bryce will provide general maintenance, management, and oversight work for the Downtown Parking Garage. The Village Garage and other locations deemed necessary by the MRC, Monday thru Friday between the hours of 8 a.m. to 5 p.m., Monday thru Friday. Such duties as general maintenance of both MRC garage locations daily cleaning of all parking areas, vacuuming and wiping down elevators, emptying all trash containers, wiping down star rails, cleaning all windows/glass, sweeping all stairway access area, walking the perimeter to make sure all trash is cleared and landscaping in maintained and making sure trash is taken to the curb weekly for pick-up. Pay rate is \$14.00 per hour of service or a bi-weekly amount of \$1,120.00 payable upon receipt of City of Muncie Claim form. This agreement for services begins on January 1, 2019 and expires on December 31, 2020. President Quirk entertained a motion to approve agreement for services as presented. Roger Overbey moved to approved agreement for services between MRC and City of Muncie and Bryce Adams as presented. Bobbie Clemens provided the second. Motion passed by voice vote.

6. **Todd Donati, Muncie Redevelopment Commission presenting Agreement for Services between the MRC and City of Muncie and Kevin Swain:** Todd reported that Kevin will provide general maintenance, and oversight work for the Downtown Parking Garage. The Village Garage for at least ten (10) hours per week Monday thru Thursday between the hours of 5 p.m. to 7 a.m. and Friday beginning at 5 p.m. thru Monday morning at 7 a.m. He will be required to be available to handle calls during those same time periods. Swain's duties will include, but not limited to: General Maintenance of both MRC garage locations. General Maintenance would include cleaning of all parking areas, emptying all trash containers, walking the perimeter to make sure all trash is cleared. Providing support at the dates when necessary. This would include assisting a patron or a tenant who is having issues with gate operations. Swain will lean to manually operate the date system and will monitor incoming intercom calls when necessary. The above services will be priced by Swain to the MRC at a rate of \$900.00 per month payable upon receipt of City of Muncie Claim Form. This agreement for services begins on January 1, 2019 and expires on December 31, 2020. President Quirk entertained a motion to approve agreement for services as presented. Roger Overbey moved to approved agreement for services between MRC and City of Muncie and Bryce Adams as presented. Bobbie Clemens provided the second. Motion passed by voice vote.

7. **John Quirk presenting Memorandum of Agreement between the City of Muncie, Indiana and the law firm of Quirk & Hunter, PC.:** The law firm association of Quirk & Hunter PC through its various attorneys will provide to the City of Muncie legal services in the following areas: General legal advise to the Mayor, Controller, Board of Works, and other supervising personnel f the administration as requested: Attendance and legal services at sessions of Muncie City Court involving city ordinance violations: attendance at meetings of the Common Council of the City of Muncie as needed; Monitoring all claims that are covered and defended by insurance counsel; Defend or prosecute all other claims and suites against the City of Muncie in the State and Federal courts; Represent the City of Muncie on employment issues under labor contracts (grievances, etc.,) excluding any issues relating to and/or concerning the Muncie Police Department and/or Muncie Police Merit Commission, and attend such meetings of municipal boards and bodies as directed by the Mayor or request by a board. Quirk & Hunter PC will charge the City of Muncie it's regular and published hourly rate for each attorney providing services under this Agreement will bill a flat retainer fee of \$8,333.33 per month for the year 2019. President Quirk entertained a motion to approve memorandum of agreement. Roger Overbey moved to approve memorandum of agreement between the City of Muncie and law firm Quirk & Hunter as presented. Bobbie Clemens provided the second. John Quirk abstained from voting. Motion passed by voice vote.

8. **Adjournment:** President Quirk entertained a motion for the Adjournment of the meeting. Roger Overbey moved to adjourn meeting, meeting adjourned at 9:05 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