

1. Time & Place
2. Pledge of Allegiance
3. Members Present
4. Approval of the Minutes for the November 4th, 2019 Special Board of Works Meeting
5. Approval of the Minutes for the November 6th, 2019 Meeting
6. Register of Claims
7. Acceptance of bid Request for Proposals for 2020-2024 Consolidated Planning Services for Community Development
8. Acceptance of bid for Street Tree Removal for Community Development Office
9. Adjournment

BOARD OF PUBLIC WORKS AND SAFETY
CITY OF MUNCIE, STATE OF INDIANA
November 13th, 2019 MINUTES

1. Board of Public Works and Safety, City of Muncie, State of Indiana, met in the City Hall Auditorium, at 9:03 A.M.

2. **Pledge of Allegiance**

3. **Members Present:** Bobbie Clemens, Rick Lorrison Roger Overbey-Absent

4. **Approval of the Minutes for the November 4th, 2019 Special Board of Works Minutes:** Vice President Clemens entertained a motion to approve. Rick Lorrison moved to approve the minutes from the Special Meeting as presented. Bobbie Clemens provided the second. Motion passed by voice vote.

5. **Approval of the Minutes for the November 6th, 2019 Minutes:** Vice President Clemens entertained a motion to approve. Rick Lorrison moved to approve the minutes from the November 6th meeting as presented. Bobbie Clemens provided the second. Motion passed by voice vote.

6. **Register of Claims:**

Kevin Nemyer, City Controller presented the **Board of Works EFT payment date 11/7/19** there is **1 Record** for a total amount of **\$2,433.90** for **Muncie Meds/Canarx Serv. Inc.** Kevin claims nothing unusual with this claim. Vice-President Clemens entertained a motion to approve. Rick Lorrison moved to approve Board of Works EFT as presented. Bobbie Clemens provided the second. Motion passed by voice vote.

Kevin Nemyer, City Controller presented the **Board of Works (2) check date 11/8/19** there are **4 Records** for a total amount of **\$629.15** to **Thomas Business Center.** Kevin claims nothing unusual with these claims. Vice-President Clemens entertained a motion to approve. Rick Lorrison moved to approve Board of Works second check run as presented. Bobbie Clemens provided the second. Motion passed by voice vote.

Kevin Nemyer, City Controller presented the **Community Development (2) check date 11/8/19** there are **1 Record** for a total amount of **\$16.65** to **Thomas Business Center.** Kevin claims nothing unusual with this claim. Vice-President Clemens entertained a motion to approve. Rick Lorrison moved to approve Board of Works second check run as presented. Bobbie Clemens provided the second. Motion passed by voice vote.

Kevin Nemyer, City Controller presented the **Board of Works EFT payment date 11/15/19** there is **1 Record** for a total amount of **\$140,000.00** for **The Bank of New York Trust** Kevin claims nothing unusual with this claim. Vice-President Clemens entertained a motion to approve. Rick Lorrison moved to approve Board of Works EFT as presented. Bobbie Clemens provided the second. Motion passed by voice vote.

Kevin Nemyer, City Controller presented **Board of Works Check Date 11/15/2019** there are **306 Records** for a total amount of **\$341,590.66.** Kevin claims nothing unusual within these claims. Vice-President Clemens entertained a motion to approve. Rick Lorrison 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 11/15/2019** there are **4 Records** for a total amount of **\$10,726.09** Kevin claims nothing unusual within these claims. Vice-President Clemens entertained a motion to approve. Rick Lorrison moved to approve Community Development claims as presented. Bobbie Clemens provided the second. Motion passed by voice vote.

7. **Acceptance of Request for Proposals for 2020 – 2024 Consolidated Planning Services for Community Development Office:** Brad King reported after looking over both proposals we have decided to go with Anchor Group Solutions. This is for planning services regarding our five year consulted plan, HUD requires us to put together a five-year plan with the impute from community and the direction of which they would like for us to spend HUD's money basically. We can't act without the plan being in place, our annual action plans feed into the five-year consolidated plan and this kind of the first step for the next five years. Any comments:

Kristopher Bilbrey 318 S. Meridian Street Winchester, IN came forward and asked what do we know about this corporation Anchor Group Solutions. Brad King informed the Board members that before we award a contract we run their name through the system of award management the system the United States Government has, and they are not debarred. Kristopher Bilbrey left his papers for the board of Works members to look through.

Vice-President Clemens entertained a motion. Rick Lorrison moved to accept proposal from Anchor Group Solutions as recommended by Brad King. Bobbie Clemens provided the second. passed by voice vote.

8. **Acceptance of bid for Street Tree Removal for Community Development Office:** Brad King came forward and recommended the Board to accept lowest bid from My Tree Sons, LLC in the amount of \$86,605.00 for the removal of approximately 71 streets trees.

Josh Newsome Tree Service	\$179,155.00 (Brad found mistake in total from two weeks ago)
My Tree Son's LLC	\$ 86,605.00

Brad King recommended after review both bids to accept the lowest bid of My Tree Son's LLC for removal of 71 street trees. Comments:

Audi Barber 610 W. 11th Street Muncie, IN stated that he has a problem with the way the bids were left in the safe conveniently and I want to make sure you are accepting the lowest bid.

Vice-President Clemens entertained a motion. Rick Lorrison moved to accept lowest bid of My Tree Son's LLC as recommended by Brad King. Bobbie Clemens provided the second. Motion passed by voice vote.

9. **Adjournment:** There being no further business Vice President Clemens entertained a motion. Rick Lorrison moved to adjourn meeting, meeting adjourned at 9:32 a.m. Bobbie Clemens provided the second. Motion passed by voice vote.

Board of Public Works and Safety

Roger Overbey, President

Bobbie Clemens, Vice-President

Rick Lorrison, Secretary

Linda Hayes, Recording Secretary