

1. Time & Place
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4. Approval of October 23rd, 2019 Meeting
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8. Open Request for Proposals for 2020-2024 Consolidated Planning Services for Community Development
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20. Sharolyn Waters, Community Development Office presenting addendum to Public Service Contract with YWCA
21. Sharolyn Waters, Community Development Office presenting addendum to Public Service Contract with Arc of Indiana
22. David Heilman, Flatland Resources presenting Memorandum of Understanding
23. David Heilman, Flatland Resources Presenting Memorandum of Understanding
24. Kelly Vanatter - Noise Exemption Authorization Application for Morningside Neighborhood Association
25. Mayor Dennis Tyler acceptance of quote for HVAC Unit for the Muncie Animal Shelter 901 W. Riggins Road
26. Robert Cooper, Facilities Manager Muncie Indiana Transit System (2) shelters on Macedonia Ave. at Southside Middle School
27. Robert Cooper, Facilities Manager Muncie Indiana Transit System Sidewalk Repair on Blaine St. north of Kirby eastside half a block, ADA Ramps SW & SE Corner of Blaine & Seymour and the NE Corner of Blaine & Seymour
28. Adjournment

BOARD OF PUBLIC WORKS AND SAFETY
CITY OF MUNCIE, STATE OF INDIANA
October 30th, 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. **Pledge of Allegiance**
3. **Members Present:** Roger Overbey, Bobbie Clemens, Rick Lorrison
4. **Approval of the October 23, 2019 Minutes:** President Overbey entertained a motion to approve. Rick Lorrison moved to approve the minutes as presented. Bobbie Clemens provided the second. Motion passed by voice vote.
5. **Register of Claims:**

Kevin Nemyer, City Controller presented the **Board of Works EFT payment date 10/25/19** there are **4 Records** for a total amount of **\$293,134.09** for SIHO Insurance, Inc., First Merchants Trust, IU Health Plans. Kevin claims nothing unusual with these claims. President Overbey entertained a motion to approve. Bobbie Clemens moved to approve Board of Works EFT as presented. Rick Lorrison provided the second. Motion passed by voice vote.

Kevin Nemyer, City Controller presented the **Board of Works EFT payment date 10/29/19** there is **1 Record** for a total amount of **\$370.00** to First Merchants Trust. Kevin claims nothing unusual with these claims. President Overbey entertained a motion to approve. Bobbie Clemens moved to approve Board of Works EFT as presented. Rick Lorrison provided the second. Motion passed by voice vote.

Kevin Nemyer, City Controller presented **Board of Works Check Date 11/1/2019** there are **257 Records** for a total amount of **\$944,136.47**. Kevin claims nothing unusual within these claims. President Overbey entertained a motion to approve. Bobbie Clemens moved to approve Board of Works claims as presented. Rick Lorrison provided the second. Motion passed by voice vote.

Kevin Nemyer, City Controller presented the **Community Development Check Date 11/1/2019** there are **11 Records** for a total amount of **\$9,485.77** Kevin claims nothing unusual within these claims. President Overbey entertained a motion to approve. Bobbie Clemens moved to approve Community Development claims as presented. Rick Lorrison provided the second. Motion passed by voice vote.

6. **Acceptance of HVAC Bid:** Brad King, Community Development Office recommended the board accept bid from Pridemark Construction in the amount of \$34,100 Brad presented contract for Board of Works signatures. President Overbey entertained a motion to approve contract with Pridemark Construction. Rick Lorrison moved to approve HVAC Contract with Pridemark Construction as presented. Bobbie Clemens provided the second. Motion passed by voice vote.
7. **Acceptance of Paving Bid:** Brad King requested an additional week to review bid. President Overbey entertained a motion. Bobbie Clemens moved to table paving bid for one additional week. Rick Lorrison provided the second. Motion passed by voice vote.
8. **Open Request for Proposals for 2020 – 2024 Consolidated Planning Services for Community Development Office:** Bid was picked up in the City Clerk's Office by the recording secretary. Terry Whit Bailey, Director of Community Development commented that every five years we have a consolidated plan that is brought before the City to administer our annual action plan and so we seeking proposals for a consultant to work with us. President Overbey opened and read bid out loud from Engaging Solutions, Inc. in the amount of \$75,000 Terry Whit Bailey requested the board to take bid under advisement for review until next week. President Overbey entertained a motion to take bid under advisement for one week. Rick Lorrison moved to approve. Bobbie Clemens provided the second. Motion passed by voice vote.
9. **Open Bids for Street Tree Removal for Community Development Office:** Bid was picked up in the City Clerk's Office by the recording secretary. Brad King reported that we are hoping to remove some hazardous trees throughout the city. The Urban Forester has given us a list of 60 trees. Bid opened from Josh Newsome's Tree Service LLC in the amount of \$211,730.00 Brad King requested an additional week to review bid. President Overbey entertained a motion. Bobbie Clemens moved to table bid for one week. Rick Lorrison provided the second. Motion passed by voice vote.
10. **Sharolyn Waters, Community Development Office presenting addendum to Public Service Contract with A Better Way:** Sharolyn Waters we were allotted more money so we amending our public service contract in the amount of \$26,800.00 for A Better Way. President Overbey entertained a motion. Rick Lorrison moved to approve amendment as presented. Bobbie Clemens provided the second. Motion passed by voice vote.
11. **Sharolyn Waters, Community Development Office presenting addendum to Public Service Contract with The Alpha Center:** Sharolyn Waters we were allotted more money so we amending our public service contract in the amount of \$9,800.00 for The Alpha Center. President Overbey entertained a motion. Rick Lorrison moved to approve amendment as presented. Bobbie Clemens provided the second. Motion passed by voice vote.
12. **Sharolyn Waters, Community Development Office presenting addendum to Public Service Contract with Whitely Community Center:** Sharolyn Waters we were allotted more money so we amending our public service contract in the amount of \$8,800.00 Whitely Community Center. President Overbey entertained a motion. Rick Lorrison moved to approve amendment as presented. Bobbie Clemens provided the second. Motion passed by voice vote.
13. **Sharolyn Waters, Community Development Office presenting addendum to Public Service Contract with The Boys & Girls Club:** Sharolyn Waters we were allotted more money so we amending our public service contract in the amount of \$6,800.00 for The Boys & Girls Club. President Overbey entertained a motion. Rick Lorrison moved to approve amendment as presented. Bobbie Clemens provided the second. Motion passed by voice vote.
14. **Sharolyn Waters, Community Development Office presenting addendum to Public Service Contract with Christian Ministries:** Sharolyn Waters we were allotted more money so we amending our public service contract in the amount of \$14,300.00 for Christian Ministries. President Overbey entertained a motion. Rick Lorrison moved to approve amendment as presented. Bobbie Clemens provided the second. Motion passed by voice vote.
15. **Sharolyn Waters, Community Development Office presenting addendum to Public Service Contract with Hillcroft Services:** Sharolyn Waters we were allotted more money so we amending our public service contract in the amount of \$13,300.00 for Hillcroft Services. President Overbey entertained a motion. Rick Lorrison moved to approve amendment as presented. Bobbie Clemens provided the second. Motion passed by voice vote.

16. **Sharolyn Waters, Community Development Office presenting addendum to Public Service Contract with Motivate Our Minds:** Sharolyn Waters we were allotted more money so we amending our public service contract in the amount of \$16,700.00 for Motivate Our Minds. President Overbey entertained a motion. Rick Lorrison moved to approve amendment as presented. Bobbie Clemens provided the second. Motion passed by voice vote.
17. **Sharolyn Waters, Community Development Office presenting addendum to Public Service Contract with Delaware County Senior Citizens Center:** Sharolyn Waters we were allotted more money so we amending our public service contract in the amount of \$11,800.00 for Delaware County Senior Citizens Center. President Overbey entertained a motion. Rick Lorrison moved to approve amendment as presented. Bobbie Clemens provided the second. Motion passed by voice vote.
18. **Sharolyn Waters, Community Development Office presenting addendum to Public Service Contract with Unity Center:** Sharolyn Waters we were allotted more money so we amending our public service contract in the amount of \$6,800.00 for Unity Center. President Overbey entertained a motion. Rick Lorrison moved to approve amendment as presented. Bobbie Clemens provided the second. Motion passed by voice vote.
19. **Sharolyn Waters, Community Development Office presenting addendum to Public Service Contract with Urban Light:** Sharolyn Waters we were allotted more money so we amending our public service contract in the amount of \$6,800.00 for Urban Light CDC. President Overbey entertained a motion. Rick Lorrison moved to approve amendment as presented. Bobbie Clemens provided the second. Motion passed by voice vote.
20. **Sharolyn Waters, Community Development Office presenting addendum to Public Service Contract with YWCA:** Sharolyn Waters we were allotted more money so we amending our public service contract in the amount of \$19,800.00 for YWCA Foundation. President Overbey entertained a motion. Rick Lorrison moved to approve amendment as presented. Bobbie Clemens provided the second. Motion passed by voice vote.
21. **Sharolyn Waters, Community Development Office presenting addendum to Public Service Contract with Arc of Indiana:** Sharolyn Waters we were allotted more money so we amending our public service contract in the amount of \$11,800.00 for ARC of Indiana. President Overbey entertained a motion. Rick Lorrison moved to approve amendment as presented. Bobbie Clemens provided the second. Motion passed by voice vote.
22. **David Heilman, Flatland Resources presenting Memorandum of Understanding for the Riverside/Jackson Multi-Use Trail Improvements between the City of Muncie and Delaware Advancement Corporation, Inc.:** David reported that Delaware Advancement Corporation, Inc. (DAC) has applied for and received funds from the Indiana Department of Natural Resources' Next Level Trail (NLT) grant program and DAC has applied for and received funds from the East Central Regional Development Authority to be used as matching credit for the NLT grant program and the City of Muncie (COM) wishes to have a multi-use trail constructed on land predominately owned by the City of Muncie and COM agrees to provide limited in-kind services for the construction that will be used a matching credit funds for the NLT grant; and COM agrees to provide on-going trail maintenance for the completed trail; and COM agrees to hold a trail easement as prescribed by the Indiana Department of Natural Resources for the trail on lands not owned by COM. Whereas, DAC and COM have mutually reviewed the NLT grant application, including preliminary project budget and trail alignment location.
 - 1) DAC will lead the following aspects of the trail project in compliance with the NLT grant requirements; Fund procurement, grant reporting, project management, securing of right-of-way and adjacent land owner coordination, design and engineering, construction bidding, construction contracting, construction oversight and public relations.
 - 2) DAC will outsource the project management, design and construction of the trail.
 - 3) COM will provide in-king services and will not delay the contracted construction efforts when providing in-kind services as outlined the NLT grant proposal.
 - 4) COM will own and maintain the completed multi-use trail.
 - 5) COM will hold any easements required for the trail project.
 - 6) COM agrees to assist with securing funding and land transfers associated with the trail project if required to build the project upon completion of the constructed trail project.
 - 7) DAC shall notify COM when the contractor is relieved of their responsibilities and obligations with the trall improvements.
 - 8) COM shall then accept the trail improvements in entirety and shall not hold DAC liable for any aspects of the trail project upon completion.

Roger Overbey entertained a motion. Bobbie Clemens moved to enter into memorandum of understanding as presented. Rick Lorrison provided the second. Motion passed by voice vote.

23. David Heilman, Flatland Resources Presenting Memorandum of Understanding Riverside/Jackson Multi-Use Trail Improvements between the City of Muncie and Westminster Presbyterian Church, Muncie: David reported the City of Muncie (COM) wishes and will acquire land owned by the Vectren Gas Company along the trail route; and whereas the Westminster Presbyterian Church (WPC), wishes to take title to a portion of the Vectren Gas Company land that is adjacent to the WPC; and now therefore, be it agreed by and between the undersigned, for and in consideration of the benefits of all parties as follows:

- 1) WPC will grant a trail easement approximately 4' wide by 115' on parcel 1108326001000 and 25' wide by a 130' on parcel 1108326035000 for the purposes of constructing and maintaining the multi-use trail per the DAC NLT grant award
- 2) Trail easement will be of a minimum period of twenty-five years. The easement will be attached to the land.
- 3) WPC would prefer the trail alignment east of Alden west of Tillotson to avoid the removal of street trees if at all possible. WPC understands that this may not be possible at the same time. The trail design team will meet with the WPC to discuss the final trail alignment that may not fully require the easement areas depicted in the attached exhibit for the trail. WPC will approve final trail alignment adjacent to WPC property before construction bid advertisement.
- 4) The COM will take title to the Vectren Gas Company land parcel 1108326034000.
- 5) COM will exchange the Vectren Land, once in COM ownership, for WPC land that will run in line with the adjacent road right-of-way width of Riverside Avenue in Muncie (west Alden) and the WPC.
- 6) COM will be responsible for the cost of survey, transfer and easement records.
- 7) The WPC will take title to the Vectren land once the City is ready to transfer to the WPC. It is anticipated that the transfer will not occur until after rail has been constructed.
- 8) COM will attempt to extend any indemnification that Vectren may require for Vectren's property if at all practical for the COM.

David indicated that they have been working with Megan Quirk for proper documentation. Roger Overbey entertained a motion. Bobbie Clemens moved to enter into Memorandum of Understanding Riverside/Jackson Multi-Use Trail Improvements between the City of Muncie and Westminster Presbyterian Church as presented. Rick Lorrison provided the second. Motion passed by voice vote.

24. Kelly Vanatter – Noise Exemption Authorization Application for Morningside Neighborhood Association: Kelly came forward to request noise exemption for Saturday, November 2, 2019 from 3:00 p.m. to 7:00 p.m. at 1700 E. Princeton Avenue (Morningside Park) for a Halloween Party, expansion celebration. Roger Overbey entertained a motion. Bobbie Clemens moved to approve noise exemption as presented. Rick Lorrison provided the second. Motion passed by voice vote.

25. Mayor Dennis Tyler acceptance of quote for HVAC Unit for the Muncie Animal Shelter 901 W. Riggin Road: Mayor Tyler came forward and reported that Monday we were informed that the Muncie Animal Shelter has two HVAC Systems one takes each side of the building and one was completely broken down. Knowing that the weather is getting colder I contacted the Building Commissioner's Office helped Animal Shelter by contacting HVAC contractor's to submit quote for HVAC unit. The following quotes were submitted from:

Mike King Htg & Cooling 19751 N. Co. Rd. 175 Muncie, IN 47303 Covered up with work	Bullock Htg & Cooling 120 S. Broadway St. Albany, IN 47320 Did not have time	Covert Htg. & Cooling 1705 N. Granville Ave. Muncie, IN 47303 Will give a quote
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M.R.S. Htg & Cooling 66 E. Co. Rd. 400 N. New Castle, IN 47362 Determine if they have time	Resolve Tech LLC 221 W Ontario Dr. Muncie, IN 47303 \$ 26,500.00
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I respectfully request the board to accept emergency quote from Resolve Tech LLC. Roger Overbey entertained a motion. Rick Lorrison moved to accept emergency HVAC Quote from Resolve Tech LLC. Bobbie Clemens provided the second. Motion passed by voice vote.

Mayor Dennis Tyler officially changed treat or treating hours to Friday evening instead of Thursday evening due to weather.

26. Robert Cooper, Facilities Manager Muncie Indiana Transit System: Robert came forward to get approval from the Board of Works members for the installation of two bus shelters for the students on the property at Southside Middle School which will be placed on Macedonia Avenue. I have attached letter from Muncie Community Schools dated October 10, 2019 for their full support of the project. Donnie Wright, Assistant Superintendent sees no issues. Roger Overbey entertain a motion. Rick Lorrison moved to approve both bus shelters on the side of Macedonia Ave. as presented. Bobbie Clemens provided the second. Motion passed by voice vote.

- 27. Robert Cooper, Facilities Manager Muncie Indiana Transit System:** Robert reported that MITS would like approval from the Board of Works to repair sidewalks on Blaine St. north of Kirby Avenue on the east side of Blaine Street half a block. Also approval to add ADA ramps on the southwest corner & southeast corner of Blaine & Seymour as well as the northeast corner as well at MITS expense. Donnie Wright, Assistant Superintendent sees no issues. Roger Overbey entertain a motion. Bobbie Clemens moved to approve both bus shelters on the side of Macedonia Ave. as presented. Roger Overbey provided the second. Motion passed by voice vote.
- 28. Adjournment:** There being no further business President Overbey entertained a motion. Rick Lorrison moved to adjourn meeting, meeting adjourned at 9:29 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