

1. Time & Place
2. Pledge of Allegiance
3. Roll Call Members Present
4. Register of Claims
5. Media Services Agreement/Contract
6. Salvation Army – Restroom Rehabilitation
7. Request for Flex Space from Vera Mae’s Bistro 207 & 209 S. Walnut Street
8. Kitselman Gateway Project
9. Lead Hazard Reduction Demonstration Grant Agreement between Com. Development and PathStone Corp.
10. Adjournment

**BOARD OF PUBLIC WORKS AND SAFETY**  
**CITY OF MUNCIE, STATE OF INDIANA**  
**APRIL 29th, 2020 MINUTES**

1. Board of Public Works and Safety, City of Muncie, State of Indiana, at 9:02 A.M. President Gregory called the meeting to order via Zoom and live streaming with Facebook. Welcome if you are out there as part of the public, thank you for joining us.
2. **Pledge of Allegiance**
3. **Roll Call Members Present:** Linda Gregory, Ted Baker, Jerry Wise
4. **Board of Works Minutes for April 22, 2020:** President Gregory entertained a motion. Jerry Wise moved to approve minutes from the April 22<sup>nd</sup>, 2020 meeting as printed. Ted Baker provided the second. Motion passed by voice vote.
5. **Register of Claims:**

Trent Conway, City Controller there are a few things that I want to bring to your attention on **page #3** Animal Shelter there is six invoices being paid from last year. Again we are making sure these invoices had not already been paid. On **page #14** in the amount of \$29,703.34 to Muncie Arts & Culture Council. The city was acting as the fiscal agent for a grant the Muncie Arts & Culture Council received from NEA. This is a distribution of the \$33,000 they have remaining. The only other thing I want to bring to your attention is on **page #4** Board of Works Communications Center \$200,000 invoice being paid to Delaware County Auditor for 911 operations. If you notice on **Board of Works Reprint (lost) check dated 4.24.20 \$90.95** check to Monica Oakley from the Parks Dept. fund this check was lost in the mail so we had to reprint the check.

Ted Baker commented that he had no questions it is unfortunate that we are still paying invoices from 2019 but wanted to thank Trent Conway for checking and making sure that the outstanding invoices had not been paid before.

Jerry Wise commented reference page #13 of 14 EDIT Fund Other services & charges ECI Regional Planning District 5141 in the amount of \$20,558.70 and Indiana Association of Cities & Towns in the amount of \$15,633.00 membership dues for 2020. Trent explained that these are partners that the Mayor pays out of his EDIT Funds. Jerry asked Trent why isn’t that not under the Mayor’s expenses instead of the Board of Works? Trent explained that whole fund belongs to the Mayor and for some reason they put it under the Board of Works department, I don’t know the rhyme nor reason behind that. Jerry Wise feels that is not categorized right and wouldn’t it be better to have the whole fund his account. Trent commented that he will defiantly do that for the budget next year but I don’t know that I will put an ordinance before City council this year to make that change. Linda Gregory commented “or it is miscellaneous expenses that aren’t charged to any others budget category”.

Jerry Wise stated “I am not accepting that; I think it still should be under the Mayor”. Jerry asked about the same page further down there is a Ball Brothers Grant to the Police Department. My question is how much does the Ball family contribute to the Police Department. Trent explained that these were rapid grants that were submitted out this year for the Covid-19 situation. I believe the city has a whole has gotten \$25,000.

Linda Gregory noticed on Page #3 Animal Shelter Account# 22143 Cages, Poles & Equipment for Muncie Animal Care zero remaining budget what is going on with that. Trent explained that something happened with our system for some reason the invoice didn't get through the payment process correctly and for whatever reason it put blank line items on here. It was an invoice where they bought some equipment but we had to basically void that invoice and it will show up at next week's claim sheet.

President Gregory asked if there were any other questions or comments. Trent Conway, City Controller presented **Board of Works** Claims payment dated **5.1.20** there are **176 Records** for a **total amount \$554098.96** President Gregory entertained a motion. Ted Baker moved to approve Board of Works claims as presented. Jerry Wise provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented the **Board of Works EFT payment dated 4.21.20** there are **1 Record** for a total amount of **\$842.50** for **Muncie Meds/Canarx Serv., Inc.** No comments or questions for Trent Conway. President Gregory entertained a motion. Ted Baker moved to approve EFT claims as presented. Jerry Wise provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented the **Board of Works EFT payment dated 4.22.20** there are **1 Record** for a total amount of **\$2,033.600** for **SIHO Insurance, Inc.** No comments or questions for Trent Conway. Ted Baker moved to approve EFT as presented. Linda Gregory provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented the **Board of Works EFT payment dated 4.23.20** there are **2 Records** for a total amount of **\$524.00** for **IU Health Physicians.** No comments or questions for Trent Conway. Ted Baker moved to approve EFT as presented. Linda Gregory provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented the **Board of Works Reprint (Lost) Check Date 4.24.20** there are **1 Record** for a total amount of **\$90.95** for **Monica Oakley.** No comments or questions for Trent Conway. Ted Baker moved to approve EFT as presented. Linda Gregory provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented the **Board of Works EFT payment dated 4.27.20** there are **1 Record** for a total amount of **\$33,024.81** for **IU Health Physicians.** No comments or questions for Trent Conway. Ted Baker moved to approve EFT as presented. Linda Gregory provided the second. Motion passed by voice vote.

- 5. Media Services Agreement/Contract:** Trent Conway reported he is in discussion with Sara Shade-Hamilton and we are having some back and forth discussion about it and I will make sure it is there for next week.
- 6. Salvation Army - Restroom Rehabilitation:** Brad King reported that we are trying to get cost analysis figured out and we have a contractor who going to look at the project give us a scope and potentially move forward and because of the quarantine and social distancing it became difficult to get everyone organized to get into the Salvation Army. I am hoping that next week I will have something on this. President Gregory mentioned that this will continue to be on the agenda until you are ready move on it.
- 7. Request for Flex Space from Vera Mae's Bistro 207 & 209 S. Walnut Street:** Brian Stephens-Hotopp, City Engineer presented flex space for Vera Mae's Bistro similar to one that came before the board a few weeks ago. They are asking for outdoor seating from May 15<sup>th</sup>, 2020 thru October 31, 2020. Brian recommended the board to approve flex space contingent upon any State Covid requirements that would reduce seating. President Gregory requested that the start dates and end dates are filled in on the form, I did not see that when I reviewed the documents. President Gregory entertained a motion. Ted Baker moved to approve Flex Space for Vera Mae's Bistro contingent upon state Covid requirements. Jerry Wise provided the second. Motion passed by voice vote.
- 8. Kitzelman Gateway Project:** Jerry Wise asked for the total cost of the Kitzelman Gateway Project. Brian Stephens-Hotopp responded there has been three different phases, Walkway Bridge, portion of the parking lot that is being down right now, and trail enhancement on the east side Jackson and Phase #3 is everything on the west side of Jackson. Jerry asked for the total cost for all 3 phases, Brian asked if he could get back to you with that figure. This is a MPO project where 80% of the cost is

covered by Metropolitan Plan Commission which is essential INDOT money. 20% of it is being paid locally, of that 20% construction cost is being paid from Cardinal Greenway and the other cost for engineering and inspection is being paid through the Muncie Street Department. Just the local portion is only a fifth of the overall cost.

**9. Lead Hazard Reduction Demonstration Grant Agreement between Com. Development and PathStone Corporation:** Brad King mentioned that this is quite an extensive contract a little bit different contract than what you are probably use to seeing. In late September or October of 2019 the city received a grant from Indiana Housing Community Development Authority to abate lead in homes that potentially will have children under the age of six in them. We receive 324,000 dollars to do that project to help carry it out we have contacted PathStone Housing Corporation and ICAP they have done these kind of work in the past and they are willing to take on about five houses each. We will be taking on procurement and the other two agencies will act like as oversight and intake the potential clientele and income verify them through documentation and we submit all of that to ICDA. Right now with the stay at home orders, the social distancing no lead risk assessments are being done with this project. We want to make sure we have everything ready to go if and when that is relieved. Originally we had until the end of this year to spend this money, I expect there will be some deadline removal due to this whole stay at home. President Gregory entertained a motion. Jerry Wise moved to accept grant agreement between Community Development and PathStone Corporation as presented. Ted Baker provided the second. Motion passed by voice vote.

**10. Adjournment:** There being no further business President Gregory adjourned meeting at 9:30 a.m. We will be meet next Wednesday, May 6, 2020.

#### **Board of Public Works and Safety**

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**Linda Gregory, President**

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**Jerry Wise, Vice-President**

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**Ted Baker, Secretary**

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**Linda Hayes, Recording Secretary**