

1. Time & Place
2. Pledge of Allegiance
3. Roll Call Members Present
4. Approval of the Minutes for the March 18, 2020 meeting
5. Register of Claims
6. Media Services Agreement/Contract
7. Salvation Army – Restroom Rehabilitation
8. INDOT Contract with City of Muncie for Kitselman Phase 3
9. HWC Supplement for Kitselman Phase 2 & 3
10. Noise Exemption Authorization from Community Fellowship Four Square Church
11. Flex Space Request from Stan Stephens, Owner of Heorot & Valhalla 215-219 S. Walnut St.
12. Procession Application for Honor and Remember Indiana
13. Supplement for Butler Fairman & Seufert contract on Wheeling Avenue for Right-of-way Services
14. Adjournment

BOARD OF PUBLIC WORKS AND SAFETY
CITY OF MUNCIE, STATE OF INDIANA
APRIL 8th, 2020 MINUTES

1. Board of Public Works and Safety, City of Muncie, State of Indiana, at 9:02 A.M. President Gregory we are do this via Zoom and live streaming. 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
4. **Approval of the Minutes for the March 18th, 2020 Minutes:** Ted Baker moved to approve minutes from the March 18th, 2020 meeting as printed. Linda Gregory provided the second. Motion passed by voice vote.
5. **Register of Claims:**

Trent Conway, City Controller mentioned a majority of these claims are utilities and essentials, we do have our first unemployment claims on here. President Gregory mentioned that not all the departments have unemployment claims registered is that correct Trent. Trent Conway that is correct. President Gregory asked Trent if he had feel when the others will start appearing? Trent explained that there is a one to two-month lag when people actually apply and when we get the bill. I anticipate when we get bills in the coming months we will see more coming in. President Gregory mentioned I am assuming that we have no recourse under the unemployment extension or anything that has been done under the federal level as far as unemployment is concerned. Trent replied that is correct at this time no.

Ted Baker asked a question for Brian Stephens-Hotopp the wheel tax claims for HWC Engineering is contracted items and we are just paying for services rendered is that right. Brian Stephens-Hotopp, City Engineer replied yes Ted that is correct. I have reviewed all claim sheets including the EFT's Claims and do not have any further questions, very well done.

Linda Gregory commented that she saw on one or two accounts we are getting close to the appropriated amount so I want us to keep an eyeon that and that tends to be the medical payments I believe. Trent Conway commented you are right and I think the ones you are referring to is other insurance and I have been keeping an eye on that, this is not so much medical but auto general liability, workers comp expenses. We will be sitting down with every department head this month that processes payment out of the general fund, my hope to have something before City Council during the May meeting to at least introduce some changes in budget items to get us on tract for this year.

Another question Linda had pertained to Fund 104 reference ambulance, fire situation, we will be accepting revenue into that account and then paying out other, does City Council have to appropriate all that revenue as it comes in or at some point in the future do they do that, how does that work. Trent explained that the ordinance that was passed on the March 23rd council meeting appropriated roughly 1.8 Million dollars for the EMS Department and that was what we had for forecasted revenues for EMS.

We now getting a new forecast, now that we have taken over the red zone. So once we have that number we will sit down and put a new budget together, there will probably be another additional appropriate ordinance to appropriate those additional funds. Linda Gregory commented given our new report that has the total appropriated amount, plus where we are today that was my concern that if we were constantly changing that we wouldn't have a base line to know where we are. We may need to tweak that just a tad or you give us supplemental number as we go along. Of course you are number 1 but I think the Board of Works should be the stop gap for council knowing when they need to appropriate funds. Trent Conway agreed with Linda.

Trent Conway, City Controller presented **Board of Works Claims** payment dated **4.10.20** there are **200 Records** for a **total amount \$124,216.98** 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 EFTS payment dated 4.2.20** there are **3 Records** for a total amount of **\$51,648.55** for **SIHO Insurance, Star Financial Bank, IU Health Workplace Services**. 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 EFTS payment dated 4.3.20** there is **1 Record** for a total amount of **\$141,905.63** for **IU Health Plans**. 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.

6. **Media Services Agreement/Contract:** Trent Conway reported that he does not see any movement on that until this health emergency crisis is over.
7. **Salvation Army - Restroom Rehabilitation:** Brian Stephens-Hotopp, City Engineer reported that Community Development has nothing to report at this time.
8. **INDOT Contract with City of Muncie for Kitselman Phase 3:** City Engineer, Brian Stephens-Hotopp reported that the time frame for project being bid is between July 1, 2022 and June 30, 2023 so the design is beginning now and this has been underway for a while. This is a contract between INDOT and the City of Muncie and the obligation from the State is in the amount of \$2,640,000 and the city or local LPA is responsible for 20% of the local match for the Kitselman Phase 3 and Cardinal Greenway has been providing the match for the construction which is the majority of it. The City of Muncie has been paying for the professional services so that is the design as well as the inspection phase. So at this point when we are looking at those types of numbers we are kind of saying there is roughly \$120,000 that the city is paying for out of the street department for professional services the rest is either INDOT 80% or being matched by Cardinal Greenway for the construction portion. Brian is asking the Board of Works approve contract with Indiana Department of Transportation and we will move forward with the Kitselman Phase 3 project. President Gregory entertained a motion. Ted Baker moved to approve contract between the City of Muncie and INDOT as presented. Linda Gregory provided the second. Motion passed by voice vote.
9. **HWC Supplement for Kitselman Phase 2 & 3:** City Engineer, Brian Stephens-Hotopp, City Engineer reported that this is a contract between the City of Muncie and HWC Engineering so to date HWC Engineering has been the consultant providing different phases of the Kitselman Trail. In prior work HWC has already been providing the 55% plans. Total Contract amount is \$340,975.00 this is part of that match with INDOT the city will be paying 20% of that total amount.

Vice President, Jerry Wise just joined the meeting. President Gregory entertained a motion. Jerry Wise moved to approve Supplement as presented. Ted Baker provided the second. Motion passed by voice vote. Brian asked that Ted Baker start signing the documents have them scanned and emailed back to me where I will have the hard documents in my office at City Hall and I will contact Linda Gregory and Jerry Wise to come and sign documents.

- 10. Noise Exemption Authorization from Community Fellowship Four Square Church:** City Engineer, Brian Stephens-Hotopp presented Noise Exemption for Community Fellowship Foursquare Church for Sunday, April 12, 2020 from 10:00 a.m. to Noon for Easter Drive-In (stay in car) Service with amplified live music. Pastor James H. Wray indicated that they will comply with Governor's guidelines with a 9' distance between vehicles. President Gregory entertained a motion. Ted Baker moved to approve noise exemption as presented. Jerry Wise provided the second. Motion passed by voice vote.
- 11. Flex Space Request from Stan Stephens, Owner of Heorot & Valhalla 215-219 S. Walnut Street:** City Engineer, Brian Stephens-Hotopp presented application for Flex Space. The owner would like to apply for an outdoor dining/seating area in front of 215 & 219 S. Walnut Street which are the buildings containing the Heorot & Valhalla. This would extend a little over into a part of 4 parking spaces. Fencing will be installed to outline the area which will leave at least 6'4" of the parking spaces for pedestrian walkways. The Heorot & Valhalla would request the 3 parking spaces affected be flexed from parking space use to outdoor dining/seating and pedestrian walkway use. Proof of certified mail receipts from Kent Shuff/Steven Fennimore 209 S. Walnut Street, DMI Investment Grp, LLC 211 S. Walnut Street, Vision Investment Grp, LLC. 7210 N. Walnut St. and Wealth Investment Mgmt., LLC PO Box 242 Shelbyville, IN. Brian recommended the Board to approve Flex Space contingent upon the release of Stay at Home orders are resented. President Gregory entertained a motion. Jerry Wise moved to approve flex space for 215-219 W. Walnut contingent upon the release of Stay at Home orders as rescinded. Ted Baker provided the second. Motion passed by voice vote.
- 12. Procession Application for Honor and Remember Indiana:** Cancelled
- 13. Supplement for Butler Fairman & Seufert contract on Wheeling Avenue for Right-of-way Services:** City Engineer, Brian Stephens-Hotopp presented supplement for Butler Fairman & Seufert for right-of-way services required for the southwest corner of Wheeling Avenue and Cowing Drive intersection. One of the monuments that was taken down the original right-of-way was not large enough to reinstall the monument. Total amount of Supplement is \$14,085.00 whereas the City of Muncie is responsible for 20% to be paid from the Street Department's Wheel Tax Fund. President Gregory entertained a motion. Ted Baker moved to approve Supplement for Butler Fairman & Seufert contract as presented by the City Engineer. Jerry Wise provided the second. Motion passed by voice vote.
- Jerry Wise had questions about unemployment claims as well at Claims to HWC Engineering which Trent Conway explained earlier. The last question he had was an invoice to the Star Press \$2,153.03 President Gregory explained that is for Legal Advertising.
- 14. Adjournment:** There being no further business President Gregory adjourned meeting at 9:30 a.m.

Board of Public Works and Safety

Linda Gregory, President

Jerry Wise, Vice-President

Ted Baker, Secretary

Linda Hayes, Recording Secretary