

1. Time & Place
2. Pledge of Allegiance
3. Members Present
4. Approval of the Minutes for the February 5, 2020 and Special Meeting February 7, 2020
5. Register of Claims
6. Martin Street Greenway Connector Contract with 3-D Company
7. Bunch Blvd. Sidewalk Project Contract with 3-D Company
8. Centennial Avenue Resurfacing Improvements between Elgin & Shirey Contract
9. CDBG Contract 2019-HOME-RR-001 with PathStone Housing Corporation
10. CDBG Contract 2019-HOME RH-001 with Urban Light for the housing renovation at 1303 S. Mulberry St.
11. New Residential Handicapped Parking Application for Diana McCord 1917 W. 8th St.
12. Noise Exemption Authorization Application from Phi Sigma Kappa
13. Board of Works change meeting dates for 2020
14. Kristopher Bilbrey – Answers to questions from last meeting
15. Mayor Dan Ridenour presenting Media Services Agreement/Contract with Endpoint Creative
16. Adjournment

BOARD OF PUBLIC WORKS AND SAFETY
CITY OF MUNCIE, STATE OF INDIANA
FEBRUARY 12th, 2020 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. **Roll Call Members Present:** Linda Gregory, Ted Baker, Absent - Jerry Wise

4. **Approval of the Minutes for the February 5th, 2020 Minutes:** President Gregory entertained a motion to approve. Ted Baker moved to approve minutes from the February 5th, 2020 meeting as printed. Linda Gregory provided the second. Motion passed by voice vote.

Approval of the Minutes for the Special Meeting February 7th, 2020 Minutes: President Gregory entertained a motion to approve. Ted Baker moved to approve minutes from the February 7th, 2020 meeting as printed. Linda Gregory provided the second. Motion passed by voice vote.

5. Register of Claims:

Trent Conway, City Controller came forward to address the Board members before we get to the claims I would like to answer a couple of questions that you guys proposed last week. Linda you had asked by Medical Services with the Fire Department there was an invoice from Global Emergency Products. I did confirm that was for the fire department and not EMS related. The process if the Board wants to remove any invoices for payment. After checking with my staff it was determined that we would just delete the invoice and re-enter it for the next week.

Trent Conway, City Controller presented the **Board of Works EFT payment dated 12/31/20** there is **1 Record** for a total amount of **\$724.41** for **Star Financial Bank**. 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's payment dated 2/5/20** there are **2 Records** for a total amount of **\$64,064.04** for **Muncie Meds/Canarx Serv., IU Health Workplace Services**. No comments or questions for Trent Conway. Ted Baker moved to approve EFT's as presented. Linda Gregory provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented the **Board of Works EFT's payment dated 2/7/20** there are **4 Records** for a total amount of **\$146,659.17** for **Indiana Dept. of Revenue, IU Health Plans, SIHO Insurance, Inc.** No comments or questions for Trent Conway. Ted Baker moved to approve EFT's as presented. Linda Gregory provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented the **Board of Works EFT payment dated 2/11/20** there is **1 Record** for a total amount of **\$1,043.20** for **AFLAC Hospital Indemnity** 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 **Board of Works** Claims payment dated **2/14/20** there are **361 Records** for a **total amount \$845,352.65**. Trent mentioned that this is a larger than normal one and the reason for that is that we are paying some of insurance policies two big ones are Fifth Third Insurance Agency in the amount of around \$400,000 for general liability, auto insurance, police liability. Next is Travelers Insurance in the amount of around \$70,000 which is our property liability.

Ted Baker asked a question on Page 5 under Board of Works Building Maintenance & Repairs, Resolve Tech LLC in the amount of \$6,460.88 what this might be. Trent Conway explained that we have \$20,000 contract for them to do quarterly maintenance on our heating & cooling system. Ted's next question is on Page #11 Center Township Revenue Other Services & Charges for Heartland Ambulance Service. Trent explained these are the invoices to EMS that we could not pay until the Board of Works authorized the transfer of funds from 114 to Fund 104 which you did last week. We catching up on our invoices from two months ago. Ted's next question is on page 17 & 18 Star/Card member Services I assume the final credit card bills for Police Chief Winkle and Fire Chief Bell. Trent commented yes and the account has been closed. Ted's next question is on page #19 EDIT Fund Other Services & Charges for Muncie Downtown Development in the amount of \$60,000 and Youth Opportunity Center in the amount of \$25,000 Trent explained that the Downtown Development is a contract we have with them in the amount of \$120,000 a year. I will need to get information on the Youth Opportunity Center and report later.

President Gregory asked her question on page #3 & 4 Animal Shelter – Institutional & Medical I am not questioning those claims but on the new report that shows the total appropriation or current budget amount and the current balance if you will. I noticed that the total amount budgeted/appropriated did not include the \$70,000 transferred at the last city council meeting. Trent explained that he is waiting to get the signed ordinances before I make that transfer. Linda's next question is on page #8 & #9 Police Department Equipment Rental Repair and Maintenance for \$32,352.73 pointed out that they have already spent half of their budgeted amount and we are only in the middle of the second month just calling it out to get their attention. Ted Baker moved to approve Board of Works claims as presented. Linda Gregory provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented **Community Development Check Dated 2/14/2020** there are **11 Records** for a total amount of **\$24,058.43**. No comments or questions for Trent Conway. Ted Baker moved to approve Community Developments Claims as presented. Linda Gregory provided the second. Motion passed by voice vote.

- 6. Martin Street Greenway Connector Project Contract with 3-D Construction Company:** Brian Stephens-Hotopp, City Engineer reported that the Board of Works received bids for and 3-D Company was the lowest bidder. Contractor will commence the work required by this contract within ten calendar days after the Notice to Proceed is given. Contractor will substantially complete the project no later than August 28, 2020 contract amount \$93,700. Contract was reviewed by myself and the City Attorney. They will be paid from the Park Bond which is \$125,000 as well as a \$16,500 grant from Ball State University. City Engineer recommended the board to accept and execute both contracts. Ted Baker moved to approve contract with 3-D Construction Company as presented for Martin Street Greenway Connector Project. Linda Gregory provided the second. Motion passed by voice vote.
- 7. Bunch Boulevard Sidewalk Project Contract with 3-D Construction Company:** Brian Stephens-Hotopp, City Engineer reported that the Board of Works received bids for and 3-D Company was the lowest bidder. Contractor will commence the work required by this contract within ten calendar days after the Notice to Proceed is given. Contractor and will substantially complete the project no later than June 15, 2020 contract amount \$43,920 Contract was reviewed by myself and the City Attorney. City Engineer recommended the board to accept and execute both contracts. Ted Baker moved to approve contract with 3-D Construction Company as presented for Bunch Boulevard Sidewalk Project. Linda Gregory provided the second. Motion passed by voice vote.

- 8. Centennial Avenue Resurfacing Improvements between Elgin & Shirey Contract:** Brian Stephens-Hotopp, City Engineer reported that the bids were opened on Friday, February 7, 2020 my intention had been to recommend the Board approve and execute agreement with E & B Paving. As of yesterday despite significant coordination and communications with INDOT and we were informed that INDOT would not follow through with 50% of the grant because we were only finishing part of what was applied for originally in the 2019 Community Crossing Project. INDOT indicated that we had to complete the entire project as submitted and approved in 2019. Mayor and myself looked at the finances and identified it was some-what financial irresponsible to move forward with that and we do not have the match in the Street Department budget to pay for that. So I am requesting the board to reject all paving bids and a plan moving forward for Centennial to be included in on the second round of the Community Crossing grant application in 2020 and at that time it would be included on a grant application where we do have the funds for a smaller project. Engineering has been completed so the hope would be to rebid it this year or early next year. Ted Baker moved to reject all three paving bids and move forward from there. Linda Gregory provided the second. Motion passed by voice vote.
- 9. CDBG Contract 2019-HOME-RR-001 with PathStone Housing Corporation:** Brad King they provide at least 12 owner occupied rehabilitations. This is our sixth year with entering into contract with them. They have roughly a year to complete and the contract, contract amount is \$162,000 for low and moderate incomes for roof replacement, HVAC replacement, guttering, downspout and drainage. The funding comes from our 2019 fiscal year funds. Ted Baker moved to approve contract with PathStone Inc. as presented. Linda Gregory provided the second. Motion passed by voice vote.
- 10. CDBG Contract 2019-HOME RH-001 with Urban Light for the housing renovation at 1303 S. Mulberry Street:** Brad King they will be performing a rental rehabilitation of 1303 S. Mulberry affordable housing program for a period of affordability, contract amount is \$94,908. Ted Baker moved to approve contract with Urban Light as presented. Linda Gregory provided the second. Motion passed by voice vote.
- 11. New Residential Handicapped Parking Application for Diana McCord 1917 W. 8th Street:** Mrs. McCord came to the office of the Department of Public Works to fill out paperwork for a residential handicapped parking sign in front of her house. James Upchurch, Sign Tech looked at the property and signed off on application for acceptance of residential handicapped sign & post. Ted Baker moved to approve residential handicapped parking application as presented. Linda Gregory provided the second. Motion passed by voice vote.
- 12. Noise Exemption Authorization Application from Phi Sigma Kappa:** Kobe Cook came forward to get approval for a noise exemption on March 14, 2020 at 904 W. Riverside Avenue from Noon until 5:00 p.m. for a St. Patrick's Day Celebration we anticipate 200 people at attend. Attached is signatures from surrounding neighbors of the Phi Sigma Kappa house. Ted Baker moved to approve noise exemption as presented. Linda Gregory provided the second. Motion passed by voice vote.
- 13. Board of Works change meeting dates for 2020:** Trent Conway, City Controller asked the City Attorney's if it was requirement that the Board of Public Works & Safety meeting every week. City Attorney could not find a reason for the Board to meet every week. Trent suggested that the Board of Public Works & Safety meet every other week. Ted Baker commented that if it does not work out for everyone then someone needs to inform us that it is not working for them. President Gregory indicated that we could go back to a weekly meeting for a meeting as needed but it is worth a try. (See scheduled Board Meetings for 2020 on Page #440) Ted Baker moved to approve 2020 Board of Public Works & Safety meeting schedule for every other week. Linda Gregory provided the second. Motion passed by voice vote.
- 14. Kristopher Bilbrey –** Kristopher asked the board if they had any answers to the questions he brought up from the time. President Gregory said she does not have answers nor has she heard of any. Kristopher mentioned we still have an employee that may or may not be turning in invoices that we don't have a contract on that you guys have not voted on.
- 15. Mayor Dan Ridenour presenting Media Services Agreement/Contract with Endpoint Creative:** Mayor Ridenour came forward to address the Board members. I was happy to put this on next week's agenda but we just received it recently. This Agreement/Contract is from Endpoint Creative for your consideration. Ted Baker

asked what account is Endpoint Creative being paid out of, Mayor Ridenour said the Mayor's EDIT Fund Account. President Gregory asked Mayor Ridenour if our city attorneys have looked over the contract. Mayor responded no he just received it this morning.

Kristopher Bilbrey commented for the record we are adding \$24,000 for a service that we were already getting before without adding that \$24,000 a year. I guess I am the bad guy because I am asking this question but this seems like something we have already paid this money out so saying it is starting March 1, 2020 is great from this point forward just transparency and accountability something did happen here.

Also what about the public access Channel 60 for those don't have internet or can't get internet I think the public access channel is still running stuff from December. I am not sure if Endpoint Creative is going to put it on Channel 60 or if Crehan is going to put it on Channel 60 and people are asking me about that.

President Gregory would like for the City Attorney to review the contract and I don't see a termination clause in here that would be useful and secondly is the first to come under the new purchasing agreement requirements of anything over \$5,000 having to go through some bidding and quotes, I would like to table this agreement/contract until the next meeting. Ted Bake moved to table Endpoint Creative Media Services Agreement/Contract. Linda Gregory provided the second. Motion passed by voice vote.

- 16. Adjournment:** There being no further business President Gregory adjourned meeting at 9:41 a.m.

Board of Public Works and Safety

Linda Gregory, President

Jerry Wise, Vice-President

Ted Baker, Secretary

Linda Hayes, Recording Secretary

**BOARD OF PUBLIC WORKS & SAFETY
SCHEDULED BOARD MEETINGS FOR 2020**

REVISED 2.13.20

9:00 A.M.

February

Wednesday, February 26

March

Wednesday, March 11

Wednesday, March 25

April

Wednesday, April 8

Wednesday, April 22

May

Wednesday, May 6

Wednesday, May 20

June

Wednesday, June 3

Wednesday, June 17

July

Wednesday, July 1

Wednesday, July 15

Wednesday, July 29

August

Wednesday, August 12

Wednesday, August 26

September

Wednesday, September 9

Wednesday, September 23

October

Wednesday, October 7

Wednesday, October 21

November

Wednesday, November 4

Tuesday, November 18

December

Wednesday, December 2

Monday, December 16

Wednesday, December 30 **Holiday**

Board Members

Linda Gregory - President

Jerry Wise - Vice-President

Ted Baker - Secretary