

1. Time & Place
2. Pledge of Allegiance
3. Roll Call Members Present
4. Approval of the Minutes for the February 12, 2020
5. Register of Claims
6. Media Services Agreement/Contract
7. Open Bid for Huffer Memorial Child Care Center - Basement Project
8. Open Bid for Boys & Girls Club - VRF Project
9. Open Bid for Salvation Army - Restroom Rehabilitation
10. Open Bid for Bridges Community - Masonry Rehabilitation
11. Street Closing Application from BSU Showalter Building 3401 N. Tillotson Avenue to close McKinley Avenue from Riverside Avenue to Neely/Petty for brick paver repairs
12. Amendment to
13. Adjournment

BOARD OF PUBLIC WORKS AND SAFETY
CITY OF MUNCIE, STATE OF INDIANA
FEBRUARY 26th, 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, Jerry Wise
4. **Approval of the Minutes for the February 12th, 2020 Minutes:** President Gregory entertained a motion to approve. Ted Baker moved to approve minutes from the February 12th, 2020 meeting as printed. Jerry Wise 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 say that last week the Board agreed to meet every other week. I had further conversations with my staff and State Board of Accounts and after those conversations I decided that it will cause some strain on paying some bills on time generally utility invoices the city does pay late fees on other invoices but utility companies can charge the city late fees if they are not paid on time. Given those facts I suggest we go back to a weekly meeting and I apologize for any inconveniences it has caused the Board or the public. I am going to submit an ordinance or resolution to City Council to see if we can pay those utility invoices prior to approval but until that time we need to be able to pay those invoices weekly. President Gregory commented that two weeks ago when we agreed to this we knew it might not hold for the whole year but we had hope it last through longer than one session, but none the less we are prepared to meet weekly until something changes in the ordinances to allows us to go to a different kind of schedule.

2020 Board of Public Works & Safety meetings going back to every week

Trent Conway, City Controller presented the **Board of Works EFT payment dated 2/12/20** there is **1 Record** for a total amount of **\$96,505.26** for **IU Health Plans**. No comments or questions for Trent Conway. Jerry Wise moved to approve EFT as presented. Ted Baker provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented the **Board of Works Claims #2 check date 2/14/20** there are **2 Records** for a total amount of **\$69,402.00** for **Heartland Ambulance Service**. No comments or questions for Trent Conway. Jerry Wise moved to approve EFT's as presented. Ted Baker provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented the **Board of Works EFT's payment dated 2/14/20** there are **3 Records** for a total amount of **\$96,228.18** for **Muncie Meds/Canarx Serv., Inc., SIHO Insurance Inc. and IU Health Plans**. No comments or questions for Trent Conway. Jerry Wise moved to approve EFT's as presented. Ted Baker provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented the **Board of Works EFT's payment dated 2/19/20** there are **6 Records** for a total amount of **\$12,933.00** for **Indiana Department of Revenue, Star Financial Bank, IU Health Physicians, Muncie Meds/Canarx Serv., Inc. and SIHO Insurance**. No comments or questions for Trent Conway. Jerry Wise moved to approve EFT as presented. Ted Baker provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented the **Board of Works EFT payment dated 2/21/20** there is **1 Record** for a total amount of **\$4,893.10** for **SIHO Insurance**. No comments or questions for Trent Conway. Jerry Wise moved to approve EFT as presented. Ted Baker provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented **Board of Works Claims** payment dated **2/28/20** there are **354 Records** for a **total amount \$294,957.87**.

Jerry Wise asked a question for payment to CS Kern, Inc. (IT- yearly e-mail) why are we paying for this through every department. I don't pay for my email. Trent Conway reported that CS Kern is an e-mail host for the cities email services and their contract expires next year.

President Gregory asked her question on page #14 and #15 - Street Department Wheel Tax a number of invoice payments to HWC Engineering I am assuming these are all prior contracts. Trent Conway reported yes they are. Next question is on page #16 under Edit Fund Other Services & Charges for Five Star Commercial Roofing in the amount of \$9,555.00 which is greater than \$5,000. Trent Conway reported that they repaired the roof for the Animal Shelter. President Gregory then asked if they received three bids for the work. Trent remembers seeing three bids but I will need to look into contracts before the Board of Works members. Next question is under EDIT Fund to Endpoint Creative, LLC for \$2,000 this is also the one we have a contract for but it does not take effect until March 1st and is still being reviewed by City Attorneys. I am assuming this is payment for work already preformed. Trent Conway commented yes that is correct and we are paying for services rendered, our legal team is still reviewing the contract.

Trent Conway, City Controller presented **Community Development Check Dated 2/28/2020** there are **9 Records** for a total amount of **\$57,815.13**.

Ted Baker asked about payment to PathStone Housing Corp of Indiana and Muncie Boys & Girls Club Inc., Alpha Center, Christian Ministries of Delaware County, Whitely Community Council, what are those? Trent Conway explained that Community Development gives these organizations grant money for operation. Any other comments or questions for Trent Conway. President Gregory entertain a motion. Jerry Wise moved to approve Community Developments Claims as presented. Ted Baker provided the second. Motion passed by voice vote.

6. **Media Services Agreement/Contract:** Trent Conway requested the board to keep the Media Services Agreement/Contract on the table for one more week.
7. **Open Bid for Huffer Memorial Child Care Center, Basement Project:** Only one bid was submitted and opened from:

Pridemark Construction \$26,800.00
421 S. Walnut St.
Muncie, IN 47305

Brad King reported to the Board that Huffer Memorial Child Care Center applied for a program year 2019 to have their leaking basement repaired to keep it more dry. President Gregory entertained a motion. Ted Baker moved to take bid under advisement. Jerry Wise provided the second. Motion passed by voice vote.

8. **Open Bid for Boys & Girls Club – VRF Project:** Only one bid was submitted and opened from:

Resolve Tech **\$39,800.00**
221 W. Ontario Dr.
Muncie, IN 47303

President Gregory entertained a motion. Ted Baker moved to take bid under advisement. Jerry Wise provided the second. Motion passed by voice vote.

9. **Open Bid for Salvation Army - Restroom Rehabilitation:** Only one bid was submitted and opened from:

Pridemark Construction **\$14,200.06**
421 S. Walnut St.
Muncie, IN 47305

President Gregory entertained a motion. Ted Baker moved to take bid under advisement. Jerry Wise provided the second. Motion passed by voice vote.

10. **Open Bid for Bridges Community - Masonry Rehabilitation:** Only one bid was submitted and opened from:

Lemon Masonry Rehab **\$14,500.00**
71 Sky view Dr.
Anderson, IN 46017

President Gregory entertained a motion. Ted Baker moved to take bid under advisement. Jerry Wise provided the second. Motion passed by voice vote.

11. **Street Closing Application from BSU Showalter Building 3401 N. Tillotson Avenue to close McKinley Avenue from Riverside Avenue to Neely/Petty for brick paver repairs:** Ryan Koenker came forward to present permission to close McKinley Avenue during BSU Spring Break for Monday, March 2, 2020 from 6:00 a.m. to 6:00 p.m. close traffic on the southbound lane of McKinley between Neely & Riverside (Rain date: 3.4.20) then on Tuesday, March 3, 2020 from 6:00 a.m. to 6:00 p.m. close traffic on the northbound lane of McKinley between Riverside and Petty (rain date 3.5.20) Pridemark Construction will be making repairs to brick pavers. Approval given from Nathan Sloan, Muncie Police Chief, Alan Richards, Muncie Deputy Fire Chief and Rhonda L. Clark, BSU Campus Police Chief. President Gregory asked that he send info to the Muncie Newspaper about the street closures. President Gregory entertained a motion. Ted Baker moved to approve street closure as presented. Jerry Wise provided the second. Motion passed by voice vote.

12. **Amendment to Public Service Contract with PathStone:** Brad explained that we need to amend their public service contract for Housing Counseling & Education for Program Year 2018 contract amount was for \$15,000. We need to lower it by \$3,720.00 to new amended amount of \$11,280.00 President Gregory entertained a motion. Ted Baker moved to approve amendment to PathStone. Jerry Wise provided the second. Motion passed by voice vote.

13. **Adjournment:** There being no further business President Gregory adjourned meeting at 9:22 a.m.

Board of Public Works and Safety

Linda Gregory, President

Jerry Wise, Vice-President

Ted Baker, Secretary

Linda Hayes, Recording Secretary