

1. Time & Place
2. Pledge of Allegiance
3. Members Present
4. Approval of the Minutes for the January 15, 2020
5. Mayor Dan Ridenour
6. Register of Claims
7. Martin Street Greenway Connector and Change Order for Bunch Boulevard Sidewalk Project
8. Parade Permit Application from Cheryl Crowder, Muncie Downton Development for St. Patrick's Day Parade
9. Procession Application from Muncie Arts and Cultural Council
10. Adjournment

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

1. Board of Public Works and Safety, City of Muncie, State of Indiana, met in the City Hall Auditorium, at 9:01 A.M.

2. Pledge of Allegiance

3. **Roll Call Members Present:** Linda Gregory, Ted Baker, Jerry Wise

4. **Approval of the Minutes for the January 22nd, 2020 Minutes:** President Gregory entertained a motion to approve. Ted Baker moved to approve minutes from the January 22nd, 2020 meeting as printed. Jerry Wise provided the second. Motion passed by voice vote.

5. Register of Claims:

Trent Conway, City Controller presented the **Board of Works EFT'S payment dated 1/22/20** there are **2 Records** for a total amount of **\$138,283.91** for **Muncie Meds/Canarx Serv Inc. and IU Health Plans.**

Trent Conway, City Controller presented the **Board of Works EFT payment dated 1/23/20** there is **1 Record** for a total amount of **\$4,877.67** for **SIHO Insurance, Inc.,** for Eye and Dental claims.

Trent Conway, City Controller presented Special Request check date **1/24/20** there is **1 Record** for **Star Financial Bank.**

Trent Conway, City Controller presented **EFT payment dated 1/27/20** there is **1 record** for **IU Health Plans, \$150,950.19**

President Gregory entertained a motion. Ted Baker moved to approve Board of Works ETF's claims and Special Check as presented. Jerry Wise provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented **Community Development Check Dated 1/31/2020** there are **4 Records** for a total amount of **\$12,674.24** President Gregory asked there is any comments for this claim sheet. No Comments. Ted Baker moved to approve Community Development Claims as presented. Jerry Wise provided the second. Motion passed by voice vote.

Trent Conway, Controller asked the members to look at page #1 check payment date 1.17.20 to Jones Locksmiths there is a few invoices. We have a process at the bank what we call "positive pay", don't know if you guys are familiar with that we submit our checks and bank goes to deposit the check and they see anything weird with the check they will send it to us to approve the payment before depositing it in the payee's account.

President Gregory mentioned that was one of her questions about Jones Locksmiths and I had thought we had already paid those invoices at our January 8, 2020 meeting.

Jerry Wise asked a question about page #8 Department 20 Police Department Other Insurance payment to DeFur Voran LLP. Trent Conway explained that is payment for legal fees. President Gregory asked why they were paying them out of Other Insurance is it because they do not have a line item for Legal Fees if that is the case why didn't they pay them from Other Services & Charges that would seem to be the more logical. Trent said he will look into that.

Jerry Wise then asked a question about page #19 User Fee Law Enforcement Education, City Clerk's Office other services & charges we are paying Ball State Police, Delaware Co. Sheriff Dept., Eaton Police Dept., Gaston Police Dept., why? Trent Conway reported that the City reimburses other police departments for arrest that they make outside of their jurisdiction. Trent said he will ask the police department about that process and report back.

Ted Baker then asked a question on page #7 Dept. 20 Muncie Police Dept. under Gas & Oil reference Super fleet MasterCard asked Trent what kind of safe guards are in place to make sure that those charges are made for what we intended them to go for. Trent said he will check on that.

President Gregory asked noticed on page #17 Dept. 20 Muncie Police Dept. under MPD Law Enforcement Continue ED. Other Services & Charges there is couple good size claims for I assume Training. Again we are hoping to have a report soon, we have trial example here today that will let us as we analysis those claims look at where we are in the budget and exponders for the year. Trent Conway informed the Board members that in working with Adam Williams of the Data Processing Department, I am the only one that can override an invoice and I will also bring it to your attention if there are no funds within a budget item as well.

President Gregory asked about page #1 under General Fund, Mayor's Department under Promotion of Business Collen Steffen Consulting, LLC \$200.00 claim. Trent explained it is a social media marketing report.

Trent Conway, City Controller presented Board of Works Check Dated 1/31/20 there are **312 Records** for a total amount of **\$246,766.50** President Gregory asked if there are any comments of this claim sheet.

President Gregory entertained a motion. Ted Baker moved to approve Board of Works claims as presented and discussed. Jerry Wise provided the second. Motion passed by voice vote.

- 7. Martin Street Greenway Connector and Change Order for Bunch Boulevard Sidewalk Project:** Brian Stephens-Hotopp, City Engineer requested the board to leave the matter on the table.
- 8. Parade Permit Application from Cheryl Crowder, Muncie Downton Development for St. Patrick's Day Parade:** Cheryl came forward with parade permit for March 4, 2020 at 6:00 p.m. to 7:00 p.m. leave from Muncie Central High School parking lot exit onto Walnut Street, south on Walnut Street to round-a-about go north on Mulberry Street to Gilbert Street, west on Gilbert Street to Walnut Street and north on Walnut back to Muncie Central High School parking lot for finish. Application approved by Nathan Sloan, Muncie Chief of Police and David Miller, Muncie Fire Chief. Paper work is in order, President Gregory entertained a motion. Ted Baker moved to approve St. Patrick's Day parade. Jerry Wise provided the second. Motion passed by voice vote.
- 9. Procession Application from Muncie Arts and Cultural Council:** Erin Williams came forward to present procession on April 2, 2020 (Rain date: 4/3/20) 6:00 p.m. to 7:00 p.m. We will start at Canan Commons and walk north on S. Walnut Street to E. Adams Street. We will walk east on E. Adams Street o South Monroe Street. We will continue north on South Monroe Street, ending at Jackson Street, where MPD will help us cross Jackson Street to enter MadJax from the south side. Application approved by Nathan Sloan, Muncie Chief of Police and David Miller, Muncie Fire Chief. Paper work is in order, President Gregory entertained a motion. Ted Baker moved to approve St. Patrick's Day parade. Jerry Wise provided the second. Motion passed by voice vote.
- 10. Adjournment:** There being no further business President Gregory adjourned meeting at 9:16 a.m.

Board of Public Works and Safety

Linda Gregory, President

Jerry Wise, Vice-President

Ted Baker, Secretary

Linda Hayes, Recording Secretary