

1. Time & Place
2. Pledge of Allegiance
3. Members Present
4. Nomination of Officers
5. Approval of the Minutes for the December 18th, 2019
6. Register of Claims
7. Board to enter into Contract for Martin Street Greenway Connector Project
8. Acceptance of bid for Asbestos Inspection Services
9. Change Order for Bunch Blvd. Sidewalk Project (Kitselman Trail Head)
10. Brian Hotopp, City Engineer presented Indiana Department of Transportation Construction Change Order #1 Contract No. R-35802 Monument Removal and Storage at the intersection of Wheeling Ave. & Cowing Dr.
11. Procession Application from America Multi-Sport for Saturday, March 14th, 2020
12. Procession Application from America Multi-Sport for Saturday, September 19th, 2020
13. Brad King, Planner for Community Development presented Annual Contract Renewal for Asbestos Inspection Remediation with Air Management Technique
14. Brad King, Street Tree Removal Contract with Josh Newsome Tree Surgery
15. Adjournment

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

1. Board of Public Works and Safety, City of Muncie, State of Indiana, met in the City Hall Auditorium, at 9:03 A.M.

2. Pledge of Allegiance

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

4. Nomination of Officers:

Nomination for President: Ted Baker nominated Linda Gregory for President. Jerry Wise provided the second. Motion passed by voice vote.

Nomination for Vice-President: Ted Baker nominated Jerry Wise for Vice-President. Jerry Wise provided the second. Motion passed by voice vote.

Nomination for Secretary: Jerry Wise nominated Ted Baker for Secretary. Linda Gregory provided the second. Motion passed by voice vote.

5. **Approval of the Minutes for the December 18th, 2019 Minutes:** Secretary Ted Baker commented that since the three current Board of Works Members were not at attendance for the December 18, 2019 Meeting that we just move to receipt the minutes. Jerry Wise provided the second. Motion passed by voice vote.

6. Register of Claims:

Trent Conway, City Controller presented the **Board of Works EFT payment dated 11/30/19** there is **1 Record** for a total amount of **\$785.72** for **Star Financial Bank, bank fees.** Trent claims nothing unusual with this claim. President Gregory entertained a motion to approve. Jerry Wise moved to approve Board of Works EFT claim as presented. Ted Baker provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented the **Board of Works EFT payment dated 12/20/19** there is **1 Record** for a total amount of **\$4,844.19** for **Siho Insurance, Inc., weekly dental or eye claims.** Trent claims nothing unusual with is claim. President Gregory entertained a motion to approve. Jerry Wise moved to approve Board of Works EFT claim as presented. Ted Baker provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented the **Board of Works EFT payment dated 12/20/19** there are **2 Records** for a total amount of **\$27,881.51** for **Siho Insurance, Inc., weekly dental or eye claims.** Trent claims nothing unusual with these claims. President Gregory entertained a motion to approve. Jerry Wise moved to approve Board of Works EFT claims as presented. Ted Baker provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented **Board of Works Check Dated 12/23/2019** there are **276 Records** for a total amount of **\$1,698.31, utility payments** for various departments. Trent claims nothing unusual within these claims. President Gregory entertained a motion to approve. Jerry Wise moved to approve Board of Works claims as presented. Ted Baker provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented **Board of Works Check Date 12/20/2019** there are **276 Records** for a total amount of **\$424,620.41** various departments. Trent claims nothing unusual within these claims. President Gregory entertained a motion to approve. Jerry Wise moved to approve Board of Works claims as presented. Ted Baker provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented the **Board of Works EFT payment dated 12/27/19** there are **2 Records** for a total amount of **\$405,428.41** for **Siho Insurance, Inc., weekly dental or eye claims**. Trent claims nothing unusual with these claims. President Gregory entertained a motion to approve. Jerry Wise moved to approve Board of Works EFT as presented. Ted Baker provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented **Board of Works Check Date 12/27/2019** there are **2 Records** for a total amount of **\$17,859.56, Fire Dept. utility payment and other services**. Trent claims nothing unusual within these claims. President Gregory entertained a motion to approve. Jerry Wise moved to approve Board of Works claims as presented. Ted Baker provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented the **Board of Works EFT payment dated 12/30/19** there is **1 Record** for a total amount of **\$9,441.20** for **Siho Insurance, Inc. weekly dental or eye claims**. Trent claims nothing unusual with this claim. President Gregory entertained a motion to approve. Jerry Wise moved to approve Board of Works EFT claim 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 1/03/20** there are **3 Records** for a total amount of **\$176,173.42** for **Star Financial Equipment, IU Health Plans, Muncie Meds/Canarx Serv. Inc.** Trent claims nothing unusual with these claims. President Gregory entertained a motion to approve. Jerry Wise moved to approve Board of Works EFT claims as presented. Ted Baker provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented **Board of Works Check Date 1/03/2020** there are **26 Records** for a total amount of **\$5,124.05** for land lines or cell phones, and internet service. Trent claims nothing unusual within these claims. President Gregory entertained a motion to approve. Jerry Wise moved to approve Board of Works claims as presented. Ted Baker provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented **Board of Works Check #2 Check Date 1/03/2020** there are **64 Records** for a total amount of **\$33,557.82**, Vectren Energy, Indiana American Water and Comcast. Trent claims nothing unusual within these claims. President Gregory entertained a motion to approve. Jerry Wise moved to approve Board of Works claims as presented. Ted Baker provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented Community Development **Check Date 1/03/2020** there are **2 Records** for a total amount of **\$163.08** for land lines or cell phones, internet service. Trent claims nothing unusual within these claims. President Gregory entertained a motion to approve. Jerry Wise moved to approve Board of Works claims as presented. Ted Baker provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented **Community Development Claims Run #2 - Check Dated 1/03/2020** there are **2 Records** for a total amount of **\$21.07** to Vectren Energy and Indiana American Water. Trent claims nothing unusual within these claims. President Gregory entertained a motion to approve. Jerry Wise moved to approve Community Development claims as presented. Ted Baker provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented **Board of Works Check Date 1/10/2020** there are **343 Records** for a total amount of **\$325,327.20** various departments. Trent claims nothing unusual within these claims. President Gregory entertained a motion to approve. Jerry Wise moved to approve Board of Works claims as presented. Ted Baker provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented Community Development **Check Date 1/10/2020** there are **9 Records** for a total amount of **\$19,785.43** Trent claims nothing unusual within these claims. President Gregory entertained a motion to approve. Jerry Wise moved to approve Community Development claims as presented. Ted Baker provided the second. Motion passed by voice vote.

- 7. Board to enter into Contract for Martin Street Greenway Connector Project:** This was presented by Brian Stephens-Hotopp, City Engineer. Phil Tevis from Flatland Resources did not attend meeting to get current board's signatures on contract approved at the December 18, 2019. President Gregory entertained a motion to table. Jerry Wise moved to table signing contract. Ted Baker provided the second. Motion passed by voice vote.
- 8. Acceptance of Bid for Asbestos Inspection Services for the Blight Elimination Program:** Zane Bishop, Program Administrator came forward and requested an additional week to review bids and refer to the State. President Gregory entertained a motion to table. Jerry Wise moved to keep bids on the table. Ted Baker provided the second. Motion passed by voice vote.
- 9. Change Order for Bunch Blvd. Sidewalk Project (Kitselman Trail Head):** This was presented by Brian Stephens-Hotopp, City Engineer. Phil Tevis, Flatland Resources did attend meeting to get current board's signatures on change order approved at the December 18, 2019 meeting. President Gregory entertained a motion. Jerry Wise moved to keep change order on the table. Ted Baker provided the second. Motion passed by voice vote.
- 10. Brian Hotopp, City Engineer presented Indiana Department of Transportation Construction Change Order #1 Contract No. R-35802 Monument Removal and Storage at the intersection of Wheeling Ave. & Cowing Dr.:** Brian mentioned there is kind of a time sensitive issue on the Wheeling Project this is something that I did not get to the right people to be put on the agenda. The monuments were not included in the original project therefore right-of-way was acquired from the land owners and the construction plans just show demolition of the monuments and no preservation. Once the project came to bid it was apparent there was a public interest to preserve those or keep those, there are a few different estimates came out but E & B Paving was selected as the contractor and the estimate or proposal they provided came in two parts one was dismantle and storage and then the other is kind of follow up in putting it back together. Brian requested the Board to accept change order #1 for Monument Removal and Storage in the amount of \$22,709.80 as presented and explained. There currently are three monuments one on the south west, north west and north east corner of the project. Contractor does want to begin storm sewer work early February so this why there is a time constraint. This is an INDOT federal project so there is an 80-20 split with the City of Muncie the cities portion is \$4,541.96 President Gregory entertained a motion to approve. Ted Baker moved to approve change order as presented. Jerry Wise provided the second. Motion passed by voice vote.
- 11. Procession Application from America Multi-Sport for Saturday, March 14th, 2020:** The event will be a St. Patrick's Day themed 5k & 10k fun run/walk. Participants will run course mostly on the Cardinal Greenway Trail. Start at University & Martin east on University Avenue to Wheeling Avenue, cross Wheeling to Wheeling Walkway north on walkway to Cardinal Greenway Trail, cross Walnut Street, Granville Avenue to McCulloch Blvd to John Craddock Nature Preserve turn around and head back for finish line at University & Martin. Approval given from Nathan Sloan, Muncie Chief of Police, Dave Miller, Muncie Fire Chief and Angie Poole, Cardinal Greenway Director. President Gregory entertained a motion. Jerry Wise moved to approve procession permit for America Multi-Sport as presented. Ted Baker provided the second. Motion passed by voice vote.

12. **Procession Application from America Multi-Sport for Saturday, September 19th, 2020:** The event will be a Hot Rod Half Mini Marathon Course 12.95 miles run/walk, from 8:00 a.m. to Noon. Participants will leave from Canan Commons to north on Walnut Street to Cardinal Greenway Trail east to John Craddock Nature Preserve turn around and take Cardinal Greenway Trail to Wheeling Walkway cross Wheeling Avenue to North Street to Cardinal Greenway Trail, west on Cardinal Greenway trail to the end of the trail across from Waste Water Treatment Plant and return for finish at Canon Commons. Approval given from Nathan Sloan, Muncie Chief of Police, Dave Miller, Muncie Fire Chief and Angie Poole, Cardinal Greenway Director. President Gregory entertained a motion. Jerry Wise moved to approve procession permit for America Multi-Sport as presented. Ted Baker provided the second. Motion passed by voice vote.

13. **Brad King, Planner for Community Development presented Annual Contract Renewal for Asbestos Inspection Remediation with Air Management Technique** mostly on our Demolitions and sometimes on our Rehabilitations as well. This is fourth year and third renewal with the contract for our office, we have a great relationship with the contractor and have no problems with them. President Gregory entertained a motion. Ted Baker moved to approve contract renewal with Air Management Technique as presented by Brad King. Jerry Wise provided the second. Motion passed by voice vote.

14. **Brad King, Planner for Community Development presented second contract for Street Tree Removal these are trees that are within the Public Right-of-Way** so we are using public eligibility money out of Public Block Grant to take these down. In working with Kellie McClellan the Urban Forester for the City of Muncie has identified 70 trees to be the most dangerous. We have had a pretty mild winter and I would like to try and get this started to avoid any nasty winter weather that may come our way. It is about 36 trees due to the budget constraint and the cost that came in we lowered the amount just be able to get some trees down. Contract is for Josh Newsome Tree Surgery in the amount of \$86,175. Ted Baker then asked if Josh Newsome was the lowest bidder, Brad reported that they were not the lowest bidder. We tried to execute a contract with the lowest bidder and sometime between their submittal of the bid and our execution on our end they began to sell that business and they decided they did not want to execute that contract. I then contacted the second bidder to see if he would hold to his bid, that is why we lowered the amount of trees because he was not the low bidder and he said he would hold the bid. President Gregory entertained a motion. Ted Baker moved to enter into contract with Josh Newsome Tree Survey as recommended by Brad King. Jerry Wise provided the second. Motion passed by voice vote.

15. **Adjournment:** There being no further business President Gregory adjourned meeting at 9:56 a.m.

Board of Public Works and Safety

Linda Gregory, President

Jerry Wise, Vice-President

Ted Baker, Secretary

Linda Hayes, Recording Secretary