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 of 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:

President Gregory commented that these line items are coming from various vendors, can you tell us if these are coming out of last year's budget or are any of them hitting the 2020 budget? Trent Conway reported that a majority of these were entered in 2019. Because City Council did not approve the 2020 Budget it reverts back to whatever was in place for 2019. President Gregory again because we just received these and that is not going to be the procedure going forward, is there anything in this initial list that we should be looking at closer in your opinion. Trent Conway commented not at all. Trent reported that the claims are being broken down by Departments and Accounts.

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.** 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.** 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.** President Gregory asked if these are for Health Insurance are claims or premiums? Trent Conway responded these are premiums. President Gregory asked on line item is Star Financial Bank, do you know anything about this particular item. Trent Conway responded he will try and find out the answer to your question. President Gregory asked who imitates EFT's? Trent Conway responded it is his office that initiates EFT's but I will verify with my Department on the Health Insurance if it is a draw down. President Gregory asked if he knows if these are variable amounts week to week or month to month or like a standard amount that comes out each month? Trent responded the insurance plans will be variable depending upon who is on our insurance plan. Another question President Gregory asked Trent if these are billable back to departments. Trent indicated he would check and see if there is a report he can get for Health Insurance. 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** Claims **#3 Check Date 12/20/2019** there are **14 Records** for a total amount of **$1,143.05** various departments for Comcast & Indiana & Michigan Power, Indiana American Water for utilities. President Gregory entertained a motion to approve Board of Works Claims #3. 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 Dated 12/23/2019** there are **276 Records** for a total amount of **$1,698.31, utility payments** for various departments. 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. 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.** 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.** 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.** 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.** 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. 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. 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. President Gregory entertained a motion to approve. 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 **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. 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. President Gregory in looking over the items for the Muncie Police Department under equipment rental and repair and maintenance there are several invoices dated back to August, October, November and December one question I have is it unusual that all of those would appear at one time. Trent responded that is a good question that he does not have an answer too at this time. President Gregory responded I would hope in the future it does not look like we are trying to spend money at the last minute, I am also concerned that claims were made in October and not paying them until January I don't think that shows a good precedence either. President Gregory had a question on page #9 for MPD DTF Expense Petty Cash in the amount of $155.00 I would like a little more detail if this would happen again. Trent mentioned he would look into that, weather we are replenishing the petty cash account and if so I am assuming State Board of Accounts works on that but I would there is adequate documentation what that petty cash was used for I am not trying to cast dispersions on anybody I just think that is part of transparency. Secretary Baker ask on page 15 claims for Flatland Resources and HWC Engineering what those payments are for. Brian Stephen-Hotopp came forward to address the Board members that these a contracts already under way for either INDOT Projects for Street Department engineering services provided by HWC. Secretary Baker asked one final question on page #18 Canan Appraisal Company, LLC do you if this normal business? Trent responded he will need to look into that. President Gregory entertained a motion to approve. 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 Community Development **Check Date 1/10/2020** there are **9 Records** for a total amount of **$19,785.43** 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 at the prior board meeting both the Martin Street Greenway Contractor Project was approved at the previous meeting but contract was not presented their signatures so item was tabled. Phil Tevis, Flatland Resources was not present for this meeting. President Gregory entertained a motion to table. Jerry Wise moved to contract for Martin Street Greenway Connector Project. 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 with 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.

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**

9. **Change Order for Bunch Blvd. Sidewalk Project (Kitselman Trail Head):** This was presented by Brian Stephens-Hotopp, City Engineer the Bunch Blvd Sidewalk Project or Kitselman Trail Head was approved at the previous meeting but contract was not presented for signatures so item was tabled. Phil Tevis, Flatland Resources was not present for this meeting. President Gregory entertained a motion to table. Jerry Wise moved to table signing contract. 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 Avenue 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. Ted Baker moved to approve procession permit for America Multi-Sport as presented. Jerry Wise 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. Ted Baker moved to approve procession permit for America Multi-Sport as presented. Jerry Wise 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.