

1. Time & Place
2. Pledge of Allegiance
3. Roll Call Members Present
4. Approval of Minutes for June 10, 2020 meeting
5. Register of Claims
6. Open Quotes for 2020-2021 Pavement Markings
7. Memorandum of Agreement between the City of Muncie and Noble County
8. Agreement to Reimburse Delaware County Drainage Board
9. Memorandum of Understanding between the City of Muncie and Delaware County Advancement
10. Memorandum of Understanding between the City of Muncie and Westminster Presbyterian Church
11. Street Closure for Reserve Street north of Gilbert
12. Procession Application from Unitarian Universalist Church
13. Adjournment

**BOARD OF PUBLIC WORKS AND SAFETY**  
**CITY OF MUNCIE, STATE OF INDIANA**  
**JUNE 17th, 2020 MINUTES**

1. Board of Public Works and Safety, City of Muncie, State of Indiana, at 9:00 A.M. President Gregory called the meeting to order.
2. **Pledge of Allegiance**
3. **Roll Call Members Present:** Linda Gregory, Ted Baker (Absent-Jerry Wise)
4. **Board of Works Minutes for June 10 2020:** President Gregory entertained a motion. Ted Baker moved to approve minutes from the June 10th meeting as printed. Linda Gregory provided the second. Motion passed by voice vote.
5. **Register of Claims:**

Trent Conway, City Controller commented there are a few Ice Miller invoices that are from December 2019 and for January 2020. We waited until we received detailed invoices before paying these and just received that last week for litigation issues. Claim Sheet 6/15/2020 we had to cut a check today to get Tuhey Pool petty cash since they were opening today in the amount of \$200. The very last page is an EFT claim sheet for 5/15/2020. This was originally tagged as an MRC claim but it should have gone before the BOW as it was paid out of the Mayor's EDIT fund in the amount of \$40,000.

Ted Baker noticed on page 12 under Wheel Tax an invoice for Indiana American Water Company in the amount of \$1,300.00 what is that for. Brian Stephens-Hotopp, City Engineer explained that we needed to get water service for water foundation for Kitselman Gateway Project.

Linda Gregory noticed on page 4 under Board of Works Other Services and Charges two claims for Alternative Services one for January and February, what is this for. Trent Conway reported that Alternative Services does our adjustments for any claims that we have and what happened here is we just switched to them at the beginning of the year something that the prior administration had done before we took office. There was issues with the invoicing and when they were submitting payment for invoices they were applying it to the oldest invoices. They said hey you have not paid for May or June yet but when I looked in the system I showed we had paid them. After discussion they showed we had not paid for January or February for 2020.

Linda Gregory noticed that we have series of payments for summer recreation is that a weekly, monthly or a one-time deal. Trent Conway said he will need to look into that and report next week.

President Gregory asked if there were any other questions or comments. Trent Conway, City Controller presented **Board of Works** Claims payment dated **6.12.20** there are **233 Records** for a **total amount \$238,188.32** President Gregory entertained a motion. 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 the **Board of Works EFT** payment dated **5.15.20** there are **1 Record** for a total amount of **\$140,000.00** for **The Bank of New York Trust Company**. No comments or questions for Trent Conway. President Gregory entertained a motion. Ted Baker moved to approve EFT claim as presented. Linda Gregory provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented the **Board of Works EFTS** payment dated **6.9.20** there are **2 Records** for a total amount of **\$524.00** for **IU Health Physicians**. No comments or questions for Trent Conway. President Gregory entertained a motion. Ted Baker moved to approve EFTS claims as presented. Linda Gregory provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented the **Board of Works EFT** payment dated **6.9.20** there is **1 Record** for a total amount of **\$74,960.74** for **IU Health Plans**. No comments or questions for Trent Conway. President Gregory entertained a motion. Ted Baker moved to approve EFT claim as presented. Linda Gregory provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented the **Board of Works EFTS** payment dated **6.10.20** there are **5 Records** for a total amount of **\$27,113.61** for **Indiana Dept. of Revenue, SIHO Insurance, Inc., AFLAC Hospital**. No comments or questions for Trent Conway. President Gregory entertained a motion. Ted Baker moved to approve EFT claims as presented. Linda Gregory provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented the **Board of Works EFTS** payment dated **6.12.20** there are **2 Records** for a total amount of **\$98,870.82** for **Muncie Meds/Canarx Serv. Inc., IU Health Plans**. No comments or questions for Trent Conway. President Gregory entertained a motion. Ted Baker moved to approve EFTS claims as presented. Linda Gregory provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented the **Board of Works EFT** payment dated **6.12.20** there is **1 Record** for a total amount of **\$120,372.63** for **IU Health Plans**. No comments or questions for Trent Conway. President Gregory entertained a motion. Ted Baker moved to approve EFT claim as presented. Linda Gregory provided the second. Motion passed by voice vote.

Trent Conway, City Controller found out answer to a question a couple weeks ago reference bonds for board of works members as to whether the City of Muncie should be paying for those bonds or if the individuals on the board should pay for their own bonds. I spoke to State Board of Accounts and they said absolutely it is a city expense because that bond is to protect the City.

6. **Open Quotes for 2020-2021 Pavement Markings:** Brian Stephens-Hotopp, City Engineer reported that we sent out six invitations to companies that are in the business of pavement markings. Only two quotes were submitted to the City Clerk's Office. Ted Baker opened and read quotes out loud from:

**SEE BID TAB ON PAGE #483**

Brian Stephens-Hotopp, City Engineer requested the board to table quotes for one week for review and recommendation next week. President Gregory entertained a motion. Ted Baker moved to table quotes as requested for one week. Linda Gregory provided the second. Motion passed by voice vote.

7. **Memorandum of Agreement between the City of Muncie and Noble County:** Brian Stephens-Hotopp explained that this is similar what the City did with Yorktown with E & B Paving a few weeks ago, which by the way that project has been completed if you have not seen it yet on River Road between Morrison & Hawthorne. This is working with Noble County to be able to use Pavement Solutions, Inc., which is a company that does pavement maintenance such as crack seal, micro seal and those type of work. Based on the quantity that they were able provide, they have a better unit pricing then what we would be able to secure on our own. We will be entering into agreement where we would use their contract with Pavement Solutions they went through the bidding process and have a contract in place and we would be able to lock the unit pricing they provided Noble County to work within our community.

Ted Baker asked how did all this come about or happen. Brian Stephen-Hotopp replied just reaching out to different pavement providers and Pavement Solutions is one of the few to do a wide variety of different types. Lots of people do crack seal but micro seal and some other things in preserving streets.

Linda Gregory asked Brian if by chance did he run this by our legal counsel, Brian answered yes, all the agreements have been approved by our attorneys.

President Gregory entertained a motion. Ted Baker moved to enter into Memorandum of Agreement with Noble County as presented. Linda Gregory provided the second. Motion passed by voice vote.

- 8. Agreement to Reimburse Delaware County Drainage Board:** Brian Stephens-Hotopp, City Engineer explained that project deals with Delaware County Surveyor's Office for a culvert replacement on Ontario Drive of the Air Park Industrial Center. This is a situation where the pavement above a culvert has become unstable along a legal drain, so we reached out to the county because it is a legal drain if they would partner together on doing a structural replacement that would also repair the road. Brian then explained that they have gone through a bidding process and accepted the lowest bid submitted by Schneider General Contractor in the amount of \$28,875.00 and the City is responsible for \$14,437.50 from the Wheel Tax Fund with the Muncie Street Department.

President Gregory entertained a motion. Ted Baker moved to enter into agreement as presented and recommended by Brian Stephen-Hotopp. Linda Gregory provided the second. Motion passed by voice vote.

- 9. Memorandum of Understanding between the City of Muncie and Delaware County Advancement:** Brian Stephens-Hotopp, City Engineer reported that DAC has received additional funds to supplement the funds from Indiana Department of Natural Resources' Next Level Trail grant program. Whereas the COM will allow DAC to make infrastructure improvements that go beyond project limits and scope of construction in the NTL grant that will enhance the trail associated with the NLT grant and whereas DAC's willingness to make project limit and project scope changes in response to the requests of the neighborhoods surrounding the NLT project limits and now therefore, be it agreed by and between the undersigned for and in consideration of the benefits of all parties as follows:

- o Storm water improvements will be made along Riverside Avenue
- o A sidewalk will be designed and constructed along the east side of North Clarkdale Drive between Riverside Avenue and the Catalina Swim Club.

Brain explained there is no cost to the city associated with this. President Gregory entertained a motion. Ted Baker moved to enter into memorandum of understanding with DAC as presented. Linda Gregory provided the second. Motion passed by voice vote.

- 10. Memorandum of Understanding between the City of Muncie and Westminster Presbyterian Church:** Brian Stephens-Hotopp, City Engineer explained that part of the Riverside trail needs right-of-way acquisition, so this agreement is essentially trying to preserve the right-of-way and continue it on the south side of Riverside Avenue. Allowing for the construction of the trail. The way the transfer of property would work, this is essentially saying the city would accept the property from Indiana & Michigan Electric and recreate the right-of-way and then transfer the remaining property back to the church and the church would also maintain or grant a right-of-way along the south side of Riverside that they already own.

President Gregory mentioned it is her understanding that there is no exchange of funds. Brian Stephens-Hotopp responded that is correct. President Gregory entertained a motion. Ted Baker moved to accept Memorandum of Understanding as presented by the City Engineer. Linda Gregory provided the second. Motion passed by voice vote.

			Indiana Traffic Services 3865 N Commercial Parkway Greenfield, Indiana 46140	Accurate Striping PO Box 35 Yorktown, Indiana 47396	Indiana Traffic Services 3865 N Commercial Parkway Greenfield, Indiana 46140	Accurate Striping PO Box 35 Yorktown, Indiana 47396
	No.	Units	Unit Price	Unit Price	total	total
<b>Traffic Paint</b>						
Skip single 4" lane line	52,000	LFT	\$ 0.15	\$ 0.085	\$ 7,800.00	\$ 4,420.00
Sold single 4" lane line	45,000	LFT	\$ 0.15	\$ 0.085	\$ 6,750.00	\$ 3,825.00
solid single 4" edge line	70,000	LFT	\$ 0.15	0.06	\$ 10,500.00	\$ 4,200.00
Parallel Parking Stall	100	EACH	\$ 1.00	4.50	\$ 100.00	\$ 450.00
4" angel parking stall line	1,300	LFT	\$ 1.00	0.12	\$ 1,300.00	\$ 156.00
Standard turn arrows	100	EACH	\$ 80.00	32.00	\$ 8,000.00	\$ 3,200.00
24" stop lines	3,400	LFT	\$ 4.00	2.06	\$ 13,600.00	\$ 7,004.00
6" Pedestrian crossing lines	7,500	LFT	\$ 1.50	0.16	\$ 11,250.00	\$ 1,200.00
standard Rail Road approach	19	EACH	\$ 475.00	305.00	\$ 9,025.00	\$ 5,795.00
Bike lane 6" White	20,000	FT	\$ 0.30	0.10	\$ 6,000.00	\$ 2,000.00
Bike lane arrow	300	EACH	\$ 60.00	28.00	\$ 18,000.00	\$ 8,400.00
Bike land Legend	300	EACH	\$ 80.00	28.00	\$ 24,000.00	\$ 8,400.00
<b>Thermoplastic:</b>						
Skip single 4" lane line	2,500	LFT	\$ 1.00	0.65	\$ 2,500.00	\$ 1,625.00
Sold single 4" lane line	10,000	LFT	\$ 1.00	0.40	\$ 10,000.00	\$ 4,000.00
solid single 4" edge line	5,200	LFT	\$ 0.50	0.40	\$ 2,600.00	\$ 2,080.00
Parallel Parking Stall	4,500	LFT	\$ 0.50	0.40	\$ 2,250.00	\$ 1,800.00
4" angel parking stall line	7,000	LFT	\$ 0.50	0.40	\$ 3,500.00	\$ 2,800.00
Standard turn arrows	10	EACH	\$ 150.00	85.00	\$ 1,500.00	\$ 850.00
24" stop lines	340	LFT	\$ 10.00	6.50	\$ 3,400.00	\$ 2,210.00
6" Pedestrian crossing lines	750	LFT	\$ 2.00	0.75	\$ 1,500.00	\$ 562.50
standard Rail Road approach	4	EACH	\$ 600.00	450.00	\$ 2,400.00	\$ 1,800.00
Bike lane 6" White	20,000	FT	\$ 1.00	0.40	\$ 20,000.00	\$ 8,000.00
Bike lane arrow (if specified)	300	EACH	\$ 150.00	45.00	\$ 45,000.00	\$ 13,500.00
Bike land Legend	300	EACH	\$ 200.00	45.00	\$ 60,000.00	\$ 13,500.00
Mobilizatoin Required	30	PRICE PER	\$ 1,000.00	45.00	\$ 30,000.00	\$ 1,350.00
					\$ 300,975.00	\$ 103,127.50

- 11. Street Closure for Reserve Street north of Gilbert:** Brian Stephens-Hotopp, City Engineer mentioned that Muncie Sanitary District is wanting to close Reserve Street north of Gilbert Street before our next board of works meeting. They are in the process of submitting proper paperwork and forms. I wanted to bring this to your attention the project is just west of Tuhey Park. Mr. Stephens-Hotopp identified a closure request on N. Reserve Street from June 22, 2020 through July 6, 2020. ***(This date range needs to be amended to reflect a change in dates due to a change in construction schedule. The actual intermittent closure dates are from June 18,2020 through July 10, 2020).*** President Gregory asked that emergency services and the Muncie Newspaper are notified. Ted Baker moved to approve street closing as discussed by the City Engineer. Linda Gregory provided the second. Motion passed by voice vote.
- 12. Procession Application from Unitarian Universalist Church:** Flo Lapin came forward to present procession application for Saturday, June 20, 2020 from 2:00 p.m. to 2:30 p.m. 50 plus vehicles will leave from Unitarian Universalist Church parking lot go west on Bradford Dr., north on Morrison Road to McGalliard, east on McGalliard Road to Wheeling Avenue, south on Wheeling Avenue to Wysor, east on Wysor Street to Walnut Street, south on Walnut Street to end at round-a-bout. President Gregory noticed that the applications were not signed by the Muncie Chief of Police or the Muncie Fire Chief. President Gregory entertained a motion. Ted Baker moved to approve contingent upon Chief of Police signature of approval. Linda Gregory provided the second. Motion passed by voice vote.
- 13. Adjournment:** There being no further business President Gregory adjourned meeting at 9:28 a.m.

We will meet next Wednesday, June 24, 2020.

**Board of Public Works and Safety**

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**Linda Gregory, President**

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**Jerry Wise, Vice-President**

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**Ted Baker, Secretary**

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**Linda Hayes, Recording Secretary**