

1. Time & Place
2. Pledge of Allegiance
3. Roll Call Members Present
4. Approval of Minutes for May 20, 2020 meeting
5. Register of Claims
6. Salvation Army – Restroom Rehabilitation
7. Open Request for Bids to Purchase (3) 2020 or newer Bio-Diesel 39,000 GVW Chassis
8. Brian Stephens-Hotopp presenting Street Closing Request from 3-D Company for Bunch Blvd
9. 2019 Annual Operations Report that the City has prepared and submitted to the State Board of Accounts, INDOT and LTAP.
10. Street Closing Request from Robert Scaife, Union Missionary Baptist Church
11. Audie Barber
12. Adjournment

BOARD OF PUBLIC WORKS AND SAFETY
CITY OF MUNCIE, STATE OF INDIANA
JUNE 3rd, 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, Jerry Wise, Ted Baker

4. **Board of Works Minutes for May 27, 2020:** President Gregory entertained a motion. Ted Baker noticed an error on Page # 472 Item #7 second paragraph Sentence reads (I did *not* research and found that if the bid is under \$100,000 a performance bond is not required but if there is change orders that puts him above the \$100,000 price does he then need a performance bond at that point). Sentence should read I did research and found that if the bid is under \$100,000 a performance is not required) One other mistake was pointed out after the meeting on Page #471 Item #5 Fifth Paragraph last sentence reads *Physical* Agent this is basically pass through claims. Sentence should read *Fiscal* Agent this is basically pass through claims. Jerry Wise provided the second. Motion passed by voice vote.

5. Register of Claims:

Trent Conway, City Controller reported that Newsome Construction for \$800.00 was some work done on the Tuhey Pool Bath House and not tree removal work from last week. Trent commented that the only expense I would like to bring to the Boards attention is that there are a few more Animal Shelter invoices for building maintenance put under board of works this week. The Council approved our general fund transfer so you shouldn't see those in the future. There will be additional claims sheet I will bring to the board tomorrow a few invoices we need to get paid this week for the homeless shelter grant the city is the fiscal agent for. The total of these claims will be \$70,405.00 and they are for contracted workers/building lease & utilities. The only reason I couldn't get them on the attached is because City Hall is closed and our internal controls require two approvals for claims.

We had a check we sent out come back to us undeliverable because of wrong address so we reissued a new check with the correct address for EGov Services.

President Gregory asked if there were any other questions or comments. Trent Conway, City Controller presented **Board of Works** Claims payment dated **6.5.20** there are **313 Records** for a **total amount \$202,256.11** President Gregory entertained a motion. 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 the **Board of Works EFT** payment dated **5.26.20** there are **2 Records** for a total amount of **\$6,033.92** for **Muncie Meds/Canarx Serv Inc. and Siho Insurance, Inc.** No comments or questions for Trent Conway. President Gregory entertained a motion. Ted Baker moved to approve EFT claim as presented. Jerry Wise provided the second. Motion passed by voice vote.

6. **Salvation Army - Restroom Rehabilitation:** Remain on the table.
7. **Open Request for Bids to Purchase (3) 2020 or newer Bio-Diesel 39,000 GVW Chassis:** The following Bids were opened by Ted Baker and read out loud.

Stoops Freightliner 6105 Columbus Ave. Anderson, IN	Selking International 3801 E. McGalliard Rd. Muncie, IN 47303
\$ 77,749.00 Each Total \$233,247.00	\$ 91,174.00 Each Total \$273,522.00
General Truck Sales 4300 N. Broadway Ave. Muncie, IN 47303	McMahon Truck Center of Columbus 1688 E. 5 th Ave. Columbus, OH
\$ 95,397.17 Each Total \$286,191.21	\$134,926.00 Each Total \$404,778.00
	\$137,510.00 Each Total \$412,530.00
	\$140,002.00 Each Total \$420,006.00

Brian Stephens-Hotopp requested board to table bids for one week for review.

8. **Brian Stephens-Hotopp presenting Street Closing Request from 3-D Company for Bunch Blvd:** I am asking the board to approve a road closure for Bunch Blvd pending board's approval start later today and ending June 19, 2020. It is along Bunch Blvd north of Jackson Street to just north of the railroad crossing. This where 3D Company is doing construction to finish resurfacing of Bunch Blvd in that area. President Gregory would like for the closure to start Thursday, June 4th, 2020 instead of today, so a notice can be given to the public of the closure by newspaper and radio stations. Brian Stephen-Hotopp agreed to the closure for June 4th. President Gregory entertained a motion. Ted Baker moved to approve road closure as presented and discussed. Jerry Wise provided the second. Motion passed by voice vote.
9. **2019 Annual Operations Report that the City has prepared and submitted to the State Board of Accounts, INDOT and LTAP:** Brian Stephens-Hotopp shared Annual Operations Report that the Street Department needs to provide to the State of Indiana every year. I would be happy to answer any questions you might have and if it gets a little detailed I have to get back to you but I just wanted to share this with you that we will be providing every year. It kind of gives us a status of how we are spending our money as a department.
10. **Street Closing Request from Robert Scaife, Union Missionary Baptist Church:** Robert Scaife came forward with application to close Macedonia Avenue between Highland Avenue and Russey Street on Saturday, June 13, 2020 from 5:00 p.m. to 7:00 p.m. our church will be hosting a Praise on the Porch Event. Approval has been given by Nathan Sloan, Muncie Police Chief and David Miller, Muncie Fire Chief. President Gregory entertained a motion. Ted Baker moved to approve street closing request as presented by Union Missionary Baptist Church. Jerry Wise provided the second. Motion passed by voice vote.
11. Audie Barber offered comment. The Board took his input under advisement. No action was taken.
12. **Adjournment:** There being no further business President Gregory adjourned meeting at 9:28 a.m.

We will meet next Wednesday, June 10, 2020.

Board of Public Works and Safety

Linda Gregory, President

Jerry Wise, Vice-President

Ted Baker, Secretary

Linda Hayes, Recording Secretary