

1. Time & Place
2. Pledge of Allegiance
3. Roll Call Members Present
4. Approval of the Minutes for the March 4, 2020 meeting
5. Register of Claims
6. Media Services Agreement/Contract
7. Boys & Girls Club – VRF Project
8. Salvation Army - Restroom Rehabilitation
9. Noise Exemption Authorization Application from Brooke Stochl, Late Nite, BSU
10. Adjournment

**BOARD OF PUBLIC WORKS AND SAFETY**  
**CITY OF MUNCIE, STATE OF INDIANA**  
**MARCH 11th, 2020 MINUTES**

1. Board of Public Works and Safety, City of Muncie, State of Indiana, met in the City Hall Auditorium, at 9:00 A.M.
2. **Pledge of Allegiance**
3. **Roll Call Members Present:** Linda Gregory, Ted Baker, Jerry Wise
4. **Approval of the Minutes for the March 4th, 2020 Minutes:** Ted Baker moved to approve minutes from the March 4th, 2020 meeting as printed. Jerry Wise provided the second. Motion passed by voice vote.
5. **Register of Claims:**

Trent Conway, City Controller I would like to point out one item on page #4 under Building Maintenance and Repairs under Sater Electric in the amount of \$9,131.34 so if you guys have driven downtown past city hall at night there is outside lights that light up city hall. This is from the prior administration that had started a couple of lights getting repaired but it took several months to get the lights in. So the majority of this invoice is for the actual material for the lighting. The Mayor and I along with Adam Williams, IT Dept. and decided to just turn the lights off if it is going to cost \$9,000 to repair two lights.

Ted Baker asked a question on page #4 Police Department Gas & Oil payment to Muncie Sanitary District for fuel. Trent explained that the Muncie Police Department bought vehicles that use CNG and that is payment to Muncie Sanitary District because they own that fueling station on E. Centennial. On page #10 Prairie Creek Patching and Paving Install/Remove there is a payment Bass Pro/Cabela's 1,107.90 What did they purchase. Trent said he would have to look into that and report next week with my answer.

Linda Gregory noticed under Motor Vehicle Highway, Street Department Road Salt Cargill Incorporated are now above the \$5,000 contract is it now a part of a larger contract or what is our procedure on those. Trent talked to the City Engineer and was informed that State of Indiana Road Salt Bid for Winter Season 2019-2020 contracts with each awarded vendor have been finalized and are ready for use. Each contract will extend through July 31, 2020. All Entities that submitted tonnages will be required to purchase a minimum of 80% of the submitted tonnage by the end of the contract date and are eligible to purchase up to a maximum of 120% of the submitted tonnage.

Linda Gregory also noticed some credit card invoices for Mayor, Police Chief, Fire Department. Trent explained that once a month a credit card statement comes out and it is the responsibility of the Department Head to keep receipts and code each of the individual line items what expense account they want the payment come out of. Trent looked at each department and did not find anything over the \$5,000 threshold. Linda also asked Trent if employees get guidelines on appropriate credit card expenses? Trent indicated that is a good question and will look into that.

Jerry Wise noticed an invoice from Beasley & Gilkinson LLP and I thought we were using Delk McNally LLP. Trent explained that City Council has contract with Delk McNally LLP and all other offices use Beasley & Gilkinson LLP for legal issues. Another question Jerry had was on page #15 Community Development Infrastructure vendor Josh Newsom Tree Surgery in the amount of \$47,965.00 to remove dead trees from Cities Tree Inventory.

Trent Conway, City Controller presented **Board of Works** Claims payment dated **3/13/20** there are **227 Records** for a **total amount \$252,639.91** 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 3/4/20** there are **3 Records** for a total amount of **\$70,312.95** for **IU Health Workplace Services, Muncie Meds/Canarx Serv, SIHO Insurance**. No comments or questions for Trent Conway. 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 EFT payment dated 3.5.20** there is **1 Record** for a total amount of **\$5,710.00** for **McGregor & Associates**. No comments or questions for Trent Conway. Ted Baker moved to approve EFT as presented. Linda Gregory provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented the **Board of Works EFT's payment dated 3/6/20** there is **1 Record** for a total amount of **\$71,719.11** for **IU Health Plans**. No comments or questions for Trent Conway. Ted Baker moved to approve EFT's as presented. Linda Gregory provided the second. Motion passed by voice vote.

- 6. Media Services Agreement/Contract:** Trent Conway requested the board to keep the Media Services Agreement/Contract on the table for one more week.
- 7. Boys & Girls Club – VRF Project:** Brad King requested the Board to keep the bid on the table. Ted Baker moved to table Boys & Girls Club bid for one week. Linda Gregory provided the second. Motion passed by voice vote.
- 8. Salvation Army - Restroom Rehabilitation:** Brad King requested the Board to keep the bid on the table. Ted Baker moved to table Salvation Army bid for one week. Linda Gregory provided the second. Motion passed by voice vote.
- 9. Noise Exemption Authorization Application from Brooke Stochl, Late Nite, BSU:** Brooke came forward to request approve for general crowd noise, main state live music and carnival rides. April 17, 2020 from 6:00 p.m. 1:00 a.m. (Rain Date 4.18.20) C1 parking lot of Worthen Arena. Ted Baker moved to approve noise exemption as presented. Jerry Wise provided the second. Motion passed by voice vote.
- 10. Adjournment:** There being no further business President Gregory adjourned meeting at 9:14 a.m.

#### **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**