

1. Time & Place
2. Pledge of Allegiance
3. Roll Call Members Present
4. Approval of the Minutes for the March 11, 2020 meeting
5. Register of Claims
6. Media Services Agreement/Contract
7. Boys & Girls Club – VRF Project
8. Salvation Army - Restroom Rehabilitation
9. Cancellation of 5K Run/Walnut Fundraiser "Interlock Autism Support Group" 4.25.20
10. Board to consider entering into Contract for Professional Services with Flatland Resources, LLC and the City of Muncie for Riverside Ave. & Jackson St. intersection design upgrades
11. Board to consider acceptance of Contractor's Bond from 3D Company for Martin Street Greenway Trail Connector & Bunch Blvd Trail Extension Oversight
12. City Engineer, Brian Stephens-Hotopp presenting Land Transfers from Indiana Department of Natural Resources to the City of Muncie
13. Adjournment

**BOARD OF PUBLIC WORKS AND SAFETY**  
**CITY OF MUNCIE, STATE OF INDIANA**  
**MARCH 18th, 2020 MINUTES**

1. Board of Public Works and Safety, City of Muncie, State of Indiana, met in the City Hall Auditorium, at 9:02 A.M.
2. **Pledge of Allegiance**  
Linda Gregory mentioned for those watching from home, this is a very small crowd this morning and that is quit all right and everybody is sitting except for the two of us well beyond 6' of each other. I hope you are all good health and continue to be that way.
3. **Roll Call Members Present:** Linda Gregory, Ted Baker, Jerry Wise
4. **Approval of the Minutes for the March 11th, 2020 Minutes:** Ted Baker moved to approve minutes from the March 11th, 2020 meeting as printed. Linda Gregory provided the second. Motion passed by voice vote.
5. **Register of Claims:**

Trent Conway, City Controller I would like to answer a couple of questions from last week, first one Linda you had asked about credit card policy. I have found that there was a Resolution #16-07 policy in place. The second question Ted brought up about the Bass Pro Shop, I spoke to Matt Walker about that and he indicated that they purchase waders every year for the employees that install piers.

Trent pointed out a couple of new claims this week on page #13 EDIT Fund Board of Works, Other Services and Charges you will see two charges of \$17,000.00 each to Fireworks by Grucci this is a three-year contract which ends this year. We pay for the fireworks at Muncie Central High School and at Prairie Creek Reservoir. Next claim is for Resolve Tech, LLC for a new air conditioner for the Muncie Animal Shelter in November of 2019 and they have been paid and the Animal Shelter does not have the money for it so the Mayor paid for it out of his EDIT Fund.

Vice-President Wise asked Trent how much have we paid this year that was not paid in 2019. Trent mentioned he would need calculate that. President Gregory said it might be worth looking into that.

Ted Baker had no questions.

Jerry Wise asked why are going through Pridemark for HVAC work on page #14. Trent mentioned that this is a contract through Community Development Office. Jerry suggested that we should go through a HVAC supplier instead of going through a third party and paying that mark-up. Brad King, Community Development Office came forward and reported that Pridemark Construction bid on the HVAC work the installation at a community center known as Inside-Out, we do not have the labor to go to a direct supplier for installation. When we had a pre-bid meeting no HVAC Contractors attended the pre-bid only Pridemark Construction. Jerry Wise feels it would behoove us as a City to go directly to a HVAC contractor. Ted Baker commented that we can't do that if they don't participate in the bid process. Jerry Wise commented

maybe that has been in the past. Brad King reported that we have to follow the Code of Federal Regulations 200 point 300 which is a procurement policy that deals all federal action and since our office is federally funded everything we do is considered a federal action. Jerry Wise asked Brad that if I talk to HVAC people is that ok. Brad King said you can talk whoever you want too.

Yvonne Thompson, Human Rights Director came forward to address the Board members, you are right Ms. Gregory because we take in Federal Monies we have to go by a bidding process that everyone is allowed to participate in and if we don't do that we can be dinged and money will be taken away from this City if we don't follow the proper procedures, we don't show favoritism you know what happened we did show favoritism.

Linda Gregory had a question on page 16 we have another raphe of appraisals from Canan Appraisal Company LLC but the result is that we have some negative budget numbers. Trent Conway explained that this is from the Blight Elimination Program and the way this fund was set up that at the end of the program which I believe will be the fall of 2020 and the Muncie Redevelopment Commission will have to reimburse the Hardest Hit Fund.

Zane Bishop approached the board members and reported that he has overseen the project for about four years and basically the City fronts the money and then it gets reimbursed. Because there are 209 properties that has been demolished thru the program and we are continually adding properties thru this year with savings dollars we spend money then we get reimbursed. Because they are all on different times lines so that accounts for the negative balance. The program is currently slated to be completed by end of October of this year at which point all the invoices that has been reimbursed that are sitting on desk currently will be submitted to the State for reimbursement and then any balance remaining in the account will be reimbursed by the Muncie Redevelopment Commission.

Trent Conway, City Controller presented **Board of Works** Claims payment dated **3/13/20** there are **275 Records** for a **total amount \$389,237.65** 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 EFTS payment dated 3/12/20** there are **2 Records** for a total amount of **\$59,428.76** for **AFLAC Hospital Indemnity, Star Financial Equipment**. Trent Conway informed the board that the Star Financial Equipment is payment for new fire truck which will be paid off by this September. President Gregory entertained a motion. Ted Baker moved to approve EFT claims as presented. Jerry Wise provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented the **Board of Works EFTS payment dated 3.13.20** there are **3 Records** for a total amount of **\$1,699.10** for **Muncie Meds/CANARX SERV INC., IU Health Physicians**. 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 payment dated 3.18.20** there is **1 Record** for a total amount of **\$60,543.68** for **IU Health Plans**. 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.

6. **Media Services Agreement/Contract:** Trent Conway requested the board to keep the Media Services Agreement/Contract on the table still being reviewed by Legal Counsel. I will give you an update when I can.

- 7. Boys & Girls Club – VRF Project:** Brad King requested the Board enter into contract between the City and Resolve Tech. We have consulted with Herb Masiuk and asked him to review the bid for Heating and Air Conditioning of the office area for Muncie Boys & Girls Club. He has performed a site visit and spoken to the bidder for the project, Resolve Tech, LLC. The project will employ a variable refrigerant system by Lennox and will consist of a 14-ton outdoor unit connected to 6 terminals, one located in each of the 6 offices for cooling and 5KwE electric coil in each office. While the 6 units will be located in the offices and have excess capacity, it was the intent to provide extra tonnage and heat to adjoining spaces. This would be accomplished by leaving the office doors open and allow the surplus capacity to spill thru the open doors into the large adjoin spaces. This approach will not be a perfect system, but will give the most bang for buck within the budget. The 14-ton capacity is sufficient to cool the entire office area and adjoining gathering spaces and occupants. We recommend that the office units be positioned in line with the office doors to allow for maximum air flow into the gathering spaces. Thermostat locations will also be critical. Based on my discussion with the contractor (Resolve Tech LLC) we feel he has included all necessary components for a complete and operational heating and cooling system for the offices. The concrete work and electric trades are under separate contract. While only 1 bid was received, I compared by engineering estimate to the contractor's bid and found it was completely priced. We feel a re-bid would not produce a lower cost. Based on the overall review of the bid proposal system, we recommend acceptance of the bid submitted. Respectfully Herb Masiuk

President Gregory entertained a motion. Ted Baker moved to accept bid from Resolve Tech LLC as presented. Jerry Wise 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. Cancellation of 5K Run/Walnut Fundraiser "Interlock Autism Support Group" 4.25.20:** Linda Hayes returned \$20.00 fee to the applicant.

- 10. Board to consider entering into Contract for Professional Services with Flatland Resources, LLC and the City of Muncie for Riverside Ave. & Jackson St. intersection design upgrades:** Brian Stephens-Hotopp, City Engineer reported that Flatland Resources is working with Delaware Advancement Corporation on the Riverside Trail Project. Although the City is not involved in the funding at all but the City will assume ownership once the trail is complete. One of the things that we are looking is trying to improve the intersection of Riverside & Jackson. On the last page of the contract is a schematic of what we are trying to look at doing. The intersection which has a significant amount of congestion and kind of a poorly laid out intersection. Since we currently don't have any kind of contract with Flatland Resources this is establishing a contract to do the engineering services required, design of the intersection, right-of-way work, get everything ready for bidding in preparation of being a community crossings project in the fall. This is a contract with the Street Department and Flatland Resources to be paid out of the wheel tax fund. Total contract amount is \$29,955. Brian Stephens-Hotopp recommended the board accept contract as presented. President Gregory entertained a motion. Ted Baker moved to approve contract with Flatland Resources as recommended by the City Engineer. Jerry Wise provided the second. Motion passed by voice vote.

- 11. Board to consider entering into Construction Inspection Contract with Flatland Resources for Martin Street Greenway Trail Connector & Bunch Blvd Trail Extension Oversight:** Brian Stephens-Hotopp, City Engineer reported that the Board approved contract for 3D Corporation a month or so ago to do the trail extension down Martin Street down to White River Blvd and Bunch Blvd Trail Extension Oversight which consist of some paving and sidewalk work which is being paid for out the Park Bond and Ball Brothers Foundation is also contributing \$16,500. This is the Inspection Services to make sure that there is someone there to oversee the construction work on behalf of the City of Muncie. This contract for construction inspection as a not exceed of \$20,000. (\$10,000 Park Bond unspoken for and \$10,000 from the Street Department's Wheel Tax). Brian Stephens-Hotopp recommended the board to enter into contract. President Gregory entertained a motion. Ted Baker moved to accept contract for Martin Street Greenway Trail & Bunch Blvd Trail Extension Oversight as presented and recommended by the City Engineer. Jerry Wise provided the second. Motion passed by voice vote.

- 12. City Engineer, Brian Stephens-Hotopp presenting Land Transfers from Indiana Department of Natural Resources to the City of Muncie:** Brian Stephens-Hotopp, City Engineer presented five parcels currently owned by the IDNR they are sum what trying to clean their books up and they would like to transfer those parcels to someone else. There is a method where they can transfer those parcels over to a municipality but not necessarily to Cardinal Greenway or Muncie Sanitary District. So in this since the City if acting as intermediary we accepting the three (Red) parcels that would be then transferred to Cardinal Greenway and then the two (Yellow) parcels that would be then transferred to Muncie Sanitary District for projects that they are looking at. It will not cost the City of Muncie anything for the parcels however Cardinal Greenway and Muncie Sanitary District will be paying for any fees to transfer properties and right-of-way acquisitions in their names. President Gregory entertained a motion. Ted Baker moved to accept five properties from INDR as presented by the City Engineer. Jerry Wise provided the second. Motion passed by voice vote.
- 13. Adjournment:** There being no further business President Gregory adjourned meeting at 9:32 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**