

1. Time & Place
2. Pledge of Allegiance
3. Roll Call Members Present
4. Approval of the Minutes for the February 26, 2020 meeting
5. Register of Claims
6. Media Services Agreement/Contract
7. Huffer Memorial Child Care Center – Basement Project
8. Boys & Girls Club – VRF Project
9. Bridges Community – Masonry Rehabilitation
10. Salvation Army - Restroom Rehabilitation
11. Revised Amendment for PathStone Corporation
12. Contract Agreement through office of Community Development with PathStone Corporation for Down Payment Assistance Program
13. Adjournment

BOARD OF PUBLIC WORKS AND SAFETY
CITY OF MUNCIE, STATE OF INDIANA
MARCH 4th, 2020 MINUTES

1. Board of Public Works and Safety, City of Muncie, State of Indiana, met in the City Hall Auditorium, at 9:01 A.M.
2. **Pledge of Allegiance**
3. **Roll Call Members Present:** Linda Gregory, Ted Baker, Absent-Jerry Wise
4. **Approval of the Minutes for the February 26th, 2020 Minutes:** Ted Baker moved to approve minutes from the February 26th, 2020 meeting as printed. Linda Gregory provided the second. Motion passed by voice vote.
5. **Register of Claims:**

Trent Conway, City Controller there a few items that I would like to point out to the board just informational purposes, where ever you see the name Alternative Service Concepts is our insurance carrier and these are bills related to refunding the escrow accounts. Rachel A. Clark has an invoice coming out of the EDIT funds as mentioned at the City Council Meeting. Once we get funds approved for the EMS Department that will be shifted to Fund 104 to paid out of that fund. And we have an invoice for our City Engineer.

Ted Baker mentioned that he looked for the claims sheets line for line at least three times and did not find anything that raised interest or concern at this time pretty much straight forward.

Linda Gregory agreed with Ted Baker. Majority set of these claims are for utilities or regular claims that we see every week. I do note that with our new report the original appropriated budgeted amount plus where we are with that particular line item. Has been helpful most of them at this point are well within range and I suspect as we move through the year and maybe as early as the next couple of months, we will begin to see some areas where we want to see that Department Heads are aware of where they stand and that you are aware so that if we need move monies around and ask for appropriations from Council then we get a heads up on that. We don't want the State Board of Accounts to come along and say you are not doing what you should be doing.

Trent Conway, City Controller presented **Board of Works** Claims payment dated **3/6/20** there are **342 Records** for a **total amount \$332,159.75** 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 1/31/20** there is **1 Record** for a total amount of **\$10.97** for **First Merchants Trust Co.** 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 2.26.20** there is **1 Record** for a total amount of **\$156,728.57** 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.

Trent Conway, City Controller presented the **Board of Works EFT's payment dated 2/27/20** there are **2 Records** for a total amount of **\$24,553.07** for **Muncie Meds/Canarx Serv., Inc., SIHO Insurance Inc.** 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.

Trent Conway, City Controller presented the **Board of Works EFT's payment dated 2/28/20** there are **2 Records** for a total amount of **\$97,834.52** 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. Huffer Memorial Child Care Center – Basement Project:** Brad King requested the Board to accept bid submitted from Pridemark Construction in the amount of \$26,800.00 and enter into Contract with Community Development, Pridemark Construction and the Board of Public Works & Safety. Ted Baker moved to accept bid from Pridemark Construction as recommended by Brad King and enter into contract. Linda Gregory provided the second. Motion passed by voice vote.
- 8. 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.
- 9. Bridges Community – Masonry Rehabilitation:** Brad King requested the Board to accept only bid submitted from Lemon Masonry Rehab in the amount of \$14,500.00 and enter into Contract with Community Development, Lemon Masonry Rehab and the Board of Public Works & Safety. Ted Baker moved to accept bid from Lemon Masonry Rehab as recommended by Brad King and enter into contract. Linda Gregory provided the second. Motion passed by voice vote.
- 10. 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.
- 11. Revised Amendment for PathStone Corporation:** Brad King, Community Development Office came forward and mentioned that last the board amended the PathStone Contract but PathStone has a corporate office is in New York and PathStone Corp. does a lot of housing across the nation. Our PathStone Office here in Indiana does that work for Indiana but they do Community Housing Corporation work specifically for Community Development and Anderson Community Development and does so as PathStone Housing Corporation as a CHDO and when we amended we made it PathStone Housing Corporation. So I am asking you to rescind the amendment last week and approve new amendment PathStone Housing Corporation. Ted Baker moved to approve the newest amendment as recommended by Brad King. Linda Gregory provided the second. Motion passed by voice vote.
- 12. Contract Agreement through office of Community Development with PathStone Corporation for Down Payment Assistance Program:** Zane Bishop came forward to presented contract between our office and PathStone Corporation for down payment assistance or closing cost assistance to low income first time home buyers within the City of Muncie. The contract amount is for \$27,500.00 and the funds will be pulled from Home Dollars fiscal year 2018. There is a maximum of \$5,000 for either Down-payment Assistance and/or Closing Cost Assistance. They have to be within 80% of the area median income or preferably 60% or under. There are a number documents that the buyer would sign to meet income requirements and then the restriction to reside on the property for at least 5 years. This will cover at least six buyers to rehab existing homes. Ted Baker moved to enter into agreement with Community Development and PathStone Corporation as presented by Zane Bishop. Linda Gregory provided the second. Motion passed by voice vote.

13. Adjournment: There being no further business President Gregory adjourned meeting at 9:21 a.m.

Board of Public Works and Safety

Linda Gregory, President

Jerry Wise, Vice-President

Ted Baker, Secretary

Linda Hayes, Recording Secretary