

1. Time & Place
2. Pledge of Allegiance
3. Roll Call Members Present
4. Register of Claims
5. Media Services Agreement/Contract
6. Salvation Army – Restroom Rehabilitation
7. Open Quotes for Asbestos Abatement for Red Carpet Inn
8. Cintas Facility Services Rental Service Agreement for Floor Mats
9. Professional Services Agreement bet. the City of Muncie and eGov Strategies LLC
10. Adjournment

BOARD OF PUBLIC WORKS AND SAFETY
CITY OF MUNCIE, STATE OF INDIANA
MAY 6TH, 2020 MINUTES

1. Board of Public Works and Safety, City of Muncie, State of Indiana, at 9:03 A.M. President Gregory called the meeting to order via Zoom and live streaming with Facebook. Welcome if you are out there as part of the public, thank you for joining us.
2. **Pledge of Allegiance**
3. **Roll Call Members Present:** Linda Gregory, Ted Baker, Jerry Wise
4. **Board of Works Minutes for April 29, 2020:** President Gregory entertained a motion. Ted Baker moved to approve minutes from the April 29th, 2020 meeting as printed. Jerry Wise provided the second. Motion passed by voice vote.
5. **Register of Claims:**

Trent Conway, City Controller there are a few things that I want to bring to your attention on Page 7 – Board of Works Communication Center – this is 50% payment for the ERP System that is used both by the county and the city law enforcement agencies. Page 20 – Fund 480 Shree Om, Inc. for \$60,000. The city is fiscal agent for a grant given to Bridges from FSSA to set up a Homeless shelter for COVID-19. This is the first payment made out of those grant proceeds for rental of the space they are using to setup the shelter.

Ted Baker no other questions at this time.

Jerry Wise no other questions at this time.

Linda Gregory noticed that Animal Shelter Cages, Poles & Equipment 422143 still has a zero balance as we anticipated.

Trent Conway informed the board members that there is an ordinance that is going to be introduced at the next City Council meeting, to move around general fund numbers to get them to where anticipate them needed for 2020. So really to fix the 2020 budget since one wasn't passed last year, we have met with every department seen what their needs are and we have been able to move numbers around but keep the same budget for the year. So hopefully once that gets past it will free up some money in these areas that have already been 100% expense.

President Gregory asked if there were any other questions or comments. Trent Conway, City Controller presented **Board of Works** Claims payment dated **5.8.20** there are **286 Records** for a **total amount \$394,217.77** 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 4.29.20** there are **1 Record** for a total amount of **\$8,897.80** for **Muncie Meds/Canarx Serv., Inc.** No comments or questions for Trent Conway. 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 EFT payment dated 4.30.20** there are **1 Record** for a total amount of **\$2,344.07** for **First Merchants Trust Co.** 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 5.4.20** there are **3 Records** for a total amount of **\$159,988.81** for **IU Health Plans, IU Health Workplace Services, First Merchants Trust Co.** 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.

- 5. Media Services Agreement/Contract:** Trent Conway reported that we have had our legal team at Beasley & Gilkison look over the contract they modified some stuff. We met with Mark Slusher to review what he is doing to make sure all the boards and video's he is doing is in the contract and we have added a termination and renewal clause to it. President Gregory entertained a motion. Ted Baker moved to approve Media Services Agreement/Contract as presented. Jerry Wise provided the second. Motion passed by voice vote.
- 6. Salvation Army - Restroom Rehabilitation:** Gretchen Cheesman requested this item remain on the table.
- 7. Open Quotes for Asbestos Abatement for Red Carpet Inn:** The following quotes were opened by Ted Baker from:

Air Management Techniques, Inc.
2650 W. Kilgore Ave. **\$189,000.00**
Muncie, IN 47304

Environmental Demolition Group, LLC
3520 Turfway Rd. **\$243,475.00**
Erlanger, KY 41018

Environmental Assurance Co., Inc.
440 Hancock St. **\$285,000.00**
Indianapolis, IN

Gretchen Cheesman asked if we are sure there is not more quotes than the three opened. Brian Stephens-Hotopp picked up the quotes from the City Clerk's Office there was only three quotes. Gretchen Cheesman requested the board to take quotes under advisement. Gretchen stated that she knows there was another bidder who sent their bid in, but I am kind of puzzled and then asked if this was the last item on the agenda. President Gregory answered no but if you are able to track that down, I suppose we can consider that next week, if there is proof that it was received in a timely fashion even though we were not able to open it and process it today. Especially given our current situation I think we can be a little more lenient than otherwise perhaps.

- 8. Cintas Facility Services Rental Service Agreement for Floor Mats:** Trent Conway explained that this just a renegotiation of a contract we already had with Cintas, we were paying \$150 a week to provide mats for City Hall as well as air fresheners. Mikah Wilson from the Mayor's Office got the cost down to \$120 per week and are going to provide us with new mats for the whole building. President Gregory entertained a motion. Jerry Wise moved to approve rental service agreement with Cintas. Ted Baker provided the second. Motion passed with voice vote.
- 9. Professional Services Agreement bet. the City of Muncie and eGov Strategies LLC:** Trent Conway explained that this agreement is to basically refresh the cities web site. We had three bidders this is the company we decided to go with. They laid out everything they were going to have available for us on our website. We feel that our web site does not serve the community well nor serve Economic Development when new companies want to come into the City. Our goal is make it easier to navigate our web site easier. President Gregory entertained a motion. Ted Baker moved to accept professional services agreement as presented. Jerry Wise provided the second. Question: Ted Baker asked Trent you mentioned you had three bids, how did this bid compare price wise to the other bids. Trent explained this was the highest price but the other bids did not really come close as far as services they would provide and everything they were going to be able to do for the city. The value was greater and they specialize in municipalities and governments such as Noblesville, Greenwood,

Franklin, Evansville. Payment will be provided out of EDIT Funds. Motion passed by voice vote.

- 10. Adjournment:** There being no further business President Gregory proposed given that we have relaxed the stay at home orders slightly but what do you all think of us all meeting in person next week since we have bids to open next week. We can distance ourselves. Trent Conway, Brian Stephens-Hotopp, Jerry Wise, Ted Baker all agreed to meet in the City Auditorium at 9:00 a.m. President Gregory adjourned meeting at 9:27 a.m. We will be meet next Wednesday, May 13, 2020.

Board of Public Works and Safety

Linda Gregory, President

Jerry Wise, Vice-President

Ted Baker, Secretary

Linda Hayes, Recording Secretary