

1. Time & Place
2. Pledge of Allegiance
3. Roll Call Members Present
4. Approval of Minutes for July 22, 2020 meeting
5. Register of Claims
6. Install a Handicap Parking sign 740 N Jefferson
7. Zane Bishop – Bids for Blight Elimination Program
8. Noise Exemption for 904 E Willard
9. Adjournment

**BOARD OF PUBLIC WORKS AND SAFETY**  
**CITY OF MUNCIE, STATE OF INDIANA**  
**JULY 29th, 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 July 22nd 2020:** President Gregory entertained a motion. Ted Baker moved to approve minutes from the July 22nd, 2020 meeting as printed. Jerry Wise provided the second. Motion passed by voice vote.
4. **Register of Claims:** Trent Conway, City Controller started the discussion by following up on a question from last weeks meeting regarding a Comcast bill. He said he spoke with Adam in the IT Department and that is the bill for City Halls internet. The only claim Trent though he would like to bring attention to is the purchase of a new police vehicle on the bottom of page 11. He said it should have been on last week's claims, but it's for the same amount so the invoice looked identical, so they decided to wait for the following week. President Gregory asked if this was the last of the police vehicle purchases and Trent answered by saying he believed there were a couple more. Getting them shipped out and made was put on hold due to COVID-19. Trent also pointed out on the bottom of page 15 and the top of page 16 that Prairie Creek has several refunds due to the Ironman run being cancelled. Trent said there was 3 claims sheets that he failed to send that are reprints of lost or cancelled checks that needed to be voided and reprinted. Those were for three checks for **\$80.00, \$582.86** and **\$720.00**. Mr. Baker had a question about page 2 City Attorney -'Retainer fee' for **\$8,333.33** to Beasley & Gilkison, LLP. That is for the budgeted amount of **\$100,000.00** that is split into twelve payments for the year. Ted also had a question for page 6 'Overdraft Fee' to First merchants for **\$111.00**. Trent said he would have to check on this, but was sure that was a lag time before funds were submitted as the city has two accounts, one for paying the employees and a general account. Page 18 'Legal and Liability Risk Management' for **\$6,000.00** for the Police Department. Trent said he would have to check into that. He also had another question for page 19 'Board of Works – Edit Fund' for **\$100,000.00** that were a transfer of funds from the Mayors EDIT fund. Ted Baker then asked Trent if they had figured out all of the AT&T Charges, Trent said he was working with a company called 'Granet' to reduce the unexplained fees. Trent said we have several services with AT&T, internet, Cellphones, and landlines so it is hard to pinpoint, but he is investigating these charges. President Gregory had a question on page 6 for a **\$700.00** line item under 'Other Services and Charges - Account Analysis'. Trent says when you have a corporate account there is an account analysis charge that is for the banks fees. He then said before covid started we would normally get a percentage credited to our account, so we do not normally get charged. He goes on saying that when interest rates dropped and banks had to change what they were normally crediting corporate accounts. Trent believes these will be credited back. President Gregory had one final question for page 19 under 'Edit Fund' for Caliber Engineering, she believes it is for the for the services of Brian Stephens-Hotopp and she was wondering why it was coming out of the Mayors EDIT fund instead of the Street Department budget. Trent answered by saying the Mayor decided to take that out of his edit fund due to the Street Department being so over budget from them trying to dig themselves out of the hole. President Gregory asked if there were any other questions or comments. Trent Conway, City Controller presented **Board of Works** Claims payment dated **7.10.20** there are **344 Records** for a **total amount \$618,916.97** Ted Baker moved to approve Board of Works claims as presented. Jerry Wise provided the second. Motion passed by voice vote.

**6. Request for a Handicap Sign Installation at 740 N Jefferson:**

Brian Stephens-Hotopp is requesting a handicap parking sign being installed on a residential street on behalf of Jeffrey Anderson. President Gregory asked what the criteria is on getting a sign installed in the city right of way. Brian answered that their needs to be on street parking, the application is only good for 2 years, then the citizen would need to renew, a copy of the hangtag/plate and they do not have a driveway. Brian also noted that anyone with a handicap hangtag/plate would legally be able to park in this spot. President Gregory asked who would install the sign and Brian answered by saying the street department would take care of it. President Gregory entertained a motion. Ted Baker moved to approve the Handicap Parking Application as presented. Jerry Wise provided the second. Motion passed by voice vote.

**7. Bids for Blight Elimination Set 21, 22, 23, and 24:**

Zane Bishopp, Community Development came before the board for the opening of bids for 39 to 40 houses, this will be the last set of demolition bids through the blight elimination program. The notice was put in the newspaper twice, on their website as well as sent to a list of contractors that Zane has. They had 5 contractors attend the pre-bid meeting. They only received 1 bid from Shroyer Brothers, INC. Jerry asked if these demolitions included basement removal as well, Zane answered Mr. Wise saying yes, it included removing everything then compact it and seeded. They want to award each set to the lowest bid that would include about 10 properties each set. Zane explained the reason he believes they only received one bid was due to the fact that the company would have at the most 2 months to demo all 39 or 40 properties. Ted told Zane that in previous years they did not pay over \$10,000.00 for an individual demolition. Zane said he would pull average costs from previous jobs.

<b>Set #</b>	<b>Property Address</b>	<b>Contract Price</b>
21	1305 E. 7th	\$ 14,555.00
21	718 E. 8th	\$ 12,649.00
21	1116 E. 8th	\$ 14,761.00
21	3306 E. 13th	\$ 8,454.00
21	1801 S. Elm—North Building	\$ 8,572.00
21	1801 S. Elm—South Building	\$ 9,229.00
21	1511 S. Hackley	\$ 15,505.00
21	1715 S. Jefferson	\$ 13,020.00
21	2012 S. Macedonia	\$ 7,478.00
21	1623 S. Mulberry	\$ 14,639.00
22	901 E. Adams	\$ 14,518.00
22	721 S. Beacon	\$ 6,275.00
22	1712 E. Dudley	\$ 12,208.00
22	1315 E. Kirby	\$ 16,615.00
22	711 S. Monroe	\$ 17,506.00
22	717 S. Vine	\$ 12,090.00
22	910 S. Vine	\$ 9,256.00
22	805 E. Willard	\$ 14,828.00
22	806 E. Willard	\$ 16,437.00
23	125 E. 9th	\$ 14,445.00
23	407 W. 9th	\$ 17,335.00
23	619 W. 9th	\$ 7,960.00
23	1027 W. 10th	\$ 4,411.00
23	514 S. Birch	\$ 3,472.00
23	414 S. Elliott	\$ 8,462.00
23	627 S. Gharkey	\$ 12,430.00
23	320 W. Memorial	\$ 7,725.00
23	1805 W. Memorial	\$ 6,340.00
23	527 S. Proud	\$ 8,110.00
23	562 W. Wilson	\$ 7,955.00
24	111 E. Berkley	\$ 4,070.00
24	921 N. Brady	\$ 5,230.00
24	425 E. Dartmouth	\$ 6,384.00
24	1520 N. Granville	\$ 15,267.00
24	741 N. Mulberry	\$ 16,725.00
24	215 & 217 E. North	\$ 24,390.00
24	2029 E. Purdue	\$ 6,118.00
24	2200 E. Purdue	\$ 12,697.00

24	800 N. Turner	\$	<b>14,340.00</b>
24	1901 E. Yale	\$	<b>12,260.00</b>
<b>Sets</b>		<b>Totals for Each Set</b>	
Set 21		\$	<b>118,862.00</b>
Set 22		\$	<b>119,733.00</b>
Set 23		\$	<b>98,645.00</b>
Set 24		\$	<b>117,481.00</b>

Yvonne Thompson, Human Rights approached the podium to ask Zane to send her lists of all of the contractors that the bid requests were sent to. She also requested for future projects that the request for bids be sent to the Human Rights office so they could help in requesting bids. President Gregory also asked Zane for future projects she would like a list of off the companies that were sent the bid packets. Judy Shroyer, Shroyer Bros, INC approached the podium to explain that they are a family owned business that employees minorities and well as veterans. Judy also explained why no one else submitted a bid; they have an October 1<sup>st</sup> dead line, the city does not own all 40 properties to begin with, so possibly it may only be the 17 properties that the city currently owns. She said they have not won every bid Shroyers has put in for, it is a bidding process, and lowest bid wins. Zane asked for the bids to be taken under advisement for one week. President Gregory entertained a motion. Ted Baker moved to table the bid for one week. Jerry Wise provided the second. Motion passed by voice vote.

**8. Noise Exemption for a block party at 904 E Willard:**

Willie Johnson came before the board requesting another Noise Exemption for July 31<sup>st</sup> 2020 from 7:00 PM to Midnight for another graduation party/celebration of life in the 900 block of E Willard. The reason for the noise exemption is they will have a DJ at this event; they will not be closing any streets and will have their own security. President Gregory let Willie know that he would need to contact the Street Department and be put on the agenda for future events instead of only showing up the day of the meeting. President Gregory entertained a motion. Ted Baker moved to approve noise exemption as presented. Jerry Wise provided the second. Motion passed by voice vote.

**9. Adjournment:** There being no further business President Gregory adjourned meeting at 9:27 a.m.

We will meet next Wednesday, August 5th, 2020.

**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