

1. Time & Place
2. Pledge of Allegiance
3. Roll Call Members Present
4. Approval of Minutes for September 16th, 2020 meeting
5. Register of Claims
6. On-Call for City Tree Trimming Services for the Public Works Department
7. Memorandum of Understanding with Muncie Sanitary District for W. 17th Street between Port Ave. & Rochester Ave.
8. Change Order No. 3 with INDOT for Wheeling Avenue widening project
9. Brian Hotopp, City Engineer accept. of quote for Traffic Signal Foundation
10. Street Closure Application for Muncie Sanitary District for Sept. 28, 29, 30, 2020 for Hoyt Avenue between Mound Street and W. Seventh St
11. Cheryl Crowder, Muncie Downtown Dev., Street Closing Application for "Arts Walk"
12. Adam Williams, Data Processing Director presenting AT&T Fiber Agreement
13. Adjournment

BOARD OF PUBLIC WORKS AND SAFETY
CITY OF MUNCIE, STATE OF INDIANA
September 23RD, 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 Absent- Ted Baker
4. **Board of Works Minutes for September 16, 2020:** President Gregory entertained a motion to approve the minutes from last week. Jerry Wise moved to approve minutes from the September 16, 2020 meeting as printed. Linda Gregory provided the second. Motion passed by voice vote.
5. **Register of Claims:** Trent Conway, City Controller the following are the claims I would like to point out. Page #5 – Delaware County Treasurer \$47,059.50 this payment for part of the salary of a Full Time Deputy Prosecutor assigned to Muncie City Courts. Inter local agreement between City and County that we pay a portion of that prosecutor's salary every year. Page #20 Interfund Transfer \$314,407.29 this transfers all of the cash balance in adult probation fund 747 and into fund 268, which was approved by council at their last meeting.

President Gregory commented for those of you who are not familiar with that operation, fees are collected throughout the year and then at some point usually third quarter of year the council approves payment for the Bailiff and Probation Officer from those funds.

Jerry Wise asked a question about page #5 **Superfleet MasterCard** \$14,362.77 my question is what is this for? Trent explained it was fuel used by Muncie Police Department. On page #7 Subscriptions & Dues **Assoc. of Indiana Prosecuting Attorney** \$600.00 Trent explained that he will need to get back to you next week. On page #10 **IU Health Ball Memorial Hospital** \$7,929.80 Trent explained that fee is for medications for the EMS Department. On page #11 Ascension St. Vincent Public Safety in the amount of \$\$7,341.20 Trent explained that is for medical examinations for police officers, so they have to get a physical every year. On page #12 **Brandi Edwards** \$1,900.00 Trent explained she cleans the Muncie Police Departments. On page #15 American United Appraisal Co. for \$2,450.00 what is that for. Trent explained that was for the Building that we purchased across the street from the south shore, which was at one time a restaurant. There currently is a couple tenants occupying the building and the Prairie Creek Office will be moving there as well. On page #17 **MaCallister Machinery** \$5,100.00 Trent explained that the Street Department rented equipment from MaCallister. On the same, page **Bestway Disposal** \$13,348.27 Trent reported that he need to get more information from Community Development and report next week. On page #19 **Maryellen Cox** \$5,000.00 and \$12,000.00 Trent explained if a police officer or firefighter passes away in the line of duty or is retired, the death benefit goes to the surviving spouse which comes from two different funds.

Linda Gregory asked about all the **Granite Telecommunication** invoices. Trent explained that they are a telecommunications vendor we are kind of doing a pilot with them where we are moving a few of our phone lines over to them to make sure service see comparable with service through AT&T. This company compiles a bunch of different

companies and government entities together pass through discounts that they are able to provide from AT&T through bulk purchasing. If we are happy with the savings, we might move more landlines over. President Gregory asked Trent if at some point we would see a contract, Trent replied yes.

President Gregory entertained a motion to approve register of claims. Jerry Wise moved to approve Board of Works Claims **284 Records** for a total amount of **\$379,386.63**. Linda Gregory provided the second. Motion passed by voice vote.

6. On-Call for City Tree Trimming Services for the Public Works Department:

Brian Stevens-Hotopp presented quotes from two tree service companies here in Muncie.

My Tree Sons LLC 405 E. Main St. Ridgeville, IN 47380 765-760-8733	Specialty Tree Care LLC
\$ 14,630.00	\$ 345.00 per hr.

City Engineer reported that the Public Works Department is seeking On-Call City Tree Trimming services to allow us a an agreement with the contractor to be able to take care of trees within the city right-of-way. Brian Stevens-Hotopp requested the board to take quotes under advisement and I will come back with my recommendation for the next Board meeting. President Gregory entertained a motion. Jerry Wise moved to take quotes under advisement for one week. Linda Gregory provided the second. Motion passed by voice vote.

7. Memorandum of Understanding with Muncie Sanitary District for W. 17th Street between Port Ave. & Rochester Ave:

Brian reported that the Muncie Sanitary District is performing a project along W. 17th Street. MSD plans to complete a Street Resurfacing project in 2020 performed by the MSD and whereas, City has identified a road in need of resurfacing adjacent the project being completed by MS; and whereas both City and MSD agree that it is beneficial to both entities to complete the work under a single construction contract to promote efficiencies. It is mutually agreed by and between City and MSD as follows:

- MSD shall resurface 17th Street between Rochester and Port as a phase of this project.
- City shall identify the extents of all milling, paving, and patching to be completed within City's portion of the added work. City is responsible for any inspection and attendance of walk-throughs for their portion of the work performed by the MSD.
- MSD will be responsible for the management of the project, and shall extend warranty protections to City. Any contractor warranty granted to MSD will also transfer to and include work done on behalf of the City.
- City will be responsible for all costs associated with the resurfacing of 17th Street from Rochester to Port Avenue and will reimburse MSD for such costs. Such costs will be detailed on a separate Proposal issued by MSD, incorporated into the existing contract documents for the overall project as an Addendum, as calculated using the quantity rate. City shall reimburse MSD in full within thirty (30) days of submission of invoice. The parties expect the total invoice to be approximately Thirteen Thousand Two Hundred and Seventeen Dollars and 50/100 (\$13,217.50) and City warrants that this amount has been or promptly will be validly appropriated to this purpose.

Brian Stevens-Hotopp recommended the board to enter into Memorandum of Understanding with Muncie Sanitary District as presented. President Gregory entertained a motion. Jerry Wise moved to enter into MOU with Muncie Sanitary District for W. 17th Street. Linda Gregory provided the second. Motion passed by voice vote.

8. Change Order No. 3 with Indiana Department of Transportation for Wheeling Avenue widening project:

Brian Stevens-Hotopp reported that this change order would include the item for HMA Wedge and Level Type C for the area from station 70+00 to the north end of the project limits at station 84+33. This has become necessary to provide a positive cross slope of the resurfaced area and ensure positive drainage to the newly placed drainage system. The original contract did not account for positive modifications of the existing cross slope. It has become apparent that the existing lanes will need additional corrections to the cross slope after the west curb line has been established. RMA has Performed construction engineering on the project and established elevations of the curb and gutter placed by E&B. Through much analysis it has been determined that the only solution to move forward with constructing the roadway as intended by the plans is to add additional material to the existing lanes in some locations with the use MHA wedge and leveling. E&B Paving has submitted a cost for additional wedge and level material, which was reviewed for accuracy utilizing the INDOT cost price justification tool. The price submitted reflects a cost well below industry standard for this work. As this work can be performed concurrently with other original contract items, no additional days for this work have been requested and no additional days will be granted to the contract. The designer did not resurvey the project after there was a mill and resurface job along Wheeling Avenue. The project was designed off an old survey that was done before the project was completed. This may have changed the elevation of the road as the work was completed. This road should have had a new survey done along it to make sure that the elevations of the new surface were the same as the old surface. There is no additional time being allotted to the project for this work.

Original Contract Amount	\$4,249,325.00
Current Change Order Amount	\$34,414.80
Total Previous Approved Changes	\$45,782.92
Total Change To Date	\$80,197.72
Modified Contract Amount	\$4,329,522.72

Bran reported substantial completion is mid-November and completion will be April of 2021 for the public it will look finished come November. It is the grass and restoration and landscaping that we keep it until next spring. President Gregory entertained a motion. Jerry Wise moved to approve Change Order No. 3 with Indiana Department of Transportation for Wheeling Avenue widening project as presented. Linda Gregory provided the second. Motion passed by voice vote.

9. Brian Hotopp, City Engineer accept. of quote for Traffic Signal Foundation:

Brian informed the Board that the Public Works Department has requested quotes for traffic signal foundation work. Therefore, when we are doing traffic signal upgrades with a new pole installed there will be a foundation poured for us to attach that too.

James H. Drew Corp	Signal Construction	Shambaugh & Sons
\$ 103,220.00	\$ 36,500.00	\$ 47,500.00

Brian recommended the Board accept quote from Signal Construction for ten signal foundations. President Gregory entertained a motion. Jerry Wise moved to accept quote from Signal Construction as recommended. Linda Gregory provided the second. Motion passed by voice vote.

10. Street Closure Application for Muncie Sanitary District for Sept. 28, 29, 30, 2020 for Hoyt Avenue between Mound Street and W. Seventh St:

Brian reported that MSD would be doing an infrastructure issue at Hoyt & Seventh next Monday. They will plate any excavation on off hours so the roadway will be open for the evening hours. Hoyt Avenue was a project that was completed somewhat recently there is a drainage problem that has been identified post construction for something that should have been corrected while in construction phase. We are working with the design firm, MSD to get the new installation installed, and the design firm is paying for all the cost because there was an error in the original cost for that. President Gregory entertained a motion to approve temporary road closure for Hoyt & Seventh. Jerry Wise moved to approve temporary road closure. Linda Gregory provided the second. Motion passed by voice vote.

11. Muncie Downtown Development Street Closing Application:

Cheryl came forward to present approval to close Adams Street between High Street and Mulberry Street for Arts Walk on October 1, 2020 from 4:00 p.m. to 8:00 p.m. Signature of Approval from Nathan Sloan, Muncie Chief of Police and David Miller, Muncie Fire Chief. President Gregory entertained a motion. Jerry Wise moved to approve street closure as presented. Linda Gregory provided the second. Motion passed by voice vote.

12. Adam Williams, Data Processing Director presenting AT&T Fiber Agreement:

Adam came forward and reported that we are looking to consolidate some of our internet services and move into a fiber service instead of our current cable modem internet service. A plus will be upload speed, our current configuration has limitation on upload that have caused bottlenecks in cloud storage solution that the city utilizes. AT&T Dedicated Internet Pricing Schedule Agreement is for \$1,013.60 per month for City Hall only. President Gregory entertained a motion. Jerry Wise moved to approve AT&T Fiber Agreement as presented. Linda Gregory provided the second. Motion passed by voice vote.

13. Adjournment: There being no further business President Gregory adjourned meeting at 9:25 a.m.

We will meet next Wednesday, September 30th, 2020.

Board of Public Works and Safety

Linda Gregory, President

Jerry Wise, Vice-President

Ted Baker, Secretary

Linda Hayes, Recording Secretary