

BOARD OF PUBLIC WORKS AND SAFETY  
MUNCIE, INDIANA

1. Time & Place
2. Pledge of Allegiance
3. Members Present
4. Approval of the Minutes for the January 8, 2019
5. Register of Claims
6. Acceptance of Quote for Asbestos Inspection Services for the Blight Elimination Program
7. Martin Street Greenway Connector and Change Order for Bunch Boulevard Sidewalk Project
8. Procession Application from Ball State University – Multicultural Center
9. Andrew Popp 4000 N. Piper Muncie, IN
10. Adjournment

**BOARD OF PUBLIC WORKS AND SAFETY**  
**CITY OF MUNCIE, STATE OF INDIANA**  
**JANUARY 15th, 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**
3. **Members Present:** Linda Gregory, Ted Baker, Jerry Wise
4. **Approval of the Minutes for the January 8th, 2020 Minutes:** President Gregory entertained a motion on the January 8th, 2020 minutes. Jerry Wise moved to approve minutes as printed. Ted Baker provided the second. Ted Baker thanked Linda Hayes for the detailed record of the minutes, that was great for us to be able to enter the minutes for public record and it will be great as we go down the road. Good information for the public. President Gregory feels it is important for our communication with the public and our ability to go back and wonder what were we thinking we did that or what was the comment. Motion passed by voice vote.
5. **Register of Claims:**

President Gregory commented that the claims arrived late date email and I did not get to look at them until this morning and I didn't have a lot of time. I have been talking with Adam Williams, IT Department and he is looking at creating a report for us that will include most of this information as well as the line item budget figure and balance not including this claim amount or including the ones we are not sure. As we move forward through the year, it is important that we keep track of the status of line items and expenditures and so forth we will have a better handle on that and we will have all the information we need in one report. My hope is that we will be able at some point to have that posted on line so that the public can see those numbers as well as us. One of our goals is at the end of this year or the beginning of next year we don't have the situation we have today with numerous funds with negative balances. There are situations where that is going to happen but it certainly with everybody's wide open eyes and certain understanding what the circumstances are and it is certainly not the case today.

Trent Conway, City Controller presented the **Board of Works EFT payment dated 1/9/20** there is **1 Record** for a total amount of **\$189,693.91** for **Star Financial Equipment**. Trent explained this one for twenty plus police vehicles and a fire truck. President Gregory asked Trent reference the fund for fire truck was that supposed to come out of fund 104 that the council did not approve. Trent explained that this lease was taken out at the end of 2016. President Gregory entertained a motion to approve. Jerry Wise moved to approve Board of Works EFT claim as presented. Ted Baker provided the second. Motion passed by voice vote.

President Gregory asked Trent if the Star Financial Equipment Lease claims are annual or semiannual payments? Trent said he would look into that.

Trent Conway, City Controller presented the **Board of Works EFT payment dated 1/9/20** there are **3 Records** for a total amount of **\$125,735.05** for **Siho Insurance, Inc., weekly dental or eye claims, IU Health Plans, health insurance, Indiana Dept. of Revenue, sales tax**. President Gregory asked what Department is collecting sales tax? Trent reported the Parks Department. President Gregory entertained a motion to approve. Jerry Wise moved to approve Board of Works EFT claim as presented. Ted Baker provided the second. Motion passed by voice vote.

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Trent Conway, City Controller presented the **Board of Works EFT payment dated 1/15/20** there are **3 Records** for a total amount of **\$237,796.88** for **Regions Bank** is a bond payment but Trent needs to research this a little more, **IU Health Plan**, health **insurance payment**, **Muncie Meds/Canarx Serv Inc.**, Pharmacy payment prescriptions drugs. President Gregory entertained a motion to approve. Jerry Wise moved to approve Board of Works EFT claims as presented. Ted Baker provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented the **Board of Works EFT payment dated 1/15/20** there are **4 Records** for a total amount of **\$86,440.26** for **Star Financial Equipment \$7,472.43** we are leasing three Chevrolet Silverado's two for the Parks Department and One for the Prairie Creek. Jerry Wise asked why do we need that many trucks? Trent commented that is a good question. **Star Financial Equipment \$7,005.84** that is for two GMC trucks for the park department as well. **IU Health Workplace Services \$51,774.67** this for the clinic that city employees can go too. **Star Financial Equipment \$20,187.32** this is for the street department for snow plows. President Gregory entertained a motion to approve. Jerry Wise moved to approve Board of Works EFT claims as presented. Ted Baker provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented **Board of Works Check Dated 1/17/2020** there are **411 Records** for a total amount of **\$275,991.14** for various departments. President Gregory entertained a motion to approve. Ted Baker commented that he is still concerned with the invoice dates and claims from 2019 and I know you are too. Are we getting close. Trent Conway reported that a big reason for that was the holidays and you will always have invoices until the end of year. You will notice with the Fire Department a number of invoices from 2019 that were not paid because they lost their secretary who submitted invoices to the controller's office, we have been trying to work with them in getting those invoices into the system. President Gregory noticed that the Animal Shelter submitted invoices from Cintas that looks like they had a whole eight months of claims that suddenly appeared. Another question that I have and it maybe one invoice that supplied to multiple line items from Jones Locksmith same amount at least in two places. Trent explained that when we can into office we had the locks changed. President Gregory asked Trent how can I be assured that those are not duplicates entered into the system because everything I can see here is the same info same line item, same info, same invoice number. Trent explained that Jones Locksmith charged us the same amount of each of the locks I will get a copy of their invoice if you would like. President Gregory said that is OK I just assurance which leads me to the next if he could explain the process if paying a claim, we have nothing here that says that says the Department Head has approved, that the appropriate paperwork I would like to know that it is filed what the approval procedure is, give us comfort level so that when we see these kinds of claims we are assured that all the background stuff is there and otherwise we are going to rubber stamping things we should have been aware of.

Trent explained right now invoices are going to specific departments, they have a person in their department that enters the invoice and they go to the Department Head for their approval and then it will come to my office, looked over and approved by my office as well. We are looking to make sure it is coded the right account and the vendor is correct, the amount is correct. We are talking about potentially having all invoices brought to Central Location which would likely be my office. New Vendor's are submitted to the Controller's Office to be added into the system.

President Gregory asked Trent if he could by next time provide the percentage or the volume of outstanding 2019 bills and how they make impact budget line items, it does bother me that we are still seeing a pretty much large dollar amount of claims, it does not look good. Ted Baker commented we know that it is not your fault but I appreciate getting these ahead of time. President Gregory is looking to the new report.

Jerry Wise moved to approve Board of Works claims as presented. Ted Baker provided the second. Motion passed by voice vote.

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6. **Acceptance of Quote for Asbestos Inspection Services for the Blight Elimination Program:** Zane Bishop requested the Board to take asbestos inspection bids off the table and reject both bids submitted at the December 18, 2019 meeting. Zane explained the Indiana Housing & Community Development Authority who oversees the Blight Elimination Programs state wide has allowed us to use Air Management Techniques contract awarded last week for asbestos inspection services for \$400.00 plat per inspection. President Gregory entertained a motion. Ted Baker moved to take bids off the table. Jerry Wise provided the second. Motion passed by voice vote. President Gregory entertained a motion. Ted Baker moved to deny both bids. Jerry Wise provided the second. Motion passed by voice vote.

7. **Martin Street Greenway Connector and Change Order for Bunch Boulevard Sidewalk Project:** Brian Stephens-Hotopp, City Engineer explained this is a continuation of items from the Dec. 18, 2019 minutes Item #7 in the Martin Street Greenway Connector and Item #9 Change Order for Bunch Boulevard. We are waiting on contracts from 3D Construction to be submitted to the City, I am recommending no action today but to table both items.

President Gregory commented last week the Board acted on two procession / partial street closing requests and we did that because I did not know what we were doing and I was not aware that the organization needed to be on the agenda and that pay their fee. I have checked and the fees have been paid. But in the future if someone appears under new business with a new activity and new request and has not gone through our procedures we will be tabling those requests until we can do our diligence.

8. **Procession Application from Ball State University – Multicultural Center:** Bobbie Steele came forward to get approval for a walk on Monday, January 20, 2020 at 11:00 a.m. to Noon for Martin Luther King Jr. Unity March in honor of the Muncie Community MLK Celebration. Approval has been given by Nathan Sloan, Muncie Chief of Police, David Miller, Muncie Fire Chief, Rhonda Clark, BSU Campus Police Chief. Everything is in order, President Gregory entertained a motion. Ted Baker moved to approve procession permit as presented. Jerry Wise provided the second. Motion passed by voice vote.

9. **Andrew Popp 4000 N. Piper Muncie, IN:** Andrew asked if he could answer for a few questions:

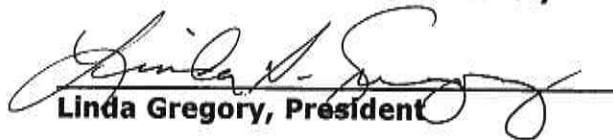
- The claims approved this week, how much of that was 2019 just on this week.
- The four trucks department that we are leasing, are they take home vehicles or are they just used at the Parks Department, how much are we paying on those vehicles and the year is those vehicles, can we find some cost savings there.
- The Board of Works initially approved the ambulances for Fire Base EMS last year. In November of 2019 the City Council passed Ordinance #44-19 set the fee schedule said it would run in concurrence Ordinance #22-13 and Resolution #10-13 which in theory though the minutes reflect that council discussed the money going into 101 and money from the Ambulance Service would go into 104. But however a new line has popped up on the cross fund report being the ambulance service 114 currently holding a budget of \$97,364.19 as of 1-12-20. I am trying to find out how that fund number was established and I can't find where it was established by City Council which is proper procedure and how that money is going there since it should be going either into 101 or 104 as proper procedure would detect.

President Gregory spoke as a former City Council person I agree with Mr. Popp the Council did not approve Fund 114. She then asked Trent Conway if he knew where and how that fund got created? Trent stated that the fund was created before I got here when I started. I think they created it just put everything in that account to see how money that was going to generate. President Gregory asked if the system tells you when and who set up that fund or is there a date stamp can you look into that. And if that is going to be a valid fund my advice would be to create an ordinance that establishes that fund it sounds to me like that based on the November action that was taken that money should have gone into 104. I know there is currently an ordinance available for adoption in February that would split the funds into 104 and half into general fund and be prepared to report next week if at all possible. The same discussion should be presented to City Council on February 3, 2020.

10. **Adjournment:** There being no further business President Gregory adjourned meeting at 9:32 a.m.

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**Board of Public Works and Safety**

  
Linda Gregory, President

  
Ted Baker, Secretary

  
Jerry Wise, Vice-President

  
Linda Hayes, Recording Secretary