

**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 15, 2020
5. Mayor Dan Ridenour
6. Register of Claims
7. Martin Street Greenway Connector and Change Order for Bunch Boulevard Sidewalk Project
8. Mayor Dan Ridenour presenting Professional Services Agreement with Calibre Engineering, Inc. and the City of Muncie
9. Change Order #3 Hoyt Avenue Project
10. Report Street Lights that are not working to the Department of Public Works
11. Kristopher Bilbrey
12. Adjournment

**BOARD OF PUBLIC WORKS AND SAFETY  
CITY OF MUNCIE, STATE OF INDIANA  
JANUARY 22nd, 2020 MINUTES**

1. Board of Public Works and Safety, City of Muncie, State of Indiana, met in the City Hall Auditorium, at 9:00 A.M.
2. **Pledge of Allegiance**
3. **Roll Call Members Present:** Linda Gregory, Ted Baker, Jerry Wise
4. **Approval of the Minutes for the January 15th, 2020 Minutes:** President Gregory entertained a motion to approve. Ted Baker moved to approve minutes from the January 15<sup>th</sup>, 2020 meeting as printed. Jerry Wise provided the second. Motion passed by voice vote.
5. **Mayor Dan Ridenour** and reported he wanted to touch base on some of the questions that came up on Fund 114. At the end of December 2019 this was created by the previous administration, we did not know about it and it was brought up and I think what the intent was to separate and easily count the EMS dollars coming in. Which is now pretty much substantial for the month of January. As a councilmember last year I know it was brought before us and I know it was not created that as you know and you mentioned. After the City Council Meeting we were just going to close out that account and move it to something else, I made the decision not the Controller to let the funds go in there and then I wanted to go before City Council and see what the Council wanted to do I felt like working with Council which is the financial arm was probably the best thing to do. I am planning on talking to the Council and getting their guidance on to whether they want those funds moved into 101, 104 keep it in 114. Fund 114 does help easily track those dollars, we had a group of 2019 EMS expenses that came in and we did deduct those expenses from the 114 account we have since decided that we are not going to pay anything else that are EMS expenses until Council decides and gives us some guidance coming up on February 3<sup>rd</sup>.

President Gregory asked the Mayor if he had consulted with the State Board of Accounts about it? Mayor Ridenour replied we did we have talked them a number of times when bills are paid and when money was coming in and we understand that you guys did not set it up we just recommend you go before City Council and get their guidance on how they want it handled. President Gregory replied typically new accounts are done by ordinance and often there is an income and expense line item done that way, so you might want to consider that when you approach the council which is typically generated by the Mayor's Office or the Controller's Office. Vice-President Wise asked how much money is in Fund 114 currently? Mayor replied as of this morning the amount that has been brought in to that account in 2020 is \$129,916.02 the net balance after the expenses of 2019 \$121,272.48 is the remaining balance. President Gregory mentioned she sees is a couple of issues (1) the fund has been codified and you have activity in and out from that account, and you also have an ordinance before Council as to what to do with Ambulance Fund. There are a number of issues that needs to be resolved, personally I don't know about the other two board members I will not be approving any charges out of that account until such time that account has been codified. No further questions at this time.

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6. **Register of Claims:**

Trent Conley reported before we go these claims I will tell you there is nothing coming out the 114 within these claims. You asked some questions from last week's meeting regarding how much we are paying for 2019 invoices versus 2020 invoice. Trent reported last week we had a total of 295 claims of that \$170,000 was for 2019 and \$105,000 was for 2020. I looked over the claims last week and noticed the biggest part of 2019 was for utility expenses which are due at the end of each month. President Gregory asked Trent does the 2019 claims go against the 2020 budget or when do you close books for 2019? Trent responded that is a good question and from my understanding anything we are paying this year goes toward the 2020 budget even though it was incurred in 2019. President Gregory then asked if Trent if he has any estimates of any outstanding 2019 invoices we can expect or your departments can expect? Trent explained that he does not have any estimates for that, but I can tell you that number is getting smaller and smaller each week.

Trent Conley, City Controller presented the **Board of Works EFT payment dated 1/15/20** there is **1 Record** for a total amount of **\$19,525.34** for **SIHO Insurance weekly dental or eye claims.**

Trent Conley, City Controller presented the **Board of Works EFT'S payment dated 1/15/20** there are **3 Records** for a total amount of **\$579.30** for **IU Health Plans \$55.30 health insurance, IU Health Physicians \$524.00 Clinic.**

Trent Conley, City Controller presented **Board of Works EFT payment dated 1/21/20** there is 1 Record for **AFLAC Hospital Indemnity.**

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 Conley, City Controller presented **Board of Works Check Dated 1/24/2020** there are **187 Records** for a total amount of **\$94,915.56** for various departments. President Gregory asked Trent if there was something in this set of claims that stands out you want to tell us about, Trent responded no.

Secretary Baker asked about a claim for **Nancy Craig** for a death benefit how does that process work and you explain it. Death Benefits are issued to spouses of either Muncie Police or Muncie Fire retirees upon death per contract agreement of \$5,000 from Board of Works 101-19-439071 Other Services & Charges.

President Gregory asked about the occurring monthly billing for Street Lights and Traffic Signals and I am curious that most of the fees appear to be the minimum level and I know in 2009 or 2010 we received a department of energy grant to allow us to swap out a lot of street lights and stop lights to LED bulbs which cause us to fall into the minimum charge level for traffic signals. I was curious of the range of cost of these like Gilbert \$114.00 and yet at White River it was \$35.00 I would ask that you would look at some these that tend to be on the higher range and see whether they need to be retrofitted LED's and it may also be an indication for a whole street.

President Gregory asked about Standard & Poor's, LLC under Park Operating Fund for \$8,550.00 Other Services and Charges. Trent explained that is some work done because we are refinancing that bond.

President Gregory asked about Fund 274 Animal Shelter Donations, are these restricted funds or is it your practice to expend those funds before you expend department funds that are general fund. Trent said he will need to look into that, good question.

Secretary Baker asked about Fund 296 EDIT Fund to Delaware Advancement Corporation in the amount of \$32,789.17 can you give light on that please. Trent explained that Todd Donati worked for Delaware Advancement Corp and this is the final invoice for his work.

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 Conley, City Controller presented **Community Development Check Dated 1/17/2020** there are **4 Records** for a total amount of **\$324.52** President Gregory asked there is any comments for this claim sheet. No Comments.

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Trent Conley, City Controller presented **Community Development Check Dated 1/24/20** there are 2 Records for a total amount of **\$1,752.83** President Gregory asked if there are any comments of this claim sheet. No Comments.

President Gregory entertained a motion. Ted Baker moved to approve both Community Development claim sheets. 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 requested the board to leave the matter on the table.

**8. Mayor Dan Ridenour presenting Professional Services Agreement with Calibre Engineering, Inc. and the City of Muncie:** Mayor Ridenour came forward to address the Board members. This the contract that provides us with a City Engineer and you should have a copy before you. President Gregory asked Mayor Ridenour if our City Attorney has reviewed the contract before us. Mayor Ridenour responded yes. I have reviewed the contract with them and I am not sure if they have signature line or not. It is important that we have a City Engineer we are already seeing many benefits from what Brian is doing. I am looking forward to having him there to inspect streets as they are being paved. Having that professionalism to accomplish those things through Brian's efforts we are meeting with other engineering firms and other companies so that we are doing of all our work not through the exact same group that has been doing so many of them.

Ted Baker asked the Mayor a question for clarification "so we enter into contract with Calibre put on the billing rates for the year City of Muncie Engineer is paid by the hour, so how does that all work within the budget funds. Mayor responded he will be paid out of the EDIT funds. It is considerably less than what we paid to the previous organization. He is working considerable hours going through the invoices that had not been forwarded to INDOT for reimbursement so his hours right now will be a little higher, it averages out now where it is a good figure and it has a maximum on there now.

President Gregory asked about Brian's billable hours with this contract are those the ones that are done as capacity as City Engineer and will that include service on the Sanitary Board has that been decided yet. Mayor Ridenour responded we have decided that yet but my hope is to have him on the sanitary district board very soon. He is the City Engineer and according to State Statute he needs to be on the Sanitary District Board.

President Gregory reported that your legal firm is working on contractual templet that we can use for City Contracts hopefully that will happen in the coming months none of us are a lawyer and we do not have the skill set I don't believe to fully vet these contracts and so we have to take the advice of our legal team with that in mind I do not have any questions about this other what we have already expressed. President Gregory entertained a motion. Jerry Wise moved to approve contract with Calibre Engineering, Inc. as presented by Mayor Ridenour. Ted Baker provided the second. Motion passed by voice vote.

**9. Change Order #3 Hoyt Avenue Project:** Brian Stephen-Hotopp, City Engineer same forward and reported that is regarding the Community Crossing matching grant program from 2018 the two projects that were included in that were E. 26<sup>th</sup> Street and Hoyt Avenue projects. E. 26<sup>th</sup> Street has been closed out and this is the final steps to close out Hoyt Avenue. Change Order #3 is balances overrunning and underrunning final paid quantities to show overall contract cost. Original Contract Price **\$1,501,638.17** (Decrease) from previously approved Work Orders No. 1 to No. 2 **\$169,416.25** Contract Price prior to this Change Order **\$1,332,221.92** (Decrease) of this Change Order **\$72,969.22** Contract Price Incorporating this Change Order **\$1,259,252.70** Overall the contract has soon a savings of \$240,000. Because it is a community crossing grant that money is a 50 50 split between the State and the City so the State would receive a savings of \$120,000 overall. This is a final change order for the contract a punch list and final walk through for project has already been completed and this is the last step to close out project. President Gregory entertained a motion. Jerry Wise moved to approve change order #3 as presented by the City Engineer. Ted Baker provided the second. Motion passed by voice vote.

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**10. Report Street Lights that are not working to the Department of Public Works:**

Brian Stephens-Hotopp informed the board members that the majority of street lights are owned by Indiana & Michigan or AEP and the city has kind of been the clearing house in receiving complaints or calls of outages and then filing those. There has been a breakdown over the past few months some of that on the Cities side and some on AEP's side as far as to their staff was. We have reinstated that process and is using their Portal for submitting those outages they are supposed to repairing or replacing those street lights within 72 hours of when the claims as filed. There is a bit of a back log and we getting caught up on that I just wanted you to know that. There also has been discussion of identifying an area where we might be doing more LED transitions and as to whether there is a cost savings and the quality of light and all those things are appealing.

**11. Kristopher Bilbrey Winchester, IN:** Mr. Bilbrey asked the question reference the 114 fund, all that sounds great and there is no problem with it, my question is if City Council voted to put in 104 and there was discussion on whether or not they were going to divide it about putting half of it in 101 and half in 104, wouldn't it be just as easy and go ahead put that money in 104 so there is no question about it, what is the pros and cons of leaving it where it is at verses putting it where Council wants it to go?

Question #2 reference contract for City Engineer, it is a plus to have a City Engineer I absolutely agree with that, I was under the impression that this position was named as a Department Head with that you would be paid insurance and all that so I would assume since he is contract employee that he is not getting paid insurance by the City or is there a copy of the contract for us to pick up or look at today?

President Gregory asked what is the procedure to get a public record to the recording secretary. Linda responded he would need to fill out a document "Request for Information" form document.

Kristopher gave an example like after lunch today if he not acting as City Engineer but other acting as the Supervisor of the Street Department he would be getting paid as the Department Head under what Salary Ordinance?

Brian Stephens-Hotopp came forward and informed the Board members he is not being paid insurance or any benefits that the city if covering. The City Engineer/ Street Superintend is over-seeing the Street Department right now.

Kristopher asked his last question, have you guys heard or know about outside agencies or outside businesses conduct business for the Street Department is that something that has been discussed or being discussed?

President Gregory responded not with us nor am I sure it would be coming through here. Kristopher asked the Board members to move their microphones closer because they are hard to hear.

**12. Adjournment:** There being no further business President Gregory adjourned meeting at 9:37 a.m.

**Board of Public Works and Safety**

  
Linda Gregory, President

  
Jerry Wise, Vice-President

  
Ted Baker, Secretary

  
Linda Hayes, Recording Secretary