

**BOARD OF PUBLIC WORKS AND SAFETY
MUNCIE, INDIANA**

1. Time & Place
2. Pledge of Allegiance
3. Roll Call Members Present
4. Approval of Minutes from the June 17, 2020 Meeting
5. Register of Claims
6. Pavement Marking Recommendation and proposed contract.
7. Parks Department: Award Received Quotes – Refuse Truck
8. Parks Department: Award Received Quotes – Boom Truck
9. Adjournment

BOARD OF PUBLIC WORKS AND SAFETY
CITY OF MUNCIE, STATE OF INDIANA
JUNE 24TH, 2020

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 June 17, 2020:** President Gregory entertained a motion. Ted Baker moved to approve minutes from the June 17th meeting as printed. Jerry Wise provided the second. Motion passed by voice vote.
5. **Register of Claims:**

Trent Conway, City Controller wished to address a question presented at the June 17, 2020 meeting regarding the contracted employees for the Parks Department. I believe the question was how often are they paid? After discussions with Carl, they are paid on the same schedule as the City is so every other week you'll see claims for them. As far as claims for this week there is nothing in this that I would like to bring to the boards attention. But I am happy to address any questions you have.

Ted Baker noticed some invoices paid for fireworks for the reservoir and Muncie Central, pretty sure but wanted to make sure this was the 2nd half of the payment. Trent Conway confirmed that it is the 2nd half of the payment and the City actually received a grant from the Zeigler Foundation to cover that 2nd half of \$17,000 per location. Ted Baker acknowledge that the grant received for this payment as a great grant to have.

Ted Baker wished to clarify a claim under Wheel Tax Projects \$23, 153.20 paid to the Yorktown Town Clerk Treasurer from the Muncie Street Department. Brian Stephens- Hotopp claimed the amount of \$23,153.20 was to reimburse the City of Yorktown for paving by E&B Paving for River Road, per the agreement we had entered into to get that project completed for River Road. Jerry Wise confirmed with Brian Stephens-Hotopp that section of roadway paved was Hawthorne Dr. to 300 (Morrison Rd).

Jerry Wise had a question about Page 2 and Page 11 under Board of Works still thinks this should go to the appropriate account. Trent Conway page 2 is for payments the city has to help pay for the 911 center, so I do not know if there is a specific department for that. Trent Conway confirmed that Page 11 is for Street Department Expenses, Linda Gregory asked where he would want it, Jerry Wise confirmed that would be correct.

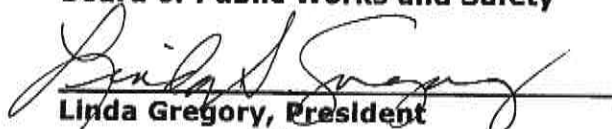
Jerry Wise asked if Trent Conway could provide a Report for 2020 on what was spent and what was budgeted. Trent Conway confirmed that we are working with a 2019 budget and asked if this was something that was done in the past. Jerry Wise stated that for Public Purpose that it would be good to see what was spent. Trent Conway asked if they would like the totals, Linda Gregory confirmed a budget summary would be fine. Trent confirmed that would be ok. Jerry Wise also stated to include what was paid in 2020 from the 2019 claims.

Linda Gregory called out that there are accounts that are close to zero, to City Controller and Department Heads. Trent confirmed that there are several smaller funds for Police Department

- 11. Street Closure for Reserve Street north of Gilbert:** Brian Stephens-Hotopp, City Engineer mentioned that Muncie Sanitary District is wanting to close Reserve Street north of Gilbert Street before our next board of works meeting. They are in the process of submitting proper paperwork and forms. I wanted to bring this to your attention the project is just west of Tuhey Park. Mr. Stephens-Hotopp identified a closure request on N. Reserve Street from June 22, 2020 through July 6, 2020. ***(This date range needs to be amended to reflect a change in dates due to a change in construction schedule. The actual intermittent closure dates are from June 18, 2020 through July 10, 2020).*** President Gregory asked that emergency services and the Muncie Newspaper are notified. Ted Baker moved to approve street closing as discussed by the City Engineer. Linda Gregory provided the second. Motion passed by voice vote.
- 12. Procession Application from Unitarian Universalist Church:** Flo Lapin came forward to present procession application for Saturday, June 20, 2020 from 2:00 p.m. to 2:30 p.m. 50 plus vehicles will leave from Unitarian Universalist Church parking lot go west on Bradford Dr., north on Morrison Road to McGalliard, east on McGalliard Road to Wheeling Avenue, south on Wheeling Avenue to Wysor, east on Wysor Street to Walnut Street, south on Walnut Street to end at round-a-bout. President Gregory noticed that the applications were not signed by the Muncie Chief of Police or the Muncie Fire Chief. President Gregory entertained a motion. Ted Baker moved to approve contingent upon Chief of Police signature of approval. Linda Gregory provided the second. Motion passed by voice vote.
- 13. Adjournment:** There being no further business President Gregory adjourned meeting at 9:28 a.m.

We will meet next Wednesday, June 24, 2020.

Board of Public Works and Safety


Linda Gregory, President


Jerry Wise, Vice-President


Ted Baker, Secretary


Linda Hayes, Recording Secretary

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and Fire Department that have small amounts, many of these accounts are being spent down intentionally first, not money coming into the funds but need to be used. Linda Gregory noted that when doing Finance Committee Budget work for the council that there are just a number of designated funds that had minimal amounts sitting out there for years. I would encourage that when you have time that someone review those periodically to see if there are ways to expend the money and get funds down to zero if at all possible. Trent Conway stated that they have to do the research to make sure that what we are spending are actually what those funds are for. Linda Gregory stated that if they can knock off 1 or 2 a quarter that would be less to have to deal with down the road. Streamlining is a good thing.

President Gregory called for any other comments or questions.

Jerry Wise asked about page 3 Board of Works expenditure, and do we have \$150,000 in the budget for Board of Works? Trent Conway stated that for Building Maintenance they do. Jerry Wise asked why the Board of Works would be paying for building maintenance, and not appropriated to some other account? Trent Conway explained that the budget does not have a Building Maintenance Department. Jerry Wise asked if we could create one? Linda Gregory stated that you could. Trent Conway stated that it would be a process. Linda Gregory explained that the current report does list Building Maintenance & Repairs but it is under the Board of Works and discussion ensued regarding the budget numbers for Board of Works. Jerry asked if the Board of Works is a catch all for all miscellaneous expenses? Linda Gregory confirmed that it is, and Trent Conway also confirmed that for certain items it is. Jerry Wise stated that he is not going to accept it. Trent Conway stated that it is a fair opinion but he does not currently have a line item for that.

Linda Gregory explained that the Board of Works is the Miscellaneous Department for expenditures for the entire building or entire city. When she was on finance committee they were going to suggest pulling all utilities for the building into Board of Works, rather than having the Controller separate them all out into departments. Because when you separate it means someone had to have separate billing or they have to pro-rate a combined billing, which is work and man-power, and it also is a possibility for error. Jerry Wise asked if they are currently all read individually. Linda Gregory confirmed they are bulk. Jerry Wise asked how we got a bulk bill. Ted Baker explained that for this building there is the Police Department, Fire Department, other departments – all on one bill. Jerry suggested they break it down percentage wise. Linda Gregory confirmed that they can, but that causes somebody work to do this. Jerry Wise said too bad. Linda Gregory said that work costs money and its money that could be sent for something else. Jerry Wise asked then why are we even doing a budget?

President Gregory asked if there were any other questions for Mr. Conway today. Trent Conway, City Controller presented **Board of Works Claims** payment dated **6.26.20** there are **225 Records** for a **total amount of \$257,540.93** President Gregory entertained a motion to approve the Claims. Ted Baker made a motion to except the Claims. Jerry wise provided the second. Motion passed by voice vote.

6. Pavement Markings and Recommendations and proposed contract:

Brian Stephens-Hotopp, City Engineer page 3 or 4 of the June 17, 2020 minutes include a tabulation of the pricing provided by the 2 quotes that they received, a letter stating that they have followed all of the guidelines. Because both of the submittals were unit price for as needed services, we had to have something to compare with per as quantities so what was provided, Accurate Striping provided a cost of 103,127.50. Indiana Traffic Services was \$300,975.00. It is my recommendation that we award an agreement to Accurate Striping and I have a proposed contract that has been prepared by our legal counsel. This would be for a contract, not to exceed \$140,000 for services as needed up to \$140,000.00 it would be effective July 1st, 2020 through December 31, 2021.

Linda Gregory stated that they are calling this a quote, and treating it as a quote, even though one of the submissions is in the bid area. Brian Stephens-Hotopp confirmed that to be correct, why he felt comfortable doing that is he really wanted to award something for \$140,000 which is what is budgeted for this type of work. No matter what they will limit it to \$140,000.

Linda Gregory asked for any feeling about why there is such a disparity in the two amounts. Brian Stephens- Hotopp stated that some of it has to do with the Mo-demobilization. Accurate Striping has a much lower cost to come out each time we have an issue, likely a few tens of thousands of dollars right there. Aggregate Striping is also who we have used in the past so maybe they are more familiar and closer.

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President Gregory called for a motion for acceptance, Jerry Wise made a motion to accept, Ted Baker provided the second. President Gregory asked for any further discussion for Mr. Stephens-Hotopp, none was offered. Motion passed by voice vote.

7. Parks Department: Award Received Quotes – Refuse Truck

Trent Conway stated that they sent our quotes to Best Equipment, Stoops, and General Truck Sales, and received quotes back. Best Equipment came in at \$149,729, Stoops came in at \$159,000 and General Truck Sales came in at \$168,729. These are very close to the \$150,000 mark. Trent had questions and spoke to the State Board of Accounts and Legal Counsel the law strictly state that as long as we receive a quote under the \$150,000 there will be no Audit exceptions taken from the State Board of Accounts and Legal agrees with that.

Linda Gregory asked if this is one of those items that you had an estimate on what the quote might be prior to soliciting any information from vendors, could you decide a head of time if you were looking at a quote or bid situation. Trent Conway stated that it is a little bit harder since they are specialized trucks, you have to get the exact specifications and a quote for that, it's a little bit harder. So when we looked at it, it did come in around \$150,000 so we decided to go with a quote and look at it to see if we would get one under \$150,000. If we didn't we would have moved forward with the bid process.

Linda Gregory stated and confirmed that they did analyze it ahead of time, to know which direction to go. Ted Baker asked about the \$150,000 limit. Linda Gregory and Trent Conway confirmed the process being more extensive, legal notices, pre-bid meetings, etc.

President Gregory called for a Motion. Ted Baker motioned to accept the Best Equipment quote of \$149,729.00, Jerry Wise offered a second.

Trent Conway stated for the boards understanding that the money for this has not been appropriated yet, in the last council meeting they tabled that ordinance for the additional appropriations so even if you accept the quote they will not purchase until after the July 6, 2020 meeting when and if the council approves that. Ted Baker asked if this had been budgeted for. Linda Gregory confirmed that it had not, the money has not been appropriated. Trent Conway confirmed that July 6, 2020 there will be a vote for the council to approve that ordinance for the additional appropriation. Jerry Wise confirmed with Trent Conway that it would be over the budget because there is not appropriation state by Linda Gregory.

Linda Gregory asked that they be very careful about the language being used for bids and quotes and going to call to attention to be as careful as we can we talking about bids and quotes.

President Gregory called for any further questions or comments. None was offered. Motion passed by voice vote

8. Parks Department: Award Received Quotes – Boom Truck

Trent Conway stated they solicited quotes from Best Equipment, Stoops, and General Truck Sales. Best Equipment came in at \$149,964.24, Stoops at \$156,200.00 and General Truck Sales at \$166,881.00. Recommended an acceptance of Best Equipment's quote. Ted Baker made a motion to accept the Quote from Best Equipment, Jerry Wise offered a second.

President Gregory called for questions. Ted Baker confirmed this to be the same as the first truck that would require appropriations from City Council. Linda Gregory also asked to confirm that this would not be purchased until the money is appropriated. Trent Conway affirmatively confirmed.

President Gregory called for additional comments, none were offered. Motion passed by voice vote.

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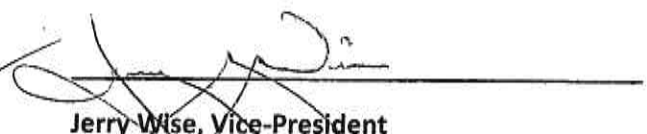
- 9. Adjournment, there being no further business President Gregory adjourned the meeting at 9:20 a.m.

We will meet next Wednesday, July 1, 2020.

Board of Public Works and Safety



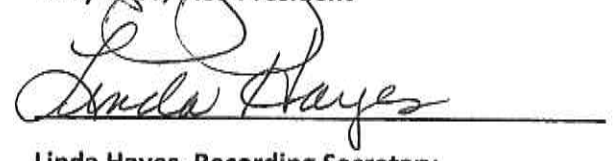
Linda Gregory, President



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