

BOARD OF PUBLIC WORKS AND SAFETY
MUNCIE, INDIANA

1. Time & Place
2. Pledge of Allegiance
3. Roll Call Members Present
4. Approval of Minutes for July 29th, 2020 meeting
5. Register of Claims
6. Zane Bishopp - Bids for Blight Elimination Program
7. Donnie Wright - Street Closure for Washington & Franklin
8. Zane Bishopp - Quotes for 2020 CDBG projects
9. Mayor Ridenour - Two Contracts bet City of Muncie and Hillcroft Cleaning Services
10. Adjournment

BOARD OF PUBLIC WORKS AND SAFETY
CITY OF MUNCIE, STATE OF INDIANA
August 5th, 2020 MINUTES

1. Board of Public Works and Safety, City of Muncie, State of Indiana, at 9:01 A.M. President Gregory called the meeting to order.
2. **Pledge of Allegiance**
3. **Roll Call Members Present:** Linda Gregory, Ted Baker - absent Jerry Wise -
4. **Board of Works Minutes for July 29th 2020:** President Gregory entertained a motion. Ted Baker moved to approve minutes from the July 29th, 2020 meeting as printed. Linda Gregory provided the second. Motion passed by voice vote.

Register of Claims: Trent Conway, City Controller started the discussion by following up on a question from last weeks meeting regarding a Page 18 'Legal and Liability Risk Management' for **\$6,000.00** for the Police Department. Trent answered by saying this is a company that is coming to review the police policies and procedures looking for high-risk and liability issues, then they will provide the police with their findings. President Gregory asked if this was a regular occurrence charge. Trent answered by saying they don't believe one has been done in a long time. Trent then wanted to bring up page 6 'Overdraft Fee' to First merchants for **\$111.00** from last week's meeting. Trent has reached out to the Bank and they were not reimbursed and they will not be charged that in the future. For this weeks claims Trent wanted to bring attention to page 7 'Under Other Services and Charges - Government Inter' They were the cities previous Insurance carrier. These are unpaid claims from last year, Trent had to get into touch with the provider to make sure these were the cities claims and get proof before paying them. They are for lawsuits against the police department. Ted did not have questions on the claims. President Gregory had a question on page 16 'MPD Towing - Other Services and Charges' for \$1,391.67, Trent said that is for Chief Sloans credit card so these charges are probably for out of town training and such. Trent is going to do some investigating on these charges to give an exact answer. President Gregory asked Trent if there was anyway of expanding the descriptions to get more of an idea of what 'Other Services and Charges' are being used. Trent said he was going to be discussing this with all of the departments to less broaden this category. Trent Conway, City Controller presented **Board of Works** Claims payment dated **8.7.20** there are **291 Records** for a total amount **\$319,307.03**. Ted Baker moved to approve Board of Works claims as presented. President Gregory provided the second. Motion passed by voice vote.

6. **Approval of Bids for Blight Elimination Set 21, 22, 23, and 24:**
Zane Bishopp, Community Development came before the board for the approval of bids for the Blight Elimination Program for a combined total price for all 40 properties of **\$454,721.00** for all 4 sets. Zane also said that he will make a point to make sure all of the requests go to the Humans Right office for them to send out requests as well to others that Zane may not have on his list. Yvonne Thompson, Human Rights approached the podium to asked the board throw out the bid from Shroyer Bros, Inc. Yvonne told the board something does not feel right, She was given the list from Zane on who were all sent a request for bids and she feels uneasy as to why they only received one bid. Yvonne also would like to start a list where anyone who is eligible to submit a bid or a quote be put on a list and be sent out. Mayor Ridenour also approached the podium saying that he had a meeting with the Black Chamber of Commerce yesterday and spoke about how he always picks up the newspaper to see the requests for jobs and anything locally that is being worked on. Such as the County, Varlance Boards, and all of the activities going on in our city and county. They spoke about how to educate business that are not use to the process of putting an ad in the paper for projects to help get more minority veteran owned and woman owned

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businesses involved in the process. Mayor Ridenour said he's going to work with Human Rights and Community Development to combine forces to make a services for all bids to be open to all businesses other than the local newspaper. President Gregory asked Zane what his opinion would be for the approval or denial of this bid would be. Zane answered by saying due to this deadline he would like the board to award the bids to Shroyer Bros, INC. President Gregory entertained a motion. Ted Baker moved award the bid. Linda Gregory provided the second. Motion passed by voice vote.

7. Indiana Michigan Power -Street Closure for Washington & Franklin:

Donnie Wright, Department of Public Works came before the board on behalf of Indiana Michigan Power subcontractor Robert Henry Corp. for Washington and Franklin closure for installing new manholes and new electric ductwork near White River Lofts. The closure started 8.3.2020 with the latest completion date being 8.14.2020. President Gregory is requesting the street closure sign be moved closer to the Wheeling Street Bridge so citizens will know that it's Franklin street that is closed and not High Street. Donnie said he would reach out to the contractor for them to move the sign. President Gregory entertained a motion. Ted Baker moved award the closure. Linda Gregory provided the second. Motion passed by voice vote.

8. Request for Quotes for 2020 CDBG projects:

Zane Bishop, Community Development came before the board for the opening of bids for 7 projects. They received two bids. These are bids for architecture and engineering firms to design the projects, the actual work would need to be bid after awarding the company for design. A bid that the Mayor had put request for installing an concrete ADA Ramp at City Hall with rails was accidently opened as it was put with the other bids. The Mayor said he would contact this company and let them know that this bid was thrown out as it was opened without intent. It was from Pridemark Construction for \$33,851.00.

GEA architecture	Bid Price
Boys & Girls Club Roof	\$12,000.00
Bridges Emergency Shelter Renovations phases 1-3	\$6,000.00
Bridges Tiny Home Village Phases 1&2	\$6,500.00
Bridges - 607 E. Charles	\$4500.00
Delaware County Senior Center Restroom Improvements	\$6500.00
IN & Out Roof	\$10,000.00
United Day Care Center HVAC	\$7,500.00

WDI Architecture	Bid Price
Boys & Girls Club Roof	\$8,265.00
Bridges Emergency Shelter Renovations phases 1-3	\$6,800.00
Bridges Tiny Home Village Phases 1&2	\$19,538.00
607 E Charles	\$3,300.00
Delaware County Senior Center Restroom Improvements	\$4,875.00
IN & Out Roof	\$10,176.00
United Day Care Center HVAC	\$4,800.00

Zane requested the board to take these bids under advisement for one week for the department to review. President Gregory entertained a motion. Ted Baker moved table the bid. Linda Gregory provided the second. Motion passed by voice vote.

9. Contract bet City of Muncie and Hillcroft Cleaning services for cleaning the City Hall and Department of Public Works buildings:

Mayor Dan Ridenour is requesting the boards approval on the renewal of two contracts for the cleaning services for 300 N. High St (City Hall) and for 5790 W. Kilgore (Department of Public Works). City Halls monthly bill will be **\$4,359.43** and the Department of Public Works will be **\$537.20** monthly. The contracts will be the same as previous years besides they have added liability Insurance as it was not on the previous contracts. In addition, on the City Hall contract they are asking the Auditorium to be cleaned everyday due to Covid-19 as they need extra sterilization for all of the other meetings that take place such as city court. President Gregory also wanted to note that the city has been using Hillcroft since Mayor McShirleys term, so they have been using them for 12 to 13 years now. It's a wonderful way to help employee people that otherwise would have

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a very hard time finding a job. President Gregory entertained a motion. Ted Baker moved approve the renewal of the contracts as presented. Linda Gregory provided the second. Motion passed by voice vote.

Adjournment: There being no further business President Gregory adjourned meeting at 9:35 a.m.

We will meet next Wednesday, August 12th, 2020.

Board of Public Works and Safety


Linda Gregory, President


Jerry Wise, Vice-President

Ted Baker, Secretary


Linda Hayes, Recording Secretary