

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 September 23rd, 2020 meeting
5. Register of Claims
6. On-Call for City Tree Trimming Services for the Public Works Department
7. Street Department will be installing new concrete pads for (three) K-9 Officer Units
8. Lease/donation agreement from Greg Hubler Ford for Muncie Police Department
9. Authorization for the City to enter into Lease of Lan for three snow plow trucks for the Public Works Department
10. Steve Selvey-Muncie Building Commissioner
11. Adjournment

**BOARD OF PUBLIC WORKS AND SAFETY**  
**CITY OF MUNCIE, STATE OF INDIANA**  
**September 30th, 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, Ted Baker
4. **Board of Works Minutes for September 23, 2020:** President Gregory entertained a motion to approve the minutes from last week. Jerry Wise moved to approve minutes from the September 23, 2020 meeting as printed. Ted Baker provided the second. Motion passed by voice vote. Ted Baker abstained from voting.
5. **Register of Claims:** Trent Conway, City Controller before we get to this week's claims there is a few questions that I would like to address the first one was a \$600.00 claim to the Association of Indiana Prosecuting Attorney's, this is for the purchase of 120 2020 Criminal Code Books for the Muncie Police Department. The second one was Best Way Disposal roughly \$13,0000 this is a program that the City has if a house gets tagged by the Unsafe Building Authority the property owner can request a dumpster from Community Development to help clean up their property.

Trent explained the following are the claims I would like to point out for this week. Page #4 Animal Shelter Institutional & Medical for Low Coast Spay Neuter Clinic – Old Invoices from 2019. Issue was brought to our attention last week and after working with their accounting team, it was discovered that these invoices had not been paid. President Gregory ask if they had been billed. Trent explained that these invoices were entered but did not go through the process of approval. Page 17 – Star Equipment Financial \$81,041.93 lease payment for four snow beds and one new truck. That is a pay-off of a lease for the Street Department. Also on Page 17 Norfolk & Southern Corp couple 2019 invoices for a project that was done last year as well for Bunch Blvd and we were notified that these had not been paid from 2019 we looked into them and found they had not been paid so we are getting them paid now. Page 18 – (\$66,400 and Page 19 (\$20,000) – Complete Demolition Services – Payment for demolition of Red Carpet Inn. President Gregory asked if there was any questions for the Controller.

Jerry Wise asked a question on Page #7 for AT&T Mobility in the amount of \$3247.69 Trent answered this is cell phones for the Police Dept., Page #8 Fire Department Greens Fork Alignment \$1,140.58 tires. Page # 9 (Equipment Rental Repair and Maintenance) General Truck Sales \$1,682.35 for them to weld hinges onto a fire truck. Page #10 Center Township Revenue (other supplies) Quad med, Inc. several invoices. Trent explained that Quad Med provides us with Medial Supplies for the Ambulances. Page #17 Edit Fund Other Services & Charges Metric Environmental, LLC \$6,154.92 Trent explained that is for environmental study we are having done for the former Duffy Tool site that the City owns. Craig T. Wright \$2,062.50 this a contract that the Board approved two to three weeks ago for contracted services for some auditing and other services. Page #18 Edit Fund Other Services & Charges to Delaware County Phenom Nation \$500.00 City sponsors Football Program for youth, Woof Boom Radio Muncie, Inc. \$495.00 is for an advertisement and Axon Enterprise Inc. \$13,131.00 police body cameras. On Page 19 Fire Pension Fund Medical Supplement Premium for Humana Insurance Co. for \$44,876.80 Trent explained that is for retirees over the age of 65.

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President Gregory asked there any further questions, there being none entertained a motion. Ted Baker moved to approve Board of Works claims **301 Records** for a grand total of **\$518,756.60** as presented. Jerry Wise provided the second. Motion passed by voice vote.

- 6. On-Call for City Tree Trimming Services for the Public Works Department:** Brian Stephens-Hotopp presented letter addressed the Board dated September 28, 2020 Board Members, please us this letter as my review and recommendation for the award of quotes On-Call Tree Trimming Services with the City of Muncie. The Board received two quotes on September 23, 2020. One of the provided quotes did not provide pricing per the requested format, which was a single price per tree based on the diameter of the tree. Pricing included three felling, removal and hauling of all debris and brush, and stump grinding. The quotes were as follows:

- 1) My Tree Sons - \$14,630.00**
- 2) Specialty Tree Care - \$345.00/hour**

It is my recommendation that the City proceed with awarding a contract to My Tree Sons for an on-call tree-trimming contract with the City of Muncie. President Gregory entertained a motion. Jerry Wise moved to approve On-Call Tree Trimming Services with My Tree Sons as presented. Ted Baker provided the second. President Gregory asked for any discussion or questions. President Gregory asked a question about the Total Contract Amount of \$14,630.00 and this covers a period of how long. Brian Stevens-Hotopp replied that the term of the contract is not determined for however long we need it, we asked for a quote per diameter of tree size and we just added up the total. They will paid per on-call services provided. Motion passed by voice vote.

- 7. Street Department will be installing new concrete pads for (three) K-9 Officer Units:** City Engineer reported that the Street Department will be providing a service to install foundations for three K-9 units, all material will be reimbursed to the Street Department for expenses from the Muncie Police Department. We have some skilled concrete employees that can do the concrete pads. No action needed just making public aware of what we are doing.
- 8. Lease/donation agreement from Greg Hubler Ford Hyundai for Muncie Police Department:** Chris Deegon, Deputy Chief of Police reported at the beginning of the year we had some critical fleet issues with the department. We worked very closely with the Mayor and his office the Controller and City Council to move some funding around to be able to purchase new vehicles. In addition, in doing that we signed a new service agreement with Greg Hubler Ford since a majority of our fleet is ford. He saw the problems we were having with our fleet and he decided to donate to the City of Muncie, Indiana assumes and agrees to pay when due all monthly lease payments in the amount of \$768.00 each under the terms of a lease-purchase of a 2020 Ford Explorer financial through STAR Financial Bank for a term of forty-eight months. The City shall pay the lease charges in the amount of \$2,014.63, hold title and take possession of the vehicle, and pay all taxes, insurance, maintenance and other operating costs thereof. Ted Baker commented that community partners are hard to beat. President Gregory entertained a motion. Ted Baker moved to approve lease/donation from Greg Hubler Ford Hyundai as presented. Jerry Wise provided the second. Motion passed by voice vote.
- 9. Authorization for the City to enter into Lease of Loan for three snowplow trucks for the Public Works Department:** City Engineer reported that several months ago the board open up bids to purchase snowplow trucks. I am here with lease/purchase agreement for the board to approve for \$345,000. One of things that we asked them to do was to backload the payment because we trying to pay off a few other leases to get them off the books. Our first payment will be due in 2021 for seven-year term through Northwest. President Gregory entertained a motion. Ted Baker moved to enter into lease purchase agreement as presented. Jerry Wise provided the second. Motion passed by voice vote.

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**10. Steve Selvey-Muncie Building Commissioner:** Steve presented two quotes

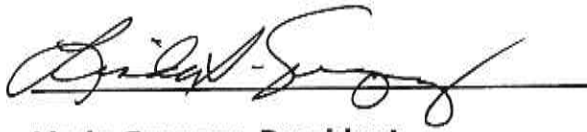
Greg Hubler Ford Hyundai	Stoops Automotive
2020 Ford Escapes \$104,000. Trade Amount \$59,645.	2020 GMC Terrane \$112,000.

We intend to eliminate the five three-quarter ton diesel trucks these trucks average 10 miles to the gallon. The vehicles I want to replace them with gets about 30 miles per gallon. With help from Trent Conway, the savings in fuel and maintenance will almost pay for themselves. We will be back with Lease Agreement. President Gregory entertained a motion. Jerry Wise moved to accept quote from Greg Hubler Ford Hyundai as recommended by the Building Commissioner. Ted Baker provided the second. Motion passed by voice vote.

**11. Adjournment:** There being no further business President Gregory adjourned meeting at 9:22 a.m.

We will meet next Wednesday, October 7, 2020.

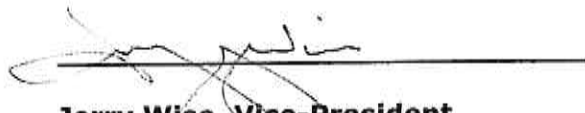
**Board of Public Works and Safety**



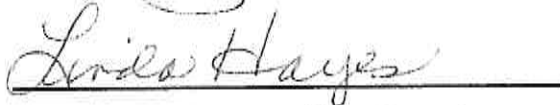
**Linda Gregory, President**



**Ted Baker, Secretary**



**Jerry Wise, Vice-President**



**Linda Hayes, Recording Secretary**