

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 October 7th, 2020 meeting
5. Register of Claims
6. Inter-local agreement for Paving for Riggin Road from Broadway Avenue to Muncie by- Pass between Delaware County and City of Muncie
7. Rental Assistance Sub-Recipient Agreement
8. Northwest Donation of a vehicle for the Muncie Police Department
9. Granite Government Solutions Contract with the City of Muncie
10. Board of Works Ordinance for Prepayments
11. Audie Barber
12. Adjournment

**BOARD OF PUBLIC WORKS AND SAFETY**  
**CITY OF MUNCIE, STATE OF INDIANA**  
**October 14th, 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 October 7, 2020:** President Gregory entertained a motion to approve the minutes from last week. Ted Baker moved to approve minutes from the October 7, 2020 meeting as printed. Jerry Wise provided the second. Motion passed by voice vote.
5. **Register of Claims:** Trent Conway, City Controller pointed out one item on Page #15 Community Development CD-FY17 and CD-FY18 two invoices for **E & B Paving** totaling \$338,000. This is the first draw for the contract for resurfacing and improving several of the roads around Muncie.

Jerry Wise asked about two invoices for Hillcroft Invoices on Page #4 for \$4,359.43 each. Trent explained that is for the cleaning of City Hall.

Jerry Wise asked about invoice for **Computer Management** on Page #5 Police Department Software Maintenance \$6,250. Trent explained that our IT services provided to the police department.

Jerry Wise asked about invoice on Page #6 **Muncie Sanitary District** \$1,297.83 and **Renewed Performance Company** Muncie Fire Department Equipment Rental Repair and Maintenance. Trent explained that MSD Garage repairs Fire Trucks for Chief Richards. On the same page an invoice for **Air Park Door, Inc.** \$1,050.00 and **Dillman's Furniture & Mattress** \$2,072.31 Trent explained that one of the overhead doors needed repaired at one of the fire stations and the Dillman's was furniture for #1 Fire Station.

Jerry Wise asked about invoice on Page #7 Center Township Revenue Equipment Maintenance to **General Truck Sales** \$1,989.54 Trent explained that is for parts needed to repair one of the ambulances.

Jerry Wise asked about invoice on Page #7 Police Department Vehicle Maintenance for **Belle Tires**. Trent reported that these are tires for police vehicles. Deputy Police Chief, Chris Deegon

Jerry Wise asked about on Page #8 Covid Grant Fund, Board of Works, Other Services & Charges to **Micro integration Holdings, LLC** for \$3,368.71 Trent explained this is an expense for fire wall improvements.

Jerry Wise asked about invoice on Page #12 Motor Vehicle Highway Gasoline & Oil, **AGBEST LLC** \$1,373.01 Trent explained that is fuel for the Street Department.

Jerry Wise asked about invoice on Page #13 Motor Vehicle Highway, Wheel Tax Projects for **BF&S** \$950.00 **Titan Electric Co.** \$4,450.00 and **HWC Engineering** \$33,076.16 Brian Stephens Hotopp reported that BF&S is doing some right-of-way for the Monuments at Wheeling & Cowing for the Wheeling Project. Titan Electric relocated a

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street light pole downtown and HWC Engineering is doing the construction inspection for Wheeling Avenue Project and the Kitselman Trail Head Design. We will be receiving Reimbursement checks for everything except for Titan Electric from Indiana Department of Transportation.

Jerry Wise asked about invoice for **Overhead Door of Indianapolis** amount of \$6,100. Motor Vehicle Highway, Other Services & Charges. Donnie Wright, Assistant Superintendent of Public Works Department reported that we had four steel pedestrian doors replaced in the garage area.

Jerry Wise asked about invoice for **Evans Time, Inc.** \$966. Trent explained this is a monthly fee that the Police Department pays for their parking enforcement from the parking meter fund.

Jerry Wise asked about invoice for **Shroyer Brothers, Inc.** \$58,420. Hardest Hit Fund Other Services & Charges. Trent explained these invoices were for residential demolitions and mowing.

Linda Gregory asked about invoices for **Yvonne Thompson** \$210.00 Human Rights Commission, Subscriptions & Dues. Yvonne Thompson reported to the board that she paid for a subscription out of my own money and this is for reimbursement.

Linda Gregory asked a purchasing questions rather than a Controller question, do we have a quote/bid RFP process in place for commodities for like tires and gasoline where we might be getting breaks on quantity buying. Trent explained that we do not have a process for that right now; each department does purchasing. It is my understanding that they have a preferred vendor or someone they already know will be lowest cost and so they go to them, anything under \$5,000 does not have to go through the quoting process like the tires does purchasing.

President Gregory commented except if you look at accumulative cost for the year then you well over that amount. Linda feels that might be something you look at if you have two to three departments who are covering those kinds of expenses that maybe they get together and talk about how we can save money, just a suggestion.

Deputy Police Chief, Chris Deegon we do what is called state bid pricing for police vehicles, we get the lowest price available to state agencies, I am more than happy to work with other department heads and do a larger purchase quantities. We get state pricing through Belle Tire and Cooper Tire whoever has the ability to get the tires in whenever we need them.

President Gregory entertained a motion. Jerry Wise moved to accept **275** Records for a total amount of **\$583,754.64** as presented. Ted Baker provided the second. Motion passed by voice vote.

- 6. Inter-local agreement for Paving for Riggin Road from Broadway Avenue to Muncie By-Pass between Delaware County and City of Muncie:** Brian Stephens-Hotopp, City Engineer explained that the City shall provide all Asphalt material needed to complete this project and also to provide new road markings at the city's expense. County shall equip, operate staff, supervise, and provide all labor needed to complete this project at the County's expense. Brian mentioned the cities share is \$40,000. President Gregory entertained a motion. Ted Baker moved to approve inter-local agreement as presented by the City Engineer. Jerry Wise provided the second. Motion passed by voice vote.
- 7. Rental Assistance Sub-Recipient Agreement:** Zane Bishop, Community Development Planner before the board today is a sub-recipient agreement between the City of Muncie and Bridges Community Services to run a tenant based rental assistance program on behalf of the City. The city will oversee the program, they will handle contracts between the tenant and the landlord, and they will handle payments to the landlords and utility companies. Bridges would primarily market the program and oversee the application process, prioritize, and review the applications that are received. The total amount of assistance will be paid on behalf of tenants to landlords and utility companies will be \$21,070.00 through mid-December 2020 by the time payments are made.

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Jerry Wise commented that word on the street is that Bridges is not doing very well, they are close to bankruptcy so you might be careful with them. Linda reported that part of their problem Jerry is that they have been dependent on federal funding for years and a lot the federal HUD funding appropriations have changed. Over the past two or three years they have been selling a lot of their property they owned, again HUD was no longer funding that kind of operation and a number of problems.

Zane replied on that subject they essentially used to pay both roles housing those in need and they would handle the money side and the housing side and then the rule changed and they could no longer do that the goal was to keep everything in house and keep it simple. They are having issues housing clients in their own properties. We largely view that separate as their capacity to run that because they still have the staff in place to be able to complete this.

8. **Northwest Donation of a vehicle for the Muncie Police Department:** Deputy Police Chief, Chris Deegon reported that Northwest Bank reached out to us and wanted to donate a vehicle to the police department. We have passed along our gratitude for the 2008 Town & Country Minivan Value \$2,250.00 President Gregory entertained a motion. Ted Baker moved to accept donation from Northwest Bank to the Muncie Police Department as discussed. Jerry Wise provided the second. Motion passed by voice vote.
9. **Granite Government Solutions Contract with the City of Muncie:** Trent Conway, City Controller you should have a contract from Granite Government Solutions they work with governments to get the telephone lines reduced. We picked out several phone lines that were low VIP that if anything went wrong it would not greatly affect the city, just to test them out a little bit. We will be saving \$1100.00 a month by switching over these few lines. By the end of the month, we will reach out to them and see what other lines we can switch over. President Gregory entertained a motion. Jerry Wise moved to approve Granite Government Solutions contract as presented. Ted Baker provided the second. Motion passed by voice vote.
10. **Board of Works Ordinance for Prepayments:** Trent Conway, City Controller reported that City Council introduced this ordinance last Monday I wanted to bring this before the Board because this will affect you and I just wanted to give you a chance to review it and let me know of any concerns that you might have. An Indiana Code Ordinance was adopted in Indiana the IC Code number is not correct so that IC number is actually 36-4-8-14 and I send you guys a copy as well. After speaking to State Board of Accounts they originally was surprised that this had not ready been passed, I looked and reached out to Lacey to see if she could find anything on this neither one of use find it so we wanted to be transparent and come before council to actually get it adopted into our code. This will allow me as the City Controller to make payments in advance of approval by the Board and it lists out what types of payments in the ordinance. Most of these payments are contractually, obligated utilities. These expenses will still come before the Board to be approved it does not eliminate that process all claims still have be approved by a Board.

President Gregory mentioned that one of the problems we discovered when we tried to do something other than weekly meetings as for instance utility payments that were to be paid in between the meetings and we would have incurred charges and premiums because of that. What this will do is to allow the routine standard payments to be done in between our meetings if we choose to go too something other than a weekly meeting. At this point I am not ready to say let us switch to something less than a week until we see how this runs. President Gregory entertained a motion to support and approve this change in our policy. Ted Baker moved to support and approve the change in our policy. Jerry Wise provided the second. Motion passed by voice vote.

11. **Audie Barber:** Audie mentioned that he talked to the Board a couple of times about moving the meeting time to evening hours, I thought I would give you a month to discuss it and see if it is a possibility to just keep the meeting time where it is at. President Gregory commented that we hadn't discuss it, I doubt we will be entertaining a different time because the majority of the people have to be present for this meeting are city employees and if we move to off hours, then we are looking at paying overtime for people. President Gregory mentioned that we would be looking however; at our meeting frequency that may change, I will be surprised if it does not.

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Audie also mentioned that there is church on W. 11<sup>th</sup> Street right across the street from my house and this gentleman has tried for four or five years to get his sidewalks fixed. He actually last year mixed up some Quikrete to repair the sidewalks for the handicapped people coming to his church. I have tried well over a year now as well. I would like to see the Board of Works help getting the 40 to 50 feet of sidewalk replaced.

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

We will meet next Wednesday, October 21, 2020.

**Board of Public Works and Safety**



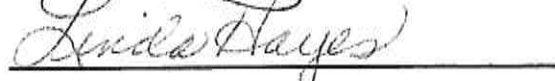
**Linda Gregory, President**



**Jerry Wise, Vice-President**



**Ted Baker, Secretary**



**Linda Hayes, Recording Secretary**