

1. Time & Place
2. Pledge of Allegiance
3. Roll Call Members Present
4. Approval of the December 2, 2020 Meeting
5. Register of Claims
6. Bridges Community Services - Restroom
7. Residential Rehabilitation for 407 W. 8th Street
8. Residential Rehabilitation for 607 W. Charles Street
9. Open Quotes for 2021 Pavement Markings
10. Acceptance of Quote for Christmas Lights for 2021
11. Change Order #1 for Pavement Marks 2020 Contract
12. 2020 Cares Act Contracts needed amendments
 - Alpha Center, Inc.
 - The Arc of Indiana Foundation
 - Bridges Community Services
 - Christian Ministries
 - Habitat for Humanity
 - Hillcroft Services, Inc.
 - Ross Community Council
 - Whitely Community Council
 - YWCA
 - United Day Care Center
13. Jerry Wise 426 W. Charles
14. Kristopher Bilbrey
15. Andrew Pop
16. Adjournment

BOARD OF PUBLIC WORKS AND SAFETY
CITY OF MUNCIE, STATE OF INDIANA
December 9, 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, Lola Mauer, **Absent-Ted Baker**
4. **Board of Works Minutes for December 2, 2020:** President Gregory mentioned there was a small change in the minutes. When meetings are recorded and we are speaking through a mask, it is sometimes difficult to understand what we have said, so I had Mrs. Hayes make a slight change. President Gregory entertained a motion. Lola Mauer moved to approve minutes from the December 2, 2020 meeting as printed. Linda Gregory provided the second. Motion passed by voice vote.
5. **Register of Claims:** Craig Wright, City Controller commented that he wanted to start with a couple questions from last week, claim for Thomas Business Center for copy paper, toner and disinfectant wipes. Follow up on the parks for two individuals that were reimbursement due to cancelled cabin rentals.

This week's claims on **Page 16** Prairie Creek Mowing/Capital Equipment to **Reynolds Farm Equipment \$19,899.00** for a tractor purchased upgraded to be able to remove docks in a week or two. In the past years, they were sometimes in the water breaking up ice to remove the docks.

President Gregory commented in the reporting, we managed to get that description pulled in a little better than we had before but I noticed there is still some that are not coming through with description and transparency, is that matter of data input. City Controller said he would have a personal conversation with Police, Fire and Park's. On **Page #8 Muncie Police Department Community Promotions** series of card charges what are they for. Craig Wright responded that they have purchased various items such as candy and hot dog vendor for trunk or treat event shared expenses with Muncie Fire Department as well. They purchase items to give out to children to promote the police department. **Page #15** Parks Department Other Services and Charges for **Linda Gregory** it is not me that is getting that money back. **Page #20** Community Development Infrastructure a series of paving projects to **E & B Paving for years 2015, 2016 and 2017.**

Gretchen Cheesman, Community Development Director reported that when she came into the office there was a lot of unspent infrastructure money from previous years. We worked with Brian Stephens-Hotopp, City Engineer and E & B Paving on getting that money spent because our money is restricted to be spent in low to moderate neighborhoods. Brian Stephens Hotopp informed the board that as a part of the 2020 Community Crossings project, Community Development provided \$800,000 dollars in match money for what we received from the State. This is the second pay application that E & B Paving has submitted and the first pay was earlier this year and paid for from Community Development. The attempt here is to spend out all the unspent infrastructure dollars and is the final portion for Community Development to contribute to the Community Crossing Project. 473344

President Gregory just wanted to make sure that at the end of the day we are where we want to be and all the accounts balance. Gretchen Cheesman assured the Board that it would happen.

President Gregory entertained a motion. Lola Mauer moved to accept **350 records** for a total amount of **\$716,561.96** as presented. Linda Gregory provided the second. Motion passed by voice vote.

- 6. Bridges Community Services – Restroom:** Gretchen Cheesman, Director of Community Development Office requested this item remain on the table for one more week.
- 7. Residential Rehabilitation for 407 W. 8th Street:** Gretchen Cheesman, Director of Community Development Office requested this item remain on the table for one more week.
- 8. Residential Rehabilitation for 607 W. Charles Street:** Gretchen Cheesman, Director of Community Development Office requested this item remain on the table for one more week.
- 9. Open Quotes for 2021 Pavement Markings:** The following quotes were opened and read by Lola Mauer.

DC Construction Services 9465 Counselors Row #200 Indianapolis, IN 46240	Accurate Striping 5881 W. Co. Rd. 700 S. Daleville, IN 47334
\$571,910.00	\$165,502.50

Brian Stephens Hotopp reported that the Street Department has allotted a not to exceed amount \$140,000 to maintain our contract amount. Brian Stephens Hotopp requested the board to table quotes for review and recommendation for a later date. Lola Mauer moved to table quotes for review as recommended. Linda Gregory provided the second. Motion passed by voice vote.

- 10. Acceptance of Quote for Christmas Lights for 2021:** Donnie Wright, Muncie Street Department came forward and reported that we wanting to update some of the Christmas decorations for downtown next year. I solicited quotes from three companies.

GP Designs Marion, IN 46553	Herman’s Christmas Land Pierceton, IN 46562	Holiday Lights & Magic Glasgow, KY 42141
\$17,298.00	\$19,310.00	\$49,622.60

Donnie Wright recommended the Board to accept quote from GP Designs. President Gregory entertained a motion. Lola Mauer moved to accept quote from GP Designs as recommended. Linda Gregory provided the second. Motion passed by voice vote.

- 11. Change Order #1 for Pavement Markings 2020 Contract:** Brian Stephens-Hotopp, City Engineer so this is the current year for pavement markings with Accurate Striping. A part of the work what we had originally scoped for them to do had not taken the account for a lot of needs for Railroad Crossings that were identified by INDOT that we are responsible for maintaining. As well as an obligation, we have Cardinal Greenway as far as maintaining pedestrian crosswalk markings. We also had more thermoplastic work put down which exceeded the original contract amount was. This is a change order to increase their contract by \$15,323.75 for a grand total of \$155.323.75 the allowed increase in scope well within permitted percent increase according to the Indiana Administrative Code. Brian Stephens Hotopp funding comes from the Local Road & Street fund.

Andrew Pop asked the question "has the money already been spent and we are coming now to approve the money or are approving this first and then spending the money".

Brian Stephens Hotopp replied that no money has been paid to the contractor at this time so we asking for the Board's approval prior to paying them.

Jerry Wise 326 W. Charles asked the question "will this change order fit in the budget".

Brian Stephens Hotopp replied that several items that we had in our annual budget was under spent so we are able to over spend on some Traffic Signals & Signage as well as Pavement Markings and Pavement Restoration Maintenance. Still within the appropriated funds for 2020.

President Gregory entertained a motion. Lola Mauer moved to approve change order #1 for 2020 Pavement Markings as presented. Linda Gregory provided the second. Motion passed by voice vote.

- 12. 2020 Cares Act Contracts needed amendments:** Gretchen Cheesman, Community Development Director informed the Board members that Com. Dev. Administers CDBG and CDBG-CV (CARES Act) funds. CDBG funds cannot be spent to reimburse agencies for expenses incurred prior to the contract award date. CDBG-CV funds CAN reimburse agencies for Covid-related expenses incurred prior to the contract award date. CV funds can be spent to reimburse agencies for Covid-related expenses incurred back to March 1, the date of the presidential state of emergency declaration. These CDBG-CV public service grants were awarded on Oct. 26 to:

- Alpha Center, Inc.
- The Arc of Indiana Foundation
- Bridges Community Services
- Christian Ministries
- Habitat for Humanity
- Hillcroft Services, Inc.
- Ross Community Council
- Whitely Community Council
- YWCA
- United Day Care Center

These grants required a substantial amendment to our Consolidated Plan. I presumed that because the funds could pay for expenses incurred prior to the contract date, it was OK to award the agency contracts prior to approval of the substantial amendment by HUD, so long as no money was spent prior to approval of the amendment. Soon after the contract were awarded on October 26 I was informed by our HUD rep., that the contract should not be awarded until the amendment was approved by HUD. The amendment was approved yesterday and we are asking the Board to amend the contract award date from October 26 to today, December 9. No funds have been expended on any of these contracts. The only change we are requesting is a change of the contract award date. There are no other changes to the contracts. President Gregory entertained a motion. Lola Mauer moved to amend CDBG-CV public service grants awarded on October 26 to be amended to December 9, 2020. Linda Gregory provided the second. Motion passed by voice vote.

- 13. Jerry Wise 326 W. Charles:** I made a suggestion last week that we give the public a check register and Mayor Ridenour came up and talked and said it is posted after the meeting. Well after is too late we need it before!
- 14. Kristopher Bilbrey:** That is why I am here, last week Jerry brought that up and the Board thought that it was a good idea that Jerry had brought forward. I would like to remind everybody that this administration promised for nearly two years was too slow government down and be more communicative to offer transparency and accountability it makes zero sense to have that register after it has been voted on. We have four people from the community here today sometimes there is less than that. I am sure you can print off one or two copies and put up here on the podium with the other papers. It is something that I am going to come here every Wednesday from now on out until we do it, that was part of the campaign promise I say let's fulfill it.

- 15. Andrew Pop:** I just want to remind the Board of Works of the fiasco that was last year when everybody was campaigning and rallying against the former Mayor Dennis Tyler that rightfully should have went before City Council before the Board of Works circumvented the City Council. I want to remind the Board of Works that if the YMCA Project would come before the Board there has been an ordinance that has been introduced that would limit the Board of Works power in completing that change or change of property. Council is taking steps to prevent that again this year.
- 16. Adjournment:** There being no further business President Gregory adjourned meeting adjourned at 9:32 a.m.

We will meet next Wednesday, December 16, 2020.

Board of Public Works and Safety

Linda Gregory, President

Lola Mauer, Vice-President

Ted Baker, Secretary

Linda Hayes, Recording Secretary