

1. Time & Place
2. Pledge of Allegiance
3. Roll Call Members Present
4. Approval of the December 9, 2020 Meeting
5. Register of Claims
6. Bridges Community Services - Restroom
7. Residential Rehabilitation for 407 W. 8<sup>th</sup> Street
8. Residential Rehabilitation for 607 W. Charles Street
9. 2020-HOME-TBRA-Amendment extends the deadline of the previously passed sub-recipient agreement for rental & utility assistance for tenants.
10. City of Muncie Community Development Home Investment Partnerships Program CHDO Operating Assistance Agreement PathStone Housing Corporation of Indiana, Inc.
11. Change Oder #1 Public Resurfacing and Road Improvements
12. Resolution No. 2020-1 Being a Resolution Approving the Acceptance of the Completed Hometown Boulevard in Dellen Crossing Re-Plat
13. Muncie Arts And Culture Trail: Phase One (1) INDOT Des. No. 1700571 Rundell Ernstberger Associates Consultant Agreement Supplement No. 2
14. Public Works Professional Services Contract between the City of Muncie and RQAW
15. Exhibit A Service Authorization On-Call City Engineer Services Agreement – Supplement #2 Calibre Project No. Muncie: City Engineer
16. Washington Street closed to vehicular traffic between Liberty Street and Cherry Street
17. Environmental Construction will be excavating in Washington Street to provide the White River Lofts with Domestic Water
18. Fredrick’s Construction will be doing a partial lane closure for 200 W. McGalliard:
19. Jerry Wise had questions for City Controller
20. Craig Wright, City Controller we have several documents that need your signatures
21. Adjournment

**BOARD OF PUBLIC WORKS AND SAFETY**  
**CITY OF MUNCIE, STATE OF INDIANA**  
**December 16, 2020 MINUTES**

**By Order of the Mayor – all city meetings will be conducted virtually**

1. Board of Public Works and Safety, City of Muncie, State of Indiana, at 9:03 A.M. President Gregory called the meeting to order.
2. **Pledge of Allegiance**
3. **Roll Call Members Present:** Linda Gregory, Lola Mauer, Ted Baker
4. **Board of Works Minutes for December 9, 2020:** President Gregory entertained a motion. Lola Mauer moved to approve minutes from the December 9, 2020 meeting as printed. Ted Baker provided the second. Motion passed by voice vote.
5. **Register of Claims:** Craig Wright, City Controller commented that he wanted to thank everybody for being patient as far as the tardiness of this coming out last night. We are like everybody else in City Hall we have been hit hard, we are extremely short staffed, and I appreciate everybody’s patients. Craig mentioned that the Chief of Police, Nathan Sloan and Deputy Police Chief Chris Deggan are with us today.

Craig mentioned on **Page #6 & #7** under **Police Department** under **Capital Equipment** there are numerous claims that are all due to vehicles that were purchased with the Covid Funds and various items that the Police Department needed.

**Page #8 Muncie Fire Department** under **Improvements Muncie Paving** paved the driveway for **Fire Station #6** for \$17,000.00 and on the same page **Under Center Township Revenue Donley Safety** \$41,760.00 this is all gear for 12 new recruits that were hired.

**Page #9 Other Services & Charges Heartland Ambulance Service, LL** \$96,000.00 that is our 911 Contract.

**Page #10** under **Covid Grant Fund** under Other Services & Charges **Indiana Personal Protective Equip.** \$18,338.21 for facemasks that we are distributing out to places like nursing homes that are need etc.

Ted Baker asked Police Chief Nathan Sloan asked he had any highlights he wanted to talk about at all like the money you just spent. Chief Sloan commented that we are really trying to get ahead each year like for our cars and our annual budget and things like that. We are expecting those things to be harder to get going in to 2021 and 2022. We are expecting prices to rise and we want to get our people what they now so we kind of hedge against what is going on in the budget for 2021 and 2022.

Ted Baker asked if the funds were from your budget or where did the funds come from. Deputy Police Chief, Chris Deggan reported there was CARES money available to the City it looks like it comes out of our budget. Muncie City Council the CARES money was for payroll passed a resolution last Monday and we filed a Resolution transferring payroll money down to capital equipment account.

Lola Mauer I know we are working on the description column so various numbers such as Pages 2, 3, 4, 5, 9 and 13 etc. where there just a number in the column. Craig Wright asked for any questions you might have just email me and I will answer your question prior to the meeting.

Ted Baker asked a question on **Page #16** Under EDIT Fund Board of Works the City of Muncie was a sponsor under the **Innovation Connector** for the Big Idea Pitch for \$1,000. I need to reclude myself from the vote for the entire report.

Linda Gregory had a question on Page #5 Police Department under Telephone a claim to Verizon Business a negative amount, we were assured a while ago that balances could not go negative and be entered onto the spread sheet and I am not sure how this happened. Police Chief Nathan Sloan indicated that we switching cell phone providers from AT&T to Verizon it possibly could be a credit, could not explain the issue for the negative being on the sheet. Police Chief Sloan reported that we would transfer money from another account to cover the invoice.

Mayor Ridenour reported on Monday we had a staff meeting and IT explained that people putting comments of what the items are say on line two that is not something that shows up on the report but by putting the comment on line one it then shows up on your report.

Linda Gregory also had another question that we still have a rather large negative balance for Covid 19 cares act stuff for most part and the idea was to let it accumulate and some point we would get the reimbursement. What is the time line on that and will it be cleared by the end of year? Craig Wright said he has been working on that and we will the reimbursement back by the end of the physical year.

Linda Gregory asked the City Controller if we would be carrying over invoices into the year 2021 from 2020. Craig indicated not to his knowledge that anything is be carried over to next year.

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. Ted Baker abstained from voting.

- 6. Bridges Community Services – Restroom:** Zane Bishop, Community Development Planner requested this item remain on the table for one more week.
- 7. Residential Rehabilitation for 407 W. 8<sup>th</sup> Street:** Zane Bishop, Community Development Planner requested this item remain on the table for one more week.
- 8. Residential Rehabilitation for 607 W. Charles Street:** Zane Bishop, Community Development Planner requested this item remain on the table for one more week.
- 9. 2020-HOME-TBRA-Amendment extends the deadline of the previously passed sub-recipient agreement for rental & utility assistance for tenants:** Zane Bishop, Community Development Planner this is an extension of the sub-recipient contract awarded to Bridges Community Services in October. The Department of Housing and Urban Development extended the waivers for our rental assistance program, which allows the money to get out the door a little quicker by relieving some of the program requirements. Those reliefs had been set to end December 2020 but they have now been extended through September 30, 2021. President Gregory entertained a motion. Ted Baker moved to extend contract with Bridges Community Services as discussed. Lola Mauer provided the second. Motion passed by voice vote.

- 10. City of Muncie Community Development Home Investment Partnerships Program CHDO Operating Assistance Agreement PathStone Housing Corporation of Indiana, Inc.:** Zane Bishop, Community Development Planner explained this is an operating assistance agreement to provide \$6500. In operating funds to PathStone Corporation, they are certified through our office via definition from HUD that they are a community non-profit housing developer. This is in connection of their 2020 project for the rehab a meth contaminated house at 2318 S. Hackley. President Gregory entertained a motion. Lola Mauer moved to approve CHDO Operating Assistance Agreement with PathStone Housing as presented. Ted Baker provided the second. Motion passed by voice vote.
- 11. Change Oder #1 Public Resurfacing and Road Improvements:** Brian Stephens-Hotopp, City Engineer reported that there is two items to address in this change order (1) is an increase in contract amount and (2) an increase in contract time. Yesterday we did a walk through with the contractor, Inspector and Street Department. We had added several items to the scope of the project, which had not been included in the original bid such as sections of sidewalk replacement and ADA Ramps. Original Contract Price \$1,655,679.45 increase this change order \$69,666.61 new contract amount is \$1,725,346.06 Original Contract Times: Substantial Completion Nov. 20, 2020 ready for final payment Dec. 18, 2020 Increase this Change Order: Substantial Completion: April 30, 2021 ready for final payment April 30, 2021. President Gregory entertained a motion. Ted Baker moved to approve change order #1 for the 2020 Public Resurfacing and Road Improvements as presented. Lola Mauer provided the second. Motion passed by voice vote.
- 12. Resolution No. 2020-1 Being a Resolution Approving the Acceptance of the Completed Hometown Boulevard in Dellen Crossing Re-Plat:** Brian Stephens-Hotopp, City Engineer presented Resolution to date a majority of this road has not been publicly adopted so it is still under private ownership. As the developer completes the work, the city will do an inspection of that work to make sure it meets the cities standards. Once the City if satisfied that standards and desired construction has been completed, we would accept that as a public road and relinquish the performance bond. At this time the Resolution is releasing a surety of \$917,790 this would also establish a maintenance bond. This is to ensure that the next few years that there is some type of assurance that if there were ever anything to fail during that time we would have some recourse to go back to the developer or contractor and ask them to repair that type of work. That is roughly 10% of the original construction amount so that is \$92,000 dollars, I have completed an inspection of this site we had several items that were identified and the contractor has since gone back and repaired those items. I am asking the Board to pass this Resolution to adopt this section of Dellen Crossing or Hometown Boulevard and the release of the current surety as well as establishing a maintenance bond. President Gregory entertained a motion. Ted Baker moved to approve Resolution No. 2020-1 approving the acceptance of the completed Hometown Boulevard in Dellen Crossing as presented. Lola Mauer provided the second. Motion passed by voice vote.
- 13. Muncie Arts Culture Trail: Phase One (1) INDOT Des. No. 1700571 Rundell Ernstberger & Associates Consultant Agreement Supplement No. 2:** Brian Stephens-Hotopp, City Engineer this is for professional services being provided by Rundell Ernstberger & Associates. This a part of the INDOT LPA Funded project which is a 20-80 as far as cost to the city. A part of the scope that has been identified, that we are going back to redo is along University, there were several Ada ramps and sidewalk improvements that were done. Resurveying that to make sure we have accurate existing conditions for the plans and then reverification that everything meets ADA compliance and identify if there is a need to replace any of the existing ramps. Original Contract Amount \$426,600. Supplement #1 + \$89,425.00 and Supplement #2 + \$16,300.00 equal revised contract total \$532,325. President Gregory entertained a motion to approve. Lola Mauer moved to approve Supplement No. 2 consultant agreement with Rundell Ernstberger & Associates as presented. Ted Baker provided the second. Motion passed by voice vote.
- 14. Public Works Professional Services Contract between the City of Muncie and RQAW:** Brian Stephens- Hotopp, City Engineer reported that RQAW, Inc. shall provide conceptual planning, design, bidding and construction administration services as directed by city staff. Project will include, but not be limited to resurfacing, full depth reclamation, culverts, multiuse trails, urban streetscape, site design, curb and sidewalk including ADA ramps, storm water drainage, Geo Tech and traffic signal projects. RQAW, Inc. shall prepare plans, specifications and engineer's estikmate; coordinate with utilities and local agencies; and help secure necessary permits, if requested by the city staff.

On call contract with a not to exceed \$50,000 through the end of next year. President Gregory entertained a motion to approve. Ted Baker moved to approve professional services contract with RQAW as presented. Lola Mauer provided the second. Motion passed by voice vote.

- 15. Exhibit A Service Authorization On-Call City Engineer Services Agreement – Supplement #2 Calibre Project No. Muncie City Engineer:** Mayor Ridenour reported that we want to adjust the amount of the contract with Calibre and the City Engineer. Brian Stephens-Hotopp, PE will provide professional services in the capacity of "City Engineer" for the City of Muncie, which position is understood to also require engagement with the Muncie Sanitary District. Additional Calibre Engineer, Inc. personnel and resources while providing City Engineering services and working other municipal departments, the Muncie Sanitary District, and coordinating with the City of Muncie's Department of Public Works will support Mr. Stephens-Hotopp. This Agreement and the services provided therein shall not exceed \$350,000 from the Mayor's EDIT Fund. Still working with Sanitary District to get compensation from them. President Gregory entertained a motion to approve. Ted Baker moved to approve On-Call City Engineer Services Agreement and Supplement #2 with Calibre as presented by Mayor Ridenour. Lola Mauer provided the second. Motion passed by voice vote.
- 16. Washington Street closed to vehicular traffic between Liberty Street and Cherry Street:** Brian Stephens-Hotopp presenting street closure for Barber Contracting will be providing fire suppression service for 420 W. Washington Street (White River Lofts) for December 15, 2020 until December 18, 2020. We will notify Emergency Dispatch and Muncie Newspaper of the closure. President Gregory entertained a motion. Ted Baker moved to approve Washington Street closure as discussed. Lola Mauer provided the second. Motion passed by voice vote.
- 17. Environmental Construction will be excavating in Washington Street to provide the White River Lofts with Domestic Water:** Brian Stephens-Hotopp reported that ECI is excavating Thursday, December 17, 2020. We will notify Emergency Dispatch and Muncie Newspaper of the closure. President Gregory entertained a motion. Ted Baker moved to approve Washington Street closure as discussed. Lola Mauer provided the second. Motion passed by voice vote.
- 18. Fredrick's Construction Inc. will be doing a partial lane closure for 200 W. McGalliard:** Brian Stephens-Hotopp reported that they need to remove an existing commercial driveway, add curbing and sidewalk replacement for Texas Roadhouse property starting Monday, December 28, 2020 to Wednesday, December 30, 2020 mid-block west to Franklin Street. We will notify Emergency Dispatch and Muncie Newspaper of the partial lane closure. President Gregory entertained a motion. Lola Mauer moved to approve partial lane closure as discussed. Ted Baker provided the second. Motion passed by voice vote.
- 19. Jerry Wise asked a two-part question for Craig Wright, City Controller:**
  - Will you have a recap of expenses from January 2020 to December 23, 2020 for next week's meeting? Craig indicated he would look into that.
  - Can I get a copy of the 2021 budget

President Gregory informed Jerry that he could get a copy from the City Clerk's Office.

- 20. Craig Wright we have several documents that need your signature:** President Gregory made suggestion to Craig to leave them in a folder marked Board of Public Works & Safety for each board member to come into City Hall to sign documents. Craig will email when documents are ready at the Desk Sargent's cubical.
- 21. Adjournment:** There being no further business President Gregory adjourned meeting at 9:36 a.m.

We will meet next Wednesday, December 23, 2020.

**Board of Public Works and Safety**

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**Linda Gregory, President**

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**Lola Mauer, Vice-President**

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**Ted Baker, Secretary**

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**Linda Hayes, Recording Secretary**