

BOARD OF PUBLIC WORKS AND SAFETY
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Muncie, IN

1. Time and Place
2. Pledge of Allegiance
3. Roll Call Members Present
4. Approval of the February 17, 2021 Meeting
5. Consideration Register of Claims
6. Innovation Connector Contract to administer Covid Small Business Grants
7. Change Order # 4 & #5 for Kitselmen Phase 2 Project
8. Quit Claim Deed Parcel No. 1121113018000 1121113007000 Tax ID No. 18-11-21-113-018.000-003 18-11-21-113-007.000-003
9. Public Announcements-Brian Stephens-Hotopp
10. Amendment to Bridges Community Services Contract
11. Adjournment

BOARD OF PUBLIC WORKS & SAFETY

CITY OF MUNCIE, STATE OF INDIANA

February 24, 2021 Minutes

1. **Time and Place:** Board of Public Works and Safety. City of Muncie, State of Indiana, at 9:00 a.m. President Linda Gregory called the meeting to order.
2. **Pledge of Allegiance**
3. **Roll Call Members Present:** Linda Gregory, Lola Mauer, and Ted Baker.
4. **Board of Works Minutes for February 17, 2021:** Gregory entertained a motion to approve February 17, 2021 minutes as is. Motion approved by Lola Mauer. Motion second by Ted Baker. Motion passed by voice vote.
5. **Consideration Register of Claims:** Craig Wright, City Controller brought forth to attention **Page 11**-we have a claim for **\$40,000** which was taken out of the Edit Funds 296 will be changed via journal adjustment, moving into 760 which is Muncie Consolidated. Wright clarified both accounts pay into same account and adjustment is due to clerical error. Board collectively found no errors in the Register of Claims this week however, Linda Gregory had a follow-up question regarding the Hardest Hit Fund double reimbursement issue last week. Wright stated he did follow up with Zane Bishop regarding this issue, which was in fact an error that was resolved. Gregory inquired if there were any preventative measures taken. Wright stated no measures taken besides being more thorough and monitoring future reimbursements. Gregory asked if there were any further comments.

Jerry Wise arose with questions regarding claims this week on **Page-4 Police Department Acct# 2134011 Other Insurance** check to DeFur Voran LLP. Wise questioned if the **\$1,296.00** and **\$2,192.50** claims were on a weekly or monthly basis. Wright clarified the **\$1,296** value was for an on-going police casework. Wise inquired again about the **Page-7 EMS Department for Rachel Clark \$2,184.56.00** Wright confirmed check was for payroll every two weeks.

Wise proceeded to **Page-9 Park Operating Fund Other Services & Charges to Delaware Construction and Landscaping** for **\$2,530.00.00** Wright stated they repaired 5 feet of plumbing at the Buley Center due to weathering. Wise continued on to **Page-9: Prairie Creek Mowing/Capital Equipment for Consumer Security Systems, Inc.** for **\$3,704.00** Wright explained the invoice is for new security system installed at Prairie Creek Reservoir.

Wise continues to item on **Page-11: Edit Fund Other Services & Charges** for **The Boys and Girls Club \$1,000.00** for sponsorship and partnership investment along with **Muncie Downtown Development 3rd** installment Jan 20 – Dec 21 **\$40,000.00** and **Caliber Engineering, Inc., \$30,000.00** all paid for from the Mayor's EDIT fund.

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Wise continues to item on **Page 12: Community Development FY19 Eco-rehab of Muncie amount \$15,034.48** Gregory explains is for CDBG Project reimbursements. Wise adds no further questions. Gregory asks if there are any other questions.

Gregory entertained a motion to approve. Lola Mauer moved to approve Board of Works claims as printed **176 Records** for a total amount of **\$172,268.99**. Ted Baker provided the second. Motion passed by voice vote.

6. **Innovation Connector Contract to Administer Covid Small Business Grants:** Issued push to next week. No individual in attendance to speak on behalf.
7. **Change Order #4 and #5 for Kitzelman Phase 2 Project:** Brian Stephen- Hotopp, City Engineer explained this project is completed and I am here presenting Change Order #4 and Change Order #5 in order to organize Construction Documents. Stephens-Hotopp begins with Change Order #4: this is a final quantity adjustment made due to materials listed in contract not installed. Materials amount total credit amount of **-\$42,504.00** to INDOT City account. Stephens-Hotopp clarified original contract amount **\$1,057,379.55** previous approved changes of **\$2,628.92** total change to date **\$39,875.08.08** Modified Contract Amount **\$1,027,504.47** Stephens-Hotopp also noted this is the final monetary change order not subject to change and has been reviewed by both INDOT and the inspector assigned to project. Gregory entertained a motion to approve. Motion approved to accept Change Order #4 by Ted Baker. Motion second by Lola Mauer. No further comments. Motioned passed by voice vote.

Stephen-Hotopp proceeds to **Change Order #5** where he emphasizes #5 refers to contract dollar amounts prior to Change Order #4. Stephens-Hotopp explains Change Order #5 requests eight additional days to contract and adds reasons for delays were justified. Change Order Amount **\$2,628.92** Modified Contract Amount of **\$1,060,008.57** Gregory entertained a motion to approve. Motion approved to accept Change Order #5 by Ted Baker. Motion second by Lola Mauer. No further comments. Motioned passed by voice vote.

8. **Quit Claim Deed:** City Engineer, Brian Stephen Hotopp refers to last page, Beacon Exhibit located on 15th and Hoyt or 2119 S Hoyt Avenue. Site currently owned by Delaware Advancement Corp (DAC). Stephens-Hotopp informs that the City of Muncie has reached out DAC to inquire about plans for parcel. Stephens-Hotopp adds, area is an entrance to the city and is currently in a state of disrepair. The city hopes to acquire parcel to add greenspace or park area. Gregory asks what is currently located at the parcel. Stephens-Hotopp replies there is a demolition or film store, essentially a concrete pad filled with rubble. Gregory entertained a motion to approve transfer. Motion approved to accept transfer from Delaware Advancement Corporation by Lola Mauer. Motion second by Ted Baker. Motioned passed by voice vote.
9. **Public Announcements-**Brian Stephens-Hotopp City Engineer announces two projects are out for bidding next week. Project Bids are due next **Wednesday, March 3, 2021 at 8:45 am** at the city clerk's office. Bids will be opened at Board of works meeting same day. Stephens-Hotopp explains first project is the renovation of the City Hall Lobby and the second the Resurfacing of Centennial Avenue and Jackson/Riverside Intersection. Stephens-Hotopp adds notices for Resurfacing project are out on city paper and website. Date for last questions for Resurfacing Project is Thursday (2/24) and City Lobby at end of week.
10. **Amendment to Bridges Community Services Contract-** Stephanie Hutchinson from Community Development presented amendment, original contract amount **\$66,570.00** states that funds will be used towards payroll for a caseworker and staff overtime needed due to the pandemic. Bridges does not think they will need as much money for overtime and has asked if part of this grant can be redirected to improved communications. Kids in the Family Shelter are schooling from home, off and on, and demand for services at the Service HUB have drastically increased. This amendment will allow CD to pay for enhanced phone and internet services for 12 months – from now thru March 2021. The total amount of the contract will not change.

Gregory comments redirection of grant funds is not un-common as long as justification is provided.

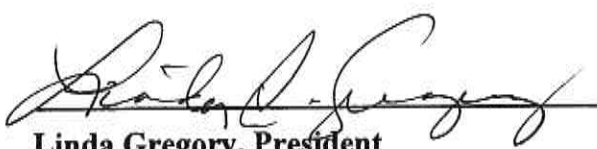
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Gregory entertained a motion to approve. Motion approved to accept redirection of funds by Ted Baker. Motion second by Lola Mauer. No further comments. Motioned passed by voice vote. No further questions.

7. **Adjournment:** Meeting adjourned by Linda Gregory at 9:17 a.m.

We will meet next Wednesday March 3, 2021.

Board of Works and Safety


Linda Gregory, President


Lola Mauer, Vice President


Ted Baker, Secretary


Linda Hayes, Recording Secretary