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BOARD OF PUBLIC WORKS AND SAFETY
MUNCIE, INDIANA

1. Time & Place
2. Pledge of Allegiance
3. Members Present
4. Approval of the Minutes for the March 17, 2021
5. Register of Claims
6. Innovation Connector Contract to administer Covid Small Business Grants
7. Acceptance of Demolition Quotes
8. Melrose Pyrotechnics Inc. Agreement and Prairie Creek Reservoir for 2021
9. Melrose Phrotechnics Inc. Agreement and City of Muncie for 2021
10. Flex Space Amendment
11. Lt. David Bell, BSU Police Department Street Closures
12. Muncie Sanitary District closing the intersection of Batavia & Memorial Dr.
11. Adjournment

BOARD OF PUBLIC WORKS AND SAFETY
CITY OF MUNCIE, STATE OF INDIANA
MARCH 24th, 2021 MINUTES

1. Board of Public Works and Safety, City of Muncie, State of Indiana, met in the City Hall Auditorium, at 9:00 A.M.
2. **Pledge of Allegiance**
3. **Roll Call Members Present:** Linda Gregory, Ted Baker, Lola Mauer
4. **Approval of the Minutes for the March 17, 2021 Minutes:** President Gregory entertained a motion to approve. Ted Baker moved to approve minutes from the March 17, 2021 meeting as printed. Lola Mauer provided the second. Motion passed by voice vote.
5. **Register of Claims:**

Craig Wright, City Controller reported there are a few claims I would like to bring to your attention on **Page 8** COIT Public Safety (Police) Gas & Oil in the amount of **\$17,999.94** On **page #15 Fire Pension Fund Death Benefit to Mildred Crutcher \$12,000.00** She then opened the floor to questions.

Linda Gregory had a question on **Page #5** Police Department Investigations for Lexis Nexis Rick Data Management (MPD Investigative Search) for \$384.75 and also **Page #8** Fire Department Capital Equipment Grant Writer Fee **\$83.33** why is it under Capital Equipment unless it pertains to capital equipment. Craig Wright indicated he will report next week with an answer to your question.

Jerry Wise arose with questions regarding claims this week. Wise proceeded to ask for clarifications on **Page #1** General Fund Vehicles to Ally Financial Mayor's Vehicle Lease Payment for March 2021 **\$638.12** how many months was the monthly lease for, Craig Wright indicated he will look and report back next week. I just want everyone to be aware that we are paying Beasley & Gilkison \$100,000 yearly annual retainer. **Page #13 EDIT Fund Other Services & Charges** Commercial Recreation Group 50% deposit for new splash pad at Cooley Park **\$15,000.00** and Shafer Leadership Academy 2021 Presidential Membership & Ethics Training **\$16,500.00** on **Page 14** CDBG-CV Public Service YWCA Muncie Public Service Grant \$11,927.48

Wise adds no further questions. Mayor Ridenour came forward to correct the \$15,000 is not for the splash pad it is playground equipment for Cooley Park it was just coded it wrong.

Gregory asks if there are any other questions. President Gregory entertained a motion. Lola Mauer moved to approve Board of Works claims **236 Records** for a total amount of **\$273,532.06** as presented and discussed. Ted Baker provided the second. Motion passed by voice vote.

6. **Innovation Connector Contract to administer Covid Small Business Grants:** Issue push to next week.

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- 7. Acceptance of Demolition Quotes:** Gretchen Cheesman requested the following demolitions be awarded to:

709 E. Jackson Rear addition	\$13,250.00	4-40 yard dumpsters	Fredericks Serv.
622 W. Howard	\$ 5,500.00	9-40 yard dumpsters	Fredericks Serv.
414 S. Proud	\$ 7,177.70	31 cubic yards debris	Morrical Co.
414 S. Elliott	\$ 5,700.00	4-40 yard dumpsters	SBI
517 E. Charles Two story garage	\$ 4,500.00	4-40 yard dumpsters	Frederick Serv.
225 N. Franklin	\$ 9,000.00	7-40 yard dumpsters	Frederick Serv.

President Gregory entertained a motion. Ted Baker moved to accept six demolition contracts/quotes as presented. Lola Mauer provided the second. Motion passed by voice vote.

- 8. Melrose Pyrotechnics, Inc. Agreement and Prairie Creek Reservoir for 2021:** Mayor Ridenour presented one-year agreement with Melrose Pyrotechnics Inc. for the fireworks show at Prairie Creek Reservoir on July 3, 2021 for \$25,000. President Gregory entertained a motion. Lola Mauer moved to accept one-year agreement with Melrose Pyrotechnics, Inc. as presented for Prairie Creek Reservoir. Ted Baker provided the second. Motion passed by voice vote.
- 9. Melrose Pyrotechnics, Inc. Agreement and City of Muncie for 2021:** Mayor Ridenour presented one-year agreement with Melrose Pyrotechnics Inc. for the fireworks show Downtown Muncie on July 4, 2021 for \$31,000 for Downtown fireworks. President Gregory entertained a motion. Ted Baker moved to accept one-year agreement with Melrose Pyrotechnics, Inc. as presented for Downtown fireworks. Lola Mauer provided the second. Motion passed by voice vote.
- 10. Flex Space Amendment:** Marty Moody, Director of the Delaware-Muncie Metropolitan Plan Commission presented Resolution 04-2021 for consideration.

Whereas, the Board of Public Works Works and Safety adopted Right-of-Way Occupancy Standards and Guidelines on May 17, 2015, which include language, that the Standards and Guidelines "are subject to change by the Board as deemed necessary and appropriate: and

Whereas, after six years of utilizing the provisions dealing with "flex space", certain businesses have utilized the previous certain with flex space and notice to surrounding property owners with no issues or comments from said surrounding owners.

Now, Therefore, be it resolved, by the Board of Public Works and Safety as follows:

Section 1. That Section 5.05 of said Standards and Guidelines, which reads as follows: 5.05 Flex Space Requirements: A person designing to utilize the flex space on Downtown Walnut Street must obtain approval from the Board of Public Works prior to submitting an application for a ROW Occupancy Permit to the Building Department. Notice of the request must be sent by return receipt mail to property owners within fifty feet (50') of the request flex space at least 10 days prior the Board's meeting date. If the request involves a portion of a parking space, the entire space shall be considered when determining the fifty-foot distance and notice requirement.

Shall be amended to insert "For first time users of the flex space." At the beginning of the second sentence and a new sentence shall be added at the end of the paragraph stating, "A person who as utilized flex space in the past with no issues and/or complaints does not need to mail notice prior to appearing before the board".

Section 2. That the revised Section 5.05 shall read as follows:

5.05 Flex Space Requirements: A person desiring to utilize the flex space on Downtown Walnut Street must obtain approval from the Board of Public Works prior to submitting an application for a ROW Occupancy Permit to the Building Department. For first time users of the flex space, notice of the request must be sent by return receipt mail to property owners with fifty feet (50') of the requested flex space at least 10 days prior to the Board's meeting date. If the request involves a portion of a parking space, the entire space shall be considered when determining fifty-foot distance and notice requirement. A person who has utilized flex space in the past with no issues and/or complaints does not need to mail notice prior to appearing before the Board.

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President Gregory entertained a motion. Lola Mauer moved to accept Resolution #4-2021 as presented. Ted Baker provided the second. Motion passed by voice vote.

- 11. Lt. David Bell, BSU Police Department Street Closures:** Lt. David Bell came forward to present Spring Commencement Traffic Plan Parking for the BSU Spring Commencement event will be allowed in the east and west parking lots of Scheumann Stadium. The east parking lots will fill first and the west parking will be used only aft the east lots are full. Signage, police officers, and police vehicles will staff the area to assist motorists and pedestrians.

May 7, 2021 5:00 p.m. to 8:00 p.m.
May 8, 2021 7:00 a.m. to 9:00 p.m. as needed
May 15, 2021 7:00 a.m. to 9:00 p.m. as needed

Tillotson Avenue will be closed between Bethel Avenue and McGalliard Road one hour prior to the beginning of each ceremony (7pm Friday ceremony, 8a, 12p, 4p, and 8p Saturday ceremonies), and will be opened once it is safety for pedestrian traffic. Emergency vehicles will not be restricted and vehicles heading to the hospital will be allowed southbound on Tillotson as needed.

Tillotson Avenue: This road will be closed to traffic except for emerge vehicles and thru-traffic going to the hospital. The road will be staffed by Muncie Police at Bethel Avenue and by the Delaware County Sheriff's Office at McGalliard Road. Southbound traffic on Tillotson will be diverted west or east onto McGalliard. Northbound traffic on Tillotson will be diverted west or east onto Bethel. The cross walk at the primary stadium entrance on Tillotson will be staffed with police officers to assist pedestrians across the road. Cones, barricades, and signs will be used on Tillotson and at or prior to the intersections of Bethel/Tillotson and McGalliard/Tillotson to assist motorists in the area. BSU shuttle buses will be allowed northbound on Tillotson from Bethel and will enter the primary entrance on Tillotson to drop off/pick up inside the stadium parking lot.

Bethel Avenue: This road remain open with no northbound turn allowed onto Tillotson Avenue for east or west bound traffic. The south entrance to Scheumann Stadium on Bethel will be used for entering and exiting traffic to the spring commencement event. BSU shuttle buses will use this exit as an exit only.

McGalliard Road: This road will remain open with southbound turns onto Tillotson Avenue allowed only for vehicles parking in the parking lots west of Tillotson for the Spring Commencement event. The north entrance to Scheumann Stadium on McGalliard will be used for entering and existing traffic to the Spring commencement event. BSU shuttle buses may use thus exit only.

President Gregory entertained a motion. Ted Baker moved to approve all three road closures dates for Spring Commencement as presented. Lola Mauer provided the second. Motion passed by voice vote.

- 12. Muncie Sanitary District closing the intersection of Batavia & Memorial:** Brian Stephens-Hotopp came forward to request approval to close the entire intersection of Batavia & Memorial the Muncie Sanitary District has a structure failure and are requesting approval to close the intersection on Monday, May 29, 2021 until April 7, 2021. Brian reported we would notify the Star Newspaper of the closure. President Gregory entertained a motion. Ted Baker moved to approve closure as presented. Lola Mauer provided the second. Motion passed by voice vote.

- 13. Adjournment:** There being no further business President Gregory adjourned meeting at 9:26 a.m.

Board of Public Works and Safety


Linda Gregory, President


Lola Mauer, Vice-President


Ted Baker, Secretary


Linda Hayes, Recording Secretary