

1. Time & Place
2. Pledge of Allegiance
3. Members Present
4. Approval of the Minutes for the January 18, 2023
5. Register of Claims
6. Noise Exemption Revaluation
7. Three Memorandum of Understandings for the Home Owner Rehabilitation Program
8. Adjournment

BOARD OF PUBLIC WORKS AND SAFETY
CITY OF MUNCIE, STATE OF INDIANA
February 1, 2023 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:** Ted Baker – Linda Gregory – Lola Mauer
4. **Approval of the Minutes for the January 25, 2023:** President Ted Baker entertained a motion to approve. Lola Mauer moved to approve minutes from the January 25, 2023 meeting as printed. Linda Gregory provided second. Motion passed by voice vote.
5. **Register of Claims:** Craig Wright, City Controller, commented there is a few claims I would like to bring to your attention.
 - ✓ **Page 13 \$15,677.56** Star Bank, Police vehicles
 - ✓ **Page 18 \$12,200** Bendle Lawn Equipment, MVH mower purchase
 - ✓ **Page 19 \$20,000** Muncie Delaware Co. Senior Citizens Center, EDIT sponsorship
 - ✓ **Page 19 \$50,000** Jay County Drug Prevention Coalition, EDIT partnership
 - ✓ **EFTS \$54,260.64** Delta Dental
 - ✓ This week's claims include the yearly payment to USI for insurance coverage.

President Baker asked if there were any questions or comments. President Baker entertained a motion. Linda Gregory made motion to approve register of claims **374 Records** for a total amount of **\$941,088.66** as presented. Lola Mauer provided the second. Motion passed by voice vote.

6. **Noise Exemption Revaluation:** President Baker reported that this item would remain on the table until further notice.
7. **Prairie Creek entering into contract with "New Book" a digital reservation system:** Dustin Clark, Prairie Creek Reservoir Superintendent/Projects manager presented a contract to up-date reservation system. I am asking for the approval of Prairie Creek to enter into a 12-month contract with the Company "New Book". They are a digital reservation system that specialize in campground automation and public interfacing. To date, Prairie Creek uses an outdated system of hand written notes and three ring binders to conduct business. This is extremely inefficient. Ashley Wright and I have been working to modernize this for interaction and accessibility of a "front end" system while simultaneously providing an easy to manage "back end" system for Prairie Creek staff.

The software and company has presented all of this to the Parks board, who tasked us with finding a system that can aid Prairie Creek, city parks and possibility Beech Grove cemetery. Along with the contract, there is a terms and conditions section and a third attachment showing a Government price reduction. I have other documents that I can provide and I could have a representative (Mr. Blake Burris) available via zoom or call. Please let me know if you have questions or desire any other information for approval.

- We expect a great response from the public and a positive acceptance from our current patrons.
 - A. This allows the public MUCH greater access to our sites when booking cabins, shelters, nightly RV, Horse, Camping, and Tent Sites.
 - B. Allow for before and after hours sales.
 - C. Allows for seasonal PCR users pay online.
 - D. Allows for long-term payment plans or partial payments.
 - E. Allows for e-documents & leases to be reviewed and signed online.

- We will still be accepting walk ins and physically customers.
 - A. PCR staff will assist with phone reservation (as always).
 - B. PCR staff will have FREE access to all online services by stopping in main office.
 - C. PCR is still sending out 2023 leases in paper form.
 - D. PCR staff will provide future paper leases if requested.
 - E. PCR will still accept cash and check payments for reservations (as always)
- We plan to educate users with step-by-step hand out guides.
 - A. A video tutorial for the 2024 season.
 - B. New book provides customers booking assistance with toll free number.
 - C. Facebook posts and videos.
 - D. Radio ads (money was set aside for advertising in 2023 budget).
- Time commitment for staff set up is intense.
 - A. PCR staff will have a tremendous amount to so for initial set.
 - B. Minimal after the first few months.
 - C. New Employees and seasonal will need approx. six hrs. Online training per year.
- The funding will come out of PCRs general account for 2023.
 - A. NO city dollars for annual budget, and NO tax money comes into Prairie Creek.
 - B. Parks board tasked Prairie Creek with this project and is supportive.
 - C. Parks Board President Brad Marshall has been involved and regularly checking in.
 - D. Parks board have approved 2023 expenditures.

We plan to roll out the system mid-February. The funding, **\$1,768.01** monthly and **\$1,660** implementation fee will come out of Prairie Creek Reservoir general account for 2023. President Baker entertained a motion to approve. Lola Mauer moved to approve. Linda Gregory provided second. Motion approved by voice vote.

8. **Standard Public Works Professional Services Agreement with USI Consultants in the sum of \$224,000:** Adam Leach, City Engineer reported that the City was awarded a "Readi" grant for improvements to create the McKinley Live Learn neighborhood. As a part of the grant, it was indicated that the City would improve Columbus Avenue to a Multi-Modal roadway with additional parking, lighting, and other enhancements to improve the neighborhood and encourage increased investment. This contract is for USI to perform professional engineering services to fulfill those needs. The project will be reimbursed through the State Readiness program. Adam will present USI Consultants contract at next weeks meeting.

8. **Adjournment:** There being no further business President Baker adjourned meeting at 9:16 a.m.

We will meet next Wednesday, February 8, 2023

Board of Public Works and Safety

Ted Baker, President

Lola Mauer, Vice-President

Linda Gregory, Secretary

Linda Hayes, Recording Secretary