

**BOARD OF PUBLIC WORKS AND SAFETY
MUNCIE, INDIANA**

1. Time & Place
2. Pledge of Allegiance
3. Members Present
4. Approval of the Minutes for September 27, 2023
5. Register of Claims
6. Street Closure Application, The Buttonhole Bar Block Party & Fundraiser
7. 2023 Noise Exemption Moratorium
8. Community Development, Annual Renewal for Asbestos Inspection Services - Donathan's Inspections
9. Community Development, Contract for Landlord-Tenant Liaison with A Better Way Services, Inc.
10. Temporary Parking Request – Barbara and Cecil Bohanon
11. Adjournment

**BOARD OF PUBLIC WORKS AND SAFETY
CITY OF MUNCIE, STATE OF INDIANA
OCTOBER 4, MINUTES**

1. **Board of Public Works and safety, City of Muncie, State of Indiana, met in City Hall Auditorium, at 9:00 A.M.**
2. **Pledge of Allegiance**
3. **Roll Call Members Present:** Ted Baker – Lola Mauer – Linda Gregory
4. **Approval of the Minutes for September 27, 2023:** President Ted Baker entertained a motion to approve. Lola Mauer moved to approve minutes from the September 27, 2023 meeting as printed. Linda Gregory provided a second. Motion passed by voice vote.
5. **Register of Claims:** Matt Wagley, Deputy Controller, wished to bring attention to a few claims:
 - ✓ Page 8 \$5,000 Drone Nerds MFD drone purchase and accessories, total purchase \$6,353
 - ✓ Page 18 \$33,807.40 Humana Insurance fire pension Medicare ins sup.
 - ✓ Page 18 \$33,275 Humana Insurance police pension Medicare ins sup.
 - ✓ EFTS \$15,677.56 Star Financial Bank police vehicles loan
 - ✓ EFTS \$278,357.63 UMR

President Baker asked for questions or comments. Gregory had comments relating to Page 7 and Page 16 on indistinct descriptions for reimbursement and should include what they are reimbursing for audit purposes. Wagley insists they will confer with both Departments. Mauer had a question on Page 16 also, the \$5,000 for City of Muncie City Advertising Legacy Village West African... with the rest of the wording cut off and curious as to what the rest of the title says. Wagley informs it is for Legacy Village African Cuisine which is advertising the new restaurant on Granville. President Baker entertained a motion. Linda Gregory made a motion to approve register of claims **277 Records** for a total amount of **\$518,265.84** as presented. Lola Mauer provided the second. Motion passed by voice vote.
6. **Street Closure Application, The Buttonhole Bar Block Party & Fundraiser for Brandon Garrett (10/14/23):** Linda Gibson, The Buttonhole Bar, is requesting a road closure on 7th Street from Hoyt to S. Mound Street. It is a quarter of a block both ways and she explains it makes their building have more of a triangle setup. President Baker advised he took a look at it on a map. Gibson estates aside from a block party and fundraiser, there will be a corn hole tournament during the daytime hours beginning at noon to whenever it is over for a local candidate running for City Council, Brandon Garrett. Then, there will be a band from 6:00 PM to 9:00 PM with everything cleared out after 9:00 PM. President Baker reminds her there are no noise exemptions verified for that in which she understands but has had talks with the Police Chief about it. Linda Gregory asks if alcohol use is anticipated while out on the street and if so then extra security. Gibson answers yes and actually has a catering license so she can serve outside the building. She insists she will have men there but not actual police officers. There hasn't been any problems there before and they won't be advertising the event or handing out flyers. It will be for the local area and neighborhood. Gregory claims she is just asking in anticipation of what they would do if problems were to occur. Gibson assures they will make sure any problem is taken care of. Questions called. Lola Mauer moved to approve the street closure. Linda Gregory provided the second. Motion passed by voice vote.

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7. **2023 Noise Exemption Moratorium:** President Baker would like to propose a motion for the Board of Works to put a moratorium on any noise exemptions through the remainder of 2023. Questions have been asked regarding the path to establish new policies and procedures. Due to noise exemptions applications slowing down now that we are getting more into the colder autumn months, there will not be many applications now being proposed. The Board has to do this correctly and properly within the law but also making sure to take care of the community too. The plan is to get together with the Police Chief (with City Officials) and the Public Works Committee of the City Council to do this in a comprehensive way, making it very clear. President Baker assures they will provide updates as they go but the number one issue is to make sure they are keeping the community safe. Ted Baker makes a motion to put a moratorium on all noise exemptions for the noise ordinance through the remainder of 2023. Linda Gregory provided the second. Questions called. Motion passed by voice vote.

8. **Office of Community Development, Annual Renewal for Asbestos Inspection Services – Donathan's Inspections:** Allen Wiseley, Community Development, explains this is the annual renewal for asbestos inspection services with Donathans Inspections. In 2021, Community Development did a competitive bid process for asbestos inspections and Donathans was the low bidder at \$300 per inspection. The original contract was for two (2) years however renewable for a period of one-year providing the parties agree. They have touched base and Mr. Donathan is willing to provide the asbestos services at that same price for an additional year. Lola Mauer moved to approve the annual renewal. Linda Gregory provided the second.

Gregory confirms it will be bid out again for another two (2) year agreement after this one is up. Wiseley states under the language of the original contract they could do another one-year renewal but at this point, is just limited to one year at a time. Donathan's being the low bidder in 2021, Wiseley doesn't foresee anyone who would be lower at this time. When the time comes, it will be opened back up. Linda Gregory moved to approve the one-year extension with Donathan's. Lola Mauer provided the second.

Jerry Wise asks how much has been spent total on inspections for the years 2021, 2022 and 2023. Wiseley begins by explaining how Community Development years run and the fact that no money has been spent so far out of 2023 so there has only been 2021 money and 2022 money spent. He does not have the exact total but informs the houses demolished through Community Development and most of the ones demolished out of the Building Commissioners Office as they also pick up the tab for asbestos inspections. Gregory asks if he has a typical average of what those inspections run. Wiseley relays \$300 an inspection. Gregory refers to (at least) 30 properties in which bids were read aloud at the 5/11/23 Board of Works meeting. Wiseley informs every time they bid demolitions that each one will have a \$300 inspection with Donathan's. President Baker assures that is allocated in the budget. Wiseley explains it isn't a separate line item from the rest of the demolition process and is a part of the total budget for demolition.

Jerry Wise refers to the asbestos removal after the inspection and questions who does that. Wiseley states if there is a need for asbestos removal on a project then that is bid out individually, since there is not a set cost for that. It could be Donathan but there could be others who also decide to bid. Wise would like to know, for the public's sake, how much is spent. Wiseley can get that list pulling all the claims made to Donathan's out of their 2022 funds. (Because this is a contract for the 2023 funds.) Wise adds he also wants to know how much it will cost to remove the asbestos aside from the \$300 inspection. Motions passed by voice vote.

9. **Office of Community Development, Contract for Landlord-Tenant Liaison with A Better Way Services, Inc.:** Allen Wiseley, Community Development, explains this is their HOME ARP Funds that were designated to the U.S. Department of Housing and Urban Development allocated to communities through the HOME grant process, which the City of Muncie is a recipient of. Therefore, also received these HOME ARP funds. As a portion of that, between \$2 million and \$3 million of ARP funds, there is a cap on how much is allowed to be spend on so-called supportive services, which is the same as the annual public services contracts. However, per this guideline, services have to be directed toward homeless services and there are four (4) different definitions of homelessness in which people have to meet one of those four populations. As a general rule, the four populations consist of people who are literally homeless, people who are just coming out of homelessness, people who are at imminent risk of homelessness, and unaccompanied minors who otherwise qualify as homeless. After weekly meetings between the Office of Community Development and the homeless services providers over the course of several months, the best way to get use out of this \$500,000-some was discussed. A huge issue

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is getting homeless people into housing. This contract is for a one-year trial period to fund a person to serve as a landlord and tenant liaison hired through A Better Way Services staffed out of the HUB to help both educating landlords and helping tenants through the application process in getting people out of homelessness and into permanent housing. With benefits, the first year is \$62,664.64. There is an attached proposed budget and job description so if this works out well and it is decided to be renewed, this source of funding would be able to be funded for a source of five (5) years, anticipating a 5% increase in wages and insurance each year. Although, if it was decided to continue after this first year then they will be back before the Board with more contracts for approval. Linda Gregory moved to approve the agreement with A Better Way. Lola Mauer provided the second.

Linda Gregory wants to know if this person will function as a case manager, facilitator, advocate or all the above. Wiseley answers all the above and refers to the homeless services notice with a list of articles A through V of what these funds can be used for. It falls under a variety of services such as E: Housing and Counseling Services, N: Mediation, P: Landlord Tenant Liaison, and R: Financial Assistance Costs (which is not something being funded with this position but because obviously submitting leases does involve financials they have to be aware of that section as well). Gregory asks how it will be known after a years' time (or 5 years) that this was money well spent. Wiseley explains they are required to report to HUD on stuff like this. It will be a reimbursement with A Better Way so every time they submit a claim to the City, they are required to provide the number of people they help with a racial and economic breakdown. This applies to all of the contracts with the homeless service providers. They could then look at it and see how many people they are actually helping. Gregory clarifies how they will quantify that help. She could talk to someone on the phone and they could come in and spend 15 minutes in the office but are there measures and how many people actually get into housing and for what period? Wiseley explains a big part of this is not only the tenant side but the landlord liaison as well so they are working with the landlords, too, to understand the needs. Gregory thinks it would be appropriate to have ahead of time what measures they are going to use, whether it is periodic reporting, anecdotal, whatever it might be. That is going to be important for the public to accept extension of this contract. Wiseley informs the way claims are submitted for something like this is by timesheets relaying exactly what they were working on and in every claim packet there is both a narrative summary of what is in that claim along with the demographic study. Gregory thinks as they go through the year they can build that and at the end of the year they have a good assessment.

Lola Mauer confirms this employee will report to the Executive Director. Wiseley answers yes, the Executive Director of A Better Way but stationed out of the HUB, which A Better Way already has staff out of the HUB as it exists now. As soon as this contract is signed and approved, A Better Way is prepared to start the hiring process. Gregory adds that even simple things like interviews with the recipients for them to analyze the process as well. President Baker thinks this is an excellent opportunity. Motion passed by voice vote.

10. Temporary Parking Request – Barbara and Cecil Bohanon: President Baker informs this is a temporary parking request for a get together at 901 W. Briar, one of which that has been requested in the past. There has never been a problem or question in the neighborhood and they do it right in asking ahead of time. Lola Mauer moved to approve the temporary parking request. Linda Gregory provided the second. Questions called. Motion passed by voice vote.

11. Adjournment: There being no further business President Baker adjourned meeting at 9:23 a.m.

We will meet next Wednesday, October 11, 2023

Board of Public Works and Safety

Ted Baker, President

Lola Mauer

Lola Mauer, Vice-President

Linda Gregory

Linda Gregory, Secretary

Lacey Jones

Lacey Jones, Recording Secretary