

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

1. Time & Place
2. Pledge of Allegiance
3. Members Present
4. Approval of the Minutes for January 24, 2024
5. Register of Claims
6. Public Works Dept., Fee Schedule
7. Public Works Dept., Supplemental Agreement for Surveying Land Acquisition, signal design, and geotechnical work on Columbus Ave for \$104,280.00
8. Community Development, A Better Way HOME-ARP Supportive Services
9. Community Development, Muncie Mission HOME-ARP Non-Profit Capacity Building Treatment Trailer \$10,000
10. Community Development, Muncie Mission HOME-ARP Non-Profit Capacity Building Training \$4,882
11. Community Development, PathStone CHDO Operating funds for 2023 Program Year
12. Fire Department Street Collections 2024
13. Adjournment

**BOARD OF PUBLIC WORKS AND SAFETY
CITY OF MUNCIE, STATE OF INDIANA
JANUARY 31, 2024
CLAIMS PACKET & MEETING 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 January 17, 2024:** President Ted Baker entertained a motion to approve. Lola Mauer moved to approve minutes from the January 24, 2024 meeting as printed. Linda Gregory provided a second. Questions called. Motion passed by voice vote.
5. **Register of Claims:** Craig Wright, City Controller, wished to bring attention to a few claims:
 - ✓ Page 10 \$28,024.75 Stryker EMS cot power load.
 - ✓ Page 10 \$16,304.27 Fire Service Fire replacement part for damages ladder truck.
 - ✓ Page 13 \$25,000 Moe's Auto Sales Parks 2015 F250 Super Duty.
 - ✓ Page 17 \$32,500 Faith Builders Promotions EDIT Inn support trailer with porta pots.
 - ✓ Page 18 \$19,534 Home Savers of Delaware County CDBG HORP 2021 Home savers balance.
 - ✓ Page 19 \$20,880 Apex Benefits Group CDBG Kineiq Health Know Your Numbers Program.

President Baker asked for questions or comments. Linda Gregory elaborated with the Controller before the meeting regarding a question she had about Page 4 regarding Weed liens. He advised her he would follow up. She cannot remember the normal cost but it seemed rather high and doesn't understand why Weed liens are being done in December. Mr. Wright believes they were under \$1,000 (at around \$650 or less) but will ask the Building Commissioner about the increase. President Baker mentioned of the roughly \$950,000.000 claims presented today that just about \$600,000 went to insurance claims so just over 63%. Questions called. President Baker made anybody watching on social media or any general members of the public aware they are more than welcome to submit emails or letters to Board members regarding any questions. President Baker entertained a motion. Linda Gregory moved to approve register of claims of **371 Records** for a total amount of **\$953,935.44** as presented. Lola Mauer provided the second. Questions called. Motion passed by voice vote.

Controller Wright approaches at the end of the meeting with an answer on the numerous liens from the Building Commissioner. There were several they wanted to clean up on the books from within the year and tried their best to get them all out in December. Doing the math can show just how many there are, costing about \$25 per lien to file. That is why the cost was so high. President Baker, unfortunately, stated those cost the City taxpayer money.

6. **Public Works Dept., Fee Schedule:** Adam Leach, City Engineer, stated they are requesting the establishment of a fee schedule for the Public Works Department for the work they

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complete. There are various parts of in the ordinance where it explicitly outlines their ability to charge people for work that is done outside of public right-of-way or in excess into their typical job duties. A couple of the ones mentioned are structures in the right-of-way where people sometimes try to build stuff on City right-of-way and they occasionally have to remove it then they are allowed to charge a reasonable fee for that; reasonable being "to be determined" essentially with this fee schedule. There is also a nuisance abatement which is basically assistance that can be provided to the Building Commissioner. For example, if there is a burnt house or excessive trash and the Building Commissioner's Office does not have equipment or personnel to deal with the issue at hand then Public Works can tack on fees. If there is a lien on cleaning up the property that would help establish fees as being tacked on for lien. Finally, they are starting to do some work with reimbursement with Community Development for work in low to moderate-income areas. A fee schedule establishes what the reimbursement rates would be if they were to get money from them. In addition, if there is to be a state or federally declared emergency, they typically request that there is a rate schedule for reimbursement of any type of work done during cleanups. Not saying he is looking forward to any emergencies but it is better to have this stuff on hand before it is needed and are able to keep track of it as they go. The rates go from employees into equipment and maintenance items. The employee rates are basically hourly rates plus benefits and assorted administrative costs rounded up to a reasonable number. Equipment is the same thing, based on an average normal rate for that piece of equipment (and based on the fact most of their equipment is relatively new). Materials consist of items such as patching rates, which would be if they blew out a piece of sidewalk and it had to be replaced on someone else's behalf. That is the justifications in the general rates. Linda Gregory asked if this was the first time these rates have been established. Adam Leach answered yes, to his knowledge. Gregory responded that is interesting and assumes the last four are materials costs. Leach answered yes, those are unit rate prices based on installation and everything to do the installation, which is why they look relatively high. Lola Mauer confirmed this is in line with where it states, "To order the removal of any structure in any street, alley, or public place of the City." Leach replied yes, it would also include anything the City or MRC owns outright. Occasionally there will be encroachments from people on to City property (like the parks). President Baker mentioned this being great tool that would help make things smoother throughout Departments. Lola Mauer moved to approve the fee schedule. Linda Gregory provided the second. Questions called. Motion passed by voice vote.

7. **Public Works Dept., Supplemental Agreement for Surveying Land Acquisition, signal design, and geotechnical work on Columbus Ave for \$104,280.00:** Adam Leach, City Engineer, explained work in the community on Columbus Ave. is being funded by a READI grant through the Mayor's Office. This is a Supplemental Agreement with USI, the engineer of record on that project. Essentially, some signal equipment will be moved around at Walnut and Columbus to make the ramps function correctly (such as timing, etc.). There isn't as much road as they thought there so geotechnical work is needed and they will have to do a pavement design. The land acquisition isn't for a large amount because most of it is already owned by MRC, DAC or various other public entities. However, they do have to draw up the legal documents and transfer that into public right-of-way. Linda Gregory moved to approve the Supplemental Agreement. Lola Mauer provided the second. Questions called. Motion passed by voice vote.
8. **Community Development, A Better Way HOME-ARP Supportive Services:** Allen Wiseley, Community Development Planner, informed a big issue in Muncie right now is the condemning and 10-day evacuation order posted at the Muncie Inn. This funding is first and foremost to help with that but not limited to that population. This contract is for \$125,000 for A Better Way Services to be used as financial assistance cost to help get people into permanent shelter. The costs can include rental application fees, security deposits, utility deposits, utility payments, moving costs and first and last month's rent. Referring to when Mayor Ridenour and Frank Baldwin spoke, they talked about how many of these people do not meet the federal definition of homelessness, which is literally homeless. This pot of money has a second qualifying population called "Eminent Risk of Homelessness" which are people who are currently staying somewhere but will be out within 10 days and don't have anything permanent lined up after that as well as lacking the support to get in at any of these facilities. 100% of the \$125,000 will be going directly to these costs, none of which will be paying for any overhead at A Better Way. Lola Mauer confirmed this would cover services for 45 people. Wiseley responds it depends but that is how many rooms there are at the Muncie Inn. Again, it is not limited to the people at the Muncie Inn but that is the immediate crisis. Teresa Clemmons, Executive Director of A Better Way, is ready to start spending this money as soon as it is approved because Community Development will reimburse it. Linda Gregory alerts it is very fortunate they still have these funds to allow them to meet this type of emergency. Lola

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Mauer moved to approve the agreement with A Better Way. Linda Gregory provided the second. Questions called.

Jerry Wise asks where the people that are being moved out of the Muncie Inn are going. Allen Wiseley informed there is immediate shelter space available but this money is to help people move into more permanent rental housing. They have been working with landlords who have the capacity to take them in and this is just to help pay those costs. Wise confirmed the Muncie Inn will then be vacated. Wiseley cannot speak on the Muncie Inn building only on the supportive services for the people that are affected. There was an order from the Building Commissioner that they had to be out of the building within 10 days. Wise asked if there were code issues there as well. Wiseley, again, is not here to speak on the building itself or the matter of it being condemned as that is on the Building Commissioner. However, it is up to the owner of the building to get it back up to code after the 10 days. Motion passed by voice vote.

- 9. Community Development, Muncie Mission HOME-ARP Non-Profit Capacity Building Treatment Trailer (\$10,000):** Allen Wiseley is seeking approval for two (2) separate contracts with the Muncie Mission for non-profit capacity building. The first one is for \$10,000 that will go on to support 45 people. Again, this is a direct response out of what has been going on at the Muncie Inn. There are pervasive bedbugs throughout the facility and the people that occupied those rooms were living there fulltime so unfortunately all of their belongings have become infested. This is to purchase a portable unit for the Mission to perform heat treatment for bedbugs on belongings to further assist in finding permanent housing. Landlords and property owners might have available housing but understandably do not want to welcome the overrun of bedbugs to their own properties, especially if it is in a multi-family dwelling. Some people might decide to go to a temporary shelter for a while and may need to have their belongings stored. A previous contract with A Better Way details an option to pay for up to 3 months of storage fees if someone needed to have their belongings stored while they stayed in a temporary shelter. Additionally, if paying for storage lockers then they obviously don't want to store anything infested with bedbugs. The \$10,000 is to cover the costs of purchasing the equipment as well as going and physically picking it up. President Baker notes that is forward thinking and will be something they could use repeatedly. Wisely agreed, adding this is another separate section of HOME ARP and this and the next are both non-capacity building which is funding to non-profits that will help carry out HOME-ARP supportive services (much like this contract with Teresa). It is a capacity building because it is something that is directly needed in order to be able to carry out the other HOME-ARP activities. Linda Gregory moved to approve the contract with the Muncie Mission. Lola Mauer provided the second. Questions called.

Jerry Wise asked if the cost would be put on the property as a lien. Wiseley responded no because the Mission would have this going forward. Wise, again, asks why the \$10,000 would not become a lien. Wiseley explained the Mission would own this permanent device so would not be a one-time use. Wise asked if there was another cost associated with people moving out of the Inn. Wisely answered yes, the \$120,000. Wise confirmed the property owner wants approximately \$450,000 for the property so questioned, again, if should that be a lien on the property. Wiseley assured that is not how these grants work through HOME and HUD. President Baker further relays how these are really relief grants to help the people. Wise believes it should be a lien on the property because the City would have lien'd his property if it was for mowing, etc. Baker declared this is not relating to the property. It is for the people/individual renters. Wise then asked if there was a cost relative to the Muncie Inn and assumed the Building Commissioner would have that. Wiseley responded yes, the Building Commissioner would have whatever liens from his office on the Muncie Inn on record, which he cannot specify the details on that. Wise mentioned the property owner is using that as a profit center so in his opinion the City should put a lien on it. Baker replied that is on the legal aspect of it and is why the Building Commissioner is involved. However, these federal grants through Community Development are used to care for people who are in the situation. Wise understands. Motion passed by voice vote.

- 10. Community Development, Muncie Mission HOME-ARP Non-Profit Capacity Building Training (\$4,882):** Allen Wiseley informed this is another contract with the Muncie Mission for non-profit capacity building for \$4,882. Moving away from the immediate crisis at the Muncie Inn, a project that the Office of Community Development has been working on with a large portion of these HOME-ARP funds is to build permanent support of housing in Muncie, which is a huge need. The Muncie Mission is going to be a key partner in this and this will pay for two (2) staff members from the Mission, the Executive Director Frank Baldwin and Vice-President Bob Scott to attend a multi-day permanent support of housing training. Linda Mauer moved to approve the agreement with the Muncie Mission. Questions called. Motion passed by voice vote.

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- 11. Community Development, PathStone CHDO Operating funds for 2023 Program Year:**
Delaney Fritch, Office of Community Development, presents a contract with PathStone who is a part of their Community Housing Development Organizations. One of the benefits of being a CHDO is being eligible to receive operating expenses (which is this contract). It will be operating expenses for the project at 612 W. 5th Street in the amount of \$10,000. It was a more contracts and this is just following standard procedure. Linda Gregory moved to approve the contract with PathStone. Lola Mauer provided the second. Questions called. Motion passed by voice vote.
- 12. Fire Department Street Collections 2024:** Jason Chafin, Muncie Firefighters Local #1348 President, proposed the annual dates for Fire Department street collections. There has not been any changes in recent years as far as locations (Jackson & Madison, Memorial & Hackley, 8th & Batavia, 18th & Macedonia, Tillotson & Bethel, Walnut & Centennial) with each shift doing it twice. The six collection dates are as follows: June 8th, June 29th, July 27, August 10, August 31st, and September 21st. He believes they raise anywhere from \$15,000 to \$18,000 a year which gets divided up to go toward the Muscular Dystrophy Association, the Special Olympics, Muncie Firefighters Toys-For-Tots and various other local charities. Linda Gregory is aware there is no requirement but he might want to think about publicly presenting accounting of the amount of money collected and disbursed, at some point. Most of the time there are places where you can find administrative costs and confirmations of legit expenses and whatnot. She just thinks it might be a good aspect of transparency. Chafin agrees. Lola Mauer moved to approve the schedule for street collections. Linda Gregory provided the second. Questions called. Motion passed by voice vote.
- 13. Adjournment:** There being no further business President Baker adjourned the meeting at 9:25 a.m.

We will meet next Wednesday, February 7, 2024

Board of Public Works and Safety


Ted Baker, President


Lola Mauer, Vice-President


Linda Gregory, Secretary


Lacey Jones, Recording Secretary