

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

1. Time & Place
2. Pledge of Allegiance
3. Members Present
4. Approval of the Minutes for June 18, 2024
5. Register of Claims
6. Street Closure Application – 4 Ever Lasting LLC, Welcome Battle of the Brands (7/18/24)
7. Street Closure Application – Muncie Central High School (7/20/24)
8. Street Closure Application – Robinwood Neighborhood Organization (7/6/24)
9. Street Closure Application – Women Support Girls, Women Support Each Other (8/3/24)
10. Street Closure Application – Minnetrista Museum and Gardens Faeries, Sprites & Lights (7/25 – 7/27)
11. Street Closure Application – Minnetrista Museum and Gardens Enchanted Luminaria Walk (12/6 – 12/7)
12. Adoption of the Muncie Design Manual
13. 2024 Landscaping Bid Opening
14. U.S. Architects Engagement Memorandum Approval – Office of Community Development
15. Adjournment

**BOARD OF PUBLIC WORKS AND SAFETY  
CITY OF MUNCIE, STATE OF INDIANA  
JUNE 26, 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/ABSENT – Lola Mauer – Linda Gregory

**4. Approval of the Minutes for June 18, 2024:** Vice-President Lola Mauer entertained a motion to approve. Linda Gregory moved to approve minutes from the June 18, 2024 meeting as printed. Lola Mauer provided a second. Questions called. Before the meeting, Linda Gregory noted a typo to the Recording Secretary which will be revised.

Jerry Wise referred to the Register of Claims in the where Page 15 was mentioned for \$100,000 being paid to the Muncie Community Systems EDIT Navigators Grant and recalled asking Linda and Craig if it was State or Federal. Mr. Wright and Mr. Wagley both explained it was Muncie tax, EDIT monies, as it was mentioned in the paraphrase. Motion passed by voice vote.

**5. Register of Claims:** Craig Wright, City Controller, wished to bring attention to a few claims:

- ✓ Page 1 \$109,750 Computer Management & Consulting IT contract agreement 6 months.
- ✓ Page 13 \$47,220.90 MVH IMI Aggregates 9<sup>th</sup> street surface material.
- ✓ Page 15 \$25,831.93 VS Engineering Tillotson Ave. roadway design.
- ✓ EFT \$30,135.58 Star Financial Bank Street snowplows.
- ✓ EFT \$292,131.25 US Bank bond payment 2019B Canal Dist/Accutech.
- ✓ EFTS \$72,721.78 Truist Bank 4 ambulances payment.
- ✓ EFTS \$77,900 Regions Bank Park Bond 2020.
- ✓ EFTS \$283,608.62 UMR
- ✓ EFT \$57,631.32 Delta Dental of Indiana

Questions called. Linda Gregory moved to approve register of claims of **332 Records** for a total amount of **\$1,294,554.37** as presented. Vice-President Lola Mauer provided a second. Questions called.

Jerry Wise referred to a deficit on Page 5 of the remaining budget as well as the four \$2,500 referral bonuses of the Police Department. Mr. Wright responded the \$2,500 is a referral program bonus for obtaining new officers and as long as things are adjusted by the end of the year regarding the deficit. Therefore, funds will need to be moved around. Linda Gregory noted they would go before the City Council for another

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appropriation. All that is saying is that there is not enough money appropriated in that line and they have until the end of the year to fix it. Mr. Wise assures they are \$26,000 in the hole right now. Just on that line, Mr. Wright responded. Jerry Wise goes on to a \$7,500 payment on Page 16 to Ivy Tech for Chesterfield Café and \$10,000 payment made to the Muncie Senior Center. Mr. Wright explained those are paid out of EDIT funds; the Ivy Tech was for the State of the City Address Breakfast and the \$10,000 was the 2024 sponsorship to the Delaware County Senior Center. Jerry Wise then referred to the \$17,889 on Page 19 for the Muncie Redevelopment Commission. Mr. Wright explained they moved funds from a TIF District into the General Fund for the MRC. Motion passed by voice vote.

- 6. Street Closure Application, 4 Ever Lasting LLC (Welcome Battle of the Brands) (7/18/24):** Due to no representation being in attendance at the meeting, no formal action is taken and application remains Tabled.
- 7. Street Closure Application – Muncie Central High School (7/20/24):** Chuck Reynolds, Muncie Community Schools, alludes to their 20<sup>th</sup> Annual Marching Band Contest being hosted at Central High School. It is on a Saturday and will begin at 6:30 with the last band wrapping up around 10:30 PM. This year, with the construction of the Y, they cannot travel bands from the front entrance (Bearcat Way) in through the north parking lot to get around to the football stadium so are asking permission to close Walnut from Wysor to Columbus. With that, upon leaving the kids can come out on that road, walk down and back through the parking lot to the football stadium. They plan to leave a lane and a half on the east side of the road available in case any emergency vehicles need to travel that way. Linda Gregory assured there will be barriers up on the north end of Walnut and south end at Wysor. Mr. Reynolds answered yes and mentioned their mockup police car through the Muncie Area Career Center is planned to be parked on one end to bring good attention and there will be barriers on the other end. Linda Gregory suggested mentioning notice of the closure on social media so people are somewhat aware. He ensured they will push it out. Both Police and Fire Chief signatures have been obtained. Linda Gregory moved to approve the street closure. Lola Mauer provided the second. Questions called. Motion passed by voice vote.
- 8. Street Closure Application – Robinwood Neighborhood Organization (7/6/24):** Charles Tuite, President, alluded to this being an annual event within the neighborhood. It is a parade where children decorate their bikes and pull their pets in wagons and things of that sort. Afterward, they will cumulate at one of the corners in the neighborhood for a cookout. Lola Mauer confirms this will be on July 6 starting at Noon lasting only an hour and that both Police and Fire Chief have given approval. Linda Gregory moved to approve the parade permit. Lola Mauer provided the second. Questions called. Motion passed by voice vote.
- 9. Street Closure Application – Women Support Girls, Women Support Each Other (8/3/24):** Albone Kelly, Founder, explains they would like to have a youth with a future back to school event collaborating with Habitat for Humanity, Project Paradise, Urban Light, Punchies Plaza, and Entrepreneur Launchpad. The Parks Department will assist as well but aren't collaborating because they think one event will be better than everybody trying to do a backpack event. The application is to block Kirby Avenue from Hackley to Pershing Drive. Tables will be put out from Noon to 4:00 PM and security will be present. Lola Mauer confirms the date will be August 3 with a rain date of August 4. Linda Gregory moved to approve the street closure. Lola Mauer provided the second. Questions called. Motion passed by voice vote.
- 10. Street Closure Application – Minnetrista Museum and Gardens Faeries, Sprites & Lights (7/25 – 7/27):** Kirsten Novotny, representing Minnetrista, explained they have a few events on today's agenda but the first one is for their annual Faeries, Sprites & Lights event coming up at the end of July. The streets are Minnetrista Parkway and Minnetrista Boulevard. Linda Gregory moved to approve the street closure. Lola Mauer provided the second. Questions called. Motion passed by voice vote.
- 11. Street Closure Application – Minnetrista Museum and Gardens Enchanted Luminaria Walk (12/6 – 12/7):** Kirsten Novotny went ahead and submitted approval for their annual Enchanted Luminaria Walk held in December. It is for closure of the same streets mentioned in the previous application, Minnetrista Parkway and Minnetrista Boulevard. Linda Gregory moved to approve the street closure. Lola Mauer provided the second. Questions called. Motion passed by voice vote.



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**12. Adoption of the Muncie Design Manual:** Adam Leach, City Engineer, explained this would adopt the design manual that has been posted online for a couple weeks now. He hasn't received any comments. A public hearing was held and they didn't hear any comments there either. Some minor revisions (such as grammar, editing, acronyms, etc.) are still being made so his recommendation would be to adopt the design manual with future revisions regulated by the City Engineer. There is a bit of a timeline on this due to the deadline for the Sanitary District's MS4 permit which requires new drainage standards by the end of June (which is basically now). Linda Gregory asked if they, the Board of Works, is the only body that adopts this and ensured it doesn't not have to go through the Metropolitan Planning Commission or any other entities. Mr. Leach responded yes and no. Lola Mauer confirmed this has been publicly available online for the past few weeks. Mr. Leach answered yes. Linda Gregory moved to adopt the design manual as posted online with minor anticipated revisions. Lola Mauer provided the second. Questions called. Motion passed by voice vote.

**13. 2024 Landscaping Bid Opening:** Linda Gregory happily announced that 2 bids were submitted this time. This being the second round.

|                       |            |
|-----------------------|------------|
| Smith Family Services | \$2,190.95 |
| Specialty Tree Care   | \$3,477.75 |

Adam Leach, City Engineer, recommended to take the bids under advisement so they can ensure they are balanced and plan to come back with a recommendation at the next regularly scheduled meeting.

**14. U.S. Architects Engagement Memorandum Approval – Office of Community Development:** Gretchen Cheesman, Community Development Director, explained this is to design and provide construction provision (not to build) a concrete masonry unit structure with 2 unisex restrooms and a utility room with wood trusses built at Thomas Park in the vicinity of their new splash pad. It was a good price because they just built the exact same structure at Riverbend Park in Whitely at a fixed price fee of \$7,000. Linda Gregory asked if this is a contract and Cheesman responded it reads "Engagement Memorandum" on the form. Linda Gregory moved to approve the engagement memorandum as presented. Lola Mauer provided the second. Questions called. Motion passed by voice vote.

**15. Adjournment:** Vice-President Lola Mauer took a moment to remind everyone that this Friday from 10:30 AM to 1:30 PM across the street from City Hall is the Touch-A-Truck event. There being no further business Vice-President Lola Mauer adjourned the meeting at 9:20 a.m.

We will meet next Wednesday, July 3, 2024

Board of Public Works and Safety

  
Ted Baker, President

  
Lola Mauer, Vice-President

  
Linda Gregory, Secretary

  
Lacey Jones, Recording Secretary