

- 1. Time & Place
- 2. Pledge of Allegiance
- 3. Members Present
- 4. Approval of the Minutes for September 25, 2024
- 5. Register of Claims
- 6. Data Processing Email Proposal
- 7. Bid Award for Down Town Gateway Park
- 8. Scope Amendment #1 for CIP 2024
- 9. Five (5) CDBG Public Service Contracts, Office of Community Development
  - a. A Better Way Services, Inc.
  - b. Christian Ministries of Delaware County
  - c. Muncie Mission Ministries
  - d. Recovery Café Muncie
  - e. YWCA of Central Indiana
- 10. Agreement between Hillcroft Cleaning Services & City of Muncie
- 11. Noise Exemption Authorization, River of Praise Worship Center (Oct. 6)
- 12. Noise Exemption Authorization, Rutledge Productions (Oct. 14)
- 13. Street Closure Application, Ivy Tech Community College (Dec. 3)
- 14. Public Comments – Jerry Wise
- 15. Adjournment

**BOARD OF PUBLIC WORKS AND SAFETY**  
**CITY OF MUNCIE, STATE OF INDIANA**  
**OCTOBER 2, 2024**  
**CLAIMS PACKET & MEETING MINUTES**

- 1. **Board of Public Works and safety, City of Muncie, State of Indiana, met in City Hall Auditorium, at 2:00 P.M.**
- 2. **Pledge of Allegiance**
- 3. **Roll Call Members Present:** Ted Baker – Lola Mauer/ABSENT – Linda Gregory
- 4. **Approval of the Minutes for September 25, 2024:** President Ted Baker entertained a motion to approve. Linda Gregory moved to approve minutes from the September 25, 2024 meeting as printed. Ted Baker 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 6 \$250,000 Delaware County Auditor 911 fees for 3<sup>rd</sup> qtr.
  - ✓ Page 8 \$15,531.74 &
  - ✓ Page 22 \$15,531.74 Camping World RV Sales SWAT command center.
  - ✓ Page 12 \$111,530 Pridemark Construction ARP Westside Park Skate Park excavation.
  - ✓ EFTS \$60,000 Alternative Service Concepts police settlement.
  - ✓ EFT \$23,992.42 Wex Bank police fuel charges 8/31 – 9/25.
  - ✓ EFT \$30,135.58 Star Bank street equipment.

Linda Gregory moved to approve register of claims of **366 Records** for a total amount of **\$787,857.19** as presented. Ted Baker provided a second. Questions called. Motion passed by voice vote.
- 6. **Data Processing Email Proposal:** Adam Williams, City of Muncie I.T. Department, mentioned some wording was adjusted on the archiving section of the agreement at the advice of the City Attorneys. This is a continued contract renewal as CSKern has been the email provider and he is willing to answer any questions. President Baker confirmed the proposal is for a total year cost of \$48,000. Mr. Williams insists that being for the first year then they will continue on the 3-year price agreement. Linda Gregory moved to approve the email proposal. Ted Baker provided the second. Questions called. Motion passed by voice vote.

7. **Bid Award for Down Town Gateway Park:** Adam Leach, City Engineer, referred to a email forwarded from the Recording Secretary containing the bid recommendation from REA who is the landscape architect on the project. They recommend the award to **FlatLand Resources** as they are the lowest responsible bidder (required terminology) and their recommendation is to award the **bid base and alt in the sum of \$687,769.42**. He is willing to answer any questions. The other bid they received was from Pridemark with a \$2,000 to \$3,000 difference so they were very thorough in vetting to make sure that the lowest was *actually* the lowest bid. Linda Gregory moved to approve the acceptance of the bid from FlatLand Resources. Ted Baker provided the second. Questions called. Motion passed by voice vote.
  
8. **Scope Amendment #1 for CIP 2024:** Adam Leach, City Engineer, mentions they received lower bids than anticipated so decided to add some work for E&B Paving as part of their CIP 2024 paving project. Morrison Road is being added from the Jackson roundabout down to River Road as well as the rest of Burlington from Luick all the way up to Jackson. This is a scope addition. Scope amendment #1 for Burlington Drive has an additional length that comes out to a cost of \$258,827.72 and the scope amendment to Jackson for Morrison costs \$276,406.02. The total amount is \$535,233.74. The prices were locked in with the original contract so nothing is changed on unit bid and they have the money so would like to go ahead and finish these streets. President Baker confirmed this was money saved or generated other ways and leftover in the budget. Adam Leach explained they anticipated a much higher bid for the work they let out and wanted to do more since there is a difference. Linda Gregory moved to approve the change order as presented. Ted Baker provided the second. Questions called. Motion passed by voice vote.
  
9. **Five (5) CDBG Public Service Contracts, Office of Community Development:** Nikita Adam, Office of Community Development, is here to speak on behalf of all five (5) contracts. The Board decides to hear and consider them individually. All of these are coming out of the 2024 CDBG Public Services section of the grant (15%).
  - a. **A Better Way Services, Inc.:** **\$40,672** for operations of the Domestic Violence Shelter including part of the Executive Director salary, utilities and insurance payments. Linda Gregory moved to approve the contract as presented. Ted Baker provided the second. Questions called. Motion passed by voice vote.
  - b. **Christian Ministries of Delaware County:** **\$17,846** to fund the payroll for their emergency men's sleeping room coordinator and four (4) night managers. This is their emergency sleeping room that runs from October through April providing a space to sleep, shower, do laundry, and eat breakfast/dinner. Linda Gregory moved to approve the contract as presented. Ted Baker provided the second. Questions called. Motion passed by voice vote.
  - c. **Muncie Mission Ministries:** **\$67,456** for funding of operations/costs of the Muncie HUB Homeless Services Center. Linda Gregory moved to approve the contract as presented. Ted Baker provided the second. Questions called. Motion passed by voice vote.
  - d. **Recovery Café Muncie:** **\$11,904** for partial funding of the Executive Director salary and part of the recovery support services there. Linda Gregory moved to approve the contract as presented. Ted Baker provided the second. Questions called. Motion passed by voice vote.
  - e. **YWCA of Central Indiana:** **\$53,568** for part of the CEO salary for the administration of the Emergency Shelter Program and costs of the overnight emergency shelter housed inside the building. Linda Gregory moved to approve the contract as presented. Ted Baker provided the second. Questions called. Motion passed by voice vote.
  
10. **Agreement between Hillcroft Cleaning Services & City of Muncie:** Adam Leach was requested by the Administration to present this contract which is the cleaning that Hillcroft Services provides to the City. The full services are enlisted in the contract and shall be **\$5,492.88** per month based on cleaning of the building. This has been an ongoing long-term contract with Hillcroft and this is just an annual continuation of that. Linda Gregory made the comment they have been contracted since at least 2008 to her recollection. Linda Gregory moved to approve the agreement with Hillcroft Services. Ted Baker provided the second. Questions called. Motion passed by voice vote.

BOARD OF PUBLIC WORKS AND SAFETY  
MUNCIE, INDIANA


11. **Noise Exemption Authorization, River of Praise Worship Center (Oct. 6):** Pastor Joan Thompson with the River of Praise Worship Center, 200 10<sup>th</sup> Street, is requesting a noise exemption to allow for an outside church service of 25 to 30 people. They've had no noise complains thus far in anything they've done and just want to make this aware to the community. She has held outside services before but not within Muncie. It will start at 10:00 AM and will go for 2-4 hours at the most. Police Chief has given approval. Linda Gregory moved to approve the noise exemption. Ted Baker provided the second. Questions called. Motion passed by voice vote.
12. **Noise Exemption Authorization, Rutledge Productions (Oct. 14):** Chrisopher Changers, Rutledge Productions, recalled filming a movie here at the beginning of the year. Part of showing their appreciation to everyone involved, they are planning to host a screening event at AMC 12 and afterwards a VIP meet and greet at Pumpkin Pulp on Granville. They had also wanted to enlist in a couple bands and food trucks and that sort of thing. It will be an afterparty for the VIP people starting at 9:00 PM going until 11:00 PM to allow a half-hour for breakdown and cleanup. They have 30 VIP tickets available so anticipate that many people attending. Linda Gregory asked if they anticipate alcohol use and if so, made the appropriate provisions. Mr. Changers replied yes, they are working on it having talked with several places that have catering. She is more concerned about conduct. He insists it is a 21-and-older event. She acknowledges that even 21-year-olds and older can get boisterous, shall we say. She asks that question so the organizers will know to have plans in place. He assures they will have security. President Baker confirmed this has been approved by the Police Chief. Linda Gregory moved to approve the noise exemption. Ted Baker provided the second. Questions called. Motion passed by voice vote.
13. **Street Closure Application, Ivy Tech Community College (Dec. 3):** William Glasser III, Ivy Tech Community College, would like to request a few things for December 3. One of those being a street closure on Franklin between Howard and Charles Streets to put up a Santa Clause House for people to come and bring their children. At the same time, they want to offer carriage rides through town with the embarkation point being in front of Ivy Tech on Charles Street. The parade route would go east on Charles down to Walnut turning north, going down to Main turning west back to Franklin and Franklin back to Charles. Again, these are horse carriage rides for the holiday season. This is open to not only the staff, faculty and students but to the public as well. Police Chief has given approval. Linda Gregory moved to approve the street closure as presented. Ted Baker provided the second. Questions called. Motion passed by voice vote.
14. **Public Comments:** Jerry Wise took a moment to appreciate Muncie. It's great.
15. **Adjournment:** There being no further business President Ted Baker adjourned the meeting at 9:20 a.m.


We will meet next Wednesday, October 9 at 9:00 AM

Board of Public Works and Safety

  
Ted Baker, President

  
Lola Mauer, Vice-President

  
Linda Gregory, Secretary

  
Lacey Jones, Recording Secretary