

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

1. Time & Place
2. Pledge of Allegiance
3. Roll Call Members Present
4. Register of Claims
5. Media Services Agreement/Contract
6. Salvation Army – Restroom Rehabilitation
7. Change Order #2 for the Wheeling Avenue Project
8. Community Crossings Matching Grant Fund 2020-1 Award Letter
9. Local Roads and Bridges Matching Grant Agreement Cont. A249-20-LG200329 between INDOT and the City of Muncie
10. Salt Storage Agreement between the City of Muncie and Jay Crew Landscaping
11. Adjournment

**BOARD OF PUBLIC WORKS AND SAFETY
CITY OF MUNCIE, STATE OF INDIANA
APRIL 22nd, 2020 MINUTES**

1. Board of Public Works and Safety, City of Muncie, State of Indiana, at 9:02 A.M. President Gregory called the meeting to order via Zoom and live streaming with Facebook. Welcome if you are out there as part of the public, thank you for joining us.
2. **Pledge of Allegiance**
3. **Roll Call Members Present:** Linda Gregory, Ted Baker, Jerry Wise
4. **Board of Works Minutes for April 8, 2020:** President Gregory commented that Jerry Wise is noted in the minutes as being late for the meeting and Linda would like the following changes to the minutes for April 8th. Item #5 Register of Claims payment date 4-10-20 replace Jerry Wise with Linda Gregory providing the second. Payment date 4-3-20 replace Jerry Wise with Linda Gregory providing the second.

Board of Works Minutes for April 15, 2020: President Gregory entertained a motion. Ted Baker moved to approve the April 15th, 2020 minutes as printed. Jerry Wise provided the second. Motion passed by voice vote.

5. Register of Claims:

Trent Conway, City Controller there are a few things that I want to bring to your attention on the bottom of page 7 and the top of page 8 there are some EMS department expenses they were put to the Fire Department within the center township funds. There was an issue where the employee entering the invoices did not the security to put them to the EMS Department but I am working with them to figure out where those need to go. So we will transfer them down to the EMS Department and them in the right accounts. President Gregory asked if we will be approving those where they are today and then do we need to come along and make an adjustment later or how do you want to handle that. Trent indicated there will be an adjustment later and there will be more than that, there is going to be the expenses prior to when the EMS Department budget was approved. President Gregory made a suggestion to Trent that those adjustments somehow be done on a separate claims register or something so that we have isolated and easily identified in the future. Trent Conway commented absolutely.

Trent mentioned another item which is on page 9 with the Parks Department Buddenbaum & Moore, LLC invoices from last year. These invoices were for the winterization and closing of Tuhey Pool in 2019. We did not find out about these invoices until we called them this year to reopen the pool and were told that we had some outstanding invoices which was given to the Parks Department for payment. I believe there was some statements sent to the Parks Department but were not followed up on.

Ted Baker had no questions or comments.

Jerry Wise asked about page #11 Park District Bond 2011 Other Services & Charges for a total amount of \$64,300. Trent explained that is several invoices that were paid for us refunding the Park Bond. Last year the Park Board and City Council approved to have that bond refunded as long as it would save the City of Muncie at least One

40

BOARD OF PUBLIC WORKS AND SAFETY
MUNCIE, INDIANA

Hundred Thousand Dollars over the remaining life of the bond. Last year they were not able to do that do to circumstances and at the beginning of this year they said hey we are finally there we can show One Hundred Thousand Dollars in savings. The Mayor and I decided to move forward with it. No further questions.

Linda Gregory commented that she noticed in several accounts that we had charges and invoices from Beasley Gillkison normally those would come under another account, can you give us some background why those are spread are spread over several departments and what they are for. Trent Conway explained that Beasley Gillkison gets their general allotment of \$100,000 and that is just for general legal counsel for the City anything that's go to litigation that they help us with gets billed separately.

No further questions.

Trent Conway, City Controller presented **Board of Works** Claims payment dated **4.24.20** there are **268 Records** for a **total amount \$278,257.45** President Gregory entertained a motion. Ted Baker moved to approve Board of Works claims as presented. Jerry Wise provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented the **Board of Works EFTS payment dated 4.15.20** there are **7 Records** for a total amount of **\$207,966.48** for **SIHO Insurance, Inc., Indiana Dept. of Revenue, First Merchants Trust Co., IU Health Plans, Muncie Meds/Canarx Serv., Inc.** No comments or questions for Trent Conway. President Gregory entertained a motion. Ted Baker moved to approve EFT claims as presented. Jerry Wise provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented the **Board of Works EFT payment dated 4.20.20** there are **1 Record** for a total amount of **\$9,756.90** for **SIHO Insurance, Inc.** No comments or questions for Trent Conway. Ted Baker moved to approve EFT as presented. Linda Gregory provided the second. Motion passed by voice vote.

Trent Conway, City Controller presented the **Board of Works EFT payment dated 4.20.20** there are **1 Record** for a total amount of **\$80,373.45** for **IU Health Plans.** No comments or questions for Trent Conway. Ted Baker moved to approve EFT as presented. Linda Gregory provided the second. Motion passed by voice vote.

5. **Media Services Agreement/Contract:** Trent Conway reported that he hopes to have the contract from the City Attorney soon.
6. **Salvation Army - Restroom Rehabilitation:** Brian Stephens-Hotopp, City Engineer reported that Community Development has nothing to report at this time.
7. **Change Order #2 for the Wheeling Avenue Project:** Brian Stephens-Hotopp, City Engineer reported that in preparation for the upcoming subgrade treatment on the Wheeling Avenue Project Alt and Witzig performed testing to determine the proper maximum dry density of the soil. The contract requires the use of cement stabilization and the 2018 INDOT standard specification book section 215.03 requires that cement quantities be based on 4 percent of the maximum dry density. However, INDOT geotech division has since mandated that the cement content be increased to 5 percent of the maximum dry density of the soils. This mandate was issued in a document published by INDOT Geotechnical Services on January 5, 2020 entitle Design Procedures for Soil Modification of Stabilization. Upon further investigation and confirmation with Nayyar Siddlid of INDOT it was determined that the mandated material increase is necessary for the Wheeling Avenue project. There a change order is necessary to compensate the contractor the increased material costs only as stated in section 215.12 of the 2018 INDOT specification book. E & B Paving submitted a request for the increased payment based on the invoice provided by Specialties Company for this material. There is no historical to compare the unit price submitted by E&B Paving as the cost increase is based on invoices provided the supplier.

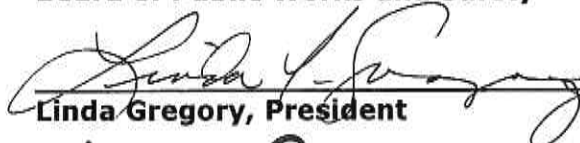
| | |
|---------------------------------|--------------|
| Original Contract Amount | 4,249,325.00 |
| Current Change Order Amount | 23,073.12 |
| Total Previous Approved Changes | 22,709.80 |
| Total Change To-Date | 45,782.92 |
| Modified Contract Amount | 4,295,107.92 |

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

This is a change to the unit price of the contract or just establishing the new unit price for that work. Brian recommended the board to approve change order. President Gregory entertained a motion. Ted Baker moved to accept change order as presented. Jerry Wise provided the second. Motion passed by voice vote.

8. **Community Crossings Matching Grant Fund 2020-1 Award Letter:** Brian Stephens-Hotopp, City Engineer informed the board members that the City of Muncie applied for Community Crossing Grant in February of 2020 and received the award two weeks ago.
9. **Local Roads and Bridges Matching Grant Agreement Cont. A249-20-LG200329 between INDOT and the City of Muncie:** Brian Stephens-Hotopp, City Engineer explained that the contract states that the City of Muncie will do our portion and they are providing \$703,598.80 which represents 50% of the estimated construction budget. President Gregory entertained a motion. Ted Baker moved to enter into contract with INDOT as presented by the City Engineer. Jerry Wise provided the second. Motion passed by voice vote.
10. **Salt Storage Services Agreement between the City of Muncie and Jay Crew Landscaping:** Brian Stephens-Hotopp, City Engineer explained that we are asking Jay Crew Landscaping to help store road salt for the Street Department beginning April 22, 2020 and terminating on April 22, 2021. Upon termination Jay-Crew shall cease all storage activities on behalf of City. Products to be stored and handled delivery of salt from State of Indiana and location of Jay-Crew property at 2901 S. Gharkey Street. We are asking them to store an anticipated 750 tons of salt. We will be paying 10% of the tonnage of salt it sores on behalf of city. Brian explained the way the salt contract works with the State is we essentially bid with the rest of the state we have to give them a number of what we expect to use and you can go plus or minus 20%. This year we are 750 tons shy of the lower 20% of what we wanted to use, so we have to take ownership of 750 tons no matter what. Our salt barn is full we either pay INDOT to store the 750 tons or in this case we found a local partner. If we were to go through INDOT it would be \$15.00 per ton per month so it ends up being roughly \$52,000 that we would be paying INDOT to store our salt and in this case, we paying Jay Crew salt that we had already paid for. Ted Baker asked who came up with the storage idea it was a commemorative effort between Donnie Wright, Wm. Chambers and myself. President Gregory entertained a motion. Ted Baker moved to enter into contract with Jay-Crew as presented. Jerry Wise provided the second. Motion passed by voice vote.
11. **Adjournment:** There being no further business President Gregory adjourned meeting at 9:26 a.m. We will be meet next Wednesday, April 29, 2020.

Board of Public Works and Safety


Linda Gregory, President


Ted Baker, Secretary


Jerry Wise, Vice-President


Linda Hayes, Recording Secretary