

BOARD OF PUBLIC WORKS AND SAFETY
MUNCIE, INDIANA

1. Time & Place
2. Pledge of Allegiance
3. Roll Call Members Present
4. Approval of Minutes for October 21st, 2020 meeting
5. Register of Claims
6. Acceptance of Bid for United Day Care Center - HVAC
7. New City Restoration Standards
8. 2020 Cares Act Contracts between Community Development Office and Alpha Center, the Arc of Indiana, Bridges Community Service, Christian Ministries, Greater Muncie IN Habitat for Humanity, Hillcroft Service, Inc., Ross Community Center, United Day Care of Delaware Co., Whitely Community Council, YWCA of Central Indiana
9. Application to close Bunch Blvd from Jackson St. to Gavin St.
10. City Engineer tree plantings in Median on E. McGalliard Road
11. Trent Conway, City Controller – Settlement Agreement
12. Adjournment and Meeting called back to order by President Gregory 9:33 a.m.
13. Minnetrista Cultural Foundation request approval to close Minnetrista Blvd to traffic
14. Adjournment

BOARD OF PUBLIC WORKS AND SAFETY
CITY OF MUNCIE, STATE OF INDIANA
October 28th, 2020 MINUTES

1. Board of Public Works and Safety, City of Muncie, State of Indiana, at 9:00 A.M. President Gregory called the meeting to order.
2. **Pledge of Allegiance**
3. **Roll Call Members Present:** Linda Gregory, Jerry Wise, Ted Baker
4. **Board of Works Minutes for October 21, 2020:** President Gregory entertained a motion to approve the minutes from last week. Ted Baker moved to approve minutes from the October 21, 2020 meeting as printed. Jerry Wise provided the second. Motion passed by voice vote.
5. **Register of Claims:** Trent Conway, City Controller commented that he does not have anything that he wishes to bring to the Board's attention this week, is there any questions.

Ted Baker does not have any questions.

Jerry Wise has some questions, on page #2 General Fund, Other Services & Charges **CDW Government** for **\$4,971.60** Trent explained it was to purchase of three lab top computers.

Page #3 Building Commissioner, Health Insurance for **Humana Insurance Co.** for **\$701.20** Trent explained that is life insurance for employees over the age of 65 or retirees. Jerry Wise "shouldn't you just shoot those people, just kidding". Same page Other Services & Charges to **Delaware County Recorder** for **\$1,400** Trent explained that is for weed leans on properties that had not complied with notice to mow. Also on same page under City Council Attorney Fees **Delk McNally LLP** **\$2,000** Trent explained that is a monthly retainer for legal council.

Page #5 General Fund Animal Shelter Institutional & Medical **ARF's Paw Clinic** for **\$886** Trent reported that is for some clinical work at the animal shelter. Other Services & Charges, **Diana J. Salkoski** for **\$1,500** Trent explained she is a contracted employee for the animal shelter at the Board of Works approved.

Page #6 Board of Works Other Services & Charges **Beasley & Gilkison LP** for **\$1,175** Trent responded litigation Invoices from the City Attorneys.

Page #7 Police Department Gas & Oil **Superfleet Mastercard** for **\$12,065.88** Trent explained this is a lump sum payment for fuel. Same page Psychological Services, **Susan Sherer-Vincent, Inc.** for **\$1,173.41** services for the police department. Same page **Defur Voran LP** for **\$2,569.50** Trent explained this for litigation for one of the police law suits going on.

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Page #9 General Fund Fire Department Medical Services **Midwest Toxicology Services LLC** for **\$514.25** Trent reported this was for drug screenings for the fire department.

Page #10 Center Township Revenue Equipment Lease/Rental Payments **BB&T \$ Governmental Finance** for **\$74,103.84** Trent reported that this is annual lease payment for the ambulances they purchased last year.

Page #15 Motor Vehicle Highway, Other Services & Charges **Share Corporation** for **\$2,479.99** Donnie Wright reported it is for hyborsyde and weed kill.

Page #17 Ball Brothers Grant 475, **Quadmed, Inc.** for **\$3,073.00** Trent reported this is medical supplies for the police Department.

Page 18 Fire Pension Fund, **Humana Insurance** for **\$44,175.60** Trent explained it is the same as the Humana question. Same page Hardest Hit Fund, Board of Works other Services & Charges **Air Management Techniques, Inc.** for **\$9,675.00** and **Shroyer Bros, Inc.** one is for Asbestos Abatement and one for Demolition.

Linda Gregory had a question on Page #13 Motor Vehicle Highway, Employee Uniforms for **William Chambers** for **\$194.88** reimbursement and on Page 14 Repair and Maintenance reimbursement to **Donnie Wright** for **\$660.60** it looks like they are reimbursements to street department employees. I am not questioning the expenses I am questioning whether or not we are imposing on employees to pay for something out their own pocket that should be handled otherwise through running a tab at the business or supplying them with a credit card. City Engineer came forward and reported that William Chambers purchased clothes and we reimbursing him on his clothing allowance. Donnie Wright could not set up an account to purchase a part for one of the Dump Trucks so he paid for the part from his own pocket; this is a reimbursement as well.

President Gregory entertained a motion. Ted Baker moved to accept **254 records** for a total amount of **\$335,549.99** as presented. Jerry Wise provided the second. Motion passed by voice vote.

6. **Acceptance of bid for United Day Care Center – HVAC:** Gretchen Cheesman, Director of Community Development Office requested that item stay on the table.
7. **New City Restoration Standards:** City Engineer reported we are looking at this year is a multiyear road plan and developing relationship with other adjoining agency's to get work done. This would fall into the category of things we are trying to create a more sustainable long-term plan for the City. The current standards were development a few decades ago and this addresses some of the specific concerns and issues we have had with maintaining or roadways. We have been working on this a couple months now and we asking the utilities to improve or increase the restoration expectation for the City of Muncie. Ted Baker asked if Brian had looked at other cities. Brian replied that he looked at five different communities and we are kind of raising the bar on number items of what we are expecting. The restoration standards for curbs, sidewalks, pavement, drive approaches as well as concrete and asphalt roadways. Depending upon the outcome from the Board I will post the new city restoration standards on the website, send out letters to all utilities companies and contractor's. President Gregory entertained a motion. Jerry Wise moved to accept new city restoration standards as presented and discussed by the City Engineer. Ted Baker provided the second. Motion passed by voice vote.
8. **2020 Cares Act Contracts between Community Development Office and Alpha Center, the Arc of Indiana, Bridges Community Service, Christian Ministries, Greater Muncie IN Habitat for Humanity, Hillcroft Service, Inc., Ross Community Center, United Day Care of Delaware Co., Whitely Community Council, YWCA of Central Indiana:** Stephanie Hutchinson, Community Development presented 2020 Cares Act Contracts, all the contracts are to prevent, prepare and respond to the Corona Virus only. The funds provided through HUD's Cares Act and the cost to the City of Muncie is zero dollars.
 - **Alpha Center: Covid Assistance/Support - \$10,000**
This grant will provide for lost and future funding for providing services to frail, high risk elderly clients and their (often also elderly) caregivers that are now being delivered in client's homes rather than in a center setting due to the pandemic. Funds will be used to respond to needs of clients and /or caregivers for a period of 10 months, June 1, 2020 thru March 31, 2021, and past

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support back to June 1, 2020. Funds will also replenish lost funds from Medicaid Waiver program and rent utilities that were previously paid by resources contributed by private pay clients that can no longer attend the center.

- **The Arc of Indiana Foundation: Erskine Green Training Institute COVID-19 Response - \$6,600**
Funding will provide personal protective equipment for staff such as hand sanitizer, masks, cleaning supplies and other items that will allow the Erskine Green Training Institute to remain open, as well as, the purchase furniture that can be easily cleaned for the common area where students work on soft skills that are critical to appropriate workplace behavior.
- **Bridges Community Services: Case Manager for Increased Need: \$26,158.08**
One year of salary and payroll related costs for a case manager to assist with increased caseload due to increase in number of clients facing homelessness due to Covid-19 related loss of income and inability to pay rent. Administration of HOME TBRA application process is included as part of this position.
- **Bridges Community Services-Documented Overtime for Employees: \$40,000**
Due to increased demand for homeless services during the pandemic and other homeless service providers at times closing their doors or limiting access to new clients, Bridges staff has been exceptionally busy and working many overtime hours. This grant will pay for documented overtime hours, including payroll taxes from March 31, 2020 thru March30, 2021 up to the amount of the grant.
- **Christian Ministries of Delaware County-Rent and utility assistance for struggling families: \$10,000**
Assisting clients WHO LIVE WITHIN CITY OF MUNCIE BOUNDARIES, whose incomes have been negatively affected by Covid-19 or who have another reason RELATED TO COVID-19 that they are delinquent with rent and/or utility payments, in order to prevent eviction and keep families together. Rent and utility payments (gas, electric, sewer, water only) must be paid directly to the provider (landlord or utility) on behalf of the tenant and not to the tenant.
- **Greater Muncie, IN Habitat for Humanity-Volunteer Management Services: \$1,500**
This project funds PPE in the form of masks, portable sinks, and Plexiglas barriers for all Volunteers and staff at Muncie Habitat for all sites including: home construction, home rehab, home repair sites, the Restore site, and main office site. PPE will be provided in the form of masks, portable sinks and Plexiglas barriers at Restore.
- **Hillcorft Services: Social Distancing Safety-\$20,000**
The funds for this grant will provide the purchase of non-porous material furniture that can be easily cleaned and sanitized. The purchased furniture will not only provide a dedicated safe space for their venerable clientele but also create a visual to help with social distancing. This safe space is utilized Monday through Friday by the program
- **Ross Community Center Free Community Market: \$12,000**
Purchase of food and non-food essential items (hygiene products, diapers, etc.) for weekly Free Community Market.
- **United Day Care of Delaware County-Covid Response- \$59,440.43**
Funds will be used to hire three teachers and two employees to escort children from their vehicles to the building safety. Funds will also go towards reimbursements from May 18, 2020 through September 30, 2020 and anticipated expenses from October 2020 through December 31 2020. Funds from this grant will also go toward hand sanitizer, art and sensory materials, children and adult sized masks, and a new thermometer.
- **Whitely Community Council: Whitely Community Council Bill Assistance Program- \$30,000**
Assisting clients WHO LIVE WITHIN THE WHITELEY NEIGHBORHOOD, whose incomes have been negatively affected by Covid-19 or who have another reason RELATED TO COVID-19 that they are delinquent with rent and/or utility payments, in order to prevent eviction

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and keep families together. Rent and utility payments (gas, electric, sewer, water only) must be paid directly to the provider (landlord or utility) on behalf of the tenant and not to the tenant.

- **YWCA Central Indiana-YWCA Emergency Shelter COVID 19 Case Manager and Emergency Shelter Program and Emergency Response: \$60,000**

Funds will be used to support a full time COVID Case Manager to help strengthen the YWCA Emergency Shelter Program. This case manager will provide individual case management services to all YWCA residents as well. In addition, funds will also be used to help with direct care and case management, staff overtime/ shift coverage, secure supplies, protective barriers, signage, address facility layout/social distancing barriers. Funds will assist with the purchase of cleaning and sanitizing products and enhanced front line services.

President Gregory entertained a motion. Ted Baker moved to accept 2020 Cares Act Contracts as presented. Jerry Wise provided the second. Motion passed by voice vote.

9. Application to close Bunch Blvd from Jackson St. to Gavin St.: City Engineer presented street closure notice for November 2, 2020 until November 17, 2020 for street repairs for the Kitselman Center Project. They had anticipated on making the repairs June 1, 2020 until July 15, 2020 but it did not work out for them on those previous dates. President Gregory entertained a motion. Ted Baker moved to approve street closure for Bunch Blvd as presented by the City Engineer. Jerry Wise provided the second. Motion passed by voice vote.

10. City Engineer, Brian Hotopp: Last week as joint effort between the Parks Department, Street Department, Prairie Creek and Muncie Sanitary District and Sewer Maintenance a large group of employees helped complete some tree plantings in the median of E. McGalliard Road. All of those trees were acquired free from a donation we received from a utility. I just want to give a big thank to all those departments that help with the plantings.

11. Trent Conway, City Controller – Settlement Agreement and Release: Former Duffy Tool property at 3401 8th Street for the environmental cleanup the City will receive a check for \$45,000, which will offset the cost for the environmental fees, if the board approves the settlement agreement and release. President Gregory entertained a motion. Jerry Wise moved to accept settlement agreement and release for Duffy Tool as presented by the City Controller. Ted Baker provided the second. Motion passed by voice vote.

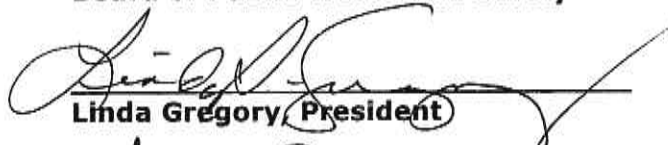
12. Adjournment: There being no further business President Gregory adjourned meeting at 9:28 a.m. President Gregory called the meeting back to order for one additional item at 9:33 a.m.

13. Minnetrista Cultural Foundation request approval to close Minnetrista Blvd: Brett came forward to request approval to close Minnetrista Blvd from Minnetrista Parkway to Wheeling Avenue from 8:00 a.m. to 9:00 p.m. Thursday, October 29, 2020. Signature from Police Chief of Police and Muncie Fire Chief for their approval.

14. Adjournment: There being no further business President Gregory adjourned meeting at 9:34 a.m.

We will meet next Wednesday, November 4, 2020.

Board of Public Works and Safety


Linda Gregory, President


Ted Baker, Secretary

Jerry Wise, Vice-President


Linda Hayes, Recording Secretary