

BOARD OF PUBLIC WORKS AND SAFETY
MUNCIE, INDIANA

1. Time & Place
2. Pledge of Allegiance
3. Roll Call Members Present
4. Approval of the November 18, 2020 Meeting
5. Register of Claims
6. Replacement Windows for the Muncie Street Department
7. Board of Public Works & Safety Meeting Schedule for Year 2021
8. Gretchen Cheesman, Community Development Director reference City Owned Building at 213 E. Washington Street
9. Adjournment

BOARD OF PUBLIC WORKS AND SAFETY
CITY OF MUNCIE, STATE OF INDIANA
November 25th, 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, Ted Baker, Lola Mauer
4. **Board of Works Minutes for November 18, 2020:** President Gregory entertained a motion to approve the minutes from the November 18, 2020. Ted Baker moved to approve minutes from the November 18, 2020 meeting as printed. Lola Mauer provided the second. Motion passed by voice vote.
5. **Register of Claims:** Trent Conway, City Controller reported he wanted to bring a few things to the Board's attention this being my last meeting. **Page #3** Board of Works, Other Services & Charges there this an expense for the **Muncie Public Library \$5,012.34** Library's did not get COVID grant money from the State. Rather the State giving them money directly they asked the Library has to work with their financial body, which used to be the county and is now the city. Therefore, they make requests through us. **Page #6** Center Township Revenue, Other Services & Charges **Heartland Ambulance Service \$99,500.00** this is the monthly bill for Heartland to provide us with Paramedics. The last item I want bring up is the expense for the Martin Street Greenway Connector that Brian was doing, we had to split those out between three different funding's from a Bond, that BSU gave us grant and the remaining balance came out of the wheel tax. **Page #10** Motor Vehicle Highway, Wheel Tax Projects to **3-D Company, Inc. \$24,169.12** then again on page #12 Ball State Grant to **3-D Company, Inc. \$16,280.88** on **Page #13** Prairie Creek Other Bond for **3-D Company, Inc. \$122,747.38**.

Ted Baker nor Lola Mauer had any questions for Trent.

Linda Gregory asked Trent a question on **Page #5** under Fire Department, Equipment Rental Repair and Maintenance for **Kenton P. Bailey \$3,125.00** Trent will reach out and try to find out to replace florescent bulbs but I will find out which fire station he changed bulbs for and have Craig Wright report back next week.

Linda Gregory had a general comment for Police and Fire in particular and not exclusively in that description column which reads, Police, Fire, Muncie Parks Department. Sometimes we can figure out or deduce what the expense was for, I would like for you to express the person entering invoices that there needs to be something more meaningful in the description not only for the Board members but for the public as well.

Trent explained that what you are seeing here is the header description and this report is only pulling the header description and I will talk to Adam Williams, Data Processing to see about getting this changed.

President Gregory entertained a motion. Lola Mauer moved to accept **244 records** for a total amount of **\$453,533.47** as presented. Ted Baker provided the second. Motion passed by voice vote.

6. **Replacement windows for the Muncie Street Department:** Donnie Wright, Street Supervisor came forward and requested approval for this letter and recommendation for the award of the quoting for twelve (12) window replacements and being installed at the Street Department Office. There were four companies that was asked for pricing, summarized as follows:

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- Window World – Muncie, IN \$ 5,610.00
- Pella Windows – Muncie, IN \$ 5,677.28
- Clemens Home Solutions – Muncie, IN \$13,562.00
- Floors, Doors and Moore – Never received pricing

It is my recommendation that the City proceed with the purchase of the 12 windows by awarding the purchase to Window World of Muncie. President Gregory entertained a motion. Ted Baker moved to accept quote from Window World of Muncie for replacement of 12 windows at the Muncie Street Department. Lola Mauer provided the second. Motion passed by voice vote.

7. **Board of Public Works & Safety Meeting Schedule for Year 2021:** Recording Secretary, Linda Hayes has given us a meeting schedule for 2021 that we need to approve. Those meeting dates are essentially every Wednesday for the coming year. I might also note that we will be meeting the Wednesday before Christmas and the Wednesday before New Year's Eve. President Gregory entertained a motion. Ted Baker moved to approve slate of meeting dates for Year 2021 for approval. Lola Mauer provided the second. Motion passed by voice vote.

8. **Gretchen Cheesman, Community Development Director reference City Owned Building at 213 E. Washington Street:** This building was once the Muncie Sanitary District Sewage Billing Office on the first floor before the new city hall was built. It has some serious maintenance issues and we are trying to make some decisions to keep it or tear it down. We would like to do a Phase 1 Environmental Site Assessment prior to making that decision. I solicited three quotes keeping in mind there is no environmental company located in Muncie:

SME Environmental Indianapolis, IN No Quote Rec.	Creek Run Environmental Montpelier, IN \$ 1,850.00	Hydro-tech Environmental Anderson, IN \$ 1,800.00
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Gretchen requested approval from the Board accept quote from Hydro-tech Environmental for \$1,800.00 and the payment will be coming from the Unsafe Building Fund. President Gregory entertained a motion. Lola Mauer moved to approve quote from Hydro-Tech Environmental as requested by Gretchen. Ted Baker provided the second. Motion passed by voice vote.

9. **Adjournment:** There being no further business President Gregory adjourned meeting and wished everyone a nice Thanksgiving and we are looking forward to working with Craig Wright, new City Controller and thanked Trent Conway for being our controller and we wish you very best in your new job, meeting adjourned at 9:31 a.m.

We will meet next Wednesday, December 2, 2020.

Board of Public Works and Safety



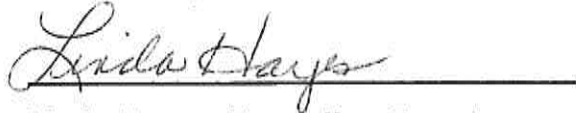
Linda Gregory, President



Ted Baker, Secretary



Lola Mauer, Vice-President



Linda Hayes, Recording Secretary