

BOARD OF PUBLIC WORKS AND SAFETY  
MUNCIE, INDIANA

1. Time & Place
2. Pledge of Allegiance
3. Members Present
4. Approval of the Minutes for the April 28, 2021
5. Consideration Register of Claims
6. Brian Stephens-Hotopp, City Engineer presenting Wheeling Avenue Change Order #4
7. Open Bid for the Halteman Splash Pad
8. Board of Public Works and Safety City of Muncie Policy on Public Participation in the cost of curb, gutter or sidewalk replacement
9. Procession Application from Justin Oliver, Muncie Central High School
10. Noise Exemption Authorization Application for Romie's 904 E. Willard St.
11. Procession Application from V.F. Muncie Catholic Pastorate – Diocese of Lafayette
12. Gretchen Cheesman, Com. Dev. Director presented Scope of Work Revision for Technical Assistance for Alicia Vaughn, City Consultants & Research, LLC
13. Residential Handicapped Parking Application from Jose Galvan 416 S. Elm St.
14. Noise Exemption Authorization Application from North Central Industries, Inc.
15. Adjournment

**BOARD OF PUBLIC WORKS AND SAFETY**  
**CITY OF MUNCIE, STATE OF INDIANA**  
**May 5th, 2021 MINUTES**

1. Board of Public Works and Safety, City of Muncie, State of Indiana, met in the City Hall Auditorium, at 9:01 A.M.
2. **Pledge of Allegiance**
3. **Roll Call Members Present:** Lola Mauer, Linda Gregory – (Absent-Ted Baker)
4. **Approval of the Minutes for the April 28, 2021 Minutes:** President Gregory entertained a motion to approve. Lola Mauer moved to approve minutes from the April 28, 2021 meeting as printed. Linda Gregory provided the second. Motion passed by voice vote. Linda Gregory abstained from voting.
5. **Register of Claims:** Craig Wright, City Controller brought forth attention to items on **Page #1 \$57,137.35 Delaware County Treasurer/city properties. Page #5 \$5,000.00 and Page #17 \$12,000.00 death benefit. Page #6 \$7,303.86 & \$3,951.93 Ray O'Hearn Co. 550 boxes of ammo 9mm. Page #12 \$27,000 Bendle Lawn Equipment 2 Ferris lawnmowers for Prairie Creek. Page #12 \$2,650 Prairie Creek 6 refunds for switching docks for the new handicap pier. Page #15 \$5,120 and Page #16 \$10,161.00 \$9,210 total \$24, 481 Com. Dev. 5 Ton Rooftop HVAC for the United Day Care Center. EFTS \$73,815.64 \$118,897.22 IU Health Plans.**

Gregory stated she checked Balances in various line items, and everything seems in line with the exception of seasonal, which is to be expected.

Gregory asked Wright to clarify the EFT reconciliation entries and the process involved. Wright explained Clares is in charge of the transfers and will follow up with particular questions regarding the topic. Gregory explained her specific question is concerning the last time that is not reconciled. Wright stated that balance was just paid and was concerning the health care plans and should be reconciled within a month. Gregory asked what balances are being compared against and Wright states a claims service sends the documents then distributed per department.

Jerry Wise 325 W. Charles, question consisted on Page #2 \$60.00 Andrea Johnson, City Court Interpreter-called in on Contract. Page #8 \$3,615.00 Pharmacy-Medical Supplies for Ambulance Service. Page #12 \$425 for Refund – New ADA Compliance Ramp move at Prairie Creek. Page #15 \$10,161 Lehman's Rooftop-part of HVAC replacement stated above.

President Gregory entertained a motion to approve. Lola Mauer moved to approve register of claims **257 Records** for a total amount of **\$305,288.40**. Linda Gregory provided the second. Motion passed by voice vote.

6. **Brian Stephens-Hotopp, City Engineer presenting Wheeling Avenue Change Order #4:** Brian Stephens-Hotopp requested this item remain on the table.

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7. **Open Bid for the Halteman Splash Pad:** Only one bid was submitted to the City Clerk's Office from Vortex Aquatics Structures Splash Pad bid amount \$124,617.00 Brian Stephens-Hotopp, City Engineer asked the board to take quote under advisement. Gregory entertained a motion. Lola Mauer moved to take bid from Vortex Aquatics under advisement as recommended. Linda Gregory provided the second. Motion passed by voice vote.
8. **Board of Public Works and Safety City of Muncie Policy on Public Participation in the cost of curb, gutter or sidewalk replacement:** Brian Stephens-Hotopp, City Engineer reported to the Board that there was an existing policy has opportunity to partner with landowners, associations, and businesses in order to contribute to sidewalk rehab in their communities. The new policy is meant to update the cost share pricing to reflect current market cost. This new policy would offer improvement to cost share contribution for sidewalk stretches along with curb and gutters. Hotopp stated any community members interested could contact the Street Department with a proposal. City contribution is subject to Street Department funding at time of application and proposals will be reviewed to see if it meets current City Standards before coming to Board for approval.
- 4" concrete sidewalk **\$50.00** per square yard.
  - 4" concrete sidewalk poured monolithically with 6" x 20" straight curb **\$50.00** per square yard for sidewalk and **\$30.00 per linear foot** for 6" x 20" straight curb.
  - 24" city standard rolled curb **\$30.00 per linear foot.**
  - 24" high back curb and gutter combination or 6" x 20" straight curb **\$40.00 per linear foot.**
- President Gregory entertained a motion to approve Policy Change. Lola Mauer moved to approve policy change as presented. Linda Gregory provided the second. Motion passed by voice vote.
9. **Procession Application from Justin Oliver, Muncie Central High School:** Assistant Principal Justin Oliver came forward to present their graduation class parade permit for Friday, June 4, 2021 from 6:00 p.m. to 7:00 p.m. Route leave from MC High School parking lot onto Walnut Street, south on Walnut Street to from Columbus south to the Walnut Street Round-a-bout then north on Mulberry Street to Columbus then back to MC High School parking lot for finish. Signatures of approval from Nathan Sloan, Muncie Chief of Police and David Miller, Muncie Fire Chief. President Gregory entertained a motion. Lola Mauer moved to approve parade permit as presented. Linda Gregory provided the second. Motion passed by voice vote.
10. **Noise Exemption Authorization Application for Romie's 904 E. Willard St.:** The owner of Romie's came forward to request noise exemption on May 29, 2021 from 7:00 p.m. to Midnight for a celebration of Life of a friend at 904 E. Willard Street. Type of noise will be music playing during the celebration. President Gregory entertained a motion to approve noise exemption. Lola Mauer moved to approve noise exemption as presented. Linda Gregory provided the second. Motion passed by voice vote.
11. **Procession Application from V.F. Muncie Catholic Pastorate – Diocese of Lafayette:** A representative from Muncie Catholic Pastorate came forward to present Eucharistic Procession on June 6, 2021 from 12:15 p.m. to 1:15 p.m. Starting at St. Mary Catholic Church traveling north to W. Gilbert Street to N. Talley Avenue then from N. Talley Avenue thru the Quad, then from the corner of Riverside & McKinley, down Riverside Avenue to St. Francis of Assisi Catholic Church. Signature of Approval from Melissa Pease, Deputy Chief of Police, Aaron Wood, Deputy Fire Chief, Rhonda Clark, BSU Campus Police Chief. President Gregory entertained a motion to approve procession permit. Lola Mauer moved to approve procession permit as presented. Linda Gregory provided the second. Motion passed by voice vote.

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12. **Gretchen Cheesman, Com. Dev. Director presented Scope of Work Revision for Technical Assistance for Alicia Vaughn, City Consultants & Research, LLC:** Gretchen Cheesman, Community Development Director brought forth proposal to have Alicia Vaughn be a consultant for the Department and she brings forth ten plus years of experience. Gretchen informed the Board of Alicia Vaughn's hourly rate of \$100.00 per hour and an extended list of services offered. Cheesman also stated the department would most likely use her for their yearly Consolidated Annual Performance Evaluation Report (CAPRE) totaling \$4,000.00. President Gregory entertained a motion to approve proposal. Lola Mauer moved to approve proposal for Technical Assistance for Alicia Vaughn as presented. Linda Gregory provided the second. Motion passed by voice vote.
13. **Residential Handicapped Parking Application from Jose Galvan 416 S. Elm Street:** Ben Shocklee, Sign Crew approved location. President Gregory entertained a motion. Lola Mauer moved to approve handicap-parking sign as presented. Linda Gregory provided the second. Motion passed by voice vote.
14. **Noise Exemption Authorization Application from North Central Industries, Inc.:** Richard Shields came forward to address the Board with noise exemption for Saturday, May 15, 2021 from 7:00 p.m. to 11:00 p.m. at 1500 E. Washington Street for a Consumer Fireworks Performance Demonstration. President Gregory entertained a motion to approve. Lola Mauer moved to approve noise exemption as presented. Linda Gregory provided the second. Motion passed by voice vote.
15. **Adjournment:** There being no further business President Gregory adjourned meeting at 9:29 a.m.

**We will meet next Wednesday, May 12, 2021**

**Board of Public Works and Safety**

  
Linda Gregory, President

  
Ted Baker, Secretary

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Lola Mauer, Vice-President

  
Linda Hayes, Recording Secretary