

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

1. Time & Place
2. Pledge of Allegiance
3. Members Present
4. Approval of the Minutes for November 1, 2023
5. Register of Claims
6. Community Development Contract for HOME-ARP Supportive Services with the Muncie Mission
7. Street Closure Application, 7 Brew Coffee – TMG Construction Mgt. Zachary Cox
8. Adjournment

**BOARD OF PUBLIC WORKS AND SAFETY  
CITY OF MUNCIE, STATE OF INDIANA  
NOVEMBER 8, 2023 MINUTES**

1. **Board of Public Works and safety, City of Muncie, State of Indiana, met in City Hall Auditorium, at 9:00 A.M.**
2. **Pledge of Allegiance**
3. **Roll Call Members Present:** Ted Baker – Lola Mauer – Linda Gregory
4. **Approval of the Minutes for November 1, 2023:** President Ted Baker entertained a motion to approve. Lola Mauer moved to approve minutes from the November 1, 2023 meeting as printed. Linda Gregory provided a second. Motion passed by voice vote.
5. **Register of Claims:** Craig Wright, City Controller, wished to bring attentions to a few claims:
  - ✓ Page 4 \$38,474.79 Indiana Michigan Power traffic signals & street lights.
  - ✓ Page 9 \$46,814.76 Wex Bank Police October fuel charges.
  - ✓ Page 13 \$245,899.95 E&B Paving MVH community crossings various paving.
  - ✓ Page 17 \$33,275 Humana Insurance Fire Pension Medicare Ins Supp.
  - ✓ Page 17 \$33,541.20 Humana Insurance Police Pension Medicare Ins Supp.
  - ✓ Page 18 \$20,345.19 Delaware County Auditor October court cost.
  - ✓ EFT \$69,781 Alternative Service Concepts WC & GL claims.
  - ✓ EFTS \$15,577.56 Star Bank Police vehicles.
  - ✓ EFTS \$237,269.58 UMR
  - ✓ A second run on 11/03 for various utilities.

President Baker asked for questions or comments. Linda Gregory referred to candy purchases preferring the City feed people in nourishment rather than candy. She would also like to know the lunch policy for City employees. Controller Wright advised when employees are out on the road going to conventions or meetings that lunches are provided from time to time. Gregory noticed there were a few Departments that were having lunches for commissions for Departments. One case wasn't indicated on whether it was an out-of-town lunch for a single person. It wasn't a lot of money but on the other hands there are a number of tax payers who work here but their lunches aren't paid for. Controller Wright is aware the Fire Commission always turns in food receipts from their meetings. However, lunches are for seminars etc. Gregory then asked about Department meetings. Controller Wright assures there is no policy saying no but agrees to her point of them being a little more aware on that spending. The point Gregory is getting at is if the meeting *has* to occur over lunch or is it just to be able to pay for lunches. Controller Wright will follow up with everyone to keep lunches down to a minimum if possible.

Lola Mauer had a question on Page 9 regarding the credit card charges. Controller Wright advised the City has a \$40,000 credit card and sometimes overlaps when charges start and stop, as with typical credit cards, and the City was charged an over limit fee. He assured he is trying to get it all taken care of but it being a third party he does not know if that is going to happen but has been in discussions. President Baker entertained a motion. Linda Gregory made a motion to approve register of claims **344 Records** for a total amount of **\$881,952.26** as presented. Lola Mauer provided the second. Questions called. Motion passed by voice vote.

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**6. Community Development Contract for HOME-ARP Supportive Services with the Muncie**

**Mission:** Allen Wiseley, Office of Community Development, stated this is from the HOME-ARP Funds provided to Community Development through the HOME Grant Program. These are supportive services designed to serve homeless persons. (Same pot of money from the Landlord-Tenant Liaison contract adopted at the 10/4/23 BoW Meeting.) If homeless clients, particularly at the HUB, have appointments they need to get to, their caseworkers are transferring them in their personal vehicles. That is not a good situation. This is looking to pay over a 5-year period for the Muncie Mission to lease a van specifically for that purpose covering the lease payments themselves as well as registration and taxes over a period of 5 years. The ultimate goal for the Muncie Mission to buy the vehicle outright at the end of the year and Community Development would only be providing funding for the 5-year lease for \$75,000 total so \$15,000 a year for 5 years. President Baker advised this would probably remove a lot of liability from those individuals. Mr. Wiseley stated correct and that the Muncie Mission had vehicles but only so many therefore having one specifically dedicated to the HUB is needed. Linda Gregory moved to approve the agreement for supportive services. Lola Mauer provided the second. Questions called. Motion passed by voice vote.

**7. Street Closure Application, 7 Brew Coffee – TMG Construction:** Zachary Cox, TMG

Construction, is building the new 7 Brew Coffee Stand off of S. Tillotson Ave. They are putting in new sidewalks across the front of the business and in doing so, they are going to need to do incremental closures of a single lane there for safety of workers while installing and tearing out existing walks. Lola Mauer confirmed they are wanting to start this as soon as possible. Mr. Cox agreed and they are foreseeing the first closure to be next Thursday (11/16/23) for half a day trying to keep it in 4-hour increments. Mauer confirmed the location being 308 S. Tillotson. Mr. Cox stated that is correct. Lola Mauer moved to approve the street closure application. Linda Gregory provided the second. Questions called. President Baker thanked Mr. Cox for being concerned about the safety of Muncie residents, his staff and others. He assumed plenty of notice would be provided as far as where to move within the lane. Mr. Cox replied absolutely. Motion passed by voice vote.

**8. Adjournment:** There being no further business President Baker adjourned meeting at 9:10 a.m.

We will meet next Wednesday, November 15, 2023

**Board of Public Works and Safety**

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Ted Baker, President

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Lola Mauer, Vice-President

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Linda Gregory, Secretary

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Lacey Jones, Recording Secretary