

**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 6, 2024
5. Register of Claims
6. Office of Community Development, Presenting Radon Mitigation Proposals for the CDBG Homeowner Rehab Program.
7. Office of Community Development, PathStone Down Payment/Closing Cost Assistance Agreement
8. Contract Approval of Upgrades to Fire Station #2 and Fire Station #3
9. Adjournment

**BOARD OF PUBLIC WORKS AND SAFETY
CITY OF MUNCIE, STATE OF INDIANA
NOVEMBER 13, 2024
CLAIMS PACKET & MEETING 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 6, 2024:** President Ted Baker entertained a motion to approve. Lola Mauer moved to approve minutes from the November 6, 2024 meeting as printed. Linda Gregory provided a second. Questions called. Motion passed by voice vote.
5. **Register of Claims:** Craig Wright, City Controller, wished to bring attention to a few claims:
 - ✓ Page 4 \$40,415.32 Indiana Michigan Power traffic signals & street lights.
 - ✓ Page 15 \$45,932.03 CD FY 23 Home PathStone home rehabilitation.
 - ✓ EFTS \$172,661.41 UMR
 - ✓ EFTS 458,890 IU Health Workplace Services
 - ✓ EFT \$70,076.94 Alternative Service Concepts WC/GL claims.

Questions called. Linda Gregory moved to approve register of claims of **236 Records** for a total amount of **\$659,073.50** as presented. Lola Mauer provided a second. Questions called. Motion passed by voice vote.
6. **Office of Community Development, Presenting Radon Mitigation Proposals for the CDBG Homeowner Rehab Program:** Nikita Adams, Office of Community Development, explained they are now required for the Homeowner Rehab Program to test for radon in homes. If it comes above levels of 4 pCi they have to do mitigation and will be taking care of that for any clients whose homes do come above that. With that, they must present the estimates received and get approval to move forward with the one that was chosen. They reached out to five (5) different companies and received two (2) estimates back: Radon Environmental for \$1,846.40 and Pure Air for \$1,553. They would like to move forward with the lowest quote as they both were about the same process. President Baker questions how long the contract will be in place for. Adams replies it is not going to be a contract, they are just going to do quotes until they get a feel for what pricing looks like and then potentially move to contract-based. Linda Gregory asked if she had a feel for how many of these they may run across. Adams responds no, Muncie is considered a high radon space so right now they have tested about ten (10) homes and this is the first one that came back. They aren't thinking they'll have to do it too often. It will be dependent on the homes state. Linda Gregory moved to approve the estimate of proposal. Lola Mauer provided the second. Questions called. Motion passed by voice vote.

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- 7. Office of Community Development, PathStone Down Payment/Closing Cost Assistance Agreement:** Melissa Poulin, Office of Community Development, presents fresh contracts to the board members. Every year the City goes into a contract with a different subrecipient, historically and recently it has been with PathStone. They partner with them and low-income families throughout the City of Muncie to provide down payment and closing cost assistance. It is important for the City to bring home ownership to families as well as important for the communities they live in. This year's contract is composed of 45,000 coming from grant dollars from HUD and 9720.06 coming from recaptured funds. If a home sells, is transferred or is determined the owner of the home previously provided down payment assistance funds move within the 5-year period following the closing of their home, they have to pay back a portion of that award. That 9,720.06 are those recaptured funds from sales within the last 12 months. They have collectively decided as a Department to award the dollars recaptured back into that program to increase the award. The 45,000 in grant dollars coming from HUD is actually from old grant money that has not been spent. They are spending old money first, which had not been done until her predecessor came into her position. This contract is hoping to serve ten (10) households in providing just over \$54,000 in down payment assistance. Linda Gregory asks if there is any estimate of how many such down payment assistance owners have been helped in the past. She knows it is a long-time program but thinks it is important for people to have some concept of the impact of this program. Poulin knows it is a couple hundred just in recent years. Gregory then asks if 10 is a reasonable number per year. Poulin responds 10 is a reasonable number for the amount of money they are awarded by HUD. HUD determines the grant dollars based off population and the grant for the HOME Program has to go to several different resources with down payment assistance being roughly around 10% of that. Helping 10 households is fantastic and they've actually built in to the contract the opportunity to request more grant dollars (because it was discovered they have a lot of old money) in the event there are more families that need it than what they are contracted for and have the capacity to do so. They have every intention of scrubbing their database to determine how much more money can be provided this year. Linda Gregory moved to approve the agreement with PathStone for down payment/closing cost assistance. Lola Mauer provided a second. Questions called. Motion passed by voice vote.
- 8. Contract Approval of Upgrades to Fire Station #2 and Fire Station #3:** Adam Leach, City Engineer, explains these are a couple contracts for Fire Station #3 and Fire Station #2 allowing for renovations of the restroom facilities to bring them up to modern standards. The plan is to add some additional room for the female firefighters and some other vague and various improvements to the facilities. These were done by an invitation-type bid so amounts to less than \$150,000 which is allowable. Four (4) bidders came in and they have selected the lowest qualified bidder, all of which were qualified. Information on what the bids were can be obtained through Dan Burford, Fire Chief, and Keith Gary provided all the architectural plans. It is about above the board one can get. President Baker asks for the bids for record keeping purposes. Leach advises he will send the bid tabulation to the Recording Secretary to be included in the minutes. Station #2 is recommended award to Pridemark for \$134,800 and Station #3 is recommended award to Pridemark for \$166,350 (\$135,380 + \$30,970 Alt. 1):

U.S. Architects 9200 W. Smith St. Yorktown, IN 47396 (765) 405-1220				BID TABULATION - MUNCIE FIRE DEPT.	
Contractor	Base Bid #2	Base Bid #3	Alt. 1 BUNK ROOM	Base Bid #4	Total 3 Projects w/ Alt.
CRU Construction	\$139,589.40	\$139,589.40	\$31,495.20	\$143,880.32	\$448,208.42
		Bid #3 Total: \$171,084.60			
First Due Company	\$147,105.00	\$161,450.00	\$19,625.00	\$158,740.00	\$486,920.00
		Bid #3 Total: \$181,075.00			
Pridemark	\$134,800.00	\$135,380.00	\$30,970.00	\$147,700.00	\$448,850.00
		Bid #3 Total: \$166,350.00			


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Lola Mauer moved to approve the renovation contracts for Fire Station #2 and Fire Station #3 and Linda Gregory provided the second. Questions called. Jerry Wise thinks it is great we are using local architects and local contractors. Motion passed by voice vote.

- 9. Adjournment:** There being no further business President Ted Baker adjourned the meeting at 9:13 a.m.

We will meet next Wednesday, November 20 at 9:00 AM

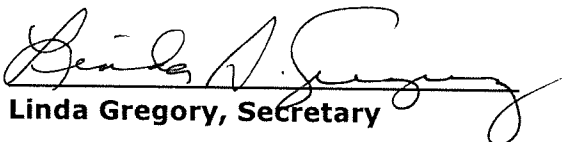
Board of Public Works and Safety



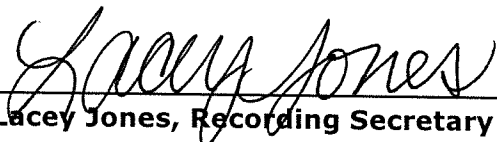
Ted Baker, President



Lola Mauer, Vice-President



Linda Gregory, Secretary



Lacey Jones, Recording Secretary