

**BOARD OF PUBLIC WORKS AND SAFETY,  
STORMWATER MANAGEMENT  
MEETING MINUTES  
CITY OF HARTFORD CITY, INDIANA  
JUNE 15, 2020**

**CALL TO ORDER AND WELCOME:** Mayor Dan Eckstein welcomed everyone and called to order the regular meeting of the Board of Works and Public Safety at 5:30pm.

**ROLL CALL:** Members present were Kristi Bonewit, Pam Weiseman and Mayor Dan Eckstein. Also present were City Attorney, Brandon Murphy and Clerk-Treasurer, Dana Whatley.

**Mayor Eckstein** officially welcomed Dana Whatley as Clerk-Treasurer. She was also welcomed by the other members of the Board of Works.

**APPROVAL OF AGENDA:** As this line was accidentally omitted, the agenda was amended to reflect the line "Approval of Agenda". Ms. Bonewit made a motion to accept agenda as amended. Seconded by Mayor Eckstein. Vote to approve as amended was 3-0.

**APPROVAL OF MINUTES:** Ms. Weiseman made a motion to accept the minutes as submitted, Ms. Bonewit seconded the motion. Approved 3-0.

**APPROVAL OF CLAIMS:** Ms. Weiseman had a question about two separate clothing claims for the same employee. She was verifying that this was correct. It was confirmed by Travis Williamson, the employee's supervisor that this was indeed correct. With no further questions, Mayor Eckstein made a motion to accept the claims as submitted. Ms. Weiseman seconded the motion. The motion carried 3-0.

**OLD BUSINESS:**

**A.) CROWE - AGREEMENT FOR CONSULTING SERVICES FOR THE NEXT PHASE OF THE CSO PROJECT.** The new agreement was discussed and per the request of City Attorney, Brandon Murphy he requested that this topic be held over until the next Board of Works meeting to give him time to review this contract and make sure the language and fee structure are the same as contracts in the past. Mayor Eckstein made a motion to table this until the next Board of Works meeting on July 6, 2020. Ms. Weiseman seconded the motion. Vote approved 3-0.

**B.) REVIEW FINAL DRAFT OF THE STANDARD OPERATING PROCEDURES FOR THE POLICE DEPARTMENT -** Chief McKissack stated that the "Reserve" language was removed from the SOP and all other changes that were discussed have been incorporated. Attorney, Brandon Murphy stated that he was comfortable with the changes that were made and with the current language of the updated SOP. The members decided to approve this in two separate parts. Ms. Weiseman made a motion to accept the Part-Time Police Officer Guidelines of the SOP as corrected. Ms. Bonewit seconded the motion. The motion carried 3-0. Ms. Bonewit made a motion to accept the entire SOP as corrected. Mayor Eckstein seconded. The vote to approve was 3-0.

**NEW BUSINESS:**

- A.) MARK MCKISSACK - PART-TIME POLICE OFFICERS PROGRAM** - The Board of Works will approve candidates. Mr. McKissack asked to re-address the Part-Time Police Officer's positions. Ms. Weiseman made the motion to offer a conditional offer of employment for a Part-Time position to Mr. Chris Liggett. Ms. Bonewit seconded the motion. The vote was carried 3-0. Ms. Weiseman thanked Mr. McKissack, Mr. Cody Crouse and Mr. Ethan Cox for all of their work re-writing the Standard Operating Procedures.

The board decided to table the issue of the other part-time applicants until the July 6, 2020 meeting. Ms. Bonewit made motion to table the positions for other part-time police officers. Mayor Eckstein seconded. The motion was approved 3-0.

Chief McKissack asked if this motion to table would be addressed in an Executive Session of the Board of Works? It was decided to have an Executive Session Meeting on Wednesday, July 1, 2020 at 5:00pm.

- B.) INTERVIEW PROCESS OF PATROLMAN - CAPPER** - The Board of Works after interviewing Mr. Capper are prepared to accept Chief McKissack's request and extend a conditional job offer to Mr. Brandon Capper providing he passes the polygraph and other required tests. Ms. Weiseman made a motion to extend a conditional offer of employment to Mr. Capper. Seconded by Ms. Bonewit. The vote was approved 3-0.

- C.) TRAVIS WILLIAMSON- WAGE INCREASE FOR EMPLOYEE STANLEY** - Mr. Williamson reminded the Board that Mr. Cory Stanley & Mr. Jordan Massey are taking part in the Rural Indiana Alliance Water Apprenticeship Program. This program requires a earn as you learn pay increase as you pass certain sections of this program. That was approved by the last administration. Mr. Stanley has completed his 1,000 hour requirement on April 27,2020. Mr. Williamson is asking for a .28 cents per hour pay increase and to make that retro-active to April 27,2020. Mr. Williamson also clarified that since Mr. Stanley is currently in the apprenticeship program his salary doesn't cost the City anything. Rural Indiana Alliance reimburses the City for said salary. Ms. Bonewit made the motion to allow this pay increase retroactive to April 27,2020. Mayor Eckstein seconded. The motion carried 3-0.

- D.) ESTEBAN BRIZ WITH OOMA OFFICE - PROPOSED NEW PHONE SYSTEM AND PROPOSED QUOTE** - Mr. Briz gave a brief overview of who OOMA Office is and what the benefits would be by switching to OOMA. Ms. Weiseman requested to have concrete numbers and an accurate proposal of what we will need and make sure it compares to our current system. City Attorney, Brandon Murphy will look over our Mainstream contract and determine what it will take to terminate that contract. Mayor Eckstein made a motion to move forward on this and have Mr. Briz visit each site and assess the needs and come up with a final quote. Ms. Bonewit seconded. The vote to approve was 3-0.

**ADJOURNMENT:** Mayor Eckstein adjourned the meeting at 6:18pm

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