

**BOARD OF PUBLIC WORKS AND SAFETY,
STORMWATER MANAGEMENT
MEETING MINUTES
CITY OF HARTFORD CITY, INDIANA
JULY 20, 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.

APPROVAL OF AGENDA: Ms. Weiseman made a motion to accept agenda as submitted. Seconded by Ms. Bonewit. Vote to approve was 3-0.

APPROVAL OF MINUTES: There was discussion as to how employee's names should be listed in the minutes. Strictly initials or first initial and last name. Attorney Murphy said it would be best practices to use either one of these forms and stick to the same way for continuity. The board decided to use first initial and last name unless in a situation of HIPAA compliance. Ms. Bonewit made a motion to accept the minutes with correction of one typographical error (word "mad" should be "made"). Ms. Weiseman seconded the motion. Approved 3-0.

APPROVAL OF CLAIMS: Mayor Eckstein asked Chief McKissack if the expenditure from the K-9 fund was paid for with donated funds. Chief McKissack confirmed that yes they were indeed paid for with donated funds. With no further questions, Ms. Bonewit made a motion to accept the claims as presented. Mayor Eckstein seconded the motion. The motion carried 3-0.

OLD BUSINESS:

B. BACON – AMEND EXTENDED SICK LEAVE GRANTED TO A WATER DEPARTMENT EMPLOYEE: The Board of Works had set a precedent earlier in the year that employees would be granted 5 days extended sick leave when the situation warranted. At the previous meeting on July 6th, an employee was inadvertently granted 9 days sick leave instead of the 5. Tonight there was discussion to amend those days back to 5 days. There was discussion and it was determined that if there are extenuating circumstances the Board will look at those on a case by case basis. Mayor Eckstein made a motion to amend the sick leave days to 5. Ms. Weiseman seconded the motion. The vote to amend was 3-0.

NEW BUSINESS:

M. MCKISSACK – CHANGING JOB DESCRIPTIONS FOR THE POLICE DEPARTMENT: Chief McKissack introduced the fact that E. Cox had been working on updating the job descriptions for the Police Department handbook. This had not been done since 1988. This goes along with all of the work the Police Department has been doing with updating SOP's, etc. Chief McKissack explained that these would be done and copies provided to the Board of Works and Attorney Murphy to review and vote on at the next meeting on August 3, 2020. This topic was tabled until that time.

BOARD INPUT: Mayor Eckstein talked about the upcoming Annual City Employee Picnic that will be held at Sigma Phi Gamma Park at 11:30am on Friday, August 7, 2020. Due to COVID-19, the city has decided to purchase box lunches from Subway so that there will be individual lunches for each person to eliminate touching food items, etc. He told the Department Supervisors to make sure each of their employees received an order form so that they can order the lunch they prefer. After the picnic, everyone will have that afternoon off.

Mayor Eckstein also presented the board with a proposal to start the Board of Works meetings earlier at 5pm going forward. There was discussion of the advantages of doing this. Mayor Eckstein then made a motion to start Board of Works meetings at 5pm. Ms. Weiseman seconded the motion. The vote to approve was 5-0. Beginning Monday, August 3, 2020 the Board of Works meeting will begin at 5pm going forward.

Attorney Brandon Murphy introduced his colleague, Savannah who works in his office at 217 N. High St., Hartford City, IN 47348. Savannah will be helping him with different duties for the city. She will primarily be helping with the Property Standards Board.

ADJOURNMENT: Mayor Eckstein adjourned the meeting at 5:57pm

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