

**MINUTES OF SPECIAL MEETING
BOARD OF PUBLIC WORKS AND SAFETY
CITY OF MONTICELLO
MONDAY NOVEMBER 1, 2021**

A special meeting of the Board of Public Works and Safety of the City of Monticello, Indiana, was held via Zoom and in person on Monday November 1, 2021 at 5:30 p.m. The meeting was called to order by Mayor Cathy Gross at 5:30 pm and opened with the Pledge of Allegiance.

Roll call, by Clerk Treasurer Jim Mann, was answered by Board Members Mayor Cathy Gross, Andy Harmon, and Maury Waymouth. All members were in person. City Attorney George Loy and Clerk Treasurer Jim Mann were also present and in person.

Old Business-None

New Business

- 1. Wastewater/Water-Agreement with IHCD/AREA IV-Low Income Household Water Assistance Program-**Clerk Treasurer Jim Mann outlined the details of the program. Partnering with AREA IV it is a one time per patron opportunity to be reimbursed by the IHCD if a patron qualifies for assistance. AREA IV will do the screening for us. Maury Waymouth made a motion to approve the Memoranda as presented. Andy Harmon seconded the motion. All ayes, motion carried.
- 2. Parks-Lease Agreement with Area IV-Anheier Building-**Andy Harmon made a motion to approve the Lease Agreement as presented. Maury Waymouth seconded the motion. All ayes, motion carried.
- 3. Wastewater-Retirement of Mike Keay-**Maury Waymouth made a motion to accept the retirement letter of Mike Keay effective 12-31-2021. Andy Harmon seconded the motion. All ayes, motion carried.
- 4. Wastewater-Permission to Advertise-Wastewater Operator-**Andy Harmon made a motion to approve the request to advertise as presented. Maury Waymouth seconded the motion. All ayes, motion carried.
- 5. Clerk Treasurer-Permission for RFQ-Outsourcing Payroll-**Clerk Treasurer Jim Mann presented the details of the RFQ (Request for Quotation) as it is laid out in three sections. Jim said that outsourcing payroll would allow the Clerk Treasurer's office more time to professionalize HR functions. Jim suggested that an HR audit could be done at a low cost and this would guide the City on developing priorities for future action. Mayor Gross commented that the company we choose should have experience with public safety payrolls. Ken Houston asked about the budget for this function. Mayor Gross indicated the 2022 budget includes funds for this purpose. Ken also indicated the Clerk Treasurer and deputies have received "certification pay" and there is a line item for part time help. He asked why there would be a need to consider outsourcing payroll with additional funds. Mayor Gross indicated there are increasing liabilities with payroll and with HR which puts the City at risk. Mayor Gross said we do not currently have onboard training for all of our employees in the area of Title 1, Title 6, and ADA. Andy Harmon made a

motion to grant permission for the RFQ with outsourcing payroll. Maury Waymouth seconded the motion. All ayes, motion carried.

- 6. Consideration of Peerless Midwest Contract-Well Field Development-Water** Superintendent Wade Cohagen indicated the contract will be to conduct hydrogeologic consulting work on behalf of the City. Andy Harmon made a motion to approve the contract with Peerless Midwest. Maury Waymouth seconded the motion. All ayes, motion carried.

Miscellaneous and all other matters-None

There being no further business before the Board of Works, the meeting adjourned at 5:22 pm.

Jim Mann, Clerk Treasurer, City of Monticello