

**BOARD OF PUBLIC WORKS AND SAFETY
MONDAY AUGUST 26, 2019
AT 9 AM**

Meeting began at 9:27 AM Jonathan Stinson, James Trimble and Cary Sparks were in attendance Roland Shelton and Bob All we absent.

OLD BUSINESS

1. Approve Minutes from Board of Public Works and Safety Meeting August 12, 2019

Cary Sparks made a motion to approve; this was seconded by James Trimble and approved by the Board.

NEW BUSINESS

1. Agreement Covering Installation of Grade Crossing Warning System and Reconstruction of Crossing Surface

Marc Maurer informed the Board the contract previously approved by the Board was missing information on surfacing. This contract is required by INDOT because it is federally funded, cost estimates are \$285,000 for the signal and \$304,425 for the crossing work, this is a budgeted item. Cary Sparks made a motion to approve; this was seconded by James Trimble and approved by the Board.

2. Payroll

James Trimble made a motion to certify the payroll registers based on the recommendation of the Department Heads and the City Controller subject to the appropriation of funds; this was seconded by Cary Sparks and approved by the Board.

3. PO Registers

Cary Sparks made a motion to certify the purchase order registers based on the recommendation of the Department Heads and the City Controller subject to the appropriation of funds; this was seconded by James Trimble and approved by the Board.

4. RICOH – Contract for Document Management

In 2011 the City of Terre Haute entered into an agreement with Ricoh USA to implement a document management software system, the goal being to reduce cost in handling and managing paper records within several departments within the City of Terre Haute. The Fortis software was purchased by (Docuware) and is now End-of –Life and End-of-Support as of December 2019. Brad Speidel has been doing research and it is his recommendation that the City of Terre Haute migrate to the Docuware platform with Ricoh USA. IT has budget for this conversion as a portion was encumbered from last year’s budget. He does not anticipate any change orders as each departmental portion have a detailed scope of work. This project will not include enhancements, new features or additional departmental applications. Based on this recommendation James Trimble made a motion to approve; this was seconded by Cary Sparks and approved by the Board.

There being no further business James Trimble made a motion to adjourn; this was seconded by Cary Sparks and approved by the Board.

Robin A Drummy, Administrator
BOARD OF PUBLIC WORKS AND SAFETY
TERRE HAUTE, INDIANA

NEXT MEETING OF THE BOARD OF PUBLIC WORKS AND SAFETY IS MONDAY, SEPTEMBER 9TH AT 9 AM