

City of West Lafayette, Indiana  
Board of Public Works and Safety  
MINUTES

MARCH 1, 2010  
8:30 a.m.  
City Hall Council Chambers

Members present were Sana G. Booker, Bradley W. Marley, Elizabeth M. Stull, and Mayor John R. Dennis, who presided. Member Jonathan C. Speaker was absent.

1. APPROVAL OF MINUTES

a. February 22, 2010, Meeting

Mr. Marley moved to accept the minutes of the February 22, 2010, Board of Works meeting. Ms. Stull seconded the motion. The motion was adopted.

2. NEW BUSINESS

a. Change Order No. 5 (Revised): INDOT/Milestone – Sycamore Lane Traffic Calming Project – Engineering

City Engineer Buck explained that the amount of the change order approved previously [February 8, 2010, in the amount of \$1,499.88] was incorrect due to a transposition error. The correct amount is \$1,533.50. The change order is for work to connect existing basement drains through the curb lines as a part of the project.

Ms. Stull moved that the change order be approved. Mr. Marley seconded the motion. The motion was adopted.

b. WWTU 2009 Account Write-off List – Clerk-Treasurer

Clerk-Treasurer Rhodes requested Board approval for the write-off of Wastewater accounts which are uncollectable through the normal lien process. The total amount is \$1,040.81. The City Attorney reviewed these and determined that the accounts should be written off, not pursued through other legal means. The amount of the write-offs is higher than usual, primarily due to one property where a bankruptcy was filed. In the past year, changes to the lien filing process were made, shortening the time before liens were filed. This will reduce the concern about bankruptcies being filed. To put the amount of write-off in perspective, WWTU revenues from billings are nearly \$9 million per year, and about 7,400 customers per month are billed.

Ms. Booker moved that the request be approved. Mr. Marley seconded the motion.

Ms. Stull asked about the time frame for pursuing liens. Clerk-Treasurer Rhodes responded that, prior to the changes, there were time lags of six to nine months before liens were filed after three-month delinquencies. The reasons for such an extraordinary time lag are moot now.

The motion was adopted.

c. ASI Maintenance Subscription for Gateway Server – Police

Police Chief Dombkowski requested Board approval for the maintenance on the Police Department's computer firewall installed in 2009, which allows for both filter and

technical support. There is an annual subscription, not an agreement to be signed. The amount is \$673.00.

Clerk-Treasurer Rhodes stated that, since there was no agreement associated with this, this is similar to other maintenance agreements for IT equipment where annual fees are assessed. While it does not need Board approval, the Clerk-Treasurer thanked the Chief for bringing this to the attention of the Board, since it is a new agreement. City Attorney Burns concurred that this item does not need Board action.

d. Contract: City Consultants and Research, LLC - Development

Director of Development Poole explained that this is a joint agreement with the City of Lafayette. West Lafayette's portion will be paid from CDBG and EDIT funds. The contract authorizes City Consultants and Research, LLC to analyze CDBG one- and five-year plans and impediments of the two cities, to ensure that CGDB funding continues. The total cost will not exceed \$9,855, with the City's portion being half of that. The one-year plan is underway now.

Clerk-Treasurer Rhodes asked the size of Lafayette's CDBG grant. Mr. Poole responded that Lafayette's CDBG allocation is much larger than West Lafayette's. The Clerk-Treasurer clarified that the fee is being split. Mr. Poole stated that each municipality would pay half of the fee.

City Attorney Burns found the contract to be in satisfactory order.

Ms. Stull moved that the contract be approved. Mr. Marley seconded the motion.

Ms. Booker asked Mr. Poole to confirm that Lafayette receives more CDBG funds than does West Lafayette, yet the City is paying half. Director of Development Poole stated that West Lafayette is paying half of the fee to develop the plan, which the City would have to create in any case.

The motion was adopted.

e. Claims

- i. AP Docket \$ 50,223.82
- ii. AP Docket 92,930.97
- iii. AP Docket 97,709.20
- iv. AP Docket 132,621.69
- v. PR Docket 434,372.80

Ms. Stull moved that the claims be approved. Mr. Marley seconded the motion.

Questions raised about individual claims by the Board were answered by department heads and Clerk-Treasurer Rhodes.

The motion was adopted.

f. Other Items

- i. Wastewater Utility Director Henderson reported that March is the annual CSO public notification month, which plan has been approved by IDEM. There will be notices and press releases during the month.

BOARD OF WORKS MINUTES, MARCH 1, 2010, CONTINUED

- ii. City Engineer Buck announced the today begins the closing of Cumberland from US52 to Salem Courthouse Apartments until approximately June 15.
- iii. Councilor Burch stated that the Council meeting is tonight at 6:30 p.m.

3. ADJOURNMENT

There being no further business to come before the Board, Mr. Marley moved that the meeting be adjourned, and Mayor Dennis adjourned the meeting.