

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

JUNE 6, 2011

8:30 a.m.

City Hall Council Chambers

Members present were Sana G. Booker, Bradley W. Marley, Jonathan C. Speaker, and Elizabeth M. Stull. In Mayor John R. Dennis' absence, Mr. Marley presided. Mayor Dennis arrived at 8:47 a.m.

1. APPROVAL OF MINUTES

a. May 31, 2011, Meeting

Ms. Stull moved to accept the minutes of the May 31, 2011, Board of Works meeting. Mr. Speaker seconded the motion. The motion was adopted.

2. NEW BUSINESS

a. Approval of Changes to Standard Operating Policy Manual – Police

Captain Leroux presented a document to the Board last week, for their review. This is an annual review of policies by the Police Department, which usually results in changes. Police Chief Dombkowski has reviewed the changes and signed off on them, as has City Attorney Burns. He requested Board approval of the changes.

Mr. Speaker moved that the changes to the Police Department Standard Operating Policy Manual be approved. Ms. Stull seconded the motion.

Ms. Booker asked for confirmation that military experience does not count as police experience. Captain Leroux confirmed that. Ms. Booker asked how much time would be between a former officer's job and re-hiring, whether that time would count in the individual's favor. Captain Leroux responded that Indiana law requires that after two years away from active duty law enforcement, certification must be regained by training in some areas through the Indiana Law Enforcement Academy. Ms. Booker asked for confirmation that, even when experienced officers begin, they start at a certain level of training. Captain Leroux confirmed that.

Mr. Marley noted that on the page which summarized the changes, in item 4, "2.23 Officer Lateral Entry Program," the word "mach" should be "match." Captain Leroux said that he would make that change to his draft summary. This summary is for presentation only and is not incorporated into the policy manual. Mr. Marley asked if, in item 2, "2.05.15 Job Description/Patrol Dispatcher," when dispatchers take breaks, there is coverage at all times, because they take a radio with them. Captain Leroux confirmed that coverage is complete, but that dispatchers are asked to take breaks at non-peak times, and there is a requirement that a portable radio be taken with them, so that, if it does get busy, they can assist with the portable radio or return to the radio room.

Mr. Marley asked what the replacement cycle is for body armor. Captain Leroux answered that vests have a five-year life. Mr. Marley asked if officers were aware of this

and knew when the expiration date is. Captain Leroux answered that the officers do know, but that each year an email is sent to all officers, asking them to confirm their dates.

Mr. Marley asked for confirmation that officers do not pursue motorcyclists, according to Department pursuit policy. Captain Leroux confirmed that. Mr. Marley asked whether officers do any PIT (precision immobilization technique) maneuvers in West Lafayette. Captain Leroux answered that one has been done in a three or four year period, since the policy has been in effect. There is an annual training each year at the Indiana Law Enforcement Academy, to keep the certification up on PIT maneuvers. Mr. Marley asked if there were any policy that governs when PIT maneuvers are done. Captain Leroux responded that there is none, other than what is stated in the pursuit policy.

The motion was adopted.

b. Request to Hire Engineering Assistant – Ben Anderson – Engineering

City Engineer Buck requested the Board to hire Ben Anderson as the Engineering Assistant. Mr. Anderson is a graduate of Indiana State University in construction technology who has several years of experience working in with a land development contractor in the field. Mr. Buck said that Mr. Anderson would be an excellent resource for the Engineering Department. Mr. Anderson's starting biweekly salary will be \$1,893.75, paid partially from the General Fund and partially from Wastewater. He will begin June 13.

Mr. Speaker moved that Ben Anderson be hired as Engineering Assistant. Ms. Stull seconded the motion.

Ms. Stull asked if Mr. Anderson would be filling a new position or is a replacement. City Engineer Buck said Mr. Anderson is a replacement.

The motion was adopted.

c. Contract: Dillterra – Erosion Control Inspections – WWTU

Wastewater Utility Director Henderson reported that the City has used Dillterra in the past for erosion control inspections. These are inspections of construction sites within the City, as part of the stormwater requirements through IDEM. Ms. Michelle Dillon of Dillterra has contracted with the Engineering Department previously. Mr. Henderson requested Board approval of the contract, not to exceed \$7,000 per month.

Ms. Stull moved that Dillterra be hired for erosion control inspections. Mr. Speaker seconded the motion.

Ms. Stull asked what "construction site" means, road construction or building construction. Wastewater Utility Director Henderson answered that it is anything that disturbs an acre or more of land within the City limits. During rains, sediment is washed into catch basins, truck traffic tracks soil off site into the roadways where it is washed into the storm sewers, trying to keep the material on the site.

Mr. Marley said that he noted that Dillterra would provide Phase I environmental site assessments, and asked if the company would provide Phase II assessments, if those were needed. City Engineer Buck answered that he does not perceive the need to do any Phase I or Phase II under the Dillterra contract, but that could be provided, if

necessary. The primary focus of Dillterra's work is plan review and permit issuance for the Rule 5 permits for the acre or more, referred to by Mr. Henderson earlier, as well as any field inspections that would be necessary for construction sites and post-construction inspections required for the five-year period.

The motion was adopted.

d. Final Change Order: Atlas Excavating – Western Sanitary Sewer Interceptor-Division III Project – WWTU

Wastewater Utility Director Henderson said that he referred to this item at last week's meeting. This is the first step in completing the project. Division III was the previous portion, installed by Atlas. The final change order is a deduct of \$35,878.15. There was less trash to be disposed of, and not all the work allowance money was used.

Ms. Stull moved that the final change order with Atlas Excavating be approved. Ms. Booker seconded the motion. The motion was adopted.

e. Contract: On-Call Services – Kennedy/Jenks Consultants, Inc. – WWTU

Wastewater Utility Director Henderson reminded the Board that Kennedy/Jenks is the company that developed the City's co-generation at the Wastewater Plant. They have expertise using biogas in microturbines to generate electricity onsite. He asked the Board to approve the contract for on-call services.

Ms. Booker moved that the contract with Kennedy/Jenks Consultants, Inc. be approved. Ms. Stull seconded the motion. The motion was adopted.

i. Task Order Work Authorization 1, Alternative Feedstock Co-Digestion Evaluation

Wastewater Utility Director Henderson explained that Task Order 1, not to exceed \$24,600, is evaluation of alternative feedstocks for the digester. Over the last two years, companies have approached Mr. Henderson with offers of waste products that might be appropriate feedstocks for the anaerobic digester. More waste yields more gas, which generates more electricity. Kennedy/Jenks will evaluate various waste streams, the digester's capacity for handling these, and the economics of whether more gas means more microturbines or using the gas for compressed natural gas vehicles.

Mr. Speaker moved that Task Order No. 1 with Kennedy/Jenks Consultants, Inc. be approved. Mr. Marley seconded the motion.

Mr. Marley asked if the evaluation is for alternative fuel sources. Wastewater Utility Director Henderson said yes, that he has been approached about tomato waste from tomato processing, ice cream waste, and wash water from biodiesel plants. The Utility has been experimenting with stillage from ethanol production and has learned that the strength of the waste varies.

Ms. Booker asked what ice cream waste is. Mr. Henderson said that it is waste from the production of ice cream.

The motion was adopted.

f. Claims

i.	AP Docket	\$221,416.72
ii.	AP Docket	93,239.79
iii.	AP Docket	11,446.36
iv.	PR Docket	328,433.39
v.	PR Docket	103,679.58

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

Questions raised about individual claims by the Board were answered by department heads.

The motion was adopted.

g. Informational Items

i. Project Payment Listing – WWTU

There were no comments or questions about the listing.

h. Other Items

i. Director of Development Poole announced that the meeting on Fire Station #3 would be held on Tuesday, June 7, at 7:00 p.m.

ii. City Engineer Buck reported that the air conditioning in the building is not working, but that they are having the problem investigated.

iii. Councilor Hunt announced that the Council would meet today at 6:30 p.m.

iv. Mayor Dennis announced that he completed his ABATE (American Bikers Aimed Towards Education) course over the weekend, and that he had 100%.

3. ADJOURNMENT

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