

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

December 27, 2011  
11:00 a.m.  
City Hall Council Chambers

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

1. APPROVAL OF MINUTES

a. December 19, 2011, Meeting

Mr. Speaker moved to accept the minutes of the December 19, 2011, Board of Works meeting. Ms. Stull seconded the motion.

Ms. Booker asked for the minutes to be corrected, as she was not in attendance at the December 19, 2011, meeting. Mayor Dennis stated that the minutes would be corrected.

The motion to accept the minutes as corrected was adopted.

2. NEW BUSINESS

a. Acceptance of West Lafayette CSO Long Term Control Plan – WWTU

Wastewater Utility Director Henderson said that Mr. Gary Ruston of Wessler Engineering was present to answer any questions. Mr. Henderson requested Board approval of the CSO Long Term Control Plan and submission of the plan to IDEM for their action.

Ms. Stull moved that the West Lafayette CSO Long Term Control Plan be approved. Ms. Booker seconded the motion.

Mr. Speaker asked how frequently changes would be made to the plan. Wastewater Utility Director Henderson answered that changes are not done on a scheduled basis, although the plan under consideration suggests a five-year review, with any updates going through the IDEM approval process. There have been a number of changes to the plan in the past. The first Long Term Control Plan was submitted well before IDEM began approving them in 2003 or 2004.

Ms. Booker asked whether it is common verbiage on the last page, where there is a note that Wessler Engineering does not guarantee any costs, that costs are outside of their control. Wastewater Utility Director Henderson answered that this is a conceptual plan, and that the estimates are based on the modeling and what might be constructed. Mr. Gary Ruston added that the statement is a standard disclaimer, that the costs are not guaranteed. It emphasizes that the cost is based on today's dollars, and over 15 years, they will change. The numbers are the best estimates at this time. Ms. Booker asked if it were a common practice to include this language. Mr. Ruston responded that it is common practice.

Mayor Dennis thanked Mr. Ruston for his work and the presentation last week. The Mayor said the plan is a road map of where the City needs to go in the future.

The motion was adopted.

b. Acceptance of Donated Items: Phillip Smith, Donor – WWTU

Wastewater Utility Director Henderson said that Mr. Phillip Smith donated a running Hillbilly brand running mower, as well as a number of parts and an inoperable Hillbilly brand mower. Mr. John Poore, WWTU Maintenance Supervisor, has estimated the value of the total items as \$39,200, enumerated on a document that the Board received. Mr. Henderson explained that the Hillbilly mower is used to mow the steep banks at the Plant, and that the equipment and parts would be useful.

Ms. Booker moved that the donated items be accepted. Mr. Marley seconded the motion.

Ms. Stull asked who Phillip Smith is and why he wishes to donate the items. Wastewater Utility Director Henderson answered that Mr. Smith is getting out of the mower business and does not need the items any more. He would like to donate them and probably take a tax write-off. The City is grateful for the donation.

The motion was adopted.

c. Contract: Fast Eddie's – 2012 Vehicle Cleaning Agreement – Police

Police Chief Dombkowski noted that this contract was tabled at last week's meeting. He has reviewed the details again, to make certain that it is as the City desires. The agreement is in conjunction with the purchase of a fleet package from Mike's Carwash, a new company in West Lafayette. The reason to have arrangements with both companies is that Mike's does not do interior cleaning. Squad cars need interior cleaning periodically. The contract with Fast Eddie's is for half the cost of the 2011 amount, \$3,000 for 2012, still with unlimited use, but very likely less use than in prior years. There will be a package purchase with Mike's Carwash. The result of using both companies is a \$500 savings from previous years.

Mr. Speaker moved that the contract with Fast Eddie's be approved as requested by Police Chief Dombkowski. Ms. Booker seconded the motion. The motion was adopted.

d. Amend 2012 Wastewater Utility Salary Ordinance – WWTU

Mayor Dennis said that this is directly related to the elevation in status of Human Resources Director Foster to a department head, since her salary is a shared cost with the Utility. Wastewater Utility Director Henderson said that the changes are in red on the Board's copies. Mayor Dennis said that the other changes are to the increase in his administrative assistant's salary, as well as the IT Director's salary and the Public Works Director, all three of which are shared with the Utility.

Mr. Marley moved that the 2012 Wastewater Utility salary ordinance be approved. Ms. Stull seconded the motion.

Mr. Marley asked for confirmation that these salaries are just the portions that come from the Wastewater Treatment Utility. Mayor Dennis said yes.

Ms. Booker said that she was excited to see that the Human Resources Director would now have the status of a department head, that the City recognizes the importance of the position. Mayor Dennis agreed, noting that Human Resources Director Foster has coordinated the departments, codified all policies, and dealt with training as well as complaints. Her elevation is well earned and well deserved.

The motion was adopted.

e. Changes to Personnel Manual – Human Resources

Human Resources Director Foster said that the main motivations behind the changes to the personnel manual are the new cellular phone usage policy; the need to reflect federal law changes to the Family and Medical Leave Act, allowing new provisions for military family and exigency leave; the State requirement to use E-Verify; and clarifications to existing policies. She said that the proposed changes have been reviewed by the City Attorney. Mayor Dennis asked City Attorney Burns if he was good with the changes. Mr. Burns said that he was.

Ms. Stull moved that the changes to the personnel manual be approved. Ms. Booker seconded the motion. The motion was adopted.

f. Contract Supplement #6: Cumberland Avenue Phases I and II – \$26,878 – The Schneider Corporation – Engineering

and

g. Contract Supplement #7: Cumberland Avenue Phases I and II – \$339,090 – The Schneider Corporation – Engineering

Assistant City Engineer Susong explained that the Supplement #6 authorizes surveying, recording services, and changes to the drawings over the last few months, as the Cumberland Avenue Phase II has been designed. Supplement #7 is for construction inspection services for Phase II. Mr. Susong said that Cumberland Phase II was bid within the last few weeks.

Mr. Speaker moved that Contract Supplements #6 and #7 with The Schneider Corporation be approved. Mr. Marley seconded the motion.

Mayor Dennis asked if these were housekeeping matters. Assistant City Engineer Susong answered yes.

Clerk-Treasurer Rhodes stated that both of the Supplements are paid from the KCB Surplus Fund, through the Redevelopment Commission (RDC). Supplement #6 is subject to the January 3rd RDC approval of an additional appropriation in the RDC's 2012 spending plan. Supplement #7 is an appropriated item in the 2011 RDC spending plan.

The motion was adopted.

h. Claims

1. AP Docket            \$1,025,107.67

Ms. Stull moved that the claims be approved. Ms. Booker seconded the motion.

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

The motion was adopted.

i. Informational Items

i. Project Payment Listing - WWTU

There were no comments or questions about the listing.

j. Other Items

i. Parks Superintendent Payne said that two Happy Hollow Park snow runs are being used, but he does not recommend that they be used with so little snow. The Riverside Skating Rink is doing good business.

ii. Councilor Hunt announced that the Pre-Council meeting would be held at 4:30 p.m. on Thursday, and the Council meeting is Tuesday, January 3, at 6:30 p.m.

iii. Street Commissioner Downey said that the third snow of the season began at 5:00 a.m. today, and the two new trucks are in service.

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.