

Subject to approval at the June 12, 2012, Board of Works meeting.

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

June 5, 2012
8:30 a.m.
City Hall Council Chambers

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

1. APPROVAL OF MINUTES

a. May 29, 2012, Meeting

Ms. Stull moved to accept the minutes of the May 29, 2012, Board of Works meeting. Mr. Marley seconded the motion.

The motion was adopted.

2. NEW BUSINESS

a. Request To Approve: Salary Increase For Mike Rohler - IDEM Completion of Operator Class I – WWTU

Wastewater Utility Director Henderson said that we encourage continuing education of our employees. Mike Rohler has completed Operator Class I certification from the Indiana Department of Environmental Management (IDEM). Mr. Rohler is a bright individual and has a good career ahead of him in the wastewater industry if he chooses. Director Henderson requested approval of a salary increase of \$1,000 for the certification, adjusting his bi-weekly salary to reflect an additional \$38.46 bi-weekly, effective retroactively to April 26, 2012.

Mr. Speaker moved that the salary increase of \$38.46 bi-weekly be approved. Mr. Marley seconded the motion.

The motion was adopted.

b. Request To Approve: Salary Increase For Josh Philyaw – IDEM Certificate of Operator Class III – WWTU

Wastewater Utility Director Henderson said another operator, Josh Philyaw, has completed Operator Class III certification from the Indiana Department of Environmental Management. Class IV is the highest certification offered in the State of Indiana. Mr. Philyaw has been at the utility for several years and is an enthusiastic employee. Director Henderson requested approval of a salary increase of \$1,000 for the certification, adjusting his bi-weekly salary to reflect an additional \$38.46 bi-weekly, effective retroactively to April 26, 2012. Director Henderson expressed his appreciation to the Board for the support of West Lafayette Wastewater Utility (WWTU) employees and their growth at the Utility.

Mayor Dennis thanked Director Henderson for promoting continued education for the WWTU staff.

Ms. Stull moved that the salary increase of \$38.46 bi-weekly be approved. Ms. Booker seconded the motion.

The motion was adopted.

c. Acceptance of Quote: 2012 4WD Jeep Liberty SUV – WWTU

Wastewater Utility Director Henderson explained that quotes for the Wastewater Utility vehicle were opened on May 22, 2012. When they were opened there were no quotes for the vehicle requested, only two comparable vehicles. Mayor Dennis asked, at that time, if Director Henderson had approached a QPA vendor. Director Henderson had approached one but the vendor declined to quote originally. The model year was a problem for that vendor. With the help of the Clerk-Treasurer, another QPA vendor was approached and the vendor was able to locate a vehicle of the exact model requested on the quote specifications, and at a lower price than the comparable vehicles quoted. Director Henderson requested approval of the quote from Bloomington Ford, Inc. for a 2012 Jeep Liberty, for a net cost of \$19,632.25, including \$1,000 credit for the trade-in of four surplus vehicles.

Ms. Booker moved that the quote from Bloomington Ford, Inc. for \$19,632.25 be approved. Mr. Marley seconded the motion.

The motion was adopted.

Mr. Marley asked what is being traded. Mr. Henderson answered that the four trade-in vehicles listed on the quote request were declared surplus at previous meetings. Some of the vehicles present a problem because they are in such disrepair that they do not move anymore.

d. New Hire: Firefighter Sean Mayer - Fire

Fire Chief Heath requested approval of new hire, firefighter Sean Mayer, at a bi-weekly salary of \$1,752.63, effective June 7, 2012, with a probationary period of one year. As directed under Indiana Code, his probationary status will cease after one year and he will be considered regularly employed unless a recommendation to the contrary is presented and approved. Chief Heath said Sean Mayer has met all the qualifications for both the Indiana State Firefighters Pension and Disability Fund and City requirements. Mr. Mayer has worked at Caterpillar as an Assistant Fire Inspector for the last seven years. He is an Eagle Scout, Open Water Diver, First Responder, and Certified CPR Instructor.

Mr. Marley moved to approve the hire of firefighter Sean Mayer at a bi-weekly salary of \$1,752.63, effective June 7, 2012. Mr. Speaker seconded the motion.

The motion was adopted.

e. New Hire: Firefighter Stephen Jenkinson – Fire

Fire Chief Heath explained that Stephen Jenkinson has been a lifelong resident of West Lafayette. He is a graduate of West Lafayette High School and Purdue University. He has been employed in the construction business and his construction knowledge will be

valuable in fighting fires. He requested approval of new hire, firefighter Stephen Jenkinson, at a bi-weekly salary of \$1,752.63, effective June 14, 2012, with a probationary period of one year. As directed under Indiana Code, his probationary status will cease after one year and he will be considered regularly employed unless a recommendation to the contrary is presented and approved. Fire Chief Heath said Stephen Jenkinson has met all the qualifications for both the Indiana State Firefighters Pension and Disability Fund and City requirements. Fire Chief Heath said, pending approval, the firefighters will be sworn in Thursday, at 1:30 p.m.

Mr. Marley moved to approve the hire of firefighter Stephen Jenkinson at a bi-weekly salary of \$1,752.63, effective June 14, 2012. Mr. Speaker seconded the motion.

The motion was adopted.

Mayor Dennis asked Fire Chief Heath if the Fire Department was fully staffed now. Fire Chief Heath responded that they were still down three firefighters, but were pursuing filling the other vacant positions.

f. New Hire: Brent Melvin – Street Department

Street Superintendent Downey requested approval of new hire, Brent Melvin, to fill one of two vacant sanitation positions. The bi-weekly salary will be \$1,222.25, effective June 11, 2012. Superintendent Downey said he hoped to fill the other vacant position shortly.

Ms. Stull moved to approve the hire of Brent Melvin, at a bi-weekly salary of \$1,222.25, effective June 11, 2012. Ms. Booker seconded the motion.

The motion was adopted.

g. Recycling Carts Bid – Late Submission – Clerk-Treasurer

Clerk-Treasurer Rhodes reported that the Clerk-Treasurer's Office received a bid at 9:45 a.m., May 29, 2012 via Fed Ex delivery. The bid has remained sealed. The bid was sent out on May 25, 2012 with a notation to be delivered by 8:30 a.m. on May 29, 2012. However, Fed Ex did not deliver the bid until 9:45 a.m. after the bid deadline of 8:30 a.m. and after the Board of Works Meeting.

City Attorney Burns advised that the bid was not timely, should not be opened, did not need to be returned, but would be kept on file by the City Clerk-Treasurer for the record. The late delivery is a matter between the sender and Fed Ex. City Attorney Burns further advised that if someone from the sending company comes and requests the bid envelope, the Clerk-Treasurer should call the City Attorney. In that circumstance we would then open the bid, make a copy for the file, and deliver the original to the requestor.

h. Claims

i.	AP Docket	\$255,631.44
ii.	AP Docket	\$99,376.85
iii.	AP Docket	\$11,603.98
iv.	PR Docket	\$351,672.82
v.	PR Docket	\$103,916.85

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

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

The motion was adopted.

i. Informational Items

i. Project Payment List – WWTU

There were no comments.

ii. Legal Budget & Expense – Clerk-Treasurer

There were no comments.

j. Other Items

i. Police Chief Dombkowski reported that Lieutenant Troy Harris graduated from a 10-week intensive course at Northwestern University School of Police Staff and Command, on May 11, 2012, receiving 8 hours of undergraduate college credit. The course combines academic principals with practical applications for the police administrator. It is a challenging course which is required of West Lafayette Police officers, ranked Lieutenant and above. Lieutenant Harris will continue to serve as the West Lafayette Police Department Detective Commander.

Chief Dombkowski reported that on May 25th, Officer Janet Shepherd and her trained cadaver canine assisted Tippecanoe County Sheriff's Office and White County Sheriff's Office in finding a deceased individual in a secluded area of Tippecanoe County. Officer Shepherd does this on her own time. She received a letter of commendation for her actions that day.

There was a bad car accident on US 231 in which two people were killed but a baby was rescued from the car which burst into flames. West Lafayette Police officers assisted in the accident reconstruction team work with that accident.

ii. Councilor Hunt reported there will be four proposals which involve projects in West Lafayette at the next Area Plan Commission Meeting. The meeting will be held at 7:00 p.m. in the Tippecanoe Room at the County Building, on June 20, 2012. Those projects include the John Basham project; the Regions Bank project; the Meridian Crossing project; an apartment building at the corner of Northwestern Avenue and Meridian Street; and the project at the corner of State Street and Northwestern Avenue.

Councilor Hunt reminded everyone of the free Art in Bloom Tour on June 23, 2012, from 10:00 a.m. to 3:00 p.m. The starting point is Covenant Presbyterian Church and there will be maps available. The color theme this year is purple.

iii. Councilor Burch reported that the Common Council meeting the day before had been well attended and orderly. She thanked West Lafayette Community School Superintendent Rocky Killion for his assistance and cooperation in making the school auditorium available for the large crowd in attendance at the meeting. She also thanked the West Lafayette Police and Fire Departments for their assistance in keeping the meeting safe and organized.

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iv. Information Technology Manager Anthony Newman noted that recent discussion of potential mulch fires due to dry weather conditions actually came to fruition in the form of a small mulch fire at West Lafayette High School this week, which was put out quickly by the Parks Department employees who happened to be there.

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.