Subject to approval at the February 17, 2015, Board of Works meeting.

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

FEBRUARY 10, 2015
8:30 a.m.
Morton Community Center
Multi-Purpose Room

Members present were Sana G. Booker, Brooke E. Folkers, Tanuja R. Sheth, and Jonathan C. Speaker. Mayor Dennis presided.

1. APPROVAL OF MINUTES
   a. February 3, 2015, Meeting
   Mr. Speaker moved to accept the minutes of the February 3, 2015, Board of Works meeting. Ms. Booker seconded the motion.

   The motion was adopted.

2. NEW BUSINESS
   a. Memorandum of Understanding: Regarding Public Records – Purdue University, Division of Archives and Special Collections – Clerk-Treasurer
   Clerk-Treasurer Rhodes stated that she is happy to bring this item to the Board for information and support. She explained that as Clerk-Treasurer, she is responsible for the custody of the City's public records and providing public access. She stated that with the change in our facility arrangements, and the likelihood that there will continue to be transition in the coming year, we have been able work with Purdue University to provide both research opportunities and public access for some of the oldest Town and City records that have been in the custody of the Clerk-Treasurers. She noted that she is the fifth Clerk-Treasurer of the City, but before her the executive of the Town of West Lafayette was the Clerk-Treasurer. Clerk-Treasurer Rhodes stated that Dr. Susan Curtis at the University, who had worked with the City several years ago on a research project using the City's historic records, approached her about the possibility of making materials available for further research with a class and with historians at Purdue. Dr. Curtis introduced her to the Director of Archives and Special Collections, Dr. Sammie Morris, who has agreed to take custody of 25 volumes of our oldest records for the purpose of historical research and to ensure they are available for public access. Clerk-Treasurer Rhodes stated that this is a historic step for the City in opening up archives that have never been evaluated by historians, and we are pleased to have the opportunity to make them available for research and education at Purdue.

   Dr. Morris stated that she is thrilled to work with the City on this. She explained that Dr. Curtis' classes in the past have used the kinds of historic documents and photos that are in the Purdue archives to teach students how to do in-depth historical research using unique primary sources. This, as well as past projects that classes have done with the City, all ties together to meet the mission of preserving and providing access to unique primary sources about Purdue and the community. She stated that the materials will be used by a class this semester that is mostly studying the decade of the 1890s. After that, there is a historian writing about the history of the City of West Lafayette who will find these materials very valuable. Dr. Morris stated that the materials contain unique

information about the early development and layout of the City, including names of prominent families and places where they were living. There is a wealth of information that is not going to be available anywhere else. She expressed how happy she is that Purdue is able to take care of these records and provide access. She noted that access is available to anyone—a member of the public as well as the Purdue community.

Mayor Dennis stated that in high school his English teacher, Helen Lillich, taught a class called Athens, Florence, and West Lafayette. He explained that the class was a comparative between the history of West Lafayette and some of these more historical and significant places in the world. He stated that the history of West Lafayette was incredible but there was a limit to what they could access because there was a limit to how local government perceived the historical documents housed. He stated that often documents are relegated to a cardboard box because we are out of room in the office, so it is nice that there is another process we can engage in that is going to make those documents more accessible.

City Attorney Burns stated that even though the Clerk-Treasurer is lawfully charged with the records, he would ask the Board to ratify this item as a show of support and make it a part of public record.

Ms. Booker moved that the memorandum of understanding with Purdue University be approved. Ms. Sheth seconded the motion.

The motion was adopted.

b. Hire: Fire Inspector/Occupational Safety Health Coordinator – Jodie Imel – Fire

Deputy Fire Chief Schutter requested approval to hire Jodie Imel as the Fire Inspector/Occupational Safety Health Coordinator effective March 2, 2015, with a bi-weekly salary of $2,253.95.

Mr. Speaker moved that the hire of Jodie Imel be approved. Ms. Folkers seconded the motion.

Ms. Booker asked if the Department worked with Human Resources Director Foster in the hiring process.

Deputy Chief Schutter responded that they worked with Director Foster very closely. He stated that this is the first time they have had an inspector on the civilian side, so she helped immensely.

The motion was adopted.

c. Salary Increase: Sacramento Course – Advanced Waste Treatment – Jonah Johnson – WWTU

WWTU Director Henderson stated that Jonah Johnson completed a couple of correspondence courses, and though they were mailed in at the same time the certificates arrived at different times. The first certificate was approved at last week's meeting. Director Henderson requested approval for a salary increase for Mr. Johnson for completion of the Advanced Waste Treatment course, with a new bi-weekly salary of $1,389.32, retroactive to January 1, 2015.

Ms. Folkers moved that the salary increase for Jonah Johnson be approved. Ms. Sheth seconded the motion.

The motion was adopted.

d. SRF Loan Disbursement Request No. 56: North Side Regional Lift Station and Force Main – Greeley and Hansen -- WWTU

Director Henderson requested approval of SRF Loan Disbursement Request No. 56 in the amount of $1,649 to Greeley and Hansen for ongoing support in the North Side Regional Lift Station and Force Main project.

Mr. Speaker moved that SRF Loan Disbursement Request No. 56 be approved. Ms. Booker seconded the motion.

The motion was adopted.

e. Acceptance of Disclosure Statement From Sana Booker – Legal

Mayor Dennis asked that the record reflect that Ms. Booker has voluntarily removed herself from the panel for this item.

City Attorney Burns stated that anytime a public official is proposed to do work for the City and receive compensation for that work, there is a procedure where the public official files a disclosure statement. It is then required that the Board accept that statement at a public meeting. He stated that Police Chief Dombkowski may want to speak about the training that Ms. Booker will perform. He requested that the Board accept the disclosure that has been filed by Ms. Booker.

Police Chief Dombkowski explained that he Police Department conducts annual diversity training with different speakers, presentations, and material. This year he and Lafayette Police Chief Flannelly asked Ms. Booker to put together a program specific to our area and our community, explaining that she is a consultant in that area (S.G. Booker Consulting, LLC). He stated that the Department would like to hire Ms. Booker to do small groups training beginning later this month with the approval of this disclosure statement.

Mr. Speaker moved that the disclosure statement from Sana Booker be approved. Ms. Sheth seconded the motion.

The motion was adopted.

Ms. Booker returned.

f. Claims

i.	AP Docket	$229,607.81
ii.	PR Docket	$518,110.01
iii.	RDC Docket	$193,649.28

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

There were no questions or comments about the claims.

The motion was adopted.

g. Informational Items

i. Project Payment List – WWTU

There were no questions or comments about the listing.

ii. Park Board Dockets

There were no questions or comments about the listing.

h. Other Items

► Facilities Director Clark introduced new IT Director, Brad Alexander.

Director Alexander stated that he is happy to be on board and he appreciates the opportunity to work with everyone.

Mayor Dennis welcomed Director Alexander, stating that he is a welcome addition as the City's IT needs are growing exponentially.

►Director Henderson stated that this morning the Lafayette Board of Works will be opening bids for the chemical needs at the Wastewater Plant, as the Board approved collectively bidding with Lafayette. He stated that he appreciates that approval, and he is hopeful that it will again save some money. In the coming weeks he will bring the summary of the bids to the Board for approval.

3. ADJOURNMENT

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