

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

JANUARY 13, 2009  
11:00 a.m.  
City Hall Lower Level Conference Room

Members present were Susan K. Goldman and Mayor John R. Dennis, who presided. Member Bradley W. Marley was absent.

I. APPROVAL OF MINUTES

A. January 6, 2009, Meeting

Ms. Goldman moved to accept the minutes of the January 6, 2009, Board of Works meeting. Mayor Dennis seconded the motion. The motion was adopted.

II. NEW BUSINESS

A. RFP Opening: Construction Engineering Services – Sycamore Lane Traffic Calming Project – Engineering

City Engineer Buck explained that Engineering used the INDOT website to advertise for RFPs for construction engineering and inspection services for the Sycamore Lane Traffic Calming Project. These will be scored in the same way that the Safe Routes to School Project RFPs were scored.

Clerk-Treasurer Rhodes read the names of the submitters aloud:

**RFP from**

The Schneider Corporation  
Butler Fairman & Seufert  
Burgess & Niple

United Consulting declined to provide a submission.

Ms. Goldman moved that the proposals be taken under advisement by the Engineering Department. Mayor Dennis seconded the motion. The motion was adopted.

B. New Hire: Carsten Tscheschke – Engineering Intern – Engineering

City Engineer Buck requested the Board to hire an intern for a four-week period. Mr. Tscheschke is an international student from Germany who has completed his M.S. in Civil Engineering. He was referred to the City by Professor Jon Fricker in the School of Civil Engineering at Purdue University. The current intern Jonathan Ondracek will work the second part of the semester, so that he can focus on his class work. That will make funds available for the in-house work that interns do. Natalie Villwock will

be leaving the City at the end of January, moving to Pennsylvania to work before she finishes her doctorate in Civil Engineering.

Ms. Goldman moved that the request be approved. Mayor Dennis seconded the motion. The motion was adopted.

C. SRF Payment Request and Related Listings – WWTU

1. Payment Request No. 29 – \$402 to Wessler & Associates for Engineering Services – Digester Renovation Project

Wastewater Utility Director Henderson presented the request for payment to Wessler & Associates.

Ms. Goldman moved that the payment request be approved. Mayor Dennis seconded the motion. The motion was adopted.

2. Listings

- a. Digester Renovation SRF Payments Listing
- b. WWTU Project Payments

D. Reverse Auction: Sodium Bisulfite and Sodium Hypochlorite – WWTU

Wastewater Utility Director Henderson requested that West Lafayette participate in the reverse auction with the City of Lafayette for chemicals for the Utility. It is possible that we would save money, but we are under no obligation to take the bids offered. We can bid the chemicals if we choose. Mr. Henderson reported that usage of chemicals and costs were down nearly 50% last year, even though prices were dramatically higher due to implementing practices to optimize the operation. In 2007, over 48,000 gallons of sodium hypochlorite were used; in 2008, 23,699 gallons were used. City Attorney Burns asked Clerk-Treasurer Rhodes if the Board has authorized reverse auctions in its purchasing policy. Ms. Rhodes responded that it might have done so on a one-time basis two or three years ago. Mr. Burns asked the Board to authorize specifically to use reverse auctions per statute, so long as Lafayette is handling the paperwork.

Ms. Goldman moved that the reverse auction be approved, so long as the statutory requirements are met. Mayor Dennis seconded the motion. The motion was adopted.

E. Contract: Buckland & Associates – Certified Insurance Appraisal for City Buildings and Equipment – Clerk-Treasurer

Clerk-Treasurer Rhodes requested the Board approve the contract for insurance appraisal for City buildings and equipment. This agreement would not cover the Wastewater Utility, as that was a separate contract approved in 2008 and is 90% complete. The cost for this is in the 2009 budget. Mr. Stephen Curtis [Bundy-McNear Insurance Agency] was present, to answer any questions about how the appraisal would be used in insurance coverage. The appraisals will stand for about five years. Over \$100,000 a year of our insurance coverage is related to property items. Mr. Buckland's firm is highly competent.

Ms. Goldman moved that the contract with Buckland & Associates be approved. Mayor Dennis seconded the motion.

Ms. Goldman asked if monthly progress payments would be made on the \$38,900 cost of the contract. Clerk-Treasurer Rhodes answered that the contract would be paid as the appraisal for each department is completed. It is expected that the process will begin with the Parks & Recreation Department, which is one of the larger segments.

Ms. Goldman asked if the payment to Buckland & Associates in the claim run is related to this. Clerk-Treasurer Rhodes responded that this \$9,780 payment is a progress payment on the Wastewater appraisal, which is now 90% done.

City Attorney Burns stated that the contract is in acceptable legal form.

The motion was adopted.

F. Contract: A.E. Boyce Co, Inc. – Print-to-Mail Service – Clerk-Treasurer

Clerk-Treasurer Rhodes asked the Board to approve the contract with A.E. Boyce Co., Inc. for print-to-mail service. She said that she and Wastewater Utility Director Henderson have been working to improve the efficiency of the billing process and customer service in the Wastewater Utility. The contract will provide the Utility the opportunity to produce an electronic billing file, which would then be transmitted to a printer and the generated bills mailed. WWTU would no longer pay for supplies, and would not use 18 hours per month of staff time in bill production and in travel to deliver bills to the post office for mailing. The old bills, which are postcards, have been disintegrating in the mailing equipment, as well as causing reversing entries when late fees are applied because of mangled cards not being delivered in a timely manner. The bill cards have insufficient space to communicate with WWTU customers. Many customers are new to our community every year and are not familiar with the WWTU service and billing. The bill cards will be replaced by letter-sized bills, with return envelopes. The new bills will have space for communication about billing matters as well as other City information. We have many new customers every year. New customers set up accounts with the water company, not the WWTU, and then this information is transferred to the WWTU billing system. The only WWTU communication is on the bill card. The numerous customer calls and staff time required to respond to questions or solve billing problems because of lack of communication is a hidden cost to both the WWTU and its customers. Ms. Rhodes said that the goal is eventually to reduce the use of the paper bill entirely and bill electronically. Boyce Systems is the accounting software provider for the Utility. The system has been tested and will be cost-effective for customers. It is part of the plan to make the WWTU billing office more effective and improve customer service.

Ms. Goldman moved that the contract with Boyce be approved. Mayor Dennis seconded the motion.

Mayor Dennis added that this has been discussed for some time, and provides an excellent opportunity for the City to communicate with citizens as well.

Ms. Goldman asked if Clerk-Treasurer Rhodes had explored the cost savings in not providing a return envelope. Ms. Rhodes replied that it had not been investigated yet, but that it would be reviewed. The return envelope assists in getting payments made to the WWTU, not the water company. Ms. Rhodes said that this new system is part of the two-pronged approach which will be implemented along with ebilling, to improve communication and efficiency. Paper billings will be reduced.

City Attorney Burns stated that the contract is in acceptable legal form.

The motion was adopted.

G. Claims

1. AP Docket \$1,125,046.46

Ms. Goldman moved that the claims be approved. Mayor Dennis seconded the motion.

Clerk-Treasurer Rhodes observed that there was a high level of disbursements due to temporary loans and the fourth quarter Public Employees Retirement Fund benefit payment for all City employees.

The motion was adopted.

H. Other Items

1. City Engineer Buck said the Sycamore Lane construction inspection oversight proposals received would be distributed to the Board for review. The project should begin in May or June, depending on the INDOT letting process. Three or four months' lead-time is needed for that. Mr. Buck also reported that the Safe Routes to School proposals would be scored, and a recommendation will be brought to the Board next week. Mr. Buck said that the traffic survey work, the geotechnical investigation and evaluation, and the environmental review and evaluation for the Cumberland Avenue Reconstruction Project are complete. On Salisbury Street, tree trimmers are working for Duke Energy on the Salisbury Street Safety Improvements Phase 2 Project, so that the lines may be relocated. Fairfield is currently doing demolition work inside the Burtsfield School. The demolishing of the building should be within the next two weeks.

2. Mayor Dennis asked what BF&S is doing at Kalberer and Salisbury. Wastewater Utility Director Henderson answered that they are working on GIS mapping.

3. Wastewater Utility Director Henderson reported that BF&S would be finished shortly with data acquisition of points for infrastructure throughout the City as part of the GIS mapping project.

4. Police Chief Dombkowski reported that his department is preparing for the incoming snow and cold this week and acknowledged the cooperative work with the Street Department to address hazardous areas. Street Commissioner Downey said that last weekend, Lafayette had 51 crashes due to the ice, but West Lafayette had

six, only two of which were on City streets. Mayor Dennis asked about the technology in patrol cars. Chief Dombkowski responded that officers are encouraged to let their cars run when the temperatures are below 20 degrees. When temperatures are below zero, they are required to let their cars run. This will increase gas consumption, but it will save replacing hard drives. Mayor Dennis asked about E-Ticket and driver's license swipe. Chief Dombkowski answered that E-Ticket is fully installed and running. Until there is a heavy volume of traffic citations and warnings, the analysis of timesaving will not be available.

5. Director of Development Poole announced that Friday is the Gallery Walk beginning at 6:00 p.m. Seven West Lafayette businesses are participating for the first time, primarily in Wabash Landing.

6. Parks Superintendent Payne said that there is a lot of repair ongoing, including new tiles in the pottery room at Morton School and insulation at the maintenance shop.

7. Fire Chief Drew reported that his department has been very busy due to the cold weather, but that things are under control.

8. Police Chief Dombkowski thanked TV18 for their story on the significant reduction in break-ins in the campus area, three this year as opposed to about two dozen in 2007.

### III. ADJOURNMENT

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