

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

JUNE 29, 2009
8:30 a.m.

City Hall Lower Level Conference Room

Members present were Sana G. Booker, Bradley W. Marley, and Mayor John R. Dennis, who presided.

1. APPROVAL OF MINUTES

June 22, 2009, Meeting

Mr. Marley asked that item e on page 3 reflect that it was he and not Mayor Dennis who asked if the Fire Department had any concerns. Clerk-Treasurer Rhodes indicated that the change would be made in the permanent record.

Mr. Marley moved to accept the minutes of the June 22, 2009, Board of Works meeting, as amended. Ms. Booker seconded the motion.

The motion was adopted.

2. NEW BUSINESS

a. SRF Payment Request and Related Listings – WWTU

i. Payment Request No. 92 -- \$50,693 to Greeley and Hansen for Construction Inspection Services and Project Management – Western Sanitary Sewer Interceptor-Div III

Wastewater Utility Director Henderson stated that Division III work on the Western Interceptor is progressing on US 231/South River Road, across from the Wastewater Treatment Plant.

Ms. Booker moved that SRF Payment Request No. 92 be approved. Mr. Marley seconded the motion. The motion was adopted.

ii. Listings

- (1) Western Interceptor SRF Payments Listing
- (2) WWTU Projects Payments Listing

Mr. Marley asked for confirmation as to whether the two payments on the Digester Renovation Project are non-SRF eligible. Wastewater Utility Director Henderson replied that the SRF draw is complete on the project, so any additional payments cannot be paid from SRF.

b. Approval of Changes to WWTU 2009 Salary Ordinance due to Restructuring in Department of Development – Human Resources

Human Resources Director Foster asked the Board to approve changes to the Wastewater Treatment Salary schedule for Department of Development positions that are funded partially by WWTU. These positions have been restructured, changing the job titles to more

accurately reflect the responsibilities. The percentages funded by WWTU do not change.

Mr. Marley moved that the proposed changes to the WWTU 2009 Salary Ordinance be approved. Ms. Booker seconded the motion.

Mayor Dennis expressed thanks to Human Resources Director Foster, Director of Development Poole, and the others who were involved in these changes.

The motion was adopted.

c. Approval to Quote Self-Contained Breathing Apparatus Devices – Fire

Fire Chief Drew asked the Board for approval of the specifications and to request quotes for self-contained breathing apparatus (SCBAs). The funding source is a \$140,000 federal grant.

Mayor Dennis explained that these are used anytime a firefighter goes in to a fire. He asked how long the packs last. Fire Chief Drew answered that each bottle is good for about 20 minutes. They provide fresh air, get rid of the smoke, and get rid of the heat in the air, so that the firefighters are not breathing hot air. Mayor Dennis noted that these are critical pieces of equipment, probably as important to a firefighter as a gun is to a police officer.

Mr. Marley moved that the Fire Department be allowed to advertise for quotes for the SCBAs. Ms. Booker seconded the motion.

Mr. Marley asked if the new SCBAs would replace all the existing bottles in the Fire Department. Fire Chief Drew answered that the existing bottles would all be replaced. Mr. Marley requested to know the approximate cost. Fire Chief Drew responded that the grant is \$140,000, and 25 individual air packs would be purchased at about \$5,000 each. Also included are RIT-PAKs, rescue packs, in case a firefighter or anyone else is in trouble in a fire for \$3,000 to \$4,000 each.

City Attorney Burns asked what happens to the old SCBAs. Fire Chief Drew answered that there is a party interested in buying the ones replaced.

Mr. Marley asked how long the SCBAs would be in service. Fire Chief Drew replied that the ones being replaced are about 10 years old.

Mayor Dennis asked if there were any locators on the equipment. Fire Chief Drew replied that there is an optional section in the specifications, which show locators. Each company has a different system, some built in to the packs themselves, some have as a sensor to be attached to the pack or an individual. In one case, there is a hand-held tool that sends out a signal to that sensor. Mayor Dennis asked if there was a motion detector. Chief Drew answered that those are also available, and an alarm is activated if someone does not move for 20 seconds.

The motion was adopted.

d. Claims

- i. AP Docket \$2,470,211.88
- ii. AP Docket 805,350.23

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

► Mr. Marley asked whether the City has online credit card fees [total of \$769.65 in two claims]. Clerk-Treasurer Rhodes answered that the fees are related to the discount fees for credit card transactions, noting that there is a ramp-up in the volume in Wastewater, and a typically high flow through the court and parking ticket online payment systems in May before the students leave. She added that her office is now evaluating the cost savings from having switched to a new processor. Mr. Marley asked if May is an unusually high month. Clerk-Treasurer Rhodes answered that it is.

Mr. Marley asked if the processor is charging a transaction fee. The Clerk-Treasurer replied that they are, adding that the fees are lower than the prior processor charged. She added that Parks also has charges for credit card transactions, and their transactions are the most expensive because of the registration software Parks uses. The vendor funnels the credit card payments through the most expensive gateway, and there is no flexibility. The vendor, in fact, takes a cut of the gateway fees. Mr. Marley asked if this were an unbreakable contract. Clerk-Treasurer Rhodes responded that we cannot use another vendor as long as Parks uses that software, and added that this is on a list of items to address when there is another option, perhaps later in the year. She will be looking for the most cost-effective solution.

► Ms. Booker asked about the payment to Boyce Company, Inc. for \$593.76. Clerk-Treasurer Rhodes responded that this company provides the accounting software to the Wastewater Treatment Utility and the City, as well as provides many of the forms that have to be printed. Upon checking, Clerk-Treasurer Rhodes explained that the bill represented the last order of the postcard Utility bills, which last mailing in early June was problematic for the U.S. Post Office, when bills were not delivered due to equipment problems. There has been tremendous response to the new billing. Hundreds of people have already signed up for online access.

► Ms. Booker questioned the payment from MVH for institutional supplies of \$96.71 to R.D. Filip. Street Commissioner Downey responded that this was for shop towels for the Street Department.

► Ms. Booker requested information about the payment to Fisher Scientific of \$827.63 for WWTU operations. Wastewater Utility Director Henderson answered that this was an expense for an electrode for the ammonia meter, which readings must be reported each day.

► Ms. Booker asked for clarification of the \$1,280.69 payment to IDEXX Distribution for Wastewater. Wastewater Utility Director Henderson explained that this expense is for supplies for *E. Coli* testing that is done April 1 through October 31, the recreational season of the waters in the State. *E. Coli* leaving the Utility and the wet weather facility must be reported when there are discharges.

► Ms. Booker asked about the \$141,853.63 WWTU expense to Merrell Brothers, Inc. Wastewater Utility Director Henderson answered that Merrell Brothers has the contract with WWTU to remove treated biosolids. The preferred method is to land-apply to farmland, to have beneficial reuse of the biosolids, but the rain prevented the land application. By the time the land was dry enough to take the material, farmers did not want the liquid biosolids, which would be equivalent to adding another half-inch of rain. Merrell Brothers has a biosolids center near Kokomo, where up to 5.5 million gallons can be stored. The company

can then land-apply when appropriate. The moving and storage cost is about three times land-application. Mr. Henderson said that they hope to apply material on fields where winter wheat is planted.

The motion was adopted.

e. Other Items

i. Fire Chief Drew reminded that fireworks season is officially open by ordinance, from 5:00 p.m. to two hours after sunset for the next ten days, and until midnight on July 4. Mayor Dennis encouraged people to be safe. Fire Chief Drew added that supervision of children is very important. City Attorney Burns noted that fireworks must stay on one's own property, not in the street.

ii. Parks Superintendent Payne stated that they are almost caught up with mowing.

iii. Director of Development Poole asked Councilor Hunt to talk about the weekend just past. Councilor Hunt reported that the Art in the Garden Tour on Saturday was well attended. Six Beautification Award winners had artists in their gardens. At the first garden, there were 300 individuals counted, and 500 people in another. Given that it was quite warm, attendance was excellent. *Helen Magazine* and the City were among the sponsors. Many Master Gardeners volunteered. There was good media covered from TV-18 and *The Journal and Courier*. Lynn Layden organized the event with many others.

iv. City Engineer Buck announced that Engineering is hopeful to make the phone system switch today. There are still issues to be worked out, including the Police Department phone number 5200 going to Dispatch correctly. He reported that the next phase of traffic maintenance for Salisbury Street is planned, with traffic switching to the east side so that west side work can continue. The plan should be in place by the July 4 weekend. The current strategy is that the right-turn lane from Lindberg onto southbound Salisbury will be closed at times, with daily tweaks. Mr. Buck thanked the Police Department for their increased patrols through the area. On Robinson Street, a better traffic maintenance plan is in place, although there may be detour of northbound traffic.

v. Street Commissioner Downey reported that the Street Department would be closed Friday, due to the July 4 holiday on Saturday. They will try to get the brush picked up earlier.

vi. Mayor Dennis announced that there would be no Pre-Council meeting this week. He added that he will not be at the July 6 Board of Works meeting, and expressed hope that everyone would have a safe and happy holiday.

3. ADJOURNMENT

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