

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

AUGUST 30, 2010
8:30 a.m.
City Hall Council Chambers

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

1. APPROVAL OF MINUTES

a. August 23, 2010, Meeting

Mr. Speaker moved to accept the minutes of the August 23, 2010, Board of Works meeting. Ms. Stull seconded the motion. The motion was adopted.

2. NEW BUSINESS

a. Rename North University Drive between Stadium Avenue and 200 Feet North of Stadium Avenue - City Engineer Buck for Area Plan Commission

City Engineer Buck asked the Board to approve the renaming of the City's portion of North University Drive between Stadium Avenue and 200 feet north of Stadium Avenue John R. Wooden Drive. North University Drive will be known as John R. Wooden Drive, at the request of Purdue University through the Area Plan Commission.

Ms. Stull moved that the renaming of the City's portion of North University Drive between Stadium Avenue and 200 feet north of Stadium Avenue be approved and known as John R. Wooden Drive. Ms. Booker seconded the motion.

Mr. Marley questioned whether the family was asked if they were okay with the way the street is named. City Engineer Buck answered that he believes the University has done that.

The motion was adopted.

b. SRF Payment Request and Related Listing – WWTU

i. Payment Request No. 113 - \$12,018 to Greeley and Hansen for Design Engineering Services – Western Sanitary Sewer Interceptor-Division IV Project

Mr. Victor VanAllen (Collection Systems Supervisor, WWTU) reported that design services for Division IV of the Western Sanitary Sewer are underway. The project will connect Division II and Division III.

Mr. Speaker moved that the SRF Payment Request be approved. Ms. Stull seconded the motion.

The motion was adopted.

ii. Projects Listing

There were no comments or questions on the listing.

c. Hire: Administrative Assistant – WWTU

Human Resources Director Foster, representing Wastewater Utility Director Henderson, requested that the Board approve the hiring of Amy Spann as the administrative assistant in the Wastewater Utility Office. Ms. Spann will begin on Tuesday, September 7, 2010, at the biweekly rate of \$1,360.00. Ms. Spann takes the position vacated when Ms. Betty Maxwell retired on June 30.

Ms. Booker moved that the hiring of Amy Spann be approved as requested. Ms. Stull seconded the motion. The motion was adopted.

d. Hire: Receptionist/Office Assistant – Mayor

Human Resources Director Foster, on behalf of Mayor Dennis, requested the Board to approve the hiring of Megan Furst as part-time Receptionist/Office Assistant in the Mayor's Office, effective September 7, 2010, at a rate of \$11.00 per hour. Ms. Foster reported that Ms. Furst has an excellent service background.

Ms. Booker moved that Megan Furst be hired as requested. Mr. Speaker seconded the motion.

Ms. Booker asked if the City has any bilingual employees. Human Resources Director Foster responded that there are none in City Hall, but that there are two within the City at other locations. Ms. Booker questioned whether the City has access to interpreters, if needed, and whether an interpreter has ever been needed. Ms. Foster answered that she could recall one situation in her 10 years with the City, where it would have been helpful, but the City does not have the issue too frequently.

Mr. Marley asked if Ms. Furst were an addition to staff or a replacement. Ms. Foster responded that Ms. Furst replaces Rachel Weaver who was in the position for a year, but left for full-time work.

The motion was adopted.

e. Standard Operating Procedure Updates for 2010 – Police

Police Chief Dombkowski requested Board approval for the updates to the annual review of the Police Department's Standard Operating Procedures manual. This year there were 18 updates, with only two new policies, wellness and lateral transfers. Most of the updates had to do with the switch from 10-hour shifts to 12-hour shifts. Chief Dombkowski reported that they worked with the Police Merit Commission and the City Attorney's office on these policies.

Ms. Stull moved to accept the Police Department's 2010 Standard Operating Procedure updates. Mr. Speaker seconded the motion.

Ms. Booker asked for clarification of the lateral transfer policy. Police Chief Dombkowski explained that the policy provides an incentive for an officer transferring from another department to start at a pay scale and vacation level that is appropriate to the level of experience the individual has. The Chief said that the West Lafayette Police Department might be the last agency in the area not to have a competitive lateral transfer policy.

This is another tool for recruitment. The Department often hires officers from other agencies, which saves significant money and time in training.

Ms. Booker asked if the Department uses the internet to recruit. Police Chief Dombkowski said that the internet is used. Recruitment is a proactive process with the Police Merit Commission, which approves all the recruiting efforts. Job fairs are another source of applicants, but this year they have not done as many, as the applicant pool is substantial. For the October testing, there are about 700 applicants, with only two vacancies. Of the two vacancies, only one will be filled this year, and the other may not be filled in 2011.

Ms. Stull asked Human Resources Director Foster whether she had read the policies. Police Chief Dombkowski answered that the City Attorney reviews the recommended updates.

Ms. Stull questioned, in Section V, Department Policy #5.05, II, F Use of Deadly Force Review Board, why "Deputy Chief of Police/Captain of Operations (Board Chairman)" whether this is the same person. Police Chief Dombkowski responded that the position of Deputy Chief of Police has not been filled under Mayor Dennis. The duties are assigned to other officers, and Captain Leroux fills the duties of Operations Commander. There was no policy change in the Use of Force section, only title changes that identify the individuals who will perform specific duties.

The motion to approve the updates was adopted.

f. Claims

i. AP Docket	\$150,916.13
ii. AP Docket	86,740.49
iii. PR Docket	319,353.69

Ms. Stull moved that the claims be approved. Mr. Speaker seconded the motion.

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

The motion was adopted.

g. Other Items

i. Parks Superintendent Payne reminded those present of the 4:00 p.m. Friday Naturalization Ceremony at Morton School. This kicks off Global Fest, which will be held on Saturday, September 4, 2010, from 10:00 a.m. to 9:00 p.m.

ii. Councilor Hunt reminded those present that the Council meeting would be held on Tuesday, September 7, at 6:30 p.m.

3. ADJOURNMENT

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