

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

MAY 31, 2011

8:30 a.m.

City Hall Council Chambers

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

1. APPROVAL OF MINUTES

a. May 23, 2011, Meeting

Mr. Speaker moved to accept the minutes of the May 23, 2011, Board of Works meeting. Mr. Marley seconded the motion. The motion was adopted.

2. NEW BUSINESS

a. SRF Payment Request No. 122: \$920 to Greeley & Hansen for Construction Engineering Services – Western Sanitary Sewer Interceptor-Division III Project – WWTU

Wastewater Utility Director Henderson explained that the payment is for finish-up work for Division III of the Western Sanitary Sewer Interceptor Project. The final change order and payment request will be presented in the next few weeks. There was a delay when the contractor caught a phone line, and the changeover from Verizon to Frontier delayed this phase of the project.

Ms. Stull moved that SRF Payment Request No. 122 be approved. Ms. Booker seconded the motion.

Mr. Marley asked if the project was nearly done. Wastewater Utility Director Henderson responded that Division III is about finished, but Division IV is underway, with D.J. McQuestion & Sons putting in the final connector piece. While recent rains have slowed the project, progress is being made. The hope is to have all the work done by the end of August.

The motion was adopted.

i. Project Payment Listing

There were no questions about the listing.

b. Announcement of Summer 2011 Sewage Rates – WWTU

Clerk-Treasurer Rhodes explained that, pursuant to City Code, the summer sewage rate is set for the months of June, July, and August. Each year, the Board is notified when the summer rates are in effect, which begins June 1 this year. The Wastewater Treatment Utility Billing Office has meters that customers can use at no charge to measure the water used to irrigate their yards or fill their pools. There is then a deduction from their bills for water used for these purposes.

c. Request to Write off Uncollectible Accounts – WWTU

Clerk-Treasurer Rhodes presented a listing of Wastewater Utility accounts which have been deemed uncollectible. The City Attorney has reviewed the list. She requested that the Board approve the write-off of the uncollectible accounts. The amount to be written off is \$708.83.

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

City Attorney Burns stated that he has reviewed the various collection methods, including liens. Sometimes, because of timing, there may be a sale of property before the lien is filed. There are also bankruptcies and things of that nature that make accounts uncollectible. These should be written off.

The motion was adopted.

d. Request for Approval: Wiers International – Two 2011 Dump Trucks – Street

Street Superintendent Downey requested the bid from Wiers International for the two 2011 dump trucks be accepted, as that company was the lowest responsible and responsive bid. Including options from W.A. Jones through Wiers, the total amount for the two trucks is \$224,584. The seven bids were opened May 16 at the Board of Works meeting. Redevelopment Commission funds are paying \$194,882 for the trucks, and MVH funds will pay for the optional equipment. With these two trucks, the Street Department will have seven good, reliable dump trucks with snowplows and salt spreaders.

Ms. Booker asked for confirmation that there were no trade-ins. Mr. Downey said that the two oldest trucks were not traded in, so will provide nine total trucks for at least one season.

Ms. Booker moved that the request be approved. Ms. Stull seconded the motion. The motion was adopted.

e. Claims

- i. AP Docket \$186,761.47

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

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

The motion was adopted.

f. Other Items

- i. Street Superintendent Downey asked the Board to approve the transfer of Tonya Vanaman from a position of Accounting I clerk in the Wastewater Utility Billing Office to Receptionist/Office Assistant in the Street and Sanitation Department. Her biweekly salary will not change, but she will work 8 hours per day. Formerly, she worked part-time for the Street Department and part-time for the Wastewater Utility Billing Office. This position will take the place of Donna VanMeter, who recently retired. There may be other changes in positions within the Street Department later in the year. Mr. Downey reported that Clerk-Treasurer Rhodes is using part-time staff to cover Tonya's position in the WWTU Billing Office. The new job description will be presented to the

Council at the June meeting.

Ms. Booker asked if this change were permanent. Mr. Downey answered that it is permanent.

Ms. Booker asked Clerk-Treasurer Rhodes if she had two part-time people. Clerk-Treasurer Rhodes answered that Tonya's position had formerly been split between Wastewater Billing and the Street Department, then was moved full-time in the Wastewater Billing Office about a year and a half ago. Now that position will remain vacant in the Wastewater Billing Office, with part-time and temporary employees covering the hours. Tonya is moving to a new position. Human Resources Director Foster has prepared the job description and provided changes to the salary ordinance for consideration by the Council. The Street Department position is Receptionist/Office Assistant, with less emphasis on accounting.

Ms. Booker asked about the coverage in the Wastewater Billing Office. Clerk-Treasurer Rhodes answered that she is using two part-time people. Ms. Booker asked Clerk-Treasurer Rhodes if that is working. Clerk-Treasurer Rhodes answered that it has worked well so far. Over the summer months, Clerk-Treasurer Rhodes said she would evaluate the situation, and possibly avoid filling a full-time position. Ms. Booker mentioned that using two part-time positions instead of a full-time works well in many companies. Clerk-Treasurer Rhodes added that she was able to access a highly skilled pool of people available.

Mr. Speaker moved to approve the transfer of Tonya Vanaman from the Wastewater Billing Office to the Street and Sanitation Department, effective May 9, 2011. Ms. Booker seconded the motion. The motion was approved.

ii. Police Captain Leroux presented a document containing the changes to the Police Department Policies, which he asked the Board to review before next week's meeting. He will request Board approval at that meeting. He noted that there are no changes to the operations.

iii. Councilor Hunt announced that the Pre-Council meeting would be held on Thursday, June 2, and the Council will meet on Monday, June 6.

iv. Parks Superintendent Payne announced that the pool is open every day. Mayor Dennis asked if new filters were in the pool, as there has been a recall of some pool filters. Mr. Payne reported that the Tippecanoe County Health Department inspects the pool before it can open. New filters were installed before the inspection.

### 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.