

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

December 4, 2012  
8:30 a.m.  
City Hall Council Chambers

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

1. APPROVAL OF MINUTES

a. November 27, 2012, Meeting

Ms. Stull moved to accept the minutes of the November 27, 2012, Board of Works meeting. Mr. Speaker seconded the motion.

The motion was adopted.

2. NEW BUSINESS

a. 2012 Policy Updates: Police Standard Operating Procedures Manual – Police

Deputy Police Chief Leroux explained that this is the annual review of policies. He stated that policies are usually driven by things that have changed legally, or things that have changed through training that officers go through, so there is a need to update the policies. There are some new policies in the packet. He stated that most policies are modeled off of either the Department of Justice policies or the International Chiefs of Police policies. In response to an inquiry from Mayor Dennis, Deputy Police Chief Leroux stated that there is training to go with the policy distribution. Once the Board approves the policies, there will be a 30-day period of issuance of policies, instructing and training officers on the policies, and acknowledgement forms are signed.

Mr. Marley moved that the 2012 Policy Updates to the Police Standard Operating Procedures Manual be approved. Mr. Speaker seconded the motion.

Deputy Police Chief Leroux confirmed for Mr. Speaker that the new Support Car Program allows any officer who lives in the City will be able to take home a patrol car. He stated that this is a policy that he and Police Chief Dombkowski believe is important for the agency, and will have a positive effect in the long-run because officers, who live in the City, with the people that they police, understand community issues better and police in a different way. The policy means that any officer, who purchases a home in the City, will receive a marked patrol car to use for duty when normal car rotation is done.

Mr. Speaker stated that he absolutely supports that program, and he agrees with the rationale behind it. He asked if it will require the City to purchase additional vehicles.

Deputy Police Chief Leroux stated that it may be a requirement at some point. He explained that a lot of time is spent doing a yearly car rotation to manage maintenance and mileage. There are at least two cars available now. If the program is successful,

over time, it may mean not necessarily a new car, but equipment to go in a car as it is rotated off the line, will likely need to be purchased.

Mr. Speaker stated that he feels it is a worthy expense.

Ms. Booker stated that she liked the idea of the police car in the neighborhood, as it lets the bad guy know that somebody is there. She asked how this affects the overall cost of insurance.

Deputy Police Chief Leroux stated that insurance has been discussed. He stated that at some point there may be an impact, but he believes it will be minimal. Also, costs will be managed through the fuel side. He stated that he and Police Chief Dombkowski have looked at every angle to make sure everything is covered, and that is why these updates are later than usual this year. The Support Car Program is one that they spent a lot of time on.

Mayor Dennis stated that there is a direct proportion to the relationship of the visibility of a patrol car and people acting nice. Whether it is parked in the driveway, moving on the street, or in front of a store or bank, it is a true crime deterrent. Thankfully, here in West Lafayette we do not have that big of a crime problem, fairly minimal, but still a patrol car in sight or in a driveway helps traffic control, people slow down. So, there is a positive effect from having a high visibility appearance throughout the neighborhood. He added that we have blanket insurance for the operation of City vehicles. Another positive effect is that it encourages our employees to move back into the City.

Ms. Booker stated that she feels it is important to state these things out loud and get them on record. She knows that her own behavior is better if a police car is near.

Police Chief Dombkowski stated that this particular policy is one that he has felt strongly about for several years. There are currently 48 sworn officers, and only 4 live in the City with a home. He believes that living in the City affects how we police differently, when you police those that you live amongst. He does not know if the benefits will be seen in his tenure as Chief, but they will be seen as the baton is passed for a decade or two and the numbers are increased to where perhaps the majority of the officers live in the City limits. This would be encouraged among young officers who are buying homes and building families. There have been two or three officers hired every year for the last several years. We often hire people from other communities who have served, gotten their credentials, and are looking to move to a place to raise a family. Police Chief Dombkowski feels that we are ripe for this policy. He studied it quite a bit at the FBI Academy, doing research and work on it, and he presented it to Mayor Dennis sometime back. He stated that it was worked on, and the numbers worked, and it is a policy that he is proud of.

Mr. Marley asked if every officer signs the policy and turns it back into the Chief.

Deputy Police Chief Leroux responded that every officer receives this packet of policies with an acknowledgement sheet. They are given 30 days of review and training on the policies. Then the acknowledgement sheet is returned and filed in the personnel files. He added that along with the Department of Justice and the International Chiefs of Police, these policies were also reviewed by City Attorney Burns.

City Attorney Burns stated that a good bit of time was spent going through it, and it was well-prepared to start with. It was tightened up a bit, but it was a very comprehensive and impressive piece of work.

The motion was adopted.

b. Change Order No. 1: Yeager Road Phase II – Rieth-Riley Construction Co., Inc. – Engineering

Public Works Director Buck requested approval for Change Order No. 1 for the Yeager Road Phase II project. The amount of the change order is an additional \$84,309.67, bringing the contract total to \$1,062,319.67. Public Works Director Buck reviewed the items on the change order with the Board.

Mr. Speaker moved that the Change Order No. 1 for Yeager Road Phase II with Rieth-Riley Construction Co., Inc. be approved. Mr. Marley seconded the motion

The motion was adopted.

c. New Hires: Firefighters – Chad Dazey, Brad Schwartz, and Hector Miguel Zaragoza – Fire

Fire Chief Heath requested approval to hire three new firefighters. All three have completed their hiring process, the physical and psychological examinations, and have been approved by the Indiana Public Retirement System (INPRS). This hiring will bring the Fire Department to full staff. Chad Dazey is to start on December 8, 2012, Brad Schwartz is to start December 11, 2012, and Hector Miguel Zaragoza is to start December 9, 2012. Each of the three new hires will start at a bi-weekly salary of \$1,752.63. In response to an inquiry from Mayor Dennis, Fire Chief Heath stated that there will be a swearing-in ceremony tomorrow at 2:00 p.m.

Mr. Marley moved that the new hires of three firefighters be approved. Ms. Booker seconded the motion.

The motion was adopted.

d. 2012 SRF Loan Disbursement Request No. 5: O.W. Krohn & Associates, LLC – North Side Regional Lift Station and Force Main – WWTU

WWTU Director Henderson requested approval for this disbursement from the State Revolving Fund (SRF) Loan Program in the amount of \$9,079 for O.W. Krohn & Associates, LLC. This amount is to pay the balance for the work of Jim Treat and his staff to prepare for the SRF closing.

Ms. Stull moved that 2012 SRF Loan Disbursement Request No. 5 for O.W. Krohn & Associates, LLC be approved. Ms. Booker seconded the motion.

The motion was adopted.

e. Agreement: Komputrol Diaster Recovery – Clerk-Treasurer

Clerk-Treasurer Rhodes requested approval for the annual agreement with Komputrol for Disaster Recovery for the annual amount of \$450.00. She explained that this is the same agreement that was approved at the last meeting for the Wastewater billing office, and the cost has not changed for many years

Ms. Booker moved that agreement with Komputrol for Disaster Recovery in the amount of \$450.00 for 2013 be approved. Mr. Marley seconded the motion.

f. Claims

i.	AP Docket	\$530,326.55
ii.	AP Docket	\$169,088.23
iii.	AP Docket	\$35,000.00
iv.	PR Docket	\$459,870.70

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

Mr. Marley moved that the claims be approved. Mr. Speaker seconded the motion.

The motion was adopted.

g. Informational Items

i. Project Payment List – WWTU

There were no questions or comments about the listing.

ii. Legal Budget & Expenses – Clerk-Treasurer

There were no questions or comments about the listing.

h. Other Items

► Public Works Director Buck reported that landscaping is being finished on Cumberland Avenue, which may include sod since the weather is warm. Yeager Road north of Kalberer Road should be open later this week. In response to an inquiry from Mr. Marley, Public Works Director Buck stated that the lights on Cumberland Avenue should be turned on later this week. One light pole base has to be moved. Once that work is finished, the lights will then be left on for three days.

Engineering Assistant Anderson explained that it is called a “three-day burn,” meaning the lights need to stay on for three days after they are first plugged in.

► Councilor Burch reported that the people at Friendship House are delighted to have Cumberland Avenue open. She noted that Friday is Pearl Harbor Remembrance Day, and asked that we keep those who served and lost their lives in our thoughts and prayers. She also noted that Saturday is the first day of Hanukah, beginning at sundown.

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.