

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

January 2, 2008
11: 00 a.m.
City Hall
Lower Level Conference Room

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

- I. Swearing In of Board Members
Board Members Susan K. Goldman and Bradley W. Marley had been sworn in by Mayor Dennis prior to the meeting.
- II. Introductions
Board Members and City Attorney Eric Burns introduced themselves to those in attendance.
- III. Approval of Minutes - December 27, 2007, Meeting
Approval of the December 27, 2007, minutes was deferred until the January 8, 2008, Board of Works meeting.

Mr. Marley moved to change the format of the minutes going forward to a bullet point format in lieu of transcription. Ms. Goldman seconded the motion. The motion was adopted.

- IV. Old Business
 - A. Precaucus for information gathering. City Attorney Burns suggested that a public information-gathering meeting immediately prior to the Board of Works meeting be held, so that adequate information for decisions is available. Mayor Dennis agreed.

Ms. Goldman moved to begin the precaucus meeting at 11:00 a.m., with the Board of Works meeting immediately after. Mr. Marley seconded. The motion was adopted.

- IV. Old Business
 - B. Use of agenda. Recommendation from City Attorney Burns was to have an agenda posted and available prior to the Board of Works meetings.

Mr. Marley moved to use an agenda for Board of Works meetings was made by Mr. Marley. Ms. Goldman seconded. The motion was adopted.

- IV. Old Business
 - C. Deadline for submission of items for agenda. City Attorney Burns recommended that items for the agenda be submitted to the Clerk-Treasurer by a specific deadline, noting that there will be times when last-

minute items will be added under New Business. Clerk-Treasurer Rhodes recommended that either late Friday afternoon or early Monday morning be considered, so that an agenda can be prepared.

- D. Electronic box. Clerk-Treasurer Rhodes reported that her office plans to begin using an electronic box for the Board of Works, the media, Council members, and the public at large. Departments would upload their items for a meeting into a folder, which the Clerk-Treasurer's office would organize to confirm to the agenda. Mayor Dennis noted that one benefit is that people could get documents at their workstations. He recommended that there be a Monday morning deadline for now, with adjustments to that schedule as necessary.

Mr. Marley moved to have a deadline for filing items for the Board of Works agenda be each Monday at 10:00 a.m. Ms. Goldman seconded. The motion was adopted.

- E. Claims. City Attorney Burns clarified that there are two types of claims: Recurring, such as salaries, pensions, utility bills; those go forward without a formal action preapproving the claim. Those are paid when they're due; the Board ratifies them after the fact. Preapproved claims are those such as vendor payments and are usually time sensitive. Clerk-Treasurer Rhodes explained that the schedule had been that bills have been paid weekly, after the Board of Works meetings. Claims are in paper form and are manually processed, not electronic. A Monday afternoon deadline for review of claims would be possible, if the same claim schedule as used now is in place. If a longer review period for claims is desirable, the filing deadlines or the payment deadlines would have to be adjusted.

City Attorney Burns suggested that claims could be reviewed at the precaucus meeting, so that answers are obtained before the Board of Works meeting. Clerk-Treasurer Rhodes offered to highlight certain claims such as those involving legal settlements, unusual transactions, or large dollar amounts. Claims are currently filed with the Clerk-Treasurer a week prior to payment by the Board. The law requires that claims be available to the public five business days. During that time, they are being audited and/or corrected as needed in that process. Clerk-Treasurer Rhodes suggested that Board could review the claims filed in her office following today's meeting, to assist the Board in determining the level of detail it wishes to review. Clerk-Treasurer Rhodes will scan all the claim dockets and will send them to the Board by next Monday afternoon.

V. New Business

- A. Almost Home Humane Society contract. Clerk-Treasurer Rhodes reported that the Almost Home Humane Society has requested a meeting with Mayor Dennis and others, as appropriate, to come to an agreement on a contract for 2008 services. They are providing services without a current contract. The request for 2008 was \$39,348, compared to \$30,000 in 2007. The Society has requested action in January, in order

for them to fund their operation. The calculation of the amount due is based on usage in the prior year. Clerk-Treasurer Rhodes suggested that this practice might be discussed.

Mayor Dennis said that he would make this an action item for next week.

- B. Police Department representatives on the Police Merit Commission. Police Chief Dombkowski explained that the Police Department needs to have an election, to appoint a person who will represent the Police Department to the Police Merit Commission. The Board of Works needs to set the date for this event. Police Merit Commission Attorney Brooks noted that the preference is for the meeting on the 24th of January.

Mayor Dennis moved that the Board of Works approve a meeting to be called by the West Lafayette Police Department on January 24 at 8:00 a.m. for the purpose of an election to select a Police representative to the Police Merit Commission. Ms. Goldman seconded. The motion was adopted.

- C. Public meetings and executive sessions. City Attorney Burns clarified what constitutes a Board of Works meeting. Two of the three Board members together do make a meeting, so the Board was cautioned that those all need to be official posted meetings. The Clerk-Treasurer is in charge of the posting of meeting notices. Public meetings are any sessions having to do with City business. Executive sessions are held with just those people necessary for certain decisions to be made, possibly personnel issues or items of a personal nature. Those would be posted, but they would be closed to the public. Following that meeting, there will be a certification made by the Board as to the meeting and the general nature of the meeting. The Clerk-Treasurer would generate that certificate.
- D. Conflict of interest. City Attorney Burns discussed conflict of interest and disclosure of potential conflict of interest. Conflict of interest involves the individual or any member of her/his immediate family. Questions about conflict of interest should be directed to Mayor Dennis or City Attorney Burns.

VI. Adjournment

There being no further business, Mayor Dennis adjourned the meeting at 11:40 a.m.

Respectfully Submitted,

John R. Dennis, Mayor
Presiding Officer

Judith C. Rhodes, Clerk-Treasurer
Clerk of the Board