

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

JANUARY 20, 2009  
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. APPROVAL OF MINUTES

A. January 13, 2009, Meeting

Ms. Goldman moved to accept the minutes of the January 13, 2009, Board of Works meeting. Mr. Marley seconded the motion.

Ms. Goldman requested that the minutes to be corrected to include one part of the response to her question about elimination of the return envelope for the WWTU billing, that being the trend. Clerk-Treasurer Rhodes spoke about return envelopes assisting with compliance with payments. Ms. Goldman asked that the minutes be approved with the correction as noted.

The motion to approve the minutes as corrected was adopted.

II. NEW BUSINESS

A. SRF Payment Request and Related Listings – WWTU

1. Payment Request No. 30 and Request for Certificate of Substantial Completion – \$343,761 to Bowen Engineering Corporation for Construction Services – Digester Renovation Project

Wastewater Utility Director Henderson presented the SRF Payment Request for approval, noting that work is progressing despite weather-related delays. Included in this request is a Request for Certificate of Substantial Completion for a portion of the project that was completed a few months ago. Everything is working as expected or better.

Ms. Goldman moved that the SRF payment request be approved. Mr. Marley seconded the motion.

The motion was adopted.

2. Listings

- a. Digester Renovation SRF Payments Listing
- b. WWTU Project Payments

B Request for Release of Escrow: Bowen Engineering – Digester Renovation – WWTU

Wastewater Utility Director Henderson explained that the Request for Release of Escrow is related to the Certificate of Substantial Completion request. Bowen Engineering would like a partial release of retainage for the portion that has been completed several months.

Ms. Goldman moved that the request for release of escrow be approved. Mr. Marley seconded the motion.

Mr. Marley asked for confirmation that the amount to be released is \$33,700. Wastewater Utility Director Henderson responded that the amount is correct. Clerk-Treasurer Rhodes added that the amount would also include related interest.

Clerk-Treasurer Rhodes said the minutes would reflect the approval of the Certificate of Substantial Completion.

The motion was adopted.

C. Warranty Deeds: Salisbury Street Safety Improvements Phase 2 Project – Engineering

1. Parcel 04: Brian G. Dekker – 0.02 acres
2. Parcel 06: John T. Beale and Marion Lou Beale – 0.05 acres
3. Parcel 09: Thomas John and Karen Audra Churchard, Rachael Marie Churchard and Thomas John Churchard II – 0.05 acres

City Engineer Buck presented warranty deeds for three parcels needed for the Salisbury Street Safety Improvements Phase 2 Project. There will be three or four more parcels next week, after which there will be one outstanding. Mr. Buck stated that they have been able to certify to the Duke Energy and the other utilities on Duke's poles, Verizon and Comcast, that the right-of-way needed for pole relocation is clear. Tree trimming has begun, so progress is being made.

Ms. Goldman moved that the warranty deeds be approved. Mr. Marley seconded the motion.

Mr. Marley asked about the prices for the parcels. City Engineer Buck answered that there is an acceptance offer that contains that information, which he can provide separately to the Board. Clerk-Treasurer Rhodes added that the information is in the claims.

The motion was adopted.

D. Claims

- |              |              |
|--------------|--------------|
| 1. AP Docket | \$ 92,200.22 |
| 2. AP Docket | 299,121.65   |
| 3. AP Docket | 517.92       |
| 4. AP Docket | 3,377.66     |
| 5. PR Docket | 325,299.82   |
| 6. PR Docket | 13,194.63    |

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

Mr. Marley asked about the claim from Carpetland USA for ceramic tile at Morton Center [\$6,219.20]. Parks Superintendent Payne answered that the Parks Board took quotes, chose the low quote, and re-tiled and in-house repainted the pottery room in Morton Community Center.

Ms. Goldman questioned the expense for range equipment [Jerry's Sport Center, \$13,786.70]. Police Chief Dombkowski responded that it is the Police Department's yearly ammunition purchase, noting that the price of ammunition has increased significantly in the last two years, nearly 50% in cost. Ms. Goldman asked the reason for the rise in price. Chief Dombkowski said distributors report that large orders for the wars take precedence. Mayor Dennis added that private gun ownership has increased exponentially as well.

Ms. Goldman asked about the payment to Merrill Brothers by Wastewater [\$12,041.63]. Wastewater Utility Director Henderson responded that the payment is for the annual agreement, for coordinating with the farmers, maintaining permit requirements current, and preparing a reapplication for NPDES land application for later in the year.

Ms. Goldman requested information about the payment to RA-COM, Inc. [\$18,049.68] for installation of an antenna. Police Chief Dombkowski replied that was for an upgrade in the existing Police Station structure, in cooperation with the Engineer's Office. This upgrade enables Police officers to use their portable radios in the basement and other "dead" areas of the Police Building.

Mr. Marley questioned the Duke Energy payment of \$4,215.36, whether the Parks Summary was electricity for the Pool. Clerk-Treasurer Rhodes responded that the Pool is included [\$65.99], but all other Parks facilities and buildings are included in the \$4,149.37 summary bill line.

Mr. Marley asked if the Police Department was buying Covey planners for the staff [\$79.84]. Police Chief Dombkowski answered that two members of his senior staff have Covey planners, and have had them for some time.

Mr. Marley asked if the City is required to belong to the Indiana Association of Cities and Towns [\$6,735.00]. Clerk-Treasurer Rhodes answered that this is the City's annual assessment. To Mr. Marley's question of what membership provides the City, Mayor Dennis responded that IACT provides training for newly-elected officials and ongoing annual training, sponsors bills in the State Legislature, and represents and lobbies on behalf of Indiana cities and towns. Ms. Goldman asked the basis for dues. Ms. Rhodes answered that the membership rate is based on population.

Mr. Marley asked about the payment to Public Safety Medical Services [\$640.00] for vaccinations and testing, whether this was outside of normal employee benefits. Fire Chief Drew replied that this payment is for required OSHA testing to wear respirators. Chief Drew added that there are vaccinations that will be provided, most required by OSHA, such as Hepatitis B, and other shots strongly recommended.

Mr. Marley raised the issue of hedge options for gasoline. He asked that the City of West Lafayette explore this option, as it is his understanding that this type of transaction works to keep the City even. Mayor Dennis said it does give predictability to overall expenditures for gasoline usage. Mr. Marley asked if the City were to collaborate with another municipality, whether it would be possible to participate in this type of program. Clerk-Treasurer Rhodes said the City could explore this option, but that we have limited storage capacity to participate in buys. Street Commissioner Downey stated that it would cost \$110,000 to \$120,000 to put in two 10,000-gallon tanks. Mr. Marley said there is a difference between a storage hedge and a market hedge. Mr. Marley expressed interest in meeting with people who set this type of program up, to see if cities of our size could get involved in this plan. Mr. Marley said that he believes that fuel costs will increase.

The motion was adopted.

E. National Incident Management System: Update – Police

Police Chief Dombkowski presented a report on the Police Department's compliance with the National Incident Management System which is through the Department of Homeland Security. This is coursework which permits officers to be certified, depending on their ranks. Mayor Dennis will be certified, as the U.S. Department of Homeland Security encourages this.

F. Projects Payments Listing – Engineering

City Engineer Buck presented an updated payment listing, to reflect the most recent payments. He also showed a photo of this morning's ceremony at the start of the Burtfield School demolition. Mr. Buck reported the Happy Hollow slide repair is complete, except for some minimal work to be done in the spring, and provided several photos that show the repairs.

G. Addendum to Contract: A.E. Boyce Co, Inc. – Print-to-Mail Service – Clerk-Treasurer

Clerk-Treasurer Rhodes presented a revised price sheet for the print-to-mail service for Wastewater bills, which includes the option of omitting return envelopes from the billing, as Ms. Goldman asked about last week. This option saves \$0.0175 per piece. Ms. Rhodes asked the Board to approve this, so that she has the option when the City is ready to utilize the service. This will be done in conjunction with the e-billing. People will be given the option to eliminate their printed bills.

Ms. Goldman moved to approve the amendment. Mr. Marley seconded the motion.

Mayor Dennis clarified that the print-to-mail process will help move the City to paper-free with billings. Also, the billing card was not a satisfactory method of communication, as it would bind up in a sorting machine, the Post Office would return the cards to the Wastewater billing office, and the WWTU billing office staff would spend time reviewing the paper and resending the bills—in envelopes—with letters of explanation as to why the bill was late and/or mangled. This was time-consuming and expensive in labor and other resources. City services need to be made more efficient and, eventually, to have all WWTU customers utilize the City's website.

Ms. Goldman asked when the web mailing option would be available. Clerk-Treasurer Rhodes answered that she should have a better idea later in the week after meeting with company programmers who are scheduled to be here to work on another project, but the goal is to have the project complete by the end of the first quarter.

The motion was adopted.

H. Other Items

1. Fire Chief Drew reported that the cold weather is keeping the Fire Department busy. The newer buildings don't always have protected water systems, so there are problems with water pipes freezing.
2. Parks Superintendent Payne reported that the skating rink was closed for two consecutive days because of the cold weather last week but had strong weekend attendance.
3. Director of Development Poole thanked everyone who participated in the gallery walk last Friday. Mayor Dennis added that the merchants were pleased with the increased traffic.
4. City Engineer Buck announced that some of the new phones are in and being programmed. He also reported that the change over of the electrical connection to the Police generator was done on Monday, and they are working through rebooting glitches.
5. Street Commissioner Downey stated that the Street Department staff worked Saturday, Sunday, and a little bit on Monday. People brought perhaps a record amount of material to the Recycling Drop-off Center; Mr. Downey showed a picture of the result. Mayor Dennis mentioned that he had received many positive comments about the street clearing. The staff are doing good work.

III. ADJOURNMENT

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