

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

JUNE 8, 2009

8:30 a.m.

City Hall Lower Level Conference Room

Members present were Sana G. Booker, Bradley W. Marley, and Mayor John R. Dennis, who presided.

1. APPROVAL OF MINUTES

a. June 1, 2009, Meeting

Ms. Booker moved to accept the minutes of the June 1, 2009, Board of Works meeting. Mr. Marley seconded the motion. The motion was adopted.

2. NEW BUSINESS

a. Contract: Family Services, Inc. – Employee Assistance Program – Human Resources  
Human Resources Director Foster asked the Board to approve a renewal to the City's Employee Assistance Program with Family Services, Inc. The original agreement was initiated in January 2005. There is a price increase with this, but the impact on the City is not great, as there is little utilization of this service. City Attorney Burns added that he had reviewed the contract and found it to be in order.

Mr. Marley moved that the contract with Family Services, Inc. for the City's Employee Assistance Program be approved. Ms. Booker seconded the motion. The motion was adopted.

b. Proposal for Adoption of New WWTU Billing Administrative Practices – WWTU and Clerk-Treasurer

Wastewater Utility Director Henderson presented the changes for which he and Clerk-Treasurer Rhodes are seeking Board approval. Among the proposed modifications is to bill on the same cycle as Indiana-American Water. Currently bills are sent two months in arrears. This should help apartment managers, who have a 45-day time limit to release rent deposits; currently, the wastewater billing is not resolved within that period.

Mayor Dennis asked why there is this two-month delay. Clerk-Treasurer Rhodes answered that the WWTU Billing Office, through 2007, requested that the water company provide them with hard copy printouts of consumption readings, and then the billing staff entered those readings into the billing system. The water company declined to continue to provide account information in a paper printout and requested that the WWTU billing office instead download the data file that is provided free. The old bill format did not give the service dates, which is important to customers to know. The new bills will give service dates and usage, so that customers can see that they are only billed for what they use. It will take approximately six months to get this caught up. By November, bills should be generated a few days after consumption readings are received. It will now be easier for the billing office to track accounts and will improve customer service.

Mayor Dennis requested information on what the average West Lafayette resident would notice. Clerk-Treasurer Rhodes answered that wastewater bills would still be paid monthly, but in the first cycle, there will be a shortening of the time from the date on the bill until payment is due. After that, bills will be due every four weeks. It will not cost customers any more money; it is a question of the timing of when they receive their bills. The billing times will now be within industry practice.

Mr. Marley moved that the changes in billing practices be approved. Ms. Booker seconded the motion.

Wastewater Utility Director Henderson noted that the other items in the proposal are that summer billing rates for new accounts will be more in line with average usage, based on 8,000 gallons per month, or the actual reported usage. Clerk-Treasurer Rhodes said that the unintended consequence of how the summer rate was formerly administered was that, for example, tenants who rented might end their leases in the middle of the summer. The new tenants would actually be billed as though they had no consumption for the summer rate. Given the turnover of rental properties in the City, the Utility was billing for zero usage or the minimum for three months of the year. Additionally, the start of the summer rates was not announced to the Board. Now the Board will be notified when the summer rates are started and how long it will continue, unless the Board extends the rate.

Wastewater Utility Director Henderson mentioned that the practice of loaning meters for tracking use of water for establishing a lawn, filling a swimming pool or similar things would have revised guidelines. The limit for each loan will be for 60 days, and there will be a \$100 fee assessed if the meter is not returned.

Clerk-Treasurer Rhodes stated that the Wastewater billing staff who has made the current system work for many years is enthusiastic about the changes. They have participated in brainstorming and problem solving to make these changes happen, and see only positives, in terms of their ability to provide better customer service. Mayor Dennis applauded the positive changes.

The motion was adopted.

c. Claims

- i. AP Docket \$ 84,114.15
- ii. AP Docket 80,460.49
- iii. AP Docket 1,629.89
- iv. PR Docket 325,082.82

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

► Ms. Booker asked about the payment from Wastewater of \$4,612.25 to Altivia Corporation. Wastewater Utility Director Henderson explained that the company provides sodium hypochlorite, liquid bleach, for disinfecting the wastewater during the recreational season in the Wabash, April 1 through October 31.

► Mr. Marley questioned the transfer of \$93.16 from Fund 53 to Fund 20. Clerk-Treasurer Rhodes replied that a 2008 grant reimbursement was receipted to the incorrect fund. When the fiscal year is closed and a correction is necessary, it is done through a "credit due from other funds." In the financial statements, it is likely already corrected, but because of the

cash accounting system, there is a need to show that the funds that were deposited incorrectly are now corrected.

► Mr. Marley asked for information on the \$650.00 payment to the City of De Pere Police Department for Officers Watson and Choate, field training officers, from May 11 to May 13. Police Chief Dombkowski responded that the payment was for a school the two officers attended. He added that there is a transition in the field training program, and Officers Watson and Choate will run the program. Clerk-Treasurer Rhodes added that the LECE Fund receives revenue for each case adjudicated in the West Lafayette City Court, as well as cases that originated in West Lafayette but are judged in Tippecanoe County Courts. Chief Dombkowski noted that most of the training is paid for from the LECE Fund.

► Mr. Marley questioned the \$165.00 payment to the Department of Homeland Security for boilers and a water heater. Clerk-Treasurer Rhodes answered that the Department of Homeland Security does inspections of boilers, elevators, swimming pools, etc. City Engineer Buck added that the State Building Commissioner's Office is under the new structure, the Department of Homeland Security, so everything related to safety is under Homeland Security, including State-designed plan releases for new construction, the State Building Commissioner, the State Fire Marshall.

► Mr. Marley requested information about the payment of \$18,119.00 to Fairfield Contractors, Inc. for Tapawingo Park improvements. Parks Superintendent Payne replied that there was some asphalt and concrete demolition and installation of asphalt and concrete for the band shell shelter. That superstructure was completed on Friday.

► Mr. Marley asked for clarification about the Indiana-American Water Company payment of \$10.45 for 3335 Dubois Street. Parks Superintendent Payne answered that the payment was for the water fountain at Peck-Trachtman Park.

► Mr. Marley questioned the \$66.00 refund to Jane Lareau for Cumberland Playground. Parks Superintendent Payne explained that people sign their children up for playground and other programs and have to withdraw. This results in small refunds.

The motion was adopted.

d. Other Items

i. Parks Superintendent Payne mentioned that the Farmers Market is continuing, there are many programs in progress, and this is a good revenue period now. City Attorney Burns asked Mr. Payne about the large area of soil distribution near Shelter No. 4. Parks Superintendent Payne said there was an unfortunate large distribution of soil and mulch mostly from footpaths in Happy Hollow, due to the recent rains. The soil and mulch were being moved from areas where it was not wanted.

ii. Director of Development Poole announced the Art in Bloom tour sponsored by the West Lafayette Master Gardeners would be held on June 27. On the development front, there is a group from Texas coming to town.

iii. Foreman/Equipment Operator VanMeter reported that Lafayette opened quotes for road salt last Tuesday. Cargill appears to be the low bidder at \$64.50 per ton. Shadeland's bid went in with West Lafayette's, but they will pay Cargill directly.

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iv. Wastewater Utility Director Henderson stated that the new billing process would begin this week. Instead of postcards, bills will be sent in envelopes. Customers will be able to sign up to receive their bills electronically and be able to pay online. There will be an insert for customers to understand what the changes are and how they will affect bills and payments. Mr. Henderson thanked Clerk-Treasurer Rhodes for her help in finding more efficient ways to do business. The result is also a best result for customer service. Clerk-Treasurer Rhodes added that the Wastewater billing staff has been very enthusiastic in supporting these changes that benefit property owners and customers.

v. City Engineer Buck spoke of positive change, that there is grass growing at Burtfield. He thanked the Police Department for having patrols through the work zone on Salisbury Street; the contractor appreciates it.

vi. Police Chief Dombkowski reported that the Police Department is putting officers in City parks. The West Lafayette Police Department paired with the Purdue University Police on bike patrols in Happy Hollow Park, and the City will reciprocate on campus bike patrols later.

### 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.