

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

APRIL 28, 2009

11:00 a.m.

City Hall Lower Level Conference Room

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

I. APPROVAL OF MINUTES

A. April 21, 2009, Meeting

Ms. Goldman moved to accept the minutes of the April 21, 2009, Board of Works meeting. Mayor Dennis seconded the motion.

The motion was adopted.

II. NEW BUSINESS

A. SRF Payment Request and Related Listings – WWTU

1. Payment Request No. 89 – \$675,689 to Atlas Excavating, Inc. for Construction Services – Western Sanitary Sewer Interceptor-Division III

Wastewater Utility Director Henderson presented the SRF Payment Request, indicating that this bill represents payment for mobilization costs, primarily for pipe for the Western Sanitary Sewer Interceptor-Division III Project.

Ms. Goldman moved that the payment request be approved. Mayor Dennis seconded the motion. The motion was adopted.

2. Listings

- a. Western Interceptor SRF Payments Listing
- b. WWTU Project Payments

There were no questions or comments.

B. Board of Works Resolution No. 02-09: Approval for Credit Card and Other Electronic Payments – WWTU

Clerk-Treasurer Rhodes reported that, when the City Council approved use of credit cards for payments several years ago, the Utility chose not to permit use of credit cards for WWTU payments. With the impending implementation of electronic bill payments on the City's website, WWTU will participate in online bill payments and in-person payments at the Clerk-Treasurer's Office, both via credit and debit cards. Ms. Rhodes estimates that four or five inquiries are received each day about making WWTU payments via credit cards. Mayor Dennis added that this will move the City forward, and will make the City more efficient in tracking and security.

Ms. Goldman moved that BOW Resolution No. 02-09 be approved. Mayor Dennis seconded the motion. The motion was adopted.

C. Approval of WWTU Identity Theft Prevention Program – WWTU

Clerk-Treasurer Rhodes explained that the Identity Theft Prevention Program is required by federal legislation that was enacted in 2003, The Fair and Accurate Credit Act. The deadline for utility service providers to adopt an Identity Theft Prevention Program is May 1, 2009. Like many other municipalities, the City of West Lafayette is just beginning to deal with this requirement. The proposal describes the status and the City's plan to develop additional rules and policies, beyond those already in place. The WWTU, to a great extent, relies on Indiana American Water Company [IAWC] for identity theft prevention, because most of the City's wastewater customers receive their water from IAWC. All new accounts setups, changes, and closures are done through IAWC and automatically provided to WWTU. IAWC is beginning to roll out its policies, and the City will work cooperatively with them, since both entities have responsibilities to prevent identity theft on the accounts that are shared between the water company and the WWTU.

Ms. Goldman moved that City's Identity Theft Prevention Program be approved. Mayor Dennis seconded the motion.

Mayor Dennis asked if Police Chief Dombkowski should be involved in this program. Chief Dombkowski said that Lt. Troy Harris is a specialist in the area of identity theft prevention who will assist, as necessary. Clerk-Treasurer Rhodes said that she would ask for the Police Department's review and guidance in the next several months. She added that the City's document is formatted after a model prepared by the Indiana Rural Water Association that was provided to municipal utilities as a guideline. The thrust of this is that identity fraud often depends on individuals having access to documents that propose to establish an identity. Among the top three of the items that are used are utility bills. The current postcard bill used by WWTU would not meet requirements, because identifying information such as account number is on the bill.

The motion was adopted.

D. Dispatcher Reassignment: Lorna Sietsma from Head Dispatcher to Dispatcher – Police

Police Chief Dombkowski requested the Board approve the change to Dispatcher for Lorna Sietsma who had been Head Dispatcher since 2004. Her new biweekly salary will be \$1,138.09, effective may 2, 2009.

Ms. Goldman moved that the reassignment be approved. Mayor Dennis seconded the motion. The motion was adopted.

E. Head Dispatcher: Dustin Winger to Head Dispatcher – Police

Police Chief Dombkowski asked that Dustin Winger be appointed Head Dispatcher, effective May 2, 2009. Mr. Winger has been a Dispatcher with the Sheriff for nine years, and has worked for the City part-time for the last two years in the Dispatch Center. His new rate will be \$1,472.76 biweekly.

Ms. Goldman moved that the request be approved. Mayor Dennis seconded the motion. The motion was adopted.

F. Participation in State Agreement: JPMorgan Chase Commercial Card Services – Clerk-Treasurer

Clerk-Treasurer Rhodes requested the Board to approve an agreement with JPMorgan Chase for commercial purchasing cards. This is part of a Statewide participation agreement for the same service to the City as we have had since 2003, but at considerably less cost. Additionally, there would be rebates based on purchasing volume.

Ms. Goldman moved that the participation agreement be approved. Mayor Dennis seconded the motion.

Ms. Goldman asked how the rebate program works. Clerk-Treasurer Rhodes said the City would receive the rebates, based on purchasing volume. There are no fees with this agreement, saving the City approximately \$600-\$700 per year in fees.

In response to Ms. Goldman's question, City Attorney Burns reported that the language in the agreement is standard, not one that can be changed since it is a State agreement.

The motion was adopted.

G. Claims

1.	AP Docket	\$ 87,016.55
2.	AP Docket	222.75
3.	AP Docket	185,279.15
4.	PR Docket	377,196.39

Ms. Goldman moved that the claims be approved. Mayor Dennis seconded the motion.

► Ms. Goldman asked about the payment of \$2,875.00 to Gran-It Consulting for computer service. City Engineer Buck answered that there was a switch problem in the Mayor's Office, which necessitated repair.

► Ms. Goldman requested information on the expense of \$1,486.00 to MJV Group, Inc. for a contract. Clerk-Treasurer Rhodes responded that the payment was for the contract for janitorial services for cleaning City Hall.

► Ms. Goldman questioned the payment to Ra-Comm, Inc. of \$795.10 for repair services for the Police Department. Police Chief Dombkowski answered that the payment was for Motorola radios repairs and change outs. Part of the expense will be reimbursed by insurance for a crash that was not the department's fault.

The motion was adopted.

H. Informational Items

1. IDEM Recognition of MS4 Stormwater Quality Management Plan – WWTU

Wastewater Utility Director Henderson announced that at the IDEM MS4 annual meeting last Thursday, the Tippecanoe County Partnership for Water Quality was presented with the certificate of recognition for the implementation of the Stormwater

Quality Management Plan, for our unique arrangement of co-permittees and pooled resources. The seven partners are the City of West Lafayette, the City of Lafayette, Tippecanoe County, the Town of Battle Ground, the Town of Dayton, Purdue University, and Ivy Tech State College. IDEM uses this program as a model throughout the State and encourages other municipalities to adopt this example. Mr. Henderson mentioned that City Engineer Buck and Street Commissioner Downey have been a part of this effort over the years, and many people have contributed to the success of the partnership.

Mr. Henderson described a certification process that some people in the local group have followed. West Lafayette's Victor VanAllen, the collection systems supervisor at the Utility, sat for the exam, passed it, and has become a Certified Erosion, Sediment, and Stormwater Inspector. Mr. Henderson expressed appreciation for the time Mr. VanAllen put in to the effort.

I. Other Items

1. Mayor Dennis expressed gratitude for the work of Ms. Goldman, who is leaving the Board of Works because she is moving from the City. The Mayor thanked Ms. Goldman for her service and presented her with a plaque of recognition, acknowledging that her attention to the details has been valuable to the City.

2. Mayor Dennis reported that he had attended a ceremony earlier today, dedicating the EDS facility in the Research Park. This marks another milestone of progress for the City and the Research Park.

3. Fire Chief Drew thanked Ms. Goldman for her work on the Board and the commitment of time she made.

4. Parks Superintendent Payne said that the Parks Department was proud of Ms. Goldman's work at the Lilly Nature Center.

5. Human Resources Director Foster wished Ms. Goldman best of luck.

6. Police Chief Dombkowski said that both Ms. Goldman and her husband Jim both would be missed in the community. The Police Department has worked with Mr. Goldman on various projects.

7. Wastewater Utility Director Henderson said that it had been a great pleasure and a lot of fun working with Ms. Goldman, and invited her back for the ribbon-cutting at the conclusion of the digester project.

8. City Engineer Buck encouraged Ms. Goldman to enjoy the roundabouts in her new neighborhood.

9. Street Commissioner Downey wished Mr. Goldman best of luck.

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.