

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

MAY 18, 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.

Mayor Dennis welcomed new member Sana G. Booker to her first Board of Works meeting. Ms. Booker took the oath of office on Monday, May 4, 2009, before the Council meeting.

1. APPROVAL OF MINUTES

May 5, 2009, Meeting

Mr. Marley moved to accept the minutes of the May 5, 2009, Board of Works meeting. Ms. Booker seconded the motion. The motion was adopted.

2. NEW BUSINESS

a. Certificate of Substantial Completion No. 2: M.D. Wessler & Associates, Inc. – Digester Renovations with Alternate Power Sources Project – WWTU

Wastewater Utility Director Henderson reported that the Digester Renovation Project is winding down, and equipment such as mixing pumps and the boiler is in service. He requested the Board approve the Certificate of Substantial Completion, so that the warranty period can begin and it can become officially the City's. The start period for the gas conditioning and the microturbines will be next week, after the holiday.

Mr. Marley moved that the Certificate of Substantial Completion be approved. Ms. Booker seconded the motion.

Wastewater Utility Director Henderson said that, along with acceptance of substantial completion of the pieces of equipment now in service, some of the retainage should be released to Bowen. The amount of this retainage release is \$99,800.00.

Clerk-Treasurer Rhodes requested that the motion to approve the Certificate of Substantial completion also include authorizing the Mayor to sign the notice to escrow agent to reduce retainage in the amount of \$99,800.00. The Mayor motioned to do so. Mr. Marley seconded the motion.

The motion as amended was adopted.

b. Amendment No. 2: Greeley and Hansen, LLC – Professional Engineering Services – Western Sanitary Sewer Interceptor-Division IV Project – WWTU

Wastewater Utility Director Henderson noted that Mr. Joe Teusch from Greeley and Hansen was also present and has provided a colored map, which outlines the route of the Western Sanitary Sewer Interceptor. Design of Division IV of the project needs to be initiated, so that the City works within the timetable that INDOT has for the relocation of US231. Mr. Henderson requested Board approval to amend the existing contract with Greeley and Hansen for design services.

City Attorney Burns has reviewed the agreement and finds it to be in order.

Mr. Marley moved that the contract with Greeley and Hansen be approved. Ms. Booker seconded the motion.

Clerk-Treasurer Rhodes clarified that this agreement is a supplement to the existing agreement, and is in the amount of \$206,000.00, as noted in Exhibit B2. Mr. Marley noted that the contract is increasing from the original amount of \$919,038 to \$1,125,038.00.

Mr. Marley asked if the route of the relocated US231 is known yet. Mr. Teusch [Greeley and Hansen] said that INDOT has issued an updated set of plans from Hanson Consultants [Hanson Professional Services Inc.] and, according to that firm, the alignment is set. So Greeley and Hansen can design the route of the sewer.

Mr. Marley asked if the Western Interceptor would go under 231. Mr. Teusch said that it would be parallel to the road.

Mr. Teusch clarified that Divisions I and II have been completed. Division III, shown in green on the map, is currently under construction, and Division IV is the final piece.

The motion was adopted.

c. Increase in Biweekly Salaries due to Certifications – WWTU

- i. Robert Busch - IDEM Operator Class III Certification
- ii. Steve Nelson - IDEM Operator Class III Certification
- iii. Josh Philyaw - IDEM Operator Class II Certification
- iv. John Poore - IDEM Operator Class IV Certification

Wastewater Utility Director Henderson presented the request for increase in the biweekly salaries of four Wastewater Utility employees who recently passed their IDEM exams. Mr. Henderson said that he is very pleased with the continued success and dedication to continuing education by the Utility employees, in addition to the performance of these four individuals. Mr. Poore has been employed nearly 28 years of service, and is the maintenance supervisor; with his Class IV Certification, Mr. Poore can now sign WWTU reports. Mr. Busch is the operations supervisor; Mr. Nelson is the laboratory manager; and Mr. Philyaw is a shift operator.

Mayor Dennis asked what the certification entails. Mr. Henderson responded that IDEM covers the topics of operations, management, safety, and State rules and regulations. The exam covers a great deal of information in 100 questions.

Mr. Marley moved that the request for the four biweekly salary increases be approved. Ms. Booker seconded the motion. The motion was adopted.

d. Request to Paint House Addresses on Curbs – Mr. Alex Burns

Mr. Alex Burns requested Board approval for painting house numbers on curbs for those who want that service. Mr. Burns plans to charge \$20.00 per address, with \$5.00 of that donated to the West Lafayette Education Foundation. He presented flyers which advertise the business.

While Mr. Burns has not spoken with Street Commissioner Downey about this, his father, City Attorney Burns has. Mr. Downey said that this service has been provided in the past by community organizations, after Board approval. Mr. Downey has no issues with this matter.

Fire Chief Drew said that house numbers on curbs would be helpful to the fire department, and asked if there were a standard location for the numbers. Mr. Alex Burns said that front of mailboxes is the location he would suggest. Chief Drew said that it would be good to standardize that location.

Police Chief Dombkowski said addresses on the curbs would allow officers to find specific houses quickly.

City Engineer Buck suggested that Mr. Alex Burns check with the homeowners associations in subdivisions, to ensure that there are no restrictions or prohibitions. Mayor Dennis recommended that Mr. Alex Burns use the City website for contact information for the neighborhood associations. Mr. Buck further offered that the numbers should not be painted over yellow paint.

Mr. Marley moved that the request be approved. Ms. Booker seconded the motion. The motion was adopted.

e. Warranty Deed: Coffin Bank Building, LLC – Sycamore Lane Traffic Calming Project – Engineering

City Engineer Buck requested Board approval for a small piece of City street and property immediately opposite, along Sycamore Lane, right off the bank property that fronts onto Sagamore Parkway. On Exhibit B, he pointed out that the former Hedworth Subdivision, which platted four lots did not dedicate right-of-way on the unplatted portion. The area is approximately 2,000 square feet, 25 feet wide along the frontage of the property that needs to be City street right-of-way. The agreement with the property owner used the assessed value on the land and deducted the amount already under pavement. The owner accepted the price of \$5,370.00.

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

Mr. Marley questioned the location of the property in question. City Engineer Buck answered that about 15 feet of the property is in the street.

Mr. Marley noted that the per acre price was quite high. Mr. Buck said it was based on the per acre value that the owner was being taxed for the property. The engineers were surprised to discover that this property was not the City's already. No appraiser was used in this transaction.

Ms. Booker asked if it were common to see the phrase "This instrument has been prepared without the examination of title." City Attorney Burns said he has not seen that, it is not a common deed provision, but it is used to protect the person who has prepared the legal description.

Mr. Marley asked if the City obtained an owner's policy on this property. City Engineer Buck said the City does not typically get these, unless it is an INDOT project.

The motion was adopted.

f. Supplemental Agreement 3 to Task Order No. 2: HNTB, Inc. – Happy Hollow Park Grounds Slide Repair – Engineering

City Engineer Buck asked for Board approval for the supplemental agreement for construction inspection services for Happy Hollow Park erosion control. Quotes have been received for what are hoped to be the final two pieces of work to repair the landslide in Happy Hollow Park, a grading quote and a seeding quote. Both are set to begin immediately. This is a not-to-exceed amount of \$18,000.00.

Mr. Marley moved that the agreement be approved. Ms. Booker seconded the motion. The motion was adopted.

g. Addition to Contract Approved April 14, 2009: Butler, Fairman & Seufert – Litigation Statement – Sycamore Lane Traffic Calming Project – Engineering

City Engineer Buck presented an addition to the contract approved by the Board on April 14, 2009. It was the City Attorney's request to add the statement regarding prevailing party costs in the event of litigation, as it is in all the City's contracts now. The contract is for inspection services on Sycamore Lane, and is a standard INDOT boilerplate contract. Because the initial contract has already been submitted to INDOT for the approval process, Mr. Buck requested that the agreement be amended between the City and BFS, rather than amend a contract that INDOT has already processed.

City Attorney Burns agreed to Mr. Buck's suggestion.

Mr. Marley moved that the addition to the contract be approved. Ms. Booker seconded the motion. The motion was adopted.

h. Street Closure: Grant Street between Forrest Hill and Dodge – June 6 and June 20, 2009 for Soap Box Derby Race – Police

Police Chief Dombkowski stated that every year, the Soap Box Derby runs on Grant Street hill. June 6 is practice; June 20 is the actual race. The Derby organizers work with the school corporation. The Police Department has no problems with the event.

Street Commissioner Downey added that the street was paved last year, so it should be a good track again this year.

Mr. Marley moved that the street closure be approved. Ms. Booker seconded the motion. The motion was adopted.

i. Contract: LeadsOnline LLC – TotalTrack Service Package – Police

Police Chief Dombkowski requested Board approval for a database of national searches for the Detective Division. Larger cities in Indiana, such as Evansville, Indianapolis, Fort Wayne, and South Bend, are in the database, and the detectives use this for their investigative leads. The Department uses another database, but will drop that in favor of this. While the cost of this is nearly twice as expensive at \$2,148.00 per year, the consensus is that it is a larger database and more useful. The 2009 rate is \$1,253.00 beginning June 1.

City Attorney Burns reviewed the contract and had made some changes, and stated that the contract was in order.

Mr. Marley moved that the contract with LeadsOnline LLC be approved. Ms. Booker seconded the motion. The motion was adopted.

j. Claims

i.	AP Docket	\$ 89,001.70
ii.	AP Docket	1,963.98
iii.	AP Docket	165.00
iv.	AP Docket	938,476.75
v.	AP Docket	12,658.30
vi.	AP Docket	22.00
vii.	PR Docket	336,645.81

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

► Mr. Marley asked about a \$6,038.95 payment to Bartlett Ford Sales & Service for repairs to Police vehicles. Police Chief Dombkowski replied that this is part of the cost of an aging fleet. The goal is to have trade-in vehicles with fewer than 80,000 miles, where there is still value left. Last year, trade-ins had 140,000 and 150,000 miles; this year, trade-ins have 120,000 miles. Next year, vehicles available for trade-in should be in the 100,000-mile range. Clerk-Treasurer Rhodes said that most of the repair expense seems to be in newer vehicles, 07s and 08s, not including warranty work. Warranty expense of \$1,000 to \$2,000 per vehicle is becoming common, indicating that there are some problems with those vehicles. Chief Dombkowski added that the mileage warranties are usually expended within two years. Currently, '05 and '06 vehicles have no mileage warranty, due to the number of miles driven per year. Mr. Marley asked how many years we try to keep vehicles in our fleet. Chief Dombkowski responded that the eventual goal is to get four years, two on the front lines and two as a support vehicle. Mr. Marley asked about the plan for the "back lot" vehicles. Chief Dombkowski answered that there are currently seven vehicles, each with about 120,000 to 130,000 miles. A couple of dealerships are considering submitting bids on trade-in values for another vehicle.

► Mr. Marley questioned a \$90,910.00 expense for the WWTU digester, recognizing that the money is coming from WWTU Improvement Fund, not SRF. Wastewater Utility Director Henderson answered that the SRF funds on the digester project have been exhausted.

► Mr. Marley requested information on the \$6,320.00 payment to Central Indiana Truck Equipment. Wastewater Utility Director Henderson responded that this expense was for a cart-tipper for the food waste pilot project. The pilot project for food waste from Purdue University dining courts lasted three weeks, and it went very well. There are some physical issues to be worked out, but the digesters responded very well to the food waste. Mr. Henderson said this was \$6,000.00 well spent. Mayor Dennis asked how much food waste was tested. Mr. Henderson said they used about three tons, and the digesters stabilized rapidly, counter to the expectations of the consultants. The biogas, which is about 60% methane, is being harnessed and will be firing the microturbines next week and generating electricity on-site for use at the Plant. City Attorney Burns asked about the size of a microturbine. Mr. Henderson said it is about the size of an industrial refrigerator.

► Mr. Marley asked about the expense of \$638.65 for Farmers Market mugs and badges. Parks Superintendent Payne answered that these are part of the Lean and Green program through the USDA grant. Mr. Marley said there are also the costs of shirts and aprons [\$701.00] and \$1792.00 for [mailing costs for] Farmers Market postcards this week. He asked how much rent the vendors are paying. Mr. Payne said the rent is \$75.00, and the Parks Department keeps 30%, but the funds expended on Farmers Market promotional items are from the USDA grant of approximately \$36,000.00.

► Mr. Marley questioned the payment to Fifth Third Bank of \$31,278.45 for a packer. Clerk-Treasurer Rhodes clarified that this is a lease/purchase payment from 2007 for a garbage truck.

► Mr. Marley requested additional information on the \$3,479.00 payment to Indiana Recreation Equipment for playground surfacing. Parks Superintendent Payne answered that this is the sterilized engineered hardwood mulch that Parks purchases by the semi-load for use on playgrounds, landscaping beds, and trails. It also meets ADA requirements.

► Mr. Marley asked about the cost of \$8,887.60 for a recycling truck bin. Street Commissioner Downey explained that a bin on a recycling truck rusted so badly that the struts on it were worn out. Rather than buy a new \$220,000.00 truck, Mr. Downey bought a new bin. Mr. Downey said that in next week's claim run is a bin for a dump truck, which had the same rust situation.

The motion was adopted.

k. Other Items

i. Projects Payments Listing – WWTU

There were no questions or comments about this item.

ii. Inspections of Stormwater Permit Compliance – Engineering

(1) Final Stabilization of Champion's Centre Site

(2) Erosion Control Inspections of Wabash Commons Site

Mr. Marley asked how City Engineer Buck knows we'll get money back if we have to do the work. Mr. Buck said, depending on the course of action City Attorney Burns recommends, the City might file a lien on the property or could withhold building permits.

Mr. Marley questioned whether the City assesses financial viability of projects, whether the City knows the funding is sound, whether these projects should be bonded. City Engineer Buck said that there is always concern that the City might be perceived as not friendly to businesses.

iii. Results of Requests for Quotes – Engineering

(1) Seeding at Happy Hollow Park

(2) Grading in Happy Hollow Elementary-Happy Hollow Park Area and Sidewalk Restoration on Kingston Drive

City Engineer Buck said he would provide copies of the documents to the Clerk's Office. There were no quotes received for the seeding work. One of the companies will be contacted to discover whether the company will work with us on the seeding project. There were two quotes for the grading, one from Atlas Excavating for \$25,792.81 and the other from Milestone Contractors for \$26,832.85. Mr. Buck asked for Board approval to accept the quote from Atlas Excavating for \$25,792.81 for grading work.

The motion was made by Mr. Marley and seconded by Ms. Booker. The motion was approved.

City Attorney Burns suggested, since there were no quoters for the seeding work, that he go to the open market to find a contractor to do the work, in accordance with State statute.

Clerk-Treasurer Rhodes said asked if there would be a contract with Atlas Excavating for the project. Mr. Burns said that since the specifications are in the quote, it would not be necessary.

I. Departmental Items

i. Fire Chief Drew welcomed Ms. Booker to the Board. Ms. Booker said she has been a disaster services volunteer for the Red Cross for the past 15 years, and has a special regard for the Fire Department.

ii. Parks Superintendent Payne said that the Park Board meets at 4:30 today in the Lilly Nature Center. The Farmers Market will be held on Wednesday. The pool opens on Saturday.

iii. Police Chief Dombkowski told Ms. Booker that there was a Red Cross Battle of the Badges Blood Drive earlier this year, the Police Department versus the Fire Department. Mayor Dennis asked who won; it was the Fire Department. Chief Dombkowski reported that a car is impaled by the flagpole at the West Lafayette

High School. The Chief returned from an informational training with the Secret Service last week.

iv. Human Resources Director Foster welcomed Ms. Booker.

v. Assistant Director of Development Grady also welcomed Ms. Booker.

vi. Wastewater Utility Director Henderson reported that the Western Interceptor-Division III Project is underway. Mr. Brian Garrett of Atlas Excavating and Mr. Joe Teusch of Greeley and Hansen explained shifts in traffic flow in the area of the railroad bridge-Williams Street-Ahlers Drive-and the Street Department drive along South River Road/US231 that will occur from tomorrow intermittently for about two or three months, until the beginning of August.

vii. City Engineer Buck mentioned that the Traffic Commission meeting Wednesday night will deal with modern roundabouts, and that the public is invited.

viii. Street Commissioner Downey reported on Friday, May 8, on Cherry Lane, a 24-inch sewer collapsed in the westbound lane about 11:00 a.m. The Street Department was on the scene until 4:30 a.m. on Saturday, took two hours off, and worked again until 11:00 a.m. Saturday. The westbound lane was closed, the Street Department provided traffic control. After contacting three construction companies, Mr. Downey found one company that would work at that time, as two boxes were needed to reach the 20-foot deep trench to the top of the pipe. The 24-inch line was completely blocked, backing up sewage to the West. That line carries two lift stations, Blackbird and Green Meadows, and all of the approximate 160 homes in Northwestern Heights. There was coordination between lift stations, so that there was no more backup of sewage than had already occurred. There was no permit to do the work, but the State Highway issued one later. The road has not yet been patched on top. The sewer line has been patched. The road is open and the sewer is running again. The Street Department staff performed very well. Mayor Dennis said that he was out there, and it is not pleasant work. The Mayor praised the staffs of Wastewater and Street Departments for doing such a great job of notifying neighbors. They were courteous and informative, and the situation was handled very well. Mr. Downey thanked Atlas for their work and equipment.

3. ADJOURNMENT

There being no further business to come before the Board, Mr. Marley moved that the meeting be adjourned. Mayor Dennis adjourned the meeting.