

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

December 18, 2012  
8:30 a.m.  
City Hall Council Chambers

Members present were Sana G. Booker, Bradley W. Marley, Jonathan C. Speaker, and Elizabeth M. Stull. Mayor Dennis presided.

1. APPROVAL OF MINUTES

a. December 11, 2012, Meeting

Ms. Stull moved to accept the minutes of the December 11, 2012, Board of Works meeting. Ms. Booker seconded the motion.

The motion was adopted.

2. NEW BUSINESS

a. Adoption of the City of West Lafayette ADA Transition Plan – ADA Implementation Committee

Mayor Dennis spoke of the history of the City of West Lafayette ADA Transition Plan, stating that the project has been ongoing for approximately 4 years. He stated that we in this City have made a pledge to the fact that we will try to do everything within our power, and within the law, to make the City more accessible. Public areas, even when under construction, will sometimes come under challenge, and we have been able to use that opportunity to learn and better ourselves as a community. When the ADA Implementation Committee was first convened to craft this plan, there were a lot of people who went into it with the spirit of understanding that it is something that we need to do. He stated that when compared to other communities, West Lafayette is leagues ahead in accessibility. Our Transition Plan, which is available with all supporting documentation on the City's website, will make anyone who is interested aware of that.

Mayor Dennis thanked the entire ADA Implementation Committee. He highlighted notable contributions from Pennie Ainsworth (Parks and Recreation), Dave Buck and Ben Anderson (Engineering), and Betina Cochran (Mayor's Office). He named the rest of the committee—Tim Clark (INTAC Management Group, LLC), Diane Foster (Human Resources Director), Jim Redd (Fire), Judy Rhodes (Clerk-Treasurer), Dennis Steel (Street and Sanitation), Michael Susong (Engineering), Victor VanAllen (Wastewater), Rick Walker (Neighborhood Resource Team), Vikki Watkins (Development), John Watson (Police), and Zach Williams (Withered and Burns, LLP). Mayor Dennis then gave his personal thanks to David Meihls of ADA Consultants of Indiana, LLC, for taking on the unique challenges of the City of West Lafayette, including changing seasonal populations. Mayor Dennis stated that he saw a spirit of cooperation at the Committee meetings like he had never seen before, and that the members felt making our community accessible to all is not just the right thing to do, it is what we must do, and it is something we pride ourselves on. He noted that the City is one of the most densely populated communities in the State, as well as one of the most diverse communities.

When people come from all over the world, approximately 130 countries, they bring different cultures and different experiences. Making sure the great things we have in this community are accessible is priority number one.

Mr. Meihls thanked the Mayor, the ADA Implementation Committee, and all of the City staff for everyone's cooperation through this daunting task. All the Departments put in effort towards making this Transition Plan comprehensive and complete. The adoption of this Plan is a new vision for the City, the way we do business, from alterations to existing buildings to new construction, even to temporary events and all of the services the City provides. He commended everyone for taking this challenge and these obligations seriously. He believes that West Lafayette is leaps and bounds ahead of other communities in the State. The work that has been done over the last year should be applauded.

Mayor Dennis thanked Mr. Meihls for his common sense approach, and stated that often when there is a regulatory challenge, the knee-jerk reaction is that we must be at 100% in zero time. By definition, the Transition Plan says that we will get there. We will get there in time, based on existing law, and do so in the proper way. He stated that Mr. Meihls' leadership and guidance gave the City a place to start and a roadmap to direct where we need to go.

Mr. Marley moved that the adoption of the ADA Transition Plan be approved. Ms. Booker seconded the motion.

The motion was adopted.

b. Agreement: On-Call Engineering and Surveying Services – PCS Engineers, Inc. - Engineering

Public Works Director Buck requested approval to enter into a general consulting services agreement with Parsons, Cunningham, & Shartle Engineers, Inc. for on-call engineering and surveying services. There are no current task orders assigned, but this would establish a relationship between the City and the company, and have them on-call for potential task orders as their expertise is needed. He stated that the company has done a lot of work with the street resurfacing program for the City of Indianapolis.

Mr. Marley moved that the agreement with PCS Engineers, Inc. for on-call engineering and surveying services be approved. Mr. Speaker seconded the motion

The motion was adopted.

c. Task Order No. 7: City Guidelines – American Structurepoint, Inc. – Engineering

Public Works Director Buck stated that under our general services agreement with American Structurepoint, Inc., we have several task orders. Task Order No. 3 was to develop guidelines for the current version of City guidelines and standards, and that work has been completed for some time. There is outstanding money left on the purchase order for that task order, and Task Order No. 7 will renew or rewrite Task Order No. 3 and use that remaining money. The purpose of Task Order No. 7 will again be to update the guidelines, including a lot of the ADA accessibility issues. There is approximately \$10,000 left, and the amount of this task order is not to exceed \$10,567.92.

Ms. Stull moved that Task Order No. 7 for City Guidelines with American Structurepoint, Inc. be approved. Mr. Marley seconded the motion.

The motion was adopted.

d. Hires: Full-time Probationary Patrol Dispatcher (Christopher J. Cassidy) and Part-time Patrol Dispatchers (Wendy Jenkinson and Amanda Martin) - Police

Police Chief Dombkowski requested approval for three new hires for the Police Department effective December 29, 2012. The full-time Probationary Patrol Dispatcher would be Christopher J. Cassidy with a bi-weekly salary of \$1,280.49. The two part-time Patrol Dispatchers would be Wendy Jenkinson and Amanda Martin at an hourly rate of \$15.83. He stated that all three are new to the dispatch career. The reason for two part-time positions is that the Department is unable to fill its part-time hours with its existing pool. There is an opportunity to partner these new hires with training dispatchers at the Lafayette Police Department. They will utilize Lafayette's new training academy, which includes dispatch simulation.

Mr. Speaker moved that three new hires for the Police Department be approved. Ms. Booker seconded the motion.

The motion was adopted.

e. Agreement: Cumberland Avenue Sanitary Sewer Extension – Greeley and Hansen - WWTU

WWTU Director Henderson requested approval for an agreement with Greeley and Hansen for the Cumberland Avenue Sanitary Sewer Extension. He stated that the County is extending Cumberland Avenue to the west, and the WWTU has spoken with Greeley and Hansen about how that area might be served. Projects under consideration include a 10" force main, a tie-in to the existing Sheraton Lift Station, an 18" gravity sewer that will eventually tie into the Western Interceptor, and possibly taking additional flows into the Western Interceptor at that point. He stated that this is looking at ways to help encourage development and growth in West Lafayette. The amount of this agreement is not to exceed \$187,500.

Ms. Stull moved that the agreement for the Cumberland Avenue Sanitary Sewer Extension with Greeley and Hansen be approved. Ms. Booker seconded the motion.

The motion was adopted.

f. Change Order No. 1: Wabash Heritage Trail Tapawingo Extension – Milestone Contractors, LP - Parks

Parks Superintendent Payne stated that this Wabash Heritage Trail Tapawingo Extension was to connect the bridges of State Road 26 and KBS Railroad from the existing trail to connect to the intersection of State and Tapawingo, as well as a crossing on South Tapawingo Drive. Parks Superintendent Payne noted that just yesterday ADA Consultants of Indiana, LLC used a cart to take measurements to improve accessibility on the trail, and will be finishing trails assessment information strips which will added to the new trailhead signs to be installed in early spring on all 4 miles of the trail that is located in West Lafayette. In building this extension, there was cooperation between Milestone Contractor, LP, Indiana Department of Transportation (INDOT), and the Wastewater Treatment Utility (WWTU). Some underground utilities had to be dodged.

The project was changed due to an alteration to the trail layout to avoid a large storm sewer pipe, and the WWTU improved a manhole there. The accessibility of the original design was improved. Therefore, additional costs were incurred. The total of the change order is an add of \$9,443.01, changing the original contract from \$118,930.00 to \$128,363.01. He stated that his is funded through the Redevelopment Commission and will go for approval at its meeting tomorrow.

Mr. Marley moved that Change Order No. 1 for the Wabash Heritage Trail Tapawingo Extension with Milestone Contractors, LP be approved. Ms. Booker seconded the motion.

The motion was adopted

g. Agreement: Copier and Maintenance – Cardinal Copier Solutions – Clerk-Treasurer  
Clerk-Treasurer Rhodes requested approval for a copier and maintenance agreement with Cardinal Copier Solutions. She stated that this would be to try out a copier/scanner/fax machine that can be hooked to the network. It would replace a tabletop Canon copier that has been used for some time and is failing. The new machine is more cost-effective. It has the ability to scan documents, which will be needed when we start to use a new accounting system, where everything will be kept electronically. It is a month-to-month contract for \$35, which may be applicable to purchase. The maintenance agreement includes a \$0.01800 per copy fee.

Mr. Marley moved that copier and maintenance agreement with Cardinal Office Products be approved. Ms. Booker seconded the motion.

The motion was adopted

h. Request: Approve Mileage Reimbursement Rate for 2013 – Clerk-Treasurer  
Clerk-Treasurer Rhodes stated that pursuant to the West Lafayette Personnel Manual, the Board of Works fixes the mileage reimbursement rate for use of personal vehicles for official City travel. The IRS has set the rate for 2013 at 56.5 cents per mile, and she requested that the Board adopt this rate.

Ms. Stull moved that the mileage reimbursement rate for 2013 be approved. Mr. Marley seconded the motion.

The motion was adopted

i. Claims

i.	AP Docket	\$257,615.88
ii.	AP Docket	\$162,932.87
iii.	AP Docket	\$135.00
iv.	PR Docket	\$361,692.39
v.	RDC Docket	\$3,654.69

Questions raised about individual claims by the Board were answered by department heads.

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

The motion was adopted.

j. Informational Items

i. Project Payment List – WWTU

There were no questions or comments about the listing.

ii. Legal Budget & Expenses – Clerk-Treasurer

There were no questions or comments about the listing.

k. Other Items

► Director of Development Poole reported that he received a letter from the U.S. Department of Housing and Urban Development (HUD) in regards to the Community Development Block Grant (CDBG) program. He noted that the letter stated that the City of West Lafayette leveraged its ongoing federal award to achieve measurable accomplishments in the past year. Director of Development Poole stated that this was all due to Dale Dixon (Housing Program Coordinator) and Deb Kervin (Administrative Assistant to Director of Development Poole). The letter also stated that in addition to be effective, West Lafayette's community development strategy provided an effective investment of resources and allowed the City to maintain compliance with all HUD commitment and spending requirements. Director of Development Poole stated that once again, we have zero findings and a letter of thanks for our efforts.

► Police Chief Dombkowski reported that the Purdue students are gone, the graduation ceremony was over the weekend, and it is quiet time.

► Public Works Director Buck reported that there is a ribbon cutting ceremony at the Manchester Street/Cumberland Avenue roundabout at 2 p.m. on December 20. There are a few punch-list items remaining, but landscaping is finished. There will be native grass seed planting done through the winter and some asphalt work to do in the spring. He also reported that the Yeager Road project is wrapping up, with striping being done today and the road will be open by the end of today.

Mayor Dennis commended Public Works Director Buck for the article in Sunday's *Journal & Courier*, concerning roundabouts. Mayor Dennis stated that many people may think that we do things because we feel like it, not realizing the struggles to get him on board with things, and to make sure it is the right fit. The presumption is that we want to throw a roundabout in every intersection in our community, and that is just not so. In some locations they work, and in others they do not. It is a methodical process that is well thought-out. He commended Public Works Director Buck for the great job he did explaining that.

► Fire Chief Heath reported that there is a ribbon cutting at 10 a.m. on December 21 to open the new Fire Station No. 3 on Kalberer Road. In response to an inquiry from Mayor Dennis, Fire Chief Heath stated that they hope to be in the station that day, but there are a few items that need taken care of.

► WWTU Director Henderson reported that the new aeration tank held water. By specifications it could lose one-quarter of an inch in a 24-hour period, and it only lost one-sixteenth of an inch. In response to an inquiry from Mayor Dennis, WWTU Director Henderson explained that the loss is attributed to evaporative loss, is soaked into the fresh concrete, or some of it weeps out a bit through seams. Any seems that are a concern will be injected with grout. He stated that it was good news to exceed

specifications by that much. He also reported that work is finishing up at the Soldier's Home Lift Station. New pumps are in, and we are waiting on control panels and the elevator to the pumps, the generator is in place. Work should be finished in January or early February.

▶ Parks Assistant Superintendent Ainsworth reported that the ice skating rink is open.

▶ Assistant City Engineer Susong reported that there will be two open houses today regarding the stormwater ordinance. One will be from 11:30 a.m. to 1 p.m. and from 6:30 p.m. to 8 p.m. The purpose is to explain the ordinance with the help of visual aids and to answer questions for the public.

▶ Mayor Dennis stated that the year is winding down and a lot of work has been done. He commended everyone for an amazing job. He stated that there is no doubt in his mind that everyone is dedicated to their jobs and what they do, and they do it very well. He reported that the next meeting is Wednesday, December 26, 2012 at 8:30 a.m.

### 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.