

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

JULY 30, 2013  
8:30 a.m.  
City Hall Council Chambers

Members present were Sana G. Booker, Shawn R. Little, and Bradley W. Marley. Jonathan C. Speaker was absent. Mayor Dennis presided.

1. APPROVAL OF MINUTES

a. July 23, 2013, Meeting

Mr. Marley moved to accept the minutes of the July 23, 2013, Board of Works meeting. Ms. Booker seconded the motion.

The motion was adopted.

2. NEW BUSINESS

a. Step-Increase Program – Street and Sanitation Department – Human Resources

Human Resources Director Foster requested approval for a Step-Increase program for salaries in the Street and Sanitation Department. She explained that this is a retention tool for positions in Sanitation, WWTU Collections, and Pollution Prevention which are difficult to recruit for due to the skill sets and difficult demands these jobs require. The program goes through five years with the thought that once someone is in a position for that time period it is likely that employees will stay beyond those years.

The program increments presented to the Board are as follows:

<b>Initiation (New Hire)</b>	<b>Step 1 1 Year (4% Incr.)</b>	<b>Step 2 3 Years (6% Incr.)</b>	<b>Step 3 5 Years (6% Incr.)</b>	<b>Maximum</b>
\$1,241.53	\$1,291.19	\$1,368.66	\$1,450.78	\$1,781.09
(\$15.52/hr.)	(\$16.14/hr.)	(\$17.11/hr.)	(\$18.13/hr.)	(\$22.26/hr.)

Mayor Dennis stated that this is within the ranges of the salary ordinance and provides a structured way to incentivize employees for good behavior and productivity.

In response to a question from Ms. Booker, Human Resources Director Foster stated that this type of retention program is effective for jobs that are fairly routine and similar, such as the positions in the Street Department.

Ms. Booker stated that this is a wonderful Human Resource tool and she is happy that this will allow the Street Department to keep and bring in good people.

Ms. Booker moved that the Step-Increase Program for the Street and Sanitation Department salaries be approved. Ms. Little seconded the motion.

The motion was adopted.

b. Salary Increase: Engineering Assistant Ben Anderson – Engineering

Public Works Director Buck requested approval of a salary increase for Engineering Assistant Ben Anderson. The salary increase would be from \$1,980.23 to \$2,149.22 bi-weekly, effective August 3, 2013. He spoke of how involved Mr. Anderson has been with the construction projects, and stated that he will be more involved with coordination between all departments.

Mayor Dennis stated that Mr. Anderson has a special skill set regarding communications with citizens about their concerns.

Ms. Booker moved that the salary increase for Engineering Assistant Ben Anderson be approved. Ms. Little seconded the motion.

The motion was adopted.

c. Agreement: Amended Escrow and Storm Water Extension – Faith West Properties, Inc. – Legal

City Attorney Associate Williams explained that this agreement was originally executed in July 2012 with City Attorney Burns acting as the escrow agent. He requested approval of this amended escrow agreement, which is for Faith West Properties, Inc. to deposit \$63,340.00 toward infrastructure improvements to be made by the City, and \$39,806.70 to reimburse the City for costs incurred in extending the storm water culvert that terminates on Faith West's property. The amendment also adds Clerk-Treasurer Rhodes to the agreement.

Mr. Marley moved that the Amended Escrow and Storm Water Extension Agreement with Faith West Properties, Inc. be approved. Ms. Little seconded the motion.

The motion was adopted.

d. Bid Acceptance: 2013 Sanitation Truck – Link Environmental Equipment – Street

Street Commissioner Downey explained that bids were received on July 9 for a new sanitation truck to replace a 1996 truck which has over 131,000 miles on it. He reviewed some of the specifications of the bid, as listed in his memo to the Board, which were important factors in reliability and performance of the vehicle. He requested approval to accept the bid of the lowest most responsive bid of \$228,602 from Link Environmental Equipment for an Autocar with a McNeilus bed.

Mayor Dennis spoke of Street Commissioner Downey's experience in choosing products that can be specialized for the service we provide and knowing what is a worthwhile investment.

Mr. Marley moved that the bid acceptance for the 2013 Sanitation Truck with Link Environmental Equipment be approved. Ms. Booker seconded the motion.

The motion was adopted.

Clerk-Treasurer Rhodes noted that we will be looking to do a lease-purchase financing for this truck through the Indiana Bond Bank, and that transaction will go through the Board.

e. and f. 2012 SRF Loan Disbursement Request Nos. 17 and 18: North Side Regional Lift Station and Force Main – Greeley and Hansen – WWTU

WWTU Director Henderson requested approval of 2012 State Revolving Fund (SRF) Loan Program disbursement request Nos. 17 and 18 to Greeley and Hansen. He explained that request No. 17 in the amount of \$6,600 will be reimbursed by the contractor due to submittals that required extra reviews by Greeley and Hansen. Request No. 18 in the amount of \$38,217 is for regular costs incurred for reviewing submittals and onsite inspection of the North Side Regional Lift Station and Force Main project.

Mr. Marley moved that the 2012 SRF Loan Disbursement Request No. 17 with Greeley and Hansen be approved. Ms. Little seconded the motion.

The motion was adopted.

g. Claims

i.	AP Docket	\$167,664.20
ii.	AP Docket	\$171,993.09
iii.	RDC Docket	\$755,418.32
iv.	PR Docket	\$343,906.78

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

Questions raised about individual claims by the Board were answered by department heads, Mayor Dennis, and Clerk-Treasurer Rhodes.

The motion was adopted.

h. 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.

i. Other Items

- ▶ Parks Superintendent Payne reported that next week is the last week for the pool to be open.

IT Director Newman reported that there will be free Wi-Fi at the pool starting today.

- ▶ Engineering Assistant Anderson reported on project updates. The street resurfacing project is wrapping up near campus this week, with paving complete on Grant, Hayes, and Sylvia Streets, along with five alleyways. We are finishing the CDBG curb replacement project on First, Second, and Waldron Streets and Russell Drive. The trail is in on the Northwestern Gateway project, with the top dirt still to be put in. We are waiting on INDOT to make decisions on their resurfacing work, so the plan of shutdowns has been temporarily postponed. He stated that we are preparing to start concrete patching and curb and sidewalk work in Blackbird Farms. At the end of August a section of Navajo Street will be paved, along with sidewalk work, in preparation for the detour for work on Salisbury Street next summer.

▶ Human Resources Director Foster reported that employee training is underway for compliance with the Americans with Disabilities Act (ADA) in ensuring accessibility for individuals. The training includes specialized training for the Police and Fire Departments, and effective communication for all City employees and volunteers. She also reported that there is a blood drive today and invited everyone to donate.

▶ Street Commissioner Downy expressed appreciation on behalf of his employees for the support of the step-increase program.

▶ Councilor Burch announced that there is a Pre-Council meeting on Thursday at 4:30 p.m. and a Council meeting on Monday at 6:30 p.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.