

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

FEBRUARY 11, 2014
8:30 a.m.
City Hall Council Chambers

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

1. APPROVAL OF MINUTES

a. February 4, 2014, Meeting

Mr. Speaker moved to accept the minutes of the February 4, 2014, Board of Works meeting. Ms. Booker seconded the motion.

The motion was adopted.

2. NEW BUSINESS

a. Subdivision Variances: Williamsburg on the Wabash – APC

Public Works Director Buck requested approval of subdivision variances for the Williamsburg on the Wabash. He explained that the new owners of the apartments are planning renovations and upgrades to the facility. They have been working with the Engineering and Development Departments along with the Area Plan Commission. The first step is to make a subdivision to simplify later processes. These variances would legitimize the buildings within the current set-backs. Director Buck stated that we do not foresee a need for additional right of way for River Road or Quincy Street beyond what the current set-backs allow.

Mr. Speaker moved that the subdivision variances for Williamsburg on the Wabash be approved. Ms. Booker seconded the motion.

The motion was adopted.

b. Agreement: Grant Funds – Indiana Department of Natural Resources – Development Marketing and Grants Administrator Shaw requested approval for an agreement with the Indiana Department of Natural Resources in the amount of \$10,000. She explained that the West Lafayette Tree Friends, which is the new name for the Tree Fund, requested the grant to do an in-fill street tree planting in Amberleigh Village, Prophets Ridge, and Barberry Heights. They will go door-to-door to find places to plant 100 trees.

Ms. Booker moved that the grant funds agreement with the Department of Natural Resources be approved. Mr. Speaker seconded the motion.

Ms. Shaw confirmed for Clerk-Treasurer Rhodes that this grant is federal pass-through funding, and Clerk-Treasurer Rhodes explained that this mean it will fall under all of the requirements of A-133 and any such guidelines of federal grant awards.

The motion was adopted.

c. Agreement: Key-Court Software License – Keystone Software Systems – Clerk-Treasurer

Clerk-Treasurer Rhodes stated that this is a joint project with the IT Department to replace the legacy City Court and parking ticket system. The City Court will be supported by Keystone software, and fully compliant with State Board of Accounts requirements. It will automate transactions and will be cost effective. The parking portion is being split off and handled in the Enterprise Resource Planning system, Munis.

IT Director Newman stated that the total is \$12,500 (for software and customization). The data conversion is an additional \$6000. Some training time for staff is included.

Mr. Speaker moved that the Key-Court Software License agreement be approved. Ms. Booker seconded the motion.

The motion was adopted.

d. Agreement: Key-Court Annual Maintenance – Keystone Software Systems – Clerk-Treasurer

Director Newman explained that this is the annual maintenance agreement as a follow-up to the software license agreement. There is no charge for the first year.

Ms. Booker moved that the Key-Court Annual Maintenance agreement be approved. Mr. Speaker seconded the motion.

The motion was adopted.

e. 2012 SRF Loan Disbursement Request No. 34: North Side Regional Lift Station – Greeley & Hansen – WWTU

f. 2012 SRF Loan Disbursement Request No. 35: North Side Regional Lift Station – Greeley & Hansen – WWTU

WWTU Director Henderson requested approval of SRF Loan Disbursement Request No. 34 to Greeley & Hansen in the amount of \$1,664 for continuing work on the North Side Regional Lift Station.

Ms. Booker asked when the lift station will be complete.

Ms. Booker moved that the 2012 SRF Loan Disbursement Request Nos. 34 and 35 be approved. Mr. Speaker seconded the motion.

Director Henderson stated that we are in overtime right now. The final completion was to be December 6, 2013. He stated that he and Director Buck have had discussions with the contractor about the slow progress. Work was behind before the extreme weather, but we hope that as spring arrives that they will get mobilized and get the project to the point where we have a lift station. He explained that we will not have all of the equipment installed because we do not have a user hooked up.

Ms. Booker asked what explanation was provided for the delay before the extreme weather.

Director Henderson stated that there was a variety of explanations. They had a late start and they were slow in submitted plan materials and equipment to be used. He stated that we have been doing everything we can to encourage them to move along.

Ms. Booker asked if there was anything the Board could do to help encourage them, noting that we are paying for this.

Director Henderson stated that as you can see in the next request (Request No. 35 in the amount of \$23,092), we are keeping track of items associated with going into overtime, and he and Director Buck have had discussions with Greg Turner from RL Turner Corporation.

City Attorney Burns stated that merely mentioning that the Board is inquiring and concerned will probably help the issue. A resolution from the Board may be needed at some point.

Director Buck explained that the contract includes language regarding dates for substantial completion and liquidated damages that apply when those dates are missed. They are significantly into liquidated damages. So, though we are paying them, we are taking out damages for delays.

Clerk-Treasurer Rhodes noted that we do have total control of their escrow account for retainage.

The motion was adopted.

g. Claims

i.	AP Docket	\$182,037.25
ii.	AP Docket	\$216,639.03
iii.	AP Docket	\$2,354.92
iv.	PR Docket	\$358,355.07

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

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

The motion was adopted.

h. Informational Items

i. Project Payment List – WWTU

There were no questions or comments about the listing.

i. Other Items

► Deputy Police Chief Leroux announced that the Clerk-Treasurer's Office has moved into the Police Department. The Police Department will maintain its current office hours, which is 8:00 a.m. to 4:00 p.m. Monday through Friday, but on Tuesday evenings it is open until 6:00 p.m. The Clerk-Treasurer's hours will remain the same, which is 8:00 a.m. to 4:30 p.m., but they will also extend their hours until 6:00 p.m. on Tuesday evenings to match the Police Department. This is an opportunity to better serve the community and customers. He stated that the moves went well with a lot of support from IT and patience from the Clerk-Treasurer's staff. Everything is up and running and we are happy with where we are in the process.

Clerk-Treasurer Rhodes expressed her heartfelt thanks to the Police and IT Departments and INTAC for moving the Clerk-Treasurer's Department and getting us

ready to conduct City business on Monday morning. There is more to be done but everyone has pitched in and every problem has been attacked and resolved. She stated that it is a demonstration of what Mayor Dennis would say is great teamwork in pulling together for the City. It would not have been possible to support City operations without the help of everyone. The facility that the Police have used and enabled them to provide excellent public service will now have an expanded use and provide an opportunity for us to have better service to the public needing to come to conduct City business. We have long sought the extended hours, but we did not have a secure facility to enable us to provide that, and we are grateful to provide better services to the City thanks to the partnership with the Police Department.

► Mr. Marley asked Street Commissioner Downey if there is any salt or sand left.

Commissioner Downey responded that the salt is a little slow in getting here, but we have room in our contract. We are expecting a delivery this week for the possible snow this weekend, but it will hopefully warm up in the next 7 to 14 days.

3. ADJOURNMENT

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