

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

JULY 15, 2014  
8:30 a.m.  
Morton Community Center  
Multi-Purpose Room

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

1. APPROVAL OF MINUTES

a. July 8, 2014, Meeting

Mr. Marley moved to accept the minutes of the July 8, 2014, Board of Works meeting. Ms. Booker seconded the motion.

Clerk-Treasurer Rhodes noted a situation with a quote that was not received via fax despite our efforts to check back at City Hall. The quote is from T.L. Kincaid Contracting and has been provided to the Board on the agenda, along with the quote that we did receive from Simon Construction. She explained that T.L. Kincaid attempted to send a quote using a fax number that was supposed to be forwarding to a new number but it did not function. The vendor transmitted the fax but did not attend for some time to the fact that the fax transmittal did not go through. The vendor then transmitted the quote via email to Parks Superintendent Payne.

City Attorney Burns stated that because the Kincaid quote is not low, and that the one received clearly in a timely fashion from Simon Construction is low, he recommends that we just note that the Kincaid quote was received without deciding whether or not it was received in a timely fashion, and allow the department head to make a recommendation on what he presumes will be the low bid anyway. He stated that the minutes have to reflect what happened at the meeting and now the new minutes will reflect this.

Clerk-Treasurer Rhodes asked that the minutes reflect that we are acknowledging the receipt later that day [July 8, 2014] of this fax and that the quote has been considered by the Parks Department in making their decision.

City Attorney Burns stated that is accurate.

The motion was adopted.

2. NEW BUSINESS

a. Quote Received: Happy Hollow Park Ravine Footpath – T.L. Kincaid Contracting, Inc. – Parks

Mayor Dennis noted that this is what was just discussed.

City Attorney Burns asked Parks Superintendent Payne if we are in a position to accept a quote today or if it should be under advisement.

Superintendent Payne responded that we can accept the quote but it is an item that will go to the Redevelopment Commission (RDC) meeting tomorrow as the RDC is providing the funds.

Clerk-Treasurer Rhodes explained that the RDC has allowed the Board to receive quotes; however, the RDC will be awarding the quote.

City Attorney Burns stated that because the Board received the quote and the RDC is taking it under their own procedure, then the Board is done and there is no actionable item.

b. Salary Increase: Step-Increase Program – Kurtis Martin – Sanitation

Street Commissioner Downey requested approval for a salary increase for Kurtis Martin to a new bi-weekly salary of \$1,396.03 effective July 11, 2014, based on the step-increase program.

Mr. Speaker moved that the salary increase for Kurtis Martin be approved. Ms. Little seconded the motion.

The motion was adopted.

c. 2012 SRF Loan Disbursement Request No. 46: North Side Regional Lift Station and Force Main Improvements – Greeley and Hansen – WWTU

WWTU Director Henderson requested approval of SRF Loan Disbursement Request No. 46 to Greeley and Hansen in the amount of \$3,093 for work including review of submittals for a lighting conduit and the cornice system.

Mr. Marley moved that the 2012 SRF Loan Disbursement Request No. 46 be approved. Ms. Booker seconded the motion.

The motion was adopted.

d. 2012 SRF Loan Disbursement Request No. 47: North Side Regional Lift Station and Force Main Improvements – Greeley and Hansen – WWTU

Director Henderson requested approval of SRF Loan Disbursement Request No. 47 to Greeley and Hansen in the amount of \$23,325 for continued onsite inspection, attendance of progress meetings, review of work orders, and ensuring that R.L. Turner has maintained insurance coverage.

Mr. Marley moved that the 2012 SRF Loan Disbursement Request No. 47 be approved. Mr. Speaker seconded the motion.

The motion was adopted.

e. Amendment No. 1: Chemical Feed Facilities for Phosphorus Removal – Wessler Engineering – WWTU

Director Henderson requested approval of Amendment No. 1 for the Chemical Feed Facilities for Phosphorus Removal agreement with Wessler Engineering. This is an add of \$24,000 for the work on the bid phase of the project.

Ms. Booker moved that Amendment No. 1 for the Chemical Feed Facilities for Phosphorus Removal agreement be approved. Mr. Speaker seconded the motion.

The motion was adopted.

f. Hire: Engineering Assistant – Edward Garrison – Engineering

Public Works Director Buck requested approval to hire Edward Garrison as the Engineering Assistant effective July 21, 2014, with a bi-weekly salary of \$2,384.62. He stated that Mr. Garrison is a Professional Engineer and has been a project engineer for INDOT and his experience includes work for the US 231 project.

Ms. Little moved that the hire of Edward Garrison as Engineering Assistant be approved. Mr. Speaker seconded the motion.

The motion was adopted.

g. Claims

i.	AP Docket	\$400,156.44
ii.	AP Docket	\$178,234.05
iii.	AP Docket	\$2,260,210.95
iv.	PR Docket	\$113,925.72
v.	PR Docket	\$342,865.76

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

Questions raised about individual claims by the Board were answered by Director of Development Poole 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. Park Board Dockets

There were no questions or comments about the listing.

i. Other Items

► Facilities Director Clark reported on various projects for both the IT and Facilities Departments. On the IT side there are a lot of back-side things happening with the Tyler Technology install with Clerk-Treasurer Rhodes. He stated that we have seen the tip of the iceberg at this point and as more and more parts are launched we will need more resources on the IT side and he is working on that. He reported that fiber upgrade work is being done in the Morton Center and some other locations throughout the City. For the Facilities side, Director Clark reported that he will have a meeting soon with a new adjustor at the insurance company for the City Hall building. He noted that there are always events happening at Morton Center that involves set-up and tear-down. Director Clark reported that he is working with WWTU Maintenance Supervisor Bjork to redesign some new HVAC systems to bring one of the buildings up to code and to be more energy friendly. They are also working on a redundant backup system for the lab. He reported that he is working on consistency in contracting the same service providers for the different buildings throughout the City. He is working on the Stormwater Pollution Prevention program with Assistant City Engineer Susong. Director Clark is also working on upgrading evacuation procedures for all of the City buildings as well as doing some audits on the equipment and current contracts for all of the buildings. He noted that on

top of all that, because he does not have an administrative assistant, he is doing his own invoice inputs into the Tyler software.

► Director Buck reported that the Traffic Commission meets tonight. Purdue will be discussing their bicycle master plan and other ideas that they would like the City to consider for enhancing bike transportation in the City, especially near the campus. Director Buck reported on various construction projects. Work has begun in front of Cumberland Elementary and work will begin on the road soon. Milestone Contractors has requested that the City entertain a slightly different maintenance of traffic plan for detours and some of their ideas will simplify things for traffic and homeowner property access so it is possible that will be approved in some form. He reported that INDOT received three bids on Happy Hollow Road and we are waiting for notification if INDOT considers it awardable; the lowest bid from Rieth-Riley was higher than the engineering estimate. He reported that Navajo Street has been repaved from Salisbury Street to Indian Trail and striping will be done; work will be done on other streets as weather permits. The CDBG curb work on 4<sup>th</sup> Street is almost ready for repaving. The Mid-block Crossing project is wrapping at the Tapawingo Drive intersection; the one on Salisbury at the Farmers Market is already active. He reported that the gas main replacement work on the south end is almost done. He reported that the island work on Northwestern Avenue is disrupting a lot of traffic but people have found other routes. He stated that projects are pretty much on schedule as well as the utility work that Purdue is doing.

► Director Henderson reported that the Cumberland Sewer Extension project is underway with the bore work under Lindberg Road nearly complete. He explained that the boring is the time-intensive part and then there will be traditional open-cut laying of sewer pipe and progress will pick up. He stated that this is the foundation of development to provide service for whoever wants to build along the US 231 corridor.

### 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.