

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

MAY 20, 2014
8:30 a.m.
Morton Community Center
Multi-Purpose Room

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

1. APPROVAL OF MINUTES

a. May 13, 2014, Meeting

Mr. Speaker moved to accept the minutes of the May 13, 2014, Board of Works meeting. Ms. Little seconded the motion.

The motion was adopted.

2. NEW BUSINESS

a. Agreement: Annual Maintenance – Komputrol Software Systems—Clerk-Treasurer

Clerk-Treasurer Rhodes requested approval of an annual renewal for software that will continue to be used for quite some time. It is in the amount of \$4,445, which is an increase of \$195 from last year.

Ms. Little moved that the agreement with Komputrol Software Systems be approved. Mr. Speaker seconded the motion.

The motion was adopted.

b. Deed of Easement: Big 3 Sewer Project, Parcel 14 –American Suburban Utilities, Inc. – Legal

City Attorney Burns left the room.

Thomas Brooks (Mayfield and Brooks, LLC) stated that American Suburban Utilities (ASU) is building a new sewer system around Hadley Lake. He noted that Scott Lods from ASU is present to answer questions about the project. Mr. Brooks explained that a part of the project will go through a very small piece of land that is owned by the City and ASU is requesting an easement over the property. The appraisal is in the amount of \$255. He requested that the Board approve the easement and the Right of Entry documents, as well as a temporary easement so that ASU's machinery can be put on the property. Mr. Brooks stated that he will be at next week's meeting to discuss the removal of trees during this project that are not on City property. There will be an agreement to replace those trees for the Indiana Department of Natural Resources (DNR) by planting 40 trees along a new Parks trail.

Mr. Speaker moved that the all parts of the deed of easement for the Big 3 Sewer Project, Parcel 14 with American Suburban Utilities be approved. Ms. Little seconded the motion.

The motion was adopted.

Clerk-Treasurer Rhodes stated for the record that City Attorney Burns had left the room at the beginning of this item due to a conflict of interest and Mr. Brooks acted as City Attorney for this matter.

c. Agreement: Cumberland Avenue Sanitary Sewer Extension—Atlas Excavating, Inc.—WWTU

City Attorney Burns returned.

WWTU Director Henderson requested approval of an agreement with Atlas Excavating, Inc. in the amount of \$1,958,300. The bid for this item was accepted at the May 7, 2014, meeting. He noted that a certificate of insurance and performance bonds are file in the Clerk-Treasurer, Utility, and Public Works offices.

Ms. Little moved that the agreement with Atlas Excavating be approved. Mr. Speaker seconded the motion.

Clerk-Treasurer Rhodes noted that this project is being funded by the 2014 open-market sewage bonds and the money is in the bank.

Director Henderson stated that there is an excellent interest rate on the bonds.

The motion was adopted.

d. 2012 SRF Loan Disbursement Request No. 41: North Side Regional Lift Station – Greeley and Hansen – WWTU

Director Henderson requested approval of the 2012 SRF Loan Disbursement Request No. 41 in the amount of \$1,398 to Greeley and Hansen for work that includes reviews of submittals for manuals, joint sealant, and color samples.

Mr. Speaker moved that the 2012 SRF Loan Disbursement Request No. 41. be approved. Ms. Little seconded the motion.

The motion was adopted.

e. Declare Items Surplus: Recliners—Fire

Fire Chief Heath requested approval to declare two recliners as surplus and dispose of them as they are beyond repair.

Ms. Little moved that the two recliners declared as surplus be approved. Mr. Speaker seconded the motion.

The motion was adopted.

f. Elevations: Firefighter First Class—Sean Mayer and Stephen Jenkinson—Fire

Chief Heath requested approval to elevate Sean Mayer and Stephen Jenkinson to Firefighter First Class from Firefighter Second Class. The bi-weekly salary for both will be \$2,096.68 with an effective date of June 7, 2014, for Mr. Mayer and an effective date of June 14, 2014, for Mr. Jenkinson.

Ms. Little moved that elevations of Sean Mayer and Stephen Jenkinson be approved. Mr. Speaker seconded the motion.

The motion was adopted.

g. Hires: Part-Time Dispatchers – Jamie Hamilton and Shawn Newman – Police
Deputy Police Chief Leroux stated that he would like to amend the agenda item to hire one dispatcher as part-time and one as full-time.

Hire: Part-Time-Dispatcher – Shawn Newman – Police

Deputy Chief Leroux requested approval to hire Shawn M. Newman as a part-time dispatcher effective May 20, 2014, with an hourly pay rate of \$16.47. Mr. Newman is a dispatcher with the Tippecanoe County Sheriff's Department. Dispatchers from other agencies are used to fill-in due to vacancies such as when an employee is on vacation.

Mr. Speaker moved that the hire of Shawn Newman as a part-time dispatcher be approved. Ms. Little seconded the motion.

The motion was adopted.

Hire: Full-Time-Dispatcher – Jamie Hamilton – Police

Deputy Chief Leroux requested approval to hire Jamie B. Hamilton as a probationary full-time dispatcher effective May 20, 2014, with a bi-weekly salary of \$1,332.22.

Ms. Little moved that the hire of Jamie Hamilton as a full-time dispatcher be approved. Mr. Speaker seconded the motion.

The motion was adopted.

h. Policy Updates: Police Standard Operating Procedures Manual – Police

Lieutenant Harris requested approval of the policy updates to the Police Standard Operating Procedures Manual. He explained that the policies are updated once per year to see if any changes are made or if memorandums of understanding with outside agencies need to be added.

Ms. Booker asked if Human Resources is involved with the updates.

Deputy Chief Leroux responded that he does consult with Human Resources Director Foster for any changes to job descriptions.

Mr. Speaker moved that the policy updates to the Police Standard Operating Procedures Manual be approved. Ms. Little seconded the motion.

The motion was adopted.

i. Task Order No. 5: On-Call ADA Facility Evaluations and Consultation Services—
ADA Consultants of Indiana, LLC—Engineering

Public Works Director Buck requested approval of a new task order with ADA Consultants of Indiana, LLC. Task Order No. 5 replaces Task Order No 2, which has been exhausted, and goes through the rest of this calendar year. This agreement is not to exceed \$37,000. A monthly schedule has been put together and will be followed as close as possible.

Mr. Speaker moved that Task Order No. 5 with ADA Consultants of Indiana be approved. Ms. Little seconded the motion.

The motion was adopted.

Clerk-Treasurer Rhodes noted that the attachment with the hourly rate and reimbursable expense schedule has a provision of \$125.00 per diem for travel 60 miles or more outside of Waynetown, Indiana.

Director Buck and Mr. Speaker stated that Waynetown is approximately 40 miles from West Lafayette.

Clerk-Treasurer Rhodes stated that this provision could apply for round-trip mileage. However, the consultant has never applied this provision to any bill and she would not expect to be charged this item.

Director Buck stated that he can speak on their behalf, and they would be willing to allow that to be removed.

City Attorney Burns stated that we need to amend the agreement.

Mr. Speaker moved to strike the provision for \$125 per diem for travel. Ms. Little seconded the motion.

The motion was adopted.

j. Bid Acceptance and Agreement: 2014 Street Resurfacing—Rieth-Riley Construction Co., Inc.—Engineering

Director Buck stated that after reviewing the submitted bids for the 2014 Street Resurfacing project, the bid from Right-Riley Construction Co., Inc. was found to be the lowest most responsible and responsive. He requested approval to enter into an agreement in the amount of \$592,253. He noted that this agreement will also go to the Redevelopment Commission (RDC) at tomorrow's meeting for ratification due to the funding the RDC is providing.

Ms. Little moved that the bid acceptance and agreement for the 2014 Street Resurfacing project with Rieth-Riley Construction Co., Inc. be approved. Mr. Speaker seconded the motion.

The motion was adopted.

k. Bid Notice: Northwestern Avenue Phase III Safety Improvement Project—Engineering

Director Buck requested approval of a bid notice with plans and specifications for the Northwestern Avenue Phase III Safety Improvement Project. The work for this project will be primarily be between Dodge Street south to Grant Street. It is no longer a State highway and we have been working with Purdue and various developments in that corridor to provide additional pedestrian safety improvements. This project is being funded by the RDC so ratification of the Board's actions for this item will also be requested at tomorrow's RDC meeting. The bid notice will be advertised on May 23 and 30, and the bids will be opened on June 10. There is a mandatory pre-bid meeting on June 3. The results of the bid will be taken to the June RDC meeting.

Ms. Little moved that the bid notice for the Northwestern Avenue Phase III Safety Improvement project be approved. Mr. Speaker seconded the motion.

The motion was adopted.

I. Agreement: Jordan Creek Watershed Study – Christopher B. Burke Engineering, LLC—Engineering

Director Buck explained that the Tippecanoe County Surveyor approached the City and Purdue University to see if there was an interest in entering into an agreement with them to do a watershed study for the Jordan Creek Watershed. This is an area contained in the recently annexed area near US 231 and Cumberland Avenue. The study's intent is to understand downstream issues within the watershed that we may want to control develop or put on release rates for the development than what is currently allowed or provided for in the storm water ordinance for new developments. It is a common practice that the County has partnered with Lafayette on for the east side of the County. As we see development come into this area we want to ensure that it is done in a manner that does not exacerbate downstream issues that may exist today. He requested approval of this joint agreement with Christopher B. Burke Engineering, LLC in partnership with Purdue and the County. West Lafayette's portion of the total cost of \$43,470 is \$18,755. This item is already on the Wastewater spending budget sheets as a storm water project and money will be saved by doing this jointly.

Mr. Speaker moved that the Jordan Creek Watershed Study agreement be approved. Ms. Little seconded the motion.

The motion was adopted.

m. Agreement: Wastewater Utility System—Hartwood Village Subdivision—Engineering

Director Buck requested approval for an agreement for the sanitary sewer portion of the new Hartwood Village Subdivision. Details are still being worked on for erosion control, storm sewers, streets, and sidewalks. A letter of credit will be submitted for any outstanding items through the Area Plan Commission (APC). The sewer in complete and all inspections have been done and passed. The developer has provided a 10% down payment for their share and this agreement will then establish the sewer tap fees and building permits.

Ms. Little moved that the Wastewater Utility System agreement be approved. Mr. Speaker seconded the motion.

The motion was adopted.

n. Hire: Office Manager—Erin Cooper—Engineering

Director Buck requested approval to hire Erin Cooper as an Office Manager effective May 27, 2014, with a bi-weekly salary of \$1,481.25. For training purposes, there will be some overlap between the time she starts and when the current Office Manager, Kristi Smith, leaves.

Mr. Speaker moved that the hire of Erin Cooper be approved. Ms. Little seconded the motion.

The motion was adopted.

o. Claims

i.	AP Docket	\$309,122.73
ii.	AP Docket	\$189,090.39
iii.	PR Docket	\$371,791.07

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

A question raised about individual claims by the Board was answered by Street Commissioner Downey.

The motion was adopted.

p. 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.

q. Other Items

► City Attorney Burns asked, since there are only three members present, that the record reflect that all of the votes that were taken today were unanimous and all three members voted in the affirmative. The Board unanimously agreed.

► Police Chief Dombkowski noted that the Purdue students left over the weekend. The Neighborhood Resource Team (NRT) will be out and visible in code enforcement on properties all over the City. Grass heights, if it ever stops raining, will be enforced and a lot of warnings have been given the last couple of weeks. He reported that last evening the West Lafayette girl's softball varsity team won their conference.

► Director Buck reported on several construction projects. The contractor will be working at Grant Street and Kalberer Road to replace the entire signal controller and cabinet, so the signal will go dark for a couple of hours and flaggers will be there for traffic control. That work is part of the Salisbury Street project to upgrade the intersection signals to meet new public right of way access guidelines. He reported that the streets near Morton Community Center are marked and Vectren is beginning replacement of the old gas lines. At Salisbury and Navajo Streets, work is being done on the water line relocation and that will continue through the Memorial Day weekend. On June 2 road work is scheduled that will require a southbound detour. He reported that in preparation for the Happy Hollow Road project the water company has begun relocations and Duke will be doing relocations soon. Work continues on Navajo sidewalks east of Salisbury Street. The demolition of the old Bar Barry Liquors site has begun and there will be a shift of traffic near that site. Purdue has closed Stadium Avenue between Northwestern and Stadium Avenues for tunnel repair. He noted that the Traffic Commission meets tonight.

► Director Henderson reported that the Utility staff recently completed CPR and AED training and he expressed his thanks to Police Chief Dombkowski and Fire Chief Heath for providing the trainers.

BOARD OF WORKS MINUTES, May 20, 2014, CONTINUED

▶ Councilor Hunt reported that there was a MindBOGgling event last Saturday at the Celery Bog. She stated that it was a nice event and well attended even though it was cold and rainy. She thanked all of the people involved.

▶ Parks Superintendent Payne reported that Friday is the annual Splash Bash event at the municipal pool. It starts at 1:00 p.m., but he noted that the kids will be late getting there because they have to make up some school time.

3. ADJOURNMENT

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