

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

AUGUST 26, 2014
8:30 a.m.
Morton Community Center
Multi-Purpose Room

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

1. APPROVAL OF MINUTES

a. August 19, 2014, Meeting

Mr. Speaker moved to accept the minutes of the August 19, 2014, Board of Works meeting. Ms. Booker seconded the motion.

The motion was adopted.

2. NEW BUSINESS

a. Quote: Late Delivery – Parking Enforcement System – Police

Deputy Police Chief Leroux stated that quotes were opened at last week's Board of Works meeting for a parking enforcement system. The Clerk-Treasurer's Office received one quote later that day. He stated that the Department is seeking advice from legal and the Board on how the quote should be handled.

Clerk-Treasurer Rhodes noted that the quote was received at 10:20 a.m.

City Attorney Burns stated that he looked into this and hoped that the quote could be opened, but it cannot. He explained that there are certain irregularities that can be waived by the City. This one cannot because it would be deemed unfair to the other bidders. He stated that his recommendation, based on the law, is that the quote be returned unopened.

Mr. Speaker moved that the late delivery for the parking enforcement system quote be returned to the sender unopened. Mr. Marley seconded the motion.

The motion was adopted.

b. Hire: Neighborhood Resource Officer – Mark Gosney – Police

Police Chief Dombkowski stated that Mark Gosney retired this summer as a sworn officer, and he requested approval to bring Mr. Gosney's service and years of knowledge back as a Neighborhood Resource Officer effective August 29, 2014, with a bi-weekly salary of \$1,615.38.

Ms. Booker moved that the hire of Mark Gosney as a Neighborhood Resource Officer be approved. Mr. Marley seconded the motion.

The motion was adopted.

c. Salary Increase: Step-Increase Program – Jeff Henzl and Brock Seward – Street
Street Commissioner Doug Payne requested approval for a salary increase based on the step-increase program for Jeff Henzl and Brock Seward. The effective date for each is August 21, 2014, with a bi-weekly salary increase to \$1,317.01.

Mr. Marley moved that the salary increases for Jeff Henzl and Brock Seward be approved. Mr. Speaker seconded the motion.

The motion was adopted.

d. Salary Increase: Sacramento Course Completion Vol. I – Peng Li – WWTU
WWTU Director Henderson requested approval for a salary increase for Peng Li based on her completion of the Sacramento Course Volume I. The bi-weekly salary for Ms. Li will be an additional \$9.62, retroactive to August 1, 2014.

Ms. Booker moved that the salary increase for Peng Li be approved. Mr. Speaker seconded the motion.

The motion was adopted.

e. Salary Increase: Sacramento Course Completion Vol. II – Adam Huwe – WWTU
Director Henderson requested approval for a salary increase for Adam Huwe based on his completion of the Sacramento Course Volume II. The bi-weekly salary for Mr. Huwe will be an additional \$9.62, retroactive to August 1, 2014.

Mr. Marley moved that the salary increase for Adam Huwe be approved. Mr. Speaker seconded the motion.

The motion was adopted.

f. Certificate of Substantial Completion: North Side Regional Lift Station and Force Main Improvements – WWTU

Director Henderson requested approval to issue a Certificate of Substantial Completion for the North Side Regional Lift Station and Force Main Improvements project. He stated that this has been reviewed by the engineering firm, Greeley and Hansen. Included is the punch list of remaining items which would be expected to be completed before final completion is awarded.

Mayor Dennis asked Director Henderson to explain the difference between substantial and final completion.

Director Henderson explained that substantial completion typically means that we have beneficial use of what was contracted to be built. In this case the lift station will not be used immediately as there is not development there yet. Final completion is everything—small items, including grass seed and correcting little blemishes on the building. It means that we are completely finished and done with the contractor. Director Henderson confirmed for Mayor Dennis that the contractor is still contractually bound to fulfill those obligations to the point of final completion.

Ms. Booker moved that the Certificate of Substantial Completion for the North Side Regional Lift Station and Force Main Improvement project be approved. Mr. Marley seconded the motion.

Ms. Booker asked when the punch list items are anticipated to be complete.

Director Henderson stated that the most significant thing outstanding is the channel glass at the top of the building. We are waiting on the cornice system to be supplied, which is the foundation for the channel glass.

Ms. Booker asked who is supposed to supply that and who will put it up once it is received.

Director Henderson stated that he believes the vendor is Indiana Steel Fabricating, Inc., and they will also install it. Afterward, R.L. Turner Corporation will have the glass, which has been ready for a while, delivered and installed.

The motion was adopted.

g. 2012 SRF Loan Disbursement Request No. 49: North Side Regional Lift Station and Force Main Improvements – Greeley and Hansen – WWTU

Director Henderson requested approval of the 2012 SRF Loan Disbursement Request No. 49 to Greeley and Hansen in the amount of \$2,747. He explained that this is for the on-site inspector, the development of the punch list, and attending meetings with the contractor.

Ms. Booker moved that 2012 SRF Loan Disbursement Request No. 49 be approved. Mr. Marley seconded the motion.

The motion was adopted.

h. Hire: Intern – Beth McMeeken -- Development

Director of Development Poole requested approval to hire Beth McMeeken as an intern at a rate of \$10.00 per hour effective August 26, 2014.

Mr. Speaker moved that the hire of Beth McMeeken as an intern be approved. Mr. Marley seconded the motion.

The motion was adopted.

i. Proposal: Tiny Places Art Project – Development

Marketing and Grants Administrator Shaw stated that Aaron Bumgarner was selected for the Tiny Places art project. He would like to include locations for paintings at Morton Community Center and at the corner of Columbia Street and Chauncey Avenue. She described the artwork and noted that it would only be on the concrete since the Morton Center is a historic structure. She requested approval of the artist's proposal for these locations.

Mayor Dennis stated that this is a great way to continually rehab and dress-up the Morton Center and he likes the artist's concept.

Mr. Marley moved that the proposal for the Tiny Places Art Project be approved. Ms. Booker seconded the motion.

The motion was adopted.

Ms. Shaw announced that the Meet and Greet event is tonight.

j. Claims

i.	AP Docket	\$214,683.49
ii.	RDC Docket	\$19,506.37
iii.	PR Docket	\$348,989.91
iv.	PR Docket	\$177,009.19

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

There were no questions or comments about the claims.

The motion was adopted.

k. 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.

iii. Park Board Dockets

There were no questions or comments about the listing.

l. Other Items

► Betina Cochran, Assistant to the Mayor, announced that the Mayor's Office will be moving to Morton Center, Room 105 on September 9.

► Chief Dombkowski reported that there is a Bar Coalition meeting today to kick things off for the school year. The Bicycles in the Village program, in partnership with the Purdue Police, will be ongoing for the next couple of weeks to remind students to use the streets instead of the sidewalk for bicycling. The Department is also doing mid-block crossing enforcement and they are in the school zones.

Mayor Dennis stated that several things have changed in the community since the students were last here. Because of our cooperative spirit with the Purdue Police Department, we have a relatively cohesive enforcement program. This is beneficial to both our permanent citizens and our student residents.

► Engineering Assistant Garrison provided street project updates. He stated that 4th Street, in cooperation with Purdue, is mostly complete. There is now a west-bound bike lane along with the east-bound one-way road. There has been a delay with the sewer work on Cumberland Avenue due to rain.

► Councilor Hunt reported that Global Fest is this Saturday, preceded on Friday by the Naturalization Ceremony. She provided details of times and locations. She spoke of how she finds the Naturalization Ceremony to be inspirational and impressive.

► Police Chief Dombkowski spoke about the Meet and Greet program describing the use of packets to tell students who are moving into a neighborhood area how to be good neighbors. The packets include magnets with tips on "How to Host a Party without Getting Busted" and other educational pieces.

Fire Chief Heath stated that to go along with that education and awareness, the Fire Department has a new education awareness program and sticker. It is called "Keep Me In and I'll Get You Out." He explained that this program is designed to raise fire safety awareness with students and to keep batteries in smoke detectors. He thanked Mayor Dennis for giving 100% support to this program. He thanked Dillon Mills, a Purdue graphic arts student, who donated his time over the summer to design the logo for the program. He also thanked State Farm agent, Trent Johnson for funding the printing of the first batch of stickers. Many of these stickers will be placed on boxes delivered by HotBox Pizza. Chief Heath stated that he wants to get this image out to as many students and as many of our citizens as possible. Along with the stickers, there will also be magnets put on bathroom stall doors in the bars near campus in the hopes that the students will steal them. He noted that keeping batteries in smoke detectors is not just a student issue; it is a City-wide, County-wide, State-wide, and national issue. He stated that leaving batteries in smoke detectors doubles the chance of getting out in the event of a fire. Chief Heath also announced that the Kidde Corporation, which makes fire safety products, has pledged 100 ten-year sealed and tamper-resistant smoke detectors to the WLFD. We hope to get all 100 of those out to our citizens and provide an entire decade of peace of mind.

Mayor Dennis asked about taking a proactive approach.

Chief Heath stated that we will be proactive in getting this message out.

Police Chief Dombkowski explained that, much like the Meet and Greet program, Neighborhood Resource Team (NRT) Officers will go out with the Fire Department personnel door-to-door to check smoke detectors in residences in the near-campus neighborhoods.

Mayor Dennis stated that we have often done an amazing job of creating programs that provide information. But if the information is not taken and utilized, it falls on deaf ears. By getting our enforcement personnel, both Police and Fire, into the neighborhoods, knocking on doors, asking permission to enter, and going in and ensuring that residents have the proper smoke detectors with active batteries is probably the best thing we can do to make sure our citizens and student residents are going to be safe. This will be part of our action plan.

Chief Heath stated that City-wide, our firefighters are in homes every day when called for medical emergencies. From this day forward, if they are in a home for a wellbeing check, they will also check the smoke detectors.

Mayor Dennis stated that he is proud of Chiefs Heath and Dombkowski because they truly understand the definition of *public servant*, and he has never seen a Police Department and a Fire Department work so cooperatively together.

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.