Subject to approval at the July 19, 2016, Board of Works meeting.

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

July 12, 2016
8:30 a.m.
Morton Community Center
Multi-Purpose Room

Members present were Bradley L. Cohen, Brooke E. Folkers, Jason D. Huber, and Thomas J. Kent. Clerk Sana G. Booker presided.

1. APPROVAL OF MINUTES

a. June 28, 2016, and July 5, 2016, Meetings

Ms. Folkers moved to accept the minutes of the June 28, 2016, and the July 5, 2016, Board of Works meetings. Mr. Kent seconded the motion.

The motion was adopted.

2. NEW BUSINESS

a. Bid Notice: 2016 CDBG Curb and Sidewalk Project – Engineering

Engineering Assistant Garrison requested approval of a bid notice for the 2016 CDBG Curb and Sidewalk Project. Mr. Garrison explained that this project will focus on five streets around the new Chauncey area. They will begin work this upcoming fall and it will continue into next construction season.

Mr. Cohen moved that the bid notice for the 2016 CDBG Curb and Sidewalk Project be approved. Mr. Huber seconded the motion.

The motion was adopted.

b. Agreement: Key-Court Annual Software License and Maintenance Renewal – A.E. Boyce Company, Inc. – Clerk

Clerk Booker requested approval to renew the Key-Court Software License and Maintenance Agreement with A.E. Boyce Company, Inc. In 2014 the City installed the new court system. Last year was the first time we paid for annual maintenance, which is compliant with all State Board of Accounts guidelines.

Mr. Huber moved that the agreement with A.E. Boyce Company, Inc. be approved. Mr. Kent seconded the motion.

Mr. Cohen asked if we were still satisfied with the new software, to which IT Director Alexander responded yes.

The motion was adopted.

c. Memorandum of Understanding: Purdue Bike Share – Development

Marketing and Grants Administrator Shaw requested approval to enter into a memorandum of understanding with Purdue University for a Bike Share Program. Ms. Shaw explained this is an expansion of Purdue's program that is already in place. Their goal is to have it expand throughout West Lafayette and Lafayette.

Purdue University Bicycle Operations Coordinator Aaron Madrid explained that the Bike Share program currently has 50 bikes on campus, plus 20 additional ones at Fuse Apartments. The program will be adding 20 more bikes to the campus system this summer. The City of Lafayette also recently agreed to add 15 bikes and three docking stations to downtown. However, this system is different than most traditional bike share programs. In traditional bike share programs they use large docking stations and credit card machines. You may ride the bikes wherever you want, but in order to complete the ride you must put them back in a docking station. Mr. Madrid stated they have partnered with the company Zagster, who have installed the technology on the bikes. Each bike has a lockbox. Users are able to check out a bike with their smart phone via text or via app. Every bike includes a lock, which makes it convenient for users to stop anywhere without having to find a docking station while the bike is checked out. This also significantly reduces the cost of having this type of bike share program. The program has far exceeded all expectations that Purdue had for it. At this time there have been around 23,000 trips taken with members of the community. He explained this program is not only open to Purdue students, but also citizens of West Lafayette and Lafayette. Mr. Madrid stated he will be seeking funding to expand this project even more throughout the community. Interest has been shown to potentially see this expand to the parks in both Lafayette and West Lafayette.

Ms. Shaw stated the memorandum is in the amount of $24,600.00 for the addition of fifteen (15) bikes and three (3) docking stations. She explained that this total includes $3,000.00 for the installation of the docking stations. After that it will be $21,600.00 annually. We will be seeking sponsors to help offset this cost. If we are unsatisfied with the services we do have the option to opt out.

Ms. Folkers moved that the memorandum of understanding be approved. Mr. Cohen seconded the motion.

Corporation Counsel Burns asked if the ownership of the bikes will always be with Zagster, to which Mr. Madrid responded yes. Mr. Madrid explained that they lease the bikes from Zagster. They will maintain all mechanical issues, find any bikes that go off campus, and will replace the bikes every two years.

Ms. Folkers asked was someone potentially able to pick a bike up from campus and drop it off at a Lafayette docking station, to which Mr. Madrid responded yes.

Mr. Kent asked if there was any type of tracking devices on the bikes, to which Mr. Madrid responded there are GPS devices on all of the bikes. He stated that Zagster also employs contract employees locally that will help find bikes that go off station.

Mr. Cohen asked if rent was paid on the stations, to which Mr. Madrid said no. We only pay $1,000.00 per station for installation the first year.

The motion was adopted.

d. <u>Change Order No. 1: GIS-Based Public Tree Inventory – Davey Resource Group – Development</u>

Marketing and Grants Administrator Shaw requested approval for Change Order No. 1 for the GIS-Based Public Tree Inventory with Davey Resource Group. Ms. Shaw explained this change order, in the amount of $7,700.00, is to cover the additional 1,925 trees that Davey Resource Group found while inventorying the trees in the City.

Mr. Kent moved that Change Order No. 1 with Davey Resource Group be approved. Ms. Folkers seconded the motion.

The motion was adopted.

e. New Hire: Driver/Collector/Processor – Shawn Louks – Street

Street Commissioner Payne requested approval to hire Shawn Louks as a Driver/Collector/Processor for the Street Department. The bi-weekly salary for Mr. Louks will be $1,317.52, starting July 18, 2016.

Ms. Folkers moved that the hire of Shawn Louks be approved. Mr. Cohen seconded the motion.

The motion was adopted.

f. 2014 SRF Loan Disbursement Request No. 51: Sheraton and Fairway Knolls Lift Station – Greely and Hansen – WWTU

WWTU Director Henderson requested approval of the 2014 SRF Loan Disbursement Request No. 51 to Greely and Hansen in the amount of $4,766.00. Director Henderson stated that this disbursement is the final invoice, which includes the wrap up closeout and preparation of the record drawings for the project.

Mr. Huber moved that the 2014 SRF Loan Disbursement Request No. 51 be approved. Mr. Kent seconded the motion.

The motion was adopted.

g. Salary Increase: Sacramento Course Completion – Advanced Waste Treatment – Peng Li – WWTU

WWTU Director Henderson explained that the salary ordinance allows for compensation to the staff for certain continuing education courses and certifications. Director Henderson requested approval for a salary increase for Peng Li for the completion of a Sacramento course, Advanced Waste Treatment. Ms. Li's new bi-weekly salary will be $2,009.62, retroactive to June 1, 2016. In addition, Ms. Li should receive reimbursement for course materials.

Ms. Folkers moved that the salary increase for Peng Li be approved. Mr. Cohen seconded the motion.

The motion was adopted.

h. Property Damage Release: ArcBest Corporation, ABF Freight System, Inc., Timothy Turner-ABF2016-0115 – WWTU

WWTU Director Henderson explained that in January a semi-truck traveling into the plant hit and damaged the beam that protrudes from the digester building. MBH Insurance has now given the approval to move forward on reimbursing the City in the amount of $5,996.00, allowing us to hire a contractor to properly fix the damage.

Ms. Folkers moved that the property damage release be approved. Mr. Cohen seconded the motion.

The motion was adopted.

i. Agreement: Vehicle Cleaning – Fast Eddie's Wash and Lube – Police

Police Chief Dombkowski requested the approval of unlimited vehicle cleaning agreement with Fast Eddie's Wash and Lube. Chief Dombkowski stated the department had suspended their agreement with them before due to the construction in front of their business. Now they are able to return to that service in the amount of $800.00 per quarter.

Ms. Folkers moved that the agreement with Fast Eddie's Wash and Lube be approved. Mr. Kent seconded the motion.

The motion was adopted.

j. Elevation: Officer First Class – Sanford E. Swanson – Police

Police Chief Dombkowski requested approval to elevate Probationary Officer Sanford E. Swanson to Police Officer First Class effective June 22, 2016. Chief Dombkowski stated that Mr. Swanson was previously an officer for about ten years with the Indiana State Excise Police. Mr. Swanson's new bi-weekly salary will be $2,221.38, retroactive to June 22, 2016, with a $0.50 shift differential.

Mr. Huber moved that the elevation for Sanford E. Swanson be approved. Mr. Kent seconded the motion.

The motion was adopted.

k. Claims

i.	AP Docket	$343,889.59
ii.	AP Docket	$169,373.20
iii.	AP Docket	$252,135.80
iv.	AP Docket	$174,712.75
v.	PR Docket	$129,017.13
vi.	PR Docket	$547,506.35
vii.	RDC Docket	$89,750.00
viii	RDC Docket	$847,099.93

Mr. Cohen moved that the claims be approved. Mr. Kent seconded the motion.

There were no questions or comments about the claims.

The motion was adopted.

l. 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.

m. Other Items

►WWTU Director Henderson stated that the CSO Relief Interceptor Project has two crews installing sections of pipe. The first crew is working on the southern part of Williams Street. They will be installing the underground boring that runs under the railroad tracks. The second crew is continuing to work north of the original State Street closure at the beginning of the project. The 96 inch pipe will stop at the Harrison Bridge, and then

transition into a 60 inch pipe the remainder of the way to Quincy Street. Progress is continuing to move along.

►Engineering Assistant Garrison stated that Happy Hollow was able to successfully switch traffic over last Thursday. They were also able to get all of the cul-de-sacs reopened to the new grade elevations. He acknowledged the great effort put in by Reith-Riley Construction Company, the Police Department, and the Fire Department for this transition part of the project. River Road closed yesterday in preparation of INDOT's demolition of the Sagamore Parkway Bridge. The dropping of the bridge is scheduled to take place around 9:30 this morning. Sagamore Parkway will be shut down in 20 minute increments a few times during the process. He stated that WLFI, News 18 will be airing the demolition live.

►Police Chief Dombkowski publicly thanked the Department's officers who were involved with the rally that took place on campus Friday for the Black Lives Matter movement.

3. ADJOURNMENT

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