

CITY OF WEST LAFAYETTE, INDIANA
BOARD OF PUBLIC WORKS AND SAFETY
MINUTES

JANUARY 27, 2009

11:00 a.m.

City Hall Lower Level Conference Room

Members present were Bradley W. Marley and Mayor John R. Dennis, who presided. Member Susan K. Goldman was absent.

I. APPROVAL OF MINUTES

A. January 20, 2009, Meeting

Mr. Marley moved to accept the minutes of the January 20, 2009, Board of Works meeting. Mayor Dennis seconded the motion. The motion was adopted.

II. NEW BUSINESS

A. Signatures Required: Title Sheet – Sycamore Lane Traffic Calming Project – Engineering

City Engineer Buck presented the title sheet for the plans for the Sycamore Lane Traffic Calming Project. The plans will be given to INDOT tomorrow. As part of the approval process, the Local Public Agencies are required to have their Board of Works members sign the title sheet.

Mr. Marley moved to approve signing of the title sheet. Mayor Dennis seconded the motion. The motion was adopted.

B. Signatures Required: Title Sheet – Safe Routes to School Project – Engineering

City Engineer Buck presented the title sheet for the plans for the Safe Routes to School Project.

Mr. Marley moved to approve the signing of the title sheet. Mayor Dennis seconded the motion. The motion was adopted.

C. Payment No. 1: Fairfield Contractors – Salisbury Street Safety Improvements Phase 2 Project – Engineering

City Engineer Buck asked for Board approval of the payment request to Fairfield Contractors that includes the portion of the completed demolition work at Burtsfield. There is an itemization of the bill, the total of \$30,480, which shows all the equipment used and work that has been done. With retainage taken out, the payment will be \$27,432.

Mr. Marley moved that the payment to Fairfield Contractors be approved. Mayor Dennis seconded the motion.

Mayor Dennis reported that he was in a meeting earlier today, and people are noticing the work that is occurring at Burtsfield. They are complimentary that progress is being made.

Superintendent Killion is checking into the possibility of using the bricks for other school-related purposes.

The motion was adopted.

D. Warranty Deed: Salisbury Street Safety Improvements Phase 2 Project – Engineering

1. Parcel 11: Maritza Martinez – 0.05 acres

City Engineer Buck asked the Board to approve acquisition of Parcel 11, which is part of the Salisbury Street Safety Improvements Phase 2 Project. The parcel is on Lindberg that is part of the cleanup of the plats [see December 2, 2008, Board of Works minutes]. There are three additional parcels to be acquired, one of which has a deed correction and the other two are under discussion with the owners.

Mr. Marley moved that the Board accept the warranty deed. Mayor Dennis seconded the motion.

Mr. Marley asked about the price. City Engineer Buck answered that it includes an administrative fee for the amounts discussed previously within the limits set for the buyer's representative. This one is for \$9,500.

The motion was adopted.

E. SRF Payment Request and Related Listing – WWTU

1. Payment Request No. 31 – \$35,745 to Wessler & Associates for Engineering Services – Digester Renovation Project

Wastewater Utility Director Henderson presented the SRF Payment Request and reported that the payment is for administration of the construction project, having an on-site inspector, and some expenses toward the new operation and maintenance manuals that are being developed by WSI.

2. Listings

- a. Digester Renovation SRF Payments Listing
- b. WWTU Project Payments

Mr. Marley moved that the SRF payment request be approved. Mayor Dennis seconded the motion. The motion was adopted.

F. Contract: INTAC Management Group LLC – Boiler Chemicals and Testing – Police

Police Chief Dombkowski requested Board approval for a maintenance contract with INTAC Management Group LLC for the Police Station boiler. In prior years, these agreements were paid through the Department of Development. This year's contract is about \$200 less than the 2008 contract.

Mr. Marley moved that the contract with INTAC Management Group be approved. Mayor Dennis seconded the motion. The motion was adopted.

G. Request to Declare Items as Surplus – Street

Street Commissioner Downey presented a listing of items that have been accumulated in the Street Department over a period of years, and requested that they be declared surplus and

junked. There is no value to any of the items, except as scrap at Oscar Winski Company. He distributed photos of the items to the Board. Mr. Downey also reported that there are boxes of old timecards, etc. from 1989. Clerk-Treasurer Rhodes reminded Mr. Downey that there are rules that relate to disposal of this type of item. Mr. Downey reported that he has a listing for her, and he is asking Ms. Rhodes to review the listing, in view of the records retention schedule.

Mr. Marley moved that the items listed be declared surplus. Mayor Dennis seconded the motion. The motion was adopted.

H. Claims

1. AP Docket \$263,302.23

Mr. Marley moved that the claims be approved. Mayor Dennis seconded the motion.

▶ Mr. Marley asked about credit card processing fees [\$1,236.20], and whether the City is planning to request an RFP for. Clerk-Treasurer Rhodes responded that her office has evaluated that, in conjunction with the initiation of the City website, which will have an e-payment platform associated with it. In discussions with the website developer and with major providers, Clerk-Treasurer Rhodes has determined to work with one of the providers that is a partner of the website developer, who also offered the most competitive rate. Ms. Rhodes said that there would be a phase-in change in that business this year, as e-billing begins for the Wastewater Utility and the point of service for Parks moves for web registration. They will all funnel into the new processor, which will provide the City with the best rates and the best information reporting. There will be a different provider.

▶ Mr. Marley questioned the bank charge of \$59.30 for deposit slips. Clerk-Treasurer Rhodes indicated that is correct. She added that there are several ways to pay for banking services, with collected balances or by fees. Ms. Rhodes said they evaluate the rates annually, and the determination is that the City prefers to pay directly through fees rather than collected balances. Mr. Marley said the earnings credit rates are low. Ms. Rhodes agreed.

▶ Mr. Marley requested information on the \$14,890 payment to Indiana Datapipe LLC for fiber construction at Fire Station No. 1, whether this was fiber optic lines. Mayor Dennis said that was the case. Clerk-Treasurer Rhodes added that the completion of the fiber link to Fire Station No. 1 would actually cause a reduction in the fee that is being assessed now to Parks.

▶ Mr. Marley asked about the Police Department payment for oil [\$2,279.80]. Police Chief Dombkowski answered that the payment was for two drums of full synthetic oil from Lucas Oil to the Street Department for the Police squad cars. The Police Department is also upping the miles between oil changes, from 5,000 to 8,000.

▶ Mr. Marley mentioned the series of insurance package payments, asking whether these are annual or semi-annual. Clerk-Treasurer Rhodes responded that these are semi-annual payments, and noted that Mr. John Willis of MBAH was present and could answer any questions about the policies. Mr. Marley asked if the bills were charged to each

department. Ms. Rhodes replied that was the case, but the Clerk-Treasurer's budget pays for the departments in the General Fund.

The motion to approve the claims was adopted.

I. Other Items

1. Mayor Dennis reported that he has heard from citizens regarding the changes to WWTU bills, that the bills will be easier to read and less confusing.

2. Mayor Dennis welcomed Council President Ann Hunt and thanked her for attending.

3. Fire Chief Drew said that the number of runs has decreased, probably due to the weather. Mayor Dennis said that he had spoken with Parks Superintendent Payne about clearing the drive at Fire Station No. 3, so if the drive needs to be cleared, the Fire Department should call [Parks Director] Lee Booth.

4. Mr. Marley remarked that the trails are clear, and very much appreciated.

5. Director of Development Poole mentioned that Wednesday at 5:00 p.m. is the State of Real Estate in our community at the Beck Agricultural Center, hosted by F.C. Tucker.

6. Police Chief Dombkowski stated that there is a forecast storm of up to 3" of snow this afternoon, and that his department and Mr. Downey's would handle it.

7. Wastewater Utility Director Henderson presented photographs of the sealed digester lid to which foam is being added this week. He also showed samples of the material that is being placed on the steel lids, 10 to 12 inches foam covered with a rubberized membrane and a gritty material. Mayor Dennis asked if the foam and membrane are lifetime features. Mr. Henderson answered that they should be for the lifetime of the lids.

8. City Engineer Buck stated that he also wanted to inform the Board that both projects [Sycamore Lane Traffic Calming and Safe Routes to School] would be turned in to INDOT, so that they are placed on the INDOT schedule for May 6 bid openings.

9. Street Commissioner Downey remarked that his department is prepared for the snow. Because he thought the snow was coming last night, they pre-treated the streets last night, and they are out doing it again today. Traffic-wise, there should be no problems.

10. Councilor Hunt she has heard some concerns about parking in the area around Mackey Arena as the construction in that area begins. Mayor Dennis asked Councilor Hunt to keep the Police Department informed.

III. ADJOURNMENT

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