

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

January 29, 2008

11:00 a.m.

City Hall Lower Level Conference Room

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

I. PRE-CAUCUS

Agenda items were discussed among Board members and Department Heads.

Public Works Director Downey presented Greeley and Hansen's bid report for the Green Meadows Lift Station and Force Main Project and the proposed construction contract. These items will be on next week's Board of Works Agenda. Mr. Marley asked what constitutes the determination of Section 6, Qualification of Low Bidder, given the wording "Infrastructure Systems, Inc. appears to be a qualified and capable general contractor who has the capacity to satisfactorily complete the Green Meadows Lift Station and Force Main Improvements Project." Public Works Director Downey responded that Greeley and Hansen considered the contractor's bonding capacity, experience in other locations, whether bid documents were properly completed, and whether the bid is the lowest bid submitted. Mr. Marley asked if Greeley and Hansen are in a sense underwriting the contractor selection. City Engineer Buck responded no, that Greeley and Hansen is our designer, giving us their opinion of their evaluation of the bid and whether the bidder is capable of doing the work. Mr. Marley asked if Greeley and Hansen was bonded. City Engineer Buck said they have met all of our requirements of our request for proposals. Mr. Marley said that means they must be. Mr. Marley said his questions were prompted by the phrasing "...appears to be qualified." City Engineer Buck said this is Greeley and Hansen's opinion, and while the Board will receive a recommendation from Public Works Director Downey but it is still up to the Board to decide. Mr. Marley asked whether this contractor is financially and professionally capable of completing the project. Public Works Director Downey said yes in his opinion, and they had completed two other lift station projects previously for the City.

Public Works Director Downey also presented a site plan of the Wastewater Treatment Utility and a map which shows all lift stations, all the CSOs (Combined Sewer Overflows), and an approximate view of where the Western Interceptor will be located.

II. APPROVAL OF MINUTES

A. January 22, 2008, Meeting

Corrections to the January 22, 2008, meeting minutes: **(1)** on page 1, item III.A., the words "per month" should be added, so that the sentence reads, "The contract amount is \$300 more per month than the prior contract." And **(2)**, on page 1, item III.A, the last sentence in the first paragraph should begin, "City Attorney [not Engineer] Burns has...."

With those corrections, Mr. Marley moved to accept the minutes of the January 22, 2008, Board of Works meeting. Ms. Goldman seconded the motion. The motion was adopted.

III. OLD BUSINESS

A. WWTU Project Payments List

Mayor Dennis expressed appreciation for the summary of major WWTU projected provided by WWTU Financial Manager Lorraine Wilkins, as requested by Mr. Marley. Mayor Dennis asked that other departments adopt similar formats for their major projects, showing what the commitments are and the percentage of completion for their large projects.

IV. NEW BUSINESS

A. Area Plan Commission: Request for Subdivision Variance - Bouggy-Folkers Subdivision [S-4017]

City Engineer Buck explained that the owners of the property have filed for a commercial subdivision, minor sketch plan, and are following the process defined in the Unified Subdivision Ordinance. One of the requirements that the property owners have to meet is to dedicate right-of-way along street frontages that are next to the property, based on the classification of the roadway. In this case, it's Lindberg Road at the corner of Northwestern/US 231. Along Lindberg, it's a secondary arterial as classified by the Thoroughfare Plan, and so, by the requirements of the Ordinance, they're required to dedicate 35 feet—half the width of the right-of-way. The City will have right-of-way necessary to maintain the street. The City already has 30 feet of right-of-way, due to the improvements to Lindberg done as a federal aid project. City Engineer Buck recommended that the City not require the additional five feet, as 30 feet is the standard width in West Lafayette, and that the City grant the variance.

Ms. Goldman moved that the Request for Subdivision Variance be approved. Mr. Marley seconded the motion. The motion was adopted.

B. Take-Home Vehicle Policy and List

Mayor Dennis explained that the Take-Home Vehicle Policy must conform to IRS requirements on taxable fringe benefits. Clerk-Treasurer Rhodes explained that City Personnel Policy Section 29 states that the Board shall approve the Take-Home Vehicle Policy and list in January. The City has been using the same Take-Home Vehicle Policy that was approved on June 2, 2006, which provides for use of the Commuting Valuation Rule for employees who are required to use vehicles owned or leased by the City for commuting to and from work. It also recognizes employees who commute in non-personal use vehicles, generally public safety vehicles. There is an exemption under the Commuting Valuation Rule for those employees. The only difference this year is that we now have a control employee that is subject to the policy. Therefore the policy now includes a new section applicable to control employees but is otherwise identical. She is recommending that the City use the Lease Value Rule to value the taxable fringe benefit for the control employee, and has provided the specific valuation for the vehicle assigned to the control employee, the Mayor. The vehicle list includes all current employees who have take-home vehicles. Positions that were assigned take-home vehicles in the past but currently are vacant have not been included on the list.

Mayor Dennis noted that take-home vehicles are a significant expense to the City, and he plans to go through a justification process with department to ensure that the

take-home vehicles are essential for operation of the departments. He plans to complete this review within the first six months of this year. At this time, the current policy will be continued, with the addition of the rule for the control employee.

Mr. Marley asked whether the IRS annual lease value was used to calculate the total compensation to the employee using the vehicle for tax purposes or the true cost to the City. Clerk-Treasurer Rhodes said it is one of the items that is included in the taxable fringe benefit. One is from the IRS lease schedule, for a four-year lease. There is also a value of 5.5 cents per mile for gasoline, the cost of gasoline charged to the City on a City credit card, or reimbursed to the control employee. This applies to all miles that are not accounted for as business miles. Commuting miles are personal miles. If there is no mileage record, all mileage is considered personal and taxable compensation. Mr. Marley noted that the book value of the car is very close to the lease value. Clerk-Treasurer Rhodes said the book value of the car may be high compared to our prior auction results, but we conformed to the IRS schedules. Employees using the Commuting Valuation Rule have \$3 per day, \$1.50 each way, imputed for commuting, which amounts to about \$600 to \$700 per year. Mr. Marley asked is this was irrespective of the commute distance. Clerk-Treasurer Rhodes said yes, under the Commuting Valuation Rule although there are other rules that can be used.

Ms. Goldman moved that the Take-Home Vehicle Policy and list be approved. Mr. Marley seconded the motion. The motion was adopted.

C. Approval of Request for Bid: 2008 Sodium Hypochlorite and Sodium Bisulfite

Public Works Director Downey explained that these are two chemicals used at the Wastewater Plant to control *e. coli* from March through October, which is required by our NPDES permit for IDEM. In 2007 we used more chemicals than we normally do. Sodium hypochlorite is added to reduce the germs, then the chlorine is eliminated with the sodium bisulfite, before the treated water is sent to the river.

Mr. Marley moved that WWTU advertise bids for sodium hypochlorite and sodium bisulfite, with advertising for the chemicals on February 1 and February 8, and bid opening on February 19. Ms. Goldman seconded the motion. The motion was adopted.

D. Approval of Request for Bid: 2008 Single-Axle Dump Truck with Hydraulic Components - Street

Public Works Director Downey indicated that this is a revision to the earlier bid specifications, eliminating the salt spreader and requesting a low profile bed, to make the truck more convenient on City streets. Employees don't have to lift items as high, to put them into the bed. The advertising dates are recommended as February 1 and 8, with bid opening date on February 19.

Mr. Marley moved that the Street Department advertise bids for a single-axle dump truck with hydraulic components on February 1 and February 8, and bid opening on February 19. Ms. Goldman seconded the motion. The motion was adopted.

E. WWTU SRF Payment No. 67, Western Interceptor-Division II – Greeley & Hansen

Public Works Director Downey reported that the payment is for engineering services and oversight of the Western Interceptor. The Division II of the project is going well, and bids for Division III may be ready to issue in March.

Mr. Marley moved that SRF Payment No. 67 for \$38,136 to Greeley & Hansen be approved. Ms. Goldman seconded the motion. The motion was adopted.

F. Software License Renewal and System Support Package Contract: Cardinal Tracking, Inc. (TickeTrak) – Police

Police Chief Dombkowski presented both the Software License Agreement and the System Support Package for the parking enforcement ticket system. Mayor Dennis noted that this system has been in use for some time, and asked about the age and technology of the system. Police Chief Dombkowski explained the system is about five years old and is a docking system.

Ms. Goldman moved that the software license renewal and the system support package for the TickeTrak system be approved. Mr. Marley seconded the motion. The motion was adopted.

G. Elevation in Rank: 1st Class Patrolman John Watson to Specialist – Police

Police Chief Dombkowski clarified that elevation in rank to specialist occurs when patrolmen have achieved five years of service and have met other criteria such as performance and skill proficiencies. Mayor Dennis explained that the patrol officer elevations are not technically promotions or expansion of duties to supervisory ranks.

Mr. Marley moved that 1st Class Patrolmen John Watson be elevated to the rank of Specialist. Ms. Goldman seconded the motion. The motion was adopted.

H. Approval of Claims

Mayor Dennis read the claim aloud.

1. AP Docket \$138,223.27

Mayor Dennis moved that the claim be approved. Ms. Goldman seconded the motion.

Mr. Marley asked whether two claims for the Parks Department, the payment of \$3,136 for the pool improvement project, and the payment of \$13,548 for pool umbrellas, were part of one overall project. He asked if it was possible to have a total budget for the project, everything involved in it.

Parks Superintendent Payne responded that we provided that to the Park Board at its meeting on Monday [January 28], He will provide a copy of that sheet which shows all of the purchase orders, grouped by project. He will also provide a copy of a sheet providing information about the Park Board.

The motion was adopted.

I. Other Sanitation

Public Works Director Downey reported that the cost of a ton of garbage went from \$34.19 to \$36.47 per ton on January 1. West Lafayette sends about 4,000 tons of garbage to the transfer station annually. About 3,800 tons of grass and brush and recyclables do not go through the transfer station. If everything would be taken to the transfer station it would be close to 8,000 tons, and a much higher bill. Mayor Dennis said if we could do better with recycling, we could reduce that even more.

WEST LAFAYETTE BOARD OF WORKS MEETING, JANUARY 29, 2008, MINUTES

Public Works Director said the community is doing great, achieving close to 50% recycling, but could always improve.

V. ADJOURNMENT

There being no further business to come before the Board, Ms. Goldman moved to adjourn the meeting at 11:46 a.m. Mr. Marley seconded the motion, and the meeting adjourned.