

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

February 12, 2008  
11:00 A.M.

City Hall Lower Level Conference Room

Members present were Susan K. Goldman and Bradley W. Marley. In Mayor John R. Dennis' absence, Mr. Marley presided. Mayor Dennis arrived at 11:13 a.m.

I. PRE-CAUCUS

Mr. Marley dispensed with Pre-Caucus discussion.

II. APPROVAL OF MINUTES

A. February 5, 2008, Meeting

Ms. Goldman moved to approve the minutes of the February 5, 2008, Board of Works meeting. Mr. Marley seconded the motion.

Clerk-Treasurer Rhodes asked whether the Board found that the minutes were too detailed. Mr. Marley said he reviewed the minutes, and they're accurate and very detailed. Clerk-Treasurer Rhodes asked whether the Board wanted that much of the discussion presented. Ms. Goldman indicated that she appreciated the detail because it was an in-depth discussion.

The motion to approve the minutes was adopted.

III. OLD BUSINESS

A. Engineering Project Payments

City Engineer Buck noted that there is only one item that was updated, under Project #6, Sycamore Lane Traffic Calming. There's an additional amount shown under Engineering Services for Change Orders, and that's under New Business.

The Board will receive these projects lists when there is updated information.

IV. NEW BUSINESS

A. Quote Opening – 72-inch Front-end Mower – Parks

Clerk-Treasurer Rhodes opened the bids for a new 72-inch front-end mower for the Parks Department, and read the bids aloud:

<u>Quote from</u>	<u>Quote Amount</u>	<u>Less Trade</u>	<u>Net Quote</u>
Riggs Mowers & More	\$14,400	(\$4,400)	\$10,000
Booth Machinery	\$14,524	(\$4,084)	\$10,440
MacAllister Machinery Co.	\$13,300	(\$5,000)	\$ 8,300

All the quotes were for a new Kubota F2880-F mower, with a trade in of a 2004 F3060 Kubota mower.

Parks Superintendent Payne recommended that the quotes be taken under advisement. Goldman moved that the quotes be taken under advisement. Mr.

Marley seconded the motion. The motion to take the quotes under advisement was adopted.

B. HE-BFS Agreement Addendum #1: Sycamore Lane Traffic Calming Project – Engineering

City Engineer Buck updated the Board on the Sycamore Lane Traffic Calming Project. It's an ongoing project that began in 2006 when the City received a grant of \$550,000 from the Federal Highway Department through INDOT to install traffic calming improvements on Sycamore Lane. Mr. Buck presented a map of the area. The street has long been a cut-through from Sagamore Parkway to Salisbury Street. In 2004, the Engineering Department received several complaints about speeding from the residents who live on the south end of Sycamore Lane. Speed studies and a review by the Engineering Department were undertaken. It had been determined that drivers were going 8 to 10 miles per hour over the posted speed limit of 30 mph. There were ongoing discussions with the Traffic Commission about ways to reduce the speed of drivers. A short-term, temporary measure was to install rumble-strips. As expected, they caused an initial reduction in speed, then drivers became used to them and they went back to the speeds they had been driving. There are no sidewalks on Sycamore Lane, and there are a lot of pedestrian conflicts, including stops for school buses and CityBuses. No sidewalks combined with the speed of traffic are a bad mix. The City would like to install sidewalks and slow down the speed of traffic. The Engineering Department applied for a Hazard Elimination Safety (HES) grant that's available for projects that reduce hazards and was awarded \$550,000. This is the first traffic calming grant that Indiana has done with the HES grant funds. HE-BFS LLC was selected as the consultant in spring of 2007, and has completed field survey work, submitted grade review plans, and is about 50% complete with construction plans. Mr. Buck explained that the intent has always been to do this project within the existing right-of-way and build everything within that and not purchase land. Now that the survey is complete, what will fit is known. Constructing the driveways to a reasonable slope is going to require going beyond the limits of the existing right-of-way. Temporary right-of-way easements are needed in order to work on the driveways, to replace it as-is or better, as we would do with any project. Since federal funds are used, INDOT has a prescribed process and several requirements including title searches, appraising, legal descriptions, route survey plats, and a separate set of right-of-way plans. Addendum #1 covers this work, and it is included in the current EDIT [Economic Development Income Tax] Fund budget. Mr. Marley asked for confirmation that there is money to pay for the project. [Mayor Dennis arrived during the discussion.] Mr. Buck responded that some "scope creep" is happening, now that the survey work is done, because of the federal design requirements that INDOT requires the project to be designed to, as well as the land acquisition requirements, the effort has grown, and therefore the cost of the project is growing, too. Because there will be so much driveway construction those costs will increase. Originally, there had been \$30,000 for driveway construction, but we're well beyond that now. There will be additional costs of construction. The grant is set up to only fund construction and administration of construction. It's a 90-10 split. The City will need to fund 10% of the construction and then any amount over the \$550,000 that's available from the grant. Mr. Buck said that with the increases in construction costs, just by inflation, let alone the additional work that we're looking at doing now that the detail is there, we're probably going to be over that as well. Mr. Marley asked what the cost estimate is now, with the driveways. Mr. Buck replied that he hadn't generated an estimate yet, but it probably will be substantial. We will

acquire land and temporary easements from about 30 properties. Mr. Marley said you're going to have to cut into their driveways, cut back, and that's going to affect the slope off the street. Mr. Buck said yes, and that will make a reasonable slope, one that won't be really steep just to stay in the right-of-way. We could ask for a design exception; they likely wouldn't grant it in this case. It's probably easier and a better service to design and build it to the standards. Mr. Marley asked whether the calming widens the roadway or tightens it up. Mr. Buck responded that they haven't settled on what the project will look like. Several methods are prescribed through federal highway to do traffic calming, everything from speed tables which we're considering; narrowing the road in certain locations called bump-out; or transition in travel lanes called chicanes; roundabouts can be used but we are not considering them for this project; traffic circles; closing the street; limiting to certain direction. There's dozens of methods that can be used, and we're in the process of deciding which combination we will choose. We want to start meeting with the residents and go through the process of seeing how it will impact them, because there are businesses on the north end and it's more residential on the south end, so it's really two different characteristics; it changes at Navajo. Ms. Goldman asked about whether the right-of-way distance was 30 feet. Mr. Buck responded that there is a 25-foot right-of-way, half width, 50-foot total. So we have all the permanent we need, we just need temporary easement, to give elbow room to work, and then to tie the driveways in, so that there is a gradual slope. Mr. Marley asked if Mr. Buck were seeking approval of Addendum #1 today. Mr. Buck responded that he wished to answer all of the Board's questions and can wait, if the Board has more questions or wants to take more time to review the documents and project. Mayor Dennis asked about the timeline, and Mr. Buck responded that his department is ready to start meeting with the community and residents and property owners. He doesn't want to move too quickly with the acquisition and right-of-way efforts, to get "the cart before the horse." Approval of the addendum would permit title searches and behind-the-scenes work to begin. Mr. Buck stated that they hope to get through both right-of-way and final design and all the review process with INDOT this year, with construction to begin in 2009. The City will need to provide the 10% match on the grant, and anything above that will be programmed in 2009. There will be compensation involved with the temporary right-of-way, and until that effort is begun, an estimated \$30,000 to \$50,000 will be needed. If trees have to be cut or landscaping has to be replaced, those will add to the cost. Mr. Buck provided the Board with copies of earlier agreements for this project, for background and reference. Ms. Goldman asked if the grant had a timeframe. Mr. Buck responded that the agreement establishes the timeframe, but it's quite generous with how long the project will take. The intent of the HES is to do fairly quick and typically inexpensive projects, with a less extensive review process, as far as negotiation with plan reviews, etc. with INDOT. The right-of-way process will require some additional review. Mr. Buck said we should be in good shape with the required timelines we have to meet, and the money is there and is programmed for us. As we get through this process, we will be able to tell INDOT what year we need those funds to be programmed for. They are assigned to us right now for 2009. Mr. Marley asked if Mr. Buck wanted a motion today to approve this amendment. Mr. Buck responded that it would be up to the Board. Mr. Marley said he was comfortable, based on everything he heard today.

Mr. Marley moved that the HE-BFS Agreement Addendum #1 be approved. Ms. Goldman seconded the motion. The motion was adopted.

C. Proclamation: February 23, 2008, Day of Dance for Health

Mayor Dennis read a proclamation declaring February 23, 2008, a Day of Dance for Health, promoting cardiovascular health and wellness. He emphasized that physical activity creates healthy individuals.

D. Approval of Claims

1. AP Docket - \$274,471.88

Mr. Marley moved that the claims be approved. Ms. Goldman seconded the motion.

Mr. Marley noted that it appears that the City is entering into a new property and liability insurance policy with MBAH, effective March 1. He asked if that was for the year or for a short period of time, whether we had issued an RFP for insurance coverages. Mayor Dennis said the actual bid process was initiated since January, and it was contractual and so we didn't need an RFP. Mayor Dennis said this doesn't include the healthcare insurance. Mr. Marley asked if this was a more competitive price. Mayor Dennis said yes. Mayor Dennis said the healthcare coverage is part of a consortium with the City of Lafayette as a three-year contract that runs through 2009. Ms. Goldman asked about the claim to Roeing Corporation, whether this was an ongoing contract. Clerk-Treasurer Rhodes said Roeing provides services to several offices, but much of their work is done for my office on both software and hardware. There is no annual contract. This involved some work to the software side of our parking and court database setup, part of which was the work needed for the migration of the West Lafayette website to a another server at Wintek. Roeing is the consultant for the Clerk-Treasurer's office since we don't have an IT person. Ms. Goldman asked about the Randolph Farms payment of \$12,454.50. Her understanding was that yard waste was collected and composted, then made available as mulch. Clerk-Treasurer Rhodes noted that Public Works Director Downey is not present to answer. City Engineer Buck said he believes that we drop it off, and they grind it.

The motion was adopted.

E. Weather Prediction

Mayor Dennis announced that predictions are for a significant snow today, and that the roads and streets have been pre-treated. He thanked the Street Department for their efforts.

F. New City Signs

Mayor Dennis noted that new signs welcoming people to West Lafayette have been posted. They are black and gold and use the Hilltop to Hilltop symbol.

G. City Website

Mayor Dennis noted he is working to have the City website updated soon. Problems are being identified and solutions developed.

V. ADJOURNMENT

There being no further business to come before the Board, Mr. Marley moved that the meeting be adjourned. Ms. Goldman seconded the motion, and the meeting adjourned.