

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

MAY 27, 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.

II. APPROVAL OF MINUTES

A. May 20, 2008, Meeting

Ms. Goldman moved to accept the minutes of the May 20, 2008, Board of Works meeting. Mr. Marley seconded the motion. The motion was adopted.

III. NEW BUSINESS

A. SRF Payment Request and Review of SRF Project Payments Listings – WWTU Request No. 75: \$222,103 to Atlas Excavating, Inc. for Construction Services on Western Sanitary Sewer Interceptor-Division II

Wastewater Utility Director Henderson reported that Atlas Excavating is completing work on the Western Sanitary Sewer Interceptor-Division II.

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

Mr. Marley commended Mr. Henderson on the progress made in reconciliation of the SRF payments to the payments listing. \$1,380.25 is the current difference. Mr. Henderson noted that WWTU Financial Manager Wilkins has been working on balancing these accounts.

Ms. Wilkins asked if the Board wished to continue receiving separate reports on the Digester Renovation and Western Sanitary Sewer Interceptor Projects. Mr. Marley indicated that the reports were very helpful and that the reports should continue.

The motion was adopted.

B. Request for Increase in Wages – IDEM Certification for Robert Busch and Jerome Mansfield – WWTU

Wastewater Utility Director Henderson congratulated both Robert Busch who now has an IDEM Class II certification, and Jerome Mansfield who has passed his IDEM Class I certification, and recommended increase in wages for each. Mr. Henderson noted that the West Lafayette Wastewater employees have a long history of continuing education.

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

Mayor Dennis asked whether these certifications empowered the operators to sign off on reports. Mr. Henderson answered that Class IV operators are allowed to sign off, but that these are progressions toward the Class IV certification. Ms. Goldman asked whether \$1,000 was the standard increment for certifications, and Mr. Henderson reported that it is part of the salary ordinance.

The motion was adopted.

C. Proposal for Evaluation of Utilities: Wastewater Solutions, Inc. – WWTU

Wastewater Utility Director Henderson requested permission to enter into an agreement with Wastewater Solutions, Inc. to conduct an evaluation of the Utility. One of the issues to be reviewed is a preliminary analysis of the capacity of the Utility, as IDEM has indicated that we are close to 90% capacity. Another item that will be reviewed is the current staffing and practices.

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

Mayor Dennis indicated that such reviews are common practices, and that Mr. Musick [of Wastewater Solutions, Inc.] has a stellar reputation in assessing utilities.

The motion was adopted.

D. Request to Declare Items Surplus – Police

Police Chief Dombkowski requested a list of mostly computer components be declared surplus and transferred to PropertyRoom.com for sale, adding that Police property room items will be sold later in the summer by PropertyRoom.com also. He indicated that the proceeds of the surplus items will be deposited into the General Fund, whereas money from the sale of Police property room items is put in the Police Pension Fund. Clerk-Treasurer Rhodes indicated that the deposit to Police Pension Fund may change, due to changes in the revenue stream, with the State taking over the responsibility for pension benefits.

Ms. Goldman moved that the request be approved. Mr. Marley seconded the motion. The motion was adopted.

E. Master Agreement for Professional Services: HNTB, Indiana Inc. – Engineering

1. Task Order Number 1: 2008 General Consulting Services

City Engineer Buck requested approval of the master agreement with HNTB, Indiana Inc. to provide professional services as described in supplemental task orders. Task Order No. 1 is for miscellaneous services for transportation engineering and planning services, Parks Department services, and construction services, an open request to allow HNTB to be ready for miscellaneous issues that arise. An example of this would be Lindberg Road, where the Engineering Department has asked HNTB for a variety of opinions on options and costs of specific items. Mr. Buck said that Task Order No. 1 would allow him to authorize tasks not to exceed \$5,000; the intent would be to identify an issue and clarify a scope for a future task order. Mr. Buck mentioned that they are considering doing this with other firms as well.

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

Mayor Dennis noted that this is a common practice. Mr. Buck said they stand behind the work, and they're liable for the recommendations, so it's a more formal and professional relationship. Ms. Goldman asked if the payment would be a retainer with a monthly fee, to which Mr. Buck responded that the agreement is there until it's authorized by a task order. The only money involved is when the City activates a request to go forward, and that is a \$5,000 maximum per project. Mr. Buck offered to notify the Board of any authorizations. Mr. Marley asked that be done. Mayor Dennis remarked that HNTB has completed projects in both Lafayette and West Lafayette, and Mr. Kevin Hall [HNTB] is one of the best in the business.

The motion was adopted.

F. Approval of Claims

1. AP Docket - \$ 82,731.19
2. AP Docket - \$ 35,023.43
3. AP Docket - \$ 2,449.80
4. PR Docket - \$295,289.88
5. PR Docket - \$ 11,365.29
6. AP Docket - \$125,608.26

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

Mr. Marley asked about payment to Simon Construction for the Pool Improvement Project for \$4,481.37 for steel panels for the soffit. His question dealt with the May 8 Parks Department Project Projects List, where there was no allowance for this payment; that the list appeared to be a listing of purchase orders. Assistant Parks Superintendent Ainsworth responded that this was an addition, because there was to be soffit work on the front of the building; once Simon Construction was doing the work, the Parks staff noticed that the concession area soffits were also in poor condition and needed to be replaced. Additionally, a cover was needed to keep birds from roosting in an area just before the locker rooms, so that cover was also added. Ms. Ainsworth said that

the spreadsheet was developed by Mr. Tom Gall. The Parks Nonreverting Capital – Pool Fund is the funding source for the project. Ms. Ainsworth said that this fund has money available for improvements at the pool, which was built in 1965. Mr. Marley asked if these expenditures are a replacement capital expenditure or maintenance. Clerk-Treasurer Rhodes said it depends on the size; in this case, capital improvements are being made to the pool. Ms. Rhodes explained that the Parks Nonreverting Capital - Pool Fund receives all the revenue from pool admissions, so the cost of routine maintenance and operations of the pool is born by the City in other funds. The budget for the Parks Nonreverting Capital – Pool Fund is adopted by the City Council, but it may be revised by the Parks Board without review or approval by the City Council. Claims are approved by the Parks Board, not the Board of Works, which is why Parks expenditures show in the claims listings, but not in the dockets that come to the Board for approval. Mr. Marley asked if the Parks Department Projects Listing could be updated before the next meeting. Ms. Ainsworth responded that Parks Superintendent Payne answers to both the Park Board and the Mayor, and she would forward that request to Parks Superintendent Payne. Mayor Dennis said he would talk to Parks Superintendent Payne about updating the Projects Listing.

The motion was adopted.

G. Other Items

1. Wastewater Utility Director Henderson reported that the WWTU Lab Manager is leaving at the end of the week.
2. Street Commissioner Downey updated the Board on a newly-implemented \$15 trip charge on each round-trip by Oscar Winski Company, Inc.
3. Mayor Dennis reminded department heads that the Take-Home Vehicle policy has been issued, and that he will meet with each department head to clarify who the essential employees are.
4. Mayor Dennis mentioned that the newly-appointed Director of Development Chandler Poole will begin June 3.

IV. ADJOURNMENT

There being no further business to come before the Board, Mayor Dennis adjourned the meeting.