

BOARD OF PUBLIC WORKS AND SAFETY MINUTES  
August 1, 2006

Approved at the August 8, 2006, Board of Works meeting.

The Board of Public Works and Safety of the City of West Lafayette, Indiana met in regular session in the Board of Works Room at City Hall on August 1, 2006, at 11:00 a.m. Present were Janet L. Broyles, Gilbert T. Satterly, and Mayor Mills, who presided.

Bid Opening: 2006 ADA Action Plan Universal Ramp Installation Project – Engineering  
Clerk-Treasurer Rhodes opened two bids for the 2006 ADA Action Plan Universal Ramp Installation Project.

Mayor Mills read the bids aloud:

<u>Bidder</u>	<u>Base Bid #1 (Universal Access Ramps)</u>	<u>Base Bid #2 (Sidewalk Spot Repairs)</u>
Milestone Contractors, L.P.	\$76,675.00	\$24,280.00
Dimensional Builders, Inc.	\$29,636.00	\$13,401.00

Quote Opening: Road Salt – Street

Clerk-Treasurer Rhodes opened five quotes for road salt (1,100 tons).

Mayor Mills read the quotes aloud:

<u>Quote from</u>	<u>Per Ton Amount</u>
American Rock Salt	declined to quote
Cargill Deicing Technology	\$49.13
Detroit Salt Company, LLC	declined to quote
Central Salt, L.L.C.	declined to quote
Morton Salt	\$46.37

Maintenance Agreement: WYCOM – Check Signing System – Clerk-Treasurer

Clerk-Treasurer Rhodes said I'm asking for approval for renewal of the maintenance agreement for the WYCOM check signer in the Clerk-Treasurer's Office, in the amount of \$321.30.

Ms. Broyles said I move that we approve the maintenance agreement with WYCOM for the check security signing system. The agreement period is September 16 '06 through September 15 '07 in the amount of \$321.30. Motion was seconded by Mr. Satterly, and the vote was AYE.

Parade Route Request: West Lafayette High School Student Council – Red Devil Parade – Police

Police Chief Marvin said I have two items for the Board. The first one is I have a letter here from the West Lafayette High School Student Council, and I need to request Board approval for the fourth annual Red Devil Parade to be held on August 10 at 4:30 p.m. It's going to begin at Happy Hollow School and will conclude at the West Lafayette Junior-Senior High School. I believe the route of travel is going to be Meridian Street over past Grant Street and enter the south entrance to the parking lot by the football field there on Meridian. And afterwards, they're going to have Snow Bear frozen custard, they're going to have a chicken

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dinner, fall sports preview, and all kinds of stuff going on. We need to request approval for them to have their parade on that route.

Mr. Satterly said where will the parade go with respect to ongoing construction on Salisbury? It will start at Happy Hollow School, will it not?

Police Chief Marvin said will they be done with the construction in that area by then?

City Engineer Buck said by when?

Police Chief Marvin said August 10.

City Engineer Buck said I don't know.

Mayor Mills said that's a good question.

Mr. Satterly said they've got a lot of construction going on with that retaining wall.

City Engineer Buck said yes, they're going to be moving more and more of that retaining wall. Our goal is to be done by the 14<sup>th</sup>, but to say the 10<sup>th</sup>, I'm not ready to say that for sure. Let them determine that.

Police Chief Marvin said do you want to take another week and see where you're at next week?

City Engineer Buck said if we have it, but they need to know.

Mayor Mills said well, we may need to have a conversation with them today and tell them that they might not be finished with that driveway intersection on the 10<sup>th</sup>. They may need to rethink where they leave from.

City Attorney Bauman said well, I don't know if they can—

Police Chief Marvin said find an alternative.

City Attorney Bauman said yes.

City Engineer Buck said I'd like to discuss with our contractor, to be honest, because I don't want them to have that going by their work zone without having extra precautions or the knowledge of that, to be ready for that the day before or during to have somebody there, to be sure that nobody's going into areas they're not supposed to—

Police Chief Marvin said I'm going to be gone next week. If we delay this a week, will you bring it back to them next week to discuss that then?

City Engineer Buck said sure.

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Police Chief Marvin said great, thank you.

Street Closure: Western between Glenway and Garden – August 13, 2006 – Police

Police Chief Marvin said the second item is, and I apologize, I just got this late yesterday, is a request to close Western Street between Glenway and Garden for a “Back to School” bike parade. This is Northwestern Heights Neighborhood Association, and it’s going to be on Sunday, August 13 from 3:45 p.m. to 5:00 p.m. Again, Sunday, August 13, and we have no problem with this.

Mr. Satterly said I move we approve the “Back to School” bike parade in Northwestern Heights Neighborhood Association, and we want to close Western between Glenway and Garden from 3:45 to 5:00 p.m. Sunday, August 13, 2006. I move approval. Motion was seconded by Ms. Broyles, and the vote was AYE.

Contract: Figment Group, Inc. – DOT Anti-Drug Third Party Administrator for Random Drug Screening – Human Resources

Human Resources Director Foster said I’d like to request the Board of Works enter into a DOT Anti-Drug Third Party Administrator Agreement between Figment Group and the City of West Lafayette, effective August 1, 2006. Figment Group will handle the administration of our random drug screening program at an annual fee of \$325.00 a year.

Ms. Broyles said I move that we approve the DOT Anti-Drug Third Party Administrator Agreement between Figment Group and the City for an annual fee of \$325.00, to begin August 1, 2006. Motion was seconded by Mr. Satterly, and the vote was AYE.

Equipment Swap with Buck Creek Volunteer Fire Department: Ladder for Compressed Air Tank – Fire

Fire Chief Drew said one item today. I’d like to request approval to swap some equipment with the Buck Creek Fire Department. We have a ladder that we’ve taken out of service some time ago, and they have a piece of equipment that we can use. Both of the items are valued at less than \$100.00. I’d like to get it wrapped up and get approval for it.

Mr. Satterly said question. When you say “attic ladder,” is that a piece of equipment that you normally carry on a fire truck?

Fire Chief Drew said yes. We have them on the trucks right now. This is an old ladder from one of our older trucks in years gone by.

Mr. Satterly said so it’s not a—?

Fire Chief Drew said the ladder was replaced with a new one, but the old ladder is still at the station.

Mr. Satterly said when I read the email that said “attic ladder,” I’m thinking, “Was this an attic in the firehouse? Do you use the ladder to get up into the attic?” but I said, “I don’t think that’s—”

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Fire Chief Drew said what an attic ladder is, it's about a 10-foot ladder that folds lengthwise, to actually about four inches wide when it's folded up and then expanded so that we can walk up. That way, we can carry it through hallways, and then it fits up into a scuttle hole.

Mr. Satterly said okay, I move we approve the exchange of the attic ladder with the Buck Creek fire department in exchange for their 3600 psi compressed air tank. Motion was seconded by Ms. Broyles, and the vote was AYE.

Supplemental Agreement No. 2: H. Stewart Kline & Associates, Inc. – Salisbury Street Safety Improvements Project – Engineering

City Engineer Buck said I have several items, actually. The first is in relation to the Salisbury Street Safety Improvements Project is a Supplemental Agreement No. 2 with H. Stewart Kline & Associates not to exceed \$25,000. That brings his total up to \$90,000. The original agreement was \$40,000. We had supplement No. 1 for \$25,000, and now this is for another \$25,000. This is for work that has already been done actually in some areas for coordinating construction issues and redesign issues, as well as continue through the remainder of construction for the original design services contract. If you have any questions, I'd be happy to answer them. I request the Board's approval today.

Ms. Broyles said I move that we approve the Design and Inspection Services Supplemental Proposal No. 2 for the Salisbury Street Safety Improvements for an additional \$25,000 for a new cap of \$90,000. Motion was seconded by Mr. Satterly, and the vote was AYE.

Contract: T.J. Gall & Associates – Project Coordination Services for Construction and Utility Relocation on the Salisbury Street Safety Improvements Project - Engineering

City Engineer Buck said the second item is also in relation to the Salisbury Street Safety Improvements Project. It's a proposal for project coordination services for construction and utility relocation work with Tom Gall & Associates. It's in the amount of not to exceed \$52,800.00, and I believe that was—I can't remember the number of hours. It's \$96.00 an hour. He is completing his original agreement with the City for pre-construction utility relocation coordination work, as well as completing the bidding process. This is to take Tom [Gall] through the remainder of the construction inspection process for Phase I or this part of Salisbury Street that we're working on, basically from July through the end of this year and into next spring. Hopefully, we won't exceed those number of hours, I hope we've got enough built in to last. I request the Board's approval.

Mr. Satterly said I move we approve the proposal for project coordination services for the construction and utility relocation coordination of the Salisbury Street Safety Improvements Project, and this is a proposal for a contract between T.J. Gall & Associates and the City of West Lafayette, and the base, the hourly base is \$96.00 an hour, not to exceed \$52,800.00 without prior written authorization. Motion was seconded by Ms. Broyles, and the vote was AYE.

Mayor Mills said anything else?

City Engineer Buck said yes, I'm trying to— 550 hours was the total hours. It's like 22 weeks, 25 hours a week or something like that. Hopefully, we were conservative with that

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estimate and we'll try our best not to exceed that. Tom's been doing a great job working, not only with the contractor, but all the property owners, and that's been a real key so far. A lot of them are either gone for summer vacations or in and out and sometimes difficult to get ahold of. There've been a couple houses that have been for sale, and so the one most recent one that he's been dealing with, the guy was less than interested in having anything changed, so it's been a challenge. So far, things are going smoothly. We do hope to be out of the school zone by the 14<sup>th</sup>, but again, I hesitate to say we will be done in that area by the Friday.

Construction Hours: Salisbury Street Safety Improvements Project – Engineering

City Engineer Buck said one other item I had in relation to that project, the contractor would like to be able to start work a little earlier, particularly City ordinance is required not to be able to start until 7:00 a.m. Given the heat index in the triple digits, I would like to formally request the Board to allow the contractor to work starting at 6:00 a.m., provided that the heat index is above 100 degrees, or there's some other type of heat advisory warning that's been issued for that day. That would allow them to get a little more work done earlier in the day, before the heat really gets to be a problem. They've been working in the heat anyway, and I imagine they'll continue to work until the 2:00 or 3:00 window when they normally quit, even with starting at 7:00. But I would like to ask the Board to formally allow Fairfield to begin work at 6:00 a.m. on days, like I say, when it's going to be 100 degrees or more.

Mr. Satterly said could we make an approval, subject to complaints from neighbors?

City Engineer Buck said certainly. We intend to keep the jackhammering or noisy work—they've got the demolition done in the section that they've in, so really it's going to be the backing up of a concrete truck or something like that that you're going to hear in that 6:00 to 7:00 window, and they're going to be sensitive to it and we'll certainly push it back to 7:00 if we hear any complaints, but we just like to make an offer to extend to them, given the heat considerations, to give them a chance to get a little more work done in the cooler part of the morning.

Mayor Mills said and that's hot work.

City Engineer Buck said yes.

Mr. Satterly said okay, I'll move we give them permission to start at 6:00 a.m., subject to complaints. Motion was seconded by Ms. Broyles, and the vote was AYE.

Transfer of Vehicles to WWTU and Parks – Engineering

City Engineer Buck said the last item I have is a vehicle transfer request. I request approval for the transfer of three Engineering Department vehicles, a Chevy Silverado '92 truck [VIN 1GCF24H6NE163050], and two Ford Tauruses, 1992 [VIN 1FACP50UXNG165874] and 1995 [VIN 1FALP52U9SG241044]. The two Tauruses are to be transferred to the Wastewater Utility Department, and the Chevy Silverado truck would be transferred to the Parks Department. The Engineering Department would operate on our two remaining vehicles, as well as probably personal vehicles, until such time as we replace the three with two.

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Ms. Broyles said I move that we approve the vehicle transfers from the City Engineer's department, two will be going to the Wastewater Utility and the third one will be going to the Parks Department, to be replaced later with two. Motion was seconded by Mr. Satterly, and the vote was AYE.

SRF Disbursement Request No. 26: Greeley and Hansen – Engineering Design Services for Western Interceptor – WWTU

Mr. Satterly said I move we approve the SRF Disbursement Request. This is Request No. 26 on SRF Loan Number CS18240001, and it's to Greeley and Hansen for the amount of \$30,606.00, and it's for engineering design services on the Western Interceptor. Motion was seconded by Ms. Broyles, and the vote was AYE.

Claims

Mayor Mills moved to approve the claims as submitted in three dockets in the following amounts:

Payroll	\$90,632.09
Accounts Payable	\$9,500.68
Accounts Payable	\$204,936.25

Motion was seconded by Mr. Satterly, and the vote was AYE.

Minutes

Mr. Satterly said I move we approve the minutes of the July 25, 2006, Board of Works meeting. Motion was seconded by Ms. Broyles, and the vote was AYE.

Adjournment

There being no further business at this time, Ms. Broyles moved for adjournment. Motion was seconded by Mr. Satterly, and the vote was AYE.

Information for Public and Media re August 29, 2006 BOW Meeting

Mayor Mills said I will make just one note. We will have two Board of Works members unavailable on Tuesday, August 29, so not until the end of the month, but we are going to move the Board of Works meeting to Wednesday, August 30, at 11 o'clock.