

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

AUGUST 26, 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. August 19, 2008, Meeting

Ms. Goldman moved to accept the minutes of the August 19, 2008, Board of Works meeting. Mr. Marley seconded the motion. The motion was adopted.

III. NEW BUSINESS

A. Bid Opening: 2008 ADA Sidewalk Spot Repair and Universal Access Ramp Project . Engineering

City Engineer Buck noted that this project is part of an ongoing annual effort to make the City more accessible, this year focusing primarily on the Avondale and Plaza Park neighborhoods.

Clerk-Treasurer Rhodes read the bids aloud:

<u>Bidder</u>	<u>Base Bid</u>
Milestone Contractors, L.P.	\$157,340
Fairfield Contractors Inc.	\$149,602

Ms. Goldman moved that the bids be taken under advisement. Mr. Marley seconded the motion. The motion was adopted.

B. SRF Payment Requests and Related Listings . WWTU

1. Payment Request No. 21 . \$87,400 to Wessler & Associates for Digester Renovation Project . Engineering Services

2. Payment Request No. 81 . \$10,692 to Greeley and Hansen for Western Sanitary Sewer Interceptor-Division II . Construction Services

Ms. Goldman moved that both SRF payment requests be approved. Mr. Marley seconded the motion.

Mr. Marley asked whether the City was actually late 30-60 days with a \$65,000 payment to Wessler & Associates. On Payment Request No. 21, the \$50,000 invoice shows that there is an outstanding \$65,000, and a note at the bottom of the invoice shows that there will be a 1.5% late charge will be added. Mr. Marley said it does not appear that the late charge has been assessed, but he expressed concern that the City is late in paying its bills. Wastewater Utility Director Henderson responded that he was not aware that we were late in our payments. Clerk-Treasurer Rhodes added that SRF acts as the paying agent, once disbursements have been approved. She said that it was possible that the payment crossed in the billing cycle, or perhaps the Wessler bills were held as there were questions about the grit building and equipment improvements beginning in June. We need to verify whether these were cleared through the SRF system. We would not be liable for any late fees, as we had asked Wessler & Associates to provide more documentation related to the grit system. City Attorney Burns said if the bill were in dispute, the bill really would not be late, and additionally, the City will not pay any late charges. Mr. Henderson outlined his procedures for dealing with SRF payment requests, noting that there is very little delay in adding these to the Board of Works agenda. Ms. Rhodes said that another factor possibly was the State fiscal year close on June 30. Mr. Henderson will follow up and ensure that the payments are current.

Ms. Goldman asked whether there is rounding done with SRF payments. Wastewater Utility Director Henderson responded that SRF does not want cents, so there is indeed rounding.

The motion was adopted.

3. Listings [no action required]
 - a. Digester Renovation SRF Payment Listing
 - b. Western Interceptor SRF Payment Listing
 - c. WWTU Project Payments

C. Addendum #2: Butler Fairman & Seufert . Sycamore Lane Traffic Calming . Acquisition of Right-of-Way . Engineering

City Engineer Buck explained that Engineering has the plans far enough along to begin the right-of-way acquisition phase. This construction is being funded by a federal grant, so the City must follow the INDOT requirements during the design phase, the PE phase, and the right-of-way phase. In doing the right-of-way engineering, the initial estimate was that 29 parcels would be involved. Due to some redesign, there are only 13 parcels needed for temporary easements, mostly for driveway reconstruction. This addendum is to allow BFS to begin the process of appraising those properties and going through the federal requirements that INDOT oversees. The tasks are appraisal problem analysis, right-of-way management and supervision, appraising, and then buying, if that were to be necessary. The estimated not-to-exceed is \$33,150, with the maximum not to exceed \$38,200. The hope is for 2009 construction.

Ms. Goldman moved that Addendum #2 with Butler Fairman & Seufert be approved. Mr. Marley seconded the motion.

Mr. Marley asked how many homes would be affected, 13? City Engineer Buck said he thought so. Mr. Steve Hardesty of BFS said there are actually 14 pieces of ground, but the way INDOT views it, a parcel includes one owner, so one owner may own more than one piece of ground, so INDOT reports there are 13 parcels. Mr. Marley asked whether the \$500 appraisal per property is consistent. City Engineer Buck responded that that is directly from an INDOT spec chart. Mr. Marley asked what an appraisal problem analysis is. City Engineer Buck said he had asked the same question. It is the process of going through and making sure that all the documents are in order and following the actual INDOT appraisal manual to value a piece of property. Mr. Buck said he believes there will be some savings in the right-of-way engineering because of the changes in the way the driveways will be rebuilt.

Mr. Marley asked about communication with the homeowners. City Engineer Buck reported that the City will send a letter to all the affected property owners, informing them of the project and its status, advising that they may be contacted by an appraiser. Mr. Marley asked whether Mr. Buck would consider calling the homeowners. Mr. Buck responded that they have discussed going door-to-door, since there are not many of them, some are business owners or apartments.

The motion was adopted.

D. Contract: United Consulting . Professional Services for Various Projects . Engineering

City Engineer Buck said this is an on-call services agreement with United Consulting, similar to the one the City has with HNTB. There are no specific task orders at this time, but United is a diverse firm that specializes in wastewater, architecture, and civil engineering, and would be available for any of those needs that the City would have if an issue were to arise, primarily with Wastewater. A good example is the Indian Trail sewer quotes. Fortunately, City staff put together the quote package, but if City staff were not available, United Consulting would be able to help. Mr. Buck said he and Wastewater Utility Director Henderson have been working together on this. Addendum #1 is a sample task order that would be used.

Ms. Goldman moved that the contract with United Consulting be approved. Mr. Marley seconded the motion. The motion was adopted.

E. Change Order #3: Fairfield Contractors . 2008 CDBG Sidewalk Project . \$920.74 . Engineering

City Engineer Buck presented what he believes will be the final change order for the 2008 CDBG Sidewalk Project along Salisbury Street. Change Order #2 was an add of about \$23,000 to do the two blocks from Wiggins to North to Columbia on Salisbury Street; that quote was an estimate of quantities, the \$920.74 of this change order is a balance of the actual quantities that were used.

Ms. Goldman moved that Change Order #3 be approved. Mr. Marley seconded the motion.

Ms. Goldman asked what high early concrete is. City Engineer Buck responded that it is concrete that has add mixtures to it, so that it gains strength much quicker and can have traffic and weight- pressure- put on before seven days of curing. It can have traffic on it in a day.

City Attorney Burns asked if we are within the 20% proscribed in this type of project. Mr. Buck answered that we are. Mr. Buck noted that there were some problems with the schedule of contracts and change orders as listed on the document.

Mr. Marley moved to table this item until next week to allow time for the schedule to be revised. Ms. Goldman seconded the motion, and the motion passed. This item will be on next week's agenda.

F. Notice to Bidders: Exterior Renovation to Fire Station #1 . Development/Fire

Assistant Director of Development Grady requested Board approval for the notice to bidders and specifications for the exterior renovation masonry repair at Fire Station #1. The notice to bidders will be published August 29 and September 5, with the bid opening date September 23.

Clerk-Treasurer Rhodes asked that the notice be corrected to reflect that bids are to be submitted to the Office of the Clerk-Treasurer. Mr. Grady said that change had already been made.

Assistant Director of Development Grady noted that this will be funded with 2008-09 block grant funds.

Ms. Goldman moved that notice to bidders be approved. Mr. Marley seconded the motion. The motion was adopted.

G. Contract: Cornerstone Design . Management for Exterior Renovation to Fire Station #1 . Development/Fire

Assistant Director of Development Grady asked for Board approval for the agreement with Dann Keiser owner of Cornerstone Design of Otterbein, who has experience with historic preservation projects. Mr. Keiser would oversee the masonry work project at \$100 per hour, not to exceed \$5,000. Project management is being sought, because it is for a specific type of work on a property eligible for inclusion on the National Register of Historic Places and federal funds are being used. U.S. Secretary of the Interior guidelines and standards for masonry repair must be followed.

Mayor Dennis asked if the City had worked with Mr. Keiser before. Mr. Grady indicated that he had.

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

Ms. Goldman asked if Mr. Keiser put together the bid specifications. Mr. Grady indicated that Mr. Keiser's firm is Cornerstone Design in Otterbein, Indiana, not the other Cornerstone Design in Merrillville, Indiana.

The motion was adopted.

H. Contracts: 2008-09 CDBG Funds . Development

Director of Development Poole presented a list of the 2008-09 CDBG contracts, as well as New Chauncey Housing and Fire Station #1.

Ms. Goldman asked if the Almost Home Humane Society were part of the CDBG program. Clerk-Treasurer Rhodes answered that the Almost Home Humane Society is under a separate contract through a City budget line item.

<u>Agency</u>	<u>Amount</u>	
Community Health Clinic	\$ 3,000	
Lafayette Urban Ministries	\$ 6,370	
Mental Health America	\$ 5,800	
Lafayette Transitional Housing Center	\$ 11,090	
Tippecanoe County Child Care	\$ 19,410	
YWCA	\$ 3,040	
Food Finders Food Bank	\$ 3,480	
Tippecanoe County Council on Aging	\$ 5,590	
Family Services	\$ 7,166	
New Chauncey Housing, Inc.	\$110,000	* plus reimbursable administrative costs up to \$40,000
Fire Station #1 Masonry Rehab Project	\$100/hr not to exceed \$ 5,000	

Mr. Marley moved that all the listed contracts be approved. Ms. Goldman seconded the motion.

Mr. Marley asked if all these are grant dollars. Director of Development Poole responded that is the case. This is a reimbursable program, where the City sends out the money, then is reimbursed by CDBG. Mr. Marley said the City is acting as an agent or conduit. Mr. Poole confirmed that.

Ms. Goldman asked for clarification on the process of reimbursement. Assistant Director of Development Grady explained that the social service agencies are reimbursed after the fact based on their contracts. The agencies are reimbursed on a monthly or a quarterly basis by the City, but it is dependent on the agencies submitting beneficiary reports that shows what services were provided. The grants to the agencies have been approved by HUD for the amount in the allocation plan, as part of the CDBG process. The City requests drawdowns from the Federal Treasury upon submission of the payments to the agencies. The grant year begins July 1, and the City received notification from HUD about August 1 and entered into the agreement.

Mr. Marley asked about language in some of the service agreements that indicates that numbers are duplicated over the 12-month contract period. He asked if this is how many individuals are served each month. Assistant Director of Development Grady

said yes. He explained that agencies submit two reports. The other report is a HUD-required report showing unduplicated, first-time served within a five-year plan period.

Ms. Goldman asked if the City Attorney had reviewed these contracts. City Attorney Burns indicated that he had.

The motion was adopted.

I. Change Order #1: Truck . Street

Foreman/Equipment Operator VanMeter said the 2008 Freightliner truck was specified to be red, but when it was delivered, it was white. The company has agreed to reduce the price by \$1,500, which would be the cost of repainting. The new cost is \$79,858.

Ms. Goldman moved that the Change Order #1 be approved. Mr. Marley seconded the motion. The motion was adopted.

J. Request for Banner over Roadway: South River Road near Wood Street . Art on the Wabash . Development

Director of Development Poole explained that there is a policy that the Board of Works must approve banners that are hung across City streets. INDOT wants to know that the City approves the banner across South River Road for the Art on the Wabash event on September 14, 2008.

Ms. Goldman moved that the banner across South River Road be approved. Mr. Marley seconded the motion. The motion was adopted.

K. Request for Street Closing: Barlow Street from Covington to Wilshire . September 1 . Police

Police Chief Dombkowski presented the request to close Barlow Street from Covington to Wilshire on September 1 from 4:00 p.m. to dusk. He reported that the department heads have reviewed the request and are fine with it.

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

L. Elevation in Rank: Probationary Officer Daniel R. Griffin to Officer Second Class . Police

Police Chief Dombkowski said that Officer Griffin has been on the force for a year and is doing well. The Chief requested that Officer Griffin become a permanent part of the Police Department, with a new rate will be \$1,829.88, including shift differential.

Ms. Goldman moved that the elevation of Officer Griffin be approved. Mr. Marley seconded the motion. The motion was adopted.

M. New Hire: Michael J. Noworyta as Probationary Police Officer . Police
Police Chief Dombkowski reported that Michael J. Noworyta is moving from the Hammond Police Department, where he has served for three years. His start date will be September 8.

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

Chief Dombkowski said that the hiring of Mr. Noworyta brings the Department to full staff for officers. Currently, one officer is on military leave into 2009 at least, and possibly another officer will be on military leave beginning in 2009.

N. Claims

1. AP Docket \$34,640.73
2. AP Docket \$85,128.51

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

Ms. Goldman asked about the Ceridian Benefits Services (\$201.16.) Human Resources Director Foster said is the administrative services for the City's COBRA administration.

Ms. Goldman asked about the \$7,300 payment to O.W. Krohn & Associates for Consulting for the Redevelopment Commission. Clerk-Treasurer Rhodes answered that was for work for the Redevelopment Commission on the TIF Districts.

Mr. Marley asked about an entry that showed a payment by Parks to the Fire Department for diesel fuel (\$1,930.48) Fire Chief Drew responded that that was for temporary Station No. 3, where there is sharing of the space, utility costs, and one diesel tank. The Fire Department keeps track of what it uses, and the Parks Department pays for what it uses.

Mr. Marley asked about the Global Fest \$500 cash. Clerk-Treasurer Rhodes said those are approved by the Park Board. The money is used to provide a cash change fund for the event, and then those funds are remitted back to the City. There should be a petty cash check as well, for incidental expenses, for which it is impossible to produce a check instantly. Parks Superintendent Payne added that this is similar to the situation at the skating rink and the pool.

Mr. Marley asked about the payment for Global Fest to Mini-Gates Gulchies (\$500). Clerk-Treasurer Rhodes explained that prior to the event, the Assistant Superintendent of Parks requests that we prepare checks pursuant to contracts for entertainers, performers, other service providers at Global Fest. The checks are held until the terms of their contracts are fulfilled, then the checks are distributed to the entertainers, etc. at the conclusion of their service.

The motion was adopted.

O. Other

1. Fire Chief Drew advised those present that the Fire Department has become aware of a telemarketing fraud, and asked the media to alert the public of this situation. Individuals are contacted and asked for donations to purchase tickets for a show sponsored by the West Lafayette Fire Department. There is no such show.
2. Parks Superintendent Payne reminded those present that Global Fest is Saturday, September 13, and that the Naturalization Ceremony is Friday, September 12. Additionally, softball players have now been replaced by soccer players in Cumberland Park. Traffic on trails has been greater this year than in prior years.
3. Director of Development Poole commented that one of the joys of a college town is that people move out and move in. Complaints are common, but not unusual this time of year.
4. Police Chief Dombkowski said that September 6 is the first Purdue football home game. Preparations are still in progress. The Campus Bar Owners Coalition will meet later this week to work through back-to-school issues. At the recent K-9 Olympics, Jeff Dunscomb and his dog Kay placed in several events, including first place in narcotics detection.
5. City Engineer Buck thanked the *Journal and Courier* for their help in getting word out on the contractor starting the crack-sealing work on Salisbury Street. That work was completed yesterday, and work continues on Yeager Road and Kalberer Road, which should be done this week, weather permitting.

IV. ADJOURNMENT

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