

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

SEPTEMBER 23, 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. September 16, 2008, Meeting

Ms. Goldman moved to accept the minutes of the September 16, 2008, Board of Works meeting. Mr. Marley seconded the motion. The motion was adopted.

III. NEW BUSINESS

A. Bid Opening: WL Fire Station No. 1 Exterior Renovation – Development

Director of Development Poole explained that these bids are for a CBDG project dealing with renovation to the exterior at Fire Station No. 1. Because CBDG funds are being used on an historic building, Secretary of Interior standards are mandatory.

Clerk-Treasurer Rhodes read the bids aloud:

Bidder	Base Bid	[cast iron boots at existing downspouts] Alternate No. 1	Limestone replacement per square foot / Brick replacement per brick
Atlas Building Services Inc.	\$29,326.00	\$5,585.00	\$190.00 / \$27.00
Advanced Restoration Contractors Inc.	\$42,100.00	\$1,400.00	\$200.00 / \$50.00

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

B. Quote Opening: Fall 2008 Operation Releaf and Tree Fund 1.5-Inch Tree Projects – Development

Director of Development Poole stated that a request for quotes had been sent, asking for proposals for 1.5-inch diameter trees, believing that smaller nurseries would quote. Earlier, quotes for 2-inch diameter trees had been sought. This time, prices for 93 trees are requested, 62 of them to be placed in Prophets Ridge, and the remainder in various sites in West Lafayette.

Quoter	Amount
Lawn & Shrub, Inc.	\$16,486.00
Freedom Lawns	\$15,749.19
Bennett's Greenhouses, Inc.	\$15,197.87

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

C. Change Order No. 1: Milestone Contractors – 2008 Street Resurfacing Project – Net Deduct of \$52,542.49 – Engineering

City Engineer Buck recommended the Board approve Change Order No. 1 for the 2008 Street Resurfacing Project. The cover page reflects the distribution of funds, TIF and MVH, showing savings on quantities estimated on the TIF-funded streets due to the method of patching Chauncey Avenue. There was some overrun on curb and concrete work on the MVH-funded streets. The net change order is -\$52,542.49, making the new contract amount \$470,404.16.

Ms. Goldman moved that Change Order No. 1 for the 2008 Street Resurfacing Project be approved. Mr. Marley seconded the motion.

Mr. Buck noted that there would be a Change Order No. 2 from the TIF funds to pay for concrete bases for trash receptacles in the Village area.

Mr. Marley asked if the contractor measures the amount of material being used on the site. Mr. Buck said that his office does, both measuring and requiring material tickets. The actual quantities are verified. Mr. Marley asked if the Engineering Office makes the contractors aware of the change orders. Mr. Buck said that contractors do not watch as closely as the Engineering Office does. If there is a substantial difference from the estimate, the contractor is notified as soon as possible. This is not usually a problem, as the bid is on a unit price basis.

The motion was adopted.

D. Contract and Acceptance of Performance and Payment Bonds: Atlas Excavating – Happy Hollow Storm Sewer Erosion Control Project – Engineering

1. Certificate of Liability Insurance

City Engineer Buck presented the agreement between the City and Atlas, so that work can be started on the storm sewer reroute in Happy Hollow Park. There was a pre-construction meeting yesterday on site yesterday. Some of the concrete pipe and manhole sections need four to five days of lead-time, but the company hopes to complete the project, weather permitting, in three to four weeks.

Mr. Marley moved that the agreement, the performance and payment bonds, and the certificate of liability insurance be approved. Ms. Goldman seconded the motion.

Ms. Goldman asked if City Attorney Burns had reviewed the material. Mr. Burns replied that he had, and that it was all in acceptable legal form.

The motion was adopted.

E. SRF Payment Request and Related Listings – WWTU

1. Payment Request No. 82 – \$10,666 to Greeley & Hansen for Engineering Services – Western Sanitary Sewer Interceptor-Division III Project

Wastewater Utility Director Henderson presented an SRF Payment Request from Greeley & Hansen for work on the bid documents, specifications, and drawings for Phase III of the Western Sanitary Sewer Interceptor Project. The schedule for advertising is being determined, but should be in the next few months.

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

2. Listings

- a. Western Interceptor SRF Payment Listing
- b. WWTU Project Payments

There were no comments on the listings provided.

F. Agreement: Richard Huyck – Training for WWTU Laboratory Staff – WWTU

Wastewater Utility Director Henderson requested Board approval for an agreement with Richard Huyck who would train and mentor WWTU Laboratory Manager Stephen Nelson in laboratory standards and protocols. Mr. Huyck recently retired from the Muncie Sanitary District, having worked there for nearly 30 years, and is acknowledged for his expertise in this area.

Mayor Dennis asked what the total cost would be. Mr. Henderson responded that he would have a better idea after Mr. Huyck has been here for an initial assessment. He will keep the Board informed as he has information.

Ms. Goldman moved that the agreement with Mr. Huyck be approved. Mr. Marley seconded the motion. The motion was adopted.

G. Request for Street Closure: Seneca Lane – September 27, 4:45 p.m. to 8:30 p.m. for Seneca Lane Residents Party – Police

Police Chief Dombkowski reported that the closure request was for a block party for an annual event. Police, Fire, Engineering, and Street Departments have no issues with the request.

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

H. Claims

1. AP Docket \$983,933.19
2. AP Docket \$50,424.01
3. AP Docket \$272,397.39

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

Mr. Marley asked about the \$10,500 expense for repairs at the Happy Hollow maintenance shop. Clerk-Treasurer Rhodes responded that this expense is for the

beginning of the repair of the maintenance building at Happy Hollow Park. Assistant Parks Superintendent Ainsworth explained that it is the back of the building, that from the location with the trees and the moisture, there is damage, and raccoons are entering the facility. Ms. Rhodes added that aluminum siding was replacing the wood.

Ms. Goldman questioned the \$7,400 expense for 96-gallon trash totes, whether these items are re-sold. Clerk-Treasurer Rhodes answered that the Street Department is selling totes to citizens and collecting sales tax. The \$7,400 cost is for 100 totes and shipping of \$900. Street Commissioner Downey added that the totes are sold for \$65, covering our costs except for shipping, as we have done three or four times in the past. The City trash trucks are equipped with devices that dump the totes, which should reduce worker's comp claims. Lafayette has used these for years, and they are given to the citizens. Mr. Marley noted that Lafayette leases its totes. Mr. Downey said the Street Department has discouraged use of the one-and-a-half-yard metal containers, as they are bulky and hard to move in the winter. If the 96-gallon totes have wheel or lid damage in the first five years, the company will repair or replace it.

Mr. Marley asked about the \$413.53 payment for online parking fees. Clerk-Treasurer Rhodes responded that this is to pay the credit card fees related to online parking transactions. We are allowed to charge a fee because of enhanced access to the database. The fees are set such that, since 2001 when the process began, the account is about zero each year, so the City is not collecting more than its expenses. The entire credit card settlement authorization-vending situation will be revisited when eGov is online, because we will add an ebill option for wastewater utility service, and we will ask for quotes for all the segments at that time. Mr. Marley asked if we were getting some sort of discount rate for the service. Ms. Rhodes said we are subject to the normal discount rates and transaction fees of the industry, but they are ticket-driven and volume-driven.

Mr. Marley questioned the \$26,323.01 cost for the Duke Energy WWTU summary bill. Clerk-Treasurer Rhodes answered that this was the consolidated billing for the Wastewater Treatment Utility, which includes the Plant plus numerous lift station bills, adding that the Utility also pays an electric bill to R.E.M.C. for some of the stations located in that territory. Mr. Marley stated that this is a combination of several bills. Ms. Rhodes said that there are a few separate items that have not been incorporated—the Barberry lift station being one in process—but we have consolidated billings of electric bills, in cooperation with the Engineering Department and INTAC Management. This reduced the number of individual bills from about 30 to about six per month. We still get detailed bills on each account.

Mr. Marley asked about the bills for City Hall maintenance and Police Station maintenance from INTAC Management Group for \$5,500, whether these were payments on a maintenance contract, and \$7,000 to INTAC for LED lights. Clerk-Treasurer Rhodes answered that there is a contract. City Engineer Buck explained that this is a quarterly billing for both facilities. Ms. Rhodes said that the \$7,000 is for a project to install LED lights on the handicap ramp at City Hall to meet ADA requirements.

Mr. Marley requested information about the \$20,926.20 for lease/purchase for squad cars. Clerk-Treasurer Rhodes answered that this is the first payment to Sun Trust, a

contract that the Board executed. She added that the City is getting a discount of \$1,500, because of the Street Department truck paint color error. Mr. Marley asked if the dump truck was also part of the lease. Ms. Rhodes said that was.

The motion was adopted.

I. Request from Town of Shadeland to Purchase Road Salt – Mayor

Mayor Dennis read a letter from Ms. Peggy VanSchepen, Clerk-Treasurer of the Town of Shadeland, requesting to purchase 50 to 100 tons of road salt from the City of West Lafayette at cost for the 2008-2009 winter season.

Street Commissioner Downey said it is not that Shadeland cannot afford the cost, but that salt companies are requiring minimum amounts larger than what the town needs. City Attorney Burns asked how much 100 tons is. Mr. Downey said it was one tri-axle truckload. Clerk-Treasurer Rhodes mentioned that the IACT listserve has had lots of information and concern about road salt costs and availability, and if we needed to replace road salt, the cost would be astronomical. Mr. Burns asked if we could sell it at today's price. Mr. Downey said that we could. Ms. Goldman mentioned that our cost to replace our salt would be almost twice what we paid. Mr. Downey said we have a contract for 1,800 tons, an increase over last year, and he does not see a problem with selling the salt to Shadeland, and that it should not put the City in a bind. Mr. Marley clarified that the motion would be that the Street Department be allowed to sell 50 to 100 tons of road salt at the City's cost to Shadeland. Ms. Goldman asked what the City's cost per ton is. Street Commissioner Downey and Clerk-Treasurer Rhodes said the cost is about \$62 per ton. Mr. Marley clarified that the City has enough salt and would be recovering cost only. Mr. Downey agreed. City Attorney Burns said Shadeland would pick it up. Ms. Goldman asked what today's price would be for salt. Mr. Downey said he has heard prices of a low of \$45 per ton at Warsaw to a high of \$161 per ton.

Mr. Marley moved to allow the Street Department to sell 50 to 100 tons of road salt at cost to Shadeland. Ms. Goldman seconded the motion. The motion was approved.

J. Other Items

1. Police Chief Dombkowski announced that the Police Department had a low number of calls for service last weekend from the two previous games, 175 calls for service, only 10 people jailed versus 30-some at the first game. Alcohol arrests were steady at about 17. The Chief reminded those present that the Feast of the Hunters Moon is this upcoming weekend, with a lot of traffic moving through the City, as the Sheriff takes care of the traffic.

2. Wastewater Utility Director Henderson reported that the DeTrash the Wabash event last Friday went well. There will be another DeTrash event on October 11 with the Tippecanoe County Partnership for Water Quality.

3. Street Commissioner Downey distributed the new recycling flyer and noted it will be mailed to City households by Friday. Since it is not possible to know when the leaves will fall, the Street Department will post a schedule for leaf pickup on the City website and in the newspaper, to alert people to rake their leaves to the street about 18-inches from the curb for pickup by the leaf vacs. The Wildcat Solid Waste District

pays for the printing, but the City pays for mailing it. These brochures are updated, printed, and mailed twice a year. Mr. Downey also mentioned that Mrs. Warner at West Lafayette Jr./Sr. High School has increased the school's recycling by smashing No. 10 cans and making aluminum cans available for City pickup. The City makes an extra trip to the school to avoid the tip fee, and the recycling income increases.

IV. ADJOURNMENT

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