

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

NOVEMBER 12, 2008

11:06 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. CAUCUS TO REVIEW AGENDA

Agenda items were discussed among Board members and Department Heads. Item II-B from the Agenda [Request to Advertise Bids for City Fuel – Street and Sanitation] was postponed to the November 18, 2008, meeting.

II. APPROVAL OF MINUTES

A. November 5, 2008, Meeting

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

Mr. Marley requested that the start time of the meeting be changed to 11:29 a.m., as that is when the meeting convened.

The motion to approve the minutes with the changed start time was adopted.

III. NEW BUSINESS

A. SRF Payment Requests and Related Listings – WWTU

1. Payment Request No. 26 – \$307,000 to Bowen Engineering Corporation for Digester Renovation Project – Construction Services

2. Listings

a. Digester Renovation SRF Payments Listing

b. WWTU Project Payments

Wastewater Utility Director Henderson reported that the Digester Renovation Project is moving along well. There was a construction meeting this morning. The current estimate is that the digesters would be seeded in late January with material from the lagoon.

Ms. Goldman moved that SRF Payment Request No. 26 be approved. Mr. Marley seconded the motion. The motion was adopted.

B. New Hire: Roger Scheibe – Equipment Operator/Laborer – Street

Street Commissioner Downey informed the Board that Equipment Operator/Laborer Mr. Roger Scheibe will be paid [\$1,186.65 biweekly] from Wastewater funds. He is a replacement for an employee who retired. Mr. Scheibe passed his pre-employment drug screen, and does have a Class B CDL. He will be primarily in Wastewater, but will be cross-trained to drive a snowplow and operate other equipment. Mr. Downey asked for Board approval to hire Mr. Scheibe, and for the start date to be November 17.

Ms. Goldman moved that Mr. Roger Scheibe be hired as an Equipment Operator/Laborer. Mr. Marley seconded the motion. The motion was adopted.

C. Contract: Stericycle/Steri-Safe – Hazardous Waste Removal – Police

Police Captain Leroux requested the Board approve the contract with Stericycle, which disposes of biohazard material that is not either released through ambulance service or other means, items such as biohazards in cars. The company does a monthly pickup.

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

Ms. Goldman asked if the company picked up materials quarterly at a cost of \$84 per quarter. Captain Leroux responded that they bill quarterly, they pickup monthly for \$40 per month. If they have to make an additional pickup, the charge is \$84 additional.

City Attorney Burns asked if there were a current contract with the company. Captain Leroux answered that the Police Department does have a contract with the company. Mr. Burns said this is a 24-month contract. Captain Leroux confirmed that it is. Mr. Burns said the contract passes legal review.

Ms. Goldman asked if the company comes from Illinois to pick up materials. Captain Leroux responded that West Lafayette is on the route of numerous stops throughout the State.

The motion was adopted.

D. Request for Street Closure: Tapawingo Drive from State Street to Brown Street for Christmas Parade – Police

Police Captain Leroux requested Board approval to close Tapawingo Drive from State Street to Brown Street on December 7, from 2:00 p.m. to approximately 4:00 p.m. for the annual Christmas Parade. He added that the event organizers have petitioned the State for a lane closure on State Street that will involve shifting some traffic, to allow the parade to come from Lafayette. Captain Leroux noted that there is usually no trouble with this event, and the Police Department has no objections.

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

Mr. Marley asked if the time were 4:00 p.m. or 5:00 p.m., because the request from Greater Lafayette Commerce requested 5:00 p.m. Captain Leroux said he had written 4:00 p.m., which may be an approximate, depending on how the parade progresses. Mr. Marley asked who filled out the form. Captain Leroux said that he fills out the form, based on meetings with the event coordinators. Mr. Marley wondered if 4:00 p.m. would provide enough time. Captain Leroux said the time is approximate, as there is no way to control progress of the parade. Mr. Marley said it is a long parade, the largest holiday parade in the State of Indiana.

Captain Leroux offered that the Board could amend the time to 5:00 p.m. if it felt it was necessary. He said that the Police Department believes they can have it done by 4:00 p.m. Ms. Goldman said the Police should have what they need. Mayor Dennis stated that the time would remain at 4:00 p.m.

The motion was adopted.

E. Elevation in Rank: Second Class Officers Troy Greene and James Spray to Police Officers First Class – Police

Police Captain Leroux requested that the Board elevate Police Officers Second Class Troy Greene and James Spray to the rank of Police Officer First Class, effective November 20, 2008. Both officers work the third shift, from 10:00 p.m. to 8:00 a.m., which entitles them to a \$0.50 shift differential. Their new biweekly salaries will be \$1,871.47 each.

Ms. Goldman moved that Officers Second Class Troy Greene and James Spray be elevated to Police Officers First Class, effective November 20, 2008. Mr. Marley seconded the motion. The motion was adopted.

F. Claims

1. AP Docket \$ 1,007.82
2. AP Docket \$ 82,876.62
3. AP Docket \$ 95,099.09
4. PR Docket \$293,138.56
5. PR Docket \$ 11,475.82

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

Mr. Marley asked about the total payments of \$8,895.97 to Jack Doheny Supplies, Inc. Wastewater Utility Director Henderson responded that the payments were for a vactor repair. Ms. Goldman asked if the vactor were a new one. Mr. Henderson said it was for a new section of hose. Street Commissioner Downey said it was for a complete overhaul of the suction fan. Mr. Henderson added that the debris hose was also included. Mr. Downey said the payments were for the entire suction part, and will be close to \$10,000 in parts and labor when it is finished, but it is a \$290,000 piece of equipment. Clerk-Treasurer Rhodes asked how old the vactor is. Mr. Downey answered that it was nearly 10 years old, possibly older, but the goal is to get another three years' service out of it, cleaning catchbasins. The newer one, which is approximately six years old, has not had any trouble. Mr. Marley asked whether capital expenditures are projected for items such as this. Mr. Henderson

said that there is a capital improvement plan, and that he has talked with a representative from Jack Doheny Supplies, Inc. about different ways of financing a replacement, such as lease-purchase. In his prior position in the City of Warsaw, Mr. Henderson did a lease-purchase over five years, and that these agreements can be made over seven years. Ms. Goldman asked about the life expectancy of this type of equipment. Mr. Downey said it depends on usage, but 10 to 12 years is usual, but it is on the equipment replacement list.

Mr. Marley asked what the payment to Fisher Scientific is [\$911.60] was for. Wastewater Utility Director Henderson said Fisher is one of the vendors for laboratory supplies.

Mr. Marley asked about the \$5,207.05 payment to Hall Signs, Inc., whether these are new traffic signals. Street Commissioner Downey responded that the payment is for barricades and signs for stock, for usage as needed, as well as traffic cones and sign replacements for street name and stop signs. Mr. Downey said this is an expense about twice a year. Mr. Marley asked what a verticalcade is. Mr. Downey said it is the newer type of barricade, a tall cone that is somewhat flat and easier to handle. These are more stable in the street, and they will not cause as much damage if a vehicle runs over them, as do the steel-legged ones.

Mr. Marley asked about the Indiana-American Water bills on University Farm Park and Cumberland Park, whether it was for watering. Parks Superintendent Payne answered that the bill is usually a base rate, and there is some watering of the plantings in the parks done. Clerk-Treasurer Rhodes added that the Sewage Utility is billing various parks and recreational facilities based on meter size, although the City is unique in having seasonal facilities. She anticipates that a proposal would be brought to the Board for consideration for a category of rates for seasonal facilities that are shuttered for certain months of the year.

Mr. Marley asked about the drills that the Parks Department bought from Lowe's for \$558.00. Parks Superintendent Payne responded that these are for general use in the shop and for use away from the shop. It is an 18-volt drill driver, like a hammer-drill, and is useful for trail structure maintenance, for example. Street Commissioner Downey added that it probably a set with two batteries and a charger, and probably a saw with it.

Mr. Marley asked about the payment of \$1,195.00 to Reese Recreation Products, Inc. Parks Superintendent Payne answered that it is to replace a piece on one of the unique playground pieces at Peck-Trachtman Park, the "witch's hat." Mr. Marley asked if the net is cut. Mr. Payne said there is a cable in the middle, but it is severed. Clerk-Treasurer Rhodes asked if this might be covered by insurance. Mr. John Willis of MBAH Insurance, who was present, answered that it might be, subject to deductible. Mr. Marley asked if the cut cable had occurred before. Mr. Payne responded that this is the second replacement.

The motion was adopted.

G. Other Items

1. Parks Superintendent Payne reported that ice skating would be starting soon, the day after Thanksgiving.
2. Wastewater Utility Director Henderson informed the Board that last week IDEM representatives were here, reviewing the Utility as part of the "Clean Community Challenge" program. They toured the parks maintenance facility, the Street Department, and the Wastewater Utility. Their report and recommendations will be coming, and Mr. Henderson will report to the Board with that information.
3. City Engineer Buck stated that the Traffic Commission meeting would be moved from Wednesday, November 19, to Tuesday, November 18, due to some conflicts. He also reported that the pre-construction meeting for Phase 2 of the Salisbury Street Safety Improvements Project with the contractor, the school corporation, and several utility companies was held. The hope is that the Notice to Proceed will be presented to the Board next week, and that work will begin December 1.
4. Street Commissioner Downey reported that the Street Department is about halfway through with leaf season, with about five weeks to go. On December 1, they will start again in the north end again and work to the south. In 2007, the Street Department used 1,457 hours to pick up 886 tons of leaves. To date, they have used 570 hours to pick up 336 tons of leaves. Mr. Downey asked citizens to rake their leaves to the curb. Mayor Dennis requested that those who blow their leaves not blow them to the middle of streets, and requested the media present to help inform citizens of the guidelines. Mr. Downey added that, from a public safety point, bicyclists are impacted by leaves in the streets.

IV. ADJOURNMENT

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