

BOARD OF PUBLIC WORKS AND SAFETY MINUTES
November 27, 2007

Approved at the December 4, 2007, 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 November 27, 2007, at 11:00 a.m. Present were Janet L. Broyles, Gilbert T. Satterly, and Mayor Mills, who presided.

Quote Opening: City Hall Electrical Projects – Engineering

Clerk-Treasurer Rhodes opened three quotes for City Hall Electrical Projects.

Mayor Mills read the quotes aloud:

Quote from	Generator	Surge Protector	Handicap Lights	Roof Project
Twin City Electric	\$77,346	\$2,995	\$5,245	\$3,239
EMI	\$28,000	\$8,400	\$7,000	\$5,000
Huston Electric, Inc.	\$42,250	\$54,200	\$3,200	\$3,950

Notice to Bidders: Municipal Pool Safety Improvements, Phase III-Security Fence - Parks

Parks Superintendent Payne said I'd request the Board to approve the plans and specifications to essentially replace the fence at the pool. The bid notice has been prepared and the bids will be opened at the Board of Works on December 18.

Mr. Satterly said I move we approve the specifications and bid documents for the Municipal Pool Safety Improvements, Phase III-Security Fence dated November 30, 2007. Motion was seconded by Ms. Broyles, and the vote was AYE.

Parks Superintendent Payne said thank you. It's part of our continuing upkeep projects at the pool.

Revision to Personnel Policy – Human Resources

Human Resources Director Foster said I request Board of Works approval on a revision to the personnel manual. If it gets approved by Council at the December meeting, it would be effective January 1, 2008. Other than some minor primarily housekeeping changes, the main change is vacation policy. Currently we have several variations of that. In my opinion, I think the variety of vacation plans cause a lot of confusion on how that works and this is a proposed one uniform policy for all civilian employees. And then earlier in the year, Governor Daniels passed a Military Family Leave Act, an Indiana State law, which we need to implement, and that is in there. And then our smoke-free workplace policy has been entered into the manual as well, which we've been, of course, going by since July 1.

Ms. Broyles said I move that we approve the revisions to the City of West Lafayette personnel manual, as distributed, and it will be effective January 1, 2008. Motion was seconded by Mr. Satterly, and the vote was AYE.

Information for Board and Public: SSO and CSO Last Week, Trash Pickup during Holiday Week – Public Works

Public Works Director Downey said just for the Board's information. Last week we had a 2+ inch rain in West Lafayette. We had an SSO because of that rain, we had a sanitary sewer overflow, which was reported to IDEM, at Green Meadows Lift Station, which is due for renovation which should prevent that. Barbary Lift Station, which was renovated, worked perfectly. Only two pumps ran, and the wet well never exceeded seven feet in depth. Trash was moved from Thursday—1,400 customers were moved from Thursday to Wednesday, and we only received five calls of missed trash due to communication. So, I'd say we've had pretty good days, considering it rained all day and we doubled up.

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Mayor Mills said and they had to pickup in the pouring rain. And they did again yesterday, too.

Information for Board and Public: Leaf Pickups – Street

Public Works Director Downey said there are some calls. Some people got their leaves because they all fell at once. They hung on quite a while and then they fell quickly. My advice is everybody should get one more pickup without a problem. My advice is rake them up, get them out now, and some people are concerned about the fact that "I've got many, many, many leaves and I can't get them all." Get them out there, because Christmas will be here shortly, and after that, it'll be tough to pick them up. So get them raked out there. We'll get to them as quickly as we can.

Mr. Satterly said when's your last run forecast?

Public Works Director Downey said basically it will be the snow, about just before Christmas. A little bit of snow won't hurt. I've got ten employees and four leaf vacs out now, running as hard as they can run, without doing overtime.

Correction to Change Order No. 1: Western Sanitary Sewer-Division I – Atlas Excavating, Inc. – Minutes of November 13, 2007 – Clerk-Treasurer

Clerk-Treasurer Rhodes said this is a question for the Board of Works. Mr. [Public Works Director] Downey, what is the situation with the final change order for the Western Sanitary Sewer Interceptor-Division I that the Board approved on November 13, in which Mr. Satterly asked for approval for an amount, \$5,190.59 as a deduct, but the change order that you presented for the Board to sign had a net deduct of \$10,030.59.

Public Works Director Downey said and I believe that is still correct. But again, I have not heard from that contractor. I hope to hear from him this week and get this solved and taken care of.

Clerk-Treasurer Rhodes said what does this have to do with the contractor?

Public Works Director Downey said well, he hasn't approved all the final changes yet.

Clerk-Treasurer Rhodes said I think the problem is the Board approved one amount and you gave them a different document to sign, and so it's really not a contractor problem at this point. It's a Board of Works problem. I'd ask that the minutes be corrected to reflect the document we actually signed. Is there any impediment to that? May I have a motion to correct the minutes of November 13 to reflect the document that was actually signed, as a requested in my email of November 15?

Mr. Satterly said I'll move that.

Clerk-Treasurer Rhodes said thank you.

Ms. Broyles said I'll second it.

The vote to amend the minutes of November 13 was AYE.

Promotions: to Assistant Chief – Jeff Holder and Bob Molter; to Captain – Mike Gruver, Rick Anderson, and Ed Spitznagle – Fire

Fire Chief Drew said I've got two items this morning. The DROP retirement that's been talked about for a while now, the picture is becoming much clearer. Assistant Chief Larry Grant, Assistant Chief Dave Glover, and Captain Steve Fountain are all planning to retire in the second half of December. And then that will create a number of openings throughout the department, as far as

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the different officer levels. So this morning, I'm requesting that Jeff Holder be promoted from Captain on B shift to Assistant Chief on B shift, effective December 30; Bob Molter, from Captain on C shift to Assistant Chief on C shift, effective, December 28. The Assistant Chief's salary for 2008 is \$2,230.27 biweekly. And then Captain's positions, Mike Gruver from Lieutenant on A shift to Captain on A shift, effective December 21; Rick Anderson from Lieutenant on B shift to Captain on B shift, effective December 30; and Ed Spitznagle from Lieutenant on C shift to Captain on C shift, effective December 28. The 2008 Captain's salary is \$2,105.63 biweekly. So I would request those promotions be approved for now, and then there will, of course, be more coming here in the next couple weeks.

Ms. Broyles said I move that we approve the following promotions. The first is Jeff Holder, from Captain on B shift to Assistant Chief on B, effective December 30, 2007; and Bob Molter, from Captain on C shift to Assistant Chief on C shift, effective December 28, 2007. The 2008 Assistant Chief salary is \$2,230.27 biweekly. And then Captain promotions are Mike Gruver, from Lieutenant on A shift to Captain on A shift, effective December 21, 2007; Rick Anderson from Lieutenant on B shift to Captain on B shift, effective December 30, 2007; and Ed Spitznagle from Lieutenant on C shift to Captain on C shift, effective December 28, 2007, with a biweekly salary of \$2,107.63. Motion was seconded by Mr. Satterly, and the vote was AYE.

Promotion: Tony Schutter to Fire Department Mechanic – Fire

Fire Chief Drew said the other item is the department mechanic. Chuck Eldridge has served as the department mechanic for well over 25 years now, and he's decided that it's time for him to pass it on to somebody else, at his request. He's worked with Tony Schutter now for the past year, been working with Tony Schutter and getting him up to speed on the mechanic work. Tony Schutter's quite capable and qualified to do this work. So Chuck Eldridge has requested that Tony Schutter replace him as Mechanic, and I agree with that request and present it to the Board this morning. This would be effective on the 29th of December, that is at the beginning of a new payroll. And the biweekly salary for this position is \$111.73.

Ms. Broyles said I move that we approve the promotion of Tony Schutter to Fire Department Mechanic. The biweekly salary is \$111.73, and effective with the payroll period that begins December 29, 2007. Motion was seconded by Mr. Satterly, and the vote was AYE.

Change Order #1: Milestone Contractors – 2007 Sidewalk Spot Repair and Universal Access Ramp Project – Engineering

City Engineer Buck said I have several change orders for the Board this morning. The first, I'd like to request approval for Change Order #1 to the 2007 Sidewalk Spot Repair and Universal Access Ramp Project. Basically these are our quantity adjustments that were needed in the field to make things work, basically. Additional concrete curb and sidewalk, mostly. The total amount is \$55,180.52 add. That brings the new contract amount to \$305,990.52.

Clerk-Treasurer Rhodes said what fund is going to pay for that change order?

City Engineer Buck said it's a combination of EDIT and CCD funds that we had for the project.

Mr. Satterly said I move we approve Change Order #1 to the 2007 Sidewalk Sport Repair and Universal Access Ramp Project. It's an addition of \$55,180.52. Motion was seconded by Ms. Broyles, and the vote was AYE.

Change Order #5: Milestone Contractors – 2007 Street Resurfacing Project – Engineering

City Engineer Buck said the next two change orders are for the 2007 Street Resurfacing Project. The first is Change Order #5, and it is for work associated really through the Redevelopment TIF

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District and in association with the Chauncey Square Development. And it's curb and gutter, pervious pavement, some sidewalks and ramps. It's a total add of \$82,325.10, and that brings that contract amount to \$663,916.59, and that will be paid through appropriations from the Levee/Village TIF.

Ms. Broyles said I move that we approve Change Order #5 for the 2007 Street Resurfacing Project in the Chauncey Area, and it's an add of \$82,325.10. Motion was seconded by Mr. Satterly, and the vote was AYE.

Change Order #6: Milestone Contractors – 2007 Street Resurfacing Project – Engineering

City Engineer Buck said and the last item is Change Order #6 for the street resurfacing, again, the 2007 Street Resurfacing Project. It's an \$18,238 add for new curb and gutter replacing the deteriorating curb and gutter near the intersection of Ravinia and Northridge, and kind of doing a little bit of realignment with that intersection to improve some sight distance. It's a small ongoing project that we're working on. That makes the new contract amount \$682,154.59, and that will be paid by Street funds, a combination of MVH, LRS, LOHUT, Major Moves.

Mr. Satterly said I move we approve Change Order #6 on the 2007 Street Resurfacing Project. It's an addition of \$18,238. Motion was seconded by Ms. Broyles, and the vote was AYE.

Information for Board: Bid Opening for Wabash Landing Garage Capital Repairs – Development

Director of Development Andrew said I'd like for the Board to know they'll be receiving sealed bids on the 11th of December for Wabash Landing Garage Capital Repairs, Phase III. It was advertised on the 23rd of November and again on the 30th.

Claims

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

Payroll	\$300,855.88
Accounts Payable	\$1,372.89
Accounts Payable	\$83,523.74
Accounts Payable	\$33,708.13
Accounts Payable	\$233,371.29
Payroll	\$11,111.77

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

Minutes

Mr. Satterly said I move we approve the minutes of the Board of Public Works and Safety meeting of November 19, 2007, as distributed. 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.