

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

DECEMBER 16, 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. CAUCUS TO REVIEW AGENDA

There was no discussion among Board members and Department Heads.

II. APPROVAL OF MINUTES

A. December 9, 2008, Meeting

Ms. Goldman moved to accept the minutes of the December 9, 2008, Board of Works meeting. Mr. Marley seconded the motion. The motion was adopted.

III. NEW BUSINESS

A. RFP Opening: Professional Services for Safe Routes to School Master Plan – Engineering

City Engineer Buck provided background on the RFP. The City received a grant for \$71,000 from the Federal Highway Administration through INDOT for Safe Routes to School, a non-infrastructure project, to develop a master plan for the City to improve safety for walking and biking to school. These proposals are a result of that grant, the master plan of which will be for \$50,000, through the INDOT RFQ/RFP/LOI website that the State set up. Mayor Dennis added that the safe routes project includes signage, electronics, and traffic-controlling devices. Mr. Buck said that part of the process involves identification of what is of most interest and practicality to our community, the school corporation, the principals, and the parents. The rest of the money in the grant could be used to implement some of those activities.

Clerk-Treasurer Rhodes read aloud the names of the firms submitting:

RFP from

Parsons Brinckerhoff

Beam Longest and Neff, L.L.C.

Hannum, Wagle & Cline Engineering

Schreiber Anderson Associates, Inc.

The Schneider Corporation

Wilbur Smith Associates, Inc.

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

B. Warranty Deeds: Salisbury Street Safety Improvements Phase 2 Project – Engineering

1. Parcel 03: Redeemer Lutheran Church – 0.04 acres
2. Parcel 10: Jon Lange and Susan Lange and Steven C. Lange – 0.05 acres
3. Parcel 17: Joe N. Morgan, III – 0.09 acres

City Engineer Buck presented the next three parcels that the City will purchase for right-of-way for the Salisbury Street Safety Improvements Phase 2 Project and requested that the Board approve the acquisitions and warranty deeds.

Ms. Goldman moved that the parcels be accepted. Mr. Marley seconded the motion.

Mr. Marley asked where the purchase prices were listed. Mayor Dennis answered that there is a spreadsheet that shows that information.

City Attorney Burns mentioned that he approved all the deeds.

The motion was adopted.

C. Supplemental Agreement No. 2 to Task Order No. 2: HNTB – Happy Hollow Park Grounds Slide Repair – Engineering

City Engineer Buck mentioned that Atlas Excavating has been working in Happy Hollow Park. The storm sewer pipe installation is completed and, as a part of Change Order No. 2 that will be brought to the Board in the future, Atlas has created an access road from Happy Hollow Road [State Road 443], to the landslide area. He presented photos to show the work done. The original Supplemental Agreement No. 1 and the original Task Order No. 2 for HNTB included construction engineering services and time. That has now been exhausted, and HNTB is now requesting another three weeks of time in order to ensure that the area is stabilized and ready for planting seed or vegetation in the spring. When the ground is frozen, work in the area is easier and less likely to erode.

Ms. Goldman asked whether the road was part of the Park trail. City Engineer Buck answered that Atlas has tried, as much as possible, to minimize disruption, so that the haul road developed to access the slide area will dovetail with the future extension of the Wabash Heritage Trail. The parking lot that Bowen put in for the contractor for Indiana-American Water has been discussed in previous meetings and is part of that scheme.

Ms. Goldman moved that Supplemental Agreement No. 2 to Task Order No. 2 with HNTB be approved. Mr. Marley seconded the motion.

City Engineer Buck said he had reviewed this item with Wastewater Utility Director Henderson, since WWTU is funding the project.

Mr. Marley asked if this part of the project would take three weeks, weather permitting, as the contract indicates. Mr. Buck indicated that they will work when the weather permits, dependent on cold weather. In aggregate, there will be 15 working days, to get most of the grading work done and material added to the landslide, as well as the slope changes. This contract is for inspecting and monitoring the work, not actual construction.

The motion was adopted.

D. Contract: American Structurepoint – General Consulting Services Master Agreement – Engineering

1. Task Order No. 1 – Development of Roundabout Design Guidelines
2. Task Order No. 2 – Roundabout Design Peer Review

City Engineer Buck asked the Board to approve a general consulting services agreement with American Structurepoint, as well as Task Orders 1 and 2, to help develop standards for roundabouts and their designs. The City is currently looking at as many as five locations for roundabouts, each by a different design consultant. Items such as signage, pavement markings, lighting, and general geometric layouts have an impact on how the roundabouts will operate. Based on the experiences that other communities such as Carmel have had, Mr. Buck hopes to work out most of the issues before construction. In that way, West Lafayette's roundabouts will be consistent, if not identical. The amounts in each of the task orders are not-to-exceed amounts. Mayor Dennis added that this will be money well spent, because standardization will make it easier for the public to understand and make our community more progressive with roundabouts. Mr. Buck said that one item under consideration is a public educational task order that would provide a website, presentations, or other materials to help demonstrate how roundabouts are supposed to function and how drivers are supposed to use them.

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

Ms. Goldman asked if this would be funded with CDBG funds. City Engineer Buck answered that it would be paid from EDIT Consulting.

Mr. Marley asked if American Structurepoint was on the list of possible contractors for roundabouts that had been previously reviewed. Mr. Buck indicated that American Structurepoint is one of the consultants doing one of the projects with the proposed roundabout in West Lafayette. The familiarity that they have in the State of Indiana and the communities that are doing roundabouts was the other major consideration. They have a lot of experience in other communities such as Valparaiso, Fishers, and Carmel, and the tweaks to make those function well after construction. Mr. Buck introduced John Kennedy with American Structurepoint, who is available to answer any questions.

Mr. Marley asked Mr. Kennedy if he was familiar with the 116th Street roundabout in Carmel. Mr. Kennedy said that he was more familiar with the one in Valparaiso. It was the first one in the State on a State highway, so INDOT was involved. The night before the public hearing at the Board of Works, American Structurepoint held a

symposium at Valparaiso University, so that the public could ask questions. That proved to be very effective in addressing public concerns.

City Engineer Buck said roundabouts reduce speeds at intersections to 20 mph, so that any accidents are property damage only. T-bone crashes that involve personal injury are eliminated. In some cases, there is the same number or a few more accidents, because of the flowing traffic, but in general, the accidents that do happen are either reduced or less hazardous in nature. Insurance institutes are studying those impacts and those effects, because they save a lot of money when roundabouts are utilized.

The motion was adopted.

E. SRF Payment Request and Related Listings – WWTU

1. Payment Request No. 28 – \$1,186,158 to Bowen Engineering Corp. for Construction Services – Digester Renovation Project
2. Listings
 - a. Digester Renovation SRF Payments Listing
 - b. WWTU Project Payments

Wastewater Utility Director Henderson presented SRF Payment Request No. 28 for Board approval. The major portion of the payment is the 1.5 megawatt generator that is now installed. That cost was \$430,000.

Mayor Dennis asked if the generator covers all power needs for the Utility. Mr. Henderson said that it would. He reported that, during the mid-1990's upgrade, the plan was to have two separate electric feeds, but that didn't happen. Because there has to be a backup power source, the backup generator was the alternative.

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

There were no questions or comments on the related listings.

F. Bid Acceptance: Western Sanitary Sewer-Division III – WWTU

Wastewater Utility Director Henderson asked the Board to accept the engineer's recommendation for the bid. At that point, a letter will be sent to SRF which includes the summary of the bids, the evidence of advertising, and other paperwork. SRF will review the material and provide a notice that the award can be made to the contractor chosen. Then the bid can be officially awarded.

Ms. Goldman moved that the engineer's recommendation be accepted. Mr. Marley seconded the motion. The motion was adopted.

G. Contract: Motorola – Service Agreement for Radios – Police

Police Chief Dombkowski presented the annual agreement with Motorola for both mobile radios in squad cars and portable radios which each officer carries. The amount is \$6,751.08 for 2009. Each one of the hand-held radios is nearly \$4,000. Between 20 and 30 are new, through a system upgrade re-band that Motorola funded; those radios are not included in this agreement, because they have a one-

year manufacturer warranty. In 2010, the contract amount will rise, since more equipment will be covered.

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

Ms. Goldman asked how the cost compares with the coverage for 2008. Chief Dombkowski said the cost was within a few hundred dollars.

The motion was adopted.

H. Contract: MacAllister Power Systems for Emergency Generator Systems – Police
Police Chief Dombkowski presented the contract with MacAllister Power Systems, noting that there is a new coverage for City Hall and the transfer switch that activates both the Police Building and City Hall when the power goes out. It is an additional \$225 to cover the switch. City Engineer Buck has been involved in the evaluation, and both Mr. Buck and Chief Dombkowski recommend that the three-year option be selected, to hold the price.

Ms. Goldman moved that the three-year contract with MacAllister Power Systems be approved. Mr. Marley seconded the motion.

Ms. Goldman asked how the agreement compares to 2008. Chief Dombkowski said the annual rate was the same, without the addition of the \$225 switch coverage and City Hall coverage. City Engineer Buck said the City Hall switch feeds the emergency siren on the roof, so that is critical coverage.

The motion was adopted.

I. Contract: 2009 Almost Home Humane Society – Clerk-Treasurer

Clerk-Treasurer Rhodes said that the Police Department Animal Control Officer John King and representatives from the Almost Home Humane Society [AHHS] have worked closely on the agreement, making it much more specific. The 2009 cost of \$23,400 is a reduction from the 2008 amount approved in January, based on the most recent data available for animals cared for by AHHS that originate within the West Lafayette jurisdiction.

Ms. Goldman moved that the 2009 contract with AHHS be approved. Mr. Marley seconded the motion.

Ms. Michelle Dexter [AHHS Executive Director] offered to answer any questions, and also thanked Officer King and Clerk-Treasurer Rhodes for their work. Mayor Dennis thanked Ms. Dexter and the AHHS staff for their efforts in reducing the City's costs. The quality service is important to West Lafayette. He also thanked Officer King for his work in making sure the animals are from the City of West Lafayette and that we are being billed appropriately.

Clerk-Treasurer Rhodes introduced Mr. Randy Vernon, a representative of the AHHS board.

Mr. Marley asked how the rate was derived, whether it was the animals that were collected within the City limits. Ms. Dexter said that the rate is based on the previous year's numbers, in this case the 2009 rate is based on the 2007 statistics. The animals are just from the jurisdiction of West Lafayette, which are verified by Officer King or the Clerk-Treasurer's Office, right down to the road. Additionally, the shelter reduced its costs dramatically for supplies. Mr. Marley asked if all the jurisdictions are handled in the same way. Ms. Dexter noted that AHHS only has contracts with Lafayette and West Lafayette, with both 2009 rates reduced. The costs are based on the five-day stray holding period for basic care.

The motion was adopted.

J. Contract: Boyce Systems – EZStub Payment Package for City Payroll – Clerk-Treasurer

Clerk-Treasurer Rhodes presented a contract with Boyce Systems for secure online access to pay stub information for employees that will allow them to view the current year and, eventually, several years' worth of information. This agreement is with our current accounting system vendor Komputrol-Boyce Systems to set up the program for \$1,000, and \$60 per month. The fee is based on 200 employees per month; while there are higher payrolls than that throughout the year due to seasonal employees, the base employee count is approximately 200. The cost is reasonable and will be a tremendous cost savings and reduce costs for checks, envelopes, printing supplies, and staff time to prepare checks, deposit advices, stuff envelopes, and staff time in other departments from having to collect the paycheck information from the Clerk-Treasurer's Office each payroll. Ms. Rhodes added that this is one of the many steps her office will take, to use technology to cut costs in the City and provide better service.

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

Ms. Goldman asked if the contract provides for security of the system. Clerk-Treasurer Rhodes answered that the provider of service for the website hosting and processing the actual payments is National Payment Corporation, which has provided the certificates of security. The company is one of the major processors in the country and meets all security requirements. There will be no posting of private information on any City-related site that does not have the security certifications. The City would not be able to afford to host such a site independently, due to the maintenance requirements. Clerk-Treasurer Rhodes reported that she has done due diligence.

The motion was adopted.

K. WWTU Billing Office Positions – Clerk-Treasurer

Clerk-Treasurer Rhodes stated that she and Wastewater Utility Director Henderson worked to move the WWTU Billing Office to City Hall. Effective with the 2009 salary ordinance, positions held by both the WWTU Billing Office and the Clerk-Treasurer staffs have been changed into three tiers, Accounting I, II, and III. The request is for

the approval of positions and salary levels [Accounting I, \$1,087.87 biweekly; Accounting II, \$1,291.15 biweekly; Accounting II, \$1,404.00 biweekly], as outlined in the memorandum.

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

Mayor Dennis said this is part of a process that will be ongoing, to consolidate all financial operations under one area. It makes good sense and it is good business, helping to eliminate duplication and redundancy.

The motion was adopted.

L. Contract: T.J. Gall & Associates – Project Coordination Services for 2009 Village Site Furnishing Repair/Replacement Project – Development

Director of Development Poole explained that Mr. Gall would help the City with work in the Village on such items as trashcan locations, bench relocations, bollards, and brick paver repairs. The contract is for \$8,918.

Mayor Dennis said that some of the work has already begun. Mr. Poole said he also is continuing some of the work that has been done in Chauncey Square and in the Village area.

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

Mayor Dennis said the project itself would be based on the availability of funds. Mr. Gall provides quality service at a very good price, a lot of good work for the City.

The motion was adopted.

M. Request to Declare Items Surplus – Development

Director of Development Poole reported that the Development Department has shifted, resulting in items excess to needs. The old metal desk is missing drawers.

Ms. Goldman moved that the items be declared surplus. Mr. Marley seconded the motion.

Mayor Dennis remarked that Mr. Poole has done an excellent job with his department, making it a more welcoming and efficient place, and he and Administrative Assistant Deb Kervin have done a great job of taking care of those things.

The motion was adopted.

N. Bid Acceptance: Ceres Solutions – 2009 City Fuel – Street

Street Commissioner Downey stated that there was only one bid. He noted that there was a discrepancy in that we requested 40,000 gallons of Regular and Premium Diesel Fuel, and 30,000 gallons were quoted. Mr. Downey said he did not

believe this was a problem, in discussion with City Attorney Burns. Mr. Burns said that, so long as Mr. Downey is willing to accept or reject on that basis. Mr. Downey reported that he had talked with Ceres, and the company does not have a problem selling the City more than 30,000.

Ms. Goldman moved that the bid be accepted. Mr. Marley seconded the motion.

Mayor Dennis noted that the City has cut its fuel use substantially. The department heads have done a good job collectively in reducing fuel usage.

The motion was adopted.

O. Elevations in Rank: Glover, Taylor, and VanNess from Entry Level to Firefighters, Second Class – Fire

Fire Chief Drew requested the Board approve the elevations in rank for Entry Level Firefighters Kyle Glover, Justin Taylor, and Jon VanNess to Firefighters, Second Class, effective with their hire dates, as noted in the memorandum. Each has done a good job, has fit in well with the team, and shown competence in his job. The 2009 biweekly salary for this position is \$1,843.58.

Ms. Goldman moved that the elevations in rank be approved. Mr. Marley seconded the motion.

Ms. Goldman asked if Firefighter, Second Class the next level from the entry level. Chief Drew said that it is, and the level after that is Firefighter, First Class.

Mr. Marley asked if there is a pay scale associated with each level. Chief Drew said that there is a fixed scale.

The motion was adopted.

P. Claims

1. AP Docket \$351,548.12

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

Q. Other Items

1. City Engineer Buck reported that the Board would receive the review scoring sheets and materials for the Safe Routes to School RFPs. City Attorney Burns asked about the timing. Mr. Buck responded that they would like to have both the infrastructure and non-infrastructure grants completed by the end of summer 2009, in time for the start of that school year, so he would like to have the consultant selected by the first part of February and work through the spring semester and summer with the schools.

2. Street Commissioner Downey announced that the Street Department would now only pick up leaves in rigid containers on Mondays and Fridays. The leaf

vacuums have been disassembled, and salt spreaders and plows have been added.

IV. ADJOURNMENT

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