

BOARD OF PUBLIC WORKS AND SAFETY MINUTES  
December 18, 2007

Approved at the December 27, 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 December 18, 2007, at 11:00 a.m. Present were Janet L. Broyles and Gilbert T. Satterly who presided. Mayor Mills was absent.

**Bid Opening: 2008 City Fuel – Street**

Clerk-Treasurer Rhodes opened one bid for 2008 City Fuel.

Mr. Satterly read the bid aloud:

<b><u>Bidder</u></b>	<b><u>No. Gals.</u></b>	<b><u>Tank Wagon Price/gal</u></b>
<b>Ceres Solutions</b>		
Gasoline – Premium, Non-Leaded Gasohol	70,000	
Regular, non-leaded (min 87 octane)		\$2.4410
Ninety Plus, Non-leaded (90 octane)		2.5100
Premium Unleaded (92 octane)		2.5560
Gasohol (90 octane)		2.3900
<b><u>Diesel Fuel</u></b>		
Diesel Fuel Premium—blended—low sulfur	30,000	
Premium Diesel-R (50 cetane) ULS		\$2.8040
#1 Diesel (K-1) ULS		3.1820
#1 Premium Diesel-R (50-50 blend) 50 cetane		2.9930
Diesel Fuel Regular—blended—low sulfur	30,000	
Diesel-R (40 cetane min) ULS		\$2.7690
#1 Diesel (K-1) ULS		3.1820
Diesel-R (50-50 blend) 40 cetane		2.9755
Diesel Fuel, low sulfur #1	6,000	
#1 Diesel (47.0 cetane)		\$3.1820
Diesel Fuel, low sulfur #2	4,000	
#2 low sulfur Diesel		\$2.7720
Bio Diesel—100% low sulfur	6,000	
100% Bio Diesel		\$3.430
Bio Diesel—20% blend, low sulfur	4,000	
Bio Diesel 20% blend		\$2.908

Mr. Satterly noted the bids are accepted for review.

**Bid Opening: West Lafayette Pool Safety Improvements-Phase III-Security Fence – Parks**

Clerk-Treasurer Rhodes opened three bids for West Lafayette Pool Safety Improvements-Phase III-Security Fence.

Mr. Satterly read the bids aloud:

<b><u>Bidder</u></b>	<b><u>Total Base Bid</u></b>	<b><u>Alternate No. 1</u></b>	<b><u>Alternate No. 2</u></b>
Nationwide Fence & Supply Co.	\$45,451.65	\$1,342.57	\$2,477.33
Mr. Fence-It	\$40,118.00	\$ 662.00	\$1,692.00
Cameron Fence Co., Inc.	\$37,825.00	0.00	0.00

The bid submitted by Mr. Fence-It lacked the non-collusion affidavit and therefore was non-compliant with bid requirements. On advice of City Attorney Bauman, the bid was read, but could not be considered, because the requirement of the non-collusion affidavit cannot be waived.

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Mr. Satterly said the bids would be taken under advisement. Parks Superintendent Payne said the Park Board granted him the authority to review the bids and make certain the lowest responsive and responsible bid was accepted. At that point, on behalf of the Park Board, Parks Superintendent Payne will enter into a contract and purchase order for the fencing, and will announce the selection at the next Board of Works meeting.

Transfer of Asset: Tapawingo Park/Riverside Stormwater Sewer to WWTU – Parks

Clerk-Treasurer Rhodes asked the Board to allow her to transfer the Riverside Stormwater Project, which was constructed in Tapawingo Park, from City capital assets to the Wastewater Treatment Utility capital asset grouping.

Ms. Broyles made the motion to approve the recommendation, and the motion was seconded by Mr. Satterly. The vote was AYE.

New Hires: Debra Foster and Sherri Galbraith – School Crossing Guards – Police

Human Resources Director Foster requested, on behalf of the Police Department, that Debra Foster and Sherri Galbraith be hired as school crossing guards, effective January 8, 2008. They replace Sheri Erdman, and will share the crossing guard position, with Ms. Foster working in the morning and Ms. Galbraith, the afternoon. The 2008 daily rate is \$31.45.

Ms. Broyles made the motion to approve the request, and the motion was seconded by Mr. Satterly. The vote was AYE.

Delinquent Account Write Off – WWTU

Public Works Director Downey presented the request of Lorraine Wilkins, Financial Manager of the WWTU for Board approval to write off delinquent accounts for the Wastewater Treatment Utility in the amount of \$437.33.

The Clerk-Treasurer asked if any of those accounts represent people who owned rental properties and continue to own rental properties in the City.

Public Works Director Downey said he did not know, but that she [Ms. Wilkins, WWTU Financial Manager] has made an attempt to collect those accounts.

Clerk-Treasurer Rhodes requested that the accounts be read into the record. She said she had not seen the list.

Ms. Broyles read the accounts aloud.

<b>NAME</b>	<b>ADDRESS</b>	<b>AMOUNT</b>
Beth Nichols	316 South Grant Street	\$69.00
Erik Gough	1101 Riverton Drive	16.83
Adam Townsend	1209 Sunset Lane	16.83
Dr. John Tse	2541-J Neil Armstrong Drive	18.51
Brandi Cameron	2541-R Neil Armstrong Drive	140.25
Linda McCausland	909 Windsor Drive	22.44
Marshall C. Johnson	915 Kent Avenue	131.03
Anna Loro	1729 Sandpiper Court	22.44
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	Total	\$437.33

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Ms. Broyles made the motion to approve the request, and the motion was seconded by Mr. Satterly. The vote was AYE.

Credit Balance Account Write Off – WWTU

Public Works Director Downey presented the request of Lorraine Wilkins, Financial Manager of the WWTU for Board approval to write off the credit balances on the final billings for the Wastewater Treatment Utility.

Ms. Broyles read the accounts aloud.

<b>NAME</b>	<b>ADDRESS</b>	<b>AMOUNT</b>
Lindsey Michals	360 Northwestern Ave., #3	\$(1.68)
Matthew Eaton	222 West Wood Street, #18	(1.68)
Katerina Pitoukkas	620 Robinson Street	(2.58)
Alex Casta	2541-K Neil Armstrong Drive	(1.68)
Sheryl Shook Butcher	2541-P Neil Armstrong Drive	(1.68)
Sheng Zhenz	848 Ashland Street	(2.34)
Sheryl Criss	537 Westview Circle	(1.68)
Gregory Stephens	202 East Pine Avenue	<u>(1.09)</u>
	Total	\$(14.41)

Clerk-Treasurer Rhodes said and you believe there has been an attempt to refund these, or are these just simply accounts that Ms. Wilkins felt it wasn't cost-effective to attempt to refund?

Public Works Director Downey said correct, the second statement you made.

Clerk-Treasurer Rhodes expressed concern that the WWTU has no policy and credit write offs were being done at the discretion of the Financial Manager until this practice came to the Clerk-Treasurer's attention. She stated this is the first time these items have been brought to the Board and once more I didn't know this was coming. She said I strongly urge that there needs to be a policy to determine what refunds you decide are not worth the effort to make.

Public Works Director Downey said that's why I bring them to the Board.

Mr. Satterly said what is your suggestion?

Clerk-Treasurer Rhodes said my suggestion is that you should have a policy for writing off credit balances, just as you should have a policy in terms of the kinds of write offs that are deemed uncollectible, particularly when you have a property owner—and this isn't the first time—a property owner who is well known in the community who may have other commercial and rental properties, and we are writing off the sewage bills.

Mr. Satterly said the write off of uncollectibles have come before the Board before, but I don't remember seeing any of the credit write offs.

Ms. Broyles moved to table the request for credit balance account write offs, and the motion was seconded by Mr. Satterly. The vote was AYE.

Item for Next BOW: Request to Amend Engineering Services for Wastewater Collection System Master Plan Update – WWTU

Public Works Director Downey presented a proposal to amend an existing engineering services agreement with Greeley and Hansen for the Wastewater Collection System Master Plan Update. The original contract was for \$56,100; this amendment is for \$43,000, which would make a total of \$99,100. The reason for the requested amendment is the additional work, including modeling and work on the State judicial agreement with IDEM and the EPA. Approval for the amendment will be requested at the December 27 Board of Works meeting.

Item for Next BOW: Request to Amend Engineering Services for Western Sanitary Sewer Interceptor Project – WWTU

Public Works Director Downey presented an amendment to the existing engineering services agreement for the Western Sanitary Sewer Interceptor Project. The original contract was for \$830,038; this amendment is for \$89,000, which would make a total of \$919,038. The reason for the requested amendment is INDOT and Purdue University changes in the areas of the Western Interceptor. Approval for the amendment will be requested at the December 27 Board of Works meeting.

Item for Next BOW: Request to Amend the Agreement with HE-BFS for GIS Work – WWTU

Public Works Director Downey presented an amendment to the agreement with HE-BFS for GIS work. The original contract was for seven sections in the City. The amendment would have Sections 2 and 4 done simultaneously for a cost of \$185,200, as opposed to the \$192,400 for Sections 2 [\$95,700] and 4 [\$96,500] done separately. With the leaves off the trees, it will be easier to do the aerial survey in these heavily-treed areas. The agreement does include the curbs, sidewalks, and streets, as required by Stormwater Phase II and the NPDES Permit. Section 1, which is in the Levee area has been done. Approval for the amendment will be requested at the December 27 Board of Works meeting.

Information for Board and Public: Snow Removal – Street

Public Works Director Downey reported that the blizzard that left 9.5 to 10.5 inches of snow and 35 mph winds challenged the Street Department. Overtime hours were 118, for about \$3,500; 242 tons of salt for about \$12,000 were used; 405 gallons of fuel were used, about \$1,200. Only one radiator was lost. There were fewer than 20 calls of concern, and there was one call of “Great job.”

Information for Board and Public: Leaf Pickup – Street

Public Works Director Downey noted that leaf pickup north of Meridian is finished for the year. Pickup south of Meridian will begin in the next week.

Information for Board and Public: Holiday Trash Pickup Schedule – Sanitation

Public Works Director Downey reminded the Board that trash pickup schedule will be changed for the week of December 24-28. The Department is closed Monday and Tuesday, December 24 and 25. Tuesday’s trash will be picked up on Wednesday; Wednesday’s will be on Thursday; and Thursday’s will be on Friday.

Resignation of Keith Barker as Lead Training Instructor on C Shift – Fire

Fire Chief Drew requested the Board accept the resignation of Keith Barker as the Lead Training Instructor on C shift, retroactive to June 21, 2007. This change is at his request and does not change his employment classification as a Firefighter Specialist.

Ms. Broyles made the motion to approve the recommendation, and the motion was seconded by Mr. Satterly. The vote was AYE.

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Other Fire Department Items:

Promotions: to Sergeant – Tim Heath and Dave Gilbert – Fire

Fire Chief Drew requested that Tim Heath and Dave Gilbert be promoted to Sergeant, effective December 18, 2007.

Appointment of Training Instructors: Ty Morris and Brian Harshbarger – Fire

Fire Chief Drew requested that Ty Morris be promoted to Lead Training Instructor on C shift, effective January 1, 2008. The 2008 annual additional pay for this position is \$524.88.

Fire Chief Drew also requested that Brian Harshbarger be promoted to Training Instructor on A shift, effective December 21, 2007, upon the retirement of Captain Steve Fountain. The 2007 annual additional pay for this position is \$262.45.

New Hire: Entry Level Firefighters Justin Taylor, Jon VanNess, and Kyle Glover – Fire

Fire Chief Drew requested that Justin Taylor be hired as an Entry Level Firefighter, effective December 23, 2007, upon the retirement of Captain Steve Fountain.

He also requested that Jon VanNess be hired as an Entry Level Firefighter, effective December 28, 2007, upon the retirement of Assistant Chief Larry Grant.

And further, Fire Chief Drew asked that Kyle Glover be hired as an Entry Level Firefighter, effective December 30, 2007, upon the retirement of Assistant Chief Dave Glover.

The 2007 salary of an Entry Level Firefighter is \$1,501.60 biweekly.

Ms. Broyles made the motion to approve the recommendations, and the motion was seconded by Mr. Satterly. The vote was AYE.

Agreement: INTAC Management Group, LLC – City Hall and Police Station Maintenance Program – Engineering

City Engineer Buck presented the calendar year 2008 facilities maintenance agreement with INTAC Management Group. The not-to-exceed estimate for the Police Station is 20 hours per month, and City Hall's not-to-exceed estimate is 30 hours per month at the rate of \$110 per hour. A change in this contract is that the hours can be rolled into the next month at any City facility, and there is an automatic renewal for two additional years unless cancelled by either party.

Ms. Broyles made the motion to approve the recommendation, and the motion was seconded by Mr. Satterly. The vote was AYE.

Initialing INDOT Master Contract: Sycamore Lane Traffic Calming Project – Engineering

City Engineer Buck requested Board action on the INDOT Master Contract for the Sycamore Lane Traffic Calming Project. Page 3, Section 5 contained an error; in Term of Schedule, the year should have been 2009, not 2007. Since the contract was approved with 2007 as the date, the Board must re-initial and re-sign, and the Clerk-Treasurer must re-attest the document.

Ms. Broyles made the motion to approve the request, and the motion was seconded by Mr. Satterly. The vote was AYE.

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Change Order #2: Milestone Contractors LP – 2007 Sidewalk Spot Repair and Universal Access Ramp Project - Engineering

City Engineer Buck presented Change Order #2 for the 2007 Sidewalk Spot Repair and Universal Access Ramp Project. The payment for tree removal was paid directly to the tree removal contractor, and so \$1,300 is to be deducted from Milestone's contract. The new contract amount is \$304,690.52

Ms. Broyles made the motion to approve the recommendation, and the motion was seconded by Mr. Satterly. The vote was AYE.

Claims

Mr. Satterly moved to approve the claims as submitted in two dockets in the following amounts:

Accounts Payable       \$263,178.70

Accounts Payable       \$649.00

Motion was seconded by Ms. Broyles, and the vote was AYE.

Minutes

Ms. Broyles moved approval of the minutes of the Board of Public Works and Safety meeting of December 11, 2007, as distributed. Motion was seconded by Mr. Satterly, 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.

Next Meeting

The Board of Public Works and Safety will next meet on Thursday, December 27, 2007, at 11:00 a.m.