

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

August 31, 2009
8:30 a.m.
City Hall Lower Level Conference Room

Members present were Sana G. Booker, Bradley W. Marley, and Mayor John R. Dennis, who presided.

NOTE: Approval of the minutes of the August 26, 2009, meeting will be deferred until the September 8, 2009, Board of Works meeting.

Mayor Dennis began the meeting by thanking those who sent cards and other well wishes during his recent hospitalization.

1. NEW BUSINESS

a. Proclamation: September 2009 – Tippecanoe County Preparedness Month – Mayor

Mayor Dennis read the proclamation declaring September 2009 Tippecanoe County Preparedness Month in West Lafayette:

September Preparedness Month 2009

Whereas, every region of Tippecanoe County is vulnerable to disasters of some type, including natural and human-made; and

Whereas, a recent poll found that only 7% of Americans are considered “Red Cross Ready” for a disaster, meaning they have a disaster supplies kit, a communication plan and are prepared to respond to disasters and everyday emergencies; and

Whereas, experience tells us by preparing ahead of time, people can better respond to, recover from, and lessen physical, emotional and financial impact of a disaster or other emergency; and

Whereas, the American Red Cross wants everyone to have the confidence and peace of mind that comes with being prepared; and

Whereas, it is easy for anyone to prepare for a disaster and other emergencies by taking three simple action plans: 1) Get a kit. 2) Make a plan. 3) Be informed; and

Whereas, National Preparedness Month is a nationwide effort sponsored by the U.S. Department of Homeland Security each September to raise public awareness about the importance of preparing for all types of disasters and to encourage Americans to take action to prepare for disasters and emergencies in their homes businesses and schools; and

NOW, THEREFORE, I, Mayor John Dennis, do hereby proclaim September 2009 as Tippecanoe County Preparedness Month in West Lafayette, Indiana.

[signed John R. Dennis, Mayor]

Mayor Dennis thanked the Red Cross for their efforts in the community.

Ms. Jennifer Edwards, Health & Safety Services Director of the Tippecanoe County chapter of the American Red Cross, announced that there is an Emergency Preparedness Fair, in cooperation with TEMA, the Tippecanoe County Health Department, and other emergency agencies, on September 22, to educate the public on ways to stay healthy and avoid the H1N1 flu.

b. Opening: Request for Proposal – Lease/Purchase Financing of Police Squad Cars and Truck, and Street Department Hook Hoist Truck – Clerk-Treasurer

Clerk-Treasurer Rhodes stated that the proposals are for funding capital totaling \$254,338. She read aloud the names of the respondents, the semi-annual payments, and fee information:

Response from	Effective Interest Rate (as reported)	Semi-annual Payment	Additional Fees
Huntington Bank	3.97%	\$ 45,405.99	No fees for escrow
Key Bank	3.74%	\$ 45,206.90	No costs with escrow
Commerce Bank	3.58%	\$ 45,089.12	\$150 documentation fee; \$500 setup fee for escrow if bank provides instead of City
Capital One Bank	3.89%	\$ 45,326.55	No fees for escrow; interest earnings accrue to City
Municipal Services Group	4.48%	\$ 45,716.65	
TCF Equipment Finance	4.15%	\$ 45,553.72	No escrow account funding through lender; City could hold own escrow
Old National Bank	3.86%	\$ 45,424.98	\$150 documentation fee and \$150 escrow fee due at closing; earnings are credited toward fee
First Source Bank	3.87%	\$45,407.00	Calculated from amortization table

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

c. Quote Opening: Riverside Skating Center Cooling Floor – Parks

Clerk-Treasurer Rhodes read the quotes aloud:

Quote from	Amount
Everything Ice, Inc.	\$ 59,200.00
John Civitello/Ice Rink Events	\$ 67,708.00
Go To Extreme Events	\$ 79,219.00
Becker Arena Products, Inc.	\$ 78,985.00

Parks Superintendent Payne asked the Board to authorize a purchase order through the Levee/Village TIF Fund for the lowest responsive and responsible quote. The main reason is that Mr. Payne wanted to lock in a schedule.

City Attorney Burns suggested that the Board authorize Mr. Payne to proceed with the lowest responsive and responsible bid, subject to final approval at the next Board meeting.

Mr. Marley made the motion; Ms. Booker seconded. The motion was adopted.

d. Revised Contract: IKON Office Solutions, Inc. – Copiers for City Hall Main Floor – Clerk-Treasurer

Clerk-Treasurer Rhodes asked the Board to approve an amendment to the equipment agreement with IKON Office Solutions, Inc. for copiers for City Hall. The model originally selected will be changed for two machines, one of which will be in the Mayor's area, and the other in City Council Chambers. By using two machines, both the City Hall and the Clerk-Treasurer networks will have many features available that are not possible now, including confidential fax capability. There is no increase in price.

Ms. Booker moved that the revised IKON contract be approved. Mr. Marley seconded the motion.

The Mayor thanked Clerk-Treasurer Rhodes for her efforts to find a resolution.

The motion was adopted.

e. WWTU Billing Office Changes – Clerk-Treasurer

Clerk-Treasurer Rhodes stated that the Wastewater Billing Office staff now report to her. That staff is being joined with the City finance office to form one financial group with a more productive and a more highly trained financial function. Ms. Wilkins is leaving the billing office to take a position elsewhere. Her resignation is not yet final, as she is working part-time in the transition as she resolves a service credits situation with PERF. Ms. Robinson of the billing office will assume additional duties in the Accounting II position. Clerk-Treasurer Rhodes requested a biweekly salary of \$1,346.15 for Ms. Robinson, noting that she has been functioning with additional responsibilities for several months. The second request is to rehire Ms. Kathleen Henderson, a former employee of the Clerk-Treasurer's Office, in an Accounting II position, effective mid-September. Ms. Henderson worked from 1995 to 2003 in really all the accounting and administrative functions in the Clerk-Treasurer's area. She was an outstanding employee and only left when she relocated from the community. Through the end of 2009, Ms. Henderson will work solely in the Wastewater billing office at a biweekly salary of \$1,346.15. In 2010, the position will be allocated 50% to Clerk-Treasurer responsibilities, with the remaining 50% in the billing office, allowing the sharing of resources and expertise. The Clerk-Treasurer's Office is about to have the two senior accounting people absent for up to 12 weeks in the same timeframe, and Ms. Robinson may be absent for FMLA. There will be temporaries hired to cover the temporary vacancies, but rehiring an employee who is a proven performer is a great benefit to the City and the efficient functioning of the finance office. Both Human Resources Director Foster and Council Personnel Committee Chair Burch have been consulted in this matter. The budget impact of these changes is a saving in salary of \$2.85 biweekly. Clerk-Treasurer Rhodes asked for Board approval of these changes.

Mayor Dennis added that Wastewater Utility Director Henderson is the husband of Ms. Henderson, but the Council Personnel Committee and the HR Director have determined that there is no conflict in having spouses work for the City in this situation, as there is no reporting relationship.

Mayor Dennis moved that Ms. Henderson be hired and Ms. Robinson be given an increase due to increased responsibilities. Ms. Booker seconded the motion.

The motion was adopted.

f. Request for Street Closing: Barlow Street between Covington and Wilshire – September 7, 2009 – Police

Police Chief Dombkowski requested approval of the closing of Barlow Street from 4:00 p.m. to dusk on Labor Day for an annual neighborhood picnic. The Police Department has no objection.

Mayor Dennis asked if the Fire Department had any issues with the closing request. Fire Chief Drew said they did not.

AND

g. Request for Street Closing: Western Drive from Oakhurst to Sheridan – September 7, 2009 – Police

Police Chief Dombkowski requested approval of the closing of Western Drive from Oakhurst to Sheridan on September 7 from 3:00 p.m. to 9:00 p.m., for the Northwestern Heights Neighborhood Association picnic.

Councilor Hunt reported that the closure is for an annual Labor Day picnic.

Mayor Dennis asked if the Fire Department had any issues with the closing request. Fire Chief Drew said they did not.

Mr. Marley moved that both requests for street closures be approved. Ms. Booker seconded the motion. The motion was adopted.

h. Request to Declare Certain Items Surplus – Police

Police Chief Dombkowski requested that the items listed on the four sheets provided be declared surplus. Most of the items are outdated computer items which will be offered on property room.com, and have been offered to the other City departments.

Mayor Dennis asked if the City offers its unneeded property to the not-for-profits and faith-based organizations, to see if those groups might use the property. Chief Dombkowski answered that they have not. Clerk-Treasurer Rhodes noted that this is very old equipment.

City Attorney Burns asked how hard drives are cleaned. Clerk-Treasurer Rhodes responded that Officer Hartman has a process that removes hard drives in the equipment prior to sale, so that confidential information is not accessible.

Mr. Marley moved that the request to declare items surplus be approved. Ms. Booker seconded the motion.

Police Chief Dombkowski noted that the money received from the sale of surplus equipment. It goes into the City's General Fund.

The motion was adopted.

i. Revised Contract: Atlas Building Services, Inc. – Exterior Painting at Fire Station No. 1 – Development

Director of Development Poole requested Board approval for the revised contract with Atlas Building Services, which will be paid from CDBG funds, for the exterior painting on Fire Station No. 1. City Attorney Burns has reviewed the contract and found it in order.

Ms. Booker moved that the revised contract be approved. Mr. Marley seconded the motion. The motion was adopted.

j. Request to Declare Certain Items Surplus – Development

Director of Development Poole asked the Board to approve the four items listed on a memorandum as surplus.

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

Clerk-Treasurer Rhodes said her office would like to examine the items before they are discarded.

The motion was adopted, pending review of the Clerk-Treasurer.

k. Warranty and Quit-Claim Deed: Salisbury Street Safety Improvements Phase II Project – Parcel 13, Anne R. Hinds and Hinds Family Trust – Engineering

City Engineer Buck requested Board approval of the warranty and quit-claim deeds as presented. This will clean up existing sewer easements and allows the purchase of right-of way easements at the corner of Sycamore Lane and Salisbury Street.

Mr. Marley moved that the request, including the acquisition offer, be approved. Ms. Booker seconded the motion.

Mr. Marley asked what the purchase price was. City Engineer Buck answered that it was \$6,555.00.

The motion was adopted.

l. Contract: Duke Energy – Utility Relocation Project at Cumberland and Kent Avenues – Engineering

City Engineer Buck reported that utility relocation is ready to begin for the Cumberland Avenue Reconstruction Project. This is an agreement with Duke Energy, to move one of their large wooden poles. He noted that Duke and Vectren have very wide utility easements along the Cumberland Avenue corridor, so when the City requires them to relocate, it is a reimbursable act for them. The cost estimate is just under \$55,000.00, but it is a time and materials situation, so the engineering costs, actual relocation costs, and possible pavement restoration costs. Moving the lines is very difficult, as each wire is 13,800 volts; it is a specialized crew that will do the relocation. The actual move is about 30 feet to the east, so there will be a splitter island in the roundabout, not in the middle of the travel lane or in the median center island of the roundabout. He requested Board approval, and noted that the work should begin in mid-September.

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

m. Contract: The Schneider Corporation – Cumberland Avenue Reconstruction Phase 1, Supplemental 1 – Engineering

City Engineer Buck requested Board approval for a supplemental agreement with The Schneider Corporation. The initial survey showed the exact locations of the gas mains, but the reality was that the depth of the 10-inch gas main was not consistent. In some places, the pipe is very shallow. The design of the project has been modified to stay off the pipe area, where possible, but Vectren has cooperated and the work will actually go over the top of the pipe in some places. The two items in the supplemental agreement are gas main subsurface investigation and redesign analysis with respect to the gas main were from the unknown depth issue. Additionally, an opportunity exists now to clean up what is commonly called the Sagamore Pond, really the McClure lot number 4, at the corner of Cumberland and US52. This is a privately-owned property, but the City is hoping to acquire the parcel, both to correct some issues in the adjacent lot number 3, as well as to serve as a

stormwater quality component to filter runoff and the unmitigated wetland and improve the aesthetic look of that corner. The two costs, \$6,430.00 and \$14,570.00, are working through those issues on the corner lot, with the plan to incorporate these in the project. Additionally, in working at the Cumberland-US52 intersection, INDOT is willing to permit improvement to the trail crossing. INDOT has been working on the signal timings on US52 for the entire corridor, and INDOT suggests a pedestrian phase at US52 that would be split, a safety refuge halfway across the road. There would also be countdown pedestrian signals across US52 and across Cumberland.

Mayor Dennis reported that INDOT has been very cooperative with the City in making the intersection safe for pedestrians and bicyclists.

City Engineer Buck introduced Mr. Brandon Fulk of The Schneider Corporation who was present to answer questions. Mr. Buck asked and Mr. Fulk confirmed that INDOT would provide and program some of the equipment, and the City would install it. The right-of-way engineering and right-of-way acquisition were unknown costs at the time of the original agreement. Those numbers are now clear, and are based on the number of parcels and the amount of work the effort will take. This phase is underway, and property owners are being contacted. The total add amount to the contract is \$97,372.50.

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

Mr. Marley asked the source of the funds to pay for the increase. City Engineer Buck answered that there is a variety of sources including EDIT and CCD Consulting, with the \$25,000.00 for the pond and the US52 island would be funded through EDIT.

The motion was adopted

n. Claims

- i. AP Docket \$ 79,706.23
- ii. AP Docket 84,162.27
- iii. PR Docket 320,522.84

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

► Mr. Marley asked if the \$440.34 payment to the Blackbird Farms Homeowners Association was to be reimbursed. Clerk-Treasurer Rhodes answered that it is the case that planned developments in the City can request an agreement with the City for partial reimbursement of lighting costs. City Engineer Buck added that, depending on the style of light and the number of lights requested, if the subdivision makes a request for a lighting plan to be added to their subdivision in a coordinated fashion, the City will pay partial costs for decorative lighting or additional lights upgrades. Clerk-Treasurer Rhodes said this was for the April through June period for partial costs for 37 lights.

► Ms. Booker asked about the \$163.21 payment to Bound Tree Medical, LLC from the Fire Department. Fire Chief Drew responded that this was for medical supplies such as disposable gloves and glucose.

► Mr. Marley questioned the credit card charges of \$1,514.88. Clerk-Treasurer Rhodes answered that these are credit card charges for July. She reported that there was a review of the charges, compared to this time in 2008. The charges are clean, and the City is being charged according to the agreement. The savings is from 25 to 150 basis points on the fees the

City formerly paid. The service is working exactly as it was designed, and it is less expensive than in the prior processing situation, with the exception of the Parks vendor.

► Mr. Marley asked about the \$700.00 payment to Judd Danby and several other unappropriated payments for Global Fest. Parks Superintendent Payne responded that Global Fest funding is through one of the accounts in the non-reverting gift fund, the same way the Tree Fund operates. There is no General Fund money involved. Mayor Dennis added that, as much as possible, Global Fest is self-funded.

► Mr. Marley questioned the \$18,780.47 payment to NETECH Corporation for a new phone system for Wastewater, whether the system was bid. City Engineer Buck answered that the cost was for additional hardware for routers and other network items. Wastewater Utility Director Henderson added that this not only benefits the phone system, but the whole City network. City Engineer Buck said that the phone system relies on the computer network to be completely connected, so that servers can communicate. Mr. Marley asked if this were the continuation of the contract that the Board approved earlier. Mr. Buck answered that it was additional work that supplemented the phone system work, so that the phone system would work, and so that the City can have file sharing and simpler connectivity for computer networking purposes. Had that been in place before, the phone system would have plugged right in to it.

► Mr. Marley asked about the \$2,240.00 payment to Tippecanoe Arts Federation for Taste security. Mayor Dennis answered that costs for security at the event is shared. Mr. Marley asked if the event was in June. Mayor Dennis confirmed that it was.

► Mr. Marley asked about \$125.75 payment to Wal-Mart for playground supplies. Parks Superintendent Payne responded that the playground program requires supplies that are readily available in the community.

The motion was adopted.

o. Informational Items

i. Elevation in Rank: Police Officer 2nd Class to Patrol Officer 1st Class – Officer Daniel Griffin – Police

Police Chief Dombkowski requested that the Board elevate Officer Dan Griffin to Patrol Officer First Class. Officer Griffin has been with the Department for two years, and he has met all performance evaluation standards for that elevation.

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

p. Other Items

i. Fire Chief Drew reported that there are pamphlets at Fire Station No. 1 relate to emergency preparedness.

ii. Parks Superintendent Payne announced that Friday at 4:00 p.m., the Naturalization Ceremony, which kicks off Global Fest. This year, Ms. Mary Dennis, Mayor Dennis' wife, will be the guest speaker. Ms. Dennis was granted citizenship in 2001. Mr. Payne reminded those present that Global Fest will be from 10:00 a.m. to 9:00 p.m. on Saturday at Morton Center. Also this year, the Lay Flats Festival will be held at Tapawingo Park at the same time, then the festival moves to

Main Street for a Mosey Down Main Street event.

iii. Police Chief Dombkowski noted that Saturday is also the first Purdue home football game. On Friday night, there will also be West Lafayette High School football game.

iv. Wastewater Utility Director Henderson announced that Tuesday [September 1] at 10:00 a.m., the ribbon-cutting and dedication for the digester project will be held at the Utility. There will be a special announcement concerning U.S. EPA at that time. Mr. Henderson also noted that, at Global Fest, the Utility would be providing a collection vessel for used cooking oil from the food vendors. With the Go Greener Commission, the Utility will be collecting compostable serviceware and the related food waste for the digesters as well. Mayor Dennis said this is targeted as a zero-landfill event, the first in the community.

v. City Engineer Buck reported that the Salisbury Street Safety Improvements Phase II Project is moving along, with the signal work to begin soon at Lindberg at Salisbury. The Sycamore Lane Traffic Calming Project storm sewer connections are finished, and Milestone will start work along the southwest curb lines, so there will be some restrictions on that side of the street. The school zone beacons have been installed or will be completed by tomorrow, so that all will be operational on Wednesday morning.

vi. Councilor Hunt announced that Art on the Wabash will be held on September 20 from 10:00 a.m. to 4:00 p.m. She distributed reminder cards of the event.

2. 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.