

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

JULY 13, 2009
8:30 a.m.

1. Approval of Minutes

July 6, 2009

Mr. Marley moved to accept the minutes of the July 6, 2009, Board of Works meeting. Ms. Booker seconded the motion. The motion was adopted.

2. NEW BUSINESS

a. Bid Opening: 2010 Tandem Cab and Chassis Truck with Hook Hoist and Automatic Tarp System – Street

Street Commissioner Downey noted that the bids to be opened are for a replacement truck that handles all the roll-off boxes, for recycling and hauling Wastewater grit to the landfill. The trade-in is a 1996 Ford L8000 with a Galbreath hook [serial number 1FDZY82EOTVA2761].

Clerk-Treasurer Rhodes read the bids aloud:

<u>Bidder</u>	<u>Base Bid</u>	<u>Trade-in</u>	<u>Additional Information</u>
Wiers International Trucks, Inc.			
▶ International model with 7500 6x4 hook hoist truck with Galbreath U5-HK-176 60,000-lb. hook hoist and Pioneer RP4500SARG adjustable gantry automatic tarper	\$131,682	(\$3,000)	Tow hook - \$58.40
Link Environmental Equipment, Inc.			
▶ International model with Ampiroll model AL-160/2000 hooklift roll-off hoist and Pioneer tarper	137,983	(17,500)	Roll-rite tarper option – deduct (\$2,600)
▶ International model with Galbreath model U6-DPHK hook hoist and Pioneer tarper	140,273	(17,500)	Roll-rite tarper option – deduct (\$2,600)
▶ Freightliner model with Ampiroll hook hoist model AL-160/2000 and Pioneer tarper	142,518	(17,500)	Roll-rite tarper option – deduct (\$2,600)
▶ Freightliner model with Galbreath model U6-DPHK-176 hook hoist and Pioneer tarper	144,828	(17,500)	Roll-rite tarper option – deduct (\$2,600)

Street Commissioner Downey requested that the Board take the bids under advisement.

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

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b. Quote Opening: SCBAs and Optional Items (Scott and MSA) – Fire

Fire Chief Drew stated that the quotes are for the air packs. He suggested that the quotes be noted as an SCBA base price, a R.I.T. Pack price, and a list of options. He read the quotes aloud:

<u>Quoter</u>	<u>SCBA Base Price</u>	<u>R.I.T. Kits</u>	<u>Optional Equipment</u>				
5 Alarm MSA	\$127,564.75	\$10,611.00	19 facepieces with heads-up display voice amplifiers	\$5,605.00 and \$2,778.75 2,764.50			
			facepiece bags connections for aerial truck telemetry upgrade	342.00 640.00 7,125.00			
			base station accountability reader	1,102.00 325.00			
			accountability tags	953.25			
			40-inch rescue hose assembly adapter for facepieces	1,197.00 4,796.00			
			filter canisters	2,550.00			
			Municipal Emergency Services Scott	\$118,939.00	6,750.00	protective cylinder caps	962.50
						face pieces connections to aerial truck substitute 30-minute cylinder voice amplifiers	2,280.00 378.00 (4,650.00) 3,458.00
						facepiece bags accountability receiver	342.00 3,365.37
						pak-tracker personal transmitter	1,128.00
						add pak-tracker to each SCBA	3,500.00
						SEMS II accountability system	14,125.00
						software	1,671.00
filter masks	1,244.76						
filters	286.00						
additional regulators	7,923.00						

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

Ms. Booker asked about the impact of using 30-minute cylinders instead of 45-minute cylinders. Fire Chief Drew answered that this is the rating capacity of the bottle. In actual use the amount of air is about half of what the rating capacity is. The primary consideration is for 45-minute capacity, but the 30-minute bottles have not been ruled out. Ms. Booker asked if 5 Alarm had submitted a quote for the 30-minute cylinder substitution. Chief Drew said that 5 Alarm's quote was the same for either the 45- or 30-minute cylinders.

The motion was adopted.

c. SRF Payment Requests and Related Listings – WWTU

- i. Payment Request No. 93 – \$16,834.00 to Greeley and Hansen – Construction Services for Div III and Design Services for Div IV – Western Sanitary Sewer Interceptor Project

Wastewater Utility Director Henderson requested approval of the SRF Payment Request for construction services for the Western Sanitary Sewer Interceptor Project.

Ms. Booker moved that the SRF Payment Request be approved. Mr. Marley seconded the motion. The motion was adopted.

- ii. Listings

- (1) Western Interceptor SRF Payments
- (2) WWTU Projects Payments

There were no questions or comments on the listings.

d. Contract: Butler Fairman & Seufert – Task Order No. 3, Stormwater Utility Database Setup – WWTU

Wastewater Utility Director Henderson reported that he and City Engineer Buck have been discussing stormwater issues with DLZ. The database setup is one piece for which BFS will provide services. BFS is also assisting the City of Lafayette with the same process. In West Lafayette's case, the work also involves the classification of parcels, because of the need to look at the impervious surface area. The amount is not to exceed \$45,000.00.

Mayor Dennis asked if the impervious surface area is determined by GIS. City Engineer Buck answered that BFS is already working on the City's GIS data. Wastewater Utility Director Henderson added that BFS is close to finishing the GIS project, but that there would be some clean-up and ongoing work to increase the accuracy, as well as to add new sewer lines as they are brought in. Mayor Dennis asked if this data would be used to determine rates. City Engineer Buck responded that it would be the tool used to calculate rates.

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

City Attorney Burns noted that the contract is fine.

The motion was adopted.

e. Contract: United Consulting – Task Order No. 1 – Capacity Evaluation and Preliminary Engineering Report – WWTU

Wastewater Utility Director Henderson requested Board approval for the contract with United Consulting for a capacity evaluation of the hydraulic capacity of the sewage treatment plant. A May 2006 letter from IDEM was not an alarm notice, but was a courtesy to alert the City that the dry weather flows were close to the design capacity. Phase I [not to exceed \$32,100.00] is to look for bottlenecks. Phase II [not to exceed \$61,900.00] would be the development of the chosen alternative from the results of the first phase. There would probably be an SRF loan for the expansion of the plant.

Mayor Dennis asked how often these reviews are done. Mr. Henderson said that the last major review was in the early 1990s, when Mike Darter was Wastewater Utility Director. A major expansion considers a 20-year plan. By the time an expansion were to occur, the 20-year period would have passed.

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

Clerk-Treasurer Rhodes commended Mr. Henderson for bringing forth the May 2006 IDEM letter, as it was not previously disclosed. Wastewater Utility Director Henderson commented that, if everyone is aware of the current status, better decisions can be made.

The motion was adopted.

f. Contracts: DLZ Work Orders for Stormwater Prevention Plans – WWTU

- i. Work Order No. 3: Stormwater Pollution Prevention Plan and Good Housekeeping Practices at City Facilities – \$9,800.00
- ii. Work Order No. 5: Preparation and Facilitation of Stakeholder Outreach for Proposed Stormwater Program – \$25,000.00
- iii. Work Order No. 6: Review and Coordination of Preparation of Stormwater Utility Ordinance – \$4,500.00

Wastewater Utility Director Henderson presented three work orders with DLZ, Work Order No. 3 of which involves development of stormwater pollution prevention plans. The IDEM Rule 13 coordinator has asked the City to develop these plans. Work Order No. 5 deals with stakeholder outreach. Mr. Henderson noted that he and City Engineer Buck have looked at these projects with DLZ and identified the work to be accomplished. Work Order No. 6 entails developing an ordinance to support a stormwater utility. Wastewater Utility Director Henderson thanked City Attorney Burns for reviewing the ordinance.

Mayor Dennis remarked that this is part of the process of developing the stormwater utility, making certain the community is educated and that they understand the necessity of it. This is an unfunded mandate that the City is obligated to follow.

Ms. Booker moved that all three task order contracts be approved. Mr. Marley seconded the motion. The motion was adopted.

g. Contract: American Structurepoint, Inc. – Task Order No. 3 – Roundabout Guidelines and Details – Engineering

City Engineer Buck presented Task Orders No. 3 and No. 4, which are part of the general services agreement with American Structurepoint. Task Order No. 3 is to develop roundabout design standards and guidelines, not to exceed \$4,940.00. This document will

be added to the City's Construction Guidelines and Details, which was last updated in 2006, so that the document can be reissued after input from all departments. The document will continue to be accessible on the web.

Ms. Booker moved that Task Order No. 3 with American Structurepoint be approved. Mr. Marley seconded the motion. The motion was adopted.

h. Contract: American Structurepoint – Task Order No. 4 – Roundabout Public Education – Engineering

City Engineer Buck asked the Board to approve Task Order No. 4 with American Structurepoint, to provide public education and outreach for roundabouts. Included in this project are mailers, a handout flyer, up to three presentations (one to the public, one to Board of Works, and one to City Council), and possibly two flash videos for the City website. The cost is not to exceed \$19,930, plus an additional lump sum payment of \$3,900 for the flash videos, and a not-to-exceed \$500 for reimbursable expenses.

Mr. Marley moved that Task Order No. 4 be approved. Ms. Booker seconded the motion.

Mr. Marley asked if the contract includes the cost of media. City Engineer Buck stated that media releases are the designs of the mass mailers and tri-fold handouts, both in electronic formats.

Mr. Marley asked if the roundabout public education about one specifically, or any roundabout. Mr. Buck said this would be general education, with probably some specific examples for making points.

The motion was adopted.

i. Contract: Butler Fairman & Seufert – Task Order No. 4: Safe Routes to School Construction Inspection – Engineering

City Engineer Buck requested Board approval for inspection services for the Safe Routes to School Project to install school zone beacons at Cumberland and Happy Hollow Schools. The notice to proceed was received from INDOT. A pre-construction meeting is scheduled for July 20 with the contractor. The project is about a month behind, but INDOT has permitted additional time for completion, allowing a mid-September finish. Work such as concrete and sidewalk hazard work will be completed before school starts. BFS is also the construction engineering firm on site at the Sycamore Lane Traffic Calming Project, and that notice to proceed has also been received. Milestone is the contractor on the Sycamore Lane Project, and is also the subcontractor for concrete on the Safe Routes to School Project. The commonality should permit some crossover to get the concrete work done on the Safe Routes to School Project as soon as possible. The signal work, signs, and pavement markings will not take a lot of time, but the lead time on the order for the equipment may be a delay. City Engineer Buck stated that he believes the \$40,000 not-to-exceed amount is high, possibly \$25,000 to \$30,000 is more realistic. BFS has familiarity with the INDOT reporting system. Since this project uses federal funds, data must be entered into SiteManager, INDOT's construction inspection software program, each day. There is no one in the City Engineers Office who is certified to make these entries.

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

City Attorney Burns reviewed the contract and found it in order.

The motion was adopted.

j. New Hire: Assistant City Engineer – Michael Thompson – Engineering

City Engineer Buck requested Board approval of a new Assistant City Engineer. Michael Thompson is a graduate of Rose Hulman Institute of Technology and has worked at Civil Designs, LLC in Indianapolis. His biweekly rate will be \$2,015.39. He will begin work for the City on July 20, 2009.

Ms. Booker moved that Michael Thompson be hired as the Assistant City Engineer. Mr. Marley seconded the motion.

Mayor Dennis commended City Engineer Buck for his Herculean efforts to keep all the engineering projects moving forward.

Mr. Marley asked if the salary for the Assistant City Engineer is part of the Engineering budget. Mr. Buck responded that it is part of the Engineering budget paid through Wastewater and is a funded position.

Ms. Booker questioned the statement that Mr. Thompson would take the P.E. exam. Mr. Buck explained that this is the Professional Engineer exam. Ms. Booker asked what would happen if Mr. Thompson does not pass the exam. Mr. Buck said that Mr. Thompson would remain an Engineer-in-Training and would be eligible to re-take the exam again.

The motion was adopted.

k. Approval Requested: 2009 Take-Home Vehicle List – Clerk-Treasurer

Clerk-Treasurer Rhodes presented the 2009 Take-Home Vehicle List. She noted that the Board also received the policy that is in effect.

Mr. Marley moved that 2009 Take-Home Vehicle List be approved. Ms. Booker seconded the motion.

Mr. Marley noted that Fire Chief Drew drives a Honda Ridgeline, not a 1996 Ford Taurus. Fire Chief Drew confirmed that it is a 2008 model. Clerk-Treasurer Rhodes said that the list would be updated.

Mr. Marley asked if the vehicles that are driven are tracked over the course of the fiscal year, as it appears that the Mayor has driven three vehicles this year. Clerk-Treasurer Rhodes responded that tracking of these is a requirement, and that the Mayor's assistant provides detailed daily mileage logs with odometer readings. It is then possible to calculate the taxable fringe benefit. She stated that the Mayor's assistant has done an excellent job of record keeping, and she commended the Mayor's commitment to absolute transparency.

The motion, as revised, was adopted.

l. Claims

- i. AP Docket \$1,095,137.60
- ii. AP Docket 143.00

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

► Mr. Marley asked about the payment to American Structurepoint for \$11,690.00 for development of a roundabout guide, whether this was the first. City Engineer Buck answered that this payment was either for Task Order No. 1 or No. 2, where drawings and standards for roundabout geometry, the interior circle geometry, and what kind of truck apron and signage would be used, what kind of pavement markings would be used, etc. were developed.

► Mr. Marley requested information about the expense of \$19,820.40 to Atlas Excavating for Happy Hollow sewer. City Engineer Buck replied that the payment should be the final bill for the regrading work and clean-up work to prepare the slope before seeding.

► Mr. Marley questioned the \$99.00 for car washing that was part of the \$2,262.36 payment by the Police to Bartlett Ford Sales and Service. Chief Dombkowski explained the hazardous waste clean up is handled by Fast Eddie's. Clerk-Treasurer Rhodes responded that the \$99.00 was for detailing.

► Ms. Booker asked about payment to Business Furniture, LLC of \$6,907.71 for Wastewater. Clerk-Treasurer Rhodes answered that this expense was for the furnishing of the former Board of Works room for the Wastewater Billing Office, providing locking cabinets, locking drawers, and sufficient files to be able to properly maintain financial records and make them available for retrieval. The furniture is the same modular type as in the Clerk-Treasurer's Office, to allow for reconfiguring equipment over the next several decades. This was essential to be able to set up financial functions that can handle documents that need to be under control. The Police Department and Wastewater took some of the old furniture.

► Ms. Booker requested information about payment of \$3,210.00 to eGov Strategies, LLC. Wastewater Utility Director Henderson responded that this is for the utility billing on the website.

► Mr. Marley asked for clarification of the \$7,738.35 expense from Indiana American Water Co. for 345 hydrants. Clerk-Treasurer Rhodes explained that this is the monthly hydrant bill for hydrants authorized. City Engineer Buck added that 345 is the West Lafayette count of number of hydrants. He stated that the number of hydrants is not yet settled. Indiana American Water has the list from the City to review, but has not returned it yet.

► Ms. Booker questioned the payment of \$99.00 to Quench USA. Clerk-Treasurer Rhodes answered that this is the bill for providing treated water in a dispenser to the Parks Shop, same as the second floor at City Hall. It was originally implemented as recognition of outstanding safety performance by the employees at a time when the Workers' Comp experience was nearly double what it is now.

► Ms. Booker asked about payment to Quill Corporation [\$347.42] for Wastewater. Wastewater Utility Director Henderson responded that this was for a credenza and pencil drawer for his office.

► Mr. Marley asked for information about the Parks expense to Taylor & Associates, Inc. [\$2,235.00] for chaise lounges. Parks Superintendent Payne answered that the payment was for 12 chaise lounges for the pool. Clerk-Treasurer Rhodes added that these are paid

for the Parks Nonreverting Capital Pool Fund, which is funded by pool admissions, and no property taxes are involved.

The motion was adopted.

m. Other Items

i. Parks Superintendent Payne reported that the parks are busy. Mayor Dennis commented that the parks look good, the grass is cut, and the staff do a great job keeping up.

ii. Director of Development Poole noted that the City's team beat the Lafayette canoe team on Saturday at River Fest.

iii. Police Chief Dombkowski reported that, since the initiation of the new City website, the number of applications for the Police Department has increased substantially. Formerly, there were about 170 applications in a nine-month period, but in the last six weeks alone, there have been 170. Testing for new officers is September 12. The new website is helping with recruiting efforts.

iv. City Engineer Buck mentioned that there is a preconstruction meeting for the Sycamore Lane Traffic Calming Project on Friday. The Safe Routes to School Project preconstruction meeting will be July 20. The Salisbury Street Phase II Project has successfully switched to the west side of the street. The west side of the Robinson Street Sidewalk Project has been sodded. All the construction documents for the Stimulus Fund resurfacing project on Salisbury Street have been completed, and the project should be a September 23 letting date. That project is likely to occur during the Purdue fall semester, so the City will request special provisions to allow one side of the street closed at a time. Mr. Buck reported that approval for the 2009 West Lafayette Street Resurfacing and ADA Sidewalk Ramps and Spot Repairs would be requested next week.

v. Street Commissioner Downey mentioned that Atlas Daylighting, Inc. for Insituform will start the cleaning of the Cherry Lane-Northwestern Avenue sewer line. Their estimated finish date is Tuesday, August 11. They will primarily work from 6:00 p.m. to midnight, to avoid obstructions on Northwestern Avenue.

vi. Mayor Dennis reiterated that West Lafayette was victorious in the River Fest canoe races on Saturday.

3. 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.