

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

SEPTEMBER 8, 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.

1. APPROVAL OF MINUTES

a. August 26, 2009, and August 31, 2009, Meetings

Ms. Booker moved to accept the minutes of the August 26, 2009, Board of Works meeting. Mr. Marley seconded the motion. The motion was adopted.

Ms. Booker moved to accept the minutes of the August 31, 2009, Board of Works meeting. Mr. Marley seconded the motion. The motion was adopted.

2. NEW BUSINESS

a. Opening of Requests for Proposal – Wabash Heritage Trail Construction – Parks

Parks Superintendent Payne stated that the proposals are for construction engineering and project management on the extension of the Wabash Heritage Trail, crossing River Road at Robinson, going along the west side of River Road around the corner at Happy Hollow Road to Happy Hollow Park. He hopes that INDOT will have this project on the bid letting for the first week of March, with construction to be complete during 2010.

Mayor Dennis asked if the historical issue had been resolved. Parks Superintendent Payne responded that he believes it is, although they are still waiting for the final 30-day review period, after which a letter will be issued.

Proposals Submitted From:

H. Stewart Kline & Associates

Bean Longest & Neff, LLC

Cripe Architects & Engineers

DLZ

The Schneider Corporation

Butler, Fairman & Seufert

HNTB

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

b. 2010 Wastewater Salary Schedule – Clerk-Treasurer

Clerk-Treasurer Rhodes explained that the Board of Works approves the salary schedule, which then goes on to the Council for consideration. It is on the September 14 Council agenda. The document reflects no salary increases from last year.

Ms. Booker moved that the 2010 Wastewater Salary Schedule be approved as distributed. Mr. Marley seconded the motion.

Mr. Marley asked about the hours, noting that most of the people listed seem to work 37.5 hours per week. Clerk-Treasurer Rhodes answered that those are the work hours in City Hall, with no paid lunch hour. Wastewater Plant staff do have a paid lunch hour.

The motion was adopted.

c. Lease/Purchase Financing – Clerk-Treasurer

Clerk-Treasurer Rhodes advised the Board that two bidders had submitted proposals for lease/purchase, but the documents were not delivered on Monday before the opening of the other proposals, although there was an attempt at a Saturday delivery for one. She said that they were both received in the 9:30 to 10:30 a.m. period on Monday, after the Board of Works meeting. Clerk-Treasurer Rhodes noted that the timing of meetings for opening bids, quotes, and proposals at 8:30 a.m. Monday creates a challenge, as there is no means to accept deliveries over the weekend. Previously, the Police Department was staffed on weekends, and deliveries were made to that department on Saturdays. At this time, we do not accept electronic submissions, so there are occasional missteps. She asked City Attorney Burns whether it was possible to permit opening the two envelopes. Mr. Burns answered that the envelopes should be opened, but whether, if one is the lowest submission, it could be accepted, would require some additional investigation.

Clerk-Treasurer Rhodes suggested having the openings for this sort of proposal later in the day on Mondays. City Attorney Burns said the Board could authorize the Clerk-Treasurer to have an opening later in the day on Monday, so long as a report was made to the Board at its next meeting. The Board may waive irregularities in bidding, if it is advantageous to the City, since public funds are involved.

Clerk-Treasurer Rhodes opened the envelopes and read the responses aloud:

<u>Response from</u>	<u>Effective Interest Rate (as reported)</u>	<u>Semi-annual Payment</u>
Chase Equipment Finance, Inc.		
Option 1-No prepaid option	3.7808%	1@\$49,233.50 5@\$44,398.78
Option 2-Prepaid option	3.8541%	1@\$49,366.29 5@\$44,437.84
Municipal Leasing Consultants	4.14%	\$68,572.36

Clerk-Treasurer Rhodes noted that the proposal from Chase appears to be very competitive, but that the City also may consider the public option, the equivalent of the State QPA, by using the Indiana Bond Bank. Their rate for this lease purchase financing appears is lower than any received by bid at 3.34%, with the total of semi-annual payments lower than any received. The Indiana Bond Bank is using National City as the financing firm. Clerk-Treasurer Rhodes asked the Board to consider a motion that the Clerk-Treasurer pursue making a deal with the Indiana Bond Bank and, presuming that the City attorney approves the documents, closing on September 14.

Mr. Marley moved that the Clerk-Treasurer accept the lowest offer for lease/purchase financing with the Indiana Bond Bank. Ms. Booker seconded the motion.

Mr. Marley noted that he would not amend the motion, but he asked whether all the fees were in, that the rate of 3.34% is an all-in rate. Clerk-Treasurer Rhodes confirmed that, noting that the total cost of the lease as calculated is lower than any of the other proposals received.

The motion was adopted.

d. Request to Release Escrow: The Bank of New York Trust Company, N.A. to Bowen Engineering Corporation – Digester Renovation Project – WWTU

Wastewater Utility Director Henderson reported that the Digester Renovation Project is in its final stages, and that all but \$30,000 of retainage be released as Bowen completes the SCADA work, the computer monitoring and control systems.

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

i. Pay Application No. 21 and Certification for Payment

Wastewater Utility Director Henderson stated that pay application is paid from retainage. Clerk-Treasurer Rhodes reported that this is the supporting document for the release of escrow.

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

e. Street Closing Request – Tapawingo Drive to Brown Street – December 6, 2009 – Police

Police Chief Dombkowski explained that this item had been tabled several weeks ago, while details were being worked out. The request is to close Tapawingo from Brown to Roebuck on December 6 for the Christmas Parade. He noted that there may be a separate agreement with the Weidas for a portion of the Levee Plaza area. This is an annual request for which the Police Department recommends approval.

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 the request be approved. Ms. Booker seconded the motion. The motion was adopted.

f. Elevation in Rank – Police Officer 2nd Class Jonathan T. Morgan to Police Officer 1st Class – Police

Police Chief Dombkowski asked the Board to approve the elevation in rank and pay for Officer Morgan. Police Officer 2nd Class Jonathan Morgan has been with the Police Department for two years, effective September 4, and has met training standards, as well as standards of conduct and performance.

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

g. Claims

i. AP Docket \$569,011.58

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

▶ Ms. Booker asked about the payment of \$2,362.61 to Advance Municipal Equipment. Street Commissioner Downey answered that it was for brooms for the street sweeper.

▶ Ms. Booker questioned the WWTU payment of \$3,391.50 to Altivia Corporation. Wastewater Utility Director Henderson responded that this expense was for the sodium hypochlorite, bleach, for disinfecting water before it is discharged to the river.

▶ Ms. Booker asked about the \$2,677.50 payment to Atlas Excavating, Inc. Street Commissioner Downey reported that the expense was to raise two manholes, one of Cherry Lane and one on Northwestern.

▶ Ms. Booker requested information on the \$878.16 payment to Clarke Power Services, Inc. Fire Chief Drew answered that this was for scheduled maintenance for fire trucks.

▶ Ms. Booker raised the issue of the City using three insurance companies, Ft. Dearborn, Guardian, and United HealthCare. Human Resources Director Foster answered that each of these companies specializes in different coverage. United HealthCare is the medical provider, Ft. Dearborn covers life insurance, and Guardian is the dental and vision. Mayor Dennis added that the City gets better rates by using different carriers.

▶ Mr. Marley asked about the \$3,845.75 to Haan Marketing & Communication for "PRF Partnership Marketing Mate." Clerk-Treasurer Rhodes answered that it was for production of a brochure, photography, and video for the promotional materials for Purdue Research Park. The cost is split between the City and PRF.

▶ Mr. Marley questioned the \$3,600.00 payment to Kennedy/Jenks Consultants, Inc. for a food waste study. Wastewater Utility Director Henderson responded that this was for the feasibility study for food waste for the digesters. He has a draft report, which should be finalized soon. Mr. Marley asked if this were the cost of the entire contract. Mr. Henderson said the contract amount is \$19,900.00.

▶ Mr. Marley asked about the Parks payment of \$2,402.82 to Meyer Plastics, Inc. Parks Superintendent Payne answered that this was payment for the Plexiglas panels at the Skating Center.

▶ Mr. Marley questioned the \$525.00 payment to Beverly Shaw for site inspections. Mayor Dennis stated that Ms. Shaw is the City's greenspace consultant.

▶ Ms. Booker asked about the Police Department payment to ICU Mechanical Company for \$2,096.00. Police Chief Dombkowski answered that ICU is under contract for mechanicals for the Police Building, and that this was for the quarterly HVAC inspection.

► Ms. Booker questioned the \$60.00 expense to IWEA. Wastewater Utility Director Henderson responded that IWEA is the Indiana Water Environment Association, and the payment was for registration for Steve Nelson, WWTU laboratory manager.

► Ms. Booker asked about the \$325.00 payment to Irving Materials, Inc. Street Commissioner Downey answered that it was for concrete.

► Ms. Booker questioned the payment of \$309.56 to Motion Industries, Inc. Street Commissioner Downey responded that it was for bearings and other material for a leaf vac.

► Ms. Booker asked about the \$178.00 payment to United Refrigeration, Inc. Wastewater Utility Director Henderson answered that this was for air filters for the air-handling units on some of the buildings.

The motion to approve the claims was adopted.

h. Other Items

i. Fire Chief Drew announced that the Fire Department collected for MDA over the weekend. He did not know the total collected, but he complimented TV18 for their great coverage. Mayor Dennis suggested that those who collect next year wear reflective vests.

ii. Parks Superintendent Payne thanked the Parks & Recreation staff, as well as the other City departments who helped with Global Fest and the recycling effort there, and at the Lay Flats Festival at Tapawingo Park. Mr. Payne said the weekend began with the naturalization ceremony, one of the best things the City does. There was great turnout at all the events.

iii. Police Chief Dombkowski reported that the three big events, Lay Flats, Global Fest, and the first Purdue home football game, were calm. There were four people jailed the whole weekend, a very small number considering the scale.

iv. Wastewater Utility Director Henderson mentioned that this morning in the digester building, it looked like the turbines were running close to maximum output. This was before delivery of the food waste from Purdue. About 20% of the Plant's power is being run on-site. In response to a question about whether the City could sell the power to the grid, Mr. Henderson stated that there are no net metering laws in Indiana. There had been two bills in each of the houses at the State introduced during the last session, but nothing happened with them.

v. City Engineer Buck announced that there is an open house for the master plan effort for the Safe Routes to School on Wednesday at 6:30 p.m. in Council Chambers. The steering committee will report on the progress of work to date.

vi. Street Commissioner Downey reported that things are being picked up after the big weekend.

vii. Councilor Burch stated that she had questions on the claims listing, but that she would talk to Clerk-Treasurer Rhodes about them after the meeting.

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.