

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

September 5, 2017
8:30 a.m.
Morton Community Center
Multi-Purpose Room

Members present were Brooke E. Folkers, Jason D. Huber, and Thomas J. Kent. Bradley L. Cohen was absent. Clerk Sana G. Booker presided.

1. APPROVAL OF MINUTES

a. August 29, 2017, Meeting

Mr. Huber moved to accept the minutes of the August 29, 2017, Board of Works meeting. Mr. Kent seconded the motion.

The motion was adopted.

2. NEW BUSINESS

a. Hire: Firefighter – Clayton Zak – Fire

Fire Chief Tim Heath requested approval to hire firefighter candidate Clayton Zak. Chief Heath stated that he has been through the psychological and physical qualifications to meet the standards for the State's pension system. The bi-weekly salary for Mr. Zak will be \$1,954.01, effective September 21, 2017.

Ms. Folkers moved that the hire of Firefighter Clayton Zak be approved. Mr. Kent seconded the motion.

The motion was adopted.

b. 2017 Policy Updates: Standard Operating Procedure Manual – Police

Police Captain John Watson requested approval of the policy updates to the Standard Operating Procedure Manual. In order to keep our Standard Operating Procedure Manual up to date and compliant with State law, the Department partnered with Lexipol last year. Lexipol will review the manual twice a year and update the necessary policies.

Mr. Kent moved that the 2017 Policy Updates be approved. Mr. Huber seconded the motion.

Police Chief Jason Dombkowski noted they are in the process of getting accredited with the State with the Standard Operating Procedure Manual. The goal is to have this accreditation before the end of the year.

The motion was adopted.

c. Hire: Probationary Police Officer – David R. Vido – Police

Police Chief Dombkowski requested approval to hire David R. Vido as a probationary police officer. He stated that he has been extended an offer of employment by the Police Merit Commission. The bi-weekly salary for Mr. Vido will be \$1,954.01, effective

September 18, 2017. Chief Dombkowski noted that Mr. Vido is currently an Indiana State Trooper.

Mr. Huber moved that the hire of David Vido be approved. Mr. Kent seconded the motion.

The motion was adopted.

d. Street Closing: Northwestern Avenue, West Columbia Street, and South Street – 2017 Starry Night Music and Arts Festival – Police

Police Sergeant Jason Philhower requested approval of street closures for the annual Starry Night Music & Arts Festival. The closure will be on portions of Northwestern Avenue, Columbia Street, and South Street from 11:00 a.m. on Saturday, September 30, 2017, to 2:00 a.m. on Sunday, October 1, 2017.

Ms. Folkers moved that the street closings for the Starry Nights Festival be approved. Mr. Huber seconded the motion.

The motion was adopted.

e. Alley Closing: University Street and Waldron Street – Karaoke and BBQ with the Cultural Centers – Police

Police Sergeant Philhower requested approval of an alley closing between Waldron Street and University Street, which is just south of 5th Street. The alley will be closed from 5:00 p.m. to 8:00 p.m. on Tuesday, September 5, 2017. He stated that the LGBTQ Center of Purdue will be hosting a Karaoke and BBQ with the Cultural Centers. Sergeant Philhower noted that the alley is in a Purdue Police and Fire response area, and both agencies have given their approval for this alley closing.

Mr. Huber moved that the alley closing for the Cultural Centers event be approved. Ms. Folkers seconded the motion.

The motion was adopted.

f. Ordinance No. 25-17: 2018 WWTU Salary Schedule – WWTU

WWTU Director Dave Henderson requested approval of the 2018 WWTU Salary Ordinance.

Mr. Huber moved that Ordinance No. 25-17 be approved. Mr. Kent seconded the motion.

The motion was adopted.

g. Proposal: Aeration Tank Blower Replacement – Bowen Engineering – WWTU

WWTU Director Henderson described to the Board how the aeration system works at the Plant. He explained how purchasing different size blowers and a new process will provide energy cost savings over time. This purchase will be made using funds that remained after the CSO Interceptor Relief Project. Director Henderson clarified for Clerk Booker that he is requesting approval for this proposal. This project is a larger amount, at \$1,231,180.00, than some of the smaller improvements we have done. It is an investment in the Utility to reduce the operating cost over the life of the blowers.

Mr. Kent moved that the proposal from Bowen Engineering be approved. Ms. Folkers seconded the motion.

Ms. Folkers asked what happens to the existing blowers, to which Director Henderson responded that two of the four existing blowers will be in place as backups. The other two blowers will be stored at the facility until further notice.

The motion was adopted.

h. Change Order No. 1: 2017 Scrub Sealing Project – Pavement Restorations, Inc. – Engineering

Assistant City Engineer Marcus Smith requested approval of Change Order No. 1 for the 2017 Scrub Sealing Project with Pavement Restorations, Inc. Mr. Smith stated that this was a new product that the City used in the University Farms area. The product was initially scheduled to be put down in various cul-de-sacs as well, but Pavement Restorations, Inc. has now informed us that it would turn out better if the product was laid down on straight-away roads instead. This change order is to remove the \$22,025.27 for the cul-de-sacs, and add \$21,603.56 for straight section roads in University Farms. There will be a difference of \$421.72 removed from the original agreement.

Mr. Huber moved that Change Order No. 1 for the 2017 Scrub Sealing Project be approved. Mr. Kent seconded the motion.

Ms. Folkers asked if the description of the type of roads was in the quote packet, to which Mr. Smith responded yes. He noted that Pavement Restorations, Inc. could have done the cul-de-sacs with the new product, but the end result will be a better result by changing.

The motion was adopted.

i. Change Order No. 1: 2017 Crack Sealing Project – Pavement Restorations, Inc. – Engineering

Assistant City Engineer Smith requested approval of Change Order No. 1 for the 2017 Crack Sealing Project with Pavement Restorations, Inc. Mr. Smith stated that this change order, in the amount of \$15,082.12, is to cover additional roads that were added from left over funds.

Mr. Huber moved that Change Order No. 1 for the 2017 Crack Sealing Project be approved. Mr. Kent seconded the motion.

In response to a question asked Mr. Kent, Mr. Smith clarified that the original quote from Pavement Restorations, Inc. was less than they expected. There was additional funding left over from the Community Crossings 50/50 State grant funds, which enabled additional roads to be added to the project.

The motion was adopted.

j. Master Agreement: On-Call and Consulting Services – ADA Consulting of Indiana – Facilities

Facilities Director Tim Clark requested approval of a master agreement for on-call and consulting services with ADA Consulting of Indiana. Director Clark explained that this agreement will replace the previous agreement with ADA Consultants of Indiana, LLC, due to a company name change.

Ms. Folkers moved that the Master Agreement with ADA Consulting of Indiana be approved. Mr. Huber seconded the motion.

The motion was adopted.

k. Task Order No. 1: On-Call ADA Facility Evaluations and Consultation Services – ADA Consulting of Indiana – Facilities

Facilities Director Clark requested approval of Task Order No. 1 with ADA Consulting of Indiana. The scope work for this task order includes the City ADA Transition Plan, Title VI Plan, employee training and guidance, policy and procedure compliance, and technical advisory guidance. An hourly rate and reimbursement expense schedule has been attached with the agreement. Due to a name change, this item will replace Task Order No. 6, which was with ADA Consultants of Indiana, LLC.

Ms. Folkers moved that the Task Order No. 1 with ADA Consulting of Indiana be approved. Mr. Kent seconded the motion.

The motion was adopted.

l. Task Order No. 2: On-Call ADA Facility Evaluations and Consultation Services – ADA Consulting of Indiana – Facilities

Facilities Director Clark requested approval of Task Order No. 1 with ADA Consulting of Indiana. The scope work for this task order includes plan reviews for various new construction buildings, sites, sidewalks, and roads. An hourly rate and reimbursement expense schedule has been attached with the agreement. Due to a name change, this item will replace Task Order No. 7, which was with ADA Consultants of Indiana, LLC.

Mr. Huber moved that the Task Order No. 2 with ADA Consulting of Indiana be approved. Mr. Kent seconded the motion.

The motion was adopted.

m. Declare Item Surplus: HP Plotter/Scanner – Facilities

Facilities Director Clark requested approval to declare a HP Plotter/Scanner as surplus. He stated that the scanner was previously located in the old City Hall building, and has been replaced. Director Clark noted that this item will be listed on public surplus to determine the value amount.

Ms. Folkers moved that the HP Plotter/Scanner declared as surplus be approved. Mr. Huber seconded the motion.

The motion was adopted.

n. Claims

i. AP Docket	\$257,788.00
ii. AP Docket	\$235,092.65
iii. AP Docket	\$13,305.81
iv. PR Docket	\$590,496.30
v. PR Docket	\$115,245.75

Mr. Kent moved that the claims be approved. Mr. Huber seconded the motion.

There were no questions or comments about the claims.

The motion was adopted.

o. Informational Items

i. Park Board Dockets

There were no questions or comments about the listing.

p. Other Items

► Facilities Director Clark stated that Deputy Clerk Lindsey McCollum and Erica Hundley (Finance Department) were co-captains of the City's team in the Greater Lafayette Corporate Challenge. The team competed on Saturday, August 26, 2017, and placed second overall.

► Project Engineer Dan Auckley stated that the structure is getting placed at the roundabout for State Street and Tapawingo Drive. The sidewalk is being installed on the north side of the roundabout. The area from State Street up to University Street now has the final coat of asphalt. The bike paths will continue to be paved, and trees added along the street. Utility work will continue throughout the project. The Community Crossings Project is focusing on concrete work. Mr. Auckley stated they are projecting to have the project wrapped up by the middle of October.

► WWTU Director Henderson stated that his personal vision for the Utility is to get the electricity usage to net zero. He stated that the proposal, which the Board approved earlier, will help move the Utility in that direction. Director Henderson stated that his interim goal is to reduce electricity usage by 50 percent in the next five years.

► Fire Chief Heath stated that the Department will be installing smoke detectors in homes throughout the community on Friday, September 8, 2017, from 9:00 a.m. to noon. He noted that residents are encouraged to call the Department to schedule a different time if they will be unavailable during this time. There will be a 100th Anniversary Celebration for Fire Station No. 1 on Sunday, September 10, 2017, from 1:00 p.m. to 4:00 p.m., which is an open event to the community.

► Parks Superintendent Jan Fawley stated that the annual Naturalization Ceremony will take place at 3:00 p.m. on Friday, September 15, 2017, at the White Horse Christian Center. Global Fest will then follow on Saturday, September 16, 2017. The West Lafayette High School marching band will kick-off the festivities at noon, and other concerts will continue throughout the day until 10:00 p.m. on the Main Stage.

► Human Resources Director Diane Foster acknowledged the employees who participated in the Corporate Challenge, which contributed to the United Way campaign. In addition to the Corporate Challenge, the City's United Way pacesetter campaign came to a close. There was about \$7,300.00 worth of contribution, which was up substantially from last year. She noted that the number of participants also increased this year.

► Police Chief Jason Dombkowski reminded everyone of the Purdue home football game this Friday, September 8, 2017. In order to ensure students attend class on Friday, the Bar Coalition meeting last week confirmed that there will not be a breakfast club held before the game. The Village will not be closed for the night game, but will be for future day games. Due to Purdue playing on Friday evening, Ross-Aid Stadium will host. He

stated that Ross-Ade Stadium will host high school games on Saturday, September 9, 2017, beginning with West Lafayette High School.

► Street Commissioner Ben Anderson stated that Department's new paint machine is assembled and running. They have striped bike lanes on Fowler Avenue and Wiggins Street. Tomorrow they will be working on completing the striping of roads, weather permitted.

► City Engineer Ed Garrison reported that the bike path will be paved on State Street this week, but flaggers will be present during this time. In addition, the decorative rail from along State Street, which will run from Grant Street to Chauncey Avenue, will be installed before the game this Friday. However, the top decorative piece is not complete from production yet and will be placed at a later date.

► Clerk Booker ended the meeting with a quote. "It takes twenty years to build a reputation and five minutes to ruin it." – Warren Buffet

3. ADJOURNMENT

There being no further business to come before the Board, Ms. Folkers moved that the meeting be adjourned, and Clerk Booker adjourned the meeting.