

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

November 14, 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. November 7, 2017, Meeting

Ms. Folkers moved to accept the minutes of the November 7, 2017, Board of Works meeting. Mr. Kent seconded the motion.

The motion was adopted.

2. NEW BUSINESS

a. Bid Opening: Hook Truck – Street

Street Commissioner Ben Anderson explained that the hook truck is used to pick up roll-off containers and hold the grit box from the Wastewater Treatment Plant.

Corporation Council Eric Burns opened the three bid responses, and read them aloud:

Company	Bid Amount
JX Peterbilt – Fort Wayne	\$180,200.00
Jack Doheny	\$185,500.00
Link Environmental Equipment Co.	\$191,591.00

Corporation Council Burns noted that the three bids were delivered on time.

Ms. Folkers moved that bids for the Hook Truck be taken under advisement. Mr. Huber seconded the motion.

The motion was adopted.

b. Hire: Driver/Collector/Processor – Todd Marshall – Street

Street Commissioner Anderson requested approval to hire Todd Marshall as a Driver/Collector/Processor, effective Monday, November 20, 2017. Mr. Marshall will be a full-time employee, with a bi-weekly salary of \$1,500.00.

Mr. Huber moved that hire of Todd Marshall as a Driver/Processor/Collector be approved. Mr. Kent seconded the motion.

The motion was adopted.

c. Memorandum of Understanding: Sponsorship – The Anvil – Development

Director of Development Erik Carlson requested approval of a memorandum of understanding (MOU) with The Anvil, in an amount not-to-exceed \$25,000.00. He explained that The Anvil is a co-working space, which is run by Purdue University students. The Redevelopment Commission (RDC) has previously funded this organization, in an amount of \$100,000.00 annually, during its start-up. Director Carlson stated that they would like to continue working with The Anvil while encouraging growth and the ability to produce great local businesses.

Ms. Folkers moved that the Memorandum of Understanding with The Anvil be approved. Mr. Huber seconded the motion.

In response to a question asked by Mr. Kent, Director Carlson explained that the funding amount for this MOU has decreased compared to previous years. The funding will cover The Anvil for the year of 2018. He noted that the memo has the year 2016, and will be corrected.

The motion was adopted.

d. Agreement: Wabash Landing Parking Garage Equipment – Light & Breuning – Development

Director of Development Carlson requested approval of an agreement with Light & Breuning for new gate systems at the Wabash Landing Parking Garage, in an amount not-to-exceed \$94,500.00. Quotes were opened for this project by the Redevelopment Commission (RDC) on October 18, 2017. He noted that RDC funds will be used to pay an amount not-to-exceed \$74,761.00, and the remaining \$19,739.00 will be paid out of EDIT funds.

Ms. Folkers moved that agreement with Light & Breuning be approved. Mr. Huber seconded the motion.

Clerk Booker asked if Facilities Director Tim Clark was included and involved in this process, to which Director Carlson responded yes.

The motion was adopted.

e. Alley Closing: Pierce Street – Engineering

Building Commissioner Chad Spitznagle, on behalf of Shiel Sexton, requested approval to close the north alley off of Pierce Street. The alley closure is scheduled to begin on Tuesday, November 14, 2017, and will continue through Friday, November 17, 2017, weather dependent. Mr. Spitznagle stated that they will begin working on the exterior finishes for the State Street Project. He also noted that both alleys will not be closed at the same time. Sheil Sexton has been in contact with local residents and businesses about the closure.

Mr. Huber moved that the alley closure off of Peirce Street be approved. Mr. Kent seconded the motion.

The motion was adopted.

f. Policy: De Minimis Awards – Finance

City Controller Peter Gray requested approval of the Policy on De Minimis Awards. He explained that it is customary for a company to provide employees with items of small value, such as mugs and shirts. Per IRS Publication 5137, gifts of de minimus value are not considered a taxable fringe benefit to the employee. As the IRS does not provide a dollar amount as to what is considered de minimis, the City's threshold amount will be \$25.00. Under certain circumstances, this amount may be exceeded by an immaterial amount. Mr. Gray explained that as an example, if a group of shirts are purchased and most are under \$25.00, but larger sizes exceeds \$25.00, that larger size will be considered de minimus.

Ms. Folkers moved that the De Minimis Awards Policy be approved. Mr. Kent seconded the motion.

Mr. Huber asked if there is a national standard as to what the dollar amount should be, to which Mr. Gray responded that the standards vary with each company. There are numerous variables that are considered when determining that amount, of which he provided examples of to the Board.

In response to questions asked by Clerk Booker, Mr. Gray explained that items considered gifts are not every day work necessities. Also, he stated that if a shirt is \$35.00, then only \$10.00 will be taxable.

The motion was adopted.

g. Claims

i. AP Docket	\$345,080.57
ii. AP Docket	\$295,481.74
iii. PR Docket	\$603,621.48

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

There were no questions or comments about the claims.

The motion was adopted.

h. Informational Items

i. Project Payment List – WWTU

There were no questions or comments about the listing.

ii. Park Board Dockets

There were no questions or comments about the listing.

iii. Purchasing Card Transactions

There were no questions or comments about the listing.

i. Other Items

► Parks Superintendent Jan Fawley stated that the Riverside Skating Rink will open on Friday, November 24, 2017.

► Project Engineer Dan Auckley reported on various projects. The roundabout at Tapawingo Drive for the State Street Project is paved and completed. The majority of the sidewalk from Tapawingo Drive up to River Road on State Street is completed. They are continuing to install storm sewers from Airport Road to US Highway 231. They are

continuing to work on the bicycle lane in the section from Airport Road to University Street. The Happy Hollow Road Lighting Project will be completed on time and under budget. The lights will be turned on and continue to burn for 48 straight hours. The Community Crossings Project has a few punch list items before the project is complete. The University Farm Repaving Project has been completed. The Happy Hollow Creek Relocation Project is shut down for the winter. Mr. Auckley concluded by stating that North River Road will be closed Monday, November 20, 2017, through Wednesday, November 22, 2017, in order to prep for the structural steel members for the US 52 bridge. He stated that they will reclose River Road beginning on Monday, November 27, 2017, through Thursday, December 7, 2017, in order to do the setting of the steel structure members.

Ms. Folkers asked what type of work was taking place west of Salisbury Street on Lindberg Road and when it will be completed, to which Mr. Auckley stated that Indiana American Water Company is installing a new pipeline. They should be completing their work soon, as their projected completion date was mid-November.

In response to a question asked by Mr. Kent, Mr. Auckley explained that the lights installed for the Happy Hollow Road Lighting Project will have a 48 hour burning period before switching to the regular schedule of dusk to dawn, which will be initiated by sensors.

► Street Commissioner Anderson clarified that Indiana American Water Company still has work to do on Riverton Drive. Once completed, they will be finished with their projects for the year. Mr. Anderson stated that the Street Department received a new recycling truck this week, and they will be receiving one of their “Frankenstein” leaf machines tomorrow. He noted that the Department picked up over 50 tons of leaves yesterday. Due to the holiday next week, Thursday’s trash service will be picked up on the Monday, November 20, 2017, instead. Mr. Anderson concluded by expressing his appreciation to his crew, which met their goal of televising and cleaning 25 miles of the sewer system.

► Mr. Huber ended the meeting with a quote. “Advice from a River: Go with the flow. Immerse yourself in nature. Slow down and meander. Go around obstacles. Be thoughtful of those downstream. Stay current. The beauty is in the journey!” – Ilan Schamir

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.