

**BOARD OF PUBLIC WORKS AND SAFETY
MINUTES
June 18, 2019**

Regular Session:

The Board of Public Works and Safety met in regular session on Tuesday, June 18, 2019 at 9:00 a.m. in the Common Council Chambers. Members present were: Gary Henriott, Cindy Murray, Amy Moulton and Norm Childress. Absent: Ron Shriner

Ed Chosnek, City Attorney, was also present.

Mrs. Murray called the meeting to order.

The Pledge of Allegiance was given to the flag of our Country. President Henriott was present for the Pledge of Allegiance then left the meeting.

MINUTES

Mrs. Moulton moved for approval of the minutes from the June 11, 2019 regular meeting. Mr. Childress seconded. Passed.

NEW BUSINESS

Engineering

Loeb Baseball Stadium

Bid Package #1 General Trades-Contract

Jeromy Grenard, Public Works Director, presented to the Board and recommended approval of Bid Package #1 for General Trades Contract with JR Kelly Co. in the amount of \$10,480,000.00. Mr. Grenard stated that Substantial Completion on December 21, 2020 and the Final Completion on January 2021. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Bid Package #1 General Trades-Notice to Proceed

Mr. Grenard presented to the Board and recommended approval of Bid Package #1 Notice to Proceed. Mr. Grenard stated that the notice to proceed begins today, June, 18, 2019. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Bid Package #1 General Trades-Change Order #1

Mr. Grenard presented to the Board and recommended approval of Bid Package #1 Change Order BP-1-1 with a deduction in the amount of \$(55,250.00) which brings the revised contract amount to \$10,424,750.00. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Bid Package #2 Masonry-Contract

Mr. Grenard presented to the Board and recommended approval of Bid Package #2 for Masonry Contract with James Scharer Masonry in the amount of \$1,328,800.00. Mr. Grenard stated that Substantial

Completion on December 21, 2020 and the Final Completion on January 2021. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Bid Package #2 Masonry-Notice to Proceed

Mr. Grenard presented to the Board and recommended approval of Bid Package #2 Notice to Proceed. Mr. Grenard stated that the notice to proceed begins today, June, 18, 2019. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Bid Package #3 Steel-Contract

Mr. Grenard presented to the Board and recommended approval of Bid Package #3 for Steel Contract with Almet, Inc. in the amount of \$1,890,000.00. Mr. Grenard stated that Substantial Completion on December 21, 2020 and the Final Completion on January 2021. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Bid Package #3 Steel-Notice to Proceed

Mr. Grenard presented to the Board and recommended approval of Bid Package #3 Notice to Proceed. Mr. Grenard stated that the notice to proceed begins today, June, 18, 2019. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Bid Package #4 Roofing-Contract

Mr. Grenard presented to the Board and recommended approval of Bid Package #4 for Roofing Contract with Horning Roofing & Sheet Metal Co. in the amount of \$374,170.00. Mr. Grenard stated that Substantial Completion on December 21, 2020 and the Final Completion on January 2021. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Bid Package #4 Roofing-Notice to Proceed

Mr. Grenard presented to the Board and recommended approval of Bid Package #4 Notice to Proceed. Mr. Grenard stated that the notice to proceed begins today, June, 18, 2019. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Bid Package #4 Roofing-Change Order #1

Mr. Grenard presented to the Board and recommended approval of Bid Package #4 Change Order BP-4-1 with a deduction in the amount of \$(25,000.00) which brings the revised contract amount to \$349,170.00. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Bid Package #5 Aluminum Entrance/Storefronts-Contract

Mr. Grenard presented to the Board and recommended approval of Bid Package #5 for Aluminum Entrance/Storefronts Contract with Central Indiana Glass & Glazing, Inc. in the amount of \$547,060.00. Mr. Grenard stated that Substantial Completion on December 21, 2020 and the Final Completion on January 2021. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed

Bid Package #5 Aluminum Entrance/Storefronts-Notice to Proceed

Mr. Grenard presented to the Board and recommended approval of Bid Package #5 Notice to Proceed. Mr. Grenard stated that the notice to proceed begins today, June, 18, 2019. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Bid Package #6 Fire Sprinklers-Contract

Mr. Grenard presented to the Board and recommended approval of Bid Package #6 for Fire Sprinklers Contract with Dalmatian Fire in the amount of \$141,400.00. Mr. Grenard stated that Substantial Completion on December 21, 2020 and the Final Completion on January 2021. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Bid Package #6 Fire Sprinklers-Notice to Proceed

Mr. Grenard presented to the Board and recommended approval of Bid Package #6 Notice to Proceed. Mr. Grenard stated that the notice to proceed begins today, June, 18, 2019. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Bid Package #7 Mechanical-Contract

Mr. Grenard presented to the Board and recommended approval of Bid Package #7 for Mechanical Contract with D.A. Dodd LLC in the amount of \$1,749,000.00. Mr. Grenard stated that Substantial Completion on December 21, 2020 and the Final Completion on January 2021. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Bid Package #7 Mechanical-Notice to Proceed

Mr. Grenard presented to the Board and recommended approval of Bid Package #7 Notice to Proceed. Mr. Grenard stated that the notice to proceed begins today, June, 18, 2019. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Bid Package #8 Electrical-Contract

Mr. Grenard presented to the Board and recommended approval of Bid Package #8 for Electrical Contract with Huston Electric in the amount of \$2,097,366.00. Mr. Grenard stated that Substantial Completion on December 21, 2020 and the Final Completion on January 2021. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Bid Package #8 Electrical-Notice to Proceed

Mr. Grenard presented to the Board and recommended approval of Bid Package #8 Notice to Proceed. Mr. Grenard stated that the notice to proceed begins today, June, 18, 2019. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Bid Package #8 Electrical-Change Order #1

Mr. Grenard presented to the Board and recommended approval of Bid Package #8 Change Order BP-8-1 with a deduction in the amount of \$(86,650.00) which brings the revised contract amount to \$2,010,816.00. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Bid Package #9 Sports Lighting-Contract

Mr. Grenard presented to the Board and recommended approval of Bid Package #9 for Sports Lighting Contract with Custer Electric in the amount of \$507,358.00. Mr. Grenard stated that Substantial Completion on December 21, 2020 and the Final Completion on January 2021. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Bid Package #9 Sports Lighting-Notice to Proceed

Mr. Grenard presented to the Board and recommended approval of Bid Package #9 Notice to Proceed. Mr. Grenard stated that the notice to proceed begins today, June, 18, 2019. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Bid Package #11 Turf-Contract

Mr. Grenard presented to the Board and recommended approval of Bid Package #11 for Turf Contract with Sprinturf Inc. in the amount of \$724,985.00. Mr. Grenard stated that Substantial Completion on December 21, 2020 and the Final Completion on January 2021. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Bid Package #11 Turf-Notice to Proceed

Mr. Grenard presented to the Board and recommended approval of Bid Package #11 Notice to Proceed. Mr. Grenard stated that the notice to proceed begins today, June, 18, 2019. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Bid Package #12 Stadium Seating-Contract

Mr. Grenard presented to the Board and recommended approval of Bid Package #12 for Stadium Seating Contract with Irwin Seating Co. in the amount of \$333,545.00. Mr. Grenard stated that Substantial Completion on December 21, 2020 and the Final Completion on January 2021. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Bid Package #12 Stadium Seating-Notice to Proceed

Mr. Grenard presented to the Board and recommended approval of Bid Package #12 Notice to Proceed. Mr. Grenard stated that the notice to proceed begins today, June, 18, 2019. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Bid Package #13 Food Services-Contract

Mr. Grenard presented to the Board and recommended approval of Bid Package #13 for Food Services Contract with C&T Design & Equipment Co. in the amount of \$368,967.00 Mr. Grenard stated that Substantial Completion on December 21, 2020 and the Final Completion on January 2021. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Bid Packages #13 Food Services-Notice to Proceed

Mr. Grenard presented to the Board and recommended approval of Bid Package #13 Notice to Proceed. Mr. Grenard stated that the notice to proceed begins today, June, 18, 2019. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Bid Packages #13 Food Services-Change Order #1

Mr. Grenard presented to the Board and recommended approval of Bid Package #1 Change Order BP-13-1 with a deduction in the amount of \$(9,379.00) which brings the revised contract amount to \$359,588.00. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Purchasing

Declaration of Worthless Property

Dave Payne, Purchasing Manager, presented to the Board and recommended approval of a Declaration of Worthless Property for the Police Department that includes a 1990 Sears & Roebuck television Serial B0060210371. Mr. Payne stated that this item will be recycled. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Vehicle Trade-In Authorization-Fleet Maintenance

Mr. Payne presented to the Board and recommended approval of a Vehicle Trade-In Authorization for Fleet Maintenance for a 2003 Chevrolet S10 VIN#1GCDT19X738225732 City# 706. Mr. Payne stated that the vehicle will be traded in during an upcoming vehicle purchase. Mr. Childress moved for approval. Mrs. Moulton seconded. Passed.

Parks Department

Contract with Keystone Architecture for the Columbian Park Carousel Design

Claudine Laufman, Parks Superintendent, presented to the Board and recommended approval of a Contract with Keystone Architecture for the design of the Columbian Park Carousel. Mrs. Laufman stated that the contract is not-to-exceed \$40,000.00. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

CLAIMS

Tim Clary, Controller, presented for Board approval, Claims in the amount of \$2,832,641.87. Mrs. Murray asked if there were any further questions and there were none. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

MISCELLANEOUS

Special Event Request-Neighborhood Gathering and Car Show

Mrs. Murray presented to the Board and recommended approval of a Special Event Request for a Neighborhood Gathering and Car Show to be held on August 10, 2019 from 12:00noon-9:00pm located on S. 11th from State Street to Kossuth Street. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Special Event Request-Carry the Torch Walk

Mrs. Murray presented to the Board and recommended approval of a Special Event Request for the Carry the Torch Walk to be held on September 29, 2019 from 12:00noon-5:00pm. The walk will start at Riehle Plaza and walk to N. 9th Street and back on Main Street. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Special Event Request-Corpus Christi Procession

Mrs. Murray presented to the Board and recommended approval of a Special Event Request for the Corpus Christi Procession to be held on June 23, 2019 from 7:30pm-8:00pm. The walk will go around the block at St. Boniface Church. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Special Event Request-St. Lawrence Eucharistic Procession

Mrs. Murray presented to the Board and recommended approval of a Special Event Request for the St. Lawrence Eucharistic Procession to be held on June 23, 2019 from 12:00noon-1:00pm. The walk will go around the block at St. Lawrence Church and Elementary School. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Special Event Request-Stars and Stripes

Mrs. Murray presented to the Board and recommended approval of a Special Event Request for the Stars and Stripes July 4th Celebration to be held on July 4th from 12:00noon-12:00midnight. The event will be held at Riehle Plaza and John T. Myers Bridge. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

DEPARTMENTAL UPDATE

Utility Billing Office

Amy Douglas, UBO Director, gave the following update:

The Utility Billing Office provides water, sewer, and storm water service to the citizens of Lafayette and surrounding area.

I am very fortunate to have a great group of people in our department. We have staff that range from over 36 years to 3 years with the City of Lafayette. As you can see there is very low turnover. This allows us to provide excellent customer service, but we still strive to do better. Recently our office started focusing more on training. Since 2016, we have sent staff to the Tyler Munis User Conference, staff to the Neptune Water Meter Software Conference and participated in different training seminars and office wide webinars. In addition, we have 2 who are attending Certified Public Supervisor Training through Ball State currently. The Utility Billing Office strives to use technology to offer the best customer service. We now have the capability to look at a customer's usage while we are on the phone with them and relay if they have a continuous or intermittent leak. Right now about 67% of our customers have this capability. This will only get better as the meter change out program progresses.

Our office also electronically files a copy of the customer's documentation directly to the account. This minimizes questions and helps trouble shoot future inquiries. Internally our office has streamlined our email questions for quicker turnaround and response time.

We've tried to listen to our customers and have provided online auto pay and e-check payment option as requested. Our office also has implemented an inside payment drop box. The office is working towards pay by phone, emailing bills and updating our website to have online forms available. As one of our staff members, Amber Sipple, stated, "The advancement of technology is the gateway to great customer service."

In 2009 only 24% of our customers paid electronically but now we're at about 59%. Since so many things are offered electronically, we also went from averaging 400 customers in our office per day to averaging 180 customers in our office. However, our customer base increased from a little over 24,000 customers in 2004 to over 28,000 customers now. Staff is assigned to trouble shoot customer questions for online payments which was not needed in the past. We have stayed consistent with averaging around 150-180 calls per day and about 35 applications and finals (or people moving in and out) per day.

With technology improvements, our staff must go to the next level. There is no position in the Utility Billing Office that is mere data entry. Each task requires thought and foresight on how it will affect the next step. It takes skill to be able to ascertain information from the software and understand the software to be able to advise the customer areas to check for possible high usage. They also need skill to explain what is detected to the customer so they can understand. We have many multi-function positions that have to perform different tasks from different sections of the office. Even taking a customer's payment is in depth and requires multiple steps and verification to complete the transaction. Staff has been able to bring our Account Receivable from 82% in 2005 to 94% now. The success of the Utility Billing Office comes from the people who make it up. As I said in the beginning, I am very fortunate to have a great group of people in our department. I thank you for allowing me the time to talk about the office and am happy to answer any questions.

Time: 9:22 a.m.

Mrs. Murray stated that the Board will reconvene in five (5) minutes for the Animal Control Appeal Hearing.

**BOARD OF PUBLIC WORKS AND SAFETY
ANIMAL APPEAL MINUTES
June 18, 2019**

Appeal Hearing:

The Board of Public Works and Safety met on Tuesday, June 18, 2019 at 9:30 a.m. in the Common Council Chambers. Members present were: Cindy Murray, Amy Moulton and Norm Childress. Absent: Gary Henriott and Ron Shriner

Ed Chosnek, City Attorney, was also present.

Mrs. Murray called the meeting to order.

Animal Control Appeal Hearing-Roger VanVoorst

Mrs. Murray stated that this was an Animal Control Appeal Hearing for Roger VanVoorst and his dog "Oreo". Ed Chosnek stated that this was an appeal filed by Roger VanVoorst who is present for the meeting along with ACO Josh Klumpe and ACO Jenna Manuel that were involved in the case. Mr. Chosnek stated that the Board has received a packet that includes all of the incident reports, appeal and pictures. Mr. Chosnek stated that Oreo is a 7 year old Beagle mix dog that resides with Mr. VanVoorst at 1208 Archway Drive.

Mr. Chosnek stated that the first incident report happened on January 1, 2017 when Mr. VanVoorst lived on Commanche Trail. There was a call from the neighbor that Oreo was out running loose.

2/14/17 on Commanche Trail-Oreo was running at large. ACO's were called but Oreo was back in his yard by the time they got there.

2/22/17 on Commanche Trail-Oreo was running at large. ACO's were called and Oreo was put back in the yard. There was a \$150 citation issued at this time because Oreo was not up to date on vaccines or registered with the City of Lafayette. At this incident an ACO went into the backyard where there was no water in the bowl.

6/8/18 on Archway Drive-There was a caller complaint of a dog barking non-stop for 2 hours. ACO's arrived and Oreo was not barking at that time.

8/1/18 on Archway Drive-There was a caller complaint of a dog barking for 3 hours. ACO's arrived and Oreo was not barking at that time.

5/21/19 on Archway Drive-Oreo was running at large. ACO made contact with Mr. VanVoorst and he indicated that he knew Oreo had been running loose. Mr. VanVoorst was told at this time that Oreo cannot get loose according to City Ordinance. He must maintain total control of the dog at all times.

4/26/19 on Archway Drive-Oreo was running at large. ACO arrived at the scene and Oreo was back in the yard. ACO talked to Mr. VanVoorst's son letting him know to keep an eye on Oreo so he doesn't get out of the yard. Warning was issued at this time.

5/3/19 on Archway Drive-Oreo was running at large. ACO was going to issue a Nuisance Animal Agreement (NAA) due to the number of time Oreo has been loose. Left a message with the owner who did not respond back. There was a \$100 citation issued. Mr. VanVoorst did not follow up on signing the NAA and was told that if he didn't sign it, it would be considered refusal but still in effect.

5/6/19 on Archway Drive-ACO arrived to investigate and Oreo was outside in the yard on a tie-out. There was no visible water which is a violation of the NAA.

6/5/19 on Archway Drive-There was a call received that Oreo was running at large again. ACO arrived and removed Oreo for violating the NAA and was taken to the Almost Home Humane Society where Oreo currently resides.

ACO Klumpe verbally confirmed the description of events that Mr. Chosnek described to the Board.

Mr. VanVoorst, 1208 Archway Drive, stated that he is Oreos owner. Mr. VanVoorst stated that Oreos likes to travel. Oreos tends to get out of the yard while he is at work and his son is at home with the dog. Mr. VanVoorst stated that his son is irresponsible with watching the dog and has been warned several times by his dad. There is a 30 foot runner/lead that Oreos is put on in the back yard. Mr. VanVoorst stated that he has Oreos since he was 8 or 9 weeks old and he is a good harmless dog. Mr. VanVoorst stated that he has almost completed the fence in the backyard. The dog does not get loose when he is at home, only when his son is watching the dog.

Mr. Chosnek asked Mr. VanVoorst if he has paid any of the citations that have been issued to him. Mr. VanVoorst stated that he doesn't have a lot of money to pay fines.

Mr. Childress asked the ACO's what the total amount of fines Mr. VanVoorst has accrued. ACO Manuel stated that the total is \$350 to date.

Mrs. Murray asked Mr. VanVoorst several questions regarding the tie-out, rope and gate latch that are shown in the pictures provided to the Board. The rope appears very chewed. Mr. VanVoorst stated that the rope is not breakable. Mr. VanVoorst stated that he is in the process of fixing the broken gate latch. Mr. VanVoorst stated that he and the dog next door bark at each other when they are outside at the same time.

Mr. Childress asked when the repairs to the fence are going to be completed. Mr. VanVoorst stated that he tries to do about \$100 every two (2) weeks for the fence but could get the fence complete in the month or few months. Mr. Childress asked if Mr. VanVoorst plans on paying the citations. Mr. VanVoorst stated that he rather not, has no money for fines. Discussion ensued.

Mr. Childress stated that he would be willing to consider the appeal if Mr. VanVoorst would make the repairs to the fence and gate latch along with paying the fines within 10 days. This would be to contain the dog with in the backyard.

Mrs. Murray stated that she would be ok with reducing the \$100 citation for rabies vaccination down to \$0 if Mr. VanVoorst would provide proof that Oreos has updated rabies shot within 10 days. Discussion ensued.

ACO Klumpe reminded Mr. VanVoorst that having a rabies vaccination is Indiana State Law not just City Ordinance.

Mrs. Moulton stated that she agrees with the conditions that have been put on the table by Mr. Childress and Mrs. Murray.

Mr. VanVoorst stated that he is willing to make the repairs to the fence and gate to secure the yard within 10 days so Oreos has the potential to be returned. Mr. Chosnek stated that if Mr. VanVoorst does not follow through with these conditions, Oreos will not be returned to him. Mr. VanVoorst stated that he heard that.

Mr. Childress moved to take the conditions of the return of Oreos which include: repairs are made sufficient to secure the dog within the dog within 10 days, that Mr. VanVoorst makes an agreement to pay the fines with the understanding that the rabies vaccination is absolutely needed to be done and that if these conditions are not met within 10 days the appeal will be denied and the dog will be adopted out to another family. Mrs. Moulton seconded. Motion Carried.

Time: 9:55 a.m.

BOARD OF PUBLIC WORKS AND SAFETY

Cindy Murray s/s

President Pro-Tem

Board of Public Works and Safety

June 18, 2019

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ATTEST: Mindy Miller s/s

Mindy Miller, 1st Deputy Clerk

Minutes written by Mindy Miller, 1st Deputy Clerk

*A digital audio recording of this meeting is available in the Lafayette City Clerk's Office or online at <http://www.lafayette.in.gov/agendacenter>.

**A list of all permits issued for the preceding week is available at <http://www.lafayette.in.gov/DocumentCenter/Index/375>