

**BOARD OF PUBLIC WORKS AND SAFETY  
MONDAY, APRIL 8, 2019  
AT 9 AM**

Members present Jonathan Stinson, James Trimble, Cary Sparks, Roland Shelton and Bob All

**OLD BUSINESS**

**1. Approve Minutes from Board of Public Works and Safety Meeting March 25, 2019**

Bob All made a motion to approve; this was seconded by Roland Shelton and approved by the Board.

**NEW BUSINESS**

**1. Change Order #11 – Margaret Avenue 14<sup>th</sup> to 25<sup>th</sup> Street Project**

As a result of the utility delay the placement of the surface lift of asphalt could not take place before winter, and since it was under traffic this winter, it requires cleaning to remove debris before this work can occur. This change order reflects the costs of the work required to prepare the roadway for the placement of surface. This work was unforeseeable at the time of the bid; the amount of the change order is \$1,121.11. Cary Sparks made a motion to approve; this was seconded by James Trimble and approved by the Board. Cary Sparks asked Brad Utz if guardrails were going to be placed on the Southside and the Board was informed yes at some point.

**2. Request to Declare Vehicles as Surplus – Terre Haute Police Department**

Steve Lockard informed the Board these vehicles have been parted out and need to be sold as scrap along with the last batch we declared surplus and there will be one more list of vehicles and then we will put out for bid. Roland Shelton made a motion to declare surplus; this was seconded by James Trimble and approved by the Board.

**3. Payroll**

James Trimble made a motion to certify the payroll registers based on the recommendation of the Department Heads and the City Controller subject to the appropriation of funds; this was seconded by Roland Shelton and approved by the Board.

**4. PO Registers**

Cary Sparks made a motion to certify the purchase order registers based on the recommendation of the Department Heads and the City Controller subject to the appropriation of funds; this was seconded by Bob All and approved by the Board.

**5. Request from Catholic Charities to Sell Ducks for the 2<sup>nd</sup> Annual Wabash Valley Rubber Duck Regatta**

The Advisory Council of Catholic Charities is hosting the 2<sup>nd</sup> Annual Wabash Valley Rubber Duck Regatta on July 4<sup>th</sup> and is asking permission to sell chances on May 17<sup>th</sup> between the Vigo County Courthouse and City Hall and on May 31<sup>st</sup> at the parking garage between 6<sup>th</sup> and 7<sup>th</sup> Street. Based on a positive recommendation from the Legal Department Cary Sparks made a motion to approve; this was seconded by Roland Shelton and approved by the Board.

**6. American with Disabilities Act Self-Evaluation & Transition Proposal**

The City was made aware of the need for compliance with the Americans with Disabilities Act (ADA) by the Federal Highway Administration (FHWA) and Indiana Department of Transportation (INDOT) FHWA is one entity with the power to enforce the requirements of the ADA and, specifically in Indiana, a concerted effort has been made to do so within the last 10 years. The ADA is a comprehensive Federal civil rights statute enacted in 1990. Comprised of five major parts, or "titles", the ADA's stated purpose was to provide a "clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities." Title II requires that all public entities with 50 or more employees perform a self-evaluation (including pedestrian right-of-way, facilities and programs and policies),

prepare a transition plan, make the transition plan available for three years, publish a notice of non-discrimination, designate an ADA Coordinator, and develop a formal complaint form and grievance procedure. Self-evaluation enables local governments to pinpoint the facilities, programs, and services that must be modified or relocated to ensure that they are complying with Title II requirements of the ADA. The engineering department began the process in 2013 by contracting on an as-needed basis with DLZ. DLZ provided training to City staff to complete the right-of-way (ROW) and building/park facility evaluations in an effort to reduce the cost to the city to become compliant. Unfortunately, the ROW was only partially completed in 2014 (now outdated) and staff were unable to devote time to the completion of the building/park facility evaluations while handling their other duties. With the required Self-Evaluation and Transition Plan (SETP) in place, it is possible the city may lose federal funding. To avoid this, the engineering staff spoke with INDOT and other interested parties to discuss minimum requirements and potential phasing. They were agreeable to phasing the SETP work over 2019 and 2020 without impact to funding. The city then requested that DLZ provide a proposal reflecting this course of action. DLZ provided this proposal for a Basic Scope of Services to be completed in 2019 consisting of evaluation all City sidewalks and curb ramps in the public ROW processing and analyzing the ROW data, limited public outreach, evaluation of all City programs and policies and development of an interim plan. It is worth note that a significant portion of this expense is time required for the field evaluation of approximately 330 miles of sidewalk and over 4000 curb ramps within the city and large effort required to process and estimate the cost to correct for that data. Additionally, their proposal includes the use of college interns rather than full-time DLZ staff to help reduce the costs of the field work. An "Additional If Authorized" scope of services is included for 2020 consisting of facilities evaluation (including parks), completion of the public outreach process, and finalization of the transition plan and would require City's written authorization with a separate Notice to Proceed when funds are available at the start of 2020. Jonathan Stinson asked if funding was in the budget and the Board was informed yes. Cary Sparks made a motion to approve; this was seconded by Roland Shelton and approved by the Board.

#### **7. Request from Arts Illiana to close Wabash Avenue between 6<sup>th</sup> and 7<sup>th</sup> in order to Paint Designs on the Crosswalk at 7<sup>th</sup> and Wabash**

Arts Illiana has requested permission to close Wabash Avenue from 6<sup>th</sup> to 7<sup>th</sup> Street in order to paint designs in the crosswalks at the intersection of 7<sup>th</sup> and Wabash. The Department of Engineering reviewed the request and recommended approval provided that these designs meet the requirements set forth in the Manual of Uniform Traffic Control Devices. Prior to painting the crosswalks the design must be submitted to the Department of Engineering for approval. Based on this recommendation Bob All made a motion to approve; this was seconded by Cary Sparks and approved by the Board.

#### **8. Request from DeVaney Elementary to close College from 25<sup>th</sup> to Brown on May 11<sup>th</sup> from 9:45 AM to 10:30 AM during HEALTHY HEARTS FUN RUN**

Based on positive recommendations from the Department of Engineering the Street Department Roland Shelton made a motion to approve; this was seconded by Cary Sparks and approved by the Board.

#### **9. Request from Wabash Valley Breast Cancer Survivors Incorporated to PAINT A PINK RIBBON on the Street at the Intersection of 6<sup>th</sup> and Wabash**

Based on a positive recommendation from the Department of Engineering Roland Shelton made a motion to approve; this was seconded by Bob All and approved by the Board.

#### **10. Railroad Crossing Petition for Lafayette Avenue**

The Department of Engineering informed the Board this is a petition to the Indiana Department of Transportation, Rail Office for the approval of the alteration of a grade crossing at the junction of Lafayette Avenue and the railway tracks of The Indiana Rail Road Company. Roland Shelton made a motion to approve; this was seconded by Cary Sparks and approved by the Board.

#### **11. Change Order #12 – Margaret Avenue 14<sup>th</sup> to 25<sup>th</sup> Street**

This change order is to add INDOT Construction Memorandum 19-03 to the contract and does not affect the contract price. This change order is mandated by INDOT and the Department of Engineering is asking for approval. Cary Sparks made a motion to approve; this was seconded by Roland Shelton and approved by the Board.

### **12. Property & Casualty Insurance Renewal**

ONI Risk Partners informed the Board there was a 9.5% increase from last year. The only major change was the increase in Cyber Liability from \$1,000,000 each incident and \$1,000,000 aggregate to \$2,000,000 each incident and \$2,000,000 aggregate equaling an additional premium of \$7,492.00. James Trimble made a motion to approve including the additional Cyber Liability; this was seconded by Cary Sparks and approved by the Board.

### **13. Change Order #2 – Poplar Street 25<sup>th</sup> to Brown**

This change order is for \$50,392.60 for Drywell, Revised Plan, Linear Grading and PCCP for Approaches. Item 0122 Drywell is being added to compensate the contractor for extra work and material associated with the addition of 4 Drywells on the south side of Poplar Street to help alleviate standing water issued that would be created with the widening operation. Item 0123 Linear Grading is being added in order to compensate the contractor for extra grading that is required in order for the area adjacent to the widening to match the elevation of the new asphalt. Item 0124 PCCP for Approaches is being added in order to compensate the contractor for extra work and material for the replacement of drive approaches on the south side of Poplar. These driveways will need to be replaced at the new edge of pavement elevation. Based on a positive recommendation from the Department of Engineering James Trimble made a motion to approve; this was seconded by Cary Sparks and approved by the Board.

There being no further business Cary Sparks made a motion to adjourn; this was seconded by Roland Shelton and approved by the Board.

Robin A Drummy, Administrator

**NEXT MEETING OF THE BOARD OF PUBLIC WORKS AND SAFETY IS MONDAY APRIL 22<sup>ND</sup> AT 9 AM**