

# WESTFIELD PUBLIC WORKS



ACTING TOWN MANAGER/  
DIRECTOR OF PUBLIC WORKS  
BRUCE A. HAUK

TOWN COUNCIL  
ANDREW COOK  
JOHN DIPPEL  
JACK HART  
ROBERT HORKAY  
JOSEPH PLANKIS  
ROBERT J. SMITH  
RONALD W. THOMAS

CLERK-TREASURER  
CINDY J. GOSSARD

## Memorandum

To: Westfield Town Council  
From: Kurt J. Wanninger  
CC: Bruce A. Hauk  
Date: August 2, 2007  
Re: Public Works Department Matters

Dear Members of Council, I would like to take this opportunity to update you regarding some of the activities that have taken place within the Public Works Department over the last month.

### **Fees Collected**

(See Attachment 1)

### **Department Safety Statistics**

(See Attachment 2)

### **HNTB Progress Report**

(See Attachment 3)

### **Employee of the Month**

The department's Employee of the Month selection for June 2007 was Keeli Wright. Keeli has been with the Westfield Public Works Department since March of 2003. Keeli is the Tool Crib Attendant within the Streets, Grounds, and Utility Maintenance Division. Please join me in congratulating Keeli on this significant achievement.

# ATTACHMENT #1

## Yearly Permit Fees-2007

Type of Fees	January	February	March	April	May	June	July	August	September	October	November	December
Enrollment Permits	\$ 1,943.00	\$ 1,750.00	\$ 1,130.00	\$ 2,275.00	\$ 2,850.00	\$ 3,205.00	\$ 1,875.00					
Sewer Availability Fees	\$ 15,525.00	\$ 17,500.00	\$ 21,880.00	\$ 126,835.00	\$ 162,650.00	\$ 126,650.00	\$ 4,325.00					
Sewer Tap Fees	\$ 25,510.00	\$ 20,750.00	\$ 61,880.00	\$ 48,180.00	\$ 12,228.00	\$ 26,174.40	\$ 18,690.00					
Subsequent Sewer Connection	\$ 843.60	\$ 10,079.88	\$ 3,374.40	\$ 760.00	\$ 6,156.00	\$ 6,156.00						
Water Availability Fees	\$ 30,690.40	\$ 42,457.50	\$ 21,343.50	\$ 71,423.40	\$ 131,864.70	\$ 56,928.24	\$ 23,454.90					
Water-3/4" Tap Fees	\$ 21,529.00	\$ 9,525.00	\$ 23,960.00	\$ 24,340.00	\$ 8,965.00	\$ 14,165.00	\$ 26,354.00					
Water-1" Tap Fees												
Water-1 1/2" or Greater												
Lawn Irrigation Fees	\$ 225.00	\$ -	\$ 200.00	\$ -	\$ 1,300.00	\$ -	\$ -					
Road Impact Fees	\$ 34,186.42	\$ 3,150.00	\$ 21,886.64	\$ 19,676.00	\$ 11,348.00	\$ 10,530.00	\$ 14,400.00					
Plan Review Fees	\$ 10,555.00	\$ 4,575.00	\$ 11,535.00	\$ 2,940.00	\$ 6,330.00	\$ 8,875.00	\$ 6,650.00					
Inspection Fees	\$ 4,896.21	\$ 10,323.00	\$ 8,566.61	\$ 5,234.02	\$ 4,810.00	\$ 7,807.00	\$ 7,162.46					
Map Fees	\$ 37.50	\$ -	\$ 37.50	\$ 70.00	\$ -	\$ -	\$ 37.50					
Erosion Control Appl. Fees	\$ 1,500.00	\$ 1,700.00	\$ 1,500.00	\$ 3,100.00	\$ 3,200.00	\$ 4,300.00	\$ 2,700.00					
Erosion Control Penalty Fees	\$ 700.00	\$ 390.00	\$ 2,300.00	\$ 300.00	\$ 300.00	\$ 1,800.00	\$ 900.00					
Sanitary Sewer Permit Fees	\$ -	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00					
Water Permit Fees	\$ -	\$ -	\$ 600.00	\$ 600.00	\$ 300.00	\$ 300.00	\$ 300.00					
Water Service Line Protection	\$ 480.00	\$ -	\$ 96.00	\$ -	\$ 96.00	\$ -	\$ 96.00					
<b>Totals per Month</b>	<b>\$ 159,421.13</b>	<b>\$ 120,904.18</b>	<b>\$ 180,889.85</b>	<b>\$ 307,380.42</b>	<b>\$ 346,817.30</b>	<b>\$ 198,169.00</b>	<b>\$ 142,060.70</b>	<b>\$ -</b>				

Type of Fees	1st Qtr Total	2nd Qtr Total	3rd Qtr Total	4th Qtr Total
Enrollment Permits	\$ 3,248.00	\$ 8,365.00	\$ 1,875.00	\$ -
Sewer Availability Fees	\$ 55,305.00	\$ 340,441.00	\$ 4,325.00	\$ -
Sewer Tap Fees	\$ 108,150.00	\$ 86,582.40	\$ 18,690.00	\$ -
Subsequent Sewer Connection	\$ 14,297.68	\$ 4,849.80	\$ -	\$ -
Water Availability Fees	\$ 103,481.40	\$ 226,440.00	\$ 56,928.24	\$ -
Water-3/4" Tap Fees	\$ 55,414.00	\$ 47,500.00	\$ 26,354.00	\$ -
Water-1" Tap Fees		\$ 500.00	\$ 750.00	\$ -
Water-1 1/2" or Greater		\$ -	\$ -	\$ -
Lawn Irrigation Fees	\$ 425.00	\$ 382.50	\$ 650.00	\$ -
Road Impact Fees	\$ 58,342.06	\$ 41,254.00	\$ 14,400.00	\$ -
Plan Review Fees	\$ 26,685.00	\$ 17,945.00	\$ 6,650.00	\$ -
Inspection Fees	\$ 23,785.82	\$ 17,851.02	\$ 7,162.46	\$ -
Map Fees	\$ 75.00	\$ 107.50	\$ -	\$ -
Erosion Control Appl. Fees	\$ 4,700.00	\$ 10,600.00	\$ 2,700.00	\$ -
Erosion Control Penalty Fees	\$ 3,800.00	\$ 2,400.00	\$ 900.00	\$ -
Sanitary Sewer Permit Fees	\$ 600.00	\$ 1,500.00	\$ 300.00	\$ -
Water Permit Fees	\$ 600.00	\$ 2,700.00	\$ 300.00	\$ -
Water Service Line Protection	\$ 576.00	\$ 96.00	\$ 96.00	\$ -
<b>Totals per Quarter</b>	<b>\$ 460,014.96</b>	<b>\$ 812,936.72</b>	<b>\$ 142,060.70</b>	<b>\$ -</b>

Type of Fees	7 months - 2006	7 months - 2006
Enrollment Permits	\$ 13,523.30	\$ 13,523.30
Sewer Availability Fees	\$ 816,844.10	\$ 816,844.10
Sewer Tap Fees	\$ 401,000.00	\$ 401,000.00
Subsequent Sewer Connection	\$ 26,412.01	\$ 26,412.01
Water Availability Fees	\$ 889,050.00	\$ 889,050.00
Water-3/4" Tap Fees	\$ 216,170.00	\$ 216,170.00
Water-1" Tap Fees	\$ 3,134.00	\$ 3,134.00
Water-1 1/2" or Greater	\$ 2,940.00	\$ 2,940.00
Lawn Irrigation Fees	\$ 590,041.10	\$ 590,041.10
Road Impact Fees	\$ 57,160.00	\$ 57,160.00
Plan Review Fees	\$ 52,052.26	\$ 52,052.26
Inspection Fees	\$ 20,000.00	\$ 20,000.00
Map Fees	\$ 9,820.00	\$ 9,820.00
Erosion Control Appl. Fees	\$ 3,950.00	\$ 3,950.00
Erosion Control Penalty Fees	\$ 4,900.00	\$ 4,900.00
Sanitary Sewer Permit Fees	\$ 3,600.00	\$ 3,600.00
Water Permit Fees	\$ 3,600.00	\$ 3,600.00
Water Service Line Protection	\$ 1,133.77	\$ 1,133.77
<b>Totals</b>	<b>\$ 3,091,133.77</b>	<b>\$ 3,091,133.77</b>

Type of Fees	July 08
Enrollment Permits	\$ 2,435.00
Sewer Availability Fees	\$ 153,550.00
Sewer Tap Fees	\$ 55,704.00
Subsequent Sewer Connection	\$ 4,914.41
Water Availability Fees	\$ 53,397.00
Water-3/4" Tap Fees	\$ 25,710.00
Water-1" Tap Fees	\$ -
Water-1 1/2" or Greater	\$ 680.00
Lawn Irrigation Fees	\$ 136,540.00
Road Impact Fees	\$ 27,245.00
Plan Review Fees	\$ 17,062.19
Inspection Fees	\$ 75.00
Map Fees	\$ 2,630.00
Erosion Control Appl. Fees	\$ 1,700.00
Erosion Control Penalty Fees	\$ 1,700.00
Sanitary Sewer Permit Fees	\$ 2,100.00
Water Permit Fees	\$ -
Water Service Line Protection	\$ -
<b>Totals</b>	<b>\$ 577,889.20</b>

Type of Fees	2008 Totals	2009 Totals	2008 Totals
Enrollment Permits	\$ 233,363.30	\$ 12,772.10	\$ 7,351.80
Sewer Availability Fees	\$ 1,453,546.60	\$ 3,040,952.30	\$ 1,777,892.50
Sewer Tap Fees	\$ 712,284.00	\$ 655,796.00	\$ 731,820.00
Subsequent Sewer Connection	\$ 54,640.61	N/A	N/A
Water Availability Fees	\$ 1,280,543.25	\$ 2,127,651.05	\$ 1,427,085.51
Water-3/4" Tap Fees	\$ 483,974.00	\$ 455,930.17	\$ 219,024.00
Water-1" Tap Fees	\$ 3,134.00	\$ 3,134.00	\$ 41,690.00
Water-1 1/2" or Greater	\$ 4,430.00	\$ 4,500.00	\$ 2,700.00
Lawn Irrigation Fees	\$ 928,834.76	\$ 928,031.95	\$ 946,203.98
Road Impact Fees	\$ 130,115.00	\$ 30,075.00	\$ 24,500.00
Plan Review Fees	\$ 93,523.38	\$ 10,536.57	\$ 61,677.00
Inspection Fees	\$ 525.00	\$ 104.50	N/A
Map Fees	\$ 26,904.00	N/A	N/A
Erosion Control Appl. Fees	\$ 13,300.00	N/A	N/A
Erosion Control Penalty Fees	\$ 7,200.00	N/A	N/A
Sanitary Sewer Permit Fees	\$ 3,000.00	N/A	N/A
Water Permit Fees	\$ 3,000.00	N/A	N/A
Water Service Line Protection	\$ 3,648.00	N/A	N/A
<b>Gross Total</b>	<b>\$ 5,228,125.50</b>	<b>\$ 7,438,570.94</b>	<b>\$ 4,933,639.66</b>

## ATTACHMENT #2

### WESTFIELD PUBLIC WORKS MONTHLY ACCIDENT STATISTICAL REPORT FOR JULY 2007

Location	# of employees	# of Hours Worked	Employee Accidents/ Month	Disabling Accidents/ Month	Lost Work Days	Restricted Work Days	OSHA Recordable Accidents	# of Vehicles	# of Miles Driven	# of Vehicle Accidents for the Month	Chargeable Accidents for the Month
Administrative	11	1458.5	0	0	0	0	0	8	6077	0	0
CSC	6	734	0	0	0	0	0	1	285	0	0
Water	7	1272.5	0	0	0	0	0	7	6006	0	0
Wastewater	8	1158.5	1	0	5	0	1	8	4535	0	0
Street-G/M	19	2884	0	0	0	0	0	15	12830	1	1
GIS	4	571	0	0	0	0	0	2	2113	0	0
Dev/Con-Eng	9	1286.25	0	0	0	0	0	5	1668	0	0
Inst & Controls	1	108	0	0	0	0	0	1	984	0	0
	64	9248.75	1	0	5	0	1	43	34278	1	1
2006	50	6864	0	0	0	0	0	38	24101	1	0

\*\*Wastewater-On 7-25-07 James Eikman was removing a storm water drain cover at Public Works. As he was moving the hole cover away from the drain the cover slipped and landed on his left index finger resulting in an open wound fracture. He had five stitches put in, was put on an antibiotic and given pain medication. He is scheduled to be off five days before going back for a follow up and having stitches possibly removed at that time.

\*\*Street-On 7/10/07 Scott Thompson was mowing the lawn at the Public Safety building and the mower blade hit a rock which was thrown into the driver side door and fender on Wally Sitzes vehicle resulting in approximately \$900 worth of damage to repair the dents and repaint. This is a mishap not a vehicle accident.

\*\*Steet-On 7/11/07 Grant Demiese (summer help) was backing up a vehicle and trailer at public works. When backing he ran into another equipment trailer resulting in a dent to the fender that was fixed in house.

## **ATTACHMENT #3**

### **WESTFIELD TOWN COUNCIL MEETING August 13, 2007**

#### ***Progress Report Executive Summary***

1. **TIF Projects – The 146<sup>th</sup> Multi-use Path, Greyhound Pass and Western Way, 151<sup>st</sup> Street and East Side Access Road.**

A Special Town Council Meeting was held on June 28, 2007 to discuss the history of the TIF projects and to determine how to proceed given the limited funding. HNTB is preparing information requested by the Council with regard to how the Greyhound Pass/Western Way project can complement future improvements to the US 31 corridor.

2. **River Road Water Treatment Plant Expansion**

Contractor Shook Construction has begun preliminary grading and construction activities at the plant site. The first construction meeting is planned for August 2, 2007 when the construction schedule will be reviewed.

3. **Westside Interceptor**

Bonds were sold for the project on July 24, 2007. Notice to Proceed was delivered to contractor Atlas Excavating on June 25, 2007, with completion of the project required by January 21, 2009. A meeting was held among the Contractor, Town, and property owners to provide contact information. The Contractor has begun route clearing and easement staking to identify construction limits. Pipe installation is anticipated to begin in early August.

4. **Public Works Department Facilities Expansion**

The Town is under contract with Browning Construction, Inc. for the Public Works Department Expansion project. Demolition work and design work have commenced.

5. **Washington Woods Lift Station, Force Main and Gravity Sewer**

The Washington Woods wastewater lift station is now in operation. A punch list of uncompleted items is being prepared for the Contractor. Seeding along the sewer route will be performed at the start of the fall seeding season, in September.

6. **Sycamore/Birch Storm Sewers**

Costs for alternative storm water system options were reviewed in July; the preferred construction option was selected. Design documents reflecting 50% completion were submitted to the Town for review. Complete design plan and specifications are anticipated for completion in August.

## TOWN OF WESTFIELD

### PROGRESS REPORT for

#### August 13, 2007 COUNCIL MEETING

The following covers HNTB activities for July 2007.

1. TIF Projects – The 146<sup>th</sup> Multi-Use Path, Greyhound Pass and Western Way, 151<sup>st</sup> Street and East Side Access Road.

A Special Town Council Meeting was held on June 28, 2007 to discuss the history of the TIF projects and to determine how to proceed given the limited funding. HNTB provided previous studies, reports, and design alternatives considered for the TIF Projects. The two 151st Street projects were not included in the discussion given the status of these projects has not been determined. The section of 151st Street between Thatcher and Carey is on hold. The section of 151st Street between Carey and Setters is scheduled for 2008 construction. Given the cost of the East Access Road (Greyhound Pass to 151st Street), it was determined it would remain on hold. And, given the uncertainty of the US 31 project, it was determined it would remain on hold for the Greyhound Court project (Greyhound Pass to 151st Street) would remain on hold as well. If the Western Way / Greyhound Pass project was completed as currently designed, this would leave a \$1.7M TIF surplus. The Town Council directed HNTB to look at ways to invest this money in the current Western Way portion of the project given this will be the ultimate section of roadway to be extended to the north as a Secondary Arterial Roadway. The Thoroughfare Plan shows this extension crossing US 31 connecting to South Union Street on the east side of US 31. HNTB will look at an alternative design for the Western Way / Greyhound Pass section of roadway. This alternative will include geometric design extending Western Way as the through movement. Currently, Greyhound Pass is designed as the through movement.

The design of 151<sup>st</sup> Street between Carey Road and Setters Road has continued. Preliminary plans will be submitted in August for Town review. Afterwards, preliminary plans will be sent to the utility companies to begin their relocation plans. Right-of-way engineering has continued. Existing property lines have been defined. The proposed right-of-way will be set by mid-August. Final right-of-way engineering will be complete in September. Appraising will follow and offers are anticipated to go out before the end of the year. This project is scheduled for 2008 construction.

Regarding 151<sup>st</sup> Street between Thatcher to Carey, this project is currently on hold. Preliminary design and right-of-way are complete. Final right-of-way and land acquisition activities are on hold.

Regarding East Access Road from Greyhound Pass to 151<sup>st</sup> Street, this project is currently on hold. Preliminary design and right-of-way are complete. Final right-of-way and land acquisition activities are on hold.

Regarding Greyhound Court from Greyhound Pass to 151<sup>st</sup> Street, this project is currently on hold. Preliminary design and right-of-way are complete. Final right-of-way and land acquisition activities are on hold.

Regarding Western Way and Greyhound Pass, the Town requested an alternative to HNTB's final design. The alternative was presented at the July 20 monthly coordination meeting. The Town will consider the recommendations and schedule a meeting in August to discuss. In the mean time, HNTB continues to proceed with the appraisals for this project as currently designed. Appraisals are scheduled for completion over the next two months. Offers are anticipated to be made before the end of the year. This schedule is subject to change pending the decision by the Town regarding alternative design revisions.

Regarding the 147<sup>th</sup> Street signal at Greyhound Pass, the ornamental poles and new signal heads have been ordered by the Town and are scheduled for arrival in late August / early September. HNTB will schedule a preconstruction meeting in mid-August and a notice to proceed will be issued at that time.

2. Traffic Impact Fee Study

Results from HNTB analysis of existing traffic conditions have been provided to WPWD for review. Most of the problem locations are not maintained by Westfield. Calibration of the study area travel demand model against existing traffic patterns is complete. Development of a proposed future land-use map for 2017 is currently underway. Preliminary estimates of anticipated 2007-2017 land-use development have been made using approved PUD information. HNTB has requested historical building permit data in order to refine these estimates. Identification of future programmed road projects that will be constructed within the study area by 2017 (e.g., US 31 upgrade) is underway and expected to be complete by the end of July. A coordination meeting between WPWD and HNTB is being scheduled for early August to discuss existing conditions, future land use and assumptions for future committed roadway improvements. The analysis of future conditions is expected to be complete by the end of August.

3. River Road Water Treatment Plant Expansion

Contractor Shook Construction has begun preliminary grading and construction activities at the plant site. The first construction meeting is planned for August 2, 2007 when the construction schedule will be reviewed.

4. Westside Interceptor

Bonds were sold for the project on July 24, 2007. Notice to Proceed was delivered to contractor Atlas Excavating on June 25, 2007, with completion of the project required by January 21, 2009. On July 12, 2007 a meeting among the Contractor, Town, and property owners along the interceptor route was held to introduce the parties and provide contact information. The Contractor has begun route clearing and easement staking to identify construction limits. Pipe installation is anticipated to begin in early August.

5. Public Works Department Facilities Expansion

The Town is under contract with Browning Construction, Inc. for the Public Works Department Expansion project. Demolition work and design work have commenced. HNTB is providing support to staff when asked.

6. Washington Woods Lift Station, Force Main and Gravity Sewer

The Washington Woods wastewater lift station is in operation. WPWD and HNTB personnel have cooperated to develop a punch list of uncompleted construction items which will be incorporated into the Certificate of Substantial Completion. The date of Substantial Completion and commencement of one-year warranty is June 22, 2007. The contractor will perform seeding along the sewer route at the start of the fall seeding season – September.

7. Cherry Tree Raw Water Main

New Cherry Tree Raw Water Main continues in operation, having been substantially complete since May 25, 2007. A punch list of uncompleted items is being prepared. It will include route grading and seeding which will commence at the start of the September seeding season. Final change-order pay quantities are being negotiated for final payment.

8. Sycamore/Birch Storm Sewers

Costs for alternative storm water system options were reviewed in July; the preferred construction option was selected. Design documents reflecting 50% completion were submitted to the Town for review. Complete design plan and specifications are anticipated for completion in August.

9. US 31 / SR 32 Signal Pre-emption

Regarding Opticom signals at ten state intersection locations, site visits were completed in June. The preliminary design and specifications are nearly complete for all locations. HNTB will submit preliminary plans and specifications for Town review on July 30, 2007. After comments are received and final edits made, plans will be forwarded to INDOT for review and approval – probably in August, 2007.

10. Miscellaneous Assistance

- a. HNTB assisted WPWD with developer permitting for water and sewer including Maples at Springmill.
- b. A July 12, 2007 meeting between HNTB and WPWD was held as a follow-up to the June 27, 2007 meeting with INDOT and Corridino Group. Proposed plantings along SR 32 west of US 31 were discussed. WPWD's intent is to show planting details on Corridino paving contract plans as features *to be completed by others*, in detail adequate so that those plan sheets form the basis for separate and subsequent bidding on landscaping. Corridino will provide their base drawings to HNTB; HNTB will add landscaping details and return them to Corridino. For WPWD review, HNTB will propose a scope and fee proposal for this work.

- c. HNTB presented to WPWD power supply alternatives for the Merrimac wastewater pumping station, which would replace the existing high-maintenance RONK Roto-Phase unit with 3-phase power. Alternatives presented July 16, 2007 included energy cost analysis and projected payback period.
- d. Construction by contractor Patterson Horth has commenced for the added office / lab space at the WWTF. Shop drawings are now under review by HNTB. Field work is anticipated to begin in early fall.
- e. The Town's National Pollutant Discharge Elimination System (NPDES) permit expires in March of 2008; re-application is due in October 2007. Draft application for wastewater treatment ponds located at the WPWD campus has been completed and is ready for WPWD review.

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This portion of the Progress report covers Bowen Engineering (BEC) / HNTB activities within the Performance Contracting (or Utility Energy Efficiency) Project. The only active project is the Greyhound Pass Water Treatment Plant. WPWD personnel have temporarily suspended operation of the refurbished Greyhound Pass WTP to address water treatment quality issues and to enable connection of that facility to the new 300,000 gallon Greyhound Pass WTP storage reservoir that is now under construction. WPWD is providing water distribution from alternate facilities during this period of service suspension at Greyhound Pass WTP.