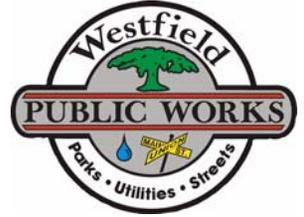


# WESTFIELD PUBLIC WORKS



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: July 9, 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 Dwight Smith. Dwight has been with the Westfield Public Works Department since March of 2003. Dwight is the Master Repairman within the Streets, Grounds, and Utility Maintenance Division. Please join me in congratulating Dwight on this significant achievement.

# ATTACHMENT #1

## Yearly Permit Fees-2007

Type of Fees	January	February	March	April	May	June	July	August	September	October	November
Encroachment Permits	\$ 1,943.00	\$ 17,500.00	\$ 1,130.00	\$ 2,275.00	\$ 2,765.00	\$ 3,325.00					
Sewer Availability Fees	\$ 15,925.00	\$ 17,600.00	\$ 21,680.00	\$ 126,635.00	\$ 162,165.00	\$ 51,641.00					
Sewer Tap Fees	\$ 25,510.00	\$ 20,760.00	\$ 61,680.00	\$ 48,180.00	\$ 12,225.00	\$ 26,174.40					
Subsequent Sewer Connection	\$ 843.60	\$ 10,079.68	\$ 3,374.40	\$ 760.00	\$ 615.60	\$ 3,473.20					
Water Availability Fees	\$ 39,660.40	\$ 42,467.50	\$ 21,343.50	\$ 71,420.40	\$ 131,564.70	\$ 23,454.90					
Water-3/4" Tap Fees	\$ 21,929.00	\$ 9,525.00	\$ 23,960.00	\$ 24,400.00	\$ 8,665.00	\$ 14,165.00					
Water-1" Tap Fees	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -					
Water-1 1/2" or Greater	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
Lawn Irrigation Fees	\$ 225.00	\$ -	\$ 200.00	\$ 1,660.00	\$ 1,300.00	\$ 875.00					
Road Impact Fees	\$ 34,196.42	\$ 3,159.00	\$ 21,966.64	\$ 19,676.00	\$ 11,048.00	\$ 10,530.00					
Plan Review Fees	\$ 10,555.00	\$ 4,575.00	\$ 11,535.00	\$ 2,340.00	\$ 6,130.00	\$ 8,875.00					
Inspection Fees	\$ 4,896.21	\$ 10,323.00	\$ 8,569.61	\$ 5,234.02	\$ 4,810.00	\$ 7,807.00					
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					
Erosion Control Penalty Fees	\$ 700.00	\$ 350.00	\$ 2,300.00	\$ 300.00	\$ 300.00	\$ 1,800.00					
Sanitary Sewer Permit Fees	\$ -	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 900.00					
Water Permit Fees	\$ -	\$ -	\$ 600.00	\$ 600.00	\$ 600.00	\$ 1,800.00					
Water Service Line Protection	\$ 480.00	\$ -	\$ 96.00	\$ -	\$ -	\$ 96.00					
<b>Totals per Month</b>	<b>\$ 156,421.13</b>	<b>\$ 120,904.18</b>	<b>\$ 180,688.65</b>	<b>\$ 307,360.42</b>	<b>\$ 345,817.30</b>	<b>\$ 159,156.00</b>	<b>\$ -</b>				

Type of Fees	1st Qtr Total	2nd Qtr Total	3rd Qtr Total	4th Qtr Total
Encroachment Permits	\$ 3,246.00	\$ 8,365.00	\$ -	\$ -
Sewer Availability Fees	\$ 55,305.00	\$ 340,441.00	\$ -	\$ -
Sewer Tap Fees	\$ 108,150.00	\$ 86,582.40	\$ -	\$ -
Subsequent Sewer Connection	\$ 14,297.68	\$ 4,948.80	\$ -	\$ -
Water Availability Fees	\$ 103,481.40	\$ 226,440.00	\$ -	\$ -
Water-3/4" Tap Fees	\$ 55,414.00	\$ 47,500.00	\$ -	\$ -
Water-1" Tap Fees	\$ -	\$ 500.00	\$ -	\$ -
Water-1 1/2" or Greater	\$ -	\$ -	\$ -	\$ -
Lawn Irrigation Fees	\$ 425.00	\$ 3,825.00	\$ -	\$ -
Road Impact Fees	\$ 59,342.06	\$ 41,254.00	\$ -	\$ -
Plan Review Fees	\$ 26,665.00	\$ 17,345.00	\$ -	\$ -
Inspection Fees	\$ 23,766.82	\$ 17,851.02	\$ -	\$ -
Map Fees	\$ 75.00	\$ 107.50	\$ -	\$ -
Erosion Control Appl. Fees	\$ 4,700.00	\$ 10,600.00	\$ -	\$ -
Erosion Control Penalty Fees	\$ 3,550.00	\$ 2,400.00	\$ -	\$ -
Sanitary Sewer Permit Fees	\$ 600.00	\$ 1,500.00	\$ -	\$ -
Water Permit Fees	\$ 600.00	\$ 2,700.00	\$ -	\$ -
Water Service Line Protection	\$ 576.00	\$ 96.00	\$ -	\$ -
<b>Totals per Quarter</b>	<b>\$ 460,014.96</b>	<b>\$ 812,355.72</b>	<b>\$ -</b>	<b>\$ -</b>

Type of Fees	1st Qtr Total	2nd Qtr Total	3rd Qtr Total	4th Qtr Total
Encroachment Permits	\$ 1,813.00	\$ 11,088.30	\$ 663,294.10	\$ 3,445,396.00
Sewer Availability Fees	\$ 19,146.48	\$ 329,921.40	\$ 102,914.00	\$ 500.00
Sewer Tap Fees	\$ 19,146.48	\$ 329,921.40	\$ 102,914.00	\$ 500.00
Subsequent Sewer Connection	\$ 19,146.48	\$ 329,921.40	\$ 102,914.00	\$ 500.00
Water Availability Fees	\$ 19,146.48	\$ 329,921.40	\$ 102,914.00	\$ 500.00
Water-3/4" Tap Fees	\$ 19,146.48	\$ 329,921.40	\$ 102,914.00	\$ 500.00
Water-1" Tap Fees	\$ 19,146.48	\$ 329,921.40	\$ 102,914.00	\$ 500.00
Water-1 1/2" or Greater	\$ 19,146.48	\$ 329,921.40	\$ 102,914.00	\$ 500.00
Lawn Irrigation Fees	\$ 19,146.48	\$ 329,921.40	\$ 102,914.00	\$ 500.00
Road Impact Fees	\$ 19,146.48	\$ 329,921.40	\$ 102,914.00	\$ 500.00
Plan Review Fees	\$ 19,146.48	\$ 329,921.40	\$ 102,914.00	\$ 500.00
Inspection Fees	\$ 19,146.48	\$ 329,921.40	\$ 102,914.00	\$ 500.00
Map Fees	\$ 19,146.48	\$ 329,921.40	\$ 102,914.00	\$ 500.00
Erosion Control Appl. Fees	\$ 19,146.48	\$ 329,921.40	\$ 102,914.00	\$ 500.00
Erosion Control Penalty Fees	\$ 19,146.48	\$ 329,921.40	\$ 102,914.00	\$ 500.00
Sanitary Sewer Permit Fees	\$ 19,146.48	\$ 329,921.40	\$ 102,914.00	\$ 500.00
Water Permit Fees	\$ 19,146.48	\$ 329,921.40	\$ 102,914.00	\$ 500.00
Water Service Line Protection	\$ 19,146.48	\$ 329,921.40	\$ 102,914.00	\$ 500.00
<b>Gross Total for 2007</b>	<b>\$ 1,272,370.68</b>	<b>\$ 2,513,445.57</b>	<b>\$ -</b>	<b>\$ -</b>

Type of Fees	2006	2007
Encroachment Permits	\$ 11,088.30	\$ 11,088.30
Sewer Availability Fees	\$ 663,294.10	\$ 663,294.10
Sewer Tap Fees	\$ 345,396.00	\$ 345,396.00
Subsequent Sewer Connection	\$ 21,497.60	\$ 21,497.60
Water Availability Fees	\$ 805,136.40	\$ 805,136.40
Water-3/4" Tap Fees	\$ 182,000.00	\$ 182,000.00
Water-1" Tap Fees	\$ -	\$ -
Water-1 1/2" or Greater	\$ 3,135.00	\$ 3,135.00
Lawn Irrigation Fees	\$ 2,280.00	\$ 2,280.00
Road Impact Fees	\$ 4,035,101.10	\$ 4,035,101.10
Plan Review Fees	\$ 29,945.00	\$ 29,945.00
Inspection Fees	\$ 34,957.07	\$ 34,957.07
Map Fees	\$ 125.00	\$ 125.00
Erosion Control Appl. Fees	\$ 7,200.00	\$ 7,200.00
Erosion Control Penalty Fees	\$ 1,850.00	\$ 1,850.00
Sanitary Sewer Permit Fees	\$ 2,400.00	\$ 2,400.00
Water Permit Fees	\$ -	\$ -
Water Service Line Protection	\$ -	\$ -
<b>Gross Total for 2006</b>	<b>\$ 2,513,445.57</b>	<b>\$ -</b>

Type of Fees	2006	2007
Encroachment Permits	\$ 2,536.30	\$ 2,536.30
Sewer Availability Fees	\$ 1,426,546.60	\$ 1,426,546.60
Sewer Tap Fees	\$ 712,264.00	\$ 712,264.00
Subsequent Sewer Connection	\$ 54,840.61	\$ 54,840.61
Water Availability Fees	\$ 1,380,543.35	\$ 1,380,543.35
Water-3/4" Tap Fees	\$ 420,874.50	\$ 420,874.50
Water-1" Tap Fees	\$ 5,665.00	\$ 5,665.00
Water-1 1/2" or Greater	\$ 3,135.00	\$ 3,135.00
Lawn Irrigation Fees	\$ 4,480.00	\$ 4,480.00
Road Impact Fees	\$ 903,694.76	\$ 903,694.76
Plan Review Fees	\$ 133,015.00	\$ 133,015.00
Inspection Fees	\$ 93,523.38	\$ 93,523.38
Map Fees	\$ 525.00	\$ 525.00
Erosion Control Appl. Fees	\$ 26,904.00	\$ 26,904.00
Erosion Control Penalty Fees	\$ 13,300.00	\$ 13,300.00
Sanitary Sewer Permit Fees	\$ 7,200.00	\$ 7,200.00
Water Permit Fees	\$ 3,000.00	\$ 3,000.00
Water Service Line Protection	\$ 3,648.00	\$ 3,648.00
<b>Gross Total for 2006</b>	<b>\$ 5,228,125.50</b>	<b>\$ -</b>

## ATTACHMENT #2

### WESTFIELD PUBLIC WORKS MONTHLY ACCIDENT STATISTICAL REPORT FOR JUNE 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	10	854.5	0	0	0	0	0	8	3807	0	0
CSC	5	384	0	0	0	0	0	1	124	0	0
Water	7	618.5	0	0	0	0	0	7	7807	0	0
Wastewater	8	679	0	0	0	0	0	6	5506	0	0
Street-G/M	18	1392	0	0	0	0	0	14	10062	1	0
GIS	4	352	0	0	0	0	0	2	2207	0	0
Dev/Con-Eng	10	848	0	0	0	0	0	5	3392	0	0
Inst & Controls	1	88	0	0	0	0	0	1	968	0	0
	63	5216	0	0	0	0	0	42	33673	1	0
<b>2006</b>	<b>53</b>	<b>7782</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>38</b>	<b>30213</b>	<b>0</b>	<b>0</b>

\*Dennis Hays had poison ivy around his right eye due to weed eating around the lift station at 191st and Tomlinson Rd. Dennis went to Med Check and had a shot underneath his eye to relieve the swelling and itching. Dennis returned to work with no restrictions. Dennis was at the clinic for about an hour. This is not an accident but a medical treatment.

\*Truck 145 was rear ended on 6/21/07 on Oakridge Rd. south of 161st. The truck was parked along the side of the road. The crew was mowing and spraying around trees. Andrew Murray was directing traffic when a vehicle did not pay attention to him, failed to slow down and drove into the rear of the truck. The owner was insured and the vehicle is being repaired. The estimated damages to our vehicle was \$4,026.89 and is being covered by his insurance (Progressive). Nobody was in the truck when it was hit. No injuries.

## ATTACHMENT #3

**HNTB Corporation**  
The HNTB Companies  
Engineers Architects Planners

WESTFIELD TOWN COUNCIL MEETING  
July 9, 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.

The design of 151<sup>st</sup> Street between Carey Road and Setters Road continued. The Town has directed HNTB to proceed with the design of the two-lane roundabout. A revision to the bidding schedule for 151<sup>st</sup> Street between Carey Road and Setters Road is likely due to adjacent roadway projects and concern for maintaining traffic. A special Town Council meeting to discuss the history of the TIF projects is scheduled for June 28, 2007.

2. River Road Water Treatment Plant Expansion

A notice to proceed was issued to Shook Construction starting the contract time on June 14, 2007. The contractor anticipates being on site to start construction by early July.

3. Westside Interceptor

Construction agreements were executed by the Contractor in June. Final execution by WPWD is being delayed until the bonds are sold to finance the project. The Contractor requested the ability to begin clearing along the sewer route prior to receiving the Notice to Proceed. WPWD has approved the early start with the condition that any work was as the risk of the Contractor.

4. Public Works Department Facilities Expansion

The design/build company selection process has been completed for the Public Works Department Expansion project and the draft contract with Browning Construction, Inc., has been approved by the Town Council. Negotiations on the specific legal language of a final signed contract are complete with an expected design commencement date of June 28.

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

A meeting was held on June 22<sup>nd</sup> with the contractor to discuss the sink holes in Hoover Street and to develop a course of action to correct the issues as they arise. The Contractor was onsite on June 25<sup>th</sup> to repair the latest hole.

6. Sycamore/Birch Storm Sewers

The WPWD and HNTB are working with a local contractor to establish the most practical and cost effective design for the Sycamore/Birch Street area. The cost analysis should be complete by early July, and at that time, we will be in a position to move into the final design phase of the project.

TOWN OF WESTFIELD

PROGRESS REPORT  
for

July 9, 2007 COUNCIL MEETING



The following covers HNTB activities for June 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.

The design of 151<sup>st</sup> Street between Carey Road and Setters Road continued. The Town has directed HNTB to proceed with the design of the two-lane roundabout. This option was selected from four intersection alternatives. In conjunction with this decision, the Town has indicated the final location of the roundabout will need to be adjusted to meet special right-of-way needs. A revision to the bidding schedule for 151<sup>st</sup> Street between Carey Road and Setters Road is likely due to adjacent roadway projects and concern for maintaining traffic. Rather than break the project into two phases with 2007 and 2008 construction, the project will likely be kept as one with a 2008 construction season. The revision to the schedule is based on the assumption the 151<sup>st</sup> Street project from Setters Road to Gray Road, will be constructed early fall of 2007 and the 161<sup>st</sup> Street culvert replacement will be constructed late fall of 2007.

A special Town Council meeting to discuss the history of the projects is scheduled for June 28, 2007. HNTB will present previous studies, reports, and design alternatives considered for all TIF Projects. The purpose of this meeting will be to present to the Council the history, where we are, and solicit input on how to proceed. HNTB provided the council members with background information on June 18, 2007 in preparation for the meeting.

The Town directed HNTB to review the effects of eliminating the improvements on Greyhound Pass from US 31 to Greyhound Court and to make a recommendation based on costs and traffic operations with the proposed signals at both intersections, Greyhound Pass / Greyhound Court and Greyhound Pass/ Western Way remaining. HNTB's recommendation was submitted to the Town on June 12, 2007 stating, if the impacts to Broadbent are eliminated, we cannot accommodate the design improvements at Greyhound Court and Western Way. The design improvements on Greyhound Pass are essential to the design of widening Western Way.

The Greyhound Pass/147th Street Traffic Signal project has been approved by the council with the deletion of ornamental poles and new signal heads at the Marsh and Thatcher Lane intersections. HNTB will soon be holding the preconstruction meeting for this project and a notice to proceed will be issued at that meeting.

2. Traffic Impact Fee Study

Data collection and base mapping are complete. Analysis of existing conditions will be complete near the end of June. HNTB has received information from WPWD on land use development through 2017. A draft 2017 land use map will be developed for review by the Town within a

month. The travel demand model is currently being calibrated for use in forecasting future traffic generated by the anticipated 2017 land use. A coordination meeting was held on June 14th between HNTB and WPWD.

3. River Road Water Treatment Plant Expansion

A notice to proceed was issued to Shook Construction starting the contract time on June 14, 2007. The contractor has until June 7, 2008 to complete the project. A pre-construction meeting was held with the Contractor, WPWD and HNTB on June 7<sup>th</sup> to review administrative and procedural requirements related to construction. The contractor anticipates being on site to start construction by early July.

4. Westside Interceptor

Construction agreements were executed by the Contractor in June. Final execution by WPWD is being delayed until the bonds are sold to finance the project. It is anticipated that the sale will be complete by late July. A notice to proceed will be issued to the Contractor at that time. A pre-construction meeting was held with the Contractor, WPWD, and HNTB on June 18<sup>th</sup> to review administrative and procedural requirements related to construction. The Contractor requested the ability to clear along the sewer route prior to receiving the Notice to Proceed. WPWD has approved the early start with the condition that any work was as the risk of the Contractor. Work is anticipated to start in mid-July.

5. 2007 Resurfacing Program

Bids were received on June 6, 2007. The recommendation letter to the Town was sent on June 8, 2007. We are awaiting a decision by the Town as to the project schedule. The Right-of-Way Permit request for the SR 32 at Ditch Road Passing Blister was sent to INDOT on June 14, 2007. The Final Change Order for the 2006 Resurfacing Program was approved on June 11, 2007 and the Certificate of Completion was forwarded to Calumet Asphalt paving on June 20, 2007 for their signature.

6. Public Works Department Facilities Expansion

The design/build company selection process has been completed for the Public Works Department Expansion project and the draft contract with Browning Construction, Inc., has been approved by the Town Council. Negotiations on the specific legal language of a final signed contract are now complete with design commencement date of June 28<sup>th</sup>.

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

The Contractor completed the raising of the motor control center (MCC) and generator pads to an elevation above the 100-year flood level. Completion of the tie-ins to wrap up the project have also been completed. The project is currently substantially complete. A punchlist will be prepared for the contractor to address outstanding items. Seeding and planting along the gravity sewer and around the lift station have been delayed until the fall planting season. A meeting was held on June 22<sup>nd</sup> with the contractor to discuss the sink holes in Hoover Street and to develop a

course of action to correct the issues as they arise. The Contractor was onsite on June 25<sup>th</sup> to repair the latest hole.

8. Wastewater Treatment Facility (WWTF) - Added Office / Lab Area

Bids were received on June 6<sup>th</sup> for this project, and the only bidder was Patterson Horth. A preconstruction meeting was held. The WPWD staff will be handling construction administration and inspection with assistance as needed from HNTB.

9. Cherry Tree Raw Water Main

New raw water line is in operation and the construction is complete. Three of four well pumps have been converted to low-head high-volume conditions, enabling Cherry Tree WTP to set a new daily treatment record of 3.1 million gallons on 5/31/07. The fourth well pump will not be modified to retain its ability to pump to either Cherry Tree or River Road WTP.

10. Sycamore/Birch Storm Sewers

The WPWD and HNTB are working with a local contractor to establish the most practical and cost effective design for the Sycamore/Birch Street area. The cost analysis should be complete by early July, and at that time, we will be in a position to move into the final design phase of the project.

11. US 31 / SR 32 Signal Pre-emption

HNTB has started on design since we have received 8 out of 10 existing plan details from INDOT and Traffic Engineering, Inc. When plan sheets are ready, anticipated in July, we will be conducting field checks of the signal plans to verify the location of equipment and the signal phasing.

12. Miscellaneous Assistance

- a. HNTB is assisting WPWD with developer permitting for water and sewer including Maple Knoll and Noble West.
- b. A meeting was held June 27<sup>th</sup> with the INDOT project manager and the design representative from Corradino group to discuss the preliminary concept for the plantings along SR 32, west of US 31. After the meeting and feedback from the INDOT landscape architect and project manager, we will continue forward with final design of the plantings. In addition, we will be looking at adding ornamental plantings at the intersections along SR 32 and key points along the corridor as requested by the Town of Westfield. These plans will need to be reviewed by the Town after they are completed.

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 WTP. WPWD personnel are operating the refurbished Greyhound Pass WTP, sometimes treating more than 400,000 gallons per day. The WTP's operation is being adjusted to assure high quality finished water. Design of the additional 300,000 gallon Greyhound Pass WTP storage reservoir is complete. WPWD met with Greyhound Pass WTP abutting neighbors alerting them to upcoming reservoir construction. Reportedly, neighbors have been complimentary of the recent Greyhound Pass WTP building improvements. Construction preparations for reservoir construction by Bowen Engineering have begun on site. In late July or early August, the Greyhound Pass WTP will be shut down for several weeks to enable connection of the new reservoir. WPWD has been alerted and is prepared to provide water distribution from other facilities.