

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

March 20, 2012
8:30 a.m.
City Hall Council Chambers

Members present were Sana G. Booker, Bradley W. Marley, Jonathan C. Speaker, and Elizabeth Stull. Mayor Dennis presided.

1. APPROVAL OF MINUTES

a. March 13, 2012, Meeting

Ms. Booker moved to accept the minutes of the March 13, 2012, Board of Works meeting. Ms. Stull seconded the motion.

The motion was adopted.

2. NEW BUSINESS

a. Professional Services Agreement: City Consultants and Research, LLC (Year 3 Agreement) – Development

Director of Development Poole requested approval of the professional services agreement with City Consultants and Research, LLC, in the amount of \$90.00/hour up to a maximum of \$1,910.00. He reported that he had advertised for these services per CDBG rules and regulations and that the only response was from City Consultants and Research, LLC. This group has done work for the City in the past and will help facilitate the 2012-2013 Action Plan. The agreement is in effect from March 20, 2012 through July 31, 2012.

Ms. Stull moved that the agreement be approved. Mr. Speaker seconded the motion.

The motion was adopted.

b. Promotion to Lieutenant: Sergeant Dannie Neal – Fire

Fire Chief Heath requested approval of the promotion of Sergeant Dannie Neal to Lieutenant, effective March 20, 2012 at a pay rate of \$2,152.06 bi-weekly. He reported that Sergeant Dannie Neal has served the West Lafayette Fire Department for over 21 years and is well deserving of this promotion.

Mayor Dennis asked Chief Heath to describe the process for promotion within the department. Chief Heath responded that the firefighters are expected to attend school, do well on tests, and interviews are conducted of the various candidates for an open position. He relayed that the process is very competitive and that Sergeant Dannie Neal was chosen for this promotion from 13 candidates.

Ms. Booker moved that the promotion be approved. Mr. Speaker seconded the motion.

The motion was adopted.

c. Specifications, Drawings, and Request for Quotes for Northwestern Gateway Project – Engineering

Public Works Director Buck requested approval of the specifications, drawings and request for quotes for the Northwestern Gateway Project, with quotes to be opened at 8:30 a.m. at the April 3, 2012 Board of Works meeting. He noted that both this project and the KCB Phase 2 project involve some landscaping but are actually different with regard to the type of work to be done, therefore different vendors are needed. For that reason and for the purposes of the maintenance of each project, there are two separate projects. Director Buck went on to explain that the plantings for the Northwestern Gateway Project are more ornamental in nature.

Mayor Dennis added that it is a priority of the City to make major streets coming into the City appealing to the eye and welcoming in nature, so that visitors and potential citizens and businesses can see that we take pride in our City.

Ms. Stull moved that the specifications, drawings, and request for quotes for Northwestern Gateway Project be approved as requested by Director Buck. Mr. Marley seconded the motion.

The motion was adopted.

d. Specifications, Drawings, and Request for Quotes for KCB Phase 2 – Engineering

Public Works Director Buck requested approval of the specifications, drawings, and request for quotes for KCB Phase 2, with quotes to be opened at 8:30 a.m. at the April 3, 2012 Board of Works meeting. He explained that this project was more related to water quality and that the amount of water retained in the pond now would be increasing substantially after completion of construction of two other projects along Northwestern Avenue.

Ms. Stull asked Director Buck to explain the reasoning behind the large number of water plantings proposed for the project. Director Buck explained that there was quite a large area to be covered and that the plantings would be two feet apart. Parks Superintendent Payne, who is familiar with water plants, added that the plants would help maintain and create better water quality in the ponds.

Ms. Booker asked for an explanation of the nature of goose inhibitors on the purchase list. Parks Superintendent Payne explained that goose inhibitors keep the geese from eating the new plantings, and without the inhibitors, the plants would be very quickly destroyed.

Ms. Stull moved that the specifications, drawings and request for quotes for KCB Phase 2 be approved. Mr. Speaker seconded the motion.

The motion was adopted.

e. Task Order #2 & Task Order #3, ADA Consultants of Indiana, LLC – Engineering

Public Works Director Buck reported that most of the work in Task Order #1 has been completed. All four of the properties have been inspected. Draft reports have been submitted and are being finalized. Director Buck requested approval of Task Order #2

and Task Order #3. He clarified that Task Order #2 will be a 40 hour per month on-call service, as needed, for ADA Consultants to engage with the City in completing their overall transition plan document. It is not anticipated that there will be a need for more than 40 hours of consultation. They hope to draft the document and have it available for public comment for several weeks this year, and have it finalized by the end of the year. The document is a citywide effort, coordinating input from all departments.

Mayor Dennis expressed his delight in the continuation of these efforts and commented that the City has made great improvements in this area, compared to where it used to be.

Mr. Marley asked about what is being done to address the steep grade of the ramp for the boat dock and crew house. Director Buck responded that Mr. David Meihls will be looking into the issue and making recommendations for accessibility and compliance.

Task Order #3 will be addressing the next set of facilities for which to make appropriate changes. Mr. Marley asked Director Buck to explain the number of hours listed on the projects for researching code. Director Buck said it is a brand new code, and it seemed appropriate to allow for enough hours to address issues which may come up as part of the survey to be done. The existing facilities have all been built before the code existed or after the code has been modified.

Mr. Marley moved that Task Order #2 and Task Order #3 be approved. Mr. Speaker seconded the motion.

The motion was adopted.

f. Claims

- i. AP Docket \$318,986.26
- ii. RDC Docket \$32,092.94

Questions raised about individual claims by the Board were answered by department heads and Clerk-Treasurer Rhodes.

Ms. Stull moved that the claims be approved. Mr. Speaker seconded the motion.

The motion was adopted.

j. Informational Items

- i. Project Payment List – WWTU
There were no comments.
- ii. Legal Budget & Expenditures List – Clerk-Treasurer
There were no comments.

k. Other Items

- i. Information Technology Manager Newman reported that the Common Council members have now been given City email addresses and will no longer need to use their personal email addresses. All Council and Board of Works members now have iPads to use so that they can receive emails from their constituents and so they can access the meeting agendas, minutes and other documents associated with each meeting, without the need for production of multiple paper copies.

Mayor Dennis explained that this was a step in the right direction for many reasons, including being environmentally friendly, making the process for accessing city information more efficient, and making correspondence with elected Council members more effective.

ii. Wastewater Utility Director Henderson announced that the City's Wastewater Utility broke a record in February and produced 24% of its own electricity needs on site. The West Lafayette Wastewater Utility processed over 50 tons of waste from Purdue University food courts. He also reported that nutrition-rich residuals from the plant are being utilized on farm land.

iii. Director of Development Poole announced that the bid notice for Fire Station No. 3 will be in the paper on Thursday and that the project is coming to fruition. Mayor Dennis asked if the firemen would be in the station by October. Director Poole and Fire Chief Tim Heath concurred that was a good estimate.

iv. Street Commissioner Downey reported that at the Farmer's Market on Saturday, March 24, 2012, there will be both an e-waste collection and a drug drop off. He also announced that City Hall is recycling 60 to 80% of their waste.

Mayor Dennis noted that was a great number, but that the City continues to take measures to reduce the paper use in the first place, and the use of I-pads to access documents and information for meetings will help tremendously in that regard.

v. Council President Hunt reported that approximately 40 people attended the public hearing on the project at 818 Northwestern Avenue on Monday, March 19, 2012. There was lots of lively discussion.

vi. Fire Chief Heath expressed his gratitude to Mayor Dennis and Director of Development Poole in facilitating the development of the permanent Fire Station No. 3. He also announced that the fire department would be participating in spring training at an old church facility, including training in cutting through roofing and the use of foam in firefighting.

vii. Parks Superintendent Payne announced that the new webcam is in place at the Celery Bog Lilly Nature Center. The webcam has the ability to pan 360 degrees and has an optic zoom x 70. Superintendent Payne noted that the webcam will be accessible through the City's website and that one individual at a time can actually operate the webcam remotely to view different nature areas at the Bog.

Mayor Dennis complimented the new trail system and the aesthetically pleasing lights along the trail. He asked for an explanation for the gap between the light post and the concrete base. Superintendent Payne explained they are constructed that way for drainage reasons.

3. ADJOURNMENT

There being no further business to come before the Board, Mr. Marley moved that the meeting be adjourned, and Mayor Dennis adjourned the meeting.