

Subject to approval at the March 19, 2013, Board of Works meeting.

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

MARCH 5, 2013
8:30 a.m.
City Hall Council Chambers

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

1. APPROVAL OF MINUTES

a. February 26, 2013, Meeting

Mr. Marley moved to accept the minutes of the February 26, 2013, Board of Works meeting. Ms. Booker seconded the motion.

The motion was adopted.

2. NEW BUSINESS

a. Proclamation: Red Cross Month – Mayor

Mayor Dennis requested that Bob Wollenburg, Executive Director of the Tippecanoe County Chapter of the American Red Cross come forward. Mayor Dennis stated that he had the honor of being on the board for the Red Cross many years ago. He told Mr. Wollenburg that he truly appreciates the good work he does with the organization, and how it helps our emergency service providers.

Mr. Wollenburg thanked Mayor Dennis and stated that the Red Cross has a great partnership with the West Lafayette Police and Fire Departments.

Mayor Dennis read the proclamation for American Red Cross Month.

AMERICAN RED CROSS MONTH 2013

March is American Red Cross Month - a special time to recognize and thank our heroes – those who volunteer, donate blood, take life-saving courses or provide financial donations to support an organization whose mission is to help those in need.

We would like to remember those who help all of us here in Tippecanoe County by giving their time to help their neighbor, and thank our heroes – our volunteers, blood donors, class takers and financial supporters who help us assist those in need.

In Tippecanoe County, the Red Cross works tirelessly through its 4 employees and over 200 volunteers to help when disaster strikes, when someone needs life-saving blood, or the comfort of a helping hand. It provides 24-hour support to members of the military, veterans, and their families, and provides training in CPR, aquatics safety, and first aid.

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Across the country, the American Red Cross responds to nearly 70,000 disasters a year. It provides some 400,000 services to military members, veterans and civilians, collects and distributes about 40 percent of the nation's blood supply and trains more than seven million people in first aid, water safety and other life-saving skills every year.

Our community depends on the American Red Cross, which relies on donations of time, money, and blood to fulfill its humanitarian mission. Despite these challenging economic times, the American Red Cross continues to offer help and comfort to those in need.

NOW, THEREFORE, I, Mayor John Dennis, Mayor of West Lafayette, by virtue of the authority vested in me by the Constitution and laws of West Lafayette and Indiana, do hereby proclaim March 2013 as American Red Cross Month. I encourage all Americans to support this organization and its noble humanitarian mission.

IN WITNESS WHEREOF, I have hereunto set my hand this 5th day of March, in the year of our Lord two thousand thirteen, in the city of West Lafayette, IN.

Mayor Dennis gave the signed proclamation to Mr. Wollenburg, and thanked him and his staff for all of the good work they do.

Mr. Wollenburg stated that the Tippecanoe County Chapter of the Red Cross is the oldest in the State.

b. Proclamation: Registered Dietitian Day – Mayor
Mayor Dennis read the proclamation for Registered Dietitian Day.

PROCLAMATION

WHEREAS, Registered Dietitians are the food and nutrition experts who can translate the science of nutrition into practical solutions for healthy living; and

WHEREAS, Registered Dietitians have degrees in nutrition, dietetics, public health or a related field from well-respected, accredited colleges and universities, completed an internship and passed an examination; and

WHEREAS, Registered Dietitians use their nutrition expertise to help individuals make unique, positive lifestyle changes; and

WHEREAS, Registered Dietitians work throughout the community in hospitals, schools, public health clinics, nursing homes, fitness centers, food management, food industry, universities, research and private practice; and

WHEREAS, Registered Dietitians are advocates for advancing the nutritional status of Americans and people around the world;

NOW, THEREFORE, BE IT RESOLVED, I, Mayor John R. Dennis of the City of West Lafayette, Indiana hereby proclaim Wednesday, March 13, 2013

REGISTERED DIETITIAN DAY

In West Lafayette, Indiana, and encourage all citizens to recognize the contributions of Registered Dietitians and express appreciation for their

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commitment to promoting science-based nutrition in the hope of achieving optimum health for both today and tomorrow.

IN WITNESS WHEREOF I have hereto set my hand and caused the Great Seal of the City of West Lafayette be affixed on this the 5th day of March, 2013.

Mayor Dennis stated that with the recent experience in the City of West Lafayette, we absolutely understand the value of a positive diet. He stated that Councilor Hunt is a registered nurse, and asked her to comment on proper health and diet.

Councilor Hunt stated that it is very important and dietitians do great things, especially with the epidemic of diabetes and hypertension in this county. She stated that she is aware of a dietitian speaking as part of the City's weight-loss program.

c. Proclamation: Disability Awareness Month – Mayor

Mayor Dennis requested that David Meihls, Principle Consultant for ADA Consultants of Indiana, LLC come forward, and then read the proclamation for Disability Awareness Month.

Executive Order

PROCLAMATION

TO ALL TO WHOM THESE PRESENT MAY COME, GREETINGS:

WHEREAS, the month of March, 2012, has been designated as "Disability Awareness Month" to celebrate and recognize people with disabilities by the Governor of the State of Indiana; and

WHEREAS, disability is a natural part of the human experience and in no way diminishes the right of individuals with disabilities to live independently, enjoy self-determination, make choices, contribute to society and experience full in the economic, political, social, cultural and educational mainstream of American society; and

WHEREAS, family members, friends and members of the community can play a central role in enhancing the lives of people with disabilities especially when the family and community are provided with necessary support services; and public and private employers are aware of the capabilities of people with disabilities to be engaged in competitive work in inclusive settings; and

WHEREAS, the goals of this city and state properly include providing individuals with disabilities the opportunities and support to make informed choices and decisions; live in homes and communities where such individuals can exercise their full rights and responsibilities as citizens; pursue meaningful and productive lives; contribute to their family, community, State and Nation; have interdependent friendships and relationships with others; and achieve full inclusion in society.

NOW, THEREFORE, I, John Dennis, Mayor of the City of West Lafayette do hereby proclaim the month of March, 2012, as

DISABILITY AWARENESS MONTH

in the City of West Lafayette and call upon citizens of West Lafayette to observe the month with appropriate programs and activities; furthermore, I encourage the

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citizens of West Lafayette to seek counsel and input from any person or group with knowledge and expertise in matters concerning disabilities.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed, the great seal of the City of West Lafayette at the Mayor's Office, this 5th day of March, 2013.

Mr. Meihls thanked Mayor Dennis for proclaiming March to be Disability Awareness Month, since publicly announcing the month helps create increased awareness about people with disabilities. He stated that ADA Consultants of Indiana encourages other citizens of West Lafayette to follow the Mayor's example and become supporters of people with disabilities. He stated that it is our goal to raise the level of public understanding of what it is like to have a disability, and he appreciates the help in working toward that goal. He stated that ADA Consultants of Indiana is pleased to be assisting the City with the ongoing task of striving for compliance and ensuring inclusion for all citizens of West Lafayette. Taking these steps shows clear commitment to all of the citizens of West Lafayette. Over the last 13 months, he has had the opportunity to work with the City and all of the City staff. The staff has embraced the requirements set forth by the ADA guidelines. Access has been improved in various areas of the City. The areas include public access to meetings, web content accessibility, and access in the parks and on the trails. He noted that Parks Superintendent Payne has received national awards for recent work with the trails. Mr. Meihls stated that we have recently signed a new task order to finish self-evaluations for the Parks Department, and have been asked to be part of a national development team funded by the US Department of Agriculture. The project is called DORAG, which is the Development of Outdoor Recreational Accessibility Guidelines. He stated that the work we will be doing in West Lafayette will be used as the test site for this national checklist, which will be used across the nation. He stated that he is very excited and proud to have West Lafayette as a part of that. He again gave his thanks for embracing this and working hard toward this monumental task.

Mayor Dennis stated that when he first met Mr. Meihls, he said that it would not be easy, but we are very willing to do whatever we need to do to get us up to speed. He stated that Mr. Meihls has done an amazing job in providing guidance to us. He thanked the department heads, stating that each department as a representative on our ADA Committee. He has given them the direction that we will make this happen, and they have done an amazing job, and gotten things done more quickly than he anticipated. We have been doing what we need to do, and though not perfect yet, we are getting better each month.

d. Quote Opening: Playground Safety Surface - Parks

As the quotes were being opened by Clerk-Treasurer Rhodes and City Attorney Burns, Parks Assistant Superintendent Ainsworth explained that the baggies full of brown substance that were being seen was due to asking for samples of product to be sent with the quotes because there are differences. It is playground surfacing for all of our playgrounds. The quote request is for 700 cubic yards, which is more than seven semi-truck loads. She stated that we are also asking for quotes for the installation, so the quotes will list three different prices. One price is for only the product, the second is for the installation alone, and the third is for combined product and installation.

Mayor Dennis asked what makes this material different from others and asked if it is treated somehow.

Parks Assistant Superintendent Ainsworth responded that it cannot have certain things in it, such as recycled products. It has to meet a certain sieve to go through things, it has to meet the Americans with Disabilities Act (ADA), and it has to meet ASTM International standards. That is what we requested. They also have to have certification that it meets testing that shows that children will not be critically injured if they fall on the material.

Clerk-Treasurer Rhodes read the quotes aloud:

Company	Material (Delivered)	Installation	Material and Installation
Child's Play	\$12,600.	\$6,300	\$18,900
Forest Commodities, Inc	\$11,536	-	-
The Fibar Group LLC c/o Parkreation, Inc.	\$12,514	-	\$21,614
XGRASS	\$13,965	-	-
Miracle Midwest	\$11,289	\$6,060	\$17,349

Clerk-Treasurer Rhodes noted during the opening that there were two envelopes without a material sample in them, but there were two boxes containing only a material sample. She stated that we would look closer at the submissions to see if there is a reference to materials shipped separately and match the items. One box is from Mike Costellow at Zeager Brothers, Inc., and the second box is from Jill Cook at Zeager Brothers, Inc. Clerk-Treasurer Rhodes confirmed for Mayor Dennis that all quotes were received sealed and on time.

Mr. Marley moved that the quotes for Playground Safety Surface be taken under advisement. Ms. Booker seconded the motion.

The motion was adopted.

e. Change Order No. 2: Municipal Pool ADA Improvements – J.R. Kelly Company – Parks

Assistant Superintendent Ainsworth stated that the original specifications for the Municipal Pool ADA Improvements project specified that the counters would need to be lowered, but did not specify that the pipes would need to be wrapped and that the traps would need to be redone on the drain. This change order is to include those items. She confirmed for City Attorney Burns that this change order is an add of \$459.38. The change order is with J.R. Kelly Company.

Mr. Marley moved that Change Order No. 2 for the Municipal Pool ADA Improvements be approved. Ms. Booker seconded the motion.

f. Bid Acceptance: 2013 Fuel – Street

Street Commissioner Downey stated that on February 12, 2013, the City received three bids for fuel. They were from Ceres Solutions, Newton Oil, and Co-Alliance. Bids on three types of fuel were requested, regular gasoline, diesel fuel, and diesel fuel premium. He stated that the Board has been provided with a memorandum giving a

comparison of the company's rack rates and overhead. He stated that he would like to accept the bid from Ceres Solutions, as they have the lowest rack rate and overhead. The crude oil for Ceres Solutions comes from southern Indiana, and their refinery is in Mount Vernon. He stated that we have used Ceres Solutions for six or seven years without any problems.

Mr. Marley moved that the acceptance of Ceres Solutions for the 2013 Fuel Bid be approved. Ms. Booker seconded the motion.

The motion was adopted.

g. 2012 SRF Loan Disbursement Request No. 10: Greeley and Hansen – North Side Regional Lift Station -- WWTU

WWTU Director Henderson stated that this disbursement to Greeley and Hansen in the amount of \$22,652 for the ongoing work of reviewing submittals and coordinating between the WWTU and the contractor, R. L. Turner Corporation. He stated that there will be activity this week with the beginning of force main installation.

Mr. Marley moved that the 2012 SRF Loan Disbursement Request No. 10 for Greeley and Hansen be approved. Ms. Booker seconded the motion.

The motion was adopted.

h. Certificate of Substantial Completion: Aeration Tank Addition – Thieneman Construction, Inc. – WWTU

WWTU Director Henderson reported that we have a new permit from Indiana Department of Environmental Management (IDEM), and we have moved from a flow rating of 9 million gallons per day to 10.5 million gallons due to the fifth tank. He stated that Thieneman Construction, Inc. has just a short punch list of items to address, and most of it is just dressing up the grounds of the facilities.

Ms. Booker moved that the Certificate of Substantial Completion from Thieneman Construction, Inc. for the Aeration Tank Addition be accepted. Mr. Marley seconded the motion.

The motion was adopted.

i. Escrow Release Letter: Aeration Tank Addition – Thieneman Construction, Inc. – WWTU

WWTU Director Henderson stated that we are nearing the final payments to Thieneman Construction, Inc., and asked for approval of a partial release of retainage in the amount of \$33,651.70.

Ms. Booker moved that the Certificate of Substantial Completion from Thieneman Construction, Inc. for the Aeration Tank Addition be approved. Mr. Marley seconded the motion.

The motion was adopted.

j. Agreement: CDBG Professional Services Year 4 Action Plan – City Consultants and Research – Development

Director or Development Poole requested approval of an agreement with City Consultants and Research for the annual yearly plan for the Community Development Block Grant (CDBG). This is for the year 2013-2014 funding cycle. He stated that it is the same rate as 2013 and the report is due to the U.S. Department of Housing and Urban Development (HUD) in May, 2013.

Mayor Dennis stated that we did receive some bad news. With the sequestration, the CDBG funds will be cut. This is bad news for all of our not-for-profits which are all dependent on that money. He stated that depending on how long this goes on, there are other revenue streams that may be subject to being cut.

Director or Development Poole stated that the letter arrived from HUD yesterday. He stated that it is bad news for CDBG recipients because those social service groups do take a hit.

Mr. Marley moved that the agreement with City Consultants and Research be approved. Ms. Booker seconded the motion.

The motion was adopted.

k. Change Order No. 20: Perimeter Parkway, Phase 1A, Part 1 – INDOT – Engineering

Public Works Director Buck stated that the master agreement between the City and Indiana Department of Transportation (INDOT) is with the Board of Works, but it is being funded out of the Redevelopment Commission, so this will be reported to them after the Board takes action. He stated that Change Order No. 20 for perimeter Parkway, Phase 1A, Part 1 should be the last change order. This is being paid 100% by Purdue University. It is for a temporary snow fence around the stormwater planters that kept students from inadvertently walking into them during the project. The change order is an add of \$1,599.23, making the contract total \$5,247,276.24.

Mr. Marley moved that Change Order No. 20 for Perimeter Parkway, Phase 1A, Part 1 with INDOT be approved. Ms. Booker seconded the motion.

The motion was adopted.

l. Hire: Part-Time Office Assistant – Jessica Jones – Engineering

Public Works Director Buck requested approval to hire Jessica Jones as a part-time office assistant effective today, March 5, 2013. The pay rate is \$11.00 per hour for 20 hours per week.

Ms. Booker moved that the hire of Jessica Jones as Part-Time Office Assistant be approved. Mr. Marley seconded the motion

m. Claims

i.	AP Docket	\$343,122.82
ii.	AP Docket	\$12,477.28
iii.	AP Docket	\$1,152.00
iv.	AP Docket	\$1,500.00

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v.	RDC Docket	\$2,503.20
vi.	PR Docket	\$108,188.80

Questions raised about individual claims by the Board were answered by department heads.

Mr. Marley moved that the claims be approved. Ms. Booker seconded the motion.

The motion was adopted.

n. Informational Items:

- i. Project Payment List – WWTU
There were no questions or comments about the listing.
- ii. Legal Budget & Expenses – Clerk-Treasurer
There were no questions or comments about the listing.

o. Other Items

► Parks Superintendent Payne thanked the staff who worked at the ice skating rink this year. It was a great season, even though it started late, with a great finish. The rink is now closed.

► Police Chief Dombkowski asked everyone to drive cautiously and allow extra time with the expected weather later today. He reported that there was a press release this morning regarding a suspect apprehended during a burglary in progress last evening. It occurred in the Amberleigh Village neighborhood, and the Department believes that several cases in that neighborhood will be closed with this arrest.

Mayor Dennis stated that this was excellent work, and he knows that there is nothing more difficult than catching a suspect in progress.

Police Chief Dombkowski stated that it was a challenge. It took some time, and a perimeter was set. The Department was assisted by the Tippecanoe County Sheriff's Office and the Lafayette Police Department.

► WWTU Director Henderson reported that this week Brad Musick from Wastewater Solutions, Inc. is at the plant to do the annual wastewater operations training. Wastewater Solutions, Inc. is also looking at the plant to see what needs done to lower phosphorus levels to meet new regulations. He stated that we are working towards seeing what can be done with the plant as-is to meet those regulations before other capital options are investigated.

► Human Resource Director Foster reported that the City employees are half-way through the 12-week Get Fit Challenge. Collectively, employees have lost 522.6 pounds toward the goal of losing 1,000 pounds. She stated that the pounds are dropping more slowly now, but we are on track and hope to reach the goal.

► Street Commissioner Downey asked that in addition to Police Chief Dombkowski's request to drive cautiously, that people try to find off-street parking for vehicles to make it easier to clear snow off the roads.

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.