

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

March 19, 2013
8:30 a.m.
City Hall Council Chambers

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

Mayor Dennis opened the meeting by inviting the Tippecanotes Chorus to lead in the singing of the Pledge of Allegiance in barbershop harmony style.

1. APPROVAL OF MINUTES

a. March 5, 2013, Meeting

Ms. Stull moved to accept the minutes of the March 5, 2013, Board of Works meeting. Ms. Booker seconded the motion.

The motion was adopted.

2. NEW BUSINESS

a. Proclamation: Barbershop Harmony Days – Mayor

Mayor Dennis read a proclamation for Barbershop Harmony Days.

Proclamation

Whereas The Society for the Preservation and Encouragement of Barber Shop Quartet Singing in America, Inc. (SPEBSQSA)—now recognized as The Barbershop Harmony Society—was officially organized April 11, 1938 in Tulsa, Oklahoma; and

Whereas The Lafayette Indiana Chapter of the SPEBSQSA (the **Tippecanotes Chorus**), was officially organized within the Society's **Cardinal District** in the year 1947, and

Whereas The Barbershop Harmony Society celebrates its 75th anniversary and our local **Tippecanotes Chorus** celebrates its 66th anniversary, and

Whereas The Cardinal District of the SPEBSQSA has chosen the **Tippecanotes Chorus** to host its Spring Convention and Chorus-Quartet competitions in Lafayette/West Lafayette thru the weekend of March 22-24, 2013, and

Whereas The Barbershop Harmony Society, its Districts and Chapters encourage harmony amongst all people of the world through the universal language of music; actively preserving and presenting a distinct style of vocal music that originated in North America, and

BOARD OF WORKS MINUTES, March 19, 2013, CONTINUED

Whereas **Barbershoppers** promotes musical education in our high schools and communities through music scholarships and other means, and support charitable foundations; and

Whereas The **Tippecanotes** are engaged in laudable civic service and enrichment of our cultural life through the fostering of traditional values in entertainment and community endeavors;

Now, therefore, I, John R. Dennis, Mayor of the City of West Lafayette, Indiana, do hereby proclaim March 22-24, 2013 as

Barbershop Harmony Days

In witness whereof, I have hereunto set my hand and caused to be affixed, the great seal of the City of West Lafayette to be affixed, this 19th day of March, 2013.

Jim Hall, a member of the Tippecanotes Chorus, thanked Mayor Dennis for the proclamation, and he thanked everyone for the opportunity to present a bit of barbershop harmony style. He stated that Tippecanotes Chorus has been around for 66 years, and it has been over 35 years since the Cardinal District, consisting of all of Indiana and Kentucky, has chosen this location to host the convention for the competition to see who goes to nationals. He provided details of the convention locations and schedule, and he invited participation and support.

b. Quote Opening: Spring 2013 Operation Releaf Tree Project - Development

As the quotes were being opened by Clerk-Treasurer Rhodes and City Attorney Burns, Greenspace Administrator Shaw explained that the Department of Development plans to plant 87 trees this spring. Approximately 39 trees will be on Connolly and DeHart Streets, funded by the Department of Natural Resources Grant. Nine of the trees will be on Lawn Avenue, funded by the Community Development Block Grant. She stated that these projects follow the curb and sidewalk work done by Engineering, which is the safest time to plant a tree. Another 24 trees will be in Northwestern Heights, paid for partially by the Tipmont REMC Grant. She stated that there are some additional trees scattered here and there.

Clerk-Treasurer Rhodes read the quotes aloud:

Company	1.5" Caliper	Water for 1 Year	Alternate 2" Caliper	Water for 1 Year
Branching Out	\$15,339	\$3,000	\$23,646	\$3,300
GardenArt, Inc.	\$18,964	\$8,100	\$23,256	-

Clerk-Treasurer Rhodes confirmed for Mayor Dennis that the quotes were received sealed and on time.

Ms. Stull moved that the quotes for 2013 Operation Releaf Tree Project be taken under advisement. Mr. Marley seconded the motion.

The motion was adopted.

c. Quote Opening: New 72-inch Front-End Riding Mower – Parks

Parks Superintendent Payne explained that this is the annual attempt to trade an old lawn mower and get a new one. Four 6-foot mowers are rotated to mow approximately 100 acres of property.

Clerk-Treasurer Rhodes read the quotes aloud:

Company	Mower	Base Quote	Less Trade-in Allowance	Total Cost
Booth Machinery Sales	Kubota F3080	\$18,613.39	\$1,250.00	\$17,363.39
Booth Machinery Sales	Kubota F3080 (Rear Discharge)	\$18,611.26	\$1,250.00	\$17,361.26
MacAllister Machinery Company, Inc.	Kubota F3080	\$17,834.00	\$1,050.00	\$16,784.00
WestSide Tractor Sales	John Deere 1445 Series II	\$20,320.63	\$1,000.00	\$19,320.63
WestSide Tractor	Scag 72" Cheetah	\$10,000.00	\$1,000.00	\$9,000.00
Rigg's Outdoor Power Equipment	Kubota F3080	\$18,171.00	\$500.00	\$17,671.00
Rigg's Outdoor Power Equipment	Kubota F3680 (Side Discharge)	\$18,171.00	\$500.00	\$17,671.00

Mr. Marley moved that the quotes for a new 72-inch front-end riding mower be taken under advisement. Ms. Booker seconded the motion.

The motion was adopted.

d. Quote Opening: Parks and Recreation Building Siding Repair/Installation – Parks

Parks Superintendent Payne explained that this quote for siding is to finish the main wing of the Parks and Recreation Office, which formerly housed temporary Fire Station No. 3. A portion of the wing was originally done with some expansion to allow for fire trucks, and that is being matched.

Clerk-Treasurer Rhodes read the quotes aloud:

Company	Quote Price
T.L. Kincaid Contracting, Inc.	\$9,270
Simon Construction	\$10,600

Ms. Booker moved that the quotes for the Parks and Recreation Building Siding Repair/Installation be taken under advisement. Ms. Stull seconded the motion.

The motion was adopted.

e. Quote Opening: Maintenance of Landscape Beds on US 52 (Sagamore Parkway), Wiggins Street, and US 52 (Sagamore Parkway)/Northwestern Overpasses – Parks

Parks Stewardship Manager Dunten explained that that this quote is for the maintenance of landscape beds in the medians on US 52 (Sagamore Parkway), as well as the overpass for Northwestern Avenue and US 52.

Clerk-Treasurer Rhodes read the quotes aloud:

Company	Quote Price
The Brickman Group	\$20,502
GardenArt, Inc.	\$65,000
Freedom Lawns	\$18,817

Clerk-Treasurer Rhodes stated that the quote from Freedom Lawns had a note that Wiggins mulch is not recommended, and the price without Wiggins mulch would be \$17,417.

Ms. Stull moved that the quotes for maintenance of landscape beds be taken under advisement. Mr. Marley seconded the motion.

The motion was adopted.

f. Bid Opening and Public Hearing: Real Estate (Utility Easement) – State Street Corner PD – Engineering

Public Works Director Buck provided details, as previously given at the February 19, 2013 meeting, of the project related to this sale of real estate.

Clerk-Treasurer Rhodes stated that there have been no responses to this bid, which has been properly advertised and posted.

Public Works Director Buck stated that we will contact the developer.

City Attorney Burns stated that this item will be continued without date.

No further action was taken.

g. Sale of Real Estate (Utility Easement): 720 Northwestern PD – Engineering

Public Works Director Buck stated that this would begin the process to sell a utility easement for a development to move forward on 720 Northwestern Avenue. The developer has been working with the utility companies as well as the City to finalize the details of stormwater, sanitary, and electric services. Easements are needed to provide some of those facilities. On Dodge Street, a portion of stormwater detention will be contained underground in that easement, as well as underneath the sidewalk. The easement across Allen Street would bring electric service from the overhead power poles underground and underneath Allen Street onto the developer's property. He stated that both easements are for those purposes only.

Ms. Stull moved that the Real Estate (Utility Easement) – 720 Northwestern PD advertisements be approved. Ms. Booker seconded the motion.

Clerk-Treasurer Rhodes stated that bids would be due April 9, 2013.

The motion was adopted.

h. Notice to Bidders: Northwestern Avenue Corridor Improvements – Engineering

Public Works Director Buck stated that the Redevelopment Commission has authorized the Board to act on their behalf for this project. The Commission is funding the construction, new sidewalk, curbs, trail, traffic signal, landscaping, and light poles along

Northwestern Avenue, from Yeager Road south to Lindberg Road. It would include rebuilding the intersection at Lindberg. The project has been coordinated with the Indiana Department of Transportation's (INDOT) project. INDOT will be resurfacing all of Northwestern this summer, which means we have strict dates in the project requirements. Construction would occur from May through August 2, 2013. Traffic will be greatly disrupted from the end of May through July. He requested approval of the specifications and advertisement. Bids will be due April 9, 2013.

Mr. Marley moved that notice to bidders for the Northwestern Avenue Corridor Improvements be approved. Ms. Stull seconded the motion.

Mayor Dennis stated that we will have a press conference soon. We will go through a methodical process of identifying exactly what will happen to West Lafayette during this construction season. It will be disruptive with a lot of activity on Northwestern Avenue. We will try to find practical alternative routes to get people from Point A to Point B. In the interim, understand that this is one of those components. When looking at a major thoroughfare, and a combination of several smaller projects, the best way to get it done is the philosophy of tearing off the entire Band-Aid, to get it done, get it over with, and return to some semblance of normalcy within the community.

Ms. Stull asked if there are plans for an idea of what it will look like.

Public Works Director Buck stated that he does have plans, which are rather technical, that he can share now or after the meeting. He will bring an aerial landscaped aesthetic drawing, available in the Engineering Office.

Mayor Dennis stated that has a hint, instead of thinking of US 52, think of Cumberland Avenue, with green, lights, and trees.

Public Works Director Buck stated that it is a very open shoulder roll-type cross section for a roadway, so it feels as if you can drive very fast. We will add curves, medians, and islands so that drivers will see more restrictions and slow down. The speed limit has been reduced, and this project will help enhance that reduced speed limit from Yeager Road south.

The motion was adopted.

i. Agreement: 2013 Sidewalk Trip Hazard Removal Project – Precision Concrete, Inc. – Engineering

Engineering Assistant Anderson requested approval for a sole-source contractor and to enter into an agreement with Precision Concrete, Inc. for a trip hazard removal project, primarily focused in the University Farms area this year.

City Attorney Burns requested elaboration on why this is a sole-source provider.

Engineering Assistant Anderson provided a handout to the Board members. He explained that Street Commissioner Downey deserves credit for finding this company. The company has a patent on a machine which, when a sidewalk is heaved or if there is a differential that does not meet with Americans with Disabilities Act (ADA) compliance, can cut the concrete horizontally to get it into specifications and code. They are the only company in the United States that has this machine, which can fix nearly every trip

hazard. University Farms has approximately 1,000 trip hazards, caused primarily by tree roots. The handout provides a breakdown of trip hazards by street. He stated that if all the concrete were replaced, it would cost approximately \$170,000. This agreement is not to exceed \$48,230, so it is significant savings. He stated that this is a good area to try this out and see how successful it is, and we are excited about this opportunity to fix these issues for a fraction of the cost it would be to replace them. We are looking forward a great relationship with this company, and may look at an annual program for different areas of the City. A sidewalk inventory done last year is available on the City's website that provides information about where a lot of trip hazards are. Engineering Assistant Anderson stated that this project will be done in approximately two weeks, while replacement would take two months. He explained some details of the machine and stated that the machine is not very loud and the dust is cleaned up as it works.

Ms. Stull moved that agreement with Precision Concrete, Inc. be approved. Ms. Booker seconded the motion.

City Attorney Burns stated that the purchasing policy allows that any purchase under \$50,000 there does not necessarily need to be a procedure for approval, but he knows that all of our department heads use the best available procedure to make sure that we get competitive pricing. There is also State law allowance for situations of sole source, which essentially says that if there is only one provider, and if it is to the advantage of the City, the City can just go to that provider for the service. He stated that since this is under \$50,000 it is particularly applicable in this case. Another part of the law states that if there is an opportunity for significant savings, then the Board can make a finding that this presents a unique opportunity for savings, so that would be another ground to support this. City Attorney Burns stated that his suggestion would be that the Board makes the finding that this is a sole-source purchase and presents significant savings opportunities to the City.

Ms. Booker moved that Precision Concrete, Inc. be accepted as a sole-source provider. Ms. Stull seconded the motion.

Clerk-Treasurer Rhodes added that we want to include significant cost savings to the City in the motion.

The motions were adopted.

j. Administrative Officers Consent to Sign: MHG Hotels, LLC – Engineering

Public Works Director Buck stated that as part of the Area Plan Commission's requirements, when a petitioner wishes to rezone a piece of land, then consent is needed from all property owners. A petitioner has approached the Commission with a potential project at the corner of State Street and Tapawingo Drive, on the west side where there is open undeveloped ground. Both the City and the State own right of way all the way down to the bottom of the embankment there. The petitioner would like to fill that in with their project and potentially use a portion of both the City and State's real estate close to the roadway. Public Works Director Buck stated that we approve of this as a staff, but they would need the City's consent, as well as INDOT's consent, to consider those two pieces of land as part of the rezone application. He requested approval to authorize himself, or someone for the City, to sign this consent and allow the petition to move forward through the Area Plan Commission.

Ms. Stull moved that officers Consent to Sign for MHG Hotels, LLC be approved. Ms. Booker seconded the motion.

Ms. Stull requested confirmation that this would only allow authorization for this project.

Public Works Director Buck responded that is correct. It is for the application only, and before this specific case that the Area Plan Commission will eventually assign to it.

The motion was adopted.

k. Warranty Deed: 2020 N. Salisbury Street – Mayor

Clerk-Treasurer Rhodes stated that this is to request that Board ratify the warranty deed, signed by Mayor Dennis, for the sale of real estate at 2020 N Salisbury Street, which was previously approved. This is for the purposes of our asset record keeping.

Ms. Stull moved that warranty deed for 2020 N. Salisbury Street be approved. Mr. Marley seconded the motion.

Clerk-Treasurer Rhodes stated that we have received the check from Metro FiberNet, LLC.

The motion was adopted.

l. Request for Proposal: Enterprise Resource Planning System – IT

Information Technology Director Newman requested approval for a Request for Proposal for a new software package which will encompass our financials for the Clerk-Treasurer Office, permitting for the Engineering and Development Departments, and code enforcement for the Development Department. There will be a Human Resource component, as well as a citizen component to allow better access to records. It is a large project, with an estimate of two years to completion.

Mayor Dennis stated that Information Technology Director Newman has put a great deal of work into a very brief statement. He stated that this is a game-changer. This will, over a period time, change the way that we do business here in a positive way. It gives us the opportunity to reach out with technology to make our operations more efficient. Due to the nature of the software, it required each Department to go through their own individual business practices to ensure that the software can accommodate them.

Mr. Marley moved that the Request for Proposal for the Enterprise Resource Planning System be approved. Ms. Stull seconded the motion.

Clerk-Treasurer Rhodes stated that proposals would be due April 16, 2013. She stated to the Board that this will be their legacy. All of the department heads have provided input, and we are tremendously excited about having reached this point. She stated that as with everything we do in the City, we have saved for this and we are ready to move forward with this project.

Mayor Dennis stated that it has taken a long time to get here. He stated that Information Technology Director Newman has done amazing work, but as always, so has Clerk-Treasurer Rhodes.

Information Technology Director Newman stated that he and Clerk-Treasurer Rhodes had the opportunity to travel quite a bit together to review some of the vendors who are likely to submit proposals for this. That process will likely be continued as we move forward in selecting a vendor.

Mayor Dennis stated that this is well overdue, and he is glad we are at this point now.

The motion was adopted.

m. Agreement: Fire Protection – Chemtura Corporation – Fire

Fire Chief Heath requested approval for this annual agreement with Chemtura Corporation to provide fire protection to their facility. He stated that the company keeps us updated with what they have in their facility. There are no changes from last year's agreement. One response was made there last year, so no changes were necessary. The agreement is for \$8,410.74 annually plus \$250.00 for each fire run made.

Ms. Booker moved that the agreement for fire protection with Chemtura Corporation be approved. Mr. Marley seconded the motion.

The motion was adopted.

n. Agreement: Fire Protection – River Bend Hospital – Fire

Fire Chief Heath stated that this agreement provides fire protection to River Bend Hospital in Wabash Townships. He stated that both this and the Chemtura agreement are only for fire protection, it does not provide for medical coverage. The agreement is for \$8,660.56 annually plus \$250.00 for each fire run made.

Ms. Booker moved that the agreement for fire protection with River Bend Hospital be approved. Ms. Stull seconded the motion.

The motion was adopted.

o. Change Order No. 1: Soldiers Home Lift Station Improvements – Graves Plumbing Company, Inc. – WWTU

WWTU Director Henderson stated that the Soldiers Home Lift Station Improvements project is winding down and we are getting down to punch-list items. Some changes had to be made to the design and the installation. He requested approval for Change Order No. 1 in the amount of \$12,953.95.

Ms. Stull moved that Change Order No. 1 for Graves Plumbing Company, Inc. be approved. Mr. Marley seconded the motion.

The motion was adopted.

p. Certificate of Substantial Completion: Soldiers Home Lift Station Improvements – Graves Plumbing Company, Inc. – WWTU

WWTU Director Henderson reported that the project is at the point where we have beneficial use of the lift station. A list of punch list items has been identified for final completion. He requested approval to declare substantial completion for the Soldiers Home Lift Station Improvements project.

Mr. Marley moved that the Certificate of Substantial Completion with Graves Plumbing Company, Inc. be approved. Ms. Stull seconded the motion.

The motion was adopted.

q. Salary Increase: Sacramento Course – Industrial Waste Treatment, Vol. 1 – Michael Rohler – WWTU

WWTU Director Henderson stated that Michael Rohler has completed one of the California courses, which we compensate for according to the salary ordinance. He stated that this will be the last course that Mr. Rohler completes because his final day will be March 24, 2013. The pay increase is for an additional \$9.62 biweekly, retroactive to the course completion date of February 1, 2013.

Ms. Stull moved that the salary increase for Michael Rohler be approved. Mr. Marley seconded the motion.

The motion was adopted.

r. Bid Award: 2013 Chemicals – Partnered Bid with the City of Lafayette – WWTU

WWTU Director Henderson stated that we have partnered with the City of Lafayette for the past four years to get a price break on the combined volume of chemicals that both wastewater plants use. He explained that the chemicals are sodium hypochlorite, a strong bleach solution, and sodium bisulfate to neutralize remaining bleach after disinfection. The bid results, as well as a payment history, have been provided. He stated we would like to award to Alexander Chemical for the sodium hypochlorite at \$0.67 per gallon, and to PVS Chemical Solutions for the sodium bisulfate at \$1.19 per gallon. These are both a little lower than last year.

Ms. Stull moved that bid award for 2013 Chemicals be approved. Mr. Marley seconded the motion.

Mayor Dennis stated that the partnership with the City of Lafayette does help.

WWTU Director Henderson confirmed this, and stated that he appreciates working with Lafayette's Purchasing Manager Rick Morrissey.

The motion was adopted.

s. Quote Acceptance and Agreement: Playground Safety Surfacing – Miracle Midwest – Parks

Parks Assistant Superintendent Ainsworth requested approval to accept the quote and enter into an agreement with Miracle Midwest for Playground Safety Surfacing. The agreement is in the amount of \$17,349.00, which was the lowest responsible and responsive quote.

Mr. Marley moved that the quote acceptance and agreement with Miracle Midwest be approved. Ms. Booker seconded the motion.

The motion was adopted.

t. Claims

i.	AP Docket	\$379,116.22
ii.	AP Docket	\$48,077.56
iii.	AP Docket	\$3,500.00
iv.	AP Docket	\$330.00
v.	AP Docket	\$972.00
vi.	AP Docket	\$172,394.85
vii.	PR Docket	\$342,151.01

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

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

The motion was adopted.

u. 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.

v. Other Items

► Human Resources Director Foster reported that City employees have lost 650.6 pounds after eight weeks into the Get Fit challenge. If participants just loose close to one pound per week, then we will hit our 1,000 pound goal. She also assured the citizens that there will be no strain on the network or loss of productivity due to March Madness in the City of West Lafayette.

► Parks Superintendent Payne provided photos of a planned burn done near the Celery Bog, and he thanked the Fire Department. He stated that it got a lot of good local press from the *Journal & Courier* and WLF1. This is the biggest burn we have done, and the firemen love it. We will probably be doing this annually to improve the prairie and savannah areas.

Mayor Dennis stated that the Fire Department also did training with their new extrication tools on vehicles provided by Subaru. He stated the tools cut through everything as if snipping paper.

► Fire Chief Heath commended the Police Department on saving a life this month. He stated that the Fire Department also had a save with our defibrillators and CPR, so there were two in the City this month. He stated that both departments did a fantastic job saving two lives.

► Police Chief Dombkowski reported that we did have an opportunity to make a difference at Williamsburg on the Wabash, with two officers saving the life of someone who was found at the bottom of a pool. They were able to rescue and revive him. He stated that there will be an official recognition for that from the American Red Cross, and possibly from the Police Merit Commission. Police Chief Dombkowski also reported that they had the opportunity to do some training with the Fire Department, as well as with the Purdue University Police Department. With the schools closed for

Spring Break, they did some active shooter training for two days. He stated that there are some mandates coming from the State and the federal government, and we are ahead of the curve. He stated that we are always looking at our school security, and this is the third layer of tweaks and changes made since the first of the year.

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.