

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

March 26, 2013
8:30 a.m.
City Hall Council Chambers

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

1. APPROVAL OF MINUTES

a. March 19, 2013, Meeting

Mr. Marley moved to accept the minutes of the March 19, 2013, Board of Works meeting. Ms. Stull seconded the motion.

The motion was adopted.

2. NEW BUSINESS

a. Proposal Opening: Animal Shelter Services – Police

Police Captain Sparger stated that this Request for Proposal was issued due to interest from other entities to provide animal housing services to the City. We examined our needs, released those needs through the Clerk-Treasurer's Office, and this opening is a result of that process.

Clerk-Treasurer Rhodes stated that we received one response, from the Almost Home Human Society. There are no other responses to the Request for Proposal. She confirmed for Mayor Dennis that the response was received on time and sealed.

Ms. Stull moved that the proposal for Animal Shelter Services be taken under advisement. Ms. Booker seconded the motion.

The motion was adopted.

b. Notice to Bidders: 2013 CDBG Sidewalk Replacement Project – Engineering

Engineering Assistant Anderson stated that this is the annual Community Development Block Grant (CDBG) project to replace curbs, sidewalks, and drive approaches. This will be on Lutz Avenue between Littleton and Salisbury Streets, on Maple Street between Lutz and Stadium Avenues, and 1st, 2nd, and 3rd Streets between Russell and University Streets.

Mayor Dennis asked if the sequestration challenges that we have incurred recently had any effect on our CDBG projects.

Director of Development Poole stated that we have not received any other changes than the letter previously sent to us.

Engineering Assistant Anderson stated that unlike last week's project, this one will be for total sidewalk replacement. The sidewalks and curbs in those blocks are deteriorated beyond repair, with some areas worn down to gravel. He confirmed for Mayor Dennis that this work will be done with Americans with Disabilities Act (ADA) compliance.

Mr. Marley moved that the Notice to Bidders for the 2013 CDBG Sidewalk Replacement Project be approved. Ms. Booker seconded the motion.

The motion was adopted.

c. Quote Acceptance and Agreement: Spring 2013 Operation Releaf Tree Project – GardenArt, Inc. – Development

Director of Development Poole requested approval to accept a quote and enter into an agreement with GardenArt, Inc. He stated that the 2-inch caliper material was chosen. There are three different sources for funding this spring. There are grants of \$5,000 each from Tipmont REMC and the Department of Natural Resources, and a CDBG grant is anticipated to be approximately \$5,000 as well. There will be approximately 87 trees, primarily in the area of Connolly and DeHart Streets and Lawn Avenue, and in the Northwestern Heights neighborhood, which will be hard-hit by the emerald ash borer. The agreement is for \$23,256.00.

Ms. Stull moved that the quote acceptance and agreement with GardenArt, Inc. for Operation Releaf be approved. Mr. Marley seconded the motion.

The motion was adopted.

d. Agreement: Wayfinding Consultation – Corbin Design, Inc. – Development

Director of Development Poole requested approval for an agreement with Corbin Design, Inc. He stated that this project has been worked on for approximately five years and is at the point where there Indiana Department of Transportation (INDOT) is going to give the City some of these streets. The City of Lafayette and Purdue University are also using Corbin Design, Inc. for this project, so it will make a seamless transition in the area. The agreement is \$11,190.00, with half of the amount being reimbursed to us by Purdue. At the request of Mayor Dennis, Director of Development Poole explained the use of wayfinding signs. He stated that when coming off certain road, there will be signs directing people to points of interest, such as the library or Purdue University, so they help people get around the City.

Mayor Dennis asked if these signs are standardized throughout the country.

Director of Development Poole responding that they are as far as INDOT requirements, but each individual City can customize them to make them their own.

Mayor Dennis stated that a few years ago there was a kiosk kickoff which highlighted certain areas of interest in the community, in both Lafayette and West Lafayette, and this is a continuation of that. It will create more clearly defined paths.

Ms. Booker moved that the agreement with Corbin Design, Inc. for wayfinding consultation be approved. Ms. Stull seconded the motion.

The motion was adopted.

e. Joint Purchase: 2013-2014 Road Salt – City of Lafayette – Street

Street Commissioner Downey requested approval to jointly purchase road salt with the City of Lafayette and other entities in Tippecanoe County. The salt will be purchased through the State bid. He stated that we have done this since 2008 and it has worked out well.

Ms. Booker moved that the joint purchase with the City of Lafayette for road salt be approved. Mr. Marley seconded the motion.

Mr. Marley asked how much salt is left from last year.

Street Commissioner Downey responded that there will be approximately 1,000 tons stored, which is around what we started with this year. The contract this year was for 1,200 tons, and we have to buy a minimum of 80% of that amount. After purchasing approximately 800 tons, 300 more tons need to be bought this year.

The motion was adopted.

f. Quote Acceptance and Agreement: Street Landscape Bed Maintenance – Freedom Lawns – Parks

Parks Superintendent Payne requested approval to accept a quote and enter into an agreement with Freedom Lawns. This is to landscape the beds on Sagamore Parkway, for the area that INDOT does not maintain. This includes trying to keep it as litter-free, weed-free, and safe to drive around and through as possible. The agreement is for \$18,817, which was the lowest of the three quotes received. Work will take place over approximately six months.

Mr. Marley moved that the quote acceptance and agreement with Freedom Lawns for Street Landscape Bed Maintenance be approved. Mr. Speaker seconded the motion.

Mayor Dennis stated that he appreciates that it will look a lot better than it does. He thanked Police Chief Dombkowski for getting in touch with Dave Heath (Community Corrections) and having his road crew clean up US 52.

The motion was adopted.

g. Quote Acceptance and Agreement: Parks and Recreation Building Siding Repair/Installation – T. L. Kincaid Contracting – Parks

Parks Superintendent Payne requested approval to accept a quote and enter into an agreement with T. L. Kincaid Contracting in the amount of \$9,270.00, the lower of the two quotes received. He stated that this is to repair some rotten spots in the old wood siding and to install vinyl siding to finish the main wing of the Parks and Recreation building. He also reported on updates of the relocation of the Parks Department to that building. He stated that as of yesterday, thanks to the IT Department, all of the systems are working at the building. The first citizen found them yesterday during the snow storm. After next week they plan to be operating normally, and after the siding work the signage on the building will be done. He stated that it will be very convenient for the public to use that office, which is located at 1101 Kalberer Road. There will be an open house scheduled later.

Mr. Speaker moved that the quote acceptance and agreement with T.L. Kincaid Contracting for the Parks and Recreation Building Siding Repair/Installation be approved. Mr. Marley seconded the motion.

City Attorney Burns stated that he would like to thank the department heads for getting the four "magic provisions" into these contracts, which are State mandated. It takes less time to review now that those are becoming routinely included.

The motion was adopted.

h. Claims

i.	AP Docket	\$175,635.31
ii.	AP Docket	\$170,012.91
iii.	AP Docket	\$20,682.00
iv.	PR Docket	\$340,595.07

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

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

The motion was adopted.

i. 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.

j. Other Items

► Mayor Dennis recognized Information Technology Director Newman for the good job done on the Parks Department relocation.

► Police Chief Dombkowski stated that he hopes that everyone is unburied from the snow as the Department will be out with the Neighborhood Resource Team making sure sidewalks are clear.

Mayor Dennis stated that it will be done as always, with a lot of reminders and encouragement.

Clerk-Treasurer asked if this will include the Duke Energy facility on Cumberland Avenue and Yeager Road because now that the road is narrowed there are people walking on the road with no sidewalk. She stated that she saw a gentleman slip on the ice in the roadway there and the sidewalks have not been touched.

Police Chief Dombkowski responded that he will be happy to prod them.

► Councilor Hunt reported that there will be a Pre-Council meeting on Thursday and Council on Monday. She stated that a big issue, which many people have worked on for more than a year, is the trash ordinance. The rates have not been raised in 20 years. She stated that one of the things we would like to do is to encourage recycling

in areas where the City does not pick up. So, there will be a large recycling container near Grant and Harrison Streets with access on both sides of the container. This is a pilot study and there will likely be a press conference when it is put in place.

► Street Commissioner Downey stated that many of his staff members are on Spring Break, so he wanted to thank the Parks Department, the WWTU, and Engineering for helping out by supplying a truck, a plow, and a driver. He also thanked the WWTU Administrative Assistant, Amy Spann, for helping to handle calls from the public during the snow storm. He stated that there were approximately 22 phone calls, some from impatient people, some that needed service, and some who were unhappy with the snow plowed back into their driveways. He stated that the employees did a great job of getting the snow pushed back by 3:30 p.m. even though the snow did not stop until 9:00 a.m.

Mayor Dennis stated that as always, when we need to get things done, we get them done. He stated that we have had this philosophy since he has been here—one team, one fight. We have people with different skill sets who get together and make this happen. He knows that work was being done for the snow on Sunday, and they had to be sent home so that the same crew could be out the next morning. He stated that the general population thinks that the removal of snow is surgical. They do not realize that we have approximately 80 miles of road to clear. It is done in a way which is standardized throughout the country, which is to push the snow, not remove it. When pushing snow it will be moved to a path of least resistance, meaning that it will go in front of driveways. It is impossible to surgically cut out each driveway. He stated that it is impressive the way each department shares their resources to ensure that we are able to provide high quality services to our citizens, time and time again. We are a small staff, yet we still have employees that help out if they have a Commercial Drivers License, able to drive a plow, or have staff who can answer phones. This is helped by the great work that Information Technology Director Newman did in making the phones transferrable. We have become much more efficient, and will become even more so when we get the new software package [Enterprise Resource Planning System]. He thanked everyone for the cooperation that makes this a better place.

Street Commissioner Downey noted for the record that we do not wait around the corner for people to finish their driveways before plowing.

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.