

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

April 1, 2008
11:00 a.m.

City Hall Lower Level Conference Room

Members present were Susan K. Goldman and Mayor John R. Dennis, who presided. Member Bradley W. Marley was absent.

I. PRE-CAUCUS

Agenda items were discussed among Board members and Department Heads.

II. APPROVAL OF MINUTES

A. March 25, 2008, Meeting

Ms. Goldman moved to accept the minutes of the March 25, 2008, Board of Works meeting. Mayor Dennis seconded the motion. The motion was adopted.

III. OLD BUSINESS

A. [Contract: ADS Environmental for CSO Monitoring – WWTU

City Attorney Burns asked that consideration of the contract be tabled until the April 8 Board of Works meeting to continue work on several items.

Ms. Goldman moved that the contract with ADS Environmental for CSO monitoring be tabled until the April 8 meeting. Mayor Dennis seconded the motion. The motion was adopted.

IV. NEW BUSINESS

A. Quote Opening: Spring 2008 Operation Releaf and Amberleigh Village Planting Projects – Development

Redevelopment and Neighborhood Planner Shaw explained that Operation Releaf is a program to reforest the City streets. The spring Operation Releaf planting is 74 trees. The City needs to reforest before the emerald ash borer infests about 1,000 of the City's street trees, as this represents about 20% of City trees. Amberleigh Village is being planted, as it is one of the neighborhoods that does not have street trees planted throughout, because trees were not part of the requirements when the neighborhood was planned. Some trees can only be planted in the springtime, and about 40 of these will be planted in Amberleigh Village. Funding for this project includes \$3,550 leftover from a DNR grant, and the balance of the money comes from the City, from Parks for 10 trees, and from private donations to the Tree Fund. In response to a question from Mayor Dennis about how the plantings are done, Ms. Shaw responded that Development puts the planting of the trees out to contract, as part of the quote process. This year, 23 of the trees will be planted by Parks staff; the rest will be installed by whichever company's quote is accepted. Clerk-Treasurer Rhodes asked if the City match for Amberleigh was the Economic Development Income Tax [EDIT] Fund. Assistant Director of Development Grady responded that it was CCD this year.

Clerk-Treasurer Rhodes opened and read the quotes aloud:

<u>Quoter</u>	<u>Base Quote</u>
Garden Art, Inc.	\$13,465.31
Jenkins Country Gardens, Inc.	\$11,491.20
Exterior View, Inc.	\$14,136.25
Freedom Lawns	\$15,020.86
Bennett's Greenhouses, Inc.	\$12,164.82

Ms. Goldman moved that the quotes be taken under advisement. Mayor Dennis seconded the motion. The motion was adopted.

B. Contract: Komputrol Software Systems for Annual Maintenance Agreement for Financial Systems – Clerk-Treasurer

Clerk-Treasurer Rhodes explained that this contract covers all the financial modules that are used in the Clerk-Treasurer's Office. The agreement covers system updates and unlimited technical support services. The amount of the renewal is \$3,300, the same amount as last year. Ms. Rhodes requested that the Board approve the renewal of the maintenance agreement and the payment to Komputrol Software Systems, Inc.

Ms. Goldman moved that the contract be approved. Mayor Dennis seconded the motion. The motion was adopted.

C. Contract: PropertyRoom.com for Auctions of Surplus Equipment and Lost and Seized Items to Replace Annual Public Auction – Police Department

Police Captain Leroux requested Board of Works approval to allow the Police Department to enter into an agreement with PropertyRoom.com for disposal of property and evidence ordered by the courts. He explained that PropertyRoom.com is a company that works with cities and police departments all over the United States. They pick up the items, post them online, and pay the Police Department monthly, providing an itemized list of what was sold and the price received for each. Mayor Dennis noted that the City of Lafayette uses this company as well. Lafayette saved money, got rid of the equipment, and did not have the expense of holding public auctions. Ms. Goldman asked whether City Attorney Burns had reviewed the contract. Mr. Burns noted that he had reviewed it and recommended its approval.

Ms. Goldman moved that the contract be approved. Mayor Dennis seconded the motion. The motion was adopted.

D. Elevations in Rank – Fire Department

1. Grant Birge to Firefighter First Class
2. John Keller to Firefighter Second Class

Fire Chief Drew recommended that Grant Birge be elevated to Firefighter, First Class on April 11, 2008, and that John Keller be elevated to Firefighter Second Class on April 3, 2008. Chief Drew indicated that Mr. Birge is currently a Firefighter, Second Class, having served two years in the Department, and that he has achieved Firefighter II in his certification level. The 2008 salary for a Firefighter, First Class is \$1,831.48 biweekly. Mayor Dennis asked if these elevations are a combination of

years of service and meeting training standards. Chief Drew indicated that was the case. Chief Drew said that Mr. Keller has been with the Department for a year, and has passed his probationary period. He commended Mr. Keller's performance. Mr. Keller's increase would be effective April 3, his anniversary date, at the rate of \$1,808.40 biweekly. Chief Drew requested that the Board approve these elevations in rank.

Ms. Goldman moved that the Fire Department elevations in rank be approved. Mayor Dennis seconded the motion. The motion was adopted.

E. Appointment of Training Instructors – Fire Department

1. B Shift - Ryan Harber
2. C Shift - Shawn Leuck

Fire Chief Drew indicated that there are Lead Training Instructors and Training Instructors. Currently there are not official appointments for Training Instructors for B Shift and C Shift. Chief Drew requested that Mr. Ryan Harber be appointed Training Instructor on B Shift, retroactive to January 1, 2008, with pay of \$262.45 annually. Chief Drew also requested that Mr. Shawn Leuck be appointed Training Instructor on C Shift, at \$262.45 annually, effective April 1, 2008. Chief Drew stated that all three of the Lead Training Instructors are certified at the highest level possible, which is Fire Instructor Level II/III. Mr. Harber and Mr. Leuck will soon be, if they're not already, certified as Fire Instructor I, same as the other Training Instructors. In response to a question from the Mayor, Chief Drew stated that these are State of Indiana certifications.

Ms. Goldman moved that the appointment of Fire Department Training Instructors be approved. Mayor Dennis seconded the motion. The motion was adopted.

F. Masters Positions for 2008 and 2009 – Fire Department

Fire Chief Drew said there are six of these positions, each a two-year appointment: Terrorism, Brian Wortley; Hazardous Materials, Jeff Richards; Safety, Grant Birge; Rescue, Keith Barker; Compliance, John Irr; and Technology, Drew Fellure. He added that the pay for each of these positions is \$400 annually. Chief Drew clarified what is involved in each area of specialty: Rescue, Hazardous Materials, and Technology Masters will be writing reference manuals for each of those areas; the manuals will be placed on each truck. The Terrorism Master is making the Department aware of potential situations that may come up; in addition, the Terrorism Master is involved in anything such as pandemic flu that has multi-agency involvements. The Compliance Master ensures that reports are all filed, in addition to other duties. The Safety Master looks for potentially dangerous situations such as the impact of pandemic flu on firefighters in the line of work.

Ms. Goldman moved that the Fire Department Masters Positions for 2008 and 2009 be approved. Mayor Dennis seconded the motion. The motion was adopted.

G. Cancel: May 6, 2008, Board of Works Meeting Due to Primary Election Day Reschedule

Mayor Dennis noted that the Board has settled on May 8, 2008, at 11:00 a.m. as the rescheduled date for the May 6 meeting.

Ms. Goldman moved that the motion to reschedule the May 6, 2008, Board of Works meeting to May 8, 2008, at 11:00 a.m. be approved. Mr. Dennis seconded the motion. The motion was adopted.

H. Approval of Claims

1. PR Docket - \$103,889.08
2. PR Docket - \$ 13,205.46
3. PR Docket - \$295,814.54
4. AP Docket - \$ 10,735.70
5. AP Docket - \$ 81,886.37
6. AP Docket - \$ 2,890.50
7. AP Docket - \$ 51,632.93

Ms. Goldman moved that the claims be approved. Mayor Dennis seconded the motion. The motion was adopted.

I. Other

A. In Attendance Today

Mayor Dennis noted that Councilors Burch and Hunt were in attendance today.

B. Street Department

Public Works Director Downey reported that Civil Engineering 310 class will be holding a mock board beginning this Thursday and the next two Thursdays for their projects. Mr. Downey will be among the judges.

C. Clerk-Treasurer's Office

Clerk-Treasurer Rhodes noted that the lease/purchase financing deal with SunTrust is still in progress with the bank's underwriting credit department, and hopes to have everything ready for closing next week.

V. ADJOURNMENT

There being no further business to come before the Board, Mayor Dennis adjourned the meeting.