

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

APRIL 23, 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. April 16, 2013, Meeting

Mr. Marley moved to accept the minutes of the April 16, 2013, Board of Works meeting. Ms. Booker seconded the motion.

The motion was adopted.

2. NEW BUSINESS

a. Proclamation: JCM5k Mental Health Awareness Weekend – Mayor

Mayor Dennis read the proclamation for the Jay Cooperider Memorial 5k (JCM5k) Mental Health Awareness Weekend.

**CITY OF WEST LAFAYETTE  
OFFICE OF THE MAYOR**

**Executive Proclamation**

TO ALL TO WHOM THESE PRESENT MAY COME, GREETINGS:

**WHEREAS,** the month of May, 2013, has been designated as “National Mental Health Awareness Month” to recognize and serve individuals with mental illness by the government of the United States of America; and

**WHEREAS,** mental illness is a natural part of the human experience and in no way diminishes the right of an individual to pursue self-determination, make choices, contribute to family and society and experience full in the economic, political, social, cultural and educational mainstream of American society; and

**WHEREAS,** family members, friends, members of the community, and professional advocates can play a central role in enhancing the lives of people with mental illness, especially when provided with necessary support services; and

**WHEREAS,** the goals of this city and state properly include providing individuals with mental illnesses the opportunities and support to make pursue meaningful and productive lives; contribute to their family, community, State and Nation; have interdependent friendships and relationships with others; and achieve full and healthy inclusion in society.

BOARD OF WORKS MINUTES, April 23, 2013, CONTINUED

NOW, THEREFORE, I, John R. Dennis, Mayor of the City of West Lafayette, Indiana, do hereby proclaim the weekend of Friday, April 26 – Sunday, April 28, 2013, as

**JCM5K MENTAL HEALTH AWARENESS WEEKEND**

in the City of West Lafayette and call upon citizens of West Lafayette to observe the weekend with appropriate programs and activities; furthermore, I encourage the citizens of West Lafayette to seek counsel and input from any person or group with knowledge and expertise in matters advocating and promoting mental health.

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 23rd day of April, 2013.

Mayor Dennis thanked Donna Belile-Barker, 2013 Race Director and Beth Lutz, Volunteer Coordinator for the Lafayette Crisis Center for their hard work.

b. Proclamation: 2013 Arbor Day – Mayor

Mayor Dennis read the proclamation for 2013 Arbor Day.

**PROCLAMATION**

**WHEREAS:** The celebration of Arbor Day encourages the planting of trees in an effort to encourage the appreciation, protection, renewal and sound management of our woodlands and urban settings, not only for our own benefit but for the benefit of future generations; and

**WHEREAS:** Trees and shrubs improve the quality of our environment by preventing erosion, improving water and air quality, provide habitats for animals and plant life, and by enhancing the aesthetic quality of life; and

**WHEREAS:** Trees can help offset the greenhouse effect by turning carbon dioxide into life-giving oxygen. They also increase property values, enhance the economic vitality of business areas, and beautify our community.

NOW, THEREFORE, BE IT RESOLVED, I, Mayor John R. Dennis of the City of West Lafayette, Indiana hereby proclaim the 26th day of April, 2013 as

**ARBOR DAY**

and urge all residents to observe this day by planting trees on their own properties and by participating in Arbor Day Programs.

Mayor Dennis stated that this Friday will be the actual Arbor Day designation, and he will read the proclamation again while trees are being planted at the Lilly Nature Center.

c. Proclamation: Month of the Military Child – Mayor

Mayor Dennis read the proclamation for the Month of the Military Child.

**CITY OF WEST LAFAYETTE  
OFFICE OF THE MAYOR**

Executive Order                      PROCLAMATION

TO ALL TO WHOM THESE PRESENT MAY COME, GREETINGS:

**WHEREAS,** Thousands of brave Americans have demonstrated their courage and commitment to freedom by serving the Armed Forces of the United States of America in active duty posts in Afghanistan, Iraq and around the world; and

**WHEREAS,** More than 21,000 of Indiana's children and youth have been directly affected by the military deployment of at least one parent; and

**WHEREAS,** These children and youth are a source of pride and honor to us all, and it is only fitting that we take time to recognize their contributions, celebrate their spirit, and let our men and women in uniform know that while they are taking care of us, we are taking care of their children and youth;

**WHEREAS,** The recognition of a Month of the Military Child will allow us to pay tribute to military children and youth for their commitment, their struggles and their unconditional support of our troops – because when parents serve in the military, their kids are heroes too; and

**WHEREAS,** A month-long salute to military children and youth will encourage local community support to provide direct support to military children and families.

NOW, THEREFORE, I, John R. Dennis, Mayor of the City of West Lafayette DO HEREBY PROCLAIM the month of April 2013, as

**THE MONTH OF THE MILITARY CHILD**

in the City of West Lafayette and I do hereby urge all citizens, business and government leaders to observe the month with appropriate ceremonies and activities that honor, support and thank military children.

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 23rd day of April, 2013.

Mayor Dennis stated he had experience growing up as a military child and noted that sacrifices are made not just on the battlefield, but also at home.

**d. 2012 Annual Financial Report – O.W. Krohn & Associates, LLP – WWTU**

WWTU Director Henderson stated that Jim Treat from O.W. Krohn & Associates is here to give a presentation on the 2012 Annual Financial Report.

Mr. Treat provided copies of the report to the Board and stated that he will highlight some key items with focus on changes in the past year. Starting with the Statement of Net Assets, he explained that last year the WWTU had approximately \$12 million in cash on hand, which is down approximately \$3.5 million from the prior year. The drop is due to related to planned expenditures on major projects, including the new aeration tank, the completion of the Western Interceptor Phase V, and projects on Cumberland Road. There is approximately \$74 million net investment in plant, with the biggest increase being approximately \$3.3 million in interceptor sewers. Construction in progress at the end of the year of approximately \$4 million includes the aeration tank, Cumberland Road, and two lift station projects. Mr. Treat then discussed the liabilities. He stated that the biggest liability is outstanding bonds with the State Revolving Fund (SRF) Loan Program. At the end of 2012 there was approximately \$34.5 million in total in six outstanding bond issues. Over the course of 2012, the City paid down approximately \$2 million in principle on outstanding bonds, and then issued the 2012 bonds in

the total amount of \$4.2 million. This loan is a draw loan, so outstanding amount for the end of the year is only \$600,000. Mr. Treat moved to the income statement on Page 3 of the report. The Operating Revenues are stable at approximately \$9.1 million. The operating expenses had an increase of approximately \$500,000, primarily from routine wage and benefit increases for employees. Any increases in benefits and insurance was absorbed by the WWTU and not passed on to the employees. He stated that the net income appears to go down quite a bit in 2012. He explained that this was a result of accounting changes. One change is on the depreciation line due to the completion of large projects, such as the Western Interceptor, which are now in service and being depreciated. Also, the Clerk-Treasurer's Office looked at all of the lives of the useful assets and made changes to get them into conformity with the depreciation and capitalization policy. Some lives had been longer than what the policy allows and had to be shortened, causing a large catch-up adjustment in 2012. That number will be higher on an ongoing basis, but it is not a cash expense for the Utility, it is a provision for long term replacement of assets. Mr. Treat stated that the other change in accounting is in non-operating expenses. It appears there is a large jump in the 2004 bonds which is due to those bonds partially funding the Western Interceptor. While that project was ongoing, the interest expense was capitalized and made part of the project. When the project ended in 2011, the interest expense shows up on this statement. It went from approximately \$200,000 to \$450,000. It was not a change in the interest the City is paying, but it is a change in what is reflected on the income statement. Mr. Treat moved to cash flows on Page 4. Approximately \$4 million came in from operating activities net, approximately \$500,000 was paid to the City in lieu of taxes, there are approximately \$4.5 million in total of capital expenditures, and approximately \$2.5 million in bond payments. There is approximately \$3 million net use of cash with all activities. Mr. Treat moved to the Detail of Operation and Maintenance Expenses. He stated that on Page 7 shows Land Application under Plant Operation is over \$300,000, which was a timing issue. Wet weather prevented land applications being done at the end of 2011 so it was held over and applied in 2012. There were increases in sanitation wages due to changes to more accurately reflect the cost of that service. He stated that an ordinance has been introduced to increase those rates and charges, which have not been changed in 20 years, to really cover the costs. This will mean better matching revenues and expenses in sanitation.

Mr. Marley stated that the Fats, Oils, and Grease (FOG) sales, which we are collecting for the digesters, are a lot less than in 2011. He asked if there was a reason for that.

WWTU Director Henderson responded that many of the major haulers have their own processing facilities. They will process the better quality grease and cooking oil waste for their own use, and the City gets the more heavily contaminated grease. It is also seasonal, and we can expect more in the warm months. It is competitive, and we are the last option as they would rather make money with the grease rather than pay us to dispose of it.

Mr. Treat continued with the report by stating that Page 8 shows the \$12 million in cash balances and make sure ordinances are being followed and required reserves are set aside. There is approximately \$6.5 million remaining in the Improvement Fund for emergencies and to help fund future projects. He stated that Page 14 shows the 2012 bond issue, the total that we have to draw down is \$4.2 million to fund the PRF project. He stated that the interest rate of 1.5% is likely the lowest interest rate we will ever see from the SRF. We were able to do a wrap payment schedule, so over the next four years there will be minimal principle payments. Therefore, in 2016 when the 1994 bonds drop off, we will start full debt service on the 2012 bonds. This structuring allowed for minimal increase in total debt service and less drain on finances. Mr. Treat stated that one chart in the report, the Breakdown of Inside/Outside

Customers chart, has never been included before. This is because in the past the Utility has always charged the same rates for “inside” and “outside” customers, even though many places do not, and there are additional costs of serving customers outside the City. Approximately 16.6% of customers are outside of the City, primarily in the subdivisions of Huntington Farms and Wake Robin, which are both under consideration for annexation. Another chart shows how stable revenues and billings have been for Purdue University for the past 15 years. He continued to Page 16, and stated that there is a big change in gallons treated due to the wet weather changes. Mr. Treat continued to Chart C-7, which highlights that over the course of the last four years, most of the municipal utilities now have stormwater rates, which West Lafayette has adopted to begin in 2014. The same chart also shows how competitive the City’s utility rate for sanitary is at \$28.00 per month for 5,000 gallons. The rates are still low compared to near-by and like-size municipalities. Mr. Treat summarized by saying that the WWTU is still in a strong financial position with adequate cash balance reserves. The bond coverage calculations show over 140% for 2012, and the general requirement is only 125%. There are significant projects coming up in both sanitary and stormwater, but the stormwater revenue starting next year will help get back on track for funding those projects.

Mr. Marley asked about the difference between the actual revenues reported on the Page 19 compared the revenues reported on the income statement on Page 3.

Mr. Treat explained that the last page has all of the revenues, not just the operating. Page 19 also shows the connection, TAP fees, and the income in the non-operating section

Clerk-Treasurer Rhodes stated that the 1.5% interest rate did come with a price tag. Page 8 shows balances on the Bond and Interest Fund and Debt Service Reserve Fund are now held at Bank of New York Mellon, pursuant to trust agreements with the Indiana Finance Authority, which is paying 0% interest rate. She stated that we are the only one of 400 entities to utilize an investment program in CDs, which is limited to one year by the rules of the Indiana Finance Authority. We are the only ones to pull the money out of the trust accounts, to the extent we could, to earn 35 basis points, which is better than zero.

Mayor Dennis stated that it takes money to comply, and we are always going to make sure that we comply. Compliance means building things, extending things, and making sure that existing things work. He commended WWTU Director Henderson for a great job in doing that. The reality is that the science and the requirements from both the Indiana Department of Environmental Management (IDEM) and the EPA seem to change annually. We are in a position now where we know what our obligations are because they are fairly predictable, but we are also looking at how we can better project the future. He provided an example of having the water swimmable and fishable one year may change to swimmable, fishable, and drinkable in ten years. This requires a lot of infrastructure work, a lot of technology, and a lot of science, which unfortunately does not come for free. He thanked Mr. Treat.

Mr. Marley moved that the WWTU 2012 Annual Financial Report be approved. Ms. Booker seconded the motion.

The motion was adopted.

e. Proposal Acceptance and Agreement: Animal Care and Shelter Provider Agreement – Almost Home Humane Society – Police

Police Captain Sparger stated that one response was received in response to our Request for Proposal. It was from the Almost Home Humane Society to provide animal care services and

house stray animals. This proposal meets the requirements that we set forth in our Request for Proposal, including that it is convenient to the citizens, they have good business hours, and the Police staff has 24-hour access to the building. He requested approval for acceptance of the proposal and the agreement, which is in the amount of \$29,650.00.

Mayor Dennis stated that we have been working with Almost Home to get them to have a better understanding of persuading people to spay and neuter pets. He stated that he and Lafayette Mayor Roswarski just finished a public service announcement to that affect. The Board and the onsite management team of Almost Home recognize that is an issue that needs to be addressed more comprehensively. He stated that they are doing better, but due to the volume of animals that go through there, there are a number of issues involving capacity.

In response to an inquiry from Mayor Dennis, Police Captain Sparger said that West Lafayette has approximately 100 animals per year that go to Almost Home, while the City of Lafayette has approximately that number per month.

Mayor Dennis stated that another issue involves the types of animals that come into the shelter. The dogs that used to come in were predominately Shepherd mix, but now it is predominately Pit mix. He stated that unfortunately, there are still many people who have a stigmatized understanding of Pit Bulls. He stated that we are trying to use the influence we have as local government to get them to better understand that we need to communicate the message of spaying and neutering, and to make more opportunities for adoption available.

Police Captain Sparger stated that we have seen a big increase with Almost Home in the last year with the use of social media to promote adoption of pets, including announcing when they are adopted. They are doing good things and coming along.

Ms. Booker moved that proposal and agreement for Almost Home Human Society be approved. Mr. Marley seconded the motion.

Mr. Marley asked why the rates are lower than last year.

Clerk-Treasurer Rhodes responded that the rates are based on the number of animal per year in arrears, and last year happened to be a lower number compared to prior years. That could fluctuate up and down, because it is a look back.

The motion was adopted.

f. Hires: Interns – Cameron Seymour and Nicholas Untch -- Engineering

Assistant City Engineer Susong explained that the Engineering Department usually hires interns during the summer. He requested approval to hire Cameron Seymour and Nicholas Untch as interns effective May 6, 2013, at a rate of \$10.00 per hour. Both are engineering students at Purdue University.

Mr. Marley moved that the hire of Cameron Seymour and Nicholas Untch as interns for the Engineering Department be approved. Ms. Booker seconded the motion.

The motion was adopted.

g. Bid Acceptance and Agreement: CDBG Sidewalk Replacement Project – Fairfield Contractors, Inc. – Engineering

Engineering Assistant Anderson requested approval to accept the bid and enter into an agreement with Fairfield Contractors, Inc. in the amount of \$288,850.00, which will be paid out of the Community Development Block Grant (CDBG) money received this year. He provided a summary sheet of the received bids to the Board.

Mr. Marley moved that the hire of bid acceptance and agreement with Fairfield Contractors, Inc. for the CDBG Sidewalk Replacement Project be approved. Ms. Booker seconded the motion.

The motion was adopted.

h. Report: Real Estate (Utility Easement) – State Street Corner PD – Engineering

Clerk-Treasurer Rhodes reported that a bid was received, and she opened the sealed bid.

City Attorney Burns read the bid aloud. The bid is from State Street Corner, LLC in the amount of \$2,000.00. He stated that the procedure, as with the real estate at 720 Northwestern PD, is that the property appraisal is compared with the offer. As long as it is at least 90% of the amount, then the bid can be accepted if the City chooses, after the public hearing. He suggested that the bid be taken under advisement.

Clerk-Treasurer Rhodes confirmed for Mayor Dennis that there was only one bid.

Mr. Marley moved that the bid be taken under advisement. Ms. Booker seconded the motion.

The motion was adopted.

i. Report: Real Estate (Utility Easement) – 720 Northwestern PD – Engineering

Clerk-Treasurer Rhodes stated that a bid was received previously, and pursuant to City Attorney Burns' instructions, we are waiting for Public Works Director Buck to provide appraisal documents.

Public Works Director Buck stated that it will be the average of two appraisals, and it is likely that the bid amount of \$1,000.00 will not be within the 90% amount, but the second appraisal is not yet complete.

City Attorney Burns stated that a notice will need to go out if the proposal is to sell it for less than 90%, and that notice should be combined with the public hearing.

Public Works Director Buck stated that he expects to be ready for that next week.

Clerk-Treasurer Rhodes asked if the notice may be prepared upon submission of the appraisal documents from Public Works Director Buck prior to Board approval.

City Attorney Burns stated that the Board does not need to approve the notice as one has already been published. He confirmed for Clerk-Treasurer Rhodes that the same procedure will be followed with the bid that was just opened for State Street Corner PD. He stated that if the bid amount is 90% or more, the only action to take is to continue with the notice that has already been sent that set a public hearing. That public hearing has been continued, so we will not need a new notice if the amount is at least 90%.

Mr. Marley moved that the bid be taken under advisement. Ms. Booker seconded the motion.

The motion was adopted.

j. Claims

i.	AP Docket	\$149,115.84
	AP Docket	\$213,983.85
	AP Docket	\$572.00
	PR Docket	\$406,273.15

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

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

The motion was adopted.

k. Informational Items:

i. Project Payment List – WWTU

There were no questions or comments about the listing.

l. Other Items

▶ Assistant City Engineer Susong reported that last Thursday, the Indiana Department of Environmental Management (IDEM) visited the Tippecanoe County Partnership for Water Quality for an audit for all the partners for the Illicit Discharge Detection and Elimination (IDDE) program. He stated that it went well. In response to an inquiry from Mayor Dennis, Assistant City Engineer Susong explained that it was a planned inspection. Attendees included Purdue University, Lafayette, Ivy Tech, Battleground, Dayton, and West Lafayette.

▶ Public Works Director Buck reported that flood waters are receding.

▶ Fire Chief Heath reported that it was a busy weekend. It began with the Bar Coalition on Friday night, and Saturday the Department had the RTV in the Village for Breakfast Club and the Grand Prix. They also had boats, thanks to the Purdue rowing club, out all weekend due to the river flooding. Thankfully, the boats did not need to be used. He reported that they will be out Saturday at the JCM5k.

▶ Police Captain Sparger reported that during the Grand Prix, 19 people were incarcerated, which is down from past amounts of between 200 and 300. He stated that there is an interesting dynamic in the Village with the Breakfast Club because there are a lot of people from out of town who do not understand the rules that are explained to the college students during the year, and they are the ones likely to draw Police attention. He stated that most people behaved even though there was a huge crowd.

Mayor Dennis stated that he appreciates the fact that we are focusing on safety instead of body count.

▶ WWTU Director Henderson reported on the phosphorus testing being done at the Utility. He stated that the initial study of the potential to remove phosphorus biologically is 75% complete. This will provide guidance as to what changes may need made, such as building

additional tanks or adding equipment. He stated that as more locations are getting permits renewed, they are also receiving phosphorus limits, including the City of Lafayette. In response to an inquiry from Mayor Dennis, WWTU Director Henderson stated that the flooding caused some interesting issues and new problems. On Saturday two of the lift stations had some issues and were difficult to access. Maintenance Supervisor John Poore brought his boat in so that a check could be made on Soldiers Home Lift Station. Communication with the station had been lost due to a power failure of the fiber optic switch. At the large pumping at River Road and Happy Hollow Road, the water got so high that the pumps shut off. The wet well reads from 0 to 29 feet, and once it went above 29 feet the electronics shut off, which has never been seen before. He stated that the crew went out in the boat and got the lift station pumping again.

Mayor Dennis stated that the scope of the flooding was incredible. The roads are getting better, but there is an abundance of standing water.

► Councilor Hunt stated that she, with a group of community people, attended the bar tour on Friday night to gather data. She stated that she appreciates Police Chief Dombkowski being with them, and there was a large police presence from both the City and Purdue University. She also thanked Deputy Fire Chief Schutter for being there to evaluate occupancy rates. He spoke with people from the bar admissions and helped gather data and find out more things they would like. She stated that it is a good experience and people are friendly to them.

► Street Commissioner Downey requested that everyone drive safely, as the heavy rains caused a lot of pot holes. The Department is working on them.

### 3. ADJOURNMENT

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