

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

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

Members present were Sana G. Booker, Shawn R. Little, Bradley W. Marley, and Jonathan C. Speaker. Mayor Dennis presided.

Mayor Dennis introduced Max Malavenda as his shadow for the day.

1. APPROVAL OF MINUTES

a. October 29, 2013, Meeting

Ms. Little moved to accept the minutes of the October 29, 2013, Board of Works meeting. Mr. Marley seconded the motion.

The motion was adopted.

2. NEW BUSINESS

a. Public Hearing: Preliminary Engineering Report – Sheraton and Fairway Knolls Lift Station Improvements -- WWTU

WWTU Director Henderson introduced Joe Teusch and Jeremy Hardy from Greeley and Hansen, LLC who are here to discuss the improvement project for the Sheraton and Fairway Knolls lift stations. These lift stations are the last ones to upgrade and do not have backup power. The Sheraton Lift Station was constructed in 1974, and the Fairway Knolls Lift Station was constructed in 1963.

Joe Teusch (Office Director, P.E., Greeley and Hansen) gave a PowerPoint presentation which is appended to these minutes. He said, "Good morning to everyone. Appreciate the opportunity to come and share some exciting news in terms of improvements within the Utility and the City. Much of what the Utility does, unfortunately, remains kind of unseen. So it's nice to have an opportunity to make some improvements that are going to be slightly more visual, and excited about the opportunity to assist. One of the reasons for a public hearing not only is to provide the residents of West Lafayette an opportunity to comment on the project, but it's also a requirement because the Utility is pursuing State Revolving Fund (SRF) Loan fund money, and as part of that a public hearing is required. With that, we will go ahead and start our presentation. A little bit about the agenda. We'll discuss why we are we replacing these projects, some of the alternatives that we looked at, the recommended plan, any impacts to the environment because of these proposed projects, the financing. We'll get into the interest rates a little bit, then also a proposed schedule. About ten years ago the Utility developed a collection system master plan, and within that plan they identified five lift stations that were constructed either earlier or before 1975. Of the five, three of those have been fully designed, constructed, and implemented. The most recent ones included Barberry Heights, Green Meadows, and there's a lift station just north along North River Road, north of the 52 bridge, which is affectionately referred to as Soldiers Home Lift Station.

So, that was three, and the remaining two that the City is looking at modernizing or upgrading would be the Sheraton and Fairway Knolls. This map here shows the location of the Sheraton Lift Station. It is represented by that green dot. The red boundary shows the service area of that lift station, so it serves a lot more than just Sheraton, the hotel. We've got University Inn over there, obviously, The Lodge Apartments. The lift station itself is parked right next to Wal-Mart. Then on the east side of 52, you've got obviously the Research Park and other commercial buildings there. This one was built in 1974, so it is coming up on its 40-year anniversary here. One of the things that most of these older lift stations do not have is backup power, so oftentimes when you need these lift stations to operate it's during wet weather. And obviously during wet weather, that's when you most likely have a chance for a power failure. As these lift stations have been updated, backup power has been provided. We will do so with this facility. If I can point to the map here. This can, essentially, there's a lid that lifts up, and then that's how operators actually get access to the pumping equipment. There's essentially a man-lift that you enter on the top and it takes you down to the bottom where you have all of your pumping equipment. The adjacent manhole represents the wet well part of the pump station. That's where the sewage is collected and then essentially have a couple of pipes that connect that structure to the structure containing the pumps. That lifts the wastewater up to a point where it can flow by gravity to the City's Wastewater Treatment Plant. But again, in addition to aging infrastructure, inefficient pumping equipment, entering confined spaces, lack of power, those are the primary drivers for replacing and updating these lift stations. This one is here is the Fairway Knolls Lift Station. It's located just a little ways south of the Sheraton Lift Station. It primarily serves Fairway Apartments, and then a little ways to the north you've got, I believe it's Franklin Park Apartments. Then there's a small mix of single-family residential homes that it also serves. Similar sort of thing, this one did turn 50 this year, so is that the Golden Birthday? Is that right? Anybody? But anyway, so it's 50 years, it's done its job; time to put it out to pasture and come up with a little bit more efficient means of conveyance. Alternatives that we looked at. In a perfect world, all of sanitary flows would go by gravity. It is the most efficient, economical means of conveyance for treatment. Unfortunately, anybody that's ever driven along 52, when you look to your west toward Wal-Mart, you'll notice a significant drop in elevation. So that for the most part precludes any gravity flow to the City sewer system. So, these two particular locations, you'll always be stuck with lift stations for both of those, at least in the foreseeable future. Alternative #1, keeping with the State's requirements, is the no-action alternative. Obviously, that doesn't address the need for replacing ageing equipment or addressing reliability issues during wet weather. Essentially, alternative #2 looks at replacing or upgrading the existing lift stations. Dave [Henderson] spoke about the City's plan, that they've kind of standardized the lift station upgrades over the years to essentially getting away from the confined space below-grade lift stations to more safer, easier to maintain, above-ground lift stations with standby power. Then, by the same token, you know, the force mains, the actual pipe lines that these pumps are connected to, also replacing those as well. The recommended plan essentially is to build a new lift station adjacent to the existing, so the existing systems can be kept online during construction and then essentially decommissioning those lift stations when the new lift stations are online. The Sheraton Lift Station pumps about a million gallons a day; that's its capacity. Force main is just under a mile long and its 10 inches in diameter. The Fairway Lift Station, it pumps about a half a million gallons a day; that's its rate of capacity. A little bit smaller force main, six inches, and about a quarter of a mile, well about half a mile I guess. This is kind of what we're looking at. This particular one is a lift station that's located in the back of the Green Meadows Lift Station. A lot of the more unsightly components, so you've

got the transfer and whatnot, located behind and out of sight. Essentially it's a shed type structure that has the standby power or generator enclosed, and the pumping equipment itself also enclosed in that particular structure. So, that's kind of what the City is moving towards, or has moved towards – safer, more reliability, easier to access and maintain. Environmental impacts, obviously there's going to be short-term impacts related to construction, be some additional noise and whatnot that generally comes along with construction projects. Project specifications will address, you know, noise ordinances and street sweeping and things of that nature. In addition, wanted to point out that pipelines for both of these lift stations will be done using trenchless construction methods. So, we're really going to limit the amount of open excavations and tearing up of roads and sidewalks and things of that nature. As far as no impacts to, we did have archeological field surveys done. Not impacting any historical sites. Obviously, being close to the Celery Bog, there's the issue there that we need to make sure and protect that. That is being addressed in the project specifications and permitting and whatnot. Both stations are located within floodplains, have been there 40 and 50 years respectively, so elevations will be maintained there to make sure new facilities are out of the floodway. And no impacts to streams. Project financing, mentioned before, City Utility pursuing State Revolving Fund money. Estimated project cost is about \$2.4 million. That includes engineering, bond, legal, as well as the estimated construction cost. Newest rates were of October 1 of this year. Current rates are good through the end of this year. Based on a community's median household income as well as their user rates; that determines what a community's interest rate would look like. So, in this case, for the City of West Lafayette, we're at 3.11% interest rate. Current estimated monthly sewer bill is \$28.06 per 5,000 gallons of usage, and it's anticipated that this project can be completed with the user rates remaining unchanged. One thing that's relatively new through this SRF program is what they are calling the Green Project Reserve. Really what that does is encourages communities to consider sustainability and incentive programs. Whether it's being more energy efficient, using less water, using more sustainable construction materials. In the case of these two projects, one of the things that we determine in short order that we'll qualify for the categorical for energy efficiency. What I mean by that is that we anticipate saving almost, well, a little bit better than 40% on energy for both of these lift stations, based on just newer technology, you know, variable speed drives that allow the pumps to operate, kind of match the incoming flow so that you're not using the full horsepower every time. It kind of matches the diurnal flow pattern of the wastewater coming to the station. In doing that, the City is going to receive a maximum interest rate break of one half of a percent. So, we're really going to be looking at a proposed interest rate of about 2.61%. Obviously, depending on the timing of the project, rates could go back down after the first of the year. Not sure exactly where that's trending; obviously it's trending up more recently. Proposed schedule. The idea being, a week from today at the conclusion of this public hearing, there will be a five-day public comment period, written comment period. When that is up, Dave [Henderson] will likely come back to the Board and ask for the PER [Preliminary Engineering Report] to be accepted by the Board, and then also have the authorized signatory resolution as well. Then the Utility/City could at that point determine if they would like to go ahead and submit the PER. We would anticipate approval probably late December of this year. Then be prepared in the spring then, if the Utility so chooses to go ahead and bid the project. Essentially looking at about a year to construct both lift stations. With that, I will open it up to questions or comments from the public."

City Attorney Burns said, "Before we do that, we have in fact been in a public hearing since the beginning of his presentation, and I would recommend the Board entertain a motion to ratify the opening of the public hearing at the beginning of his presentation and allow us to continue through that."

Mr. Marley moved to ratify the opening of the public hearing. Ms. Little seconded the motion.

The motion was adopted.

Mayor Dennis said, "Questions for Joe?"

Mr. Marley said, "I had a question about the rate. Is that a bank-qualified rate? 2.61%?"

Mr. Teusch said, "Well, I'm not a financial expert. I don't know if anybody on the—"

Clerk-Treasurer Rhodes said, "No one asked me. Don't know. I haven't seen the paperwork."

Mayor Dennis said, "What would a bank-qualified rate mean, Brad?"

Mr. Marley said, "Well, what it is, the bank is going to calculate a taxable equivalent if it is a qualified rate, and the taxable equivalent would be 4.35%. From my perspective that sounds a little high. Now if it's not, then 2.61% is in the ballpark. It just depends on if you have room for additional bank-qualified debt issuance."

City Attorney Burns said, "And that's still up to a total of \$10 million, I believe."

Mr. Marley said, "That is correct, sir. I'm not sure where we are relative to the cap."

Clerk-Treasurer Rhodes said, "We're talking about closing on a loan in 2014, from my understanding. So, you're asking me about the City's plans for debt issuance in 2014?"

Mr. Marley said, "So, that would fit. I mean, you don't have any issuance yet."

City Attorney Burns said, "Right."

Clerk-Treasurer Rhodes said, "Correct."

Mr. Marley said, "Okay. So you would be eligible for a qualified rate."

City Attorney Burns said, "And they may make an assumption in publishing those that it's not bank qualified. We certainly could figure that out."

Mayor Dennis said, "Without knowing the answer then, what—"

City Attorney Burns said, "I think it's just a question of looking into it and asking the question at SRF whether or not it's bank qualified."

Mr. Marley said, "I'd be satisfied with that. That's the only question I had."

Mayor Dennis said, "Other questions for Joe, or Mr. H.? Or Eric or Judy. Hearing none, I will entertain a motion to close the public hearing."

Mr. Speaker moved to close the public hearing. Mr. Marley seconded the motion.

The motion was adopted.

b. Hire: Part-Time Administrative Assistant – Beth DeHahn -- Fire

Fire Chief Heath requested approval to hire Beth DeHahn as a part-time administrative assistant effective November 12, 2013, at a rate of \$11.00 per hour. He explained that this is a new position for the Fire Department.

Mr. Marley moved that the hire of Beth DeHahn as a part-time administrative assistant be approved. Mr. Speaker seconded the motion.

Ms. Booker asked from which fund this salary would be paid.

Chief Heath responded that there a part-time salary account has been created for the Fire Department.

The motion was adopted.

c. Agreement: Listing and Marketing Commission – Firetec Apparatus Sales – Fire

Chief Heath requested approval to enter into an agreement with Firetec Apparatus Sales. The company helps to market and find buyers for used fire trucks for a 10% fee or minimum of \$500.

Ms. Booker moved that the agreement with Firetec Apparatus Sales be approved. Ms. Little seconded the motion.

The motion was adopted.

d. Sale of 1987 Pierce Fire Engine – City Point Volunteer Fire Department – Fire

Chief Heath reported that City Point Volunteer Fire Department (Pittsville, Wisconsin) has contacted the West Lafayette Fire Department through Firetec with an offer to purchase the 1987 Pierce Fire Engine (VIN# 1FDYD8OU7HVA08681) for \$6,500.00. The truck has been sitting in storage for approximately four years. Chief Heath explained that we tried to repurpose it in the City, but no other Departments can use it. There have been no other interested parties since the vehicle was surplused and listed for sale in March.

Mr. Marley moved that the sale of the 1987 Pierce Fire Engine be approved. Mr. Speaker seconded the motion.

The motion was adopted.

e. Declare Items Surplus – Development

Director of Development Poole requested to declare three chairs and a 16-inch monitor as surplus.

Item	Estimated Value
Gray Desk Chair	\$5.00
Blue Desk Chair	\$5.00
Black Desk Chair	\$5.00
16" Monitor (#MY08J854-46632-1C8-822N)	\$5.00

Mr. Marley moved that the items declared as surplus be approved. Mr. Speaker seconded the motion.

The motion was adopted.

f. Stormwater Credit Manual – Engineering

Public Works Director Buck requested approval of a Stormwater Credit Manual. He explained that the manual was developed pursuant to Ordinance No. 34-12 and Chapter 116 of our City Code which established the stormwater fee. The fee will begin in January 2014.

Mike Massonne (Stormwater Engineer, MWH Global) explained that a stormwater credit based on the manual is a per property discount toward the billing units and service charge. The credits are based on water quality, water quantity, or education. The manual explains qualifications and provides instructions on applying. The quality credit is when a property owner overachieves on the stormwater quality requirements based on current City standards. There are two tiers to the quality credits of 10% or 20%. He stated that the quantity credits are basically holding additional volume of stormwater on the property site. There are three tiers to the quantity credits of 20%, 30%, or 40%. The education credit is a flat 5% credit, and is designed to allow for a synergistic relationship between the City and educational institutions throughout the City. Mr. Massonne explained that the City holds a stormwater permit with the State which has Best Management Practice requirements to provide public outreach, education, and participation. This credit is to encourage the participation of schools to educate based on water quality, and the City can then take those certifications for that education as part of their reporting requirements for the permit. He stated that this is a benefit to the City.

Mayor Dennis noted that the smarter people get about stormwater, the less they have to pay. He explained the credits are a mechanism to improve the environment through education and voluntary compliance.

Director Buck added that this will be a regularly improved document as we gain experience and new technology is found. The updates will come back to the Board for approval.

Mr. Speaker moved that the Stormwater Credit Manual be approved. Mr. Marley seconded the motion.

Clerk-Treasurer Rhodes asked for the range of estimates for revenue loss due to the credit program.

Mr. Massonne responded that generally the credit program targets approximately a 5% impact on revenue. He explained that it is a fine balance of revenue and discount. He stated that the credit manual and credits applied are based on what other cities in the region are doing.

The motion was adopted.

g. 2014 Insurance Premiums – Human Resources

Human Resources Director Foster requested approval for the 2014 monthly group insurance premiums. She stated that medical and dental insurance will remain with United Healthcare, and the Life insurance product lines are changing from United Healthcare to Mutual of Omaha. There is no change on the vision insurance as we are in the second year of a two-year rate guarantee. The rates are listed below.

INSURANCE CARRIER	2014 RENEWAL RATE
United Healthcare Medical – Health Savings Account	\$405.61 Employee \$811.22 Employee + Spouse \$770.66 Employee + Child(ren) \$1,176.27 Employee + Family
United Healthcare Dental	\$35.82 Employee \$71.64 Employee + Spouse \$79.67 Employee + Child(ren) \$122.99 Employee + Family
Mutual of Omaha Life Dependent Life AD&D LTD	\$0.12/\$1,000 \$2.44/unit \$0.02/\$1,000 \$0.22/\$100 of covered payroll
Vision Service Plan (VSP)* Vision *2-year rate guarantee until 1-1-2015	\$7.45 Employee \$16.85 Employee + Family

Mayor Dennis asked Director Foster to discuss the percentile and how it impacts the budget.

Director Foster explained the medical insurance was an 11.4% increase, down from an initial 24.9%. Part of that percentage has to do with the Affordable Care Act. She noted that the carriers are uncertain about 2015, but with the decrease from the initial percentage, they made a financial investment in the City so that we would stay with them.

Mayor Dennis stated that we are doing good as a group. We have been changing our approach to our personal healthcare, including eating better, exercising more, and stopping unhealthy habits. This affects the occurrence, which affects the general rate.

Clerk-Treasurer Rhodes stated that Mayor Dennis has been very focused on providing affordable health insurance for employees. We can assure that no matter what package, the employee share is lower this year than it was last year. It is a true partnership.

Ms. Little moved that the 2014 Insurance Premiums be approved. Ms. Booker seconded the motion.

Mr. Marley asked if it is exclusively a Health Savings Account (HSA).

Director Foster responded yes, and explained that 2014 is the sixth year that we have offered an HSA and the fifth year that it has been offered on a standalone basis.

The motion was adopted.

h. Agreement: Civic Safety Pilot Project Cameras – AndrewGroup, Inc. – Police

Deputy Police Chief Leroux requested approval of an agreement with AndrewGroup, Inc. for cameras for the Civic Safety Pilot Project. The project was approved by the Redevelopment Commission in October. The total is not to exceed \$15,300.00 for the purchase of the cameras and assistance in setting them up in the Village.

Mayor Dennis asked about the purpose and location of the cameras.

Deputy Chief Leroux responded that they will be placed on the top of 310 West State Street, which is the Orange Leaf building. The purpose is two-fold. There is a security and safety element, but also a study component as the City rolls the 2014 State Street study. Engineering hopes to use the footage to assist in that study to show vehicle and pedestrian movements.

Mayor Dennis stated that he and Police Chief Dombkowski spoke to the Purdue Student Senate about the cameras. The perception is that it is a big brother issue, but while the cameras will be continuously recording, they will only be monitored in the event of a specific instance that needs to be reviewed.

Deputy Chief Leroux confirmed this and stated that signage has been placed in the Village to indicate that it is a videoed area and that the cameras are not monitored continuously. He noted that there are several other cameras in the area owned by the business and cameras are a part of our society. He also noted that Lafayette and Purdue already have cameras.

Ms. Booker moved that agreement with AndrewGroup, Inc. be approved. Mr. Marley seconded the motion.

The motion was adopted.

i. Agreement: Electrical Work – Camera Installation – INTAC Management Group, LLC -- Police

Deputy Chief Leroux requested approval for an agreement with INTAC Management Group, LLC in an amount not to exceed \$2,000 to provide electrical equipment that will be used to install the aforementioned cameras.

Mr. Marley moved that the agreement with INTAC Management Group, LLC be approved. Mr. Speaker seconded the motion.

In response to a question from Mr. Speaker, Deputy Chief Leroux stated that there is no grant money for this project at this time.

The motion was adopted.

j. Claims

BOARD OF WORKS MINUTES, November 5, 2013, CONTINUED

i.	AP Docket	\$214,071.69
ii.	AP Docket	\$175,022.53
iii.	PR Docket	\$12,458.90
iv.	RDC Docket	\$3,340.32
v.	PR Docket	\$108,407.76
vi.	PR Docket	\$357,719.03

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

A question raised about an individual claim by the Board was answered and discussed by Director Henderson, City Attorney Burns, 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.

ii. Legal Budget & Expenses – Clerk-Treasurer

There were no questions or comments about the listing.

l. Other Items

► IT Director Newman announced that Mayor Dennis has started a video blog. He explained that this is another way for the City to get a message out about the projects we are working on other hot topics. The blog can be found by going to funwiththemayor.com, which will forward to our YouTube page.

Mayor Dennis stated that with public meetings we talk a lot about the big picture issues, but a lot of the public has more specific questions. He stated that they want to know such things as who picks up the leaves, where to the leaves go when they get picked up, or why do all of the Police officers go to the same restaurant for dinner. This is our way of addressing those issues in a less reverent way than a TV interview.

Director Newman noted that Mayor Dennis also has a Twitter feed, MayorJohnDennis. The videos can be referenced on there with #funwiththemayor.

► Mr. Marley announced that the [WLSC] high school girls soccer team won the state championship. He thanked the Police and Fire Departments for leading them into town in grand style.

3. ADJOURNMENT

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




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

**Sheraton & Fairway Knolls
 Lift Station Improvements**

Public Hearing
 November 5, 2013



Agenda

- Project Need
- Alternatives Evaluation
- Recommended Plan
- Environmental Impact
- Project Financing
- Schedule



**Project Need
 Sheraton Lift Station**


- Aging Infrastructure
 - Constructed in 1974
- Backup Power
- Efficiency/Safety






**Project Need
 Fairway Knolls Lift Station**


- Aging Infrastructure
 - Constructed in 1963
- Backup Power
- Efficiency/Safety






Alternatives Evaluation


- Alternative 1 – No Action
 - Does not address need for providing reliable service
- Alternative 2 – Lift Station and Force Main
 - Replace existing lift stations with packaged above-ground lift stations with a standby generator
 - Replace existing force mains



Recommended Plan


- Lift Station and Force Main
 - Sheraton
 - Lift Station – 740 gpm
 - Force Main – 3,800 feet of 10"
 - Fairway Knolls
 - Lift Station – 350 gpm
 - Force Main – 2,200 feet of 6"



Recommended Plan





Environmental Impacts

- **Short-Term Impacts:**
 - Construction related/noise/dust/traffic
 - Project specifications will address
- **No Impacts to:**
 - Archeological/Historical Sites
 - Wetlands
 - Floodways
 - Streams




Project Financing

- **Estimated Project Cost: \$2.4 million**
- **Current SRF Interest Rates (Oct. 1 - Dec. 31, 2013)**
 - Tier III median house hold income
 - Under \$30/month average rate
 - 3.11% interest rate
- **Estimated monthly sewer bill of \$28.06 per 5,000 gallons will remain unchanged**




Green Project Reserve

- **Sustainability Incentive Program**
 - Reduce Resource Consumption for: energy, water, construction materials
- **Energy efficiency: Savings of 20%+**
- **Benefit: City will receive maximum interest rate break of 0.5%. Proposed interest rate would be 2.61%.**




Schedule

Activity	Completion Date
PER Submit	November 2013
Anticipated PER Approval	December 2013
Advertise For Bids	February 2014
Receive Bids	March 2014
Loan Closing/Contract Award	April/May 2014
Begin Construction	June 2014
Complete Construction	June 2015




Questions ?


