

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

JUNE 18, 2008

11:00 a.m.

City Hall Lower Level Conference Room

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

I. PRE-CAUCUS

Agenda items were discussed among Board members and Department Heads.

II. APPROVAL OF MINUTES

A. June 10, 2008, Meeting

Mr. Marley moved to accept the minutes of the June 10, 2008, Board of Works meeting. Ms. Goldman seconded the motion. The motion was adopted.

III. NEW BUSINESS

A. Proclamation: America in Bloom Week June 16-22, 2008 – Mayor Dennis

Mayor Dennis recognized Lynn Layden for her outstanding efforts with the America in Bloom program. He expressed appreciation for efforts from local businesses when the judges are here on June 27 and 28. Ms. Layden reported that pink ribbons will be placed on trees in the yards of the homes of each of the Beautification Award winners since October 2004, when the award program began.

Mayor Dennis read the proclamation declaring June 16-22, 2008, as America in Bloom Week in West Lafayette.

B. Contract: Buckland & Associates – WWTU Appraisal – WWTU

Clerk-Treasurer Rhodes explained that the City has not had a certified insurance appraisal done in several years. The reason to have an updated appraisal now is not only for insurance recovery, but to allow our insurance company to obtain proper insurance coverage for the Wastewater Utility. The amount of the contract would be \$24,000 plus a not-to-exceed amount for reimbursable expenses of \$1,440. Ms. John Willis [MBAH Insurance] and Mr. Steve Curtis [Bundy-McNear Insurance Agency] were present.

Mr. Willis said the appraisal is necessary to establish true value of all the City's assets at the Wastewater Treatment Plant. The total building and equipment value of WWTU is about \$39 million, of approximately \$58 million for the entire City. The insurance policy is actually a contract with the insurance company. One of the assertions within that policy is that the value stated is within 90% of

the true replacement cost for those assets. If, at the time of loss, it is determined that is not the case, not only would the City have a \$5,000 deductible per occurrence that would have to be satisfied, there might also be a co-insurance penalty that would coincide with that deductible, causing additional out-of-pocket expenses. The primary goal of the appraisal is to determine if the City is insured to value with all of the assets of the Wastewater Treatment Plant. Because it's the largest asset accumulation within the City, it was logical place to start with appraisals. Also, the State Board of Accounts prefers to see appraisals done on a regular basis. Clerk-Treasurer Rhodes stated that updated appraisals are part of the City's risk management program.

Mayor Dennis asked if there was potential for significant cost savings. Mr. Willis responded that structuring separate policies for different kinds of assets would likely result in savings. For example, most WWTU buildings, which are concrete, might not be covered for fires, but would be covered for earthquakes. Mr. Willis added that Buckland & Associates would support the City if it were necessary to go to court to resolve coverage issues.

Ms. Goldman moved that the contract be approved. Mr. Marley seconded the motion.

Mr. Marley asked about Buckland & Associates' expertise. Mr. Willis responded that the company is a general appraisal company, but that Mr. Buckland has personal experience in appraisals involving municipalities, school corporations, and the like. Ms. Rhodes added that Mr. Buckland had provided a sample appraisal for another municipality's treatment plant which was reviewed by both WWTU Director Henderson and herself. Mr. Marley asked about compliance standards for appraisal reports. Ms. Rhodes said that the primary appraisal standard is set by the insurance industry. Mr. Marley asked if there were other companies that could provide this service, whether the project should be bid. Ms. Rhodes said that an invitation to quote was made to the individual who had made the appraisal in 1997, as well as Buckland & Associates, based on the recommendation of MBAH. Mr. Buckland visited City facilities and perused records in preparation for quoting.

Ms. Goldman asked if the annual reappraisal would assume that the original \$24,000 appraisal is still valid. Mr. Willis responded that the appraisal will be updated annually for five to eight years. After that, it will be time to reappraise again.

Mr. Marley asked if the \$24,000 fee is in line for the appraisal of a wastewater treatment utility of this size. Mr. Willis replied that it was.

The motion was adopted.

- C. SRF Payment Request, WWTU Project Payments Listing, and SRF Project Payments Listing for Digester Renovation Project – WWTU
1. Request No. 16: \$390,330 to Bowen Engineering Corp. for Construction Services on Digester Renovation Project
  2. SRF Payment Listing for Digester Renovation Project
  3. WWTU Project Payments

Wastewater Treatment Utility Financial Director Wilkins presented the SRF Payment Request and asked for Board approval.

Ms. Goldman moved that the payment be approved. Mr. Marley seconded the motion.

Mr. Marley asked why the payment request letter that was submitted showed \$705,830, and the SRF Payment Request presented \$390,330. Ms. Wilkins responded that \$315,500 of the \$705,830 is not SRF eligible. Mr. Marley addressed the issue of the reconciliation between the SRF disbursements, the WWTU Projects Payments spreadsheet, and the SRF payments summary. Ms. Wilkins replied that the project is paid from two SRF loans, so the contract amount and what is shown under Total Disbursements do not match. Mr. Marley suggested that Ms. Wilkins model her spreadsheet after the Engineering Department's spreadsheet for tracking and reconciling projects. Mr. Marley reported that he had mailed a sample report to Wastewater Utility Director Henderson, but added that if Engineering would share their spreadsheet, that would help. City Engineer Buck agreed to do this.

The motion was adopted.

D. Service Agreement: Koorsen Fire & Security – Inspection of Fire Alarm and Detection Systems – WWTU

WWTU Financial Manager Wilkins presented the service agreement with Koorsen Fire & Security for inspection of fire alarm and detection systems.

Mayor Dennis asked if this were an ongoing item. Ms. Wilkins reported that it is an annual agreement, but that it has never been presented to the Board for action. City Attorney Burns noted that he had not seen the agreement before today, and he does have one change that includes the City in the provision for termination of the agreement on 30-day notice.

Mayor Dennis asked Fire Chief Drew if the Fire Department could provide the inspection services required. Fire Chief Drew responded that Koorsen maintains the City's fire extinguishers, but that he's not certain what the company does at WWTU. Ms. Wilkins said that this is for the entire plant, to inspect and verify that all the alarms report back to the panels. They do the fire extinguishers inspections as well. Mayor Dennis suggested that if the Fire Department could do the inspections, that would save at least part of the \$1,870. Police Chief Dombkowski said Koorsen also does the Police Department inspections as well.

Mr. Marley made a motion that this item be tabled until next week. Ms. Goldman seconded the motion. The motion was adopted.

E. Membership: Middle Atlantic-Great Lakes Organized Crime Law Enforcement Network – Police

Police Chief Dombkowski presented a request for membership in the Middle Atlantic-Great Lakes Organized Crime Law Enforcement Network [MAGLOCLLEN], noting that the Police Department actually joined the organization last year with a one-year complimentary membership. The membership provides access to the records from a multi-state, primarily Midwest

intelligence-gathering network, providing inter-jurisdictional criminal information and intelligence exchange.

Ms. Goldman moved that the request be approved. Mr. Marley seconded the motion.

Mr. Marley asked whether this system is accessed daily. Chief Dombkowski responded that they don't use it daily, but the detectives use it when needed. In addition to the website access, there are newsletters and other information shared. Mr. Marley asked if the Police Department subscribed to other services for the rest of the country. Chief Dombkowski replied that the Department is part of the FBI's national crime computer system based in Arizona. The Department accesses files on individuals for criminal background or criminal checks; that is an extensive system shared by all law enforcement across the country. While the FBI record-keeping system has limited access, the MAGLOCLEN is more intelligence-gathering.

The motion was adopted.

- F. Contracts: SunGard Public Sector – Mobile and Workstation Licenses – Police  
Police Chief Dombkowski presented a maintenance agreement for maintaining record-keeping capabilities through OSSI, the interagency record system that all the law enforcement uses in our County, and the Sheriff maintains most of the agreements and pays for most of those out of 9-1-1 funds. Chief Dombkowski said that this is different, as it involves our CAD system and some of the things that we are versed in maintaining for our own agency.

Mr. Marley moved that the contract be approved. Ms. Goldman seconded the motion.

Mayor Dennis asked if the Sheriff's Department pays for a portion of the maintenance agreement. Chief Dombkowski replied that the Sheriff's Department picks up a large portion of the OSSI maintenance, breaking down the cost into various licensing fees. He added that this agreement is particular to the West Lafayette Department Police Department, because of the dispatch center and our CAD consoles that are maintained separately from the Sheriff's Department. Mayor Dennis requested that this item be tabled, so that Chief Dombkowski can investigate this further.

Ms. Goldman moved that this item be tabled. Mr. Marley seconded the motion. The motion was adopted.

- G. Revenue Sharing Agreement: Holt, Sheets & Associates, LLC – Crash Reports – Police  
Police Chief Dombkowski presented the agreement with Holt, Sheets & Associates, LLC which has been reviewed by City Attorney Burns. Chief Dombkowski noted that the Police Department wanted to maintain the ability to sell crash reports from the Department as they are required to do so by ordinance. This is an agreement for the Police Department to capture two-thirds of the funds that are being collected by Holt, Sheets & Associates. In 2007, the Police Department sold 887 crash reports for a total of \$4,435 from its window.

Chief Dombkowski said he did not know how many reports might have been sold through the internet, but that this agreement should increase revenue for the City.

Ms. Goldman moved that the agreement be approved. Mr. Marley seconded the motion.

Ms. Goldman asked about the downside of this agreement. Chief Dombkowski responded that the only downside is the ability to sell the reports for \$5 cash or check at the window, whereas the public has to pay \$12 online with a credit card. He noted that there is discussion about the Department accepting credit cards at their window, with cost of the equipment and user fee by the bank. He said that the agreement bypasses that matter. He pointed out that the company is going to continue to sell crash reports online in any case.

City Attorney Burns requested that Chief Dombkowski include both the Chief and the Clerk-Treasurer to receive notices on page 4, and noted that the start date on page 2 needs to be filled in.

Clerk-Treasurer Rhodes asked how long the State has had the arrangement with Hold, Sheets & Associates. Chief Dombkowski replied that he thought that the program started in January 2007, and had no information on why the City had not wanted to participate in the revenue sharing previously.

The motion was adopted.

H. Claims

1. AP Docket \$627.00
2. AP Docket \$511,387.12

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

Mr. Marley asked about the claim for sewage lien fees and the frequency of these. Clerk-Treasurer Rhodes responded that that these are fees paid to the County Recorder. WWTU Financial Manager Wilkins said these are filed quarterly, and there were 59 items recorded.

The motion was adopted.

I. Information for Board: No Action Required

1. Mayor Dennis thanked City Engineer Buck for his excellent presentation to the County Commissioners on Monday, requesting County support for the Lindberg Road project request. Mayor Dennis noted that the Commissioners were very supportive of the request.

2. City Engineer Buck presented an update to his Engineering Projects Payments spreadsheet. He noted that there is some money and time left to allow work on another two blocks for the Salisbury Street curbs, to Columbia.

3. Fire Chief Drew reported that the America in Bloom judges will be at Fire Station #1 on Saturday morning. He reported that Councilor Hunt put together a 20- to 30- page book on Fire Station #1 for the judges.
4. Parks Superintendent Payne told the Board that the pool is doing well, even though the weather has been cooler and wetter than usual. The Parks Department has spent time working on storm cleanup and Taste of Tippecanoe preparations.
5. Mayor Dennis thanked both the Parks and Street Departments for storm cleanup, maintaining accessibility of sidewalks, paths, and streets.
6. Police Chief Dombkowski reported that the E85 flex fuel experiment was kicked off this week. Ms. Goldman asked whether vehicle performance had been an issue. Chief Dombkowski said nothing has been noted to date. The intent is to have a 60-day trial and then analyze the data. Mayor Dennis noted that the City has received national attention for its E85 fuel project.
7. Mayor Dennis asked Ms. Wilkins to remind Wastewater Utility Director Henderson that the Taste of Tippecanoe is this weekend. Ms. Wilkins said that the vanilla has been delivered. Mayor Dennis informed those present that the Wastewater Utility is exploring a new option for reducing some of the odor in the Levee area by utilizing a fogging machine to spray vanilla air freshener.
8. Police Chief Dombkowski reminded the Board that the Mayor will be in the dunk tank located at the Riverside Skating Rink at the Taste at 5:00 p.m. At 5:30, Councilor Randy Truitt will take a turn; and at 6:00 p.m., Police Chief Dombkowski will be there. Councilor Keen is coordinating this event.
9. City Engineer Buck reported that the street resurfacing project has started. Some work on Grant Street was done, to get the Soap Box Derby a smoother surface for Saturday's race. Grant Street will be closed from 6:00 a.m. to 6:00 p.m. from Leslie to Meridian on Saturday.
10. Mr. Jim Everette [Data and Project Administrator in the Department of Development] noted that he was representing Development, as the others are in Indianapolis at a CDBG meeting. He added that the staff is excited about Director Poole; they appreciate him and his efforts.
11. Street Commissioner Downey reported that Sunday's storm had very little damage with a few trees and limbs down. They had a little overtime on Sunday, but most of the debris was picked up on Monday. Soil Maker on South River Road receives that matter and grinds it up.

IV. ADJOURNMENT

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