

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

JULY 1, 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

Ms. Goldman moved that the minutes of the June 24, 2008, Board of Works meeting be approved. Mr. Marley seconded the motion. The motion was adopted.

III. NEW BUSINESS

A. Change Order #1: CDBG Sidewalk Project: Fairfield Contractors – Deduct of \$4,034.79 – Engineering

City Engineer Buck presented Change Order #1 for the CDBG Sidewalk Project, noting that it is a bookkeeping adjustment to quantities used. He reported that there would be another Change Order in the next few weeks, to add another section of Salisbury Street curb and sidewalk, moving farther south, once they have determined how far they can go on the available funding.

Ms. Goldman moved that Change Order #1 be approved. Mr. Marley seconded the motion. The motion was adopted.

B. Revision to Salary: Lab Manager Stephen Nelson - WWTU

Wastewater Utility Director Henderson requested that Human Resources Director Foster speak to this matter.

Human Resources Director Foster said that the Board had approved the promotion of Stephen Nelson to Lab Manager. It initially appeared that his salary was within the salary ordinance parameters, but the promotional increase in pay is on base salary only. Removing the additional certification compensation, Mr. Nelson's salary was below the salary ordinance range. This adjustment is for \$18.84 to make up the difference, retroactive to June 23, the day Mr. Nelson began in the position.

Ms. Goldman moved that the salary adjustment be approved. Mr. Marley seconded the motion. The motion was adopted.

C. IRS Mileage Rate Increase – Clerk-Treasurer

Clerk-Treasurer Rhodes recommended an increase in the rates for reimbursement of employees for use of their personal vehicles while they are on official business. The IRS is increasing rates for business use, effective July 1 to 58.5 cents per mile; the current rate is 50.5 cents per mile. Ms. Rhodes stated that reimbursed mileage does not include travel to and from employees' homes and the office in which he or she works.

Ms. Goldman moved that the mileage reimbursement rate be increased to 58.5 cents per mile, effective July 1. Mr. Marley seconded the motion.

Mr. Marley asked if there were a clarification about what constitutes "official business." Ms. Rhodes responded that we would recognize a taxable fringe benefit for any use not considered to be in the course of the employee's duties. Mr. Marley said that employees need to know when they are eligible for reimbursement and when they are not. Mayor Dennis responded that department heads authorize use, and there is enough structure to prevent abuse. Ms. Rhodes added that there is a claim form that has to be completed, giving mileage of each, trip starting and ending points, and purpose of travel, which both the employee and department head sign.

The motion was adopted.

D. SRF Payment Requests and Related Listings – WWTU

1. Disbursement Request No. 17 – \$65,000 to M.D. Wessler & Associates for Digester Renovation Engineering Services

Wastewater Utility Director Henderson said that the Digester Renovation Project is going as well as can be expected for concrete work, given the rains. He is satisfied with progress to date.

2. Disbursement Request No. 76 – \$35,922 to Atlas Excavating for Western Sanitary Sewer Interceptor-Division II

and

3. Disbursement Request No. 77 – \$61,319 to Greeley and Hansen for Western Sanitary Sewer Interceptor-Division II Engineering Services

Wastewater Utility Director Henderson told the Board that he'd walked the course of the pipe with Joe Teusch [Greeley and Hansen], representatives from Atlas Excavating, and people from Purdue, to check the Purdue cross-country track restoration progress. He reported that, overall, things are looking very promising, and Atlas is aware of the few issues, including grass and drainage issues.

Mr. Marley moved that the three SRF Payment Requests be approved. Ms. Goldman seconded the motion.

4. Listings [no action required]
  - a. Digester Renovation SRF Payment Listing
  - b. Western Interceptor SRF Payment Listing
  - c. WWTU Project Payments

Mr. Marley said that he went through the Digester Renovation Project, and the SRF Payment Request matches the WWTU Project Payments listing. On the WWTU Project Payments listing, the "2006 SRF Loan" line shows \$2,558,873; that transfers to the Total Amount of Previous Disbursements on the SRF Disbursement Request No. 17. Mr. Marley said that the totals would not agree on the spreadsheet, because of different funding sources. On the Western Interceptor Project, the variance on Paid to Date was only \$34,541.55, and then after the two SRF Disbursement Requests are applied, the variance is \$1,380.25. The WWTU Projects Payments listing shows \$1,380.25 paid from the Improvement Fund, so perhaps that sum wasn't added in, but that could be where some of the disparity is. Mr. Marley mentioned that the balancing is very close, and he appreciates WWTU Financial Manager Wilkins' efforts to aid in the clarification of these reports. Mayor Dennis added his thanks as well.

The motion was adopted.

E. Claims

1. AP Docket \$2,225,733.13
2. AP Docket \$1,079,021.70
3. AP Docket \$ 118,846.01
4. AP Docket \$ 800.91
5. PR Docket \$ 106,562.38

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

Mr. Marley asked Clerk-Treasurer Rhodes about large amounts due for bond debt service payments. Ms. Rhodes responded that the bond payments include the SRF principal payment is due mid-year, and an interest payment is made semi-annually. Mr. Marley questioned whether, from a budgetary view, these were due at the right time. Mayor Dennis mentioned that the City has not received its tax draw yet. Clerk-Treasurer Rhodes pointed out that this is revenue debt of the WWTU and does not depend on property taxes. However, the City is relying a great deal on the WWTU to fund the operations of the City through temporary loans. Currently the City has about \$3 million in loans from the Utility outstanding. Funds for principal and interest payments are held in a separate account and are not used for temporary loans. Ms. Rhodes stated that jurisdictions are not likely to receive tax payments before November 10, and it is unknown when the City will receive a settlement. If the City were unable to pay back its loans to the WWTU by the end of the year, the Council would need to declare an emergency, which will give the City another six months to pay back the temporary loans. Mr. Marley asked for a clarification of the sources of funds in the Utility. Ms. Rhodes suggested that a review of the Utility's balance sheet would be useful. The State Revolving Fund provides amortization tables for each of the loans, included a history of drawdowns and payments to date, at the time of debt service payments. Ms. Rhodes said she would provide those reports to the Board

and also an electronic version of the WWTU bond transcripts, which have been provided by Crowe Chizek. The Board indicated that access to this information would be helpful. Clerk-Treasurer Rhodes commented that in accordance with GASB accounting standards, the City does not report the standard 5-year forward schedules on its annual financial statements for any SRF debt for which the entire debt is not drawn down, in contrast to corporate accounting standards.

Ms. Goldman asked about an item in the \$118,846.01 docket, the \$10,140 payment to Municipal Software Corporation. Clerk-Treasurer Rhodes answered that this is the annual payment for licenses for CityView software. Director of Development Poole explained that this software allows users to pull up Assessor's information in aerial view, with parcel numbers, assessed valuation, etc., which are helping with the TIF situation. The Development Department is doing a full review of the TIF Districts, so that the areas are correct for property tax purposes.

The motion was adopted.

F. Other

1. Fire Chief Drew mentioned that fireworks purchased in stores for at-home use are only legally ignited through July 9 on private property. They may not be shot off in parks or areas where they might land on a neighbor's property, etc. Chief Drew mentioned that there is a \$250 fine for violation of the ordinance. Mayor Dennis confirmed that the Police Department would take the complaint calls.

2. Parks Superintendent Payne asked the media present to help make citizens aware that it is illegal to shoot off fireworks in the parks.

3. Director of Development Poole thanked all who helped with the America in Bloom effort. He added that Bev Shaw [Redevelopment and Neighborhood Planner] had worked extremely hard on it. It was a huge undertaking, and Ms. Shaw is very glad it's over. The project was quite a success.

IV. ADJOURNMENT

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