

CITY OF WEST LAFAYETTE, INDIANA
BOARD OF PUBLIC WORKS AND SAFETY
MINUTES

DECEMBER 30, 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. APPROVAL OF MINUTES

A. December 23, 2008, Meeting

Ms. Goldman moved to accept the minutes of the December 23, 2008, Board of Works meeting. Mr. Marley seconded the motion. The motion was adopted.

II. NEW BUSINESS

A. Contract: 2009 Crisis Center Agreement – Clerk-Treasurer

Clerk-Treasurer Rhodes presented the 2009 Crisis Center agreement, noting that this is one of the two public service contracts funded through the General Fund, the other one being the Almost Home Humane Society. The Crisis Center is requesting the same amount as 2008, \$8,000.

Ms. Goldman moved that the 2009 contract with the Crisis Center be approved. Mr. Marley seconded the motion. The motion was adopted.

B. Write-off of Delinquent Wastewater Accounts – WWTU

Clerk-Treasurer Rhodes stated that, at the end of every year, the Utility prepares a list of accounts that, pursuant to advice of the City Attorney's office, are considered uncollectable. The main reason for these requests is that the property has been transferred before a lien could be filed, and the cost of recovery through legal means exceeds the amount owed.

Marie Jackson	\$ 65.54
Bruce Carpenter	58.50
Andrean Rowland	53.85
Bonnie Savage	28.84
Timothy Kraft	252.43
Becky Montgomery	390.02
Todd Dunwoody	16.83
Tracy Coak	52.17
Marcos Rivera	43.00
Arthur Pan	25.03
Tom Ryan	67.32
Rick Romero	28.05
Jared Broach	102.06

Ms. Goldman moved that the write-offs be approved. Mr. Marley seconded the motion.

City Attorney Burns explained that the reasons as noted on the list are varied—Chapter 13 bankruptcy, Sheriff's sale, etc. The most cost-effective and best way to collect delinquencies is through the lien process. He added that the Wastewater Utility billing office does a good job of filing liens, and filing time is critical. "First in time is first in right." The delay of one or two weeks can mean that the City can lose its rights to recover accounts. Tom Logan of Mr. Burns' office works with the Utility billing office. Their system works well, given the time lag that is built into the lien process.

Mr. Marley asked if the "balance prior to sale" entries were the bills that the previous owners were responsible for. Mr. Burns answered that they were, and if the lien filing doesn't happen before the closing, then there is a problem, because the lien does not transfer with the property. Ms. Rhodes reported that the schedule of lien filing would be changed. Formerly, it was a quarterly process, but will become a normal part of the customer billing and collection policies, and liens will be filed throughout the year, to try to close the timing gap. Property owners are sent notices when their bills are 60 days past due, and they have 20 days to resolve the matter. On the 90th day, the City can file a lien for collection and will do so in the future for all delinquent accounts.

The motion was adopted.

C. 2009 Budget – WWTU

Wastewater Utility Director Henderson presented four schedules as the 2009 Wastewater Utility budget. He acknowledged the assistance of Clerk-Treasurer Rhodes and O.W. Krohn & Associates, and thanked Mr. Marley for providing questions in advance. At the Mayor's request for a brief overview, Mr. Henderson stated that the largest items are assimilation of Sanitation employees who provide pollution prevention, and moving those revenues and expenses into the Utility; the expectation of reduction of purchased power before the end of 2009, although the 2009 budget reflects the 2008 budget amount; the unknown elements of tipping fees related to the cogeneration project; and the natural gas budget for 2009 is at a level similar to last year, but when the digesters are online, there should be a reduction in natural gas, as the microturbines will supplement the heating of the digesters. Overall, there should be cost savings in the 2009 budget, but the amount is unknown at this time. Mr. Henderson said that WWTU would take an additional \$750,000 from SRF to make up the shortfall in the initial cost estimates in the closing costs, attorney fees, and construction. The PER would be revised to reflect this additional amount, which would also have some contingency for the project. Mr. Henderson said the 2006 SRF loan is for the Digester Project, which will be fully drawn down in 2009. The 2004 SRF loan is for the Western Interceptor Project; Phase III is being done in 2009, and, based on the bids, the costs will be less. Phase IV, the final phase, is dependent on the relocation of US231 and will be done sometime after 2009. The six-month interest payment for the additional drawdown amount is included in the budget.

Ms. Goldman moved that the 2009 budget for the Wastewater Utility be approved. Mr. Marley seconded the motion.

Mr. Marley questioned a number of items related to the budget. Wastewater Utility Director Henderson and Clerk-Treasurer Rhodes explained that much about the Utility budget is new, as this is the first year of the newly organized operation. Ms. Rhodes and Mr. Henderson, working with Mr. Jim Treat and O.W. Krohn & Associates, will be reviewing the budget and will be developing management reports, which the Board will receive quarterly.

Several studies on sanitation and recycling are currently being done by Purdue, and those will affect planning, reports, and future budgets.

Ms. Goldman asked what pollution prevention system maintenance is, as used in the operating statement. Mr. Henderson clarified that these are items such as storm sewer cleaning, leaf collection, storm water lines, and catchbasins.

The motion was adopted.

Councilor Hunt who was present asked if the Council could have copies of the WWTU budget. Ms. Goldman mentioned that the budget is in the public box, available to all citizens. Ms. Hunt also requested a presentation on the financial review of the Utility, and copies of that report. Mayor Dennis said that the report from Krohn & Associates would be available in the first quarter.

D. Contract: Utility Consulting Service, Inc. – Consulting for Reduction in Utility and Telecommunication Expenses – Engineering

City Attorney Burns said that he, City Engineer Buck, and Clerk-Treasurer Rhodes were involved in devising the plan for the City to recapture certain utility costs. UCS is an engineering company that has worked with the City of Chicago and other municipalities, as well as Aldi's and other private sector organizations, to recover savings. Clerk-Treasurer Rhodes added that the City is a major consumer of utilities, but purchases these as a retail customer would. If UCS finds savings in the prior three years, the City will receive 60% of those savings; the other 40% will go to UCS. For the next three years, any savings that are directly attributable to what was found will also be distributed on the 60%-40% basis. City Engineer Buck added that the City has taken measures to conserve utilities and change the way utilities are used. Hiring UCS to review usages and rates will possibly increase the savings.

Ms. Goldman moved that the contract with Utility Consulting Service, Inc. be approved. Mr. Marley seconded the motion. The motion was adopted.

E. Contract: One Communications – Telephone Service – Engineering

City Engineer Buck reported that for some time, the City has discussed making a change in telephone service from Verizon. One Communications has been selected as the new system. This will involve landlines, but not E-911 or cell phones. The City will manage the system internally. The annual savings is estimated to be \$20,000. The first year savings will be used to purchase the new refurbished equipment. Ms. Lydia Lott from One Communications was present to answer any questions. She reported that the cost savings estimate is 44%. The equipment will be housed at the Police Station. It will be easier to move phone locations. The features of the system will be in the phone "brain" box, rather than the lines, as is currently the situation. The City of Lafayette, Mike Raisor auto dealership, and Wabash National are some of their current customers. All phone numbers will stay the same.

Ms. Goldman moved that the contract with One Communications be approved. Mr. Marley seconded the motion. The motion was adopted.

F. Contract: Stewart C. Miller & Co. – 2009 Employee Flexible Spending Processing – Human Resources

Human Resources Director Foster reported that the City has had an agreement with Stewart C. Miller & Company since 2002 for administration of the flexible spending plan. The contract she presented does not increase the administrative fee of \$5.33 per participant per month, but that there should be savings because of the high participation rate in the health savings accounts. Clerk-Treasurer Rhodes added that the City has been paying over \$200 per month, and she expects to see dramatic reductions in those monthly costs.

Ms. Goldman moved that the 2009 contract with Stewart C. Miller be approved. Mr. Marley seconded the motion. The motion was adopted.

G. Elevations in Rank – Police

1. Probationary Officer Adam Miller to Officer, Second Class
2. Dispatcher Kristin Toulouse from probationary position to permanent position

Police Chief Dombkowski presented the elevations in rank for Probationary Officer Adam Miller to Officer Second Class and Kristin Toulouse, a dispatcher. Officer Miller will have a new biweekly salary of \$1,843.58, and Ms. Toulouse will be paid \$1,366.09 biweekly, effective on their anniversary employment dates.

Ms. Goldman moved that the elevations in rank be approved. Mr. Marley seconded the motion.

The motion was adopted.

H. Change in Scheduled Work Hours – Wilma Mills – Police

Police Chief Dombkowski requested the Board approve the administrative request to increase the hourly workweek for permanent part time employee Wilma Mills, who is the Police Building custodian. Her current workweek is 5 hours per day, but she works more hours than that. Effective January 1, 2009, her workweek would be 29 hours, 5.8 hours per day.

Ms. Goldman moved that the change in Wilma Mills' scheduled work hours be approved. Mr. Marley seconded the motion. The motion was adopted.

I. Claims

1. AP Docket \$3,989,643.62
2. AP Docket 3,538.08

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

► Mr. Marley asked about two payments to Bennett's for Peck-Trachtman Park planting [\$2,367.97 unappropriated and \$1,919.90 for streetscape improvement]. Clerk-Treasurer Rhodes responded that \$1,919.90 was paid from CCD, money available from the 2008 budget, and the other is funded by donations and is expended according to the designations of the donors.

► Mr. Marley remarked that it appeared there was substantial loan repayment. Clerk-Treasurer Rhodes answered that all of the temporary loans would be repaid today, with Board approval.

► Ms. Goldman asked when Clerk-Treasurer Rhodes expects settlement of the property taxes for the year. Clerk-Treasurer Rhodes responded that the City is nearly \$1.8 million short in property tax settlement at this point. There has been no update from the Auditor, but Ms. Rhodes is hopeful that the payments received and not yet opened may provide a draw in January. There are a number of homeowners who applied for an extended payment plan, so the settlement may not be complete until after the last payments are received in April.

The motion was adopted.

J. Other Items

1. Fire Chief Drew reported that he was pleased with the news of the new phone system, as the Fire Department has pieced phones together to keep their system working. City Attorney Burns asked when the new system would be operational. Ms. Lott responded that it would be four to six weeks to move everything over, and it's being coordinated with phone installation, so it will be possibly eight to ten weeks. Ms. Goldman questioned whether there would be parallel systems before the switchover is complete. Ms. Lott answered that there would be a few days of two phones at each workstation to ensure a smooth transition.

2. In Parks Superintendent Payne's absence, Parks Director Lee Booth stated that the ice rink leak was repaired yesterday, and it is down to temperature now, so ice should be made tonight. If that happens, the rink will open tomorrow or Thursday.

3. Police Chief Dombkowski noted that the Purdue men's basketball team will play at home tonight against Illinois, so there will be lots of traffic and people in town.

4. City Engineer Buck stated that work is progressing in Happy Hollow Park. Work was slowed with the thaw in the weather. The rain did not cause damage.

5. Street Commissioner Downey announced that 2008 recycling income was \$108,418. Because of the good weather, two street sweepers are out, having already picked up 1,107.5 tons of material. They are attempting to get the sand out of the bike lanes first. The sweepers hold about five tons of material.

III. 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.