

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

MARCH 10, 2009

11:00 a.m.

City Hall Lower Level Conference Room

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

I. APPROVAL OF MINUTES

A. March 3, 2009, Meeting

Ms. Goldman moved to accept the minutes of the March 3, 2009, Board of Works meeting. Mayor Dennis seconded the motion. The motion was adopted.

II. NEW BUSINESS

A. WWTU Budget Review and January Financial Statements – O.W. Krohn & Associates/ WWTU

Mr. Jim Treat of O.W. Krohn & Associates who reviewed the 2009 Wastewater Utility budget and the January 2009 WWTU financial statements with the Board. O.W. Krohn & Associates specializes in local governments, and public and private utilities in Indiana.

The firm was hired in late 2008 to assist with the 2009 budget, which was approved at the December 30 Board meeting. There are some changes from the budget that was approved in December, but net income is about the same, and there are adjustments to revenue as well as reductions in expenses, so that cash flow is projected to be level or slightly increased *versus* a reduction in the cash balances. Interest expense on the SRF loans was adjusted, based on anticipated drawdowns and cash flows of the 2004 and 2006 SRF loans. There were also two staff reductions that had impact on the budget, one in the lab, adjusting from full-time to part-time, and a vacant position was eliminated. There was some movement of staff from Sanitation, reflecting the movement to an environmental department. The capital budget was revised to reflect the lift station projects for Green Meadows were budgeted in 2008, but most of the work was not completed until 2009, so both the gross cost and the grant portion were carried forward to 2009. The GIS work was also added to construction in progress, because that is an asset. The expense for GIS had been running through operations, rather than capital items. The remaining costs for the digester project will be paid from cash on hand, rather than borrowing money at 3% to 4%. The projected debt service coverage in the 2009 budget is 171%, which is considerably higher than what was expected in the last annual report. Cash flow projections for bond coverage will be updated as the 2008 annual report is completed.

Mr. Treat asked for feedback on the formats of the January 2009 WWTU statements. The formats have not been used for WWTU before. There is a report each month of the

consolidated balance sheet, or the statement of net assets, which shows the prior year-end and each month end, for comparison. The format of the financial statements is currently required by GASB and is used in the comprehensive annual report. The statement of revenues, expenses, and changes in fund net assets shows a monthly comparison of the current year to the prior year, and the year to date as a percentage of the budget. The percentages should reflect the year-to-date percent of the period being reviewed. For example, the month of January is about 8.3% of the year, so most expenses should be in that range. One can focus on the out-of-range items and pursue those for clarification. Some of the expenses such as sanitation will not be compared this year, as the prior year information was not captured. The WWTU accounting staff will accrue items such as depreciation, interest expense, interest revenue, and payment in lieu of taxes on a monthly basis, rather than only at year end, so that a realistic picture of each month is provided.

Mr. Treat plans to return by the end of the month to discuss the 2008 WWTU report, if it works for BOW members' schedules.

Wastewater Utility Director Henderson noted that the statements do not reflect any revenue projections for the FOG [fats, oils, and grease] income, which should be starting mid-year, or reduction in the electrical costs based on the power WWTU will be generating.

Ms. Goldman remarked that, in this economy, it is important to be careful about each account, and getting the system in place that accurately reflects costs monthly is wonderful. She thanked Wastewater Utility Director Henderson, Clerk-Treasurer Rhodes, and Mr. Treat for their efforts.

Clerk-Treasurer Rhodes stated that she is pleased that the Board of Works will have regular management reports, that the WWTU accounting system will conform to accounting standards, and that it will work to provide information to management in a timely way. These are big steps forward.

B. Proclamation: 2009 Girl Scout Week – Mayor

Mayor Dennis recognized Hollie Meyer, the Service Center Director for the Girl Scouts of Central Indiana, who reported that there are about 1,500 Girl Scouts in Tippecanoe County, 500-600 of whom are in West Lafayette. The Mayor then read a proclamation declaring the week of March 8, 2009, Girl Scout Week in West Lafayette:

WHEREAS, March 12, 2009, marks the 97th anniversary of Girl Scouts of the USA, founded by Juliette Gordon Low in 1912 in Savannah, Georgia; and,

WHEREAS, throughout its distinguished history, Girl Scouting has inspired millions of girls and women with courage, confidence, and character to make the world a better place; and,

WHEREAS, through the Girl Scout Leadership Experience girls develop the skills and lessons that will serve them throughout their lives so that they may contribute to their communities; and,

BOARD OF WORKS MINUTES, MARCH 10, 2009, CONTINUED

WHEREAS, Girl Scouting takes an active role in increasing girls' awareness of the opportunities in math, science, sports, technology, and many fields of interest that can expand their horizons; and,

WHEREAS, more than three million current Girl Scout members nationwide will be celebrating this American tradition, and welcoming girls from every background to join;

NOW, THEREFORE, I, Mayor John Dennis, by virtue of the authority vested in me as mayor of West Lafayette, Indiana, do hereby applaud the commitment Girl Scouting has made to support the leadership development of America's girls, and proudly proclaim the week of March 8, 2009, as Girl Scout Week.

C. Fire Protection Contracts: Chemtura and Wabash Valley Hospital – Fire

Fire Chief Drew presented the fire contracts with Chemtura for \$8,005.66 and Wabash Valley Hospital for \$8,243.44, each is a 3% increase over the 2008 contracts. Both the entities are outside the City limits and require fire protection. There is no provision for medical protection or first responder services, just for fire protection. The language in the contracts is the same as in prior years.

Ms. Goldman moved that the fire protection contracts be approved. Mayor Dennis seconded the motion.

City Attorney Burns stated that the contracts were legally acceptable.

The motion was adopted.

D. Hire: Part-Time Parking Control – Police

Police Chief Dombkowski requested that Larry Grant be hired as a part-time Parking Control officer, effective March 11, 2009. Mr. Grant is retired from the West Lafayette Fire Department where he was Assistant Chief. The departure of Chris Kennedy from Parking Control has created the opportunity to hire two part-time people to enforce timed parking in neighborhoods and in retail areas. Mayor Dennis added that one of the problems that generated the Police Department review of parking enforcement was that once some people received tickets for violations of timed parking, they considered that they bought the spot for the day. Chief Dombkowski indicated that he is working with City Court Judge Stein Sabol, to determine the frequency officers can issue tickets for these violations. He added that the Mackey Arena Project at Purdue will reduce parking, and will very likely push parking into the nearby neighborhoods.

Ms. Goldman asked if Mr. Grant would receive benefits. Police Chief Dombkowski replied that he would not receive benefits.

Ms. Goldman questioned whether Parking Control generated money for the City, or it was strictly enforcement. Mayor Dennis said that Parking Control did create a revenue stream for the City.

Ms. Goldman moved that the hiring of Mr. Grant be approved. Mayor Dennis seconded the motion. The motion was adopted.

E. Laboratory Staffing Changes – WWTU

Wastewater Utility Director Henderson requested that Mr. Fikeveni Dlamini be hired as a part-time lab technician. His position will take the place of the full-time lab position that was vacated in January. Mr. Henderson also requested to adjust Ashley Hountz' compensation to the same level as Mr. Dlamini; she is a part-time lab technician hired in September 2008.

Ms. Goldman asked if they would have part-time benefits. Mr. Henderson said they would have pro-rated leave benefits. Mr. Treat [O.W. Krohn & Associates] said that there would be savings in benefits in the WWTU budget, which has been taken into consideration. Benefits usually cost about 33% or 34% in the Wastewater budget.

Ms. Goldman moved that the proposed changes be approved. Mayor Dennis seconded the motion. The motion was adopted.

F. Street Closure Request: 4th & Waldron - Engineering

City Engineer Buck reported that Chi Omega sorority has installed a fire suppression system in their house. Their representatives need to tap the water main under Waldron Street. The work will be done during Purdue's spring break, closing a portion of Waldron between 4th and 5th Streets. The street will be open for emergency access on the north side of the closed area. While the request is to have the street closed for five days, F & K Construction personnel anticipate two to three days. The sidewalk on the east side of Waldron will be closed with signage. Access to the sorority will be off the alley; the fraternity across the street will have access to their first driveway off Waldron, and access off the alley to the other lot. Appropriate signage will be in place, and Mr. Buck does not foresee any problems from an engineering perspective. The West Lafayette Police and Fire Departments are aware of this, and the Purdue Police and Fire, who are the first responders in the area, are alerted to this situation.

Ms. Goldman asked if Purdue Police and Fire Departments were okay with the plan. Mr. Buck responded that as far as he knew they were. He suggested that he would ask the University to add this message to the campus-wide email alert.

Ms. Goldman moved that the street closure be approved. Mayor Dennis seconded the motion. The motion was adopted.

G. Contract: Atlas Excavating, Inc. – Western Sanitary Sewer-Division III Project – WWTU

Wastewater Utility Director Henderson presented the contract with Atlas Excavating, Inc. for the Western Sanitary Sewer-Division III Project and asked for Board approval. Mr. Henderson thanked City Attorney Burns' help in moving the legalities along, and introduced Mr. Joe Teusch of Greeley and Hansen, the design engineers for the project. The contract is for \$1,948,585.00, and will attach to the Plant, allowing Purdue to have some of its buildings tie into it upon completion.

Ms. Goldman moved to accept the contract with Atlas Excavating, Inc. Mayor Dennis seconded the motion.

City Attorney Burns reported that the contract was in order.

The motion was adopted.

H. Claims

- | | | |
|--------------|----|------------|
| 1. AP Docket | \$ | 348.00 |
| 2. AP Docket | | 4,054.50 |
| 3. AP Docket | | 575,783.27 |

Ms. Goldman moved that the claims be approved. Mayor Dennis seconded the motion.

► Ms. Goldman asked whether the payment to Advanced Restoration [\$10,783.00] for the Wabash Landing Garage was for the new electronic payment system. Mr. Tom Gall [T.J. Gall & Associates] answered that it was part of Phase III coating work that was done last year. The slowness in receiving the warranties caused the payment to be delayed. The City paid this on behalf of the Redevelopment Commission, whose last meeting was cancelled, and will receive reimbursement when the Redevelopment Commission meets again.

► Ms. Goldman requested information about whether the payment to Gran-It Consulting [\$2,760.00] was payment on a service contract. Mayor Dennis said that we had a significant systems failure. Director of Development Poole added that a server did not come back up after the building power shutdown, and was repaired.

► Ms. Goldman questioned the payment to H.P. Products Corporation [\$337.90] for Police supplies. Police Chief Dombkowski answered that it was for janitorial supplies.

► Ms. Goldman asked whether the NETECH Corporation payment [\$5,464.90] for fiber optic equipment was part of eGov. Fire Chief Drew replied that it was part of the fiber optic project in the south end of the City, to Morton Community Center and Fire Station No. 1.

The motion was adopted.

I. Acceptance of Quote for Traffic Paint – Street

Foreman/Equipment Operator VanMeter reported that the Street Department would accept the quote from J.D. Kem's for \$10,225 for traffic paint for 2009.

Ms. Goldman moved to accept the quote. Mayor Dennis seconded the motion. The motion was adopted.

J. Engineering Projects Payments Listing – Engineering

City Engineer Buck presented the updated Engineering Department's projects payments listing.

There were no questions about items on the listing.

K. Other Items

1. Fire Chief Drew reminded those present that the Red Cross is currently having a fund drive, and the Fire Stations are drop-off points for donations.

2. Wastewater Utility Director Henderson mentioned that the digester lids are being coated with NEOGARD. He expects that the digesters will be in use in the next week and a half. Mayor Dennis noted that he has had complaints about the odors, as the lagoon is thawing. Mr. Henderson replied that they are using the Planet Breeze product to mitigate the odor.

Mr. Henderson reported that he was invited to go to Kansas City with a group from U.S. EPA from eight of the ten regions and headquarters to talk about energy management for utilities. Region 5, which includes Indiana, Ohio, Illinois, Michigan, Minnesota, and Wisconsin, has decided to focus on Indiana in partnering with utilities to develop energy management plans. West Lafayette was singled out to be a partner in this effort.

3. Foreman/Equipment Operator VanMeter commented that the spring storm on Sunday caused trees on Grant and Pawnee to fall. There were no other damages.

4. City Engineer Buck mentioned that the Salisbury Street Safety Improvements-Phase 2 Project has begun. Duke Energy's subcontractor is back and moving service and transmission poles. The first one at Riley and Salisbury had the potential to have impacts on the large oak tree that has a branch over the street. Duke and the City were able to use a special configuration to keep the lines where they are and still put the pole where it needed to go, without having to trim the tree significantly. Fairfield Contractors is working on the north end of the project, installing storm sewers. Mr. Buck urged drivers to be careful in the construction areas.

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.