

**TIPPECANOE COUNTY SOLID WASTE MANAGEMENT DISTRICT**  
**QUARTERLY MEETING**  
*December 18, 2014*

The Tippecanoe County Solid Waste Management District met Thursday, December 18, 2014 at 12:00 in the Tippecanoe Room of the County Office Building. Attendees included Officers: Chairman County Commissioner Tom Murtaugh, Vice Chairman County Commissioner John Knochel, and Auditor/Controller Chief Deputy Dawn Fay. Board Members present included: County Commissioner Dave Byers and Lafayette Councilmember Ron Campbell. Also in attendance were Attorney Matt Salsbery, SWMD Educator Rick Parsons, Commissioners' Assistant Frank Cederquist, Treasurer Bob Plantenga, Auditor Account Manager Jeremy Diehl, and Recording Secretary Tillie Hennigar. County Councilmember John Basham, Lafayette Mayor Tony Roswarski, and West Lafayette Mayor John Dennis were absent.

Chairman Murtaugh called the meeting to order.

**APPROVAL OF MINUTES** – June 19, 2013

- Councilmember Campbell moved to approve the minutes of the regular meeting held June 19, 2013, second by Commissioner Byers; motion carried.

**APPROVAL OF ACCOUNTS PAYABLES**

Controller Fay said the Comcast bill for Internet service and a portion of the phone increased from \$77.71 to \$84.28. Everything else stays about the same:

- Commissioner Byers moved to approve the Accounts Payables as presented, second by Councilmember Campbell; motion carried.

**FINANCIAL UPDATE** – Dawn Fay

Controller Fay referred to the 2014 Year End Annual Budget Report, stating that it will more than likely stay the same by year end. One or two more invoices could be received from Safety Kleen or Heritage which would be encumbered into the next year.

**TIPPECANOE COUNTY SOLID WASTE MANAGEMENT DISTRICT**  
**2014 YEAR END ANNUAL BUDGET REPORT**

BEGINNING BALANCE	180,216.44
REVENUE	
Property General / Property	194,888.75
Property General / Excise Tax	17,279.72
Miscellaneous Revenue / Misc.	0.00
Interest / Interest	0.00
Other Financial Svc. / Rebates & Refunds	0.00
	212,168.47

## EXPENSES

2 Office Expense / Office Supplies	0.00
2 Departmental / Educational	1,444.77
3 General Operating / Dues & Subscriptions	760.00
3 General Operating / Postage	0.00
3 General Operating / Advertising	6,212.43
3 General Operating / General Operating-Misc	39,727.52
3 Training Costs / Travel & Training	1,364.65
3 Utilities / Telephone	1,192.23
3 Insurance / Liability	2,526.00
3 Administrative / Other Professional Servic	166.50
3 Contracts / Contractual Services	53,012.74
3 Contracts / Miscellaneous	66,800.74
3 Agency Support	2,000.00
	<u>175,207.58</u>
ENDING BALANCE	<u><u>217,177.33</u></u>

## PER CAPITA CALCULATION

Expenditures	175,207.58
2013 County population	180,174
Per capita amount	\$0.97

Controller Fay stated the Per Capita Calculation of \$0.97 per person went down from \$0.98. Chairman Murtaugh said we are still well below revenue and can have the conversation again about lowering the rate while paying off the building early. Controller Fay said \$77,717.17 is still owed. Chairman Murtaugh said the payment was budgeted for 2014 and is included in the expenses; the expenses are \$37,000 less than what is being taken in. Councilmember Campbell said the building should be paid off in two years, lowering the tax rate for citizens.

Controller Fay referred to the Annual Financial Comparison handout reflecting revenue and expenses since 2012. In 2012, revenue was taken in from closing the Wildcat Creek Solid Waste District; in 2013, there were abnormal expenses such as the lump sum payments made on the building. The abnormal annual revenue and expenses were removed on the *less special revenue/expenses lines*. Noting the percent of change, Controller Fay said from 2012 to 2013 revenue decreased 3.45%; however, from 2013 to 2014 revenue increased 4.27%. Expenses from 2012 to 2013 increased 17.13%; from 2013 to 2014, expenses increased 2.66%. The ending balance reflects 50.45% from 2012 to 2013 and 37.76% from 2013 to 2014 when removing the special revenue and expenses.

TIPPECANOE COUNTY SOLID WASTE MANAGEMENT DISTRICT ANNUAL FINANCIAL COMPARISON					
	2012	2013	% change	2014	% change
<b>REVENUE</b>					
Property Tax	194,230.90	187,499.37	-3.47%	194,888.75	3.94%
Excise Tax	16,536.52	15,989.64	-3.31%	17,279.72	8.07%
Miscellaneous	143,320.75	212,573.43	48.32%	0.00	0.00%
Interest	0.00	0.00	0.00%	0.00	0.00%
Rebates & Refunds	0.00	0.00	0.00%	0.00	0.00%
	<u>354,088.17</u>	<u>416,062.44</u>	<u>17.50%</u>	<u>212,168.47</u>	<u>-49.01%</u>
less special revenue	210,767.42	203,489.01	-3.45%	212,168.47	4.27%
<b>EXPENSES</b>					
Office Supplies	89.99	0.00	-100.00%	0.00	0.00%
Educational Supplies	1,067.72	212.86	-80.06%	1,444.77	578.74%
Dues & Subscriptions	771.70	650.00	-15.77%	760.00	16.92%
Postage	0.00	0.00	0.00%	0.00	0.00%
Advertising	4,775.89	191.20	-96.00%	6,212.43	3149.18%
Salary Support/Controller	21,280.12	40,057.06	88.24%	41,727.52	4.17%
Travel & Training	1,018.00	1,518.13	49.13%	1,364.65	-10.11%
Telephone / Internet	1,108.45	1,486.18	34.08%	1,192.23	-19.78%
Liability	2,541.00	2,526.00	-0.59%	2,526.00	0.00%
Legal Services	148.50	73.50	-50.51%	166.50	126.53%
Disposal Services	69,425.47	57,293.80	-17.47%	53,012.74	-7.47%
Monthly Fee / Building	43,479.44	340,219.16	682.48%	66,800.74	-80.37%
	<u>145,706.28</u>	<u>444,227.89</u>	<u>204.88%</u>	<u>175,207.58</u>	<u>-60.56%</u>
less special expenses	145,706.28	170,662.82	17.13%	175,207.58	2.66%
<b>ENDING BALANCE</b>					
	208,381.89	180,216.44	-13.52%	217,163.85	20.50%
less special revenue/expenses	65,061.14	97,887.33	50.45%	134,848.22	37.76%

Commissioner Byers asked if the lease with Southside expires in 2015. Chairman Murtaugh said the lease was for ten years; Controller Fay added that the lease was extended to ten years to coincide with the interest free timeframe on the building. If the building is paid off, the lease with Southside which began in 2012 will continue.

Controller Fay reviewed the last handout – Looking Ahead to 2015. Comcast increased from \$77.71 to \$84.28 per month but there should be enough budgeted in 2015 unless the web hosting invoice comes for more than expected. Referring to the Operating Contracts, the operating fee which is currently \$4,143.78 increases in 2015 to \$4,226.65. The increase is based on the consumer price index. That line item will be approximately \$125.00 short by year end. The Contractual Services line potentially has \$5,000 available for transfer during the year.

**LOOKING AHEAD TO 2015**

DESCRIPTION	APPROVED	Comments
Office Supplies <sup>1</sup>	0	
Educational <sup>2</sup>	1,000	
Dues & Subscriptions	1,000	
Postage <sup>1</sup>	0	
Advertising <sup>3</sup>	5,000	
General Operating-Misc <sup>4</sup>	45,000	
Travel & Training	1,500	
Telephone	1,300	Comcast increased 8.5% (77.71 -> 84.28); should have enough for 2015.
Liability Insurance	3,000	
Other Professional Svcs	2,000	
Contractual Services <sup>5</sup>	75,000	Possibly has \$5,000 available for transfer if needed.
Contracts - Operating	67,815	Est. increase 1.75%, actual is 2.0% (4,143.78 -> 4,226.65); will be about \$125 short for the year.
Agency Support	2,000	
	204,615	

<sup>1</sup> Now included in Agency Support line

<sup>2</sup> Education budget increased in 2014 for banner and tri-fold; not needed in 2015

<sup>3</sup> On-going TV-18 advertising

<sup>4</sup> Based on 3% salary increase

<sup>5</sup> Reduced to keep in line with actual costs

If revenue and expenses stay relatively the same, you might expect to see a 2015 year end balance of \$254,000.

Controller Fay stated that an Employer Identification Number was received for the Solid Waste District.

### ***ELECTION OF OFFICERS FOR 2015***

Chairman Murtaugh said he is willing to continue as Chairman but would like a Chairman appointed to the Citizens Advisory Committee.

- Councilmember Campbell moved to nominate Commissioner Murtaugh as Chairman of the Solid Waste Management District, second by Commissioner Byers; motion carried.
- Commissioner Byers moved to nominate Commissioner Brown as Vice Chairman, second by Councilmember Campbell; motion carried.

### ***MEETING SCHEDULE FOR 2015***

Chairman Murtaugh said two meetings a year are required. Quarterly meetings will be held the third Thursday in March, June, September, and December. Other meetings will be called as needed.

**The 2015 meeting dates are March 19, June 18, September 17, and December 17.**

### ***CITIZENS ADVISORY COMMITTEE***

- Chairman Murtaugh moved to nominate Councilmember Campbell as Chairman of the Citizens Advisory Committee, second by Commissioner Knochel; motion carried.

### ***REPORT OF ACTIVITIES – Rick Parsons***

Educator Parsons provided an update of recent and upcoming activities:

- Around 2,500 Recycling/HHW flyers have been distributed to businesses, schools, and community groups. The flyers are also posted at high traffic sites and some local small town post offices.
- Committees will be formed for the Riverfest to be held on July 11, 2015
- Committees will be formed for the Paint the Rain School Competition. In 2014, the competition involved 30 schools and 40 barrels. The competition and judging day will be Monday, May 11 at the Celery Bog. They will need judges and he will speak with Mayor Roswarski to see if he will once again assist with the award ceremony.
- He has provided various educational presentations in 2014 with over 3,000 attendees. Over 1,700 phone calls have been received since May, 2012 when the hotline was established.
- He will get numbers from Heritage Environmental Services at the beginning of 2015 and submit a report to AISWMD data base (Re-Trac) and IDEM.
- Other events scheduled for 2015 include:
  - State Soil and Water Conservation Conference – January 11-13
  - Girl Scout Group Presentation – January 22
  - Hoosier Association of Science Teachers Annual Conference – February 11 and 12
  - Wabash Sampling Blitz – April 11
  - Indiana Recycling Coalition Annual Conference – June 8-10
  - Tippecanoe County Fair – July 18-24
  - Wonders of the Wabash River Expedition – September
  - Assn of Indiana Solid Waste Management District's Annual Conference – October

Councilmember Campbell asked how recycling with Oscar Winski is going. Educator Parsons said as far as collection, it is very positive. Winski's has been our partner and will take anything electronic that plugs in or uses batteries. Several people call regarding where to take a television without a fee. At one point, Goodwill was taking TVs without a fee but now they only take a working TV. A non-working TV can be taken to Winski for a fee.

Councilmember Campbell asked about the recycling site at the church on the east side of town. Educator Parsons said the recycling trailer is located at the church on 300 East and is working well. Bestway picks up three times per week.

Controller Fay asked what the numbers are that he will receive from Heritage Environmental Services. Educator Parsons said they are the collected amounts of household waste from the site based on what Heritage has hauled away. Controller Fay requested the weight information be provided to the Auditor's office when received as it needs to be reported to the DLGF by the end of January.

### ***OTHER BUSINESS***

Chairman Murtaugh said the facility for the Solid Waste District was closed a couple of days due to the fire that was on the site. They do not anticipate any closures to the location as repairs are completed.

There was no damage to the structure. Metal was cut out for the fire; replacement metal is due for delivery in the next few days.

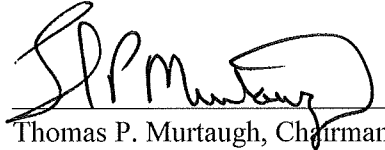
Chairman Murtaugh said this is the last meeting for Commissioner Knochel and thanked him for his service. The current location and the money we are saving is a result of John's research and hard work. He also thanked Controller Fay as this is her last meeting before moving to the Treasurer's office, saying she has done a phenomenal job with the numbers, budget, and bills. Educator Parsons also thanked Controller Fay saying she has helped him with his transition.

***PUBLIC COMMENT***

As there were no public comments, Councilmember Campbell moved to adjourn.

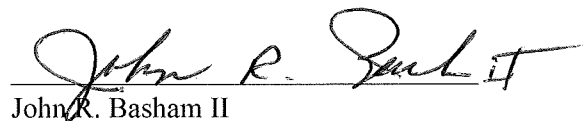
Meeting adjourned at 12:35 p.m.

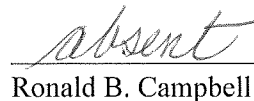
TIPPECANOE COUNTY SOLID  
WASTE MANAGEMENT DISTRICT

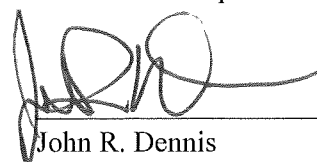
  
Thomas P. Murtaugh, Chairman

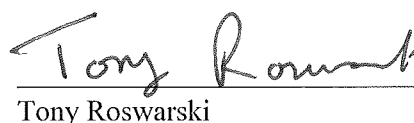
  
Tracy A. Brown, Vice-Chairman

  
David S. Byers


  
John R. Basham II

  
Ronald B. Campbell

  
John R. Dennis

  
Tony Roswarski

ATTEST:



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Jeremy Diehl, Auditor Chief Deputy/Controller 06/18/2015

Minutes prepared by Tillie Hennigar, Auditor Admin. Asst.

