MINUTES
WEST LAFAYETTE REDEVELOPMENT COMMISSION
609 West Navajo St., West Lafayette, Indiana
Council Chambers

May 15, 2013

The meeting was called to order at 8:32 a.m.
The Pledge of Allegiance was recited.
Secretary Sorensen called the role.
Present: Steve Curtis, Peter Gray, Larry Oates, Linda Sorensen
Absent: Susannah Hall-Justice, Dottie Rausch, Janet Elmore

Old Business:

Minutes

Commissioner Curtis moved to approve the minutes of the April 17, 2013 Redevelopment Commission meeting. Commissioner Sorensen seconded. Commissioner Sorensen moved to correct the spelling of *Clerk-Treasurer* in the last paragraph on page 3. Commissioner Curtis seconded. The motion to amend the minutes with the correct spelling of *Clerk-Treasurer* passed 4-0. The minutes were approved as amended 4-0.

Project Updates

Public Works Director Dave Buck updated the Commission on the following projects:

- Street Resurfacing Project – Project is out for bid. Bids will be received by the Board of Works on June 4, 2013 for the KCB and Levee/Village districts. Work in the campus area is planned to be finished before classes resume. Resurfacing on the areas outside of campus will continue through September.

- Northwestern Ave. Phase 2 – Milestone is working between Lindberg and Yeager Road. Traffic has been restricted to one lane each way. There have been several storm sewer revisions relative to connection with the Lindberg Road project and CSO (combined sewer overflow) separation as well as the Windsor Drive area. A funding split proposal with the Wastewater Utility for Change Order No. 1 detailing the revisions to the project will be presented at the June Commission meeting.

- Salisbury Street Ph. 3 – The design plan is moving forward. Approval of a bid request for contractors is anticipated for later this year. The rest of this year will be spent finishing utility coordination, utility relocation, right-of-way appraisals and acquisition.

- Happy Hollow – Field check meeting with consultants, utility companies, state and city agencies is scheduled for today. The project is in the design development process. The environmental study is about 90% complete. Beginning right-of-way and utility relocation can move forward when the environmental review is complete and approved. A May 2014 letting with INDOT is scheduled.

- Mid-Block Crossing Project – Project is utilizing federal safety funds from the HSIP (Highway Safety Improvement Program) and is moving forward. A January 2014 letting is expected. Pending additional federal funding, signalized-type potential future projects such as the West Lafayette Advanced Traffic Management and the Northwestern Corridor Improvements Phase 3 for pedestrian level safety improvements are being considered.

Parks Superintendent Joe Payne updated the Commission on the following projects:

- Cattail Trail Extension – Located in the KCB TIF District, between Lindberg Road and Cumberland Avenue. Design work for the piece between Cumberland and Yeager is being researched. INDOT funds for construction with an 80%-20% reimbursement have been designated for the project.

- Levee/Village Trail Crack/Sealing Repair – Repairs are necessary to the Wabash Heritage Trail at Tapawingo and State Streets due to flood damage.

- Happy Hollow Park – Crack sealing, seal coating and striping are complete. Fencing and parking expansion has been completed. New picnic tables are pending. Design for a reconstructed entrance off Indian Trail Drive to meet ADA requirements is being created by TBird Design. A search for contractors interested in working on the ravine footpath entrance at Salisbury and Grant Streets is in progress.

- Wabash Heritage Trail – Three trailhead signs have been installed in Happy Hollow Park. Trail assessment information strips, which will be the first installed in Indiana, are ready to go on the installed signs.

- Garden St. Neighborhood Park – Continued discussion is scheduled for the Park Board meeting on May 20, 2013. Park progress is pending a neighborhood association consensus.

Fire Deputy Chief Tony Schutter commented the Fire Department has taken possession of the new squad truck which is already in use. Commissioners are invited to examine the new vehicle after today's meeting.

Cumberland Avenue Phase 3 Update

Phase 3 is the area on Cumberland Avenue west of Salisbury to Soldiers Home Road. A conceptual design illustration of Phase 3 was provided to the Commissioners. Plans to move forward with the design process are in progress. Major utility relocation coordination is anticipated. The order of reconstruction and various design elements of the project were described by Dave Buck. Traffic flow, parking and access to the Cumberland School were also explained. Phase 3 is approximately twice the length of Phases 1 and 2. Bid letting for early 2014 is expected with construction occurring in summer of 2014. Commission President Oates requested a bike lane or trail be included due to the proximity of the elementary school. Dave

Buck stated one of the major goals of the entire corridor improvement is to provide multi-modal connectivity from Soldiers Home Road to U.S. 52.

City Financial Management Software Update

IT Director Anthony Newman described the history and limitations of the current software system being used by the City; much of which is a paper-based system. Anthony Newman stated the goal of the project is to move to electronic forms, allowing access to the various commissions, common council, elected officials, department heads and the public. Extensive research has been done by Clerk-Treasurer Rhodes and IT Director Newman to determine the best ERP (electronic resource planning) system for the City. The software vendor has been narrowed down to two potential vendors in response to the RFP. The selected vendor is expected to be announced at the Tuesday, May 21st Board of Works meeting. The software offers web-based solutions that will streamline financials, treasury management, project and grant accounting, bid management, permits, code enforcement, payroll and other tools. The project is expected to be under contract in July, with an estimated 18 month implementation.

Other

There was no further old business.

New Business:

Review of Financial Schedules

Redevelopment Commission Treasurer Judy Rhodes stated claims and requests being considered today's meeting are shown in bold on the financial schedules. TIF settlement is expected in June. Redevelopment Commission Treasurer Rhodes commented Jim Treat will address the Commission in the coming month regarding the plan for the 2014 increment. Commission President Oates also reminded the department heads that the process for determining the 2014 spending plan will begin July 1, 2013.

Payment of Claims

Sagamore Parkway TIF Claims **$0.00**

There were no claims from the Sagamore Parkway TIF District.

KCB TIF Claims **$55,815.62**

Commissioner Curtis moved to pay the KCB TIF claims. Commissioner Gray seconded. The roll call vote:

Aye: Curtis, Gray, Oates, Sorensen

Nay:

The motion to approve the payment of the KCB TIF claims in the total amount of $55,815.62 passed 4-0.

Levee/Village TIF Claims **$255,195.16**

Commissioner Sorensen moved to pay the Levee/Village TIF claims. Commissioner Curtis seconded.

The roll call vote:
Aye: Curtis, Gray, Oates, Sorensen
Nay:
The motion to approve the payment of the Levee/Village TIF claims in the total amount of $255,195.16 passed 4-0.

Resolution RC 2013-3 - A Resolution Requesting the Transfer of Funds

Commissioner Gray moved to approve Resolution RC 2013-3 A Resolution Requesting the Transfer of Funds in the Levee/Village Redevelopment Commission Surplus Fund from Account 77-394 Contract Services to Account 77-410 Land Acquisition in the amount of $15,000.00. Commissioner Curtis seconded. The transfer pertains to the acquisition of real estate at the GoLo gas station for the Northwestern Avenue Ph. 2 Project. Funding is to be transferred from the Development Incentives allocation on line no. 87 of the financial schedules.
The roll call vote:
Aye: Curtis, Gray, Oates, Sorensen
Nay:
The motion passed 4-0.

Northwestern Avenue Ph. 2 – Contract Amendment No. 2 – Schneider Corporation

Dave Buck explained the amendment which pertains to the storm sewer revisions at Windsor Drive, which is the overflow routing of water at the low point on Northwestern Avenue. The owner of Windsor West Apartments has donated a right-of-entry and an easement. Commissioner Sorensen moved to approve Contract Amendment No. 2 between the Redevelopment Commission of the City of West Lafayette as Owner, and Schneider Corporation as Engineer, to revise storm water design and add storm water crossing at Windsor Drive and Northwestern Avenue. Commissioner Curtis seconded. Funding is to be transferred from the Development Incentives allocation on line No. 87 of the financial schedules.
The roll call vote:
Aye: Curtis, Gray, Oates, Sorensen
Nay:
The motion passed 4-0.

Commissioner Gray moved to designate $5,200.00 of the Development Incentives allocation for the Northwestern Corridor Additional Design Services for the Storm Sewer at Windsor and Northwestern Avenue. Commissioner Curtis seconded.
The roll call vote:
Aye: Curtis, Gray, Oates, Sorensen
Nay:
The motion passed 4-0.

Agreement – Wabash Landing Parking Garage – LINK Management

Director of Development Chandler Poole explained the agreement which is for year two maintenance of the parking garage at Wabash Landing. Last year the Commission contracted with LINK Management to be the owner's representative and assist with the bidding process and overseer of improvements and maintenance work being done at the garage. Tom Walter,

President of LINK Management, explained the extent of the work planned for year two which is expected to be mostly preventive. Mr. Walter stated the scope of repairs will be written in June with an agreement presented at the July meeting of the Commission. Garage usage was discussed. Commissioner Curtis moved to approve the agreement between the Redevelopment Commission for the City of West Lafayette and LINK Management, Inc. in an amount not to exceed $8,446.00 for owner representative work on the Wabash Landing Parking Garage. Commissioner Sorensen seconded.
The roll call vote:

Aye: Curtis, Gray, Oates, Sorensen
Nay:
The motion passed 4-0.

Commissioner Curtis moved to approve the transfer of funds from the line No. 87 Development Incentives allocation of the financial schedules in the amount of $8,446.00 to line No. 115 for Parking Garage Inspection and Maintenance. Commissioner Sorensen seconded.
The roll call vote:

Aye: Curtis, Gray, Oates, Sorensen
Nay:
The motion passed 4-0.

Other

Authorization to Repair Wabash Heritage Trail – Milestone Contractors

Joe Payne requested approval of a quote from Milestone Contractors for repairs necessary due to flooding to the Wabash Heritage Trail near State Street and Tapawingo Drive in the amount of $3,464.00 which. Commissioner Gray moved to approve the designation of $3,464.00 for trail repair of the Tapawingo and State Street trailhead with the funds coming from line No. 90 Trail Sealing and Crack Repairs allocation in the financial schedules. Commissioner Curtis seconded.
The roll call vote:

Aye: Curtis, Gray, Oates, Sorensen
Nay:
The motion passed 4-0.

Commission President Oates requested department heads confirm all documentation that comes before the Redevelopment Commission for signature or action must specifically state ***The Redevelopment Commission of the City of West Lafayette Indiana*** rather than the City of West Lafayette.

The next meeting was confirmed:

Wednesday, June 12, 2013 @ 8:30 a.m.

Public Comment

Public Comment was requested.

Adjourn

There being no further new business, Commissioner Curtis moved to adjourn. Commissioner Sorensen seconded. The meeting adjourned at 9:45 a.m.

Linda M. Sorensen
Secretary

Approved:

Lawrence T. Oates
President