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

November 14, 2012
Amended

The meeting was called to order at 8:30 a.m.
The Pledge of Allegiance was recited.
Secretary Sorensen called the role.
Present: Steve Curtis, Peter Gray, Larry Oates, Linda Sorensen, Dottie Rausch
Absent: Joanna Grama, Janet Elmore

Old Business:

Minutes

Commissioner Curtis moved to approve the minutes of the October 17, 2012 Redevelopment Commission meeting. Commissioner Gray seconded. The minutes were approved as written 4-0.

Project Updates

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

- Cumberland Avenue Reconstruction Phase II – Curbs are completed. Rieth Riley has begun paving work on the Yeager Road roundabout and east to Friendship House. Surface course has been scheduled and the sign and striping crews are scheduled for next week. The road is expected to be fully open by the holidays. Final grading, sodding and landscaping will continue during the workday.

- Lawn & Oak Curbs & Sidewalks – Curbs and sidewalks are completed. Grading, seeding, and asphalt patch in front of the new curb are underway.

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

- *Wabash Heritage Trail Tapawingo Extension* – Completion work continues on the asphalt and concrete areas of the trail connection to State Street and Tapawingo. Landscaping work will be done in the spring. Paving in the back north part of Happy Hollow Park is planned to start this week and expected to be completed this year. Striping and seal coating will be completed in spring.

- Happy Hollow Ravine Footpath – Design work is being completed and is expected to be received this week.

- Neighborhood Park – Survey work by TBird Engineering for the Garden Street right of way is in progress. Redevelopment Commission Attorney Tom Brooks, Jr. commented he has the list of property owners regarding the right of way for the project.

Director of Development Chandler Poole updated the Commission on the following project:

- Fire Station No. 3 – The garage doors are up and the building is fully enclosed. The appliances and furniture are being delivered over the next two weeks. Landscaping has been completed. The ribbon cutting is anticipated for December.

2013 Spending Plan

President Oates requested questions or comments regarding the 2013 plan.

Other

There was no further old business.

New Business:

Review of Financial Reports

Redevelopment Commission Treasurer Judy Rhodes reviewed the financial reports which reflected normal transactions and current claims. The schedule of dates for property tax settlement is still unknown. Department heads will be reviewing outstanding purchase orders to determine which ones can be released. This will provide an updated view of unrestricted funds for the 2013 spending plan. This information should be available at the December meeting of the Commission. President Oates commented the tax appeals process has not yet been started for the May assessment of commercial properties by the County Assessor's office. This may have a direct impact on funds available to the Redevelopment Commission. Treasurer Rhodes also noted that the state has issued its debt report for last year which is on The Department of Local Government Finance website. The City of West Lafayette which includes the Redevelopment Commission lists a low per-capita debt ranking among cities of our size due to continued fiscal responsibility.

Street Resurfacing Project – Ratify Change Order No. 2 – Rieth Riley

Dave Buck explained the change order which adjusts actual quantities used to the estimated quantities in the original contract of the 2012 Street Resurfacing Project. The net change order increases the Levee/Village portion of the contract by $9,151.36. Funds remaining in the crack sealing allocation will be applied towards the change order. Commissioner Gray moved to ratify Change Order No. 2 to the Rieth Riley contract for the 2012 Street Resurfacing Project. Commissioner Curtis seconded.

The roll call vote:

Aye: Curtis, Gray, Oates, Sorensen

Nay:
The motion passed 4-0.

Payment of Claims

Sagamore Parkway TIF Claims **$12,411.49**

Commissioner Sorensen moved to pay the Sagamore Parkway TIF claims. Commissioner Curtis seconded.
The roll call vote:
Aye: Curtis, Gray, Oates, Sorensen
Nay:
The motion to approve the payment of the Sagamore Parkway TIF claims in the total amount of $12,411.49 passed 4-0.

KCB TIF Claims **$230,073.39**

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 $230,073.39 passed 4-0.

Levee/Village TIF Claims **$450,373.20**

Commissioner Sorensen moved to pay the Levee/Village TIF claims. Commissioner Gray 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 $450,373.20 passed 4-0. Claims previously approved by the Board of Works on behalf of the Redevelopment Commission were provided for reference.

Mid-Block Crossings Project – Butler Fairman & Seufert, Inc.

Dave Buck reviewed the details of the federally funded project. An inter-local agreement has been entered into between the City of West Lafayette and the Town of Dayton by Resolution No. 18-12 and approved by the Common Council on November 5, 2012. By sharing in the project, the federal aid process will be minimized. Both entities have selected Butler Fairman & Seufert for project engineering services. Project locations are the intersection of LaGrange Street and Salisbury Street and the intersection of Tapawingo Drive and Wabash Heritage Trail in Wabash Landing. The engineering portion of the project is 100% local funds; grant money will be applied to construction costs. Commissioner Sorensen moved to approve the agreement between the West Lafayette Redevelopment Commission and Butler Fairman & Seufert for the Mid-Block Crossing Project engineering services. Commissioner Gray seconded.
The roll call vote:

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

Cumberland Ave. Phase II – Change Order No. 5 – Rieth Riley

Dave Buck requested approval of Change Order No. 5 for an additional $13,862.31 to the contract. The six items included in the change order were reviewed. The changes included additional work required of Rieth Riley for project coordination and scheduling due to the various utility relocations. It was confirmed that the additional charges were not a result of the Frontier Communications mishap. Commissioner Gray moved to approve Change Order No. 5 to the contract with Rieth Riley for the Cumberland Ave. Ph. II Reconstruction project. Commissioner Curtis seconded.

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

2012 Wabash Landing Parking Garage Preventive Maintenance and Repair Agreement – Building Services Inc.

Chandler Poole stated the five-year plan drawn up by Carl E. Most and Co. has been reviewed by LINK Management. The contract with Building Services, Inc. is for the first year maintenance which is expected to be completed by the end of the year. Tom Walter of LINK Management described the items covered in the contract which includes everything in year one of the Most plan plus additional sealing of the interior flat decks. Proration of expenses relative to deck ownership was discussed. Commissioner Sorensen moved to approve the 2012 Wabash Landing Parking Garage Preventive Maintenance and Repair Agreement between the Redevelopment Commission of the City of West Lafayette and Building Services Inc. in the amount of $124,584.00. Commissioner Gray seconded.

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

Resolution RC 2012-16

Commissioner Curtis moved to approve Resolution RC 2012-6 A Resolution Ratifying and Approving the West Lafayette Redevelopment Commission Purchasing Policies. Commissioner Sorensen seconded. President Oates stated until now, the Redevelopment Commission has not had a purchasing policy. The city attorney has developed this policy which is the same policy that is being used by the City of West Lafayette. The purchasing policy and purchasing handbook are included with the resolution. Commission President Oates moved to amend page 3 of the Handbook To Accompany West Lafayette Purchasing Policies[1] . STEP 1 – Request for Quotes, subsection changed from "*Not necessary to request permission from Board of Works to*

solicit quotes" to *"It is necessary for the purchasing agent to request permission from RDC before soliciting quotes"*. Commissioner Curtis seconded.

The roll call vote:
Aye: Curtis, Gray, Oates, Sorensen
Nay:
The motion to amend the Handbook passed 4-0.

The roll call vote:
Aye: Curtis, Gray, Oates, Sorensen
Nay:
The motion to approve Resolution RC 2012-16 as amended passed 4-0.

Commissioner Curtis moved to approve the Redevelopment Commission Treasurer as purchasing agent under the Purchasing Policy that was just approved. Commissioner Gray seconded.

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

2013 Redevelopment Commission Meeting Schedule

Wednesday, January 2, 2013 - 4:30 p.m.
Wednesday, January 16, 2013 - 8:30 a.m.
Wednesday, February 13, 2013 - 8:30 a.m.
Wednesday, March 20, 2013 - 8:30 a.m.
Wednesday, April 17, 2013 - 8:30 a.m.
Wednesday, May 15, 2013 - 8:30 a.m.
Wednesday, June 12, 2013 - 8:30 a.m.
Wednesday, July 10, 2013 - 8:30 a.m.
Wednesday, August 14, 2013 - 8:30 a.m.
Wednesday, September 18, 2013 - 8:30 a.m.
Wednesday, October 18, 2013 - 8:30 a.m.
Wednesday, November 20, 2013 - 8:30 a.m.
Wednesday, December 18, 2013 - 8:30 a.m.

All meetings will be held at West Lafayette City Hall in the Council Chambers, 609 West Navajo St. unless otherwise notified.

Other

There was no further new business.

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 9:25 a.m.

Linda M. Sorensen
Secretary

Approved:

Lawrence T. Oates
President