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

February 13, 2013

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

Old Business:

Minutes

Commissioner Curtis moved to approve the minutes of the January 16, 2013 Redevelopment Commission meeting. Commissioner Hall-Justice seconded. The minutes were approved as written 4-0.

2012 Annual Report

Commission President Oates stated he further reviewed the Year End Report as previously approved and has made additional formatting changes as per the state requirements. The reformatted report was provided to the Commissioners. Commissioner Sorensen moved to approve the revised 2012 Year End Report and rescind the previously approved report. Commissioner Curtis seconded. The motion passed 4-0.

Project Updates

Public Works Director Dave Buck introduced Shawn Strange and Mike Wylie of Schneider Corporation who were present to give a brief presentation of the Northwestern Avenue Safety Improvements Project Phase II. Phase II includes sidewalks, trail, curbs, islands, landscaping and lighting and is planned for summer of 2013. Mr. Strange distributed maps and a summary of the project. He reviewed the history of the project. Details of the project were explained. The City plans to time the project right before INDOT'S rehabilitation project so that when INDOT overlays Northwestern Avenue, the entire project will look like it was all done at once. The completed project will be a gateway corridor from U.S. 52 into West Lafayette and Purdue. Plans for traffic flow during construction were discussed. The project is part of the 2013 Spending Plan. Construction is expected to begin in May and completed in mid to late July 2013.

Parks and Recreation Superintendent Joe Payne updated the Commission on the following project:

- Parks and Recreation Offices – The renovation of the maintenance barn is underway and on schedule. The barn previously served as a temporary location for Fire Station No. 3 and is being renovated to accommodate the City's Parks and Recreation Department.

- Northwestern Heights Neighborhood Park – Survey work has been completed and provided to the neighborhood committee for their neighborhood association's review and decision.

- Happy Hollow Park – The final seal coating and striping will be completed pending weather conditions.

Other

There was no further old business.

New Business:

Review of Financial Schedules

Redevelopment Commission Treasurer Judy Rhodes explained notations in various line items of the schedules which reflect current transactions.

Financial Review

Commission Financial Advisor, Jim Treat of O.W. Krohn and Associates, provided an overview of the TIF areas, the general concepts and their impact the Redevelopment Commission, historical revenues and trends, and the expected current revenues for 2013. The process of determining the tax increment revenue and usage guidelines was explained. Historical summaries for each of the existing TIF Districts were reviewed. The annual pass-through election was also explained. Estimated tax increment (less debt obligation) available for projects in each TIF District was discussed. The MetroNet TIF area in which personal property tax increment on the installed fiber will be assessed and returned to the developer was also reviewed. A Recap and Analysis of 2012 Billing Abstract which provided the details of the parcel inventory assessed value breakdown, property tax deductions, adjustments and property tax calculations was reviewed. Circuit Breaker classification and tax limit credits which results in reduced tax settlements for the City of West Lafayette was explained. Commission President Oates commented preliminary estimates are right on target. The Commission should continue to take the conservative approach staying within their budget guidelines. Questions and comments were requested.

Payment of Claims

Sagamore Parkway TIF Claims **$92.85**

Commissioner Curtis moved to pay the Sagamore Parkway TIF claims. Commissioner Sorensen seconded.

The roll call vote:

Aye: Curtis, Hall-Justice, Oates, Sorensen

Nay:

The motion to approve the payment of the Sagamore Parkway TIF claims in the total amount of $92.85 passed 4-0.

KCB TIF Claims **$120,995.96**

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

Aye: Curtis, Hall-Justice, Oates, Sorensen

Nay:

The motion to approve the payment of the KCB TIF claims in the total amount of $120,995.96 passed 4-0.

Levee/Village TIF Claims **$67,891.64**

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

The roll call vote:

Aye: Curtis, Hall-Justice, Oates, Sorensen

Nay:

The motion to approve the payment of the Levee/Village TIF claims in the total amount of $67,891.64 passed 4-0. A claim previously approved by the Board of Works on behalf of the Redevelopment Commission was provided for reference.

Fire Department Request – Command Vehicle Equipment

Fire Chief Tim Heath presented a quote from Waymire A.P.S., Inc. for lights and radios in the total amount of $11,240.19 for the Fire Department Command Vehicle. Chief Heath stated the Fire Department is using Waymire because they are the best sole source for this purchase. Funding for the purchase will come from the remaining command vehicle allocation. Chief Heath explained details and purpose of the equipment. Commissioner Curtis moved to approve the quote from Waymire A.P.S., Inc. in the amount of $11,240.19 to finish the command vehicle for the Fire Department. Commissioner Sorensen seconded.

The roll call vote:

Aye: Curtis, Hall-Justice, Oates, Sorensen

Nay:

The motion passed 4-0.

Street Department Bid Acceptance – Wheel Loader

Street Commissioner Dave Downey stated only one bid was received in the amount of $152,500 from RPM Machinery for the base price of the 2013 wheel loader. The bid is less than the $175,000 previously approved by the Commission. Options for equipment that could be added to the wheel loader to make it more efficient were presented in an additional memo and explained by Mr. Downey. Mr. Downey asked the Commission to consider the options. Mr. Downey requested approval of the base bid of $152,500 and the Option 3 – forks for $5,900 for a total of $158,400. He also requested approval of the Snow Blade from RPM as a sole source provider in the amount of $15,300 as listed on the separate memo dated February 12, 2013. Commissioner Curtis moved to accept the base bid from RPM Machinery, Inc. in the amount of $152,500 and the Option 3 forks in the amount of $5,900 for a total expenditure of $158,400. Commissioner Hall-Justice seconded.

The roll call vote:

Aye: Curtis, Hall-Justice, Oates, Sorensen

Nay:

The motion passed 4-0.

Mr. Downey requested approval to purchase an additional piece of equipment, a Henke Snow Blade REL Rev. Plow in the amount of $15,300. Treasurer Rhodes stated according to the RDC Purchasing Policy, this is a small purchase and can be purchased in any manner that is advantageous to the City. She said the snow blade is designed to fit the wheel loader that we are purchasing. Mr. Downey explained that this snow blade has the coupling that fits the coupling on the Case piece of equipment. Commission President Oates requested Mr. Downey put the Henke Snow Blade REL Rev. Plow out for quote. Commissioner Sorensen moved to allow Mr. Downey to seek quotes for the snow blade plow to fit the wheel loader just purchased and authorize the Board of Works to open quotes on behalf of the Redevelopment Commission, take the quotes under advisement and return to the Redevelopment Commission in March for a final determination. Commissioner Hall-Justice seconded.
The roll call vote:

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

Amendment No. 1 – Northwestern Ave. Improvements – Schneider Corporation

Dave Buck summarized the amendment which is for services related to the right-of-way acquisition at Lindberg Avenue for the Northwestern Avenue Improvements Project. Commission President Oates stated funding in the amount of $7,675.00 will be taken from the Levee/Village TIF Development Incentives line item. Commissioner Curtis moved to approve Contract Amendment No. 1 to the Northwestern Avenue Gateway Project. Commissioner Sorensen seconded. Dave Buck noted that a request for the right-of-way land purchase will be presented at the March meeting.
The roll call vote:

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

Dave Buck requested the Redevelopment Commission authorize the Board of Works to set a schedule and receive bids for the Northwestern Avenue Project with an estimated bid opening in early April 2013 followed by a recommendation which will be presented at the April 17 Commission meeting. Commissioner Curtis moved to authorize the Board of Works to approve the necessary bid documents, set the schedule, receive the bids, open and take the bids under advisement for the Northwestern Avenue Gateway Project. Commissioner Sorensen seconded.
The roll call vote:

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

Change Order No. 6 – Cumberland Ave. Ph. II – Rieth Riley

Dave Buck said this change order balances out final quantities necessary for the construction based on field conditions. Landscaping is the only work that is left to do on the job. The ten items covered in the change order were reviewed. Change Order No. 6 results in a net deduction of $8,774.31 to the contract. Commissioner Curtis moved to approve Cumberland Avenue Phase II Change Order No. 6 for a net deduction of $8,774.31. Commissioner Sorensen seconded. Dave stated the contract time has also been increased by 17 days.

The roll call vote:

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

Change Order No. 1 – Parks Offices – Simon Construction

Joe Payne explained the details of Change Order No. 1 which includes electric and data outlet changes, painting, base moldings, and the installation of protective cover on drywall and the construction of an ADA compliant porch over the west doors which will serve as the public entry. The net change order is an additional $5,900 to the contract with Simon Construction. The total contract amount of $49,800 is within the budgeted amount for the Parks Barn Renovation. Commissioner Curtis moved to approve Change Order No. 1 between the Redevelopment Commission, the Parks Department and Simon Construction Co. in the amount of $5,900 to provide items as listed in the Change Order. Commissioner Sorensen seconded.
The roll call vote:

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

Other

There was no further new business.

Public Comment

Public Comment was requested. The next meeting was confirmed:
March 20, 2013 @ 8:30 a.m.

Adjourn

There being no further new business, Commissioner Sorensen moved to adjourn. Commissioner Curtis seconded. The meeting adjourned at 10:21 a.m.

Stephen B. Curtis
~~Linda M. Sorensen~~ Stephen B. Curtis
Acting Secretary

Approved:

Lawrence T. Oates
President