

HEBRON REDEVELOPMENT COMMISSION (HRC) MEETING MINUTES

7:00 PM – Monday - August 8, 2011 – HRC Conference Room

Call to Order: HRC Vice - President Mike Reich called the Redevelopment Commission meeting to Order and attendees recited the Pledge of Allegiance.

Attendees: one guest

HRC members present: Mike Reich **(MR)**, Mike Mantai **(MM)**; Alan Kirkpatrick **(AK)**

HRC members absent: Shawn Ensign **(SE)**

HRC Intern: Kathy Ceperich **(KC)**

Consultants present: Jim Mooney **(DeSCo)**

Liaisons present: Jim Shelhart, Hebron Public Works, **(HPW)**

Administrative Approvals:

- 1. July 11, 2011 meeting minutes** were reviewed: **(MM)** motioned to approve; **(AK)** seconded; motion passed (3-0)
- 2. Treasury Expenditures:** HRC reviewed (16) invoices from the Town Treasurer: **(MM)** motioned to approve; **(AK)** seconded; motion passed (3-0)

Agenda - Strategic Business:

- 1. Web page** – on hold until use, need and upkeep is determined.
- 2. Gateway Sign landscaping and lighting RFP's** – Signs, landscape and lighting are all installed and functioning as specified. Jim Shelhart was asked to maintain the perimeter grass and weeds – possible mulch ring to keep weeds down.
- 3. North End Infrastructure** – RFP is ready for issue to selected Engineers for the study. RFP issue date will be tabled until next meeting due to current economic downswing.
 - A representative of Wessler Engineering (Civil) presented the HRC with the experience, services and consultation they offer for water, waste, storm, and drainage systems and associated financing to small communities.
- 4. Parking Lot Management** – tabled until next meeting.
- 5. Christmas Street Decorations** – The Town informed the HRC that Christmas decorations generally cost \$4000 per annum.
 - **(MR)** to contact HAP Industries on 2011 decoration arrangements.
- 6. Wayfinding** – Content and location decisions made at Wayfinding Signage Workshop on 6/25 with Beautification Committee are documented on a map and spreadsheet.
 - HRC commissioners to make their content recommendations to **(MR)** on the Word file provided by August 19 and **(MR)** to make final recommendations ready by August 26.
 - Recommend purchasing reflective lettering to comply with new 2012 INDOT signage requirements. Sign: red field with white “reflective” lettering.
 - **(DeSCo)** was assigned to contact Steindler Signs for verification.
 - Recommend to purchase the maximum of 10 signs.
 - Recommend to purchase 2 additional posts for back-up.
 - Need to finalize content and font size on sign face, basing the content on established graphic standards for distance and speed of viewer. Each HRC member was given a deadline of 8/19 to provide their input to MR. MR was to distribute a final design recommendation to the HRC by 8/26.
 - Town suggested using a full size mock-up with 2x4's and cardboard template to locate final locations.
- 7. Network Development** – Introductory email contact has been made. Follow-up to be performed by Shawn Ensign. One meeting per quarter will be scheduled. **(DeSCo)** was asked to verify if follow-through had occurred on the initial introductions that were made to Jim Staton, Mark Maassel, Don Babcock and Bill Hanna.:

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➤ **(AK)** motioned to approve; **(MM)** seconded; motion passed (3-0)

8. Economic Development Director – on hold until next meeting.

Old Business:

- 1. Business Retention Interviews** – 2 interviews are completed. Summer is taking toll on scheduling the interviews. New intern **(KC)** will help with scheduling.
- 2. PCEDA (Alliance) update:** Reviewed via emailed meeting minutes.
- 3. Branding – (MM)** restated that **(AK)** represents the HRC concerning county branding coordination.
 - **(MR)** motioned to confirm; **(MM)** seconded; motion passed (3-0)
- 4. 2011 Zoning Map Update** - 2010 zoning map corrections are incorporated in a working map and final version of Zoning Maps. Final map changes to revert the municipal zones back to the original R-1 classifications are complete.
 - **(AK)** to get this approval on the Planning Commission agenda.
 - **(DeSCo)** Recommends that the Town consider all future land annexation automatically changes the land use classification to R-1 unless otherwise specified by the Town. **(MM)** motioned to approve R-1 recommendation; **(AK)** seconded; motion passed (3-0)
- 5. Farmer's Market – (MM)** Reported Thursday Farmer's Market going well. Eight (8) different vendors have participated since beginning Thursday July 14
- 6. Land Options** – Still pursuing land options around town perimeter. Annexation strategies were also discussed. There is a need for local landowner partnerships to help develop the Town.
- 7. Business Licenses/ Renewals – (MM)** reported that about 75% renewal notices issued were responded to thus far.
 - a. A local new business not only requires local and county licensing, but state and federal licensing as well. HRC needs legal advice from the Town attorney:
 - **(AK)** motioned to consult attorney; **(MM)** seconded; passed (3-0)
- 8. Project Milwaukee** – Land negotiations are still in progress.
- 9. New HRC commissioner** – Under consideration.

New Business:

- 1. HRC Intern** – Kathy Ceperich **(KC)** will be the new intern assisting the HRC in organizing, developing, and pursuing the goals set forth in the 2010 Comprehensive Plan. She will be participating in HRC activities for at least 4 months. She is pursuing her MBA at PNC and has experience working with communities and civic organizations in NW Indiana.
 - Final contract language will be reviewed and contract issued with a start date of August 8, 2011.
- 2. Capital and Operational Budgets** – No business
- 3. Commission Member/ Liaison Comments:** None
- 4. Public Comments:** None

Next meeting: Monday, September 12, 2011 @ 7:00 PM.

Adjournment: **(MM)** motioned to adjourn; **(AK)** seconded; passed (3-0)

Shawn Ensign, HRC President

Alan Kirkpatrick, HRC Secretary