

# HEBRON REDEVELOPMENT COMMISSION (HRC) MEETING MINUTES

## 7:00 PM – Monday - July 11, 2011 – HRC Conference Room

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**Call to Order:** HRC President Shawn Ensign called the Redevelopment Commission meeting to Order and attendees recited the Pledge of Allegiance.

### **Attendees:**

Commission members present: Shawn Ensign (**SE**), Mike Mantai (**MM**),  
; Alan Kirkpatrick (**AK**)

Commission members not present: Mike Reich (**MR**)

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

Liaisons present: Don Ensign, Hebron Town Council President (**Town**)  
Dr. John Felton, Chamber of Commerce (**CofC**);  
Jim Shelhart, Hebron Public Works, (**HPW**)

### **Administrative Approvals:**

- 1. June 13, 2011 meeting minutes** were not available. HRC wireless connection and server are down. Secretary to bring hard copies of meeting minutes as back up until problems is resolved.
- 2. Treasury Expenditures:** HRC reviewed (0) invoices from the Town Treasurer:

### **Agenda - Strategic Business:**

- 1. TIF Resolution NO. 2011-0711-01** – Capture of Assessment Notice for the Hebron Allocation Area-10 was reviewed. Approval of capture is needed before July 15, 2011 to generate Tax Increment for distribution in 2012.
  - (**MM**) *motioned to approve resolution;*(**AK**) *seconded; motion passed (3-0)*
    - HRC was informed that the Town was notified that the 2011 tax limit has been met for the MSD of Boone Twp., Boone Twp, and the Town of Hebron.
- 2. Web page** – on hold until use and need and upkeep is determined.
- 3. Gateway Sign landscaping and lighting RFP's** – Funds to pay Allen Landscaping will come from the 2011 - Porter County (Alliance) Grant. Allen needs half the award amount upfront or \$3600 to begin.
  - \$7200 will come from 2011 Alliance grant / half from general balance until grant comes through
    - (**AK**) Motioned to approve; (**MM**)seconded; motion passed (3-0)
  - Start ASAP
    - (**MM**) Motioned to approve: (**AK**)seconded; motioned passed (3-0)
  - Locates are required for the south, east and west signs.
- 4. North End Infrastructure** – RFI is ready for issue to selected Engineers for the study. Targeted RFP issue date is this year.
  - (**DeSCo and HPW**) to create list of vendors for RFI issuance.
- 5. Parking Lot Management** – (HRC) determined to focus this effort on paving in 3 Downtown and 1 North end locations.
- 6. Christmas Street Decorations** – The Town informed the HRC that Christmas decorations generally cost \$4000 per annum.
  - (**HRC**) to contact HAP Industries on 2011 decoration arrangements.
- 7. North ice skating area and Community Center Lighting** - Tabled.
- 8. Wayfinding** –\_Wayfinding Signage Workshop on 6/25 with Beautification Committee:
  - Location / content decisions were documented on a map and spreadsheet.
  - Recommend to purchase the maximum of 10 signs.
  - Recommend to purchase 2 additional posts for back-up.

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- Need to finalize content and font size on sign face, basing the content on established graphic standards for distance and speed of viewer.
- Town suggested using a full size mock-up with 2x4's and cardboard template to locate final locations.
- Sign to have red field with white "reflective" lettering.

**9. Network Development** – Introductory email contact has been made. Follow-up to be performed by Shawn Ensign.

**10. Economic Development Director**– Discussion on adding Economic Development Director to the title of the HRC President was tabled until next meeting.

### **Old Business:**

- 1. Business Retention Interviews** – 20 interviews will be conducted by July 31. HRC members were asked to identify their four companies to be interviewed as soon as possible.
- 2. PCEDA (Alliance) update:** Town budget workshop is July 14 to discuss county funding cuts affecting the MSD, Boone Twp and the Town of Hebron.
- 3. 2011 Zoning Map Update** - 2010 zoning map corrections are incorporated in a working map and final version of Zoning Maps.
  - **(DeSCo)** will make the final map changes to revert the municipal zones back to the following classifications. This will be ready next meeting.
- 4. Farmer's Market – (MM)** First Farmer's Market will be Thursday July 14
  - a. Farmer's Market will be held Thursdays from 3-dusk.
  - b. No end date was established.
  - c. Fruit, vegetable, and selected vendors will be solicited.
  - d. Announcements to be published in Advertiser, the Times and the KV Post.
  - **(AK)** *motioned to approve publicity; (MM) seconded; motion passed (3-0)*
- 5. Land Options** – East commercial and industrial land annex options were discussed.
  - a. Letters need to be issued to landowners to consolidate multiple lots in Norbeh.
  - **(AK)** *motioned to write letters; (MM) seconded; passed (3-0)*
- 6. County hospital fund** – Status of PMH fund distribution is still pending.
- 7. Business License Renewals** – **(MM)** reported that 40 renewal notices were issued with 36 responses thus far.
- 8. Project Milwaukee** – Land negotiations are in progress.
- 9. New HRC commissioner** – Under consideration.
- 10. HRC Intern – (SE)** Potential HRC Intern is a PNC MBA candidate
  - a. Duties would include, but would not be limited to the following:
    1. Assisting with Farmer's Market development and marketing
    2. Cataloging available business locations and square footage.
    3. Assisting with business license renewal
    4. Assisting with Business Retention interviews
    5. Assisting with Grant research
    6. Assisting with marketing strategies
  - b. A stipend of \$100 per month and travel expense reimbursement for mileage at the Town approved rate was recommended starting with an expectation of one trip a week to Hebron.
    - **(MM)** *motioned to approve stipend and mileage; (AK) seconded; motion passed (3-0)*

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**New Business:**

- 1. Postage stamps** – HRC needs \$200 worth of stamps
    - **(MM)** motioned to approve purchase; **(AK)** seconded; motion passed (3-0)
  - 2. Capital and Operational Budgets** –
    - a. 2011 TIF draw review. Discussion on this potential strategic protocol will be tabled until next meeting.
    - b. Town Clerk needs to add an “events” line item to the HRC budget for tracking distribution of funds.
      - **(MM)** motioned to add line item; **(AK)** seconded; motion passed (3-0)
  - 3. Commission Member/ Liaison Comments:**
    - a. Main Street block party, Saturday, October 1 – Laser show, music, food
    - b. HRC asked to sponsor Block Party Laser Show on October 1, 2011 @ NTE of \$3000
      - **(MM)** motioned to approve sponsorship; **(AK)** seconded; motion passed (3-0)
  - 4. Public Comments:** None
- **Next meeting: Monday, August 8, 2011 @ 7:00 PM with a possibility of executive session @ 6:30 before the public meeting.**
- **Adjournment: (AK) motioned to adjourn; (MM) seconded; passed (3-0)**

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Shawn Ensign, HRC President

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Alan Kirkpatrick, HRC Secretary