

# HEBRON REDEVELOPMENT COMMISSION (HRC) MEETING MINUTES

7:00 PM - June 13, 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:** 1 Guest was in attendance.

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

Commission members not present: Brian Peters (**BP**)

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

Liaisons present: Don Ensign, Hebron Town Council President (**HTC**)  
Dr. John Felton, Chamber of Commerce (**CofC**);  
Chris Stalbaum, Town Website Mgr.

## **Administrative Approvals:**

- 1. May 18, 2011 meeting minutes** were distributed and reviewed.
  - (**MM**) *motioned to approve; (MR) seconded; motion passed (4-0)*
- 2. Treasury Expenditures:** HRC reviewed (5) invoices from the Town Treasurer:
  - (**MR**) *motioned to approve; (MM) seconded; motion passed (4-0)*

## **Agenda - Strategic Business:**

- 1. Web page** – The 2011 Alliance grant of \$25,000 appropriated \$10,000 for updating the Town's web page. Upon review of the current webpage usage, the HRC recommends that the website information gathering, data entry methodologies, information sharing and information management protocols be established, implemented and enforced by the Town before funds are expended on upgrades. This Alliance appropriation could be used for current pressing Town redevelopment needs.
- 2. Gateway Sign landscaping and lighting RFP's** – All bid conditions were verified as requested as criteria for award at the May 18 HRC meeting. Therefore, Allen's Snow Removal & Lawn Care Inc. is awarded the not-to-exceed contract amount of \$1,800 for each gateway sign, totaling \$7,200 for all four (4) locations.
  - (**DeSCo**) and (**SE**) will sign the notice of award letter. Work begins ASAP.
- 3. North End Infrastructure** – The Town grant writers have not been successful finding funds for the Phase I engineering for the north end infrastructure expansion of the Town's storm water system. If the installation target date of 2012 is to be maintained, engineering must occur soon. Funding options were discussed and reviewed on how to proceed. Current funds and TIF options were discussed.
  - The following two (2) recommendations were made:
    - 1) Amend the 2011 Alliance Grant allocation for website upgrades and the unused Wayfinding balance for use on the North End Infrastructure - Phase 1 Engineering:
      - (**MR**) *motioned to approve; (MM) seconded; motion passed (4-0)*
    - 2) DeSCo to issue an RFI to storm water engineering firms to quote fees for engineering services:
      - (**MR**) *motioned to approve; (AK) seconded; motion passed (4-0)*
- 4. Parking Lot Management** – HRC discussed control of service access to businesses from municipal parking and general lighting provided for the lots.
- 5. Christmas Street Decorations** – (**HRC**) has been funding seasonal changes to the street decorations. The Town is asking HRC to now fund only the rental of the winter season lights, wreaths, and banners. Action was tabled until a cost is presented.
- 6. North ice skating area and Community Center Lighting** – Action was tabled until feasibility and actual need can be determined.

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7. **Wayfinding** –The main street Beautification Committee recommended Option 2 of the proposed Wayfinding standards. A workshop is needs for content and locations.
  - **Wayfinding Signage Workshop – 9 am Saturday, June 25 @ the HRC.**
8. **Network Development** – (**DeSCo**) and (**SE**) are coordinating this effort.
9. **Economic Development** – Discussion on an appointment of an official Economic Development Director was tabled until next meeting.

### Old Business:

1. **Business Retention Interview** – 20 interviews need to be conducted by July 31. Each HRC commissioner will conduct 4 to 5 interviews. Once the business license list is established, approximately 20 businesses will be targeted for initial interviews.
2. **PCEDA (Alliance) update:** Meetings are held on second Wednesday's. (**DeSCo**) will post notes after next meeting. Town and Twp. funding is being reduced and cut in 2011.
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:
    - SE corner of Main and Sigler - C1 classification.
    - North water treatment annex and Utility drive annex – R1
4. **Farmer's Market** – (**HRC**) will visit local farmer's markets in Valpo and Chesterton. HRC will have Hebron's market in late July and in August. Wednesday 4 pm to dusk was discussed in March. Only those who have a permit will be allowed to set up a 10x10 tent.
5. **Land Options** – East commercial and industrial land annex options were discussed.
6. **County hospital fund** – Status of PMH fund distribution will be public this month.
7. **Business License Renewals** – (**MM**) reported that renewal notices will be completely sent out this month.
8. **DeSCo contract renewal** – June 1, 2011 – May 31, 2012 contract was reviewed.
  - (**MM**) *motioned to approve contract; (MR) seconded; motion passed (4-0)*
  - A P.O. will need to be written for this contract renewal.
9. **Project Milwaukee** – Land negotiations are in progress.

### New Business:

1. **Capital and Operational Budgets** – First 2011 TIF draw has been received.
  - a. (**MR**) expressed concern about the need to review capital and operational budgets on a regular and timely basis. Discussion on this potential strategic protocol will be tabled until next meeting.
2. **Commission Member/ Liaison Comments:**
  - a. June 23-26 - Hebron Summer Fest –Thurs/Fri/Sat/evenings–Sunday/noon to 5
  - b. July 4<sup>th</sup> – HRC will have tent to sell personalized pavers.
  - c. Main Street block party October 2 – Laser show, music, food
    1. Town will ask HRC to sponsor laser show – cost requested
  - d. Pav's 1<sup>st</sup> Anniversary celebration
  - e. Town, Twp, and MSD financial meeting with county is June 21. Proposed and anticipated future cuts will be discussed.
3. **Public Comments:** None

➤ **Next meeting: Monday, July 11, 2011 @ 7:00 PM**

➤ **Adjournment:** (**AK**) *motioned to adjourn; (MM) seconded; passed (3-1)*