

HEBRON REDEVELOPMENT COMMISSION (HRC) MEETING MINUTES

8:00 PM - May 18, 2011 – HRC Conference Room

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

Attendees: 2 Guests were 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, Hebron Chamber of Commerce (**HCofC**);
Jim Shelhart, Public Works Director (**HPW**)

Approvals:

1. April 20 and May 4 meetings for were cancelled due to lack of quorum.
2. **Treasury Expenditures:** HRC reviewed (6) invoices from the Town Treasurer:
 - (**MR**) *motioned to approve; (MM) seconded; motion passed (3-0)*

Agenda - Set Business:

1) PCEDA (Alliance) update: (DeSCo)

a) HRC received the \$25,000 LEDO grant requested for HRC website development and HRC wayfinding signage.

- An RFP process will now start for the new website.
- Wayfinding signage RFP responses will now be reviewed with Town.

b) **South County Economic Development-** New county administration is holding a meeting on May 24, 2011 discussing and reviewing the collective and independent efforts of all county economic development agencies.

- (**DeSCo**) will advocate the South County interest.

2) Region and County Projects: (DeSCo) 2011 standing agenda items;

1. **Web page** – A \$25,000 grant has been awarded through the Alliance, \$10,000 of which is appropriated to the update of the web page. The HRC will use \$5,000 from EDIT funds to complete the project. An RFP will be written, reviewed, and issued to multiple local and regional website designers/ administrators. RFP will specify conceptual content and structure of the HRC website design and administration.

- (**DeSCo**) to develop and issue website RFP.

2. **Gateway Sign landscaping and lighting RFP's** – 3 RFP responses were received and reviewed for all 4 gateway signs. Allen's Snow Removal and Lawn Care Inc. has the low bid of a not-to-exceed amount of \$7,200 total, \$1,800 for each gateway sign.

- (**MM**) *motioned to approve; (MR) seconded; motion passed (4-0)* pending final verification of the following:
 - a. Comparison of RFP content and not-to-exceed RFP response content.
 - b. Warranties and guarantees.
 - c. References.
 - d. Perennial vegetation list.

3. **Infrastructure** – Grants are being pursued to fund Town storm water infrastructure expansion to the north end. Phase I, the design phase will be focused on system design and engineering. The focus of the HRC is to complete Phase I in 2011. Target installation date of this work is spring 2012. HTC explained that the grant proposal writers are being funded by the Town and the Town ultimately decides where these grant writing funds are used.

4. **Wayfinding** – The main street Beautification Committee will be asked to review RFP responses and will assist the HRC in making a recommendation to the Town.

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- **(MR)** – Mike Reich to present RFP responses to the Beautification Committee.
- 5. Town Business Coupons** - HawkBucks and HawkBizNetwork can follow the Groupon model. This would be integrated into the new website through sites like ShopLocal.com and have links with Town social media and the Town e-newsletter.
- 6. Marketing Network** – Meetings are being scheduled connecting the Town economic development representatives with strategic local, county and regional entities to promote the Town.
- 7. Economic Development** – It is very important for the Town to have a singular contact for economic development.
 - HRC will discuss and then make a recommendation for an official Economic Development Director.
- 8. Business Retention** – HRC will work with the Chamber of Commerce to hold meetings concerning retaining businesses in town and in the south county. These meetings are scheduled for May 26th at 2:00 p.m.
- 9. 2011 Zoning Map Update** - 2010 zoning map corrections are incorporated in a working map and final version of Zoning Maps.
 - These documents were reviewed and approved by the Planning Commission (HPC) in the April HPC meeting pending legal review of creating a new municipal zone and municipal code. After review by Town legal counsel, the HRC recommendation to rezone and write a new Municipal code was deemed an unnecessary change.
 - DeSCo will make the final map changes to revert the municipal zones back to the original Commercial - C1 classification.

New Business:

1. Commission Member/ Liaison Comments:

- a. Residential Development** – Home locations and type of homes Hebron needs to attract new residents and while retaining existing residents was discussed.
- b. DeSCo HRC protocol and procedure recommendations** –
 - (1) HRC meeting minutes must be posted on the website in a timely manner.
 - (2) With the previous 2 HRC meetings cancelled due to no quorum, DeSCo made the following recommendations:
 - (a) Meet once a month the week before Town council. Therefore, change the day and time of the open meeting to 7:00 PM on the second Monday.
 - (b) If required, an executive closed session would be publicized and held at 6:30 PM before the regularly scheduled open periodic meeting.
 - (c) Meeting agenda would be set by end of week one – meeting minutes would be reviewed and posted on the web by end of week two – action items reminders will be issued at by end of week three.
 - (3) All commissioners were in agreement to test this format out for June 13, July 11, August 8, and September 12. No vote was taken.

2. Public Comments: Potential new business owners were in attendance discussing and informing the HRC of their intentions to build and open within town limits by years end.

➤ **Next meeting: Monday, June 13, 2011 @ 7:00 PM**

➤ **Adjournment: (MM) motioned to adjourn; (AK) seconded; passed (4-0)**