

# HEBRON REDEVELOPMENT COMMISSION (HRC) MEETING MINUTES

## 7:00 PM – Monday - October 10, 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:** two guests: Town Councilmen

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

Liaisons present: Don Ensign, Hebron Town Council President **(Town)**  
Jim Mooney, HRC Consultant **(DeSCo)**

### **Administrative Approvals:**

- 1. September 12, 2011 meeting minutes** were reviewed:
  - **(MM)** motioned to approve; **(MR)** seconded; motion passed (4-0)
- 2. Treasury Expenditures:** HRC reviewed (3) invoices from the Town Treasurer:
  - **(MR)** motioned to approve; **(MM)** seconded; motion passed (4-0)
- 3. HRC Intern** – Due to health issues, Kathy Ceperich has not been able to assist the HRC in monthly duties and has tendered her resignation.
  - **(MM)** motioned to approve; **(MR)** seconded; motion passed (4-0)

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

- 1. North End Infrastructure** – RFP's will be issued ASAP adding more local engineering companies. RFP's will be due before next meeting – a November 4 due date was recommended to DeSCo.
- 2. Parking Lot Management** – tabled.
- 3. Christmas Street Decorations** – **(MR)** Contacted HAP Industries.
  1. All options of leasing or purchasing decorations with Town: storage, install and removal or vendor: storage install and removal were discussed
  2. Current Christmas decoration contract extends through this season until October 2012 - meaning next year - a decision is required on how to proceed.
- 4. Wayfinding Signage** – **(MR)** cost for 12 poles and 12 graphic panels is \$25,560.00. 10 signs and panels will be installed and lettered. 2 signs are for additional signage and back-up. Funding sources recommended are
  1. Porter County grant: keep \$15,000 for engineering study and use remainder of grant money for Wayfinding.
  2. Use CEDIT miscellaneous expense line item balance for Wayfinding.
  3. Use T.I.F. funds for the remaining Wayfinding balance.
  4. DeSCo directed to notify Steindler Signs of the decision and to initiate sign development.
    - **(MM)** motioned to approve purchase; **(MR)** seconded; motion passed (4-0)
    - **(MM)** motioned to have DeSCo finalize funding source amounts with Town; **(MR)** seconded; motion passed (4-0)

### **Old Business:**

- 1. Network Development** – Follow-up to be performed by Shawn Ensign. One meeting per quarter will be scheduled with 4 key regional contacts.
- 2. Not on agenda.**
- 3. Business Retention Interviews** – 7 interviews are completed. More to come.
- 4. Branding** – **(AK)** 2 meetings have occurred. Next meeting is Tuesday, October 24.
- 5. 2011 Zoning Map Update** - 2010 zoning map approved.
- 6. Farmer's Market** – **(MM)** It is now pumpkin season and then it is over. Next year HRC should begin publicity after WinterFest. Market could have a new name. Season should

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be from mid-April to end of Oct or first week of November. Permits fee charges could be weekly, monthly, or seasonally accessed with discounts for extended durations.

- 7. Land Options** – Looking at larger tracts of land to the NE and smaller tracts within community. Current focus is on Norbeh with primary entrance on the six acre plot.
- 8. Business Licenses/ Renewals – (MM)** 10 to 12 licenses are still outstanding.
- 9. Project Milwaukee – (DeSCo)** continues to seek meeting with prospect without success. Additional hardware owners and chains are also being pursued at this time.
- 10. Project Stan - (DeSCo)** is pursuing this potential business type.
- 11. New HRC commissioner** – SE instructed to place call to confirm placement.
- 12. Rate studies - (DeSCo)** This was originally intended to be a project for the intern. The loss of this position requires that it be re-assigned.
- 13. (SE)** Block party was a great success. An impact study may be needed to add these fees to the mix.
  - a. Power connectivity improvements will be made for next year.
  - b. A vendor location map will be made to use next year.
- 14. (SE)** County Tourism grant fund forms were filed before a Sept 30 deadline for use on block party and Winter Fest events during the next 3 years.
- 15.**

**New Business:**

- 1. Capital and Operational Budgets** – Town will be approached to customize the HRC financial statement to reflect better the balances available from all funding sources.
- 2. Commission Member/ Liaison Comments:**
  - **(SE)** New Intern from PNC and Ivy Tech will be pursued.
  - **(Town)** Town is in real need of municipal ordinances to require building contractor licensing and bonding. HRC and Town will investigate other municipality requirements and make recommendations to Planning Commission at some point in the future.
  - **(Town)** Local organization sign display location needs reviewed.
    - Suggested to review an electric box screen @ SE corner of 8 & Main and a sign board design with beautification committee **(MR)**.
- 3. Public Comments:** None

**Next meeting: Monday, November 14, 2011 @ 7:00 PM.**

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

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Shawn Ensign, HRC President

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Alan Kirkpatrick, HRC Secretary