



Business Development Commission
Meeting Minutes
August 14, 2019
Hampshire Village Hall

Call to order at 6:32 pm

Present: Commissioners Bill Swalwell, Mike Armato, David Pizzolato, Ian Lamp and Trustee Ryan Krajecki

Absent: Susie Kopacz and Joe Lazzar

Public Comments:

- Claudine from Incredible Builders came and sat in to learn about the ongoing of business development within the Village.

Meeting Minutes Approval From 7/11/19:

- The commission reviewed and Commissioner Pizzolato moved to make a motion to approve.
 - Second by Commissioner Swalwell

Main Street Program:

- Trustee Krajecki tabled the next steps for progressing along the Main Street Organization 4-point program. We discussed property inventory, local organizational inclusion and next steps of an outreach program.
- Inventory – After much discussion about the best way to keep current on the available land and properties in the Village, we agreed that larger companies would already do their own research and it would be best for the BDC to develop a process to collect available properties prior to any new small business meetings. The group will put together a process that leverages local realtors and online listing data.
- Local Organizations – The BDC feels that it is important to bring together all the local Hampshire organizations to work on one goal to assist us in defining Hampshire. The commission feels that organizing a meeting with a key stakeholder from each group, along with members of the Village board, will assist us in brainstorming how all can work together. Trustee Krajecki will work on an invite list, along with an agenda to share at September's meeting. We will aim to have that meeting in October.
- Small Business Outreach – Trustee Krajecki and Commissioner Pizzolato met the last week in July to discuss what are the next milestones before aggressively pursuing an outreach program to small businesses. The last two elements were an incentive package along with an inventory process as described above. We will revisit after September's meeting.

Marketing Discussion

1. Trustee Krajecki presented the first draft of the marketing draft of the brochure put

together by Mayor Magnussen's designer. The BDC felt that it was in our best interest to look into (3) agencies that specialize in these brochures to expedite and showcase Hampshire in the best light. Commissioner Pizzolato will develop a creative brief to the agencies for them to quote on and get back to us by September's meeting.

Façade Program

- Trustee Krajecki advised the commission that Resource Bank has also developed a façade program and other potential small business loans for businesses in Hampshire (new and existing). They will present their program to the commission and will host the next meeting at their Hampshire branch location.
- Commissioner Swalwell presented the following updates to the façade program.
 - Petersen Fuels – Has the quotes and Village authorization to begin work, just waiting on them to execute
 - Harvest Real Estate – Has completed windows and was waiting for reimbursement before they start work on the painting
 - Speckled Fawn – Is working with contractors to line up the enhancements but is running into delays on getting finalized quotes.
 - ChiroPlus, Attorney Nils Von Keudell and Roy's Place.
 - Trustee Krajecki discussed the board's review of the original wayfinding proposal and would like the Beautification Committee to build out and get quotes for wayfinding signage throughout the Village. Once bids are in hand, the Board will vote on moving forward.
 - Agenda item C was added by Trustee Krajecki – Trustee Krajecki tabled the proposal that the Village should draft an approval letter for all approved or denied applicants that submit for the façade improvement program. The BDC feels this should be a boiler plate document that is originally drafted by the Village Attorney. Trustee Krajecki will bring this to the Board.
 - Agenda item D was added by Trustee Krajecki - Nils & Connie Von Keudell: Application was submitted in March, but a formal review was not completed by the Beautification Committee prior to work being completed as is a requirement of the grant process. Roofing repairs in the amount of \$2,862.41 were submitted, but were determined to not be in the scope of the ordinance Guidelines under Section 3. The BDC reviewed their complaint and agreed not to refund 25% of the work because the approval steps were not followed as outlined in the application.
- Trustee Krajecki to present the current status and proposals to the Village board during the August 22nd meeting.

Information about the DCEO changes and support

- Trustee Krajecki presented a recap of the DCEO changes in the state of Illinois and how economic development has become a main initiative. In addition, every town is assigned

a representative, who for Hampshire is Michelle Michals. Ryan had a very good call with her and she is excited to learn more about Hampshire and attend an upcoming meeting.

Discussion Regarding BDC reviewing all proposals that will have economic impact on the Village

- Trustee Krajecki wanted to get the groups feelings on the BDC providing an opinion to the Village Board on all deals cut with incoming companies to the Village Board from an economic development perspective. He did acknowledge that every building proposal receives planning and zoning opinions but does the BDC feel we need an economic impact opinion for the Board to consider. The Commission unanimously agreed due to the individual perspectives that make up the BDC and how each's backgrounds can be used as another data point and asset to the Village Board's decision. BDC members will work to be in attendance at the August 22nd Village Board meeting.

Hampshire's Very Own

- The new schedule is as follows of the company profiles to be showcased:
 - Tuscan Wine (August)
 - Blocks (September)
 - Hampshire Cleaners (October)
 - Century 21 (November)
 - Luxor Nails (December)
 - Incredible Builders (January)

New or Existing Business Update

- There are no updates

Other

- Mike Armato announced his resignation from the BDC and the group had thanked him for his foresight to develop the commission and all the work and effort he contributed since its inception.

Adjourn

- Commissioner Lamp moved to make a motion to adjourn at 8:34
 - Second by Commissioner Armato
 - Motion carried by voice vote:
 - Ayes: Lamp, Armato, Swalwell, Pizzolato, Krajecki
 - Nays: None
 - Absent: Kopacz and Lazzar