



EMBRACE OPPORTUNITY  
HONOR TRADITION

**Village President**  
Mike Reid, Jr.

**Village Trustees**  
Heather Fodor  
Aaron Kelly  
Toby Koth  
Lionel Mott  
Laura Pollastrini  
Erik Robinson

Meeting Agenda  
Business Development Commission  
December 14, 2022, 6:30 p.m.  
234 S. State St. Hampshire, IL 60140

1. Call to Order
2. Public Comments
3. Review of meeting minutes from October 12, 2022
4. Conversation about Density of Types of Businesses (Kelly)
5. Beautification Committee Report
6. Developing a long-term strategy for the Business Development Commission
  - A. Evaluation/selection of economic development strategies
7. Review of survey results (Pizzolato)
8. Discussion on what direction we are heading after Economic Development Strategy
9. Hampshire's Very Own
  - A. List of remaining companies
    1. Beautification Committee
    2. RK Services
    3. Krueger Accounting
    4. Iron Wok
    5. Hampshire Social
    6. Garden Berry
    7. Alfano's
10. Update on new or existing businesses in the Village
11. New Business
12. Adjournment

VILLAGE OF HAMPSHIRE

234 S. State Street, P.O. Box 457, Hampshire, IL 60140-0457  
847-683-2181 phone / 847-683-4915 fax

[hampshireil.org](http://hampshireil.org)

Attendance: By Public Act 101-0640, all public meetings and public hearings for essential governmental services may be held by video or tele conference during a public health disaster, provided there is an accommodation for the public to participate, and submit questions and comments prior to meeting. If you would like to attend this meeting by Video or Tele Conference, you must e-mail the Village Clerk with your request no later than noon (12 PM) the day of the meeting. A link to participate will be sent to your e-mail address, including all exhibits and other documents (the packet) to be considered at the meeting.

Recording: Please note that all meetings held by videoconference will be recorded, and the recordings will be made public. While State Law does not required consent, by requesting an invitation, joining the meeting by link or streaming, all participants acknowledge and consent to their image and voice being recorded and made available for public viewing.

Accommodations: The Village of Hampshire, in compliance with the Americans with Disabilities Act, requests that persons with disabilities, who require certain accommodations to allow them to observe and/or participate in the meeting(s) or have questions about the accessibility of the meeting(s) or facilities, contact the Village at 847-683-2181 to allow the Village to make reasonable accommodations for these persons.



**Village President**  
Mike Reid, Jr.

**Village Trustees**  
Heather Fodor  
Aaron Kelly  
Toby Koth  
Lionel Mott  
Laura Pollastrini  
Erik Robinson

Business Development Commission  
Meeting Minutes  
234 S. State St, Hampshire, IL 60140  
(Virtual Meeting Optional)

The regular meeting of the Business Development Commission of Hampshire was called to order by Commissioner Krajecki in person and through a MS Teams video chat on October 12th, 2022.

1. Call to order at 6:33 pm

In-person: Commissioners Ryan Krajecki, Karen Trzaska, Bill Swalwell, Meagan Rago, Liz Martin, David Pizzolato, Trustee Aaron Kelly and Village Manager Jay Hedges.

Roll call confirmed - (quorum established)

2. Public Comments:

- None

3. Meeting Minutes Approval From 9/14/22:

- Commissioner Pizzolato moved to make a motion to approve the 9/14/22 meeting minutes
  - Second by Commissioner Trzaska
  - Motion carried by voice vote:
    - Ayes: Trzaska, Swalwell, Krajecki and Pizzolato
    - Nays: None
    - Abstained: Kelly, Rago, Martin

4. Update of the Downtown Streetscape Project

- Village Manager Jay Hedges discussed that the native landscaping was recently installed and will sustain our environment. The streetlights will be installed this week and the clock has been updated and is working. Project will be fully complete by next week.
- The next possible improvement would be wayfinding signage added throughout the Village

**VILLAGE OF HAMPSHIRE**

234 S. State Street, P.O. Box 457, Hampshire, IL 60140-0457  
847-683-2181 phone / 847-683-4915 fax

[hampshireil.org](http://hampshireil.org)

## 5. Beautification Committee Report

- Commissioner Swalwell presented the following Façade Program updates:
  - Blocks – Painting is done, the rest of the update is in progress including masonry
  - Garden Berry – A final contractor has been accepted and will commence work in the coming weeks.
  - The Kave façade update is in progress including roofing, gutters, etc.
  - Hampshire Social – Exterior works is near complete. Interior work is in progress and their anticipated grand opening is expected near Christmas

## 6. Developing a long-term strategy for the Business Development Commission

- Commissioner Krajecki recapped the work that the BDC has completed throughout the year regarding the long-term strategy as it relates to business development for the Village.
- The BDC reviewed and discussed the future business strategies as it applies to evaluation and selection of the economic development strategies.
- Commissioner Pizzolato will put together a survey to collect the BDC's ranking to the lenses on the project.

## 7. Hampshire's Very Own

- The current schedule of Hampshire's Very Own articles will be as follows:
  - Business Development Commission & Beautification Committee
  - RK Services
  - Krueger Accounting
  - Iron Wok
  - Hampshire Social
  - Garden Berry
  - Alfano's
  - The Body Shop

## 8. Update on New or Existing Business Update

- New commercial businesses in town include Harps Lounge, Hampshire Social, Garden Berry and Alfano's
- Logistics Park updates (I-90 truck stop): Vista and Freight Union are currently being developed and the Village received an inquiry from a global logistics facility for up to a 20-acre parcel of land.
- A food truck business is looking to locate in between the Chick n' Dip and the business to the east.

### VILLAGE OF HAMPSHIRE

234 S. State Street, P.O. Box 457, Hampshire, IL 60140-0457  
847-683-2181 phone / 847-683-4915 fax

[hampshireil.org](http://hampshireil.org)

## 9. Adjourn

- Commissioner Pizzolato moved to make a motion to adjourn at 8:42 pm.
  - Second by Trustee Kelly
  - Motion carried by voice vote:
    - Ayes: Trzaska, Swalwell, Krajecki, Kelly, Rago, Martin and Pizzolato
    - Nays: None

### VILLAGE OF HAMPSHIRE

234 S. State Street, P.O. Box 457, Hampshire, IL 60140-0457  
847-683-2181 phone / 847-683-4915 fax

[hampshireil.org](http://hampshireil.org)

### **Charting the Course:**

Aaron Kelly, Josh Wray, and myself got together for a meeting last week where we were able to lean on Aaron's expertise in developing strategies in the corporate world as well as Josh's expertise from his Master's in Public Administration studies. Together we laid out a road map for the development of our Economic Development Strategy. Please find those steps below.

#### ***Agenda Items***

##### *Step 0*

Discussion of Josh's synopsis to facilitate understanding. This should be driven less by board members additional ideas and more about filling in gaps and misunderstandings

##### *Step 1*

Review of the Hampshire BDC Mission Statement. This should be an open discussion as to whether or not it is complete or includes things that should be omitted. We are not rewriting this statement at all, but rather affirming that there are no major errors in the statement.

##### *Step 2*

Define goals for the EDS Strategy

##### *Step 3*

Define multiple strategies underneath each goal for achieving them

##### *Step 4*

Define Objectives for each strategy

##### *Step 5*

Identify key stakeholders in the community that will be effected as well as contribute to the mission

##### *Step 6*

Identify key metrics that the village can track to assess progress towards the goal

##### *Step 7*

Set a schedule for achieving those goals

##### *Step 8*

Build a plan working backwards from the schedule specifying certain tactics with timelines

##### *Step 9*

Use Metrics to measure progress and modify the plan as we move forward