



Village President
Mike Reid, Jr.

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

Business Development Commission
Meeting Minutes
February 14, 2024
Hampshire Village Hall
234 S State St, Hampshire, IL 60140

The regular meeting of the Business Development Commission of Hampshire was called to order by Commissioner Martin in person on February 14th, 2024.

1. Call to order at 6:31 pm

In-person: Commissioners Liz Martin, Bill Swalwell, David Pizzolato, Meagan Rago and Village Assistant Manager Mo Kahn.

Virtual: Trustee Aaron Kelly

Absent: Commissioners: Karen Trzaska and Jill Van Reit

Roll call confirmed - (quorum established)

2. Establish Virtual Meeting Guidelines (moved from agenda item #6)

- Commissioner Pizzolato moved to make a motion to adopt the Village of Hampshire Remote Attendance Policy for the BDC.
 - Second by Commissioner Swalwell
 - Motion carried by voice vote:
 - Ayes: Rago, Martin, Swalwell and Pizzolato
 - Nays: None
 - Absent: Van Reit and Trzaska

3. Silent moment of remembrance for John Fenzel and Linda Vasquez

4. Public Comments:

- None

5. Meeting Minutes Approval From 12/13/23:

- Commissioner Martin moved to make a motion to approve the meeting minutes from 12/13/23.
 - Second by Commissioner Pizzolato
 - Motion carried by voice vote:
 - Ayes: Rago, Martin, Swalwell, Kelly and Pizzolato
 - Nays: None

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- Absent: Van Reit and Trzaska

6. Establish BDC 2024 Meeting Schedule

- The BDC agreed to the meeting schedule for 2024, which will be the second Wednesday of every month.

7. Façade Applications

- Village Assistant Manager Kahn presented the follow-up from the BDC's last meeting, regarding reimbursement policy. According to the façade program guidelines, façade reimbursement is only applicable to the work that was approved for reimbursement by the Village Board.
- The guidelines also state that the work must be completed 6 months after a grant is approved by the Village Board. Grant extensions are available and must be applied for in the event the work cannot be completed. That language will be added for transparency to the award letter.

8. Beautification Committee Report

- Commissioner Swalwell presented that the following facade application updates as follows:
 - Stitching on State – will start once the weather is warmer.
 - The Kave - complete
 - State Farm Insurance/State Farm Façade Grant – masonry work from the building owners grant will begin in March and a secondary grant for an awning will be submitted by the tenant.
 - Magnussen Insurance - complete
 - Farmers Insurance - will start once the weather is warmer.
 - Meli's Café – complete
- Commissioner Swalwell will collect and document anticipated projects that may be submitted in fiscal year 2025 for the Village Board.
- The Commission discussed if a taxing body would be eligible for a façade grant, since they also collect tax. The BDC agreed that every application should be discussed and a formal recommendation to the Village Board would be based on a given project.

9. Main Street Membership

- Village Assistant Manager Kahn contacted the Main Street organization to identify what the BDC could implement further to take advantage of their resources. The Main Street organization recommends that a separate operating body (such as a Chamber of Commerce) be set up to implement their initiatives to their full extent. The BDC will continue to leverage its membership in its current capacity.

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10. Hampshire's Very Own - Current Order of Articles

List of companies:

1. Hampshire Social
2. Garden Berry
3. Alfano's
4. Meli's Cafe
5. State Farm – new agent
6. Delta Yoga

11. Update on New or Existing Businesses in the Village

- Village Assistant Manager Kahn presented that the Village will be implementing a business registration that all business in Hampshire will need to file. The registration will be \$15.

12. New Business

- The BDC discussed options to be able to identify if a quorum will be present within 24 hours before a meeting. It would be ideal for commissioners to give notice 48 hours before a meeting.

13. Adjournment

- Commissioner Pizzolato moved to make a motion to adjourn at 7:24 pm.
 - Second by Commissioner Rago
 - Motion carried by voice vote:
 - Ayes: Rago, Martin, Swalwell, Kelly and Pizzolato
 - Nays: None
 - Absent: Van Reit and Trzaska

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