

Meeting Agenda
Business Development Commission
July 10, 2019 6:30 p.m.
Hampshire Village Hall
234 S. State Street

1. Call to Order
2. Public Comments
3. Review of the June 12, 2019 minutes for approval
4. Main Street Program
 - A. Update on Communication with other stake holders (Kopacz)
 - B. Update on progress of vacant properties (Kopacz)
 - C. Feedback from Dave after reaching out to Main Street Community re small manufacturing attraction goals
5. Marketing Discussion
 - A. Update from Jeff M on brochure for marketing the village (8 page or so)
6. Façade Program
 - A. Nils VonKeudel's application
 - B. Harvest Real Estate modification
 - C. Roy Kittenger approval of final payment
7. Wayfinding sign recommendation from Beautification Committee
 - A. Swalwell to discuss conversation from his committee
 - B. Vote to recommend to Village Board
8. Information about DCEO changes and support
 - A. Trying to arrange a meeting with Michelle Michals
9. Discussion Regarding BDC reviewing all proposals that will have economic impact on the village
 - A. We would like to provide an opinion to the village board on all deals cut with incoming companies to the village board from an economic development perspective
 - B. We have planning and zoning opinions...but we feel we need an economic impact opinion for the board to consider
10. Upcoming Items for future meetings:
 - A. 2020 Census
11. Hampshire's Very Own
 - A. List of remaining companies
 1. Tuscan Wine (August)
 2. Blocks (September)
 3. Hampshire Cleaners (October)
 4. Century 21 (November)
 5. Luxor Nails (December)

12. Update on new or existing businesses in the village
 - A. Love's is Open
 - B. Bad news regarding Lucky's Saloon
 - C. Village Administrator Job being posted

13. Adjourn



Business Development Commission
Meeting Minutes
June 12, 2019
Hampshire Village Hall

Call to order at 6:35 pm

Present: Commissioners Bill Swalwell, Susie Kopacz, David Pizzolato, Joe Lazar and Mike Armato. Trustee Ryan Krajecki

Absent: Ian Lamp

Public Comments:

- There were no public comments

Meeting Minutes Approval From 5/8/19:

- Commissioner Kopacz requested a clarification change of our strategy to remove the word "driving" to the dining & entertainment section. Commissioner Pizzolato made a motion to approve minutes with a second by Commissioner Kopacz.

Catalyst Strategies for Main Street Program:

- Commissioner Kopacz reviewed the status of the completed needs assessment and next steps the BDC should pursue to start gathering the elements to begin working toward our strategy. We need to focus on the following elements:
 - Identifying the available properties and status
 - A streetscape needs to be defined
 - Organizing the social clubs to assist in our efforts
- As it relates to small business manufacturing, Commissioner Pizzolato will reach out to the Main Street community to get insights to point us in a direction to begin working on.

Business Development Commission – Marketing Brochure

- The Commission discussed the development of marketing collateral in the form of brochures. Commissioner Pizzolato proposed concepts to the Commission for discussion. The group feels that we need to have something more robust and comprehensive beyond a standard brochure. Commissioners Pizzolato & Kopacz felt that a brochure was needed, yet premature to develop. The majority of the Commission and Village Board feels that we need a brochure and that one should be professionally developed.
- Mayor Magnussen proposed to have his graphic designer layout a concept for the board to review by July's meeting and Commissioner Pizzolato offered to assist with the content once the layout was approved.

Ideas for Attracting Manufacturing

- Trustee Krajecki reported back an update about other elements that the BDC should provide the Village Board on in the hopes to attract more business, including:

- Super High-Speed Fiber – Currently these networks are controlled by both CUSD300 and Northern Illinois University and will not share them with outside enterprise. With the introduction of 5G and Comcast's run of fiber in the Village, it will be fast enough and there is no need to pursue any further.
- Train station – Trustee Krajecki spoke with our Metra representative and there will be no foreseeable plans in the future for Metra to expand west in the coming years.
- Marijuana Legalization – The formalized state vote for legalization will take place in October. In the meantime, we will identify opportunities for Hampshire to entertain the farming and processing only.

Hampshire's Very Own

- There was a delay in articles for May. The new schedule is as follows of the company profiles to be showcased:
 - March Industries (July)
 - Tuscan Wine (August)
 - Blocks (September)
 - Hampshire Cleaners (October)
 - Century 21 (November)
 - Luxor Nails (December)

New or Existing Business Update

- Trustee Krajecki provided the Commission with the following updates:
 - Love's will have their grand opening the last week in June
 - Speckled Fawns (a small business focused on high quality leather goods) currently has occupied 2/3 of the former Ohana Dollar store and is interested in taking advantage of the current façade program
 - Roy's Place façade improvement has been completed and applauded from the commission on the work that was done to improve the character of Hampshire.
 - There are no developments on either the proposed 55 and older community and the former Palazollo's location.

Open Topics

- Commissioner Pizzolato asked for the beautification committee could review the wayfinding draft that was prepared in 2018 to formulate a recommendation on how the Village should update wayfinding signs in and outside of town.
- Commissioner Pizzolato asked for an update on the Village code enforcement program. Mayor Magnussen provided an update that the Village would wait for the new administrator to be hired and then proceed with collaborating on adjudication setup with Genoa and Kingston. The timeframe for this for be setup will be near the end of this year. It was mentioned that the Village is still committed to enforcing codes and ordinances through their current process and encourages residents to call or email if they feel an ordinance is not being followed (847-683-2181 ext. 28 or building@hampshireil.org).
- Commissioner Swalwell moved to make a motion to adjourn at 8:32
 - Second by Commissioner Kopacz

- Motion carried by voice vote:
- Ayes: Armato, Lazar, Kopacz, Swalwell, Pizzolato, Krajecki
- Nays: None
- Absent: Lamp



Business Development Commission
Meeting Minutes
May 8, 2019
Hampshire Village Hall

Call to order at 6:34 pm

Present: Commissioners Susie Kopacz, David Pizzolato, Ian Lamp and Mike Armato. Trustee Ryan Krajecki
Absent: Joe Lazar

Public Comments:

- There were no public comments

Meeting Minutes Approval From 4/10/19:

- Mike Armato made a motion to approve minutes with a second by Susie Kopacz.

Commission Updates:

- Bill Swalwell was presented to the commission to take the place of fellow commissioner Eileen Fleury who resigned from the commission. The commission took a motion to approve Bill for the vacant spot.
- Susie Kopacz moved to make a motion to take a vote for Bill Swalwell to join the Business Development Commission
 - Second by Ian Lamp.
 - Motion carried by voice vote:
 - Ayes: Armato, Lamp, Kopacz, Pizzolato, Krajecki
 - Nays: None
 - Absent: Lazar
- In addition, with Bill Swalwell's background as a former trustee and the work he has done with development of the downtown district, Ian Lamp moved to make a motion to make Bill the head of the Beautification Committee.
 - Second by Susie Kopacz
 - Motion carried by voice vote:
 - Ayes: Armato, Lamp, Kopacz, Pizzolato, Krajecki
 - Nays: None
 - Absent: Lazar
- Ryan Krajecki tabled that Commission needs to table a vote for who the chairman will be for the next two years. After discussion, it was also identified that there is no term limit set for the Business Development Commission and will be left to a vote every two years.
- Ian Lamp moved to make a motion to keep Ryan Krajecki as the head of the Business development commission.
 - Second by Susie Kopacz
 - Motion carried by voice vote:
 - Ayes: Armato, Lamp, Kopacz, Pizzolato, Krajecki
 - Nays: None
 - Absent: Lazar

Catalyst Strategies for Main Street Program:

- The Commission reviewed as a group the recommendations from the last meeting and discussed each's position. The group settled on a focus of dining and entertainment, along with small-scale manufacturing as the initial strategies to support. Other focuses can be added once there is momentum behind the first two.
- The Commission will begin a needs assessment in order to identify the elements that are needed to begin down both strategies and discuss at our next meeting.
- The Commission also discussed the other groups throughout the Village to help support, but it was identified that a plan needs to be developed and put in place before aligning additional groups to the plan. This will be addressed once a plan and approach is solidified.

Hampshire Business Survey:

- David Pizzolato first wanted to thank the Chamber for partnering with the BDC on the survey, which helped get clear feedback. David walked the BDC through the results of the survey and insights gained. The overall health and sentiment of the businesses that took the survey was positive, but there are areas that the Village should look to address. Trustee Krajecki will present the Commission's recommendation to the Village board and a copy of our recommendation and results will be made available.

Business Development Commission – Marketing

- The Commission reviewed the "Shop C'ville" business listing page and it was determined that existing social media assets including Google and Facebook already accomplish this task and the Commission will no longer pursue.
- The Commission discussed the development of marketing collateral in the form of brochures. David Pizzolato discussed concepts to the Commission and will follow up with the examples to the commissioners to get their individual direction. David will present a 1st draft to the Commission at June's meeting.
- A video has been developed by a local realtor of the Village of Hampshire and as long as we give credit, the Village will be able to use this promotional video on our website. Trustee Krajecki is working with the owner on the final deliverable.

Ideas for Attracting Manufacturing

- There was discussion from Trustee Krajecki about other elements that the BDC should provide the Village Board on in the hopes to attract more business, including:
 - Super High-Speed Fiber – This was seen already in the business survey results as a top need. There is high speed access already in the area and Trustee Krajecki will discuss with Trustee Reid about insight of what currently exists and discussions of how to get that service to the Village. David did mention that AT&T is already laying fiber optic lines throughout areas of the Village.
 - Train station – This was seen as a long-term project for the Village and Ian did mention that Metra continually looks at opportunities to expand service. The group was in agreement that train service in the area would be great, especially how the LaFox station is setup on Metra's Union Pacific/West Line. Ian did mention that it would be good for the Village to identify who the Metra rep is for our area to identify what their current plans are. David noted that potentially Pingree Grove could collaborate with the Village if there was shared interest.

- Marijuana Legalization – The Commission feels that with Hampshire being a big farming community, it would be lucrative to allow businesses that grow and process Marijuana within the Village. It was also noted that dispensaries would be a separate issue that would need to be discussed and vetted.

Terms of Commissioners

- For added clarification, all Commissioners serve 3-year terms from their original sworn in date as follows:
 - Pizzolato (May 2017)
 - Armato (July 2017)
 - Kopacz (July 2018)
 - Ian Lamp (Oct 2018)
 - Joe Lazar (Feb 2019)

Hampshire's Very Own

- The new schedule is as follows of the company profiles to be showcased:
 - March Industries (May)
 - Tuscan Wine (June)
 - Blocks (July)
 - Hampshire Cleaners (August)
 - Century 21 (September)
 - Luxor Nails (October)

New or Existing Business Update

- Trustee Krajecki provided the Commission with the following update:
 - Thorton's Gas Station will be proceeding and replacing the Citgo Gas Station at the truck stop.
 - A developer approached the Village for a mobile +55 community on Rt. 20 near the truck stop. The Village had questions and the developer is supposed to come back to the Village with answers.
 - There will be a new restaurant/bar that will occupy the location previously held by the Shine Salon.
 - Joe Lazar has provided an update that his 1st strip mall is closer to breaking ground in the coming months and has tenants already lined up for some of the occupancy.
- The Commission did discuss and unanimously agree that they would like to have and present a position when it comes to new businesses proposals when they come to the Village. There is a lot of vast experience that the Commission feels could provide the Village Board good perspective to consider.
- Ian Lamp moved to make a motion to adjourn at 8:47
 - Second by David Pizzolato
 - Motion carried by voice vote:
 - Ayes: Armato, Lamp, Kopacz, Pizzolato, Krajecki
 - Nays: None
 - Absent: Lazar

