

Meeting Agenda
Business Development Commission
October 14, 2020 6:30 p.m.
234 S. State St, Hampshire, IL 60140
(Virtual Meeting Optional)

1. Call to Order
2. Public Comments
3. Review of the September 9, 2020 minutes for approval
4. A5 branding presentation
5. Discussion on level setting the mission
 - A. Brainstorm ideas for future goals
6. Brochure Discussion
 - A. Update (Reid) – tabled until branding completed
7. Main Street
 - A. Formation of Main Street Committee – Next Steps (Kopacz & Krajecki) – tabled until the pandemic eases
8. Beautification Committee Report
 - A. Façade updates (Swalwell)
 - B. Beautification Meeting Report (anything else?)
9. Update on Administrative Adjudication (Hedges)
10. Hampshire's Very Own
 - A. List of remaining companies
 1. Moffett Physical Therapy (September)
 2. Vintage Hammer (October)
 3. Stanley Machine (November)
 4. Hampshire Animal Hospital (December)
11. Update on new or existing businesses in the village
12. Adjourn

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) two days prior to the meeting, and a link to participate will be sent to your e-mail address the day of the meeting, including all exhibits and other documents (the packet)

to be considered at the meeting.

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.



Business Development Commission Meeting Minutes

The regular meeting of the Business Development Commission of Hampshire was called to order by Trustee Ryan Krajecki in person and through a MS Teams video chat on September 9th, 2020

Call to order at 6:31 pm

In-person: Commissioners Bill Swalwell, David Pizzolato, Susie Kopacz, Elaine Thomas and Trustee Ryan Krajecki; Commissioner Ian Lamp was attending electronically

Absent: Commissioner Karen Trzaska

Also, in attendance was Assistant to the Village Administrator Wray;

Public Comments:

- None

Meeting Minutes Approval From 7/8/20:

- Commissioner Lamp moved to make a motion to approve the 7/8/20 meeting minutes.
 - Second by Commissioner Kopacz
 - Motion carried by voice vote:
 - Ayes: Swalwell, Pizzolato, Thomas, Kopacz, Lamp and Krajecki
 - Nays: None
 - Absent: Trzaska

Meeting Minutes Approval From 8/19/20:

- Commissioner Kopacz moved to make a motion to approve the 8/19/20 meeting minutes.
 - Second by Commissioner Thomas
 - Motion carried by voice vote:
 - Ayes: Swalwell, Pizzolato, Thomas, Kopacz, Lamp and Krajecki
 - Nays: None
 - Absent: Trzaska

A5 Branding Presentation

- A5 presented their approach to develop a branding campaign for the Village and asked the BDC's a series of questions to shape their proposal.

Marketing Brochure Update

- Village Administrator Hedges provided an update that Trustee Reid has been working closely with the map designed to complete the map graphics. The brochure will be handed off to A5 once that is complete.

Main Street Program

- Formation of Main Street Committee – As Commissioner Kopacz and Trustee Krajecki find time to discuss further, this topic was tabled until October’s meeting.

Beautification Committee Report

- Commissioner Swalwell presented the following updates to the façade program.
 - Christina Michelle’s façade project is nearing 50% completion and the progress looks great. The BDC loves the look and incorporation of the BDC’s recommendations.
 - No other updates at this time.

Administrative Adjudication Update

- Village Administrator Hedges presented that the Village is looking at bringing in software to facilitate the adjudication process (ticketing, violation tracking) due to cost savings to the current process.
- Trustee Krajecki suggested that we begin to enforce the violations that exist with the three buildings on State St. that have been violators for some time.
- Village Administrator Hedges talked to the Village attorney and the current identified building code violations on State St. can happen immediately, instead of waiting for the software.

Hampshire’s Very Own

- The current schedule of Hampshire’s Very Own articles will be as follows:
 1. Moffett Physical Therapy (September)
 2. Vintage Hammer (October)
 3. Stanley Machine and Tool (November)
 4. Hampshire Animal Hospital (December)

New or Existing Business Update

- Village Administrator Hedges presented that Iron Wok has been taken over by a family that currently operates a business in Hampshire. Also, a sports bar will be opening right next to Iron Wok in the near future.
- Commissioner Swalwell moved to make a motion to adjourn at 8:38
 - Second by Commissioner Thomas
 - Motion carried by voice vote:
 - Ayes: Swalwell, Pizzolato, Thomas, Lamp, Trzaska and Krajecki
 - Nays: None
 - Absent: Kopacz