



Meeting Agenda

Business Development Commission
May 12, 2021 6:30 p.m.
234 S. State St, Hampshire, IL 60140
(Virtual Meeting Optional)



1. Call to Order
2. Public Comments
3. Review of minutes from April 14, 2021 meeting
4. Introduction of Aaron Kelly
5. Ambassador Program
 - A. Review of list of companies to send letter to
 - B. Next steps
6. Commercial Land Development
 - A. 2 Questions for Guiding us Going Forward
 - i. In an Ideal version of Hampshire what specific things need to be included?
 - ii. In an Ideal version of Hampshire what specific things need to *not* be included?
7. Entrepreneurial Discussion
 - A. Next steps
8. Brochure Discussion
 - A. Have a copy for each commissioner?
9. Beautification Committee Report
 - A. Façade updates (Swalwell)
 - B. Expansion of Façade Program area?
 - C. Beautification Meeting Report (anything else?)
10. Update on Code Enforcement of downtown buildings
11. Hampshire's Very Own
 - A. List of remaining companies
 1. Hampshire Animal Hospital (May)
 2. Randy Ross Gas Pump (June)
 3. Roy's Place (July)
 4. Mama Toom (August)
 5. Jimmy's Sports Bar (September)
 6. Christina Michelle Salon (October)
12. Update on new or existing businesses in the village
13. 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.

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.



Meeting Minutes

Business Development Commission
April 14, 2021 6:30 p.m.
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 Trustee Ryan Krajecki in person and through a MS Teams video chat on April 14th, 2021

Call to order at 6:32 pm

Virtual: Commissioners Bill Swalwell, David Pizzolato and Karen Trzaska

In-person: Commissioners Susie Kopacz, Elaine Thomas, Karen Trzaska, Trustee Ryan Krajecki and Village Administrator Jay Hedges

Absent: Commissioner Ian Lamp

Public Comments:

- None

Meeting Minutes Approval From 3/10/21:

- Commissioner Kopacz moved to make a motion to approve with noted changes to the 2/10/21 meeting minutes.
 - Second by Commissioner Pizzolato
 - Motion carried by voice vote:
 - Ayes: Pizzolato, Kopacz, Thomas, Trzaska, Swalwell and Krajecki
 - Nays: None
 - Absent: Lamp

BDC Ambassador Program

- Commissioner Trzaska presented a draft of a joint letter between the BDC and the Chamber of Commerce to send out to local businesses to introduce the BDC and connect with local businesses on a collaboration/input program. Commissioner Trzaska will look to finalize the letter, review the business list and bring forward a recommendation on a distribution method to May's meeting.

Commercial Land Development

- Commissioner Pizzolato reviewed with the Commission the EPA "FRAMEWORK FOR CREATING A SMART GROWTH ECONOMIC DEVELOPMENT STRATEGY: A TOOL FOR SMALL CITIES AND TOWNS" as a recommended tool for the BDC to use for commercial development.
- The BDC discussed the need of detailing the recommended areas, usage and criteria for land to be considered as commercial within the Village. Commissioner Pizzolato will develop a location map of potential commercial locations throughout the Village and a guideline list for the BDC to review at May's meeting.

Entrepreneurial Discussion

- Commissioner Thomas shared her research in attracting entrepreneurs to Hampshire. She connected with a D300 representative and discussed the programs that entice entrepreneurship with students. The group discussed ideas that could engage this younger audience within the Village through outreach with local schools.
- Commissioner Thomas also announced her resignation from the BDC and the Commission expressed their appreciation for her contribution through her tenure.

Marketing Brochure Update

- Village Administrator Hedges provided an update that the brochure is now complete and is waiting to be printed until the Village new board is in place in May.

Beautification Committee Report

- Commissioner Swalwell presented the following updates:
 - Farmers Insurance owner Roger Larson has approached Commissioner Swalwell about updating his façade. More details to come after the proposal & bids are reviewed.
 - Palazzolo's owners have a meeting set for Friday 4/16. Updates will come at May's meeting.
 - The new owner of a doctor's office on main street has inquired about the façade program. An application has been submitted, but more documentation is required.
 - Dollar Store - Village Administrator Hedges discussed the current status of their property with the owners and they seem ready to proceed with an application.
 - Trustee Krajecki discussed a recent inquiry from a business owner outside the current façade district. The group recommends that the district does not change at this time, due to the amount of work that needs the funds within the current district.

Property Code Enforcement Update

- Though work has not been completed yet, both the downtown Dollar Store and the former Palazzolo's owners have been in touch and will look to be updating their façades.

Hampshire's Very Own

- The current schedule of Hampshire's Very Own articles will be as follows:
 1. Stitching on State
 2. Hampshire Animal Hospital
 3. Ross' Gaspump Garage
 4. Roy's Place
 5. Mama Toom
 6. Jimmy's Sports Bar
 7. Christina Michelle Salon

New or Existing Business Update

- Village Administrator Hedges provided an update for the streetscape project, which included:
 - Sidewalks will be left in place
 - Detours will direct traffic for 3 months of the project; semi-truck traffic will be prohibited.
 - The board recommended businesses open signage during construction
- Freight Union is bringing their headquarters to the industrial park and Gast & Flannigan roads.

Adjourn

- Commissioner Trzaska moved to make a motion to adjourn at 9:06 pm.
 - Second by Commissioner Pizzolato
 - Motion carried by voice vote:
 - Ayes: Pizzolato, Kopacz, Thomas, Trzaska and Krajecki
 - Nays: None
 - Absent: Lamp & Swalwell