

Meeting Agenda
Business Development Commission
September 9, 2020 6:30 p.m.
234 S. State St, Hampshire, IL 60140
(Virtual Meeting)

1. Call to Order
2. Public Comments
3. Review of the August 19, 2020 minutes for approval
4. A5 branding presentation
5. Brochure Discussion
 - A. Update (Reid) – tabled until branding completed
6. Main Street
 - A. Formation of Main Street Committee – Next Steps (Kopacz & Krajecki) – tabled until the pandemic eases
7. Beautification Committee Report
 - A. Façade updates (Swalwell)
 - B. Beautification Meeting Report (anything else?)
8. Update on Administrative Adjudication (Hedges)
9. 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)
10. Update on new or existing businesses in the village
11. Adjourn

Attendance: By Executive Order of the Governor, No. 2020-10 and No. 2020-18, all public and public hearings for essential governmental services through May 30, 2020, may be held by video or tele conference, provided there is an accommodation for the public to participate, and submit questions and comments prior to meeting. If you would like to attend by Video or Tele Conference, you must e-mail the Village Clerk with your request no later than 24 hours 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. Public Comment: Comments or questions may be submitted to the Village Clerk no later than 4:00 PM on the day prior to the meeting, by email to Lvasquez@hampshireil.org. Any written comments so received shall be noted in the minutes of the meeting.



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 August 19th, 2020

Call to order at 6:30 pm

In-person: Commissioners Bill Swalwell, David Pizzolato, Susie Kopacz, Eileen Thomas, Karen Trzaska and Trustee Ryan Krajecki

Also, in attendance was Village Intern Wray and Jeanie Mayer from the Chamber of Commerce; Commissioner Ian Lamp was attending electronically

Public Comments:

- None

Meeting Minutes Approval From 7/13/20:

- Commissioner Trzaska moved to make a motion to approve the 7/13/20 meeting minutes.
 - Second by Commissioner Swalwell
 - Motion carried by voice vote:
 - Ayes: Swalwell, Pizzolato, Trzaska, Thomas, Kopacz, Lamp and Krajecki
 - Nays: None

Marketing Brochure Update

- Trustee Reid advised the Commission that the Village Board recently approved a project to have an agency undertake a village re-branding project. Though work will be done concurrently on both projects, the brochure will be on hold until the new branding is approved and can be applied.

Hampshire Area Chamber of Commerce Update

- Jeanie Mayer provided the BDC with Chamber updates, which included the foundational work they were doing on identifying what their members want most. In the event a business was looking to relocate outside of Hampshire, Commissioner Pizzolato inquired if the Chamber would be open to passing an open BDC invitation to meet with the business to discuss what options existed to remain or grow in Hampshire.

Main Street Program

- Formation of Main Street Committee – The BDC agreed that a specific Main Street committee remains important, but no further work has been completed. We will table the conversation until September

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. Many residents are inquiring what is going in.

Streetscape Review

- Village Intern Wray advised that the streetscape proposal had been passed by the Village Board. Submission of the application to be complete by September 1st, 2020; with IL judgement for approval by November 25th, 2020.

Administrative Adjudication Update

- Village Intern Wray presented that the Village is working to bring on software to assist in the logging and tracking of code violations. Software that is being brought on by another project will include the code violation software.
- Trustee Krajecki inquired what would be needed to begin to enforce the violations that exist with the two buildings on State St. The BDC recommends that the Village Board rule on how to approach those two businesses.

Hampshire's Very Own

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

New or Existing Business Update

- Trustee Krajecki presented that after a couple months of working with Ace Hardware and local building owners, Ace will not be coming. The current building owner has been in discussions with other hardware stores to potentially open up in their place.

Adjourn

- Commissioner Kopacz moved to make a motion to adjourn at 7:52
 - Second by Commissioner Lamp
 - Motion carried by voice vote:
 - Ayes: Swalwell, Pizzolato, Thomas, Kopacz, Lamp, Trzaska and Krajecki
 - Nays: None



Business Development Commission Meeting Minutes

The regular meeting of the Business Development Commission of Hampshire was called to order by Trustee Ryan Krajecki through a Microsoft Teams video chat on July 8, 2020.

Call to order at 6:36 pm

Attendees: Commissioners Bill Swalwell, David Pizzolato, Elaine Thomas, Ian Lamp, Susie Kopacz and Trustee Ryan Krajecki

Absent: None

Also, in attendance was Trustee Reid, Village Administrator Hedges, Village Intern Josh Wray. Attending electronically were Village consultant Fredi Beth Schmutte, Darrell Garrison (PRI), Brad Sanderson (EEI) and guest Karen Trzaska.

Review of the Concept Plan Proposal from PRI

Darrell Garrison from PRI walked through the revised concept proposal of the downtown streetscape. Brad Sanderson from EEI attended the meeting and was available to give insight into the infrastructure improvement from the proposal. The BDC reviewed the proposal and discussed enhancements that included new roads, street lighting and landscaping improvements to make downtown Hampshire a destination. Trustee Krajecki will put together the BDC and Beautification Committee's recommendation to present to the Village Board.

Adjourn

- Commissioner Lamp moved to make a motion to adjourn at 8:37
 - Second by Commissioner Kopacz
 - Motion carried by voice vote:
 - Ayes: Swalwell, Pizzolato, Thomas, Kopacz, Lamp and Krajecki
 - Nays: None