

Meeting Agenda
Business Development Commission
September 11, 2019 6:30 p.m.
Resource Bank
135 W. Oak Knoll

1. Call to Order
2. Public Comments
3. Review of the August 14, 2019 minutes for approval
4. Resource Bank Presentation of Financing Package for Façade Program
5. Main Street Program
 - A. Building Inventory Program –
 - i. LOIS – Location One
 - B. Review List of stakeholders and finalize invite list
 - C. Discuss agenda for community meeting
6. Marketing Discussion
 - A. Jeff M to discuss progress
 - B. Dave P to discuss his progress on putting together a bid package
7. Recap of Meeting with Michelle Michals
8. Beautification Committee Report
 - A. Façade updates (Swalwell)
 - B. Plan for wayfinding refinement (Swalwell)
9. Topics to bring to Village Board
 - A. Façade Letter Approval/Contract
 - B. BDC report on large projects that impact Village for Development
10. Open Position on the Board
11. Hampshire's Very Own
 - A. List of remaining companies
 1. Blocks (September)
 2. Hampshire Cleaners (October)
 3. Century 21 (November)
 4. Luxor Nails (December)
 5. Incredible Builders (January)
12. Update on new or existing businesses in the village
 - A. To be shared on day of meeting
13. Adjourn



Business Development Commission
Meeting Minutes
August 14, 2019
Hampshire Village Hall

Call to order at 6:32 pm

Present: Commissioners Bill Swalwell, Mike Armato, David Pizzolato, Ian Lamp and Trustee Ryan Krajecki

Absent: Susie Kopacz and Joe Lazzar

Public Comments:

- Claudine from Incredible Builders came and sat in to learn about the ongoing of business development within the Village.

Meeting Minutes Approval From 7/11/19:

- The commission reviewed and Commissioner Pizzolato moved to make a motion to approve.
 - Second by Commissioner Swalwell

Main Street Program:

- Trustee Krajecki tabled the next steps for progressing along the Main Street Organization 4-point program. We discussed property inventory, local organizational inclusion and next steps of an outreach program.
- Inventory – After much discussion about the best way to keep current on the available land and properties in the Village, we agreed that larger companies would already do their own research and it would be best for the BDC to develop a process to collect available properties prior to any new small business meetings. The group will put together a process that leverages local realtors and online listing data.
- Local Organizations – The BDC feels that it is important to bring together all the local Hampshire organizations to work on one goal to assist us in defining Hampshire. The commission feels that organizing a meeting with a key stakeholder from each group, along with members of the Village board, will assist us in brainstorming how all can work together. Trustee Krajecki will work on an invite list, along with an agenda to share at September's meeting. We will aim to have that meeting in October.
- Small Business Outreach – Trustee Krajecki and Commissioner Pizzolato met the last week in July to discuss what are the next milestones before aggressively pursuing an outreach program to small businesses. The last two elements were an incentive package along with an inventory process as described above. We will revisit after September's meeting.

Marketing Discussion

1. Trustee Krajecki presented the first draft of the marketing draft of the brochure put

together by Mayor Magnussen's designer. The BDC felt that it was in our best interest to look into (3) agencies that specialize in these brochures to expedite and showcase Hampshire in the best light. Commissioner Pizzolato will develop a creative brief to the agencies for them to quote on and get back to us by September's meeting.

Façade Program

- Trustee Krajecki advised the commission that Resource Bank has also developed a façade program and other potential small business loans for businesses in Hampshire (new and existing). They will present their program to the commission and will host the next meeting at their Hampshire branch location.
- Commissioner Swalwell presented the following updates to the façade program.
 - Petersen Fuels – Has the quotes and Village authorization to begin work, just waiting on them to execute
 - Harvest Real Estate – Has completed windows and was waiting for reimbursement before they start work on the painting
 - Speckled Fawn – Is working with contractors to line up the enhancements but is running into delays on getting finalized quotes.
 - ChiroPlus, Attorney Nils Von Keudell and Roy's Place.
 - Trustee Krajecki discussed the board's review of the original wayfinding proposal and would like the Beautification Committee to build out and get quotes for wayfinding signage throughout the Village. Once bids are in hand, the Board will vote on moving forward.
 - Agenda item C was added by Trustee Krajecki – Trustee Krajecki tabled the proposal that the Village should draft an approval letter for all approved or denied applicants that submit for the façade improvement program. The BDC feels this should be a boiler plate document that is originally drafted by the Village Attorney. Trustee Krajecki will bring this to the Board.
 - Agenda item D was added by Trustee Krajecki - Nils & Connie Von Keudell: Application was submitted in March, but a formal review was not completed by the Beautification Committee prior to work being completed as is a requirement of the grant process. Roofing repairs in the amount of \$2,862.41 were submitted, but were determined to not be in the scope of the ordinance Guidelines under Section 3. The BDC reviewed their complaint and agreed not to refund 25% of the work because the approval steps were not followed as outlined in the application.
- Trustee Krajecki to present the current status and proposals to the Village board during the August 22nd meeting.

Information about the DCEO changes and support

- Trustee Krajecki presented a recap of the DCEO changes in the state of Illinois and how economic development has become a main initiative. In addition, every town is assigned

a representative, who for Hampshire is Michelle Michals. Ryan had a very good call with her and she is excited to learn more about Hampshire and attend an upcoming meeting.

Discussion Regarding BDC reviewing all proposals that will have economic impact on the Village

- Trustee Krajecki wanted to get the groups feelings on the BDC providing an opinion to the Village Board on all deals cut with incoming companies to the Village Board from an economic development perspective. He did acknowledge that every building proposal receives planning and zoning opinions but does the BDC feel we need an economic impact opinion for the Board to consider. The Commission unanimously agreed due to the individual perspectives that make up the BDC and how each's backgrounds can be used as another data point and asset to the Village Board's decision. BDC members will work to be in attendance at the August 22nd Village Board meeting.

Hampshire's Very Own

- The new schedule is as follows of the company profiles to be showcased:
 - Tuscan Wine (August)
 - Blocks (September)
 - Hampshire Cleaners (October)
 - Century 21 (November)
 - Luxor Nails (December)
 - Incredible Builders (January)

New or Existing Business Update

- There are no updates

Other

- Mike Armato announced his resignation from the BDC and the group had thanked him for his foresight to develop the commission and all the work and effort he contributed since its inception.

Adjourn

- Commissioner Lamp moved to make a motion to adjourn at 8:34
 - Second by Commissioner Armato
 - Motion carried by voice vote:
 - Ayes: Lamp, Armato, Swalwell, Pizzolato, Krajecki
 - Nays: None
 - Absent: Kopacz and Lazzar

**VILLAGE OF HAMPSHIRE
FAÇADE IMPROVEMENT ASSISTANCE PROGRAM**

Award Letter / Agreement

DATE: _____, 20__

To: Applicant / Owner(s):

Name: _____	Name: _____
Address: _____ Hampshire, IL 60140	Address: _____ Hampshire, IL 60140

Business Name: _____
Address: _____, Hampshire, IL

Property Address: _____, Hampshire, IL 60140

Congratulations! The Façade Improvement project that you have proposed for your property has been approved for participation in the Village of Hampshire Façade Improvement Program, for reimbursement of a portion of the costs you may incur to improve the façade of your property as described herein.

Your property has been selected on the basis of the value of aesthetic improvement to the Village of Hampshire and scope of the proposed work, in accordance with the Façade Improvement program criteria, as follows: i) Condition of the building and need for renovation; ii) Extent to which the improvements conform to the Downtown Design Guidelines; and iii) Extent to which the proposed improvements restore, maintain, or enhance the character of the building and surrounding area.

Improvements (Check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Brick Cleaning | <input type="checkbox"/> Exterior doors |
| <input type="checkbox"/> Awnings | <input type="checkbox"/> Windows and window frames |
| <input type="checkbox"/> Tuck Pointing | <input type="checkbox"/> Shutters |
| <input type="checkbox"/> Exterior Lighting | <input type="checkbox"/> Stairs, porches, railings |
| <input type="checkbox"/> Painting | <input type="checkbox"/> Roof |
| <input type="checkbox"/> Streetscape elements | <input type="checkbox"/> Exterior improvements for ADA |
| <input type="checkbox"/> Wall facade repair or improvement | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Landscaping | _____ |
| <input type="checkbox"/> Original architectural features - repair and replacement | |

The amount to be reimbursed to you by the Village shall be not more than \$_____, subject to the following conditions:

- a) You must sign and return this Letter Agreement (the "Agreement") to the Village Clerk, 234 South State Street, PO Box 457, Hampshire, IL 60140-0457.
- b) You shall comply with the guidelines and standards of the Façade Improvement Assistance Program.
- c) The project shall in all respects comply with the Village Zoning Regulations and all applicable

building codes.

- d) All improvements shall be completed within six (6) months of the date of this Agreement. Provided, an extension of up to an additional six (6) months may be allowed in the discretion of the Village upon written request for such extension filed with the Village Clerk and sufficient demonstration of a hardship in meeting the original deadline.
- e) You must file with the Village Finance Director a W-9 form in the name of the applicant.
- f) You may serve as your own contractor for the project, but in such case, reimbursement shall be for materials only.
- g) Upon completion of the improvements, you must
 - i) schedule and pass a final inspection by the Village Building Department; and
 - ii) pay all contractors and suppliers for the project; and
 - iii) promptly file with the Village Clerk copies of a Contractor's Sworn Statement; all pertinent invoices; proof of payment; and properly signed and notarized final waivers of mechanics liens from all contractors, workers, materialmen, and/or suppliers for the project.
- h) Payment of the reimbursement specified above will be made to you only upon completion of all work items as originally approved, and receipt and approval of all required documentation specified herein. Provided, at your written request, the Village may in its discretion reimburse you for a portion or portions of the work when completed as originally approved.
- i) Furthermore, if you breach this Agreement, by not completing the project by the end of the original deadline or any approved extension, as the case may be, or breach the Agreement in any other way, your right to reimbursement shall be deemed forfeited, and the Village's obligation to reimburse you shall be and is terminated.
- j) Time is of the essence of this Agreement, and your timely compliance is required hereunder. Funding for this program will occur per fiscal year of the Village; each project will be funded only once; and unused or unclaimed funds in any fiscal year may lapse.

After completion of the improvements and approval by the Village Building Department, you shall maintain the Façade Improvements in good condition, without alterations, for a period of five (5) years after date of final inspection, unless otherwise approved by the Village Board of Trustees. Failure to do so shall render you liable to pay back to the Village the full amount of the reimbursement paid hereunder, plus interest, together with any attorney's fees and court costs incurred by the Village in demanding and/or collecting such reimbursement.

You are also advised that grant funding under the Village's Façade Improvement program is subject to Federal and State tax laws, and the amount of reimbursement paid to you will be reported by the Village to the IRS on Form 1099-G. You should consult your tax advisor in this regard.

AGREED:

Applicant