



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 May 13, 2020.

Call to order at 6:30 pm

Electronic: 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, Jeanie Mayer from the Hampshire Area Chamber of Commerce and Fredi Beth Schmutte

Public Comments:

- None

Meeting Minutes Approval From 3/11/20:

- Commissioner Pizzolato moved to make a motion to approve the 2/12/20 meeting minutes.
 - Second by Commissioner Thomas
 - Motion carried by voice vote:
 - Ayes: Swalwell, Pizzolato, Thomas, Kopacz and Krajecki
 - Present: Lamp
 - Nays: None

Marketing Brochure Update

- Trustee Reid has been inundated with COVID-19 related items; therefore, progress has been slow. In the interim, Village Administrator Hedges and Village Intern Josh Wray have been updating supporting documents and Trustee Reid confirmed that they will be in a place to review at June's BDC meeting.

Hampshire Area Chamber of Commerce Update

- Jeanie Mayer provided the following Chamber updates:
 - Renewals of business memberships are dropping due to COVID-19 impact
 - Businesses in the village are benefiting from government relief
 - The BDC wants to thank all the banks within the Village in helping Hampshire businesses in attaining their PPP loans.
 - The Chamber is currently making their first round of edits to the Chamber guide
 - They will be making a move from their current location on Main St. to 113 W. Oak Knoll

Main Street Program

- Commissioner Thomas presented a review of the course: Economic Vitality. The following seminar topics were discussed as a group:

- Using Data to Build Economic Vitality
- Developing a Strong business Assistance program
- Building EV through Business Recruitment
- The recap for Effective Promotion will be recapped during June's BDC meeting.
- Formation of Main Street Committee – The BDC agreed that it is premature to formulate a separate committee to concentrate specifically on Main Street initiatives but could assist current businesses in the community by partnering with the Chamber of Commerce to provide educational opportunities for their members.

Update on the Revolving Loan Fund

- Street Walkthrough – Commissioners Thomas, Lamp and Swalwell accompanied the walk with the (2) design firms (Planning Resources Inc. & Farnsworth Group) that were tasked in putting together a proposal to develop a streetscape proposal. Both were equally engaged, asked good questions and all topics to infrastructure and atmosphere were discussed.
- Review of Concept Plan Proposal – The BDC reviewed both proposals and felt that Planning Resources Inc. provided a more comprehensive proposal, with local work be showcasing their competency. The BDC feels that the Village Board should award the concept to Planning Resources Inc.

Beautification Committee Report

- Commissioner Swalwell updated the BDC that there currently are bids out for updating the wayfinding signage throughout the Village. At their next meeting, they will be reviewing print examples and then will bring a proposal to the BDC.
- Commissioner Swalwell presented the following updates to the façade program.
 - Faithway Baptist Church has tried (3) times over the last several years to paint its façade, which ultimately peels. They submitted a façade request to keep the historical look of the building but update the entire siding of the church to vinyl (keeping it white). In addition, their proposal is for materials only and totals \$24,574. The BDC asked questions regarding the bid, timeline, materials and installation.
 - Commissioner Swalwell moved to recommend the Faithway Baptist Church façade grant to be reimbursable at 75%.
 - Second by Commissioner Lamp
 - Motion carried by voice vote:
 - Ayes: Swalwell, Pizzolato, Thomas, Kopacz, Lamp and Krajecki
 - Nays: None
 - Trustee Krajecki notified the group that Village Board approved \$75,000 towards the Façade Improvement program for the 2020-2021 fiscal budget. Village Administrator Hedges notified the group that there could be reductions in the Village budget due to the COVID-19 impact, but that will not be know until June/July.

- Commissioner Swalwell noted that there may be other businesses in town that could take advantage of the Façade Improvement Program, but it is still premature.

Administrative Adjudication Update

- Village Administrator Hedges and Village Intern Wray presented that the Village currently has all codes recommended by the BDC as part of the current Village ordinances. In addition, the Village currently has a administrative adjudication process developed for parking violations. Village Intern Wray will be moving forward on developing a process to handle ticketing, fees, code enforcement personnel for review at June's BDC meeting.

Hampshire's Very Own

- The BDC decided due to time constraints, the current schedule of Hampshire's Very Own articles be pushed back by one month as follows:
 1. Incredible Builders (May)
 2. Rose Garden
 3. Moffett Physical Therapy
 4. Vintage Hammer
 5. Luxor Nails (completed/delayed after COVID-19 closure)

New or Existing Business Update

- New to Hampshire - Elegant Outdoor Designs
- New strip mall (Rt. 72) – The developer is currently waiting to secure more tenants before being able to break ground.
- A developer for a potential logistics company will visit June's BDC meeting

Adjourn

- Commissioner Pizzolato moved to make a motion to adjourn at 8:52
 - Second by Commissioner Lamp
 - Motion carried by voice vote:
 - Ayes: Swalwell, Pizzolato, Thomas, Kopacz, Lamp and Krajecki
 - Nays: None