

Meeting Agenda
Business Development Commission
June 21, 2017, 6:30 p.m.
Hampshire Village Hall
234 S. State Street

1. Call To Order
2. Roll Call for Attendance
3. Public Comments
4. Review of the April 12, 2017 minutes for approval
5. Review of the May 17, 2017 minutes for approval
6. Opportunity for Raoul to share what he had prepared for last meeting
7. Discussion of critical Information to be made available for easy access
 - A. Build a list of items
 - B. Discuss proper location (printed form, website, or other)
 - C. Discuss the construction (how do we accomplish)
 - D. Discuss need for funding
8. Filling final spot on the Business Development Commission
 - A. List of names
 - B. Discussion
9. Smart Growth Program
 - A. Thoughts and perspectives
 - B. Adoption?
 - C. If Yes then what next?
 - i. sub committees
 - ii. identify focus area
 - iii. assign commissioners to an area
 - iv. commence application of methodology
10. Dave Pizzolato – present modified Mission Statement
11. New Developer
 - A. Share conversation regarding the desire to invest in Hampshire
12. Focus Group meeting
13. New business, potential projects, other matters of interest
14. Determine what should be accomplished by the next meeting
15. Draw up the Agenda for the July 19, 2017 Meeting
16. Public Closing Comments or Questions
17. Adjourn

VILLAGE OF HAMPSHIRE BUSINESS DEVELOPMENT COMMISSION

Meeting Minutes – May 17, 2017

The regular meeting of the Business Development Commission of Hampshire was called to order by the assistant commissioner David Pizzolato at 6:45 p.m. in the Village of Hampshire, village board room 234 S. State St. on Wednesday May 17, 2017.

Present: Commissioners David Pizzolato, Michael Gazzola and Arthur Zwemke

Absent: Eileen Fleury and Raoul Johnston

Others Present: Village President Jeffrey Magnussen and trustees Ryan Krajecki, Christine Klein and Erik Robinson

Public Comments: None

Commissioner Introductions

All of the commissioners that were present gave a brief summary of their backgrounds to the new incoming trustees that were in attendance.

Review of the April 12, 2017 Minutes

There were not enough commissioners in attendance from April's meeting to approve April's meeting minutes; therefore they will be review during June's meeting.

New Commercial Business Process

Mike Gazzola provided a review of his experience and the elements that are important to developers when interested in developing within a village. In the commercial space, there are companies that develop for a planned purpose or developers create facilities to lease to prospective clients. Mike also identified the following elements will be critical when attracting new businesses:

1. Do we have our information readily available? We may need to develop a micro-site that caters to developers and new business owners to get information about our village.
2. Is there a point person to talk to and are they responsive? If not, we will be dropped from consideration immediately.
3. All boards and trustees need to work together (i.e. planning, zoning, general board)
4. We need to understand the incentives that Hampshire can offer for all proposals

5. We will need to be agile when opportunities for developers, as they come quick. The state puts out Site Search (Team RED) when request, villages have a short time frame to respond

Business Development Strategy

The commission identified that a universal approach to business development would not work for the village, considering the dynamics of our geographic location. The commission will work to identify a business development strategy by the following regions:

- Downtown Hampshire
- Rt. 72 Corridor
- Rt. 20 Corridor
- Rt. 47 Corridor
- I-90/Truck Stop Corridor

The plans for neighboring villages need to be taken into account so businesses that come to Hampshire can sustain any business development in other communities.

Outside of business development, David Pizzolato asked all in attendance to begin thinking bigger for what we want from each location, beyond bringing new businesses. For example, what does our downtown look like in 5 years? What is the vision/experience that we are working towards? This should be done for each region. Art shared an example of downtown Batavia and the approach they took to make it a destination where people wanted to be.

Vision and Mission of the BDC

David Pizzolato shared the first draft of the vision and mission for our Business Development Commission. There was a lot of good feedback from the group and a second draft will be reviewed at June's meeting.

Current Business Development Update

Jeff Magnussen provided an update to current business development going on in the village:

- Stanley is looking to build an addition to the southwest of their current building
- Love's is still looking to begin development, but they are working through a problem with road access
- Once the Love's project has begun, a national truck leasing company is also interested in building near the I-90 corridor

Action Items

1. The village board and the business development commission will begin to build the list of things on the list that we want immediately ready for new businesses who come into town
2. The board will need to identify where all the assets reside that are important to developers and potentially develop a database.

3. The board will need to identify who can become the point person to respond to all inquiries within 24 hours of initial contact, as well as to be a key contact throughout the development process.
4. Future - July:
 - a. Hold a focus group of business owners in town to gain feedback to assist us in identifying opportunities.
 - b. To help develop our approach, submit a survey to all residents to help us develop the types of businesses they want in our community.

Public Closing Comments or Questions

None

The next meeting will take place on June 21st at 6:00 PM

Adjourn

Business Development Commission Meeting
April 12, 2017
Minutes

Meeting was called to order at 6pm

Roll Call Taken

Present:

Eileen Fleury
Raoul Johnston
Mike Armato
Dave Pizzolato
Mike Gazzola

Absent:

Art Zwemke

A quorum was established

Mike Armato initiated the meeting with a discussion about organization and goals of the committee. Jeff Magnussen will be appointing a chairperson at the next board meeting on May 4th, 2017. Dave Pizzolato was appointed Assistant Chairperson and Eileen Fleury will be the secretary.

It was established, that the committee will try to follow the meeting schedule of every third Wednesday of the month at 6pm.

The committee spoke of goals:

- Keeping professional integrity and continuity at all times
- Looking for success in other villages to use as models
- Surveying the community on wants and likes
- Creating a mission statement to clarify what the BDC will stand for
- Creating a list of land owners to clarify what the commissions options for land development are
- Create marketing plans to entice businesses to choose Hampshire

The committee established that one of the first goals is to create a list of items that will show us what developers may want and need when approaching the village to build businesses here. Raoul and Mike will put some ideas together so the committee is familiar with the process.

Dave will work on the Mission Statement of the commission

Village Board Trustees Toby Koth and Mike Reid were present at the meeting.

Mike Armato handed out a map of the village to each commissioner to help give a better understanding of boundaries and ownership of land.

Meeting was adjourned at 9:15

Next meeting will be held on May 17th at 6pm

Article XVI

BUSINESS DEVELOPMENT COMMISSION

1-16-1: ESTABLISHMENT AND PURPOSE:

- A. There is hereby established an advisory commission in the village to be known as the Hampshire business development commission.
- B. The purposes of the business development commission are to advise the board of trustees in matters pertaining to attracting and retaining quality commercial and industrial businesses to the village, in order to increase local sales tax and real estate tax revenues, create new employment opportunities, diversify the local economy, and enhance the community's image, all of which will benefit village residents. (Ord. 16-26, 10-20-2016)

1-16-2: OBJECTIVES AND DUTIES OF THE COMMISSION:

The commission shall function in an advisory capacity to the village president and board of trustees relating to the following objectives, goals and duties:

- A. To review proposals and recommend programs for attracting new businesses to, and revitalizing existing businesses in, the village.
- B. To report from time to time to the village board of trustees regarding opportunities for business and for investment in the commercial or industrial zoning districts in the village.
- C. To prepare, review and develop promotional brochures, other materials, and/or activities for marketing and promoting the village as a desirable location for business.
- D. To review and make recommendations concerning development or redevelopment opportunities in the village and attracting new business development in the village, including specific industries for business attraction efforts.
- E. To review and recommend standards for use in evaluating the economic impact of new or expanding business in the village.

- F. To cooperate with and assist existing business associations in the village, to the extent that its goals and objectives are in furtherance of the goals and objectives of the village.
- G. To perform such additional functions and activities as may from time to time arise to encourage and facilitate business development and economic growth in the village. (Ord. 16-26, 10-20-2016)

1-16-3: MEMBERS; QUALIFICATIONS AND APPOINTMENT:

- A. There shall be seven (7) regular members of the business development commission; and in addition, the village president and the chair of the economic development committee of the village board of trustees shall serve as ex officio members of the commission.
- B. The village president, with the advice and consent of the board of trustees, shall appoint and may remove the members of the business development commission; and the village president shall appoint one member to act as chair.
- C. Not less than five (5) members of the commission shall be appointed on the basis of experience or background in commercial or industrial development, urban design and planning, commercial or industrial business operations, commercial or industrial real estate, retail marketing, or business development organization or association; one member of the commission, who shall be an elector and resident of the village for at least one year preceding the date of appointment, may be appointed absent such basis of experience or background; and one member shall be a member of the village board of trustees.
- D. Because of the qualifications required, not all members of the commission shall be required to be residents of the village; provided, however, not less than four (4) members shall be electors and residents of the village for at least one year preceding the date of his or her appointment.
- E. The chair shall be a resident and an elector of the village for at least one year preceding the date of his or her appointment as chair; and no person shall serve more than two (2) consecutive terms as chair of the commission.
- F. The commission shall select from among its members a vice chair and a secretary. The persons so selected shall serve for an initial term until the next following April 30, and they shall serve for terms of one year thereafter for each fiscal year of the village; and, such persons may be reelected to the same position from time to time. (Ord. 16-26, 10-20-2016)

1-16-4: TERM OF OFFICE; VACANCY:

The term of office for the nontrustee members of the commission shall be three (3) years, or until a successor shall be duly appointed; and shall run from May 1 of one year to April 30 three (3) years hence; provided however that the initial term of office for each commissioner shall be set by the village president for any lesser term, in order to assure that the terms of no more than three (3) members end in any particular year. Further provided, each commission member who is a village trustee shall be appointed for a term that coincides with his or her term of office as a member of the village board. Any vacancy shall be filled by appointment for the unexpired portion of the term. (Ord. 16-26, 10-20-2016)

1-16-5: MEETINGS:

- A. The commission shall meet at least once per month, and each calendar year shall establish and deliver to the village clerk its meeting schedule for the upcoming year in accordance with law.
- B. All meetings of the commission shall be held in accordance with the Illinois open meetings act.
- C. The commission shall keep written minutes of all meetings and other proceedings, and copies of such minutes shall promptly be filed with the village clerk for official records. Preparing the minutes shall be the responsibility of the secretary of the commission.
- D. Except as may be otherwise determined by the commission or as set forth herein, "Robert's Rules Of Order" shall govern the conduct of all meetings.
- E. For the purpose of conducting business, a majority of the members having been appointed and holding the position of commissioner shall constitute a quorum. A vacancy in a position of commissioner shall not be counted in determining a quorum. (Ord. 16-26, 10-20-2016)

1-16-6: ANNUAL REPORT:

Each April, the commission shall prepare and deliver to the corporate authorities a report addressing business development and economic growth within the village during the past twelve (12) months, and specifically including economic prospects and trends within the village, and a description of the activities of the commission, during that time. (Ord. 16-26, 10-20-2016)

1-16-7: LIMITATIONS ON POWERS:

The commission shall not be authorized to expend any funds of the village, and may not enter into any contract in its name, or in the name of the village, in each case without the prior authorization of the corporate authorities. (Ord. 16-26, 10-20-2016)