

Meeting Agenda  
Business Development Commission  
November 14, 2018, 6:30 p.m.  
Hampshire Village Hall  
234 S. State Street

1. Call To Order
2. Public Comments
3. Review of the October 10, 2018 minutes for approval
4. Update on the website for the village
  - A. Dave, Mike, and Ryan Meeting
  - B. Timetable for completing the transfer
5. Downtown
  - A. Beautification Committee update
    1. Update on façade program roll out
      - a. Letter going out
      - b. Metrix for deciding on projects? (Dave report on research)
      - c. Design guidelines...necessary or react to plans that come in?
6. Review of Progress to this Point
  - A. Smart Growth Initiative
  - B. Website (Getting information onto website)
  - C. Hampshire Promotional Video
  - D. Beautification line item in budget
  - E. Beautification committee
  - F. Façade Program
  - G. Surveys
  - H. Sales Pitch to companies
  - I. Articles promoting local businesses
7. List of potential Companies
- 8 Company Profile
  - A. Article on Copper Barrell

B. Article on James Automotive

C. List of remaining companies

9. Entrepreneurial Support

A. Report back from Eileen on conversation with Sybille Agee

B. Any other thoughts on recruiting and supporting entrepreneurs

10. Metro West Meeting for Property Maintenance and Zoning Workshop

11. Update on things going on in the village

12. Adjourn

Meeting Minutes  
Business Development Commission  
October 10, 2018  
Hampshire Village Hall

Call to order at 6:34pm

Present: Commissioners Susie Kopacz, Eileen Fleury, David Pizzolato and Trustee Ryan Krajecki

Meeting minutes from 9/12/18- David Pizzolato made a motion to approve minutes with a second by Eileen Fleury.

Website

Trustee Mike Reid had an IT emergency at the school, so no updates on the websites. Brian Mroch who handles our IT infrastructure could be a candidate to help assist Mike Reid. ESRI reports should be able to be uploaded to the website. Will look into an update on getting those available on the website.

Downtown

The Beautification Committee addressed the need to develop long term and short term goals. The committee is in the process of compiling goals to present to the BDC. Eileen will contact Bill Swalwell who had used Street Scape to develop plans over 10 years ago. With those plans, the committee is hoping to build off those plans to develop a more comprehensive plan.

The discussion came up to have more events within the village. Cassandra from the Chamber was present at the meeting. The chamber hosts between 6-8 events per year. Talk from the committee about working to help coordinate events and gatherings to bring the community together.

Façade Program

The village had approved the façade program as written by the Beautification Committee. A letter was also presented to the village board that was approved. This letter will go out to

all businesses that are defined by our downtown project. The letter will explain the façade program as well as an application. Action item is to verify the façade program and application is on the website before the letter goes out. Goal date is no later than November 1<sup>st</sup> for website update and letter.

BDC is recommending that the beautification has a matrix to work off of. David Pizzolato will look into finding an existing matrix to work off of.

### Potential Companies

A well known bakery talked with David about the possibility of coming to Hampshire. There was a meeting with President Magnussen, Dave and the owner of the bakery. They were given a tour of State Street. The meeting went very well and they are very interested in looking at available storefronts. Dave will keep us posted on any new developments. Ryan will reach out to Mike Armato to see if he would like Dave to take over his list.

### Company Profile

Jeanie Mayer is coordinating with Michelle Bunkowske from the Copper Barrel to create a timeline to interview for the article.

James Motors is set to go out for November.

### Replacement for Gazzola/Zwemke

Ryan had a meeting with Tom Gillespie who was the Vice President of Kennedy Homes. The meeting went very well and his knowledge of residential development is what the BDC is looking for. David Pizzolato made a motion to approve Tom to join the BDC, Susie Kopacz with the second. Candidate was approved unanimously.

Ryan and Eileen had a meeting with Ian Lamp. Ian's background in commercial development is also what the BDC needs. David Pizzolato made a motion to approve Ian to join the BDC Susie Kopacs with the second. Candidate was approved unanimously.

### Quarterly Business Consortium

Decision was made to table the idea of a consortium till the first of the year.

### Entrepreneurial Packet

Decision was made that it is important to have a reference for business owners who need guidance to start up their businesses ie business plans, financing, etc. Eileen will reach out to Sybil Ege to see if we can work out a relationship for referrals.

### UPDATE ON THINGS GOING ON IN THE VILLAGE

Copper Barrel is open

New Strip Malls- Still waiting on IDOT- target construction in Spring

Pet Ag has a new location going up on Big Timber Road

Loves Project-Construction in progress set to be open in December

Palazollos is still a work in progress

Rt. 72 Strip Mall has been paved

Potential Memory Care Center-a business owner presented to the board about a location on Getzlemen Road. Very beginning stages. It would be a combo of assisted living and a memory care facility.

Composting Location Progress-Site is across from Allen's Corner restaurant. This is a temporary site for the company, with a possibility of 10 years.

New Housing North of Allen-First Permit was pulled

Vintage Hammer Opening-Christine Klein is the vendor that has been creating items to sell. Christine opened a shop in the front of the Chamber building and it is opened Friday, Saturday and Sunday. Refurbished/repurposed and specialty items.

Block's-Final Stages of the purchase. Everything has been approved under certain conditions. Plans for remodeling, with a probable refurbish. They will try to stay open during the refurb. Within 6 months hoping to have a delivery service for senior citizens. The plans are rough until they get into the construction. BDC will approach the new owners know about the Façade program.

Eileen Fleury made a motion to adjourn with a second by Susie Kopacz the meeting at 8:18pm.