



Village of Hampshire  
Business Development Commission  
Monday October 14, 2019 – 6:30 PM  
Hampshire Village Hall – 234 S. State Street

## AGENDA

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1. Call to Order
2. Public Comments
3. Review of the September 11, 2019 minutes for approval
4. Main Street Program
  - A. Building Inventory Program –
    - i. LOIS – Location One
    - ii. Bryan Mroch
  - B. Review List of stakeholders and finalize invite list (Trustees)
  - C. Present Agenda for meeting
  - D. Finalize Date
  - E. Set 2 preparation meetings
5. Marketing Discussion
  - A. Present Bid
  - B. Finalize Next Steps
6. Information about Connection of North and South Water Systems
7. Beautification Committee Report
  - A. Façade updates (Swalwell)
  - B. Plan for wayfinding refinement (Swalwell)
  - C. Set a date to knock on doors
8. ESRI Reports Update
9. Hampshire's Very Own
  - A. List of remaining companies
    1. Hampshire Cleaners (October)
    2. Century 21 (November)
    3. Luxor Nails (December)
    4. Incredible Builders (January)
10. Update on new or existing businesses in the village
  - A. To be shared on day of meeting
11. Adjourn



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

Call to order at 6:35 pm

Present: Commissioners Bill Swalwell, David Pizzolato, Susie Kopacz and Trustee Ryan Krajecki  
Absent: Ian Lamp and Joe Lazzar

**Public Comments:**

- None

**Meeting Minutes Approval From 8/14/19:**

- The commission reviewed and Commissioner Kopacz moved to make a motion to approve.
  - Second by Commissioner Swalwell
  - Motion carried by voice vote:
    - Ayes: Swalwell, Kopacz, Pizzolato, Krajecki
    - Nays: None
    - Absent: Lamp and Lazzar

**Resource Bank Presentation of Financing Package for Façade Program**

- Resource Bank presented (3) new loan programs available to businesses within the Village that can take part in the façade improvement program. The loans are designed to allow businesses to bridge the gap between awarded money from the Village and the balance of the project. The Commission thanked the team from Resource for their proactiveness in willing to assist businesses within the Village.

**Main Street Program - Updates**

- Building Inventory Program – Location One (LOIS): Trustee Krajecki shared that recent meetings with representatives from the state were able to provide access to the LOIS platform for integration on the Village website. This service will provide the village with a comprehensive and interactive way for business owners to view available properties within the Village.
- The Commission reviewed the list of stakeholders and finalized invite list for a local organizational meeting with the clubs within Hampshire. The meeting is tentatively scheduled for November 2.
- The Commission also discussed the agenda for the community meeting which will include Main Street updates, an overview of the Façade Improvement Program and a round table session.

**New Business Brochure**

- Mayor Magnussen shared that his current creative designer who was working on the project has left leaving a void in the creative she was doing and will no longer be able to create the brochure.
- Commissioner Pizzolato had sent out the creative brief for the project and received concepts back that was shared with the group. Commissioner Pizzolato will layout the content he thinks should be in the document and share with the group at our next meeting. This information will be able to define the total cost of the project.

### **Recap of Meeting on State Programs**

- In order to receive funding, we need to be GATA approved. Our grant writer thought we had been in the past but wasn't sure if it was current.
- There is new IL Capital Bill has funding for these groups:
  - Earmarked projects of high value (Marengo's project in here)
  - Member Initiative - this comes from our regional representatives and the elements include:
    - Money will be available to spend on projects and the representatives are the key people to get involved in helping us get the money out of this bill
  - Agency initiatives & Prime Sites
  - In the event the Village receives any type of funding, it would be prudent to constantly maintain a list of projects in town and continually communicate them (i.e. a Capital Plan)
- The Village should look to incorporate the Edge Tax Credit into our solicitation of new businesses
- For recruiting new businesses we should consider attending Broker's Events. In order to do that, we need to do these things first:
  - Work on improving the village properties
  - Be sure our properties get listed on Location One (LOIS)
  - Make sure our zoning is in line
- There other programs that will be coming back, including:
  - BIDP
  - Large Business Development Grants
- Continue to develop a closer relationship with key business owners/developers in town and bring them into our planning, especially those who are doing work now such as:
  - Stanley Machine Owner (Tryscka?)
  - Elgiloy Owner (Daro)
  - Harry Siegel
  - Lampheer (Van Vlissingen)
  - Lazar

### **Beautification Committee Report**

- 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
  - Speckled Fawn – Is working with contractors to line up the enhancements; the Committee is still awaiting a formal application to be submitted.
- Commissioner Swalwell also shared that the wayfinding sign proposal is being tabled until the next Beautification Committee meeting.

### **Topics to be brought from the BDC to the Village board**

- Façade Approval Letter – Trustee Krajecki shared that he worked with the Village Attorney to craft a letter that can be used when a façade improvement application is awarded. The BDC all approved.
- The discussion regarding a recommendation that the BDC will be able to integrate into the review of all proposals that will have economic impact on the Village and be able to provide a report to the Village board will be shared at the next Village Board meeting. During August's meeting, 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.

### **Open Positions**

- The BDC currently has an open position due to the resignation of Mike Armato. The BDC will look to fill that vacancy.

### **Hampshire's Very Own**

- The new schedule is as follows of the company profiles to be showcased:
  - Block's (September)
  - Stichin' on State (October)
  - Hampshire Cleaners (November)
  - Century 21 (December)
  - Luxor Nails (January)
  - Incredible Builders (February)

### **ADDED to the Agenda - ESRI Reports**

- Commissioner Pizzolato suggested that the Village purchase updated demographic reports from ESRI for use on the Village website and all collateral. The reports are from 2017 and much of the data has changed.
- Commissioner Pizzolato moved to make a motion to approve.
  - Second by Commissioner Swalwell
  - Motion carried by voice vote:
    - Ayes: Swalwell, Kopacz, Pizzolato, Krajecki
    - Nays: None
    - Absent: Lamp and Lazzar

### **New or Existing Business Update**

- There are no updates

### **Adjourn**

- Trustee Krajecki moved to make a motion to adjourn at 8:42
  - Second by Commissioner Kopacz
  - Motion carried by voice vote:
    - Ayes: Swalwell, Kopacz, Pizzolato, Krajecki
    - Nays: None
    - Absent: Lamp and Lazzar



**Shaw Media**

1586 Barber Greene Rd  
DeKalb, IL 60115

**INVOICE**

Phone Number  
(815) 756-4841

Viillage of Hampshire Hampshire IL
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INVOICE DATE 10/2/2019

**QUOTE**

Valid for 60 days

**QUOTE**

Valid for 60 days

DATE	DESCRIPTION	AMOUNT
10/2/2019	Design and print for 500 books 12 page total- including cover 11 x 8.5 landscape format w staple 17 hours of Cartographer time	\$1,200.00
	Editorial and photos supplied by client Must have high resolution photos supplied	
	Editorial and photos supplied by client Must have high resolution photos supplied 700MB or larger	\$595.00
	1/2 payment due upon start of project 1/2 payment due before going to press May pay by check or credit card	\$1,795.00
		\$1,795.00

**MAKE CHECKS PAYABLE TO:**

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**Shaw Media**  
**Attn: Lisa Angel**  
**1586 Barber Greene Rd.**  
**DeKalb, IL 60115**

**THANK YOU FOR YOUR BUSINESS!**

**Shaw Media**

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Viillage of Hampshire Hampshire IL
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INVOICE DATE  
**QUOTE**  
Valid for 60 days

DATE	DESCRIPTION	AMOUNT
10/2/2019	Design and print for 500 books	\$1,150.00
	8 page total- including cover	
	11 x 8.5 landscape format w staple	
	17 hours of Cartographer time	\$595.00
	Editorial and photos supplied by client	
	Must have high resolution photos supplied	
	Editorial and photos supplied by client	
	Must have high resolution photos supplied	
	700MB or larger	
	1/2 payment due upon start of project	
	1/2 payment due before going to press	
	May pay by check or credit card	\$1,745.00
		\$1,745.00

**MAKE CHECKS PA**

**Shaw Media**  
**Attn: Lisa Angel**  
**1586 Barber Greene**  
**DeKalb, IL 60115**

**THANK YOU FOR YOUR BUSINESS!**



Business Development Commission  
Main Street Meeting  
November 10, 2019 6:30 p.m.  
Village Hall  
234 State Street

1. Welcome and Introduction
2. Presentation of the Main Street Program
3. Ideas and Feedback from the Group
4. Overview of other Programs and Activities
5. Adjourn



Greetings,

It is with sincere honor and great pleasure, that our commission is writing you today. Our group is the Business Development Commission, and we are a group of 7 members of men and women who serve at the pleasure of the Village Board and whose responsibility is to help advise the them on all things related to Business.

Recently, as a part of that mission, we have advised the members of the board that the village should become part of the Main Street America Program. Main Street America program offers a road-map for locally-owned, locally-driven prosperity and revitalization. The members agreed, and the Village of Hampshire has been a member since earlier this year. One of the key focuses of that program is to try to build total community support and gain engagement from all stakeholders because, as the program advises, this gives the highest probability of achieving the goals that everyone will want.

In the spirit of that focus, our commission wants to conduct a community wide meeting with key personnel from some of the important organizations from our village. During that meeting we will have our lead person on the program Susie Kopacz explain the Main Street Program and it's benefits and then we want to seek your input on how we can maximize the program to the benefit of all the residents of the village.

The date of the meeting will be November 2<sup>nd</sup> at 10:00am. It will take place at the Township Building located on Mill Street in town. We promise to keep the meeting efficient and focused on moving Hampshire forward. We sincerely hope that you will attend and offer your unique perspective.

We will be serving coffee and snacks during the meeting so please RSVP by October 20, so we can be sure we prepare enough food.

Here is a link to the Main Street website if you want to learn more:  
<https://www.mainstreet.org/home>

Sincerely,

Ryan Krajecki  
Village Trustee of Hampshire  
630-430-4580

## List of Invitees

- Jody Remakel – Township
- Laura Schraw- Park District
- Nathan Looman – Park District
- Chief Brian Thompson – Police
- Chief Bill Robinson – FPD
- Deputy Chief Trevor Hermannn – FPD
- Fred Rackow – Lions Club
- Debbie Donahue – Chamber of Commerce
- Barbara Brust – Library Board President
- Nancy Ashbrook – Library Director
- Bonnie Keagan– Hamsphire Garden Club
- Dorothy Paddock – Food Pantry
- Carl Palmisano – Coon Creek Committee
- Dale – American Legion
- Jody Remakel – VFW (already invited but I'll send two invites)
- Realtors?