



EMBRACE OPPORTUNITY
HONOR TRADITION

Village President
Mike Reid, Jr.

Village Trustees
Heather Fodor
Aaron Kelly
Toby Koth
Lionel Mott
Laura Pollastrini
Erik Robinson

Meeting Agenda
Business Development Commission
January 11, 2023, 6:30 p.m.
234 S. State St. Hampshire, IL 60140

1. Call to Order
2. Public Comments
3. Review of meeting minutes from December 14, 2022
4. Presentation and conversation regarding two startups from Hampshire
 - A. Martial Arts Studio
 - B. Tumbling/Learning Studio
5. Beautification Committee Report
6. Review of survey results (Pizzolato)
7. Developing a long-term strategy for the Business Development Commission
8. Discussion on what direction we are heading after Economic Development Strategy
9. Hampshire's Very Own
 - A. List of remaining companies
 1. Beautification Committee
 2. RK Services
 3. Krueger Accounting
 4. Iron Wok
 5. Hampshire Social
 6. Garden Berry
 7. Alfano's
10. Update on new or existing businesses in the Village
11. New Business

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12. Adjournment

Attendance: By Public Act 101-0640, all public meetings and public hearings for essential governmental services may be held by video or tele conference during a public health disaster, provided there is an accommodation for the public to participate, and submit questions and comments prior to meeting. If you would like to attend this meeting by Video or Tele Conference, you must e-mail the Village Clerk with your request no later than noon (12 PM) the day of the meeting. A link to participate will be sent to your e-mail address, including all exhibits and other documents (the packet) to be considered at the meeting.

Recording: Please note that all meetings held by videoconference will be recorded, and the recordings will be made public. While State Law does not required consent, by requesting an invitation, joining the meeting by link or streaming, all participants acknowledge and consent to their image and voice being recorded and made available for public viewing.

Accommodations: The Village of Hampshire, in compliance with the Americans with Disabilities Act, requests that persons with disabilities, who require certain accommodations to allow them to observe and/or participate in the meeting(s) or have questions about the accessibility of the meeting(s) or facilities, contact the Village at 847-683-2181 to allow the Village to make reasonable accommodations for these persons.



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Business Development Commission
Meeting Minutes
234 S. State St, Hampshire, IL 60140
(Virtual Meeting Optional)

The regular meeting of the Business Development Commission of Hampshire was called to order by Commissioner Krajecki in person and through a MS Teams video chat on December 14th, 2022.

1. Call to order at 6:32 pm

In-person: Commissioners Ryan Krajecki, Karen Trzaska, Bill Swalwell, Meagan Rago, Liz Martin, David Pizzolato, Trustee Aaron Kelly and Village Manager Jay Hedges.

Virtual: Assistant to the Village Manager Josh Wray

Roll call confirmed - (quorum established)

2. Public Comments:

- None

3. Meeting Minutes Approval From 10/12/22:

- Commissioner Pizzolato moved to make a motion to approve the 10/12/22 meeting minutes
 - Second by Commissioner Swalwell
 - Motion carried by voice vote:
 - Ayes: Swalwell, Krajecki, Kelly, Rago, Martin and Pizzolato
 - Nays: None
 - Absent: Trzaska

4. Conversation about Density of Types of Businesses

- Trustee Kelly brought to the Commission the topic discussed at the Village Board regarding licensing and density. The Commission discussed many view points of implementing limits on the type of licenses that are in areas within the Village.
- The feedback that Trustee Kelly would bring back to the Village Board is that the Commission feels that there is a desire for diversification of businesses and it shouldn't be up to the village to dictate that type of business using an authoritative approach that the power could be. Also, the BDC doesn't want empty buildings so when you have

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businesses which licensing limits could prevent business growth. The density of a type of business should not be a limiting factor for a business to be able to open their establishment, so long as they're within the rules and the guidelines and the licenses approved for that area.

5. Beautification Committee Report

- Commissioner Swalwell presented the following Façade Program updates:
 - Blocks – Completed
 - Garden Berry – Half of the work is done, with the remaining work to be done in the Spring when the weather is conducive to the masonry work.
 - The Kave - Completed
 - Hampshire Social – Completed
- Village Manager Hedges asked Commissioner Swalwell for a budget forecast for the Facade program that they can use for financial planning in the upcoming year.
- Commissioner Swalwell discussed the the Committee has reviewed the way finding signs and has been in touch with a company for styles. Once a recommendation has been put together (signage type, locations, etc.), it will be presented to the BDC.

6. Economic Development Strategy - Survey Results (unanimously approved to move from topic 7 to 6)

- Commissioner Pizzolato reviewed the survey results that prioritized the BDC's ranking to the lenses for the project.
- After the review, the BDC agreed to take the top 3-4 per lens, merge duplicate topics and force rank the top initiatives through a survey.
- Results will be reviewed at January's meeting.

7. Develop a long-term strategy for the Business Development Commission

- Tabled until the survey is completed and reviewed in January.

8. Discussion on what direction we are heading after the Economic Development Strategy

- Commissioner Pizzolato discussed the long-term duties and objective of the BDC. He discussed that through his research, he found that 50% of town don't seem to have a EDC or BDC, and for those that do, they concentrate on 1) improving existing business, 2) encourage new business and 3) provide points-of-view to the Village Board for new businesses and zoning that could impact business development.
- He showcased examples of how well the BDC has provided support and programs for new and existing businesses, but felt that the BDC has missed opportunities to provide their point-of-view for new businesses that approach the Village directly and as housing development is planned.

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- The Commission agreed and will research options for new businesses and any Village project that could have a business impact to be brought before the BDC to provide a point-of-view for the Village Board. Any process or approach will not impede the progress of any project or opportunity.

9. Hampshire's Very Own

- The current schedule of Hampshire's Very Own articles will be as follows:
 - Business Development Commission & Beautification Committee
 - RK Services
 - Krueger Accounting
 - Iron Wok
 - Hampshire Social
 - Garden Berry
 - Alfano's
 - The Body Shop

10. Update on New or Existing Business Update

- Logistics Park updates (Arrowhead Business Park): The Village received an inquiry from a global logistics facility for up to a 20-acre parcel of land.
- There are two parcels that are looking to be zoned so they are included the Village in order to attract additional businesses near the truck stop
- The strip mall project on the north side of Rt. 72/East of Warner St. is making progress in breaking ground to build their strip mall.

11. Adjourn

- Trustee Kelly moved to make a motion to adjourn at 8:39 pm.
 - Second by Commissioner Trzaska
 - Motion carried by voice vote:
 - Ayes: Swalwell, Trzaska, Krajecki, Kelly, Rago, Martin and Pizzolato
 - Nays: None

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Charting the Course:

Aaron Kelly, Josh Wray, and myself got together for a meeting last week where we were able to lean on Aaron's expertise in developing strategies in the corporate world as well as Josh's expertise from his Master's in Public Administration studies. Together we laid out a road map for the development of our Economic Development Strategy. Please find those steps below.

Agenda Items

Step 0

Discussion of Josh's synopsis to facilitate understanding. This should be driven less by board members additional ideas and more about filling in gaps and misunderstandings

Step 1

Review of the Hampshire BDC Mission Statement. This should be an open discussion as to whether or not it is complete or includes things that should be omitted. We are not rewriting this statement at all, but rather affirming that there are no major errors in the statement.

Step 2

Define goals for the EDS Strategy

Step 3

Define multiple strategies underneath each goal for achieving them

Step 4

Define Objectives for each strategy

Step 5

Identify key stakeholders in the community that will be effected as well as contribute to the mission

Step 6

Identify key metrics that the village can track to assess progress towards the goal

Step 7

Set a schedule for achieving those goals

Step 8

Build a plan working backwards from the schedule specifying certain tactics with timelines

Step 9

Use Metrics to measure progress and modify the plan as we move forward