



Business Development Commission  
Meeting Minutes  
February 12, 2020 6:30 p.m.  
Hampshire Village Hall

Call to order at 6:30 pm

Present: Commissioners Bill Swalwell, David Pizzolato, Elaine Thomas, Susie Kopacz, Ian Lamp and Trustee Ryan Krajecki  
Absent: None

Also, in attendance was Village Administrator Hedges & Trustee Reid

**Public Comments:**

- None

**Meeting Minutes Approval From 1/8/20:**

- Commissioner Pizzolato moved to make a motion to approve the 1/8/20 meeting minutes.
  - Second by Commissioner Kopacz
  - Motion carried by voice vote:
    - Ayes: Swalwell, Pizzolato, Thomas, Kopacz, Lamp and Krajecki
    - Nays: None
    - Absent: None

**Agenda Updates**

- Trustee Krajecki made the following changes to the agenda:
  - LOIS discussion would move to #5
  - Main Street review would move to #6
  - The addition of the topic of the Basset Hound Rescue facade program review

**Marketing Brochure Update**

- Trustee Reid walked through the current proposed marketing brochure layout, content and next steps needed for completion. The PR Commission will work directly with the printer to develop a 1st draft for review in the coming months.

**LOIS Update**

- Village Administrator Hedges discussed that both he and Trustee Reid reviewed the current LOIS program and determined that the Village will abandon it and invest their time in updating a program supported by the State of IL. More updates, including potential properties that live on the website will be brought to the BDC for review prior to their listing.

**Main Street Program**

- Trustee Krajecki had purchased the (5) Main Street seminars on the overall program and

took the 1st course, which he reviewed his notes with the BDC. He suggested that fellow Commissioners review courses #1 & #3 of the first lesson, as there is real value to get alignment.

- Trustee Krajecki also proposed that the BDC look at forming a dedicated group to meet separately on a monthly basis to lead Hampshire toward the Main Street program in tandem with the Hampshire Chamber of Commerce. The group agreed, as long as there was actionable items and meetings could be scheduled as needed.
- The BDC also agreed to nominate leads for each section of the Main Street coursework, where each representative could take the course and present their findings. Courses would still be available if fellow Commissioners wanted to review it.
- Courses were delegated as follows:
  - Advance Principals: Quality Design - Commissioner Swalwell
  - Advanced Principles: Economic Vitality - Commissioner Thomas
  - Advanced Principles: Effective Promotion - Commissioner Pizzolato
  - Advanced Principles: Leadership Development - Commissioner Kopacz

### **Beautification Committee Report**

- Commissioner Swalwell presented the following updates to the façade program.
  - Speckled Fawn – Commissioner Swalwell continues to help bring progress to the project, but work remains at a standstill and the Committee is still awaiting a formal application to be submitted. Trustee Krajecki has discussed the situation with the building owner.
  - Faithway Baptist Church - They are considering filling an application to update their facade with more to come.
  - Bassett Hound Rescue – The building has been purchased and gutted, as the new owners will be operating a dog rescue. The current building owner has submitted rendering and a formal application. The BDC discussed the enhancements to the property and were very pleased with the design.
  - Commissioner Lamp moved to make a motion to approve the Basset Hound Rescue a reimbursement value of 50% at their current application amount.
    - Second by Commissioner Thomas
    - Motion carried by voice vote:
      - Ayes: Swalwell, Pizzolato, Thomas, Kopacz, Lamp and Krajecki
      - Nays: None
      - Absent: None
    - Trustee Krajecki will bring the BDC’s recommendation to the Village Board
- Commissioner Swalwell discussed the Beautification Commission’s request and need for a code enforcement program within the Village. Trustee Krajecki stated that Village Administrator Hedges and Pingree Grove’s government have been in discussions to collaborate on an enforcement program. The BDC feels strongly that this is important to have in place as the group continues to invest within the Village.

- The BDC also discussed the use of the rubric that is used to recommend facade improvement amounts. Currently the rubric is broken out into “core” and “non-core,” which relates to the geographic area of the impact.
  - Commissioner Pizzolato moved to make a motion to remove “core” and “non-core” from the rubric since the Facade Improvement District is already written into the Village ordinance.
    - Second by Commissioner Kopacz
    - Motion carried by voice vote:
      - Ayes: Swalwell, Pizzolato, Thomas, Kopacz, Lamp and Krajecki
      - Nays: None
      - Absent: None
  
- Trustee Krajecki made a motion to table agenda items #8 & #9 to March’s meeting.
  - Second by Commissioner Pizzolato
  - Motion carried by voice vote:
    - Ayes: Swalwell, Pizzolato, Thomas, Kopacz, Lamp and Krajecki
    - Nays: None
    - Absent: None

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

- Updates to the following areas were provided by Trustee Krajecki:
  - NW downtown industrial park development interest along with new retailers at different points within the Village.

### **Adjourn**

- Commissioner Lamp moved to make a motion to adjourn at 8:55
  - Second by Commissioner Kopacz
  - Motion carried by voice vote:
    - Ayes: Swalwell, Pizzolato, Thomas, Kopacz, Lamp and Krajecki
    - Nays: None
    - Absent: Lamp