REGULAR ECONOMIC DEVELOPMENT ADVISORY COMMITTEE MEETING
MONDAY, JANUARY 8, 2024
12:00 PM

1. Pledge of Allegiance

2. Call to Order

3. Approve Agenda

4. Approval of Minutes

4.1. Economic Development Advisory Committee - December 11, 2023

5. Public Input

6. Consent Agenda

6.1. Monthly Staff Report

6.2. 2024 Meeting Schedule

7. New Business

7.1. Presentation from the Illinois Department of Commerce and Economic Opportunity

7.2. A Motion to Recommend Approval of an Updated Committee Charter

7.3. Introduction to Economic Development Strategic Planning

8. Any Other Business

9. Adjourn

PROCEEDINGS OF THE REGULAR MEETING
OF THE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE OF THE CITY OF PEKIN, ILLINOIS,
HELD IN THE COUNCIL CHAMBERS OF CITY HALL
111 S. CAPITOL ST
ON MONDAY, DECEMBER 11, 2023 AT 12:00 PM

Call to Order

The regular meeting of the Economic Development Advisory Committee was called to order and all members were physically present.

Attendee Name	Organization	Title	Status	Arrived
John Campbell	Economic Development Advisory Committee	Member	Present	Noon
Danielle Owens	Economic Development Advisory Committee	Member	Present	Noon
Amy McCoy	Economic Development Advisory Committee	Member	Present	Noon
Dennis Short	Economic Development Advisory Committee	Member	Present	Noon
Jack Steger	Economic Development Advisory Committee	Member	Present	Noon
Drew Leman	Economic Development Advisory Committee	Member	Present	Noon
Liridon Rrushaj	Economic Development Advisory Committee	Member	Present	Noon
Keith Dunkelbarger	Economic Development Advisory Committee	Member	Present	Noon
Patrick Taphorn	Economic Development Advisory Committee	Member	Present	Noon
D. Neal Hanley II	Economic Development Advisory Committee	Member	Present	Noon
Roy Bockler	Economic Development Advisory Committee	Member	Present	Noon
Earl Riley	Economic Development Advisory Committee	Member	Present	Noon
Caty Campbell	Economic Development Advisory Committee	Member	Present	Noon

Public Input

No public input was received.

New Business

3.1. Introduction of new Economic Development Director

City of Pekin newly hired Economic Development Director, Josh Wray, was introduced at the meeting. This was his first day of work with City of Pekin. He reported that he grew up in Princeton and graduated from Northern Illinois University. He comes to us from Hampshire, Illinois.

3.2. Date and time for regular meetings going forward

It was discussed and decided to hold the meetings on the second Monday of the month at noon going forward. There was further discussion regarding forwarding potential agenda items for development of the meeting agenda under the direction of Josh Wray. It is important to prioritize what should be on the agenda. It was also noted that there is no reason to hold a meeting if there are no agenda items to discuss.
RESULT:
PASSED (UNANIMOUS)
MOVER: Committee Member Amy McCoy
SECONDER: Commitee Member Pat Taphorn
AYES: Committee Members J. Campbell, Owens, McCoy, Short, Steger, Leman, Rrushaj,

Dunkelbarger, Taphorn, Hanley, C. Campbell, Bockler, and Riley

Any Other Business

City Clerk Sue McMillan was present and informed the committee that everyone on any committee with the City of Pekin is required to complete the Open Meetings Act training. The link to the online training will be sent out to all members. Each member is asked to complete the training and forward the training certificate back to Sue McMillan for recordkeeping purposes. Each individual is required to do the training once. If a member already has a certificate on file with the City Clerks' office, they do not need to complete the training a second time.

There was discussion of reviewing the policies of the committee for possible updates. It was noted that the policy calls for a Chairman and Vice Chairman to be named on a yearly basis.

There were a number of topics brought up for future discussion: goals of the committee going forward- these need to be in line with the goals of the City; review the current bylaws and policy for updates; inviting Chris Setti to attend meetings at least quarterly.

Amy McCoy stated that the Bicentennial Committee is holding a kick-off meeting during the State of the City event on January 19th at 11:30 a.m. She announced the Launch Pekin Program that meets the 3rd Tuesday of the month at the Chamber of Commerce office beginning at 5:00 p.m. She made everyone aware of the Discover Pekin website and FaceBook page. She annouunced the IT Accelerator Grant that provides no-cost IT education. It is available at no cost to the student or the employer. It was further noted that the Back to Business grant is available until January 11, 2024.

Adjourn

RESULT:
PASSED (UNANIMOUS)
MOVER: Committee Member Buster Hanley
SECONDER: Commitee Member Amy McCoy
AYES: Committee Members J. Campbell, Owens, McCoy, Short, Steger, Leman, Rrushaj, Dunkelbarger, Taphorn, Hanley, C. Campbell, Bockler, and Riley

REQUEST FOR COUNCIL ACTION

Agenda Date: January 8, 2024
To: Members of the Economic Development Advisory Committee
From: Joshua Wray, Economic Development Director

AGENDA ITEM: Monthly Staff Report

DESCRIPTION:

Project Updates

East Court Village
Cullinan has released $89,000 for asbestos treatment and $140,000 for schematic design for new tenants. They expect to start pulling demolition and remodel permits in Q1 of 2024.

Riverway Business Park
Concluded discussions with an industrial prospect - unable to reach an equitable deal for sale of City-owned property.

Other
Staff held an introductory meeting with a growing manufacturing company looking to develop a larger location than their current site in Peoria. It would develop 20-30 acres and would bring 15-20 new jobs, but it would not add to sales tax revenue.

Other Notes

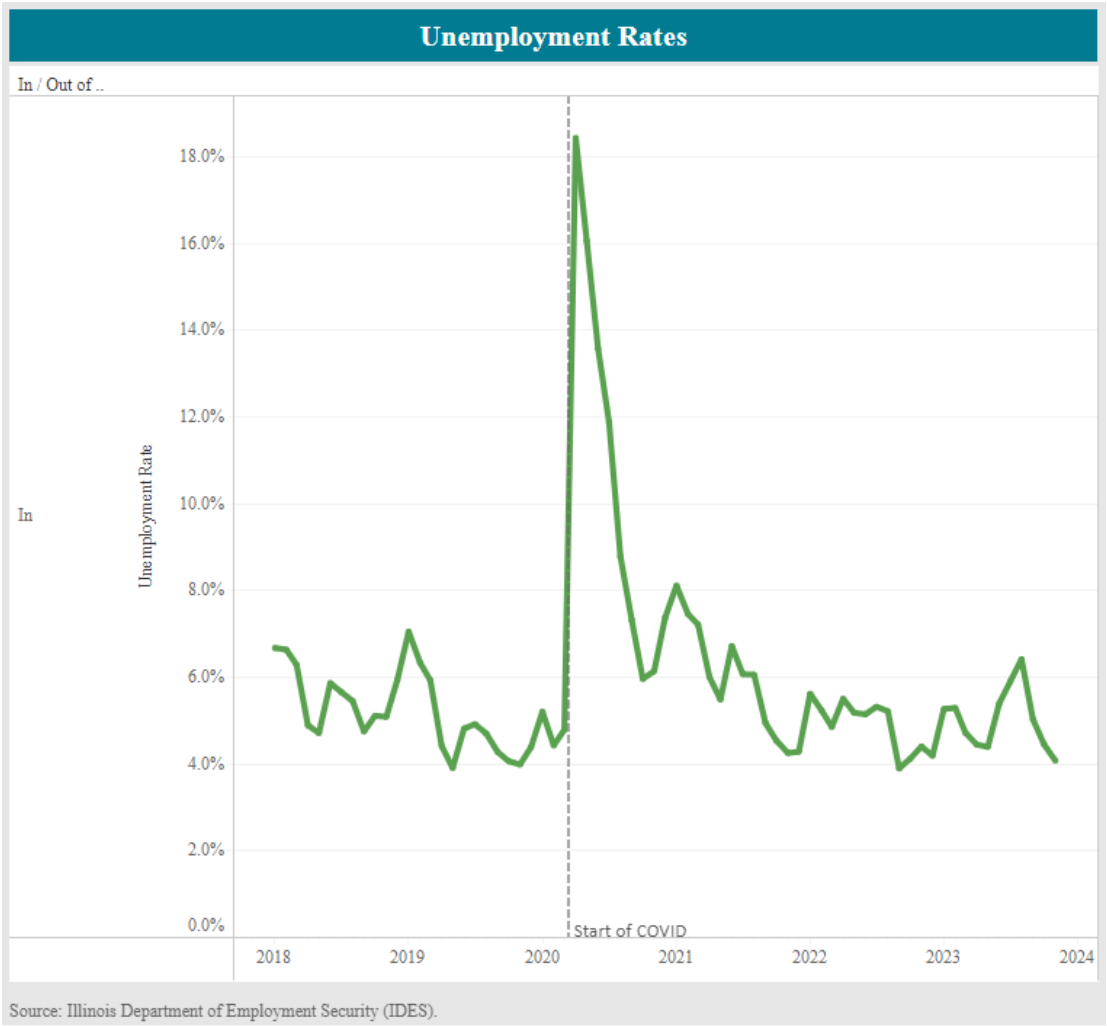
Council approved a change to the liquor code to allow on-premesis consumption in packaged liquor stores to effectively allow a video gaming license to be issued to a grocery store. Kroger intends to add gaming to their store in Pekin.

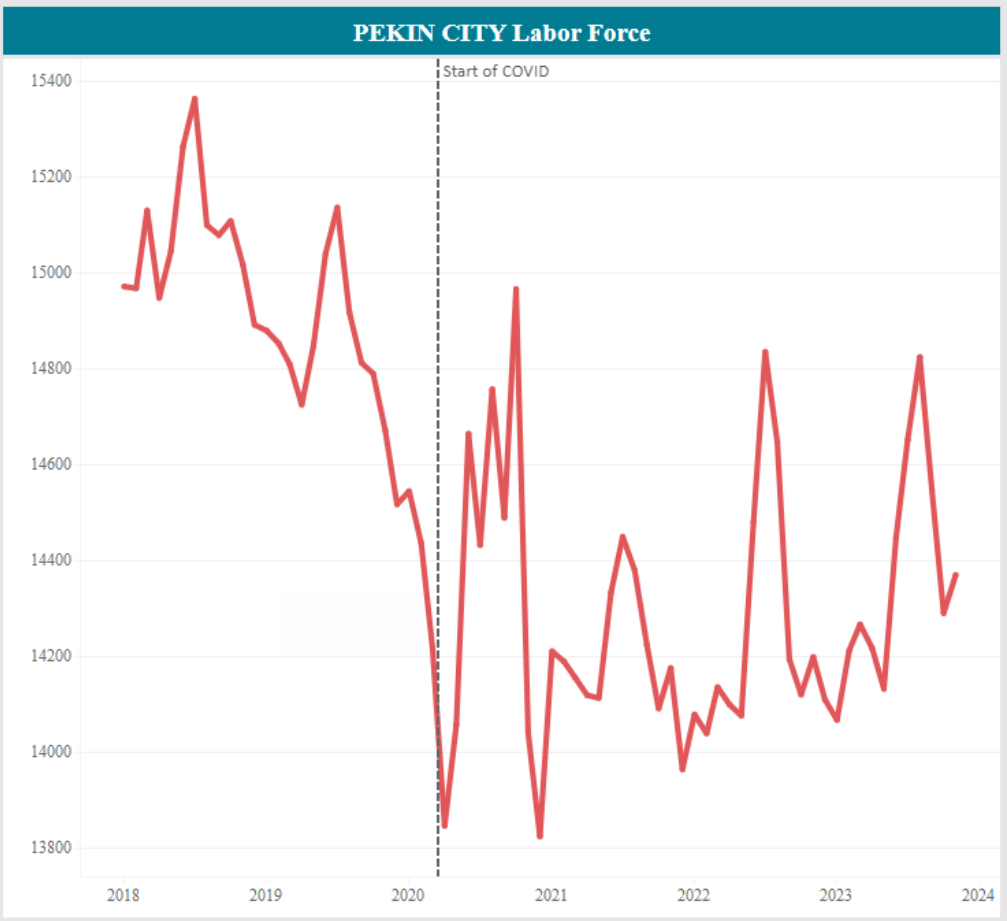
Council held a public hearing on a proposed reallocation of $75,000 of the federal CDBG program to aid a homelessness initiative. A portion of the budget for the Derby Street infrastructure project was available to be reallocated, so staff is recommending the money be moved to a project to rehabilitate a building on Derby Street that will be used as the day shelter for the Pekin Outreach Center, moving that portion of their operation from downtown to Derby. The original consideration for funding this projects was through the TIF district, but the CDBG program is targeted to address low to moderate income issues, so staff felt it would be a better source of funding.

November 2023 Economic Metrics

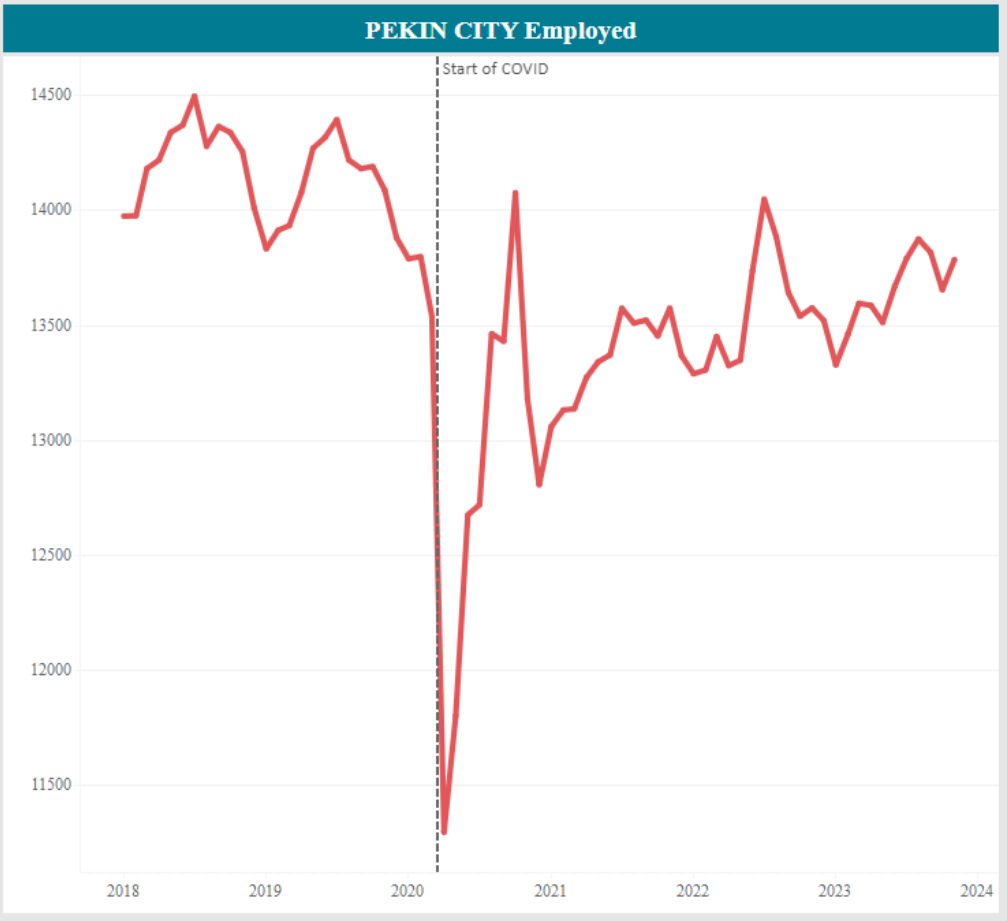
Revenue			
	FY23 Monthly Avg.	Nov-2022	Nov-2023
Sales & Use Taxes	$ 1,241,124	$ 1,321,231	$ 1,289,812
Food & Beverage Tax	$ 131,201	$ 135,815	$ 80,147
Cannabis Tax	$ 14,256	$ 14,304	$ 17,046
Liquor Tax	$ 17,022	$ 17,617	$ 14,698
Hotel Tax	$ 28,897	$ 27,738	$ 15,727
Gaming Tax	$ 57,755	$ 51,458	$ 61,602
Income Tax	$ 427,254	$ 324,119	$ 370,389

TIF / BDD Activity			
	Nov-23		
	Project Applications	Eligible Expenses	Total Incentive
Central Business District TIF			
Court Street TIF			
Southern Industrial TIF			
Business Development District			
East Residential TIF			
South Residential TIF			





Source: Illinois Department of Employment Security (IDES).



Source: Illinois Department of Employment Security (IDES).

City of Pekin
Economic Development Advisory Committee
2024 Regular Meeting Schedule

Regular meetings will be held at 12:00 PM (noon)
in the Council Chambers at City Hall,
111 S. Capitol St. Pekin, IL 61554.

Monday, January 8	Monday, February 12
Monday, March 11	Monday, April 8
Monday, May 13	Monday, June 10
Monday, July 8	Monday, August 12
Monday, September 9	Monday, October 14
Tuesday, November 12	Monday, December 9

REQUEST FOR COUNCIL ACTION

Agenda Date:	January 8, 2024
To:	Members of the Economic Development Advisory Committee
From:	Joshua Wray, Economic Development Director

AGENDA ITEM:	Presentation from the Illinois Department of Commerce and Economic Opportunity

DESCRIPTION:

REQUEST FOR COUNCIL ACTION

Agenda Date: January 8, 2024
To: Members of the Economic Development Advisory Committee
From: Joshua Wray, Economic Development Director

AGENDA ITEM: A Motion to Recommend Approval of an Updated Committee Charter

DESCRIPTION: At its last meeting, the Committee requested that staff review the existing committee charter and bring back suggested updates. Staff has reviewed the charter last updated in 2011 and has provided a recommended charter that maintains the scope and purpose of the Committee but makes significant changes to the language to add more specificity and to be more consistent with other boards/committees in the City.

One notable suggestion for change is moving the selection of the chair from election to appointment by the mayor. While election is not unheard of for a committee like this, it is not the norm, and it has drawbacks that include potentially bringing contention to the membership as committee members vie for the position. It is also administratively awkward to select a chair for longer than a 1-year term when the members have staggered terms where as a mayoral appointment can ensure the consistency the Committee is looking for.

Other notable changes include modification to the Committee's mission and goals for economic development, clarification of the Committee's duties and responsibilities, and reduction of the Committee's size from 13 to 7 voting members that would be implemented as terms expire. **The goals included in the charter will set the stage for the first work project staff would like to pursue with the Committee, a strategic plan for economic development, so please bring any discussion you may have for this section.**

Staff will also request the City Council approve an ordinance to add the Committee to the City Code since it is currently the only public body not codified.

Economic Development Advisory Committee Charter
(Proposed for January 8, 2024 EDAC Meeting)

1. Mission and Goals.
   The Economic Development Advisory Committee is established to advise the City on economic issues and recommends programs and actions that enhance the local economy in pursuit of a balanced and growing tax base and a high quality of life for the community. To that end, the following broad goals are established:
   a) Encourage a wide range of local options for housing, employment, goods, services, and leisure;
   b) Support sustainable and well-planned growth;
   c) Provide efficient and effective government services.
2. Membership; terms.
   a) Number and Appointment: The Committee shall consist of seven (7) members appointed by the Mayor with concurrence from the Council.
   b) Members shall consist of a broad spectrum of leaders from the community. At least three (3) of the following sectors shall be separately represented by members appointed based on their experience and qualifications:
      1) Corporate or operations management
      2) Healthcare, wellness, or senior care
      3) Real estate brokerage or development
      4) Banking or lending
      5) Architecture, construction, or skilled trades
      6) Education
      7) Utilities or telecommunications
      8) Not-for-profits
      9) Business advocacy
   c) Members must reside within one and one-half (1.5) miles of the City's corporate boundary or must work or own a business located within the City's corporate boundary.
   d) Term of Office
      1) The term of office for a voting member shall be three (3) years beginning on May 1 and ending on April 30.
      2) Terms shall be staggered such that four (4) members' terms end each year except for each third year where (5) members' terms end.
   e) Ex-officio members shall be the Mayor and the chief executive officer of the Greater Peoria Economic Development Council.
   f) The Director of Economic Development will serve the Committee as the primary staff resource.
3. Officers; meetings.
   a) Chair
      1) One of the Mayor's appointments for regular membership shall also be for a chair for a term concurrent with the term of regular membership.
      2) The Chair shall preside over the Committee's meetings and shall appoint a Vice Chair to serve as Chair in his/her absence.
   b) Secretary

1) The Director of Economic Development, or designee, shall serve as the Secretary to the Committee.
2) The Secretary shall be responsible for the preparation of the Committee's meeting agendas and the accurate recording of meeting minutes.

c) Meetings
1) Regular meetings shall be held monthly at such time and place as determined by the Committee through annual adoption of its regular meeting schedule.
2) Special meetings may be called by the Chair or by any three (3) voting members.
3) If both the Chair and Vice Chair are absent from a meeting where a quorum is present, an interim chair may be selected by the Committee to preside over that meeting.

4. Duties and Responsibilities.
The Committee shall have the following duties and responsibilities:
a) Monitor and analyze the economic trends and health of Pekin and the area;
b) Evaluate the City's economic development strategies;
c) Identify possible barriers to business activity and development;
d) Provide input during the formulation of the City's strategic and comprehensive plans and other planning activities brought to the Committee;
e) Review and provide feedback on proposals for large-scale development projects such as business parks, retail corridors, residential subdivisions, and recreation areas;
f) Review and provide feedback on proposals for the establishment of economic development tools and policies such as TIF districts, grant programs, and marketing campaigns;
g) Cooperate with and assist business associations and other area economic organizations, to the extent that their goals and objectives are in furtherance of the goals and objectives of the City of Pekin;
h) Assist staff in facilitating activities to accomplish these duties including spreading awareness of the economic development resources, seeking feedback from the community related to the City's economic development policies, and identifying and forwarding new business prospects to staff.
i) Perform additional functions and activities related to the Committee as may be assigned by City Council or requested by staff.

5. Limitation on Powers
a) The Committee and its individual members shall not be authorized to expend funds or enter into agreements on behalf of the City with any party nor make any promises of such.
b) Unless otherwise authorized by the City Council, the Committee and its individual members shall not engage in activities related to individual businesses or other entities on behalf of the City including, but not limited to, site selection, agreements, plan reviews, or licensing/permitting.

City of Pekin

CITY OF PEKIN POLICY NO. 12

City of Pekin Economic Development Advisory Committee Charter

Policy

City of Pekin
Economic Development Advisory Committee

Mission

The mission of Pekin's Economic Development Advisory Committee (EDAC) is to advise Pekin's City government on economic issues that will sustain, enhance and diversify the community's economy while maintaining a focus on the City's conceptual plan. The EDAC will recommend to the City programs to help stimulate business activity, retain existing businesses, facilitate expansion of existing businesses, and encourage new businesses to locate within the City.

EDAC Membership

EDAC shall consist of up to 13 members who are residents, or who reside within a mile and a half of the city boundary, or who work or own businesses in Pekin. The EDAC will select a chairperson from among its voting members at the first meeting to serve an initial term and can be appointed by members to serve one additional three-year term. Future elected chair person(s) will serve for one three-year term and appoint a vice chair. Committee members will be appointed by the Mayor, with the concurrence of the City Council. City staff, including but not limited to the City Manager and Economic Development Director, will serve the Committee as resources. Ex-officio members include our Illinois Department of Commerce & Economic Opportunity representative and the City of Pekin Mayor. Persons interested in serving shall complete an application form.

EDAC members will serve three year staggered terms. Initial appointments shall expire on the first Monday in May, 2008, 2009, 2010. Subsequent appointments shall be for one three-year term. No member may serve more than two three-year terms; after a one-year absence, a former member may be reappointed to the EDAC.

Members of EDAC shall consist of a broad spectrum of proven, experienced community leaders/decision-makers.

Goals

EDAC will focus on the overall economic future of Pekin. In the near term, the EDAC goals include the following:

1. Understand the City's conceptual and comprehensive plan and the priorities assigned by Council to economic development activities
2. Become familiar with existing economic development strategies and current efforts to support these strategies
3. Support and strengthen existing businesses, including analysis of barriers to success for the business community
4. Evaluate existing business retention efforts
5. Define possible economic development issues
6. Evaluate new businesses recruitment efforts

In the longer term, the EDAC will advise and assist the City by

1. Evaluating the City's economic development strategies (what has been accomplished, etc.) and making recommendations for further successes as well as providing input on new concepts (getting more citizen and business citizen and business involvement; diversification, etc.)

2. Monitoring and analyzing the overall economic trends and health of Pekin and the metropolitan area (including revenues evaluation of other communities, changing demographics of citizens and how it affects housing, employment, service levels, community character, etc.; plus analysis of national and international trends, competitors, etc.)

3. Participating in other area economic organizations such as the EDC of Central Illinois, etc.

4. Participating in planning other City owned (or Public/Private partnerships) developments such as Riverway Business Park.

5. Reviewing Developer's proposals completed by entities seeking City financial incentives including but not limited to the Pekin Economic Development Investment Fund. The EDAC may choose to endorse proposals for City Council action.

Purpose

This policy is adopted to advise Pekin's City government on economic issues that will sustain, enhance and diversify the community's economy while maintaining a focus on the City's conceptual plan.

Adopted this 27th day of November 2006.

Amended this 22nd day of January 2007.

Amended this 25th day of April 2011.

REQUEST FOR COUNCIL ACTION

Agenda Date: January 8, 2024
To: Members of the Economic Development Advisory Committee
From: Joshua Wray, Economic Development Director

AGENDA ITEM: Introduction to Economic Development Strategic Planning

DESCRIPTION: The first work project staff would like to pursue with the Committee is the formulation of a strategic plan for economic development. At this meeting, staff would simply like to introduce the concept and the paths to proceed. No formal action is requested at this time.