



City of Pekin

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

1. Call to Order - Roll Call

2. Approve Agenda

3. Approval of Minutes

3.1. Minutes of the EDAC Meeting on March 11, 2024

4. Public Input

5. Consent Agenda

6. Unfinished Business

6.1. Economic Development Strategic Plan - Strategy Development

6.2. Marketing Plan Update

6.3. Airport / Port Opportunities

6.4. Downtown Outdoor Dining

7. New Business

7.1. New Business Checklist

8. Any Other Business to Come Before the Commission

9. Adjourn



City of Pekin

**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, MARCH 11, 2024 AT 12:00 PM**

Call to Order

The regular meeting of the Economic Development Advisory Committee was called to order at 12:00PM. A quorum was declared by Chairperson Drew Leman.

Attendee Name	Organization	Title	Status	Arrived
John Campbell	Economic Development Advisory Committee	Member	Absent	
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 Rushaj	Economic Development Advisory Committee	Member	Absent	
Keith Dunkelbarger	Economic Development Advisory Committee	Member	Present	Noon
Patrick Taphorn	Economic Development Advisory Committee	Member	Absent	
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	Absent	
Caty Campbell	Economic Development Advisory Committee	Member	Present	Noon

Approve Agenda

D. Owens moved to approve the agenda, seconded by A. McCoy. Motion passed by voice vote.

Appointment of Vice Chairperson

Chairperson Leman announced the appointment of Amy McCoy as the EDAC Vice Chairperson in accordance with the recent City Code change by City Council.

Approval of Minutes

4.1. Economic Development Advisory Committee Meeting on February 12, 2024

K. Dunkelbarger moved to approve the minutes of the February 12, 2024, meeting, seconded by D. Hanley. Motion passed by voice vote.

Public Input

R. Bockler made note that there are still sections of the website that state the EDAC meetings are on the 1st Monday of the month.

Consent Agenda

6.1. Receive the Monthly Staff Report

A. McCoy moved to approve the consent agenda, seconded by D. Hanley. Motion approved by voice vote.

New Business

7.1. Economic Development Strategic Plan - SWOT Analysis Review and Strategy Development

The Committee reviewed the SWOT analysis from the prior meeting with a few additions made by R. Bockler and K. Dunkelbarger.

The Committee then discussed strategies for meeting the broad economic development goals of the City for approximately 40 minutes. Ideas included residential development programs, infrastructure improvements, and communication from the City. Discussion will continue at the next meeting.

Any Other Business to Come Before the Committee

none

Adjourn

D. Owens moved to adjourn the meeting at 1:03 PM, seconded by A. McCoy. Motion approved by voice vote.



REQUEST FOR COUNCIL ACTION

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

AGENDA ITEM: Economic Development Strategic Plan - Strategy Development

DESCRIPTION:

Strategy Development Overview

Strategy development is the process of using available knowledge to document the intended direction of an organization and the actionable steps to reach its goals. While they are probably too high-level to be easily measured, they provide a sense of knowing when a goal has been reached. Measurable objectives will come next.

What does the City need to do to meet the EDAC goals? Aim for 2-4 strategies per goal.

Strategies Discussed Thus Far

Goal 1. Encourage a wide range of local options for housing, employment, goods, services, and leisure;

1. Incentivize diverse types of residential development/redevelopment.

Goal 2. Support sustainable and well-planned growth;

1. Make proactive infrastructure improvements in future growth areas.

Goal 3. Provide efficient and effective government services.

1. Engage in proactive, 2-way communication with all types of audiences/customers.
2. Continuously improve processes at City Hall.
3. Offer clarity for customers regarding relationships with other entities.
4. Employ a reliable, high-quality development staff
 1. Support training for development staff
 2. Have an active succession plan.



City of Pekin
111 S. Capitol St. Pekin, IL 61554
309-477-2300 ■ www.ci.pekin.il.us

New Business Checklist

Please reach out to City staff with any questions or for more details about any of the items below. This checklist is just to give you a heads-up on City requirements generally applicable to a new business.

Before You Buy

- ✓ Ensure proper zoning for your type of business.
 - You may need variances or special use approval if there are special considerations for your property.
- ✓ Check local incentives.
 - TIF grants for site work and building improvements.
 - Enterprise Zone tax benefits

Before You Build or Remodel

- ✓ Ensure proper zoning for your planned improvements.
- ✓ Obtain a Pre-Occupancy Inspection (for existing buildings)
- ✓ Get building permits and inspections for any remodel work or improvements.
- ✓ Key Areas of Concern:
 - Life Safety (fire alarms, sprinklers, exits, etc.)
 - ADA (walkways, stairs, doors, bathrooms, etc.)

Before You Open

- ✓ Get a certificate of occupancy from the Building Department even if you did no remodeling or other improvements.
- ✓ Get all required City licenses.
 - Business registration license (required for all businesses)
 - Other (liquor, tobacco, gaming, etc.) – ask City Clerk's office.
- ✓ Set up for taxes.
 - Food and beverage (City)
 - Packaged liquor (City)
 - General sales taxes (State)
 - Business Development District (State)
- ✓ Ensure utilities are in your name.
- ✓ Check with County and State for any other requirements (health inspection, other licenses, etc.)

City Contacts

<u>Department</u>	<u>Can help with</u>
<u>Community Development</u> Nic Maquet 309-478-5370	Building Permits Zoning
<u>City Clerk's Office</u> Nicole Stewart 309-478-5415	Licensing
<u>Economic Development</u> Josh Wray 309-478-5355	Local Incentives Site Selection
<u>Finance</u> Crystal Hornback 309-478-5335	Local Taxes
<u>Fire Department</u> Capt. Josh Peterson 309-477-2387	Fire Prevention

Other Contacts

[Tazewell County Health Department](#)

309-925-5511
tazcohth@tchd.net

[Pekin Area Chamber of Commerce](#)

Amy McCoy, Executive Director
309-346-2106
info@pekinchamber.com

[Small Business Development Center at Bradley University](#)

Eric Sampson, Director
309-677-2992
esampson@fsmail.bradley.edu