

**VILLAGE OF PRAIRIE GROVE
Economic Development Commission
Meeting Minutes**

April 5, 2010 at 7:30 AM

Call to Order: Economic Development Chairman, Keith McConnell, called this meeting to order at 7:40 AM.

Roll Call: Present were EDC members Bob Gray, Jean Smith, Ryon Yemm, Chairman Keith McConnell and Village Administrator Jeannine Smith.

Approve April 27, 2009 Minutes: Approved by Bob Gray, Jeannine Smith & Keith McConnell.

Public Comment: None

Old Business:

a. Review of Past EDC Accomplishments and Document Status:

- Chairman McConnell reviewed past work of the EDC to set the tone for prioritizing future EDC projects. These included Town center/TOD business supply/demand analysis, Rt. 176 corridor impact analysis, mapping of appropriate potential business types to specific locations along Rt. 31 & Rt. 176
- Business supply/ demand analysis: This analysis should be continued as the result will provide useful guidance on what businesses we should target in our marketing efforts. New data will be available to include in this analysis in the future from the TOD project and from the 2010 census. Immediate needs are to expand coverage from the town center area to the entire village and to continue adding business supply side data to the existing list of business types that residents desire. One good source is data that Jeannine has been capturing about businesses looking to expand into Illinois and the criteria they are looking for.
- Rt. 176 Impact analysis: This analysis should be completed and updated annually to be used both as an input to the overall Village economic model as well as data for use in marketing the area to potential new businesses. Immediate updates needed are to gain insights on real estate value impacts from a realtor (Jeannine has a contact), make any updates needed to be consistent with the April 27, 2009 EDC meeting minutes and to scrub of the overall analysis for any mistakes/errors including. Despite current economic downturn, having this work completed this year would be helpful for discussion with potential new businesses since there is an 18 month lag between negotiations and start of new construction. Chairman McConnell will identify which version of the analysis is most current.
- Mapping of potential businesses: The intent is to help visualize and gain agreement on specific types of businesses that would be appropriate at specific locations around the village. This work would be valuable to continue along Rt. 176 corridor and Rt. 31 but less necessary at the Town Center area as the TOD project. The business supply/demand analysis will be a key input into this mapping work as the current version does not fully take the supply side into consideration.

New Businesses:

- a. Document classification, storage & retrieval system:
 - In order to better manage and share working documents the EDC will begin storing our documents on a central server. In order to avoid confusion about the status of the documents, we will label all incomplete documents as "Draft" and retain on the server only the latest versions of those documents.
- b. Priority Projects for 2010: Four projects were agreed as our initial priorities this year.
 1. Business supply/ demand analysis: Jean Smith volunteered to help out on this project.
 2. Retention of current businesses: The EDC agreed we should reach out to current businesses in Prairie Grove to see how the village might better serve them. Keith McConnell volunteered to draft a first pass interview guide that could be used to guide future discussions with business owners.
 3. Water & sewer analysis: The EDC agreed it would be useful to continue to explore the cost/benefit and feasibility of running water & sewer to various locations along Rt. 31 & Rt. 176. Jeannine Smith volunteered to continue leading this effort.
 4. Mapping of potential businesses: The EDC agreed it would be of value to map specific business types to the land uses specified in the Rt. 176 corridor plan. Inputs would come from the business supply/demand analysis as well as past/ongoing communications with property owners and businesses who have expressed interest in potentially locating in the area. Outcomes of this analysis would also help inform the cost/benefit of delivering water/sewer to this area. This will be a topic for our next EDC meeting. All EDC members agreed to review the Rt. 176 corridor plan prior to the next EDC meeting.
 - We will continue to explore opportunities and prioritize projects at each EDC meeting.

Next Meeting: April 19 is the tentative date pending availability of the EDC members.

Adjournment: Motion by Bob Gray, 2nd by Jean Smith to adjourn at 9:15 AM. On a roll call vote all members voted aye. Motion carries.