

From The Mayor's Desk

On behalf of the City Council, I would like to welcome you to our community, situated on the banks of the beautiful Kankakee River. Imbued with a quiet, rural atmosphere, Momence takes pride not only in its unique location, but also in its excellent school system, the historic downtown area, the Island Park, annual Gladiolus Festival, and community organizations.

Located fifteen miles east of the Kankakee/Bradley/Bourbonnais metropolitan area, and fifty miles south of Chicago, Momence offers an attractive alternative to congestion, high real estate prices and taxes. Yet the amenities of city life are within easy access—the Metra train station is a half hour drive away. Momence is just as close to downtown Chicago as the northwest suburb of Naperville

A central business district around Dixie Highway and Washington Street is included on the National Register of Historic Places. The character and architectural distinction of the downtown buildings continues to be preserved and enhanced as businessmen and women make investments to revitalize our historic downtown.

A number of large industries in our community employ as many as 1,000 people. Among them are Van Drunen Farms, Silva International, Momence Pork Packing, Flanders-Precisionaire, Gilster-Mary Lee and Baker and Taylor. The city is appreciative of the partnerships with these companies and will continue to open opportunities for expansion and for new industry to make Momence their home.

We invite you and your business to be part of our future, and congratulate you on your new or expanded business enterprise. Feel free to contact me at 815-472-4955 to meet or talk about your new business. We will work with you to the best of our ability to ensure your success.

Sincerely,

Mick Porter
Mayor of Momence



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History of Momence

First known as "Lower Crossing", Momence was named after a local Potawatomi, Isadore Moness. Momence was first platted by Dr. Hiram Todd in 1846.

In the early 1800's, the father of Chicago, Gordon Hubbard, as well as other traders of the day, drove teams of men, oxen, and horses from the fertile hunting grounds of Danville, Illinois and the neighboring Wabash Valley to "South Water Street", a common reference to the large settlement north of Momence that was to become Chicago.

In 1832 the Potawatomi Indians ceded their land to the United States Government in the Treaty of Camp Tippecanoe. The Potawatomi left the Kankakee Valley and moved to a reservation near Council Bluffs, Iowa. As word spread about the government acquiring the land, immigrants from New York and Vermont moved west to Kankakee County, locating mostly in Momence. A more aristocratic group, they were storekeepers, craftsmen, businessmen, and professionals.

The modern railroad crossed the river at Momence following the Civil War. Intended and unintended changes to the river, as a result of "improvements" along with the construction of numerous bridges and dams in Momence during the late 19th and early 20th centuries, changed the look and depth of the Kankakee River at Momence.

Yet another Kankakee County attraction was the 1890 Hay Place in Momence. The 206' x 166' castle-like structure was made of hay bales and featured agricultural displays, bandstand, and dance floor. The second and final Hay Place was reconstructed in 1891 to be even larger, 217' x 224'. Large, beautiful homes were built in the late 1800's, many of which remain today.

As Momence entered the 20th century, new forces shaped its evolution. The impact of two major wars, a 10 year depression, and massive industrial modernism created challenges and opportunities for Momence as it did for every community in the country. The sudden emergence of World War I in the early 20th century took local boys from Momence only to see them return and make the city more modern. As with all wars, a burst of local improvements following the first war, and the automobile led the way to

American modernization. Livery stables became automobile centers and dirt streets were paved over with concrete.

The Depression years were clearly difficult for all Americans, but projects like the new high school and growth in civic groups bolstered the community and moved Momence forward. At the height of the Depression, Momence held its 100th Anniversary in a grand way, and with a history of celebrating life's good times, the Momence people launched the Gladiolas Festival, inspired by Roy Hess, in 1938, and the festival still lives on today as Momence's trademark.

After World War II, entrepreneurs, many of them veterans, created what some would say was the peak of Momence's economic strength to date. Names like DuMontelle, Astle, Speith, Therien, LaMotte, Cromwell, Reising, Thyfault, Case, Benoit, Mullady, Jensen, Mackin, Butterfield, Petkunas, Stetson, Lustig, Wheeler, and Orr built solid businesses that thrived in the postwar boom years.

As the 1960's waned, a world of economic change would not leave Momence untouched. Retailing was now being placed in the hands of multinational and regional brands, pricing local proprietors out of the market all across the country. Interstate development would bypass Momence, and malls consolidated shopping throughout America. In the 1970's Momence beautified its downtown by creating antique-style imaging on storefronts to attract continued business. Today, this trend continues with Main Street Momence leading the way. The downtown district was placed on the National Register of Historic Places in 2006, and the Main Street program continues its mission of preservation and improvement.



Most of the above content was obtained from the book, "Images of America, Around Momence" by Kevin McNulty, Sr., published by Arcadia Publishing Copyright © 2007, and used with the permission of the author. Printed copies of this very interesting book may be purchased at the Main Street Office, and online at www.amazon.com and www.barnesandnoble.com.

Information obtained from City of Momence Web Site



Community Demographics

Downtown Momence, located at the juncture of Highways 1 and 17, is a charming downtown with a strong sense of place and rich history.

Momence has a stable population of:

- 3,400 residents
- with the surrounding Momence and Ganeer townships providing an additional 7,500 people to the immediate area
- The population of Kankakee County in its entirety is approximately 103,800 residents.
- The median income for a Momence family is \$45,700 annually.

Land area: 1.37 square miles.

Population density: 2473 people per square mile (low).

Weather:

- Annual Chance of Sunshine – 54%
- Temperature
 - July High 85.7°
 - January Low 12.2°
- Precipitation
 - Average Annual Precipitation 36.13 inches

Total population (2010): 3388

- Males: 1,664 (49.1%)
- Females: 1,724 (50.9%)
- Median resident age: 38.3 years
- Illinois median age: 34.7 years
- Estimated median household income in 2009: Momence: \$43,297 (it was \$37,898 in 2000)
 - Illinois: \$53,966

Races in Momence

- White alone - 2510 (74.1%)
- Hispanic - 630 (18.6%)
- Black alone - 169 (5%)
- Two or more races - 62 (1.8%)

Education

- For population 25 years and over in Momence:
 - High school or higher: 73.2%
 - Bachelor's degree or higher: 11.6%
 - Graduate or professional degree: 5.1%
 - Percentage of population with a bachelor's degree or higher below state average

Employment

- Unemployed: 5.1%
- Mean travel time to work (commute): 19.5 minutes

Most common industries in 2005-2009(%)

- Manufacturing (12%)
- Educational services (12%)
- Construction (9%)
- Transportation and warehousing (9%)
- Retail trade (8%)
- Public administration (8%)
- Agriculture, forestry, fishing and hunting (8%)

Number of houses:

- Houses: 1,232
- 1,167 occupied
- 786 owner occupied
- 381 renter occupied
- % of renters here: 33%
- State: 33%



- Housing density: 900 houses/condos per square mile
- Median gross rent in Momence, IL in 2009: \$619
- Median monthly housing costs: \$758

Estimated median house or condo value in 2009:

- Momence: \$130,756 (it was \$95,600 in 2000)
- Illinois: \$202,200

Information obtained from City of Momence Web Site

City Profile

Momence has an elected mayor and 8 alderperson. City Council meetings are scheduled on the 1st and 3rd Mondays of each month at 7:30 PM. The mayor and his council encourage citizens to attend the meetings and share their comments at each meeting.

A Police force of 10 officers, including a canine unit, serves the greater Momence area with the added patrols by the Kankakee County Police and the Illinois State Police.

In addition to a dedicated Police force, the Greater Momence Fire Protection District serves an area of 92 square miles and a population of 12,000, utilizing a modern firehouse with nine fire trucks, a rescue boat, and a portable power plant as well as a contracted advance life support ambulance.

The Momence Park District operates five facilities within the boundaries of Momence. Each facility serves a unique purpose, although the flagship facility is the Island Park, featuring acres of wooded beauty nestled between two channels of the Kankakee River. The Island Park offers room to roam, picnic, fish and enjoy the sights and sounds of the Kankakee River. Additional Parks include historic Walnut Street Park, Island View Park, Jed & Emma Park and Boat Launch Park.

The Momence Community Unit District #1 serves approximately 1,200 students K-12. There are 4 public school building and 1 private school.

The Gladiolus Festival has been held each August in Momence for nearly 70 years, drawing area residents as well as visitors from across the country. The Momence Glad fest features multiple parades; an antique auto, truck and tractor show, a giant flea market and craft show; musical entertainment; a giant carnival; and other daily events.

Downtown Momence served as a setting for scenes in the 2002 movie, *Road to Perdition*, starring Tom Hanks. American Jazz musician Orbert Davis was raised in Momence and NFL two-time Superbowl Champion Pittsburgh Steeler lineman Ted Petersen also hails from Momence.



Main Street Momence Profile

Momence is only one of 60 towns in Illinois designated as a Main Street community. The mission of the program is preservation-based economic development that enables communities to revitalize downtown and neighborhood business districts using local assets. Momence was inducted into the Illinois Main Street program in 2005. The program operates out of the office of the Illinois Department of Commerce and Economic Opportunity under the auspices of the National Trust for Historic Preservation. A vital partner in the regional economic development landscape, Main Street Momence coordinates activities throughout the year and provides services to the city and business and building owners in the designated downtown district.,



Momence Main Street committees can offer many support services free of charge. For the building owner the Design Committee offers technical support and recommendations from architects affiliated with the IHPA, whose advice is based on the ‘Standards for Rehabilitation’ published by the National Park Service. In 2006 the Design Committee did extensive research and enabled our downtown district to be placed on the “National Register of Historic Places”. Momence is the only community in the county with this distinctive honor. This designation enables ‘contributing’ buildings to apply for a 20% Federal Income Tax Credit. The Design Committee also offers an ongoing Façade Grant program.

The Economic Development Committee has implemented a low interest loan program that can benefit both the building owner and the business owners. The committee also provides workshops for business and building owners bi-monthly on topics directly related to operating and owning a business. MSM can also refer businesses to experts for assistance in many areas including Graphic Design and Marketing opportunities in the area.

Businesses can also participate in several promotional events conducted by the Promotion Committee. Events are carried out throughout the year including the annual Community Auction, Cruise Nights, Dixie Daze, Beautification Day, Bordertown Hauntings and the Christmas Gathering.

Chamber of Commerce Profile

Business Partners - Momence Chamber of Commerce

The Momence Chamber of Commerce has been a key organization in the City of Momence since its beginning on February 2, 1938. The main purpose of the Chamber is to promote the economic, civic and social welfare of the people of Momence and the surrounding vicinity.

The Momence Chamber of Commerce assist businesses, new and old, by offering business referrals on all inquiries, a business directory on the Chamber website, networking opportunities at chamber meetings and business after hours events. New members are welcomed with a ribbon cutting for the new business or a member spotlight for an existing business. The Chamber board of directors consists of several business leaders rich with information covering several areas of business life in Momence, all who are willing to assist in any way they can.

Every year the Chamber hosts several events to promote civic and social growth in the community. An annual golf outing and the Dixie Daze Turbo Turtle Race are events that people wait to attend each year and are also the Chamber's largest fundraisers. Two of the projects supported by the fundraisers are the annual calendar of events and a community brochure produced by the Chamber of Commerce. The brochure is the perfect promotional tool to help new businesses and new residents to learn about their new home. Both the calendar and the brochure serve to entice visitors to the area throughout the year.

The Chamber also serves our community in many ways. Each year the Chamber sponsors a float in the annual Gladiolus Festival Parades. Nearly every year, the Chamber is host to a circus that visits our City. During local election years, the chamber helps spread awareness of the candidates for local office by hosting a Political meet and greet, where citizens are invited to meet their candidates. Annually, during the Awards banquets, community leaders are recognized with presentation of the Citizen of the Year award, Junior Citizen of the year scholarship, Business Leader of the Year award and the Lifetime achievement award.





Starting Your Business

A business plan is not mandatory to establish your new business in Momence, but it is advantageous to you as the business owner to draw up a realistic overview of your business goals. The more organized you are at the beginning of your venture, the greater your chance of success. Take advantage of the Small Business Development Center in conjunction with Kankakee Community college, as well as the corporate continuing education classes that are offered through the college. For information, contact KCC at 815-802-8220.

Other resources:

- » Network with other businesses in Momence and members of the Chamber of Commerce for information. (815-472-4620)
- » Contact Main Street Momence for additional information and assistance. (815-472-3861)
- » Kankakee County SCORE, small business mentoring program. (815- 427-9818)
- » Entrepreneur Boot Camp and Business Plan Competition – Enterprise U. (enterpriseu.com)



Location Location Location

Consider the type of location that best meets your needs. Do you need street visibility? Can you be in the rear, or upstairs? Will you need prominent signage, or just identification? Is there adequate parking?

Whether you seek a new location yourself, employ a realtor to assist in the search, or contact Main Street Momence, allow ample time to arrange your lease or purchase, as well as time to complete the improvements you need make in order to open your door for business. These steps often take significantly longer than expected.

- » Research the zoning laws for the property you are considering for your business by contacting City Hall (815-472-2001).
- » Critically evaluate whether the property is suitable.
 - How much build-out and/or remodeling will be required?
 - If you are leasing, is the landlord in agreement regarding the use of the land/building?
- » Notify City Hall of your intention to buy or lease, and include a description of the type of business that you plan to establish.



Suggested Contacts

Federal, State and County agencies have business filing requirements.

Although many of the business filings can be done online, a suggestion is that you retain both an accountant and an attorney to help you with the financial and legal obligations of starting a new business.

Federal Tax Credits for Historic Buildings are available. Contact Main Street Mومence for information.

Federal Government

- » Federal Employer Identification Number
Before starting a new business, you may need to obtain a Federal Employer Identification Number. Information on this requirement can be found at
<http://www.irs.gov/businesses/small/article/0,,id=102767,00.html>
- » Federal Income Taxes
A useful link for other matters regarding small businesses and the IRS is
<http://www.irs.gov/businesses/small/article/0,,id=98966,00.html>

Employees

- » Form W-4
If you will be hiring employees, there are specific requirements for record keeping and taxes. Forms you will need include Form W-4, found at
<http://www.irs.gov/pub/irs-pdf/fw4.pdf>
- » Form I-9
The Employment Eligibility Verification form, issued by the U.S. Citizenship and Immigration Services, can be found at
<http://www.irs.gov/app/scripts/exit.jsp?dest=http://www.uscis.gov/i-9>

- » Advanced Earned Income Credit Payments
If your employees qualify for this benefit, and wish to receive it, the form can be found at
<http://www.irs.gov/pub/irs-pdf/p1844.pdf>

State of Illinois

- » Filing your business with the State of Illinois
If you are forming a business entity such as a partnership, corporation, or LLC, then you must file with the State of Illinois in order to conduct business. The following link provides additional information
http://www.cyberdriveillinois.com/departments/business_services/publications_and_forms/home.html
- » Specific requirements for small businesses
The State of Illinois provides guidelines at
http://business.illinois.gov/step_by_step_guides.cfm

Kankakee County

- » Assumed Name Certificate
Businesses operating in Kankakee County must file an Assumed Name Certificate with the County. Information can be found at
<http://www.kankakeecountyclerk.com/AssumedNameBusiness.htm>
- » Sales Tax
All businesses that sell goods and merchandise to the public, and are not otherwise exempted from it, must pay sales tax. Information can be found at
<http://tax.illinois.gov/Publications/Sales/strrm/07012007/st25.pdf>
- » Property Tax
All property taxes are collected at the county level, with a small portion levied by the City itself. Questions regarding property taxes may be

directed to the City of Momence (815-472-2001, or the Kankakee County Clerk's Office (815-937-2990)

Financial Considerations

- » Set up the necessary bank accounts
 - General operating account
 - Sales tax savings account if applicable
 - Payroll account if applicable

- » Network with other businesses in Momence to research alternative commercial lenders

- » Contact Main Street Momence for additional assistance and information.



Building Out Your Property

Downtown Momence has many unique and historic buildings. These can offer unique possibilities for design, but can also pose challenges. Many factors must be considered in any interior modification. The existing construction of a building may significantly affect renovation options. Structural elements and the installation of walls, utilities, sprinklers, and any accessibility upgrades must be considered very early in the process to avoid significant delays or cost overruns. Representatives from the Mayor's office, City Hall or Main Street Momence are always willing to meet with building owners, tenants or project designers to discuss these requirements.

» Zoning ordinances

Although you have already checked the zoning ordinances for your location, make sure that all modifications to your property will not violate existing zoning laws.

» Code Considerations

In addition to aesthetics, the interior design must take into account building code requirements. Factors such as accessibility, emergency paths of egress from a building, number of exits, emergency lighting, sprinklers and/or fire alarm systems are a few examples of the code requirements that may affect the renovation of an interior space.

» Building codes for Momence

City ordinances may be found at

<http://cityofmomence.com/>

Click on "City Ordinances."

Alternatively, the codes may be found at

<http://www.sterlingcodifiers.com/IL/Momence/index.htm>

» Licensed Architect

Secure a licensed architect to draw up plans for your remodeling. If you need direction regarding architects, contact Main Street Momen for assistance.

- Present architect's drawings to the City Council (drawings must have seal)

» Secure necessary building permits

Building permits are required for most interior renovations. This includes construction, demolition, installation of walls, floors, counters, electric equipment, outlets or lighting, plumbing fixtures and mechanical equipment. Cosmetic changes such as painting, floor finishes, or decorating do not require a building permit. Permits require the submittal of construction plans for review of code requirements. These plans may require the services of an architect or engineer, depending on the size and scope of the project. Permits may take several weeks, so allow ample time.

- Contact City Hall for building permits.

» Secure necessary building occupancy permit

- Contact City Hall

Contractors

Vet your contractors to make sure they are licensed, bonded and insured before hiring any work done. A good contractor should be willing to provide referrals. Make sure your contractor is familiar with zoning laws and building codes for your location and the type of business you wish to establish.

Building Inspectors

During each phase of your build-out, you must have a building inspector sign off on the completed work; Contact City Hall to request a building inspector. Be prepared to provide proof of all permits, licensure and insurance.





Financial Services

The community of Momence has a strong employment base, excellent schools, varied recreational opportunities, and reasonable housing costs. The downtown area has an opportunity to build upon its quaint atmosphere, unique storefront space, and low overhead, and traffic counts.

There are a number of financial incentives available for downtown businesses.

- » Facade Improvement Grant Program – matching grant program
- » Revolving Loan Fund – 3% interest loan program

Contact Main Street Momence at 815-472-3861 for additional information.

- » The state of Illinois certified the expansion of the Kankakee County-Manteno Enterprise Zone to Momence in January 2012. Dixie Highway, Downtown Momence and select adjacent industrial properties have been approved for acceptance into the KCMEZ. (See LCMEZ map.)
- » Incentives provided by the Enterprise Zone extend to **all commercial, industrial, warehouse and manufacturing** outfits located within zone boundaries.
- » PROCEDURE: Visit <http://kankakeecountyed.org/our-advantage/programs-incentives> for complete details and to download the applications required to take advantage of KCMEZ incentives.
- » CONTACT: For more information, contact the Economic Alliance of Kankakee County, 200 East Court Street, Ste. 507, Kankakee Illinois, 60901 • 815-935-1177.



Insurance, Licensure and Utilities

Insurance

When you consider your insurance requirements, you may wish to work with an insurance agent who is familiar with the needs of a small business owner. General coverages include, but are not limited to:

- » All risks coverage
- » Worker's compensation and employer's liability insurance
- » Unemployment insurance
- » Public liability insurance

Licensure

Professional licensure

- » If your business offers a professional service, such as electrical work, or hair styling, make sure your license is current.
- » If your business is in the food industry, including gas stations that sell food items, check with the Kankakee County Health Department for information regarding the necessary licensure and permits (815-802-9312). You may also find the information at

www.kankakeehealth.org/

Information specific to the mandatory Illinois State Food Service Sanitation courses can be found at

<http://www.kankakeehealth.org/environmental-health/food-sanitation/courses.html>

- » If your business sells alcohol, you must have a liquor license, from the city prior to applying for a license with the State of Illinois. Information may be found at <http://www.state.il.us/lcc/>
- » All businesses must abide by OSHA safety ordinances. Information can be found at: <http://www.osha.gov/>

Utilities

Utilities need to be in place before you open your doors for business, and some services have a lead time of days to weeks. Plan ahead to ensure that you will have the service in a timely manner.

- » Electricity
- » Natural gas (if applicable)
- » Water and sewer
- » Trash collection
- » Fire extinguishers inspected and certified
- » Security and alarm system
- » Internet (if applicable)
- » Telephone
- » White and yellow pages listing

Personnel (if applicable)

Hire only those individuals that will represent you and your business in a positive manner. Keep resumes and W-2 forms on file and in a secure location. Provide adequate training

Inventory (if applicable)

Allow enough lead time to ensure that you have adequate inventory or product for the startup of your business, including office supplies necessary to conduct daily transactions, such as computer systems if applicable, business stationery, and business cards.



Every business needs a marketing plan—whether you are a start-up, expansion or relocation. Without a plan you jeopardize your business by being reactive instead of proactive. Your marketing plan is a step-by-step guide for your company’s success.

Where do you start? First, define your product or service, and decide which type of buyer is most likely to purchase it. Then create a strategy for getting your message to those customers.

Main Street Momence has separate marketing and advertising packets you may obtain at the office.

E-Marketing (websites and email)

- » Establish a web presence
- » Compile a list of email addresses (returning customers)

Press Releases

- » Contact the media with ‘news worthy’ releases announcing your opening or events of interest.
- » Daily Journal (815-937-3300)
- » Momence Progress Reporter (815-472-4283)

Radio

- » WVLI (815-933-9287)
- » WKAN (815-935-9551)

Networking

- » Network with other Momence businesses, Main Street Momence and Chamber of Commerce
- » Contact the Kankakee County Convention and Visitors Bureau at <http://www.visitkankakeecounty.com/>
- » Build a customer database and mailing list

Sponsorships

- » Little league
- » Local advertising





Contacts

Main Street Momence: 815-472-3861 www.mainstreetmomence.com
Momence City Hall: 815-472-2001 www.cityofmomence.com
KCC Corporate Training Programs: 815-802-8207 www.kcc.edu/coned
Chamber of Commerce: 815-472-4620 www.momence.net
Momence Post Office: 815-472-2811
Momence Fire: 815-472-4525
Momence Police: 815-472-2021
Kankakee County Sheriff's Office: 815-802-7100
Provena St. Mary's Hospital: 815-937-2400
Riverside Medical Center: 915-933-1671

Utilities

At&T: 800-288-2020
Allied Waste of Momence: 815-472-3332
ComEd: 815-334-7661 www.comed.com
J.U.L.I.E. (Call before you dig) 800-892-0123
NICOR: 888-642-6748
Kankakee County Clerk: 815-937-2990
Water and Sewer, City of Momence: 815-472-2001



Notes