EDPB January 5, 2022 Meeting Minutes

**Mt. Pulaski Economic Development and Planning Board**

The mission of the Mt. Pulaski Economic Development and Planning Board is to improve the quality of life and create a shared prosperity in our community by retaining, sustaining, and enhancing existing businesses and community organizations, attracting and developing new businesses, and improving and upgrading infrastructure.

**Date**: January 5, 2022

**Meeting Location**: 124 South Washington Street, Mt. Pulaski, IL 62548

**Meeting type**: Business meeting

**Meeting Minutes**

1. Call to order. Jim Birge called to order the regular meeting of the Mt. Pulaski Economic Development and Planning Board at 6:00 P.M.
2. Tracy Pulliam conducted a roll call. The following persons were present: Jim Birge, Erin Wyss, Doug Johnson, Corey Leonard, Andrew Meister and Tracy Pulliam.
3. Introduction of guests: Tyler White, Matt Bobell (Mayer)
4. Approval of December 1, 2021 minutes. Meeting minutes from December were presented and reviewed. Correction noted on wording of grants to reflect pending vs approved. Tracy will make those corrections. Motion to correct and approve the meeting minutes by Corey Leonard, second by Erin Wyss. Motion passed.
5. Treasurer’s Report –Financial report was distributed by Jim Birge and reviewed by the Board. Noted that the 2021 Tax Deposit has been added. 3 Checks cleared last month (Tom Martin $250, Mt. Pulaski Times Herald $125 and Central Illinois FarmFed Cooperative $25,000). Community Fund end of year Balance: $203,967.12. Motion to approve statement review – Corey Leonard; 2nd Doug Johnson. All agreed. Motion carries.

Bill to be paid from Business District Fund: Engineering Bill from MMLP Ltd. Totaling $7,362.00 (second installment) for Town Square Renovation reviewed. Thorough review because the bill was a bit confusing. Recommendation that the bill be paid motioned by Corey Leonard, 2nd Erin Wyss. Unanimous Yes vote (Erin, Corey, Doug, T4racy, Andy, Jim) Motion carried.

**Old Business**

1. Project Updates

Improve and upgrade infrastructure.

* **Town Square Revitalization Project** – (Tom Martin- no report.) Matt Bobbell - City continues to work on the extensive grant application. Rebuild Downtown grant application due Jan 30th.

1. Retain, sustain, and enhance our existing businesses and community organizations
2. **Market on the Hill** –(Andy Meister) Market on the Hill continues to make efforts to increase business flow. New Fruit Basket Program has been designed to offer preorder customer choice fruit items without needing to buy in bulk (reducing spoilage). Daily soup/sandwich specials. Increased advertising via social media.
3. **EDPB Administrative Position** – Jim Birge presented Board with two inquiries and one application for the position. Deanna Howard’s application was reviewed and discussed by the Board. Corey Leonard provided a motion to move forward with offering Deanna Jordan the job of EDPB Administrator at $15.00/hour with an average (but not guaranteed) estimate of 20 hours per week. Motion 2nd by Andy Meister. Roll call vote. Doug– yes, Jim– yes, Erin– yes, Tracy-yes, Corey-yes, Andy-yes. Matt Bobell will contact Ms. Howard to offer her the position.

8) **Attract and Develop new businesses**

* **Farm Fed Co-Op** – No further updates.
* **Lincoln YMCA Before and After School Program** – no further update.

**NEW BUSINESS**

1. **Business District Grant Applications:**

* **Tyler White/Topper’s RV and Marine LLC** – Tyler White was present to converse with the Board about his grant application. Tyler purchased the property previously owned by AHW in Mt. Pulaski on 12/21/21. He plans to turn the existing property into an RV and Marine storage, service and supply center. Total cost of the project is estimated at $500,000. Tyler is requesting grant money totaling $100,00 for security items (cameras), fencing, advertising, inventory and tools. The property can accommodate over 350 RV’s/boats in a heated indoor space. He plans to begin storage option ASAP, with the goal of opening the service department in Spring 2023. Goal to hire service manager and 3-4 boat and camper service technicians. Immediate monetary need to open is security and advertising. This would be a Business District Grant. Board requested supplemental information including detailed estimates. Upon receipt of those estimates, grant will be further reviewed at February 2,, 2022 Board meeting.
* **Jean Davis- Dairy Bar**  –Jean Davis presented her grant request to the Board in December. Board thoroughly reviewed grant during this January meeting. Grant request includes renovations to the patio area for safety as well as privacy fence for highway noise and aesthetics. Purchasing new lighting and sunshades for outdoor dining. Goal is to return the business to a “town hangout” as it used to be. Owners will provide their own additional funds. Goal is to be open March – October with extended evening hours of operation to accommodate post baseball games, etc. Utilizing local businesses for as much of their construction as they can. UPDATE: Doug Johnson excused himself from commenting and voting due to his conflict of interest in ownership of the property. The board discussed the longevity of this establishment in the community and the positive social atmosphere it inspires. Grant application was thoroughly discussed. All requests were deemed appropriate. Estimated cost of project - $5,859.49. Grant amount requested - $4,000.00. Family has put forth their own money for the rest, having already purchased many items to update the business. The grant was very detailed, with concise breakdown of costs. Board agreed that this would fall under a Business District Grant, requiring approval from the City. Corey Leonard made a motion to recommend the City review and approve the grant for $4,000.00. Motion second by Tracy Pulliam. Vote: Erin – Yes, Jim – Yes, Andy – Yes, Corey – Yes, Doug – abstain.

* **Debra Gellman** previously submitted a business District grant application for the demolition of a portion of the building at 104 S. Washington due to failing structure. She shared that the building was built in the 1930’s and west wall is deteriorating, impacting neighboring businesses. Completion of the project will add value and safety to the building and neighboring businesses. Potential of a new business to open in that space to support the community. Estimated cost of the project is $85,000. The committee requested an estimated breakdown of all costs prior to January. An engineer previously provided an estimate, although more details are required in relation to updated cost of the project by the individual who will do the work. Factor to take into account – building is in process of being condemned by the city. Notice had not yet been sent at time of this meeting. Matt Bobell shared with the Board that this property received a notice in late December/early January to be condemned. UPDATE: The Board thoroughly reviewed and discussed the paperwork previously provided to them. No further supporting documentation was received. Lack of information and pending legal proceedings complicate the Board’s ability to make a decision. The City has begun the process of condemning the property. A motion was presented by Erin Wyss to refer the grant application to the City for their consideration at this time since the Board does not have a recommendation. The motion was 2nd by Doug Johnson. All in agreement. Motion passed.

1. **Community Grant Applications** (none)
2. **501c3 Application Process** - 501c3 application progress: Jordan Kline will help draft the application. Several requests were made to ensure there are no conflicts with the City for him with no response. Board discussed other option.
3. **Board Seats and Officer Positions** - Jim Birge, Chairman, informed the Board that he must step down as Chairman/President due to a newly reported conflict of interest. Illinois Lobbyist Registration Act passed into law in January 2022 a conflict of interest for anyone holding a paid lobbyist position serving on an appointed position of local government (which includes the EDPB Board). He must step down effective immediately. An election for a new Chairman will occur at the February 2, 2022 meeting.

Given Jim’s resignation, there are two current vacant positions on the EDPB. Matt Bobell was informed.

The Board discussed benefits of Bill Thomas consulting with the newly appointed Board members. Doug Johnson offered to reach out to Mr. Thomas to inquire.

1. **Executive Session** – None
2. **Next Meeting: Wednesday, February 2nd, 2022 at 6:00** .
3. **Adjourn**. Doug made motion to adjourn, seconded by Erin.