**Minutes**

*The mission of the Mount 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: 10/4/2023**

**Time: 6:15 pm**

**Location: 124 S Washington St, Mt Pulaski IL 62548**

**Meeting Type: Business**

1. Call to Order: Corey called the meeting to order at 6:19 pm.
2. Roll Call: Present: Corey Leonard, Tracy Pulliam, Erin Wyss, Doug Johnosn, Benjamin Butler, and administrator, Deanna Howard. Andrew Meister was absent.
3. Introduction of guests: Tom Martin with Central Illinois FarmFed Co-op and John Aylesworth with Mt. Pulaski Phoenix Fire Department.
4. Approval of Consent Agenda-payments and minutes**: Tracy motioned to approve the three payments and September minutes. Erin seconded the motion. Roll call vote: Andy-absent, Corey-aye, Tracy-aye, Erin-aye, Doug-aye, Ben-aye.**
5. Treasurer Report: Deanna presented the treasurer report to the board. She also suggested that the accounts should be changed to interest bearing accounts. Erin will check into that.
6. Old Business
	1. Project Updates
		1. Farm Fed: Updates given in grant request presentation.
		2. Town Square Revitalization: The city has entered into an agreement with landscape architects MassieMassie & Associates to move forward with the re-planning phase of the project. The city has committed to paying the fee of $17500.
		3. After School Program. Receipts were submitted and approved in the payments.
		4. Market on the Hill: Updates in grant review.
		5. Frazier Park: Fence going in.
7. 23/24 FY Budget: Erin updated Corey and Doug on the changes talked about at the September meeting to the budget that she had presented at that meeting. The board discussed further changes and Erin will update the budget sheets and bring them to the next meeting to review. **Erin made a motion to approve the Community Donations Budget and the motion was seconded by Ben. Roll call vote: Andy-absent, Corey-aye, Tracy-aye, Erin-aye, Doug-aye, Ben-aye.
Erin mad a motion to approve the Business District Budget and Doug seconded the motion. Roll call vote: Andy-absent, Corey-aye, Tracy-aye, Erin-aye, Doug-aye, Ben-aye.**
	1. Tabled Grant Reviews
8. Mt Pulaski Phoenix Fire Department-fireworks: John Aylesworth came to this meeting to answer some questions from the July 1, 2023, grant review meeting. He presented a report showing the list of donations received from businesses, the City of Mt Pulaski, and donations gathered from spectators. John also presented a document breaking down the process of planning the show. These items will be added to the 2023 Mt Pulaski Phoenix Fire Department Fireworks grant.
The board discussed with John the reasons for tabling the grant and the wish to lessen the burden of the business owners to donate for this community event and to help make it easier for them to plan the events in the future by being proactive and budgeting the funds ahead of the planned event. John left the meeting and the board invited Tom Martin to present his grant request. The EDPB members came back to this discussion after all guests spoke and worked through other agenda items. They discussed the information that John presented and options for budgeting this in future years. **Doug motioned that we give the Mt Pulaski Phoenix Fire Department $2500 for this year’s fireworks that occurred in July** **with an attempt to give them a grant opportunity next year based on their forecasted budget for 2024. Erin seconded the motion. Roll Call Vote:**  **Andy-absent, Corey-aye, Tracy-aye, Erin-aye, Doug-aye, Ben-aye.**
9. New Business
	1. Grant review
10. Front Line Ag, LLC: The board members reviewed the application and do not feel it meets the qualifications of the grant program for the following reasons. Developing on farmland does not redevelop a problem area. The project does not increase sales tax base with sales or create multiple jobs. **Ben motioned to deny the current grant request but to communicate to the applicants to come back with a new request within our scope and means. Seconded by Erin. Roll Call Vote:**  **Andy-absent, Corey-aye, Tracy-aye, Erin-aye, Doug-aye, Ben-aye.**
	* 1. Next Stop Saloon: This grant was missing a bid for electrical work installing the mini-split and generator. The board tabled this grant requesting the additional bid.
		2. Central Illinois FarmFed Co-op: Tom Martin discussed the progress of the FarmFed Co-op. He submitted a grant request on behalf of the Co-op. The grant did not include bids or estimates. His wish was to get the grant submitted prior to the deadline so that it may be discussed between the EDPB members and their board members in the coming months.
		They are looking at the empty that building that Doug Johnson owns next to the Dairy Bar. They have started business operations with delivery of fresh produce to Zion Lutheran School in Mt Pulaski. They are working with Pawnee schools who are committed to adding fresh food to their menu and working with Springfield school district as well. They have partnered with a distributor in Chicago that delivers products to Rivian factory and instead of going back empty they will move produce for the Co-op free of charge.
		The EDPB members briefly revisited this topic regarding the budget, but this grant is tabled for further information and discussion.
11. Market on the Hill-2 applications. Amanda, GM for Market on the Hill, has two grant requests for the Market. Grant number 115 is for a commercial espresso machine to enable the market to better serve the community and use coffee as a tool to increase traffic in the store. **Ben motioned to recommend up to $600 for the espresso machine. Tracy seconded the motion. Doug asked about most grants are a percentage of total of grant request. Deanna confirmed that this is not a rule of the grant program and that it was decided in the grant update meetings that this would be determined when looking at each grant. Roll call vote: Andy-absent, Corey-aye, Tracy-aye, Erin-aye, Doug-aye, Ben-aye.**Grant number 116 is for a cooler to replace and older cooler that was donated to the market and is no longer functioning properly. This will increase storage of produce limiting trips to keep these products in stock therefore decreasing payroll and increasing sales by having merchandise in stock. **Erin motioned to recommend that $1400 be approved for the commercial refrigerator, seconded by Ben. Roll Call Vote:**  **Andy-absent, Corey-aye, Tracy-aye, Erin-aye, Doug-aye, Ben-aye.**
	* 1. 4CL Investments: The board discussed this grant, deciding that it does meet the qualifications for the Business District Grant funds. **Ben motioned to recommend that $5000 be approved for reimbursement for 4CL Investments, LLC. Tracy seconded the motion. Roll call vote: Andy-absent, Corey-aye, Tracy-aye, Erin-aye, Doug-aye, Ben-aye.**
	1. Community organization donations. Tabled for the next meeting.
	2. City Council Updates: Deanna gave the board members the two bids received to demo the Vinegar Hill building and status update on 104 S Washington St.
12. Other Business/Non-Agenda items: Deanna would like to add to the next agenda a raise for her position. Corey requested she check with city council to verify the process that needs to be followed and if they have the authority to vote on
13. Executive Session
14. Next Meeting 11/1/2023 6:15 pm
15. Adjournment: **Erin motioned to adjourn and Tracy seconded the motion. All present voted “aye” and the meeting adjourned at 9:13 pm.**