EDPB November 3, 2021 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 8in our community by retaining, sustaining, and enhancing existing businesses and community organizations, attracting and developing new businesses, and improving and upgrading infrastructure.

**Date**: November 3, 2021

**Metting 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. Jim Birge conducted a roll call. The following persons were present: Jim Birge, Doug Johnson, Corey Leonard, and Tracy Pulliam.
3. Introduction of guests: Debra Gellman, Cindy Jackson, Rick Volle, Matt Bobell (via phone)
4. Approval of October 6, 2021 minutes. Meeting minutes from the October 6, 2021 meeting were presented and reviewed. Motion to approve the meeting minutes by Doug Johnson. Second by Tracy Pulliam. Motion passed.
5. No Treasurer’s Report – Bank records had just been received.
6. **Old Business**

Project Updates

Improve and upgrade infrastructure. Tom Martin provided a written report with updates (see attached)

-Town Square Revitalization Project – Rick Volle shared he has been in communication with contractor John Stewart, who plans to start the bank portion soon. The city engineers and Dave Leonatti have met to discuss the project. Awaiting final agreement between the City Engineers and Dave Leonatti on the plans - Matt Presswood has the plans. Hope to begin renovation in the spring.

Retain, sustain, and enhance our existing businesses and community organizations

Attract and Develop new businesses

**Grants**-Debra Gellman 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. The grant will be reviewed at the January EDPB meeting if all requested information is obtained.

**Farm Fed Co-Op** – Cindy Jackson was in attendance. She was hired Oct 11, 2021 as the General Manager. The co-op was awarded a USDA Foods Promotion Grant – applied for $192,000 – they hope to learn the value of that grant within the next two weeks. Grant potential – they are talking with Wendy Stewart and engineers about construction of the commercial kitchen (goal April 2022) and cold storage unit. Cindy thanked the committee for use of the 124 S Washington building for meeting space. They requested use of the building the evening of November 18th for a board meeting.

**Market on the Hill** – Rick Volle, President. Marketing plan update. Business Grant application for $5,000.00 for marketing. Motion passed at October meeting. Currently at the city level. Kim Marten developed a very detailed marketing plan. Matt Bobell said the plan is scheduled to be discussed at the upcoming City Council Meeting.

**Lincoln YMCA Before and After School Program** – they are having difficulty finding staff before and after school. Timeline will need to be adjusted. EDPB members discussed how the community can support that search through advertising, spreading the word, etc.[

**EDPB Administrative Position** – Andy, Corey and Jim met to review the job description, which was provided to and reviewed by the present board members. Discussed ways to advertise with the updated job description, including city website, mass email, and FB page. Discussed need for a deadline for applications. Corey Leonard made a motion to approve the job description. Seconded by Doug Johnson. All approved. Motion passed.

1. **New Business**

One vacant position on the EDPB.

Training needed for new members, Doug Johnson, Corey Leonard and Tracy Pulliam. Open Meeting Act Training on Illinois Attorney General Website. That website has been down; therefore, training has not been available. Jim will seek other resources for that link.

Jim made motion to adjourn. First Corey. Seconded by Tracy.

1. **No Executive Session**
2. **Next Meeting: December 1, 2021 at 6:00**