**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: February 6th, 2021**

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

**Meeting type: Business meeting**

**Meeting Minutes**

**1) Call to order**

Deron Powell called to order the regular meeting of the Mt. Pulaski Economic Development and Planning Board at 9:00am on February 6th, 2021 at the Economic Development Planning Board Office.

**2) Roll call**

Lorah Hoe conducted roll call. The following persons were present: Deron Powell, Tom Martin, Tyler White, Jim Birge, Erin Wyss, Hillary Cherry, Andrew Meister, Matt Bobell (City Representative), and Lorah Hoe (Administrator) were present.

Guests: Marla Blair, Jean Davis, Rick Volle, and Scott Schaffenacker

Absent: None

**3) Introduction of guests**

Marla Blair- Salt Creek Journal

Jean Davis- Lincoln Work Camp, local contact

Rick Volle- Farmers Bank, COVID-19 Relief for businesses

Scott Schaffenacker- Logan County Board

**4) Approval of December Meeting Minutes**

Minutes of January 9th Meeting minutes were presented by Lorah Hoe. **Jim Birge motioned to approve the meeting minutes, seconded by Erin Wyss, all in favor, and motion passed.**

**5) Treasurer’s Report**

Please see attached report, Appendix A, p.6-p.12.

**Hillary Cherry motioned to approve the treasurer’s report, seconded by Deron Powell, all in favor, and motion passed.**

One bill was presented by Lorah Hoe for office supplies purchased with our Amazon Line of Credit for $104.91. **Tyler White made a motion to approve the bills as presented. Seconded by Jim Birge. Roll call vote: Jim Birge-Yea, Hillary Cherry-Yea, Tyler White-Yea, Andrew Meister-Yea, Tom Martin-Yea, Deron Powell-Yea, and Erin Wyss-Yea. Motion passed.**

The City of Mt. Pulaski was able to participate in the DCEO Economic Support grant program and provide $25,500.00 to local businesses. The Old Brickyard Grill and Pub was awarded $10,000.00. Farmers Family Restaurant was awarded $10,000.00. And the Lucky Lager was awarded $5,500.00.

**Old Business**

**6) Desired Outcomes**

Project Updates

Improve and upgrade infrastructure

-Town Square Revitalization- The committee reached out to Tim Butler to ask for information on the Rebuild IL grant that we applied to last June. The committee has decided to break up the large project into smaller pieces so that we can make some progress on the Town Square Revitalization Project. Three projects were identified, the handicap ramp for the Courthouse Lawn ($54,936.00), the West sidewalk of the square on Washington Street ($225,997.60), and the Farmers Bank sidewalk along Cooke St ($152,112.00). The committee hopes to identify funding from a mixture of sources, both public and private partnership to pay for these projects.

-Building Demolition Report- No updates currently. Tom has tried to reach out to the owner again, but her number seems to have changed.

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

-Grant Programs

1) BP COVID-19 Relief Grant- Bishap Patel has not made contact since we asked him to give us more information for his estimated loss of income for the specified time period. **The EDPB tabled the grant until Bishap Patel can come to an EDPB meeting and present the additional information requested.**

2) Workcamp for Lincoln/CAPCIL. Jean Davis was present to give the EDPB an update on how many households have applied to this program. One home in Mt. Pulaski has applied. The final section will be done in March or April. The deadline for applications has passed. We may not be able to help get the word out about the program if the deadline for applications has already passed. Matt will reach out to Breann Titus and see if there is a possibility to extend the deadline so that we can get the word out to Mt. Pulaski residents.

**The EDPB tabled until March 6th meeting until the EDPB hears back from Matt Bobell and Breann Titus.**

3) Athletic Association- Lorah will reach out to Corey and set a date to tour the Frazier Park facility. **The EDPB tabled the grant until Corey Leonard can talk to the EDPB about the project or give a tour of the park and upgrades in question.**

Rick Volle from the Farmer’s Bank was present to give an update to the EDPB on the grants that they have awarded to local businesses. A total of $41,000.00 was given out to local businesses through a program offered by the Federal Home Loan Bank of Chicago. These grants were mainly for minority and women owned businesses. They required matching funds. Four businesses total were awarded approximately $7,000.00 each. Rick said that the Federal Home Loan bank has more grant opportunities for the future. They range from housing loans to community development loans. They are low interest rate. The Farmers Bank is a member of the FHLBC and will partner with us in the future if we wish to take advantage of these loan opportunities. FHLBC.com

-Shopping Center Update- The opening of the store is pushed back to April. Things are moving along. EDR- has an agreement between the City and Doug. He will pay for the new entrance off of 121 and the City will reimburse him through TIF. Bids for the new entrance have been received. The City is able to borrow from the General fund if need be and reimburse the TIF fund later. They hope to have the new entrance completed by this summer.

Attract and develop new businesses

-Community Grocery Store- The annual meeting is February 27th. A monthly new letter is going out to shareholders and potential shareholders. Sales are up lately. SNAP is approved by the state. And the Liquor license is approved by the state. Shareholder certificates are on the way.

-Day Care Steering Committee- The next committee meeting is February 20th at 10:30.

-Food Hub Update- Lorah Hoe will act as administrator for the interim board. Duties include taking minutes, treasurer’s reports, reporting project updates, scheduling, etc. Katie Funk and Jeff Hake are the Interim Co-Managers and are working on grant research and writing. Tom Martin is Chairman, Cassidy Delortto-Blackwell is Vice-Chairman, and Kyle Reed is Treasurer/Secretary. The interim board consists of 14 members from all over central Illinois. Enel has donated $25,000.00 to pay for the next 6 months of this project. The entity is being formed with John Paul Coonrod. The donation is on its way to the EDPB to be deposited. The executive board will review invoices, the EDPB will pay the invoices, and the approval process will not rely on EDPB. Lorah will report the invoices to both the EDPB and the Food Hub on a monthly basis. This payment process will change once an entity has been created and they have their own checking account. There is no update on the building. The EDPB is giving Loui Stahl some time to consider his options. The EDPB needs an answer by May 1st to either rent or buy the property. A second alternative must be identified for the Food Hub Stahl’s furniture is not an option.

-Stahl’s Building Update- The EDPB is not buying or owning a building or property. In the interim, the EDPB would help to secure a building, possibly through a purchase agreement for the Food Hub. The EDPB discussed getting together investors for the purchase of the Stahl’s building. If the building could be secured, then businesses could rent out space in the building. The Daycare would be a not for profit entity, they could possibly facilitate this and take ownership of the building. The YMCA will not buy the building.

The EDPB will put together a committee for business development of the Stahl’s building and John Deere building.

The investor route may be the best option. We would need to figure out how much would be charged for rent per square foot. We need to ask Louis if he would be interested in renting instead of selling. There is a lack of interest in purchasing the building at this price point. Louis is not ready to talk about it yet. The price point could be anywhere from $150,000 to $450,000.

John Deere is a second option for the Food Hub. The Food Hub will look at this within the month. John Deere is willing to have discussions about selling the property.

-Marketing Committee Update- Deron talked with Stephanie and we have missed deadlines for magazines. The EDPB will not commit to spending money towards marketing at this time. There was an article in the Decatur Magazine on our community.

**New Business**

**7) Discussion on new business support/new business relocation support-**The EDPB discussed the possibility of creating an incentives program for businesses to relocate here in the future. At this point in time, we offer grant programs for businesses and organizations within the Business District or Township of Mt. Pulaski.

**8) Executive Session**

No executive session

**9) Next Meeting March 6th, 2021**

**10) Adjournment**

 **Jim Birge made a motion to adjourn at 9:59am, seconded by Hillary Cherry, all in favor and motion passed.**

**Appendix A**

**Economic Development Planning Board Treasurer’s Report**

**Business District Account**

**February 6, 2021 Board Meeting**

Beginning Balance as of 12/31/2020: $171,989.54

**Deposits:**

Deposit from State of IL. Tax Distribution $5,978.66

**Expenses**

None $0.00

Ending Balance as of 01/29/2021: $177,968.20

**Economic Development Planning Board Treasurer’s Report**

**Community Donation**

**February 6, 2021 Board Meeting**

Beginning Balance as of 12/31/2020: $134,032.87

**Deposits:**

None $0.00

**Expenses:**

November AP/PR Transfer from EDPB to City General $834.76

Check #1126 Countryside Rentals – COVID-19 Relief Grant $5,000.00

Check #1127 The Old Brickyard Grill and Pub – COVID-19 Relief Grant $5,000.00

Check #1128 Farmers Family Restaurant- COVID-19 Relief Grant $5,000.00

Check #1129 Jules Flower Shop- COVID-19 Relief Grant $2,500.00

Check #1130 Salt Creek Attic- COVID-19 Relief Grant $3,000.00

Check #1131 The Lucky Lager- COVID-19 Relief Grant $5,000.00

Check #1132 Farmers Bank – Rent 2021 $6,000.00

Ending Balance as of 01/29/2021: $101,698.11

**Balance of Money Market Account:**

MMA at Farmer’s Bank- Maturity Date 12/12/2021 $203,967.12

**Working Budget as of February 6, 2021**

**Business District Sales Tax Fund**

Fiscal Year Budget 2021 (ending May 31, 2021)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Income Budget** | **Last Year’s Income** | **Funds Received**  | **Remaining funds to be received** |
| Estimated Beginning Balance | $140,000.00 |  | $182,626.80 | ($42,626.80) |
| 1% Sales Tax Revenue (estimated) | $85,000.00 | $107,164.81 | $59,200.06 | $25,799.94 |
| **TOTAL AVAIALBLE FUDNS FY2021** | **$225,000.00** |  | **$241,826.86** | **($16,826.86)** |
|  |  |  |  |  |
| **Proposed Appropriations for FY2021:** | **Expenses Budget** | **Remaining Allocations from Previous Years**  | **Allocated Funds** | **Remaining Funds** |
| Professional Services | $8,000.00 | $12,750.00 | $0.00 | $8,000.00 |
| Economic Development and Business Retention | $60,000.00 | $26,556.00 | $25,068.00 | $34,932.00 |
| Business District Grants | $20,000.00 | $19,183.10 | $19,000.00 | $1,000.00 |
| **TOTAL APPROPRIATED SPENDING** | **$88,000.00** |  | **$44,068.00** | **$43,932.00** |
|  |  |  |  |  |
| *Remaining Balance* | $137,000.00 | $58,489.10 |  |  |

**Business District Tax Itemized List of Income**

**2020/2021 Fiscal Year Revenue**

 **IL Tax Deposits $59,200.06**

**Business District Tax Itemized List of Allocated Funds:**

**Economic Development and Retention**

 **Johnson’s True Value $22,500.00**

 **-Total Collected $16,411.43. Total Remaining $6,008.57**

 **Wifi installation on the Square $2,568.00**

**Business District Grants**

 **Mount Pulaski Township Historical Museum #1 $1,000.00**

 **Hilltop Club- Fall Festival EVENT CANCELLED $0.00**

 **Guruji 62, LLC – BP $10,000.00**

 **Bill Cavestani – Roof Replacement $3,500.00**

 **D’Tails Dog Grooming $3,500.00**

 **Mount Pulaski Township Historical Museum #2 $1,000.00**

**Working Budget as of February 6th, 2020**

**Community Donation Fund**

**Fiscal Year Budget 2021 (ending May 31, 2021)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Income Budget** | **Last Year’s Income** | **Funds Received** | **Remaining Funds to be received** |
| Estimated Beginning Balance | $100,000.00 |  | $192,187.18 | (92,187.18) |
| Farmer’s Bank CD, Initial Investment | $200,000.00 |  | $200,000.00 |  |
|  |  |  |  |  |
| **REVENUE** |  |  |  |  |
| Windfarm Donation | $115.000.00 | $201,250.00 | $0.00 | $115,000.00 |
| Interest from $200K CD | $4,000.00 |  | $0.00 | $4,000.00 |
| **TOTAL AVAILABLE FUNDS FY 2021** | **$419,000.00** |  | **$392,187.18** | **$26,812.82** |
|  |  |  |  |  |
| **Proposed Appropriations for FY2021:** | **Expense Budget** | **Remaining Allocations from Previous Years** | **Allocated Funds**  | **Remaining Funds** |
| EDPB Operational Costs | $5,000.00 |  | $3,336.25 | $1,663.75 |
| Professional Services | $10,000.00 | ($7,683.76) | $8,919.49 | $1,080.51 |
| Economic Development & Planning Partnerships | $90,000.00 | ($8,100.00) | $77,500.00 | $12,500.00 |
| Community Partnership Grants | $10,000.00 | $10,250.00 | $4,500.00 | $5,500.00 |
| Community Organization Grants | $10.000.00 | $8,000.00 | $0.00 | $10,000.00 |
| Community Township Grants | $2,000.00 | ($59,000.00) | $0.00 | $2,000.00 |
| **TOTAL APPROPRIATIONED SPENDING** | **$127,000.00** |  | **$94,255.74** | **$32,744.26** |
|  |  |  |  |  |
| *Remaining Balance* | $292,000.00 | ($36,682.76) |  |  |

**Community Donation Fund: Itemized List of Allocated Funds**

**EDPB Operational Costs-**

 **Lorah Hoe – Microsoft Office yearly subscription for Laptop $74.36**

 **Lorah Hoe – Norton Security yearly subscription for Laptop $106.24**

 **Johnsons True Value- Office Supplies $155.43**

 **Amazon- Office Upgrades $3,000.22**

**Professional Services- Allocated Funds Breakdown**

 **Lorah Hoe – Payroll $4,357.99**

 **MMLP Ltd. – Preliminary Estimate on 104 S. Washington $974.00**

 **Jeff Hake -- Food Hub Project $3,500.00**

 **Ashlee Sang- Food Hub Project $87.50**

**Economic Development and Planning Partnerships**

 **Johnson’s True Value $22,500.00**

 **-Total Collected $16,411.44. Total Remaining $6,008.56**

 **Market On The Hill $5,000.00**

 **COVID-19 Relief Grants 3rd Round $50,000.00**

 **-Total spent: $25,500.00. Total Remaining $24,500.00**

**Community Partnership Grants- Allocated Funds Breakdown**

 **May and Burch Conservation $3,500.00**

 **Land of Lincoln CEO Program $1,000.00**