EDPB February 9, 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:** February 9, 2022

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

**Meeting type:** Business meeting

**Meeting Minutes**

1. Call to order. Andrew Meister called to order the regular meeting of the Mt. Pulaski Economic Development and Planning Board at 6:06 PM
2. Deanna Howard conducted a roll call. The following persons were present: Andrew Meister, Erin Wyss, Doug Johnson, Corey Leonard, Tracy Pulliam and Deanna Howard (Administrator)
3. Introduction of guests: Matt Bobell (Mayor), Rick Volle, Randy Hagenbuch (City Council), Marla Blair (Salt Creek Journal), Bill Thomas, Kim Martin, Tom Maritn.
4. Approved January 5, 2022, minutes. Motion to approve the meeting minutes by Corey Leonard second by Erin Wyss. Motion passed.
5. Treasurer’s Report given by Andrew Meister.
6. Bank Statements: Business District $248,425.36, EDPB account $143,584.36
7. Bill payment approval: Reimbursement to Community Association Mt. Pulaski (CAMP) for previously approved grant for flowerpots. $521.52 to hardware store and $120.87 to Jennifer Richner for pumpkins. $4262.75 to Christmas on Vinegar Hill for advertising for a previously approved grant.

**Old Business**

1. Desired Outcomes Project Updates:
2. Town Square Revitalization Update. Tom Martin updated the grant that was applied for still shows under review. Dave Leonardi has been working with the city and the Farnworth Group and that the bids were originally to come in during February and March will most likely be delayed and that Dave has not been following through with communication. Tom reminded that EDPB has committed $100,000 to the project and the Mayor reported that $200,000 was to come from ARPA and another $200,000 from the general fund. Tom also reported that the committee is down to him and Rick Volle and that he will see the first phase through that includes the Farmer’s Bank corner but after that the board will find new committee members. He suggested that the board look at the project and see if it is still important. The original price of the project was 1.3 million it is now 2.3 million.
3. Retain, sustain, and enhance our existing businesses and community organizations
4. Market on the Hill Report: Kim Martin has submitted a repeat grant for marketing and public relations for $5000 for 6 months but this is not going to keep them afloat. Rick Volle reported that the Market is losing on average 3-4 thousand each month and that last year’s loss was $42,000 and previous year was $30,000 and if not for generous shareholders the Market would have already closed and that many other factors are contributing to the losses. Kim’s request is for funds to hire a consultant, funds to be paid monthly to subsides revenue along with the marketing grant. The discussion on how best to immediately help the Market on the Hill and abide by EDPB bylaws and policies was lengthy, taking 45 minutes of the meeting. The thought process took many turns and considered many perspectives. Andrew pointed out that the Market is a non for profit and it is very important to the community. Doug commented that the money that is overseen by the EDPB is to be used for the community and needs to be used where it will help the community the most. Erin reminded that the Board’s mission is to sustain and enhance businesses in the community. Andrew commented that all board members for the Market are volunteers and those requesting funds will not be profiting. Corey questioned the grant process and there is a reason for that process. After considering past donations that have not gone through the grant process Bill Thomas advised the board that there is a precedence set for donations but that the board needs a written policy for this. Bill also advised the board that they need to see what projects are already sanctioned and what funds are available to give to the Market. Bill will write a policy for EDPB and they can revise it. The Market’s marketing/public relations grants will be reviewed with the other grants. Kim will submit a grant for operating funds and get a bid for a consultant and submit a grant for that as well. Andrew will work with Bill Thomas on a meeting date to help write the policy for emergency/donation grants. Erin reviewed the amount of funds given to the Market on the Hill since 2018 and everyone agreed that immediate action was needed to sustain this business. **Corey made a motion to give an emergency donation of $10,000 to the Market there was no 2nd to this motion, he withdrew his motion. Erin made a motion to give the Market an emergency donation of $20,000 from the community donation money stating that we have given small amounts and it has not been enough to help. $20,000 would give them breathing room during the time it would take to hire a consultant and for the EDPB to plan for future subsidies. Tracy Pulliam seconded the motion. Roll Call: Doug Johnson- Yea, Corey Leonard-Yea, Andrew Meister-Yea.**

b) EDPB Administrator position

* 1. On-boarding process with Dee Howard. Andrew reported that the laptop was just returned to him just before the meeting.

1. Attract and develop new businesses
2. Day Care Steering Committee Update: Tracy reported that only one child was signed up and that most likely the timing was off. Tom Martin will get contacts for the committee members and administrator will get contacts for the Y. Tom Martin suggested the board look at this and see if it is still a priority and that another issue was getting employees for day care.
3. Farm-Fed Co-op update. Tom Martin reported that the board has hired a consultant and that this has slowed down the process but that this will help prevent some mistakes made when the Market on The Hill was opened. They will also be raising more capital for opening expenses that The Market did not have. Opening will most likely not be until next year.

**NEW BUSINESS**

1. Business District Grant Applications to be reviewed at March meeting
2. Community Grant Applications to be reviewed at March meeting.
3. 501c3 application process. Corey will talk to Jim to see where this was left and will consult with attorneys. Tom Martin commented that there are numerous foundations willing to donate funds to the Market and Farm-Fed co-op but can’t because they are not a NFP organization. Corey commented that EDPB may no longer be able to either if they file for 501c3.
4. Board Seats and Officer Positions: Andrew commented that it was previously discussed that board members would move up into officer positions in order of seniority that the members should think about it and a policy needs to be written.
5. Executive Session: Nothing to report.
6. Next regular meeting March 2nd 6:00 PM
7. **Corey motioned to adjourn, and Erin seconded the motion. Andrew called the meeting adjourned at 7:45**