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

**Meeting Minutes**

March 25, 2019

(Recreated by Deanna Howard for website)

1. **Call to order**

Tom Martin called to order the regular meeting of the Mt. Pulaski Economic Development and Planning Board at 6:01 p.m. on 3.25.19 at EDPB office.

1. **Roll call**

Renee Martin conducted a roll call. The following persons were present: Tom Martin, Deron Powell, Tyler White, Shaun Tyson, Renee martin, Jim Birge, Andy Meister (6:15). Tim Emrick (city council representative)

Absent: Shaun Tyson

1. **Approval of minutes from last meeting**.

Renee Martin sent out meeting minutes from March 11, 2019. Deron Powell motioned to approve minutes. Tyler White seconded. All were in favor. Motion passed.

Correction on this agenda. Changed the date from March 26 to March 25.

1. **Discussion with Ashlee Sing**

She introduced herself. She has worked for habitat for humanity and many other non-profits in the past. Writes for a magazine in Bloomington for Steph Mazanowski. She is a full-time consultant. She has worked on building projects here and there. She is excited to support projects that we have going on. She loves community outreach and creating hype around projects. Partnerships and relationship building is her strong suit. Freelance for 2 years, but full-time this year.

Tom talked about the Co-op. Tyler talked about the older generation and how they aren’t on social media, he wanted to know her skill set on that topic to reach everyone in our community. Multiple platforms.

Ashlee Sang said that mail can be expensive. Social media is easier to share. She recommended churches and schools to help get the word out. Business collectives. Physical things need to be designed more. Need to find a key partner.

She could probably do some research for some projects, but she reserves the right to decline. She could help develop a plan for advertising, etc. She says those are the fun projects.

She writes for two magazines.

She is redoing a website for a client and manages their social media.

She may be good for the co-op and could help crystalize the small business owners’ message.

Money-One is project based is around deliverables and more defined. Or an hourly rate. She has flexibility.

Ashlee Sang left at 6:36 p.m.

Discussion: What are the deliverables? Start with hourly rate. She may be able to define that. Tom Martin is going to take this to the steering committee of the co-op steering

1. **Treasurers Report**-Only do one report a month so no report this meeting.
	1. **Grant Review**-We will approve Christmas on Vinegar Hill grant at a later date but will come out of next fiscal year.

Jules Flower Shop Grant-we need more information. Seems like she is asking for money

on the same cooler.

Deanna Howards grant-she applied for 2 new grants dealing with plumbing for business and tenants.

Family Farmer Restaurant-May ask them to apply for a new grant. There was a miscommunication between Mary and Ron Stewart for how much they were asking for.

We are going to table all grants until next meeting. No action taken.

* 1. **Town Square Master Plan**-Rural development may need to help with renovation of infrastructure and streets. Lighting from square all the way to the school. Next meeting is April 27th 1:00 p.m.
	2. **Co-op update**-April 8 is next meeting. Will get a business report from Western Illinois.
	3. **Coordinator position**: Tom Martin is calling it an administrator aid position now. (See attached Job Description.) City lawyer is going to write up a contract.

Tom Matin recommends we hire Lorah Hoe for this. She will be paid hourly with a maximum of 20 hours a week at $15.00 an hour depending on the discussion with the mayor. The question was raised about how much the city employees average pay is and her may be based off that. She would report to the EDPB but be a city employee. The board will need to reevaluate this position in 3, 6, and 9 mos. She will work form home and over at the city hall.

Tyler White is concerned about the administrative aid working from home. He suggests a workspace. She may need to be at city hall. Keep hours at city hall. We will have to reevaluate if there is enough stuff at city hall for her to use. May need to buy her a computer.

We will know more information in 3 mos. And the position will be more defined.

Motion to hire Lorah Hoe at a maximum of 20 hours a week, for an hourly rate, subject to mayoral agreement on salary. (We wanted to know the average pay of city employees)

Jim Birge made the motion.

Deron Powell seconded

Roll Call Vote. All were in favor. Motion passed.

1. **Usage of Community Donations**.
	1. Budget and Monies update-Tom Martin handed out budgets for board to review. See attached. The Logan County CEO class will come and ask this board to be an investor in that program. Deron Powell is the only person in southern Logan County that is an investor.
	2. Investment of Fuds-Discussion, but no action. Tyler White said spend out of the business district and invest out of the Community Fund. Must put funds in a guaranteed return even if the percentage is only 2%.

We need to know what our board parameters are. We need someone to research this. Will put a steering committee together for this and see what the EDPB investment options are.

Newspaper-Will have our own email and have a page just Mt. Pulaski. Ann is going to ask for ads from local businesses. She thinks she can have it up in a month. Newherald.news.

Thinking of ways to get the word out once it is up and running.

Talking about south county publications that does all the small-town paper. Didn’t think that option was viable.

1. **Miscellaneous**

Voice call on Tuesday with Enel, so they can promote our town.

Conference calls with local foods local places

Handed out the website Business Directory for help to fill in the blanks.

Meeting to the 4th Monday of every month at 6:00 p.m.

1. **Adjournment**

Tom Martin adjourned the meeting at 8:00 p.m. Tyler White motioned to adjourn. Renee Martin seconded. All were in favor. Next meeting Monday, Aril 22 6:00 p.m.

Minutes submitted by: Renee Martin