**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: March 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 9:01am on March 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, Matt Bobell (City Representative), and Lorah Hoe (Administrator) were present.

Guests: Allen Schahl

Absent: Hillary Cherry and Andrew Meister

**3) Introduction of guests**

Allen Schahl was present to pick up a Business District Grant application for the Mt. Pulaski Historical Township Muesum.

**4) Approval of December Meeting Minutes**

Minutes of February 6th Meeting minutes were presented by Lorah Hoe. **Jim Birge motioned to approve the meeting minutes, seconded by Tyler White, all in favor, and motion passed.**

**5) Treasurer’s Report**

Please see attached report, Appendix A, p.7-p.13.

**Jim Birge motioned to approve the treasurer’s report and payments on behalf of the Food Hub, seconded by Tyler White. Roll call vote: Deron Powell-Yea, Tom Martin-Yea, Jim Birge-Yea, Tyler White-Yea, Erin Wyss-Yea, Andrew Meister-Absent, Hillary Cherry-Absent. Motion Passes.**

**Old Business**

**6) Desired Outcomes**

Project Updates

Improve and upgrade infrastructure

-Town Square Revitalization- The Rebuild IL grant results will be announced by the 2nd quarter. But the state funding may not be available for these projects at this point in time. The TSR committee is working with the Farmers Bank on making plans for the sidewalk on West Cooke St. at an estimated $152,000.00. The Christian Church parking lot is going to be approximately $75,000.00. The committee is hoping to committee both private and public funds towards these projects. Which may start as soon as next spring. The committee is going to focus on the budget and finding the funding 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) The BP grant is going to be tabled until the next meeting.

2) The Athletic Association will schedule a tour of the park after the April 3rd meeting. The meeting will be at 10:30.

3) The CAPCIL grant. **Tyler White made a motion to award the Lincoln Workcamp project, through CAPCIL, $500.00 from the Community Donation Fund. Seconded by Erin Wyss. Roll Call vote: Deron Powell-Yea, Jim Birge-Yea, Tyler White-Yea, Tom Martin-Yea, Erin Wyss-Yea, Hillary Cherry-Absent, and Andrew Meister-Absent. Motion Passes.**

-Shopping Center Update- Early May is the move-in date. Shelving and flooring are going in next. He has $12,016.00 remaining in his donation to be split between the Business District account and the EDPB Community Donation account. City council has approved the EDR. Doug needs to approve this. If the contract gets signed by Doug then bids can be received for the project and ground could break on the new 121 entrance by April or May. The board asked if there would be a grand opening ceremony for True Value’s relocation. Tom will ask Doug if he has plans for this.

Attract and develop new businesses

-Community Grocery Store- The annual meeting is February 27th. No update at this time.

-Day Care Steering Committee- Community Meeting March 24th. Dave Leonatti has measured Stahl’s furniture for the Daycare facility. The Lincoln YMCA has been absorbed into the Springfield YMCA and would eventually absorb this Mt. Pulaski YMCA as well.

-Food Hub Update- The Stahl’s furniture building will not meet their timeline for opening the facility. AHW is also an option for the Food Hub. Other entities are interested in the facility as well. The timeline for this project may be pushed back due to facility availability. The Rural Business Development Grant the Jeff Hake and Bill Thomas have been looking into for the Food Hub would help raise funds for the purchase of a facility. The grant could award up to $99,000.00, with no match required. It needs to be written by a 501 C3 or the City of Mt. Pulaski. This grant would need the acceptance of the City of Mt. Pulaski. The EDPB would be awarded the grant money and would be able to acquire and owner for the building. If the building

-Stahl’s Building Update-

-Marketing Committee Update-

**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**

**March 6, 2021 Board Meeting**

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

**Deposits:**

Deposit from State of IL. Tax Distribution $4,956.00

**Expenses**

None $0.00

Ending Balance as of 02/26/2021: $182,924.20

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

**Community Donation**

**March 6, 2021 Board Meeting**

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

**Deposits:**

None $0.00

**Expenses:**

Amazon Corp. Line 293515883 – Office Supplies $119.82

Dec./Jan. AP/PR Transfer from EDPB to City General $784.52

Check #1133- Jeff Hake- Food Hub Project manager $87.50

Check #1134- Lorah Hoe- Food Hub Administrator $52.50

Check #1135- Kathryn Funk- Food Hub Co-Manager $490.24

Check #1136- Jeff Hake- Food Hub Co-Manager $1,210.00

Check #1137- Lorah Hoe- Food Hub Administrator $63.00

Check #1138- Kathryn Funk- Food Hub Co-Manager $120.00

Check #1139- Jeff Hake- Food Hub Co-Manager $1,184.20

Ending Balance as of 02/26/2021: $97,586.33

**Balance of Money Market Account:**

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

**Working Budget as of March 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 | $64,156.06 | $20,843.94 |
| **TOTAL AVAIALBLE FUDNS FY2021** | **$225,000.00** |  | **$246,782.86** | **($21,782.86)** |
|  |  |  |  |  |
| **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 $64,156.06**

**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 March 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 |  | $3,456.07 | $1,543.93 |
| Professional Services | $10,000.00 | ($7,683.76) | $9,704.01 | $295.99 |
| 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** |  | **$95,160.08** | **$31,839.92** |
|  |  |  |  |  |
| *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/Supplies $3,120.04**

**Professional Services- Allocated Funds Breakdown**

 **Lorah Hoe – Payroll $5,142.51**

 **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**

**Central Illinois Farm-FED Co-Op Budget**

The EDPB will pay bills in behalf of the CIFFED Co-Op until they have established their bank account. Below is the budget for this project and the totals that have been paid for the CIFFED Co-Op on behalf of the EDPB.

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Income** | **Received** | **Remaining** |
| Enel Donation | $25,000.00 | $25,000.00 | $0.00 |
| **Available as of 3/2/21** | **$25,000.00** | **$25,000.00** | **$0.00** |
|  |  |  |  |
| **Budget** | **Estimated Expenses** | **Spent** | **Remaining** |
| Interim Project Managers | $20,000.00 | $2,980.24 | $17,019.76 |
| Milage | $500.00 | $24.20 | $475.80 |
| Interim Administrator | $1,000.00 | $115.50 | $884.50 |
| Consultants/Lawyers | $3,500.00 | $0.00 | $3,500.00 |
| **Total Appropriated Spending** | **$25,000.00** | **$3,119.94** | **$21,880.06** |

**Expenses:**

 **Interim Project Managers-**

Kathryn Funk- Food Hub Co-Manager $610.24

Jeff Hake- Food Hub Co-Manager $2,370.00

 **Milage-**

Jeff Hake- $24.20

**Interim Administrator-**

Lorah Hoe- Food Hub Administrator $115.50