**Minutes**

*The mission of the Mount 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: 5/4/2022**

**Time: 6:00 pm**

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

**Meeting Type: Business**

1. Call to order: Andrew Meister called the meeting to order at 6:03 PM.
2. Roll call: Present Andrew Meister, Corey Leonard, Tracy Pulliam, Erin Wyss, and administrator Deanna Howard. Doug Johnson arrived at 6:17
3. Introduction of guests: Cindy Jackson with Farm Fed, Bill Thomas, and Shea Campanella a potential new board member.
4. Approval of minutes: **Deanna presented minutes from April 6, 2022, meeting. Erin made a motion to approve April 6 minutes and Corey seconded the motion. All members said Aye.**
5. Treasurer’s report: Only reported on bank statements at this time and that the CD is $203,987.52 as of 4/28/2022.
	1. Bank Statements as of
		1. Business District Tax Fund: $267,822.98
		2. Community Fund: $182,104.50
		3. New Budget: Erin presented the budget for Community Funds that she and Bill have been working on. Bill has helped Erin reformat the budget to break it down into categories. She started with the annual revenue with the beginning check book balance the Enel donation.

The next category is administrative & operating expenses for wages, professional services/fees and basic operating expenses like rent and office supplies. She then broke down grant and donations expenses into two categories. The reactive and serve expenses are listed as Community Service Projects would include Community Partnership Grants for Library, Parks, Fire department, Land of Lincoln CEO, etc., Community Organization grants would be grants for Christmas on Vinegar Hill, Fall Festival, and fireworks, and Community Township Grants would set a budget for grants like Business District Grants that either are outside the Business District or do not meet all the qualifications of the Business District Grant, then Community Marketing would include marketing efforts to help promote the community and its events as well as public relations for the Economic Development and Planning Board. The proactive/lead projects would include Town Square Renovation, Market on the Hill support, community day care. Erin and Bill gave other examples of what the board could do to be proactive, to look ahead and find ways the board could help improve the community and work with the City Council to plan these projects. The board also discussed how to better advise the City Council when presenting Business District Grants with giving them a summary of the grant along with a summary of why the EDPB has decided to recommend the grant be approved. It was reminded that all Business District Grants are paid on receipts and that it will be paid to the applicant and not the person or corporation presenting the invoice. The board would like to add a Grant Contingency fund to each category. This would be reasoned allocation. Bill explains that all amounts on the budget need to have a reason to be on the budget. When discussing the budget Deanna informed the board that Matt Presswood reported to City Council at the last meeting that Frazier Park is needing work. This is a good proactive project to work with City Council on along with a program for sidewalk repair.

1. Old Business
	1. Project Updates
		1. Town Square Revitalization: No report. Deanna to check with Mayor of status of grant that Bill helped us apply for.
		2. FarmFed Co-Op: Cindy Jackson reported that they will be signing a lease to rent 10,000 square feet of the Stahl’s warehouse form the new owner, Mike Hoyle who will be using the remaining 30,000 square feet for his business, Quick Walls. They will be selling the property at 426 and 415 S Washington St to Andy Evers form Lincoln that will be opening small engine repair and sales business. They anticipate being able to begin moving in and renovating the Stahl’s facility in mid-June. She also reported that FarmFED will be hosting cooking demonstrations to participate in the 2nd Friday events starting in June.
		3. Market on the Hill: Deanna reported from her attendance at the Market on the Hill that inventory is up and that sales for April were up. Last week’s sales were $4737, and the first two days of May was $1600 and 67 new customers. The average sale per customer is $25. Adding veggies to the fresh fruit program increased the number of orders. They are now working on adding a weekly meat bundle program and fresh meat for sale in the store. Kim is working on mass texting to remind customers of the order deadlines. Wages were 33.52% of the sales but there was an extra payroll that fell in the month of April. Online demographics shows that 75% are female and Facebook ages are 34-54 with 2000 likes. Instagram ages are 25-44 with 238 followers. One post had 2000 views and another 1500. Rick reported issues with power surges due to the breaker box. He will talk to Bill about getting it replaced but they did approve for Rick to investigate the possibility of moving to Doug’s empty building.
		4. Topper’s RV & Marine, LLC: Deanna had talked to Tyler, and he is in the process of getting billboards put up and has worked out the demographics for the direct mail campaign.
		5. YMCA Daycare/Summer Program: Deanna reported that they had hired one group leader and still needing one more with 25 participants. Andy reported that one applicant that had applied but would have to pay for her child to attend and didn’t think she could justify spending what she would make. The board discussed how to provide incentives for employees of the YMCA program to entice more applicants. **Andy made a motion to approve that as an employment incentive for the Mt Pulaski site staff of the Mt Pulaski YMCA Summer Camp, for the year of 2022 the Economic Development and Planning Board will reimburse the cost of one dependent child per Mt Pulaski site staff employee to attend the YMCA Summer Camp at the Mt Pulaski Site. The motion was seconded by Doug. Corey was absent for the vote. Roll call: Andrew- Aye, Tracy-Aye, Erin-Aye, Doug-Aye. The motion passes.**
		6. New Office Location: Deanna reported her per her conversation with Rick at Farmers Bank that the new owners like what the space is being used so it is very likely that they will donate the use of the space to community organizations for their meetings. Deanna will begin to investigate furniture to replace Tom Martins dining set.
		7. Phoenix Fire Department-Fireworks grant. John Aylesworth did not provide requested receipts for the fireworks, so this grant payment has been tabled. Deanna is still trying to determine if this was grant approved by the board and/or by the City Council. Andrew would like an accounting of other donations received by the Phoenix Fire Department for the fireworks from other than Business tax funds.
		8. MMLP invoices: Deanna is working with the office administrator at MMLP to determine what is owed. With invoices found they were over paid. The board will not issue payment at this time. Erin had found the same and Deanna verified that the invoice for $11,718.00 was for the Farmers Bank project and that EDPB was to pay half and Rick was to pay half. Rick made his payment of $5859 in October of 2021.
		9. 501c3-Corey reported that essentially that the 501c3 would need to be established prior to an agreement with the wind farm to fund it and that the fees and or cost to form the 501c3 could not come from the current funds in the community funds account. Enel would have to terminate their agreement with the city prior to forming a new agreement with the EDPB once the 501c3 has been formed. The lawyers would not give an estimated price but would require a $5000 retainer to begin.
2. New Business
	1. Top Hat Jigs grant application. Deanna let the board know that we have received a Community Grant application and that she would like to be able to have a process defined to respond to applicants to make them aware ahead of time what the process is and the timeline for grant approvals. She will email him and thank him for the application, inform him when it will be reviewed and invite him to attend to answer any questions the board would have.
	2. Approval of Payments: Community Association of Mt Pulaski-tabled, Dee will verify the amount. Tom Martin $1500 for approved community grant. Market on the Hill-tabled they must turn in receipts per mayor, Davis Dairy bar $1940.63 reimbursement of remainder of the approved District Tax grant, **Andrew motioned to approve** **reimbursement to Deanna for cleaning and office supplies from Walmart for $17.95. The motion was seconded by Tracy. Corey absent, all members said Aye. Motion passes unanimously.**
	3. Marketing Committee: tabled for further research into what was discovered by the previous marketing committee and where they left off.
	4. Future projects: None
	5. Possible EDPB new member Shea Campanella: Shea would like to join the EDPB.
3. Executive Session: None
4. Next Meeting: 6/1/2022
5. Adjournment: **Tracy made a motion to adjourn, and it was seconded by Erin. All board members voted aye, and the motion passed unanimously. The meeting was adjourned at 8:24.**