**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: June 2nd, 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 6:00 P.M.

**2) Roll call**

Sam Brown conducted a roll call. The following persons were present: Deron Powell, Tom Martin, Jim Birge, Hiliary Cherry, and Doug Johnson

**3) Introduction of guests**

Mat Bobell (City Representative)

**4) Approval of MayMeeting Minutes**

Minutes of May Meeting minutes were presented by Deron Powell. **Tom Martin motioned to approve the meeting minutes, seconded by Hilary, all in favor, and motion passed.**

**5) Treasurer’s Report**

Please see attached report,Appendix A, p.4-p.13

**Old Business**

**6) Desired Outcomes**

Project Updates

Improve and upgrade infrastructure

-Town Square Revitalization- Dave is taking his time making sure everything is good to meet with the city council next month.

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

 Attract and develop new businesses

 -Johnson’s True Value update- Doug Johnson tells us that this project at this point had taken a complete year to finish. He would like to hold off onto the ribbon cutting until all the signage is complete. He has done a lot of work in the parking lot and looking into more parking lot lights. Sales are doing well, the store carries more than it had and there is a lot more foot traffic coming in. Whereas last May was a great month due to COVID and everyone being home to do projects, this May sales have gone up to May of 2019. What is left of the budgeted money he will ask for when there is something that is needed.

Attract and develop new businesses

-Community Grocery Store- The Market on the Hill has a new General Manager, Bonnie Davis. Nothing to report at this time.

-Day Care Steering Committee- Deron reports no new information. The Methodist Church is working with the Y. They are in talks of a before and after school program. Deron makes note to make a connection with Fred, Jeff Clements,Lori Allen, Megan Jones and Larry Conaway.

-Farm Fed Co-op Update- Tom reports that Jeff and Katie are moving right along. They will be meeting in June to finally meet in person and explain everything that has taken place. The Farm Fed Co-op has a good group of supporters and are trying to tie up loose ends of financial disconnect. They are still looking into the old True Value building, and also seeking a financial advisor to put together a solid figure amount.

Marketing Committee Update- Needs an outcome by August to move forward with the September magazine.

 Administration Assistant Position- Deron made contact with the applicant Salena Matson. She showed interest, but will need more pay. The board will like to make this a full time position and are going to work on a job description and competitive pay.

**New Business**

Hilary will be staying on as a board member and Doug Johnson will be a board member as well. Tom will be leaving.

New Legal Entity - Mat presents a Draft copy of a proposed City Ordinance. This ordinance in a short description states that money not used by EDPB will be given to the city. The city lawyer worte up this draft in light of what's best for both the city and EDPB. EDPB does not want to feel like they have to use all the money that is given at once, the idea of saving it for future bigger projects is ideal. Concerns arise as to what the city would do with the money and that our contract with Enel will not allow it. EDPB questions why the city council wants the money to revert to the city.

The intent of the money from Enel was never for the city council to control it. The EDPB was set up for this reason and wants to continue. EDPB will have to look into being a separate entity as a non-profit.

Mat is curious as to why Broadwell and Elkhart do not have an EDPB to decide where their Enel money is invested to. Mat states that the money would just be budgeted if it wanted to be spent. He expresses that maybe they can change the wording of the draft and makes a point to remind the EDPB that the money is already in a city bank account. Making a point to go on record Mat states that not just one city council member makes the decisions and that a certain city council member has the support of the other city council members as well as never really has said no to anything the EDPB has wanted to spend.

Moving forward, the opportunity for the EDPB to become a non-profit opens a lot of opportunities. Tom will speak with Enel and investigate paths that make the most sense for the community.

Invenergy Wind Farm- The newest windmills being installed in the community. Tom has spoken with and has a meeting with them soon.

**8) Executive Session**

No executive session

**9) Next Meeting July 7th, 2021**

**10) Adjournment**

**Deron made a motion to adjourn, seconded by Tom, all in favor and motion passed.**

 **Appendix A**

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

**Community Donation**

**June 2nd, 2021 Board Meeting**

Beginning Balance as of 03/31/2021: $215,880.95

**Deposits** $0.00

**Expenses**

1145 Lorah Hoe Food Hub Administrator $110.00

1147 Jeff Hake Food Hub Co-Manager $815.85

1148 American Legion - Daycare meeting expense- Not debited

1149 Mt.Pulaski Business Association Flower Pot Grant $787.58

1150 Salt Creek Atic COVID-19 Relief Grant $1,879.00

Electronic Debit MARCH AP $30.00

1151 Market on the Hill COVID 19 Relief Grant $5,000.00

1152 Hilltop Catering COVID 19 Relief Gant $4,000.00

Ending Balance as of 05/27/2021: $203,258.52

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

**Business District Account**

**June 2nd, 2021 Board Meeting**

Beginning Balance as of 3/31/2021: $188,213.15

**Deposits:**

4/12/21 Deposit from state of IL. Tax Distribution $5,706.88

5/11/21 Deposit from state of IL. Tax Distribution $5,245.91

**Expenses:**

None $0.00

Ending Balance as of 05/27/2021 $199,165.91

**Balance of Money Market Account:**

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

Needs updated, waiting for current Bank Statement

**Working Budget as of June 2nd, 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 |  | $199,165.91 | ($59,165.91 |
| 1% Sales Tax Revenue (estimated) | $85,000.00 | $107,164.81 | $80,397.77 | $4,602.23 |
| **TOTAL AVAILABLE FUNDS FY2021** | **$225,000.00** |  | **$279,563.68** | **($54,563.68)** |
|  |  |  |  |  |
| **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 $80,397.77**

**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 June 2nd, 2021**

**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 |  | $307,187.18 | ($207,187.18) |
| Farmer’s Bank CD, Initial Investment | $200,000.00 |  | $203,967.12 |  $32.88 |
|  |  |  |  |  |
| **REVENUE** |  |  |  |  |
| Windfarm Donation | $115,000.00 | $201,250.00 | $115,000.00 | $0.00 |
| Interest from $200K CD | $4,000.00 |  | $3,967.12 | $32.88 |
| **TOTAL AVAILABLE FUNDS FY 2021** | **$419,000.00** |  | **$511,154.30** | **$32.88** |
|  |  |  |  |  |
| **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) | $88,379.00 | $1,621.00 |
| Community Partnership Grants | $10,000.00 | $10,250.00 | $5,000.00 | $5,000.00 |
| Community Organization Grants | $10.000.00 | $8,000.00 | $0.00 | $10,000.00 |
| Community Township Grants | $2,000.00 | ($59,000.00) | $787.580 | $1,212.42 |
| **TOTAL APPROPRIATIONS SPENDING** | **$127,000.00** |  | **$107,326.66** | **$19,673.34** |
|  |  |  |  |  |
| *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**

 **Johnson's True Value- Office Supplies $155.43**

 **Amazon- Office Upgrades/Supplies $3,120.04**

**Professional Services- Allocated Funds Breakdown**

 **Lorah Hoe – Payroll $5,392.83 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**

 **COVID-19 Relief Grant 4th Round $24,500.00**

 **-Total Spent $10,879.00. Total Remaining $13,621.00**

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

**Community Partnership Grants- Allocated Funds Breakdown**

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

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

 **Community Action Partnership of Central Illinois Grant Award $500.00**

**Community Township Grants**

 **Mt.Pulaski Business Association - Flower Pots for 2020 $787.58**

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

The EDPB will pay bills on 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 June 2nd, 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 | $5,160.29 | $14,839.71 |
| Milage | $500.00 | $24.20 | $475.80 |
| Interim Administrator | $1,000.00 | $370.50 | $629.50 |
| Consultants/Lawyers | $3,500.00 | $0.00 | $3,500.00 |
| **Total Appropriated Spending** | **$25,000.00** | **$5,554.99** | **$19,445.01** |

**Expenses:**

 **Interim Project Managers-**

Kathryn Funk- Food Hub Co-Manager $1,250.24

Jeff Hake- Food Hub Co-Manager $3,094.20

Jeff Hake- Food Hub Co-Manager $815.85

 **Milage-**

Jeff Hake- $24.20

**Interim Administrator-**

Lorah Hoe- Food Hub Administrator $260.50

 Lorah Hoe- Food Hub Administrator $110.00