**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 December 14th, 2019**

**Meeting Location: 124 South Washington Street, Mt. Pulaski, IL 62548**

**Meeting type: Business meeting**

**Meeting Minutes**

**1) Call to order**

Tom Martin called to order the regular meeting of the Mt. Pulaski Economic Development and Planning Board at 9:04am on December 14th, 2019 at the Courthouse Foundation Office.

**2) Roll call**

Lorah Hoe conducted roll call. The following persons were present: Tom Marin, Tyler White, Deron Powell, Hillary Cherry, and Jim Birge. Matt Bobell (Community Representative). Tim Emrick (city council representative). Lorah Hoe (Administrative Aide).

Guests: Bill Thomas

Absent: Erin Wyss

**3) Introduction of guests**

Bill Thomas was presenting the updated draft for the grant program along with Hillary Cherry and Andrew Meister. Bill is also giving an update on the Town Square Revitalization funding opportunity.

**4) Approval of November 9th Minutes**

Minutes of the November 9th meeting were presented by Lorah Hoe. **Deron Powell motioned to approve minutes, seconded by Jim Birge, all in favor, and motion passed.**

**5) Treasurer’s Report**

The treasurer’s report was presented by Lorah Hoe. **Hillary Cherry motioned to approve the treasurer’s report, seconded by Andrew Meister, all in favor, and motion passed.**

Bills were presented to the board for payment. The first bill was for Ashlee Sang for $812.50 to be paid out of the Business District Tax funds for professional services. The second bill was to John Stewart Construction for $3,998.00 for the grant recipient, The Hilltop Club to be paid out of the Business District Tax funds. The Hilltop Club was awarded $5,000.00 in 2018. **Deron Powell motioned to approve the bills as presented, seconded by Jim Birge, all in favor, and motion passed.**

**Old Business**

**6) Desired Outcomes**

Project Updates

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

* Community Grant Update; Bill Thomas, Hillary Cherry, and Andrew Meister presented the 3rd draft of the updated community grant program. Matt Bobell asked that the entity applying for grants be required to turn in a W9 along with their application. The Economic Development Planning Board is required to send out 1099’s to sole proprietorships at the end of the calendar year. Lorah will create a report of the grant program over the last two years for the board to evaluate.

The board discussed changes to the application, which is the requirement for the applicant to have a well written explanation for the need of funds. If applicants need assistance in writing an explanation, the board will help them to do so. The board than discussed the requirement for the applicant to submit paperwork and present in person to the board.

The board also discussed the benefits of reviewing grant requests at the end of each quarter. If an applicant is denied, the applicant can apply again during the next quarter. The board will have to keep the budget in mind during the quarterly grant reviews.

The board will read over the 4rd draft and give their thoughts to Bill, Hillary, and Andrew for the final draft. The final draft will be approved in January. During April, July, October, and January EDPB meetings will be an additional hour longer to give the board time to review all of the grants that were submitted during the quarters.

* Shopping Center Update; Doug Johnson is ready to make an offer for the Shopping Center building. The City of Mt. Pulaski has promised $10,000 to cover the cost of the design for the new entrance on Route 121. Farmer’s Bank has agreed to give Doug a loan for this project. The Economic Development Planning Board has promised Doug up to $45,000 if he needs it. Doug is getting bids for what the $45,000 could be used for. It is possible that the old pharmacy part of the building could stay if Subway was willing to put the new entrance to Route 121 in between Subway’s property and the Shopping Center’s property.

Attract, and develop new business

* Community Grocery Store; Market On The Hill has met the Preferred Stock goal. The building committee is creating specifications for the store’s remodel. Contractors will be able to bid on project once the specifications are complete. Market On The Hill is hosting another Open Meeting later today. Institute of Rural Affairs is helping Market On The Hill with creating a Job description for the manager, securing inventory, training of the staff, and budget. Institute of Rural Affairs are meeting with Market On The Hill weekly to ensure the store’s opening in early 2020. They hope to hire a General Manager in mid-February.

New board elections will be held off due to a new development from the lawyer. Market On The Hill must issue stock for the $100 membership option. Members will need to turn in more information in order to have certificates of stock made. Dividends will be different depending on the shares that a person owns. There are new committee’s being formed; building, design, health, and PR/HR. Market On The Hill is very thankful for the support of the Economic Development Planning Board.

**Local Foods Local Places**

This grant program has wrapped up and we will be receiving a report within the next month or so. The report will be distributed amongst the community to help guide our future goals. Of the 4 goals that the program set fourth, 2 are almost complete. The EPA and USDA administrators where very pleased with our progress and may follow up with our community in the future.

Improve and upgrade infrastructure

* Town Square Revitalization; Is hosting a meeting today at 10:30. Tom, Matt, and Bill are meeting with our project proposal writer on Monday to go over our next steps in getting the application completed. The application for the Regional Economic Development program must be turned in on January 15th. The Greater Peoria Economic Development Council will hold meetings in March and the finalists can present to a panel. The timeline for this project is potentially 12 to 18 months before final decisions will be made. In the meantime, the steering committee will hold meetings and present to the community as well as get their feedback on the proposed project.
* Building Demolition Report; The building has been inspected. Matt is looking into the proper procedures for emanate domain with our lawyer. The City of Atlanta has just dealt with a similar situation and we can ask their lawyer for help moving forward.

**7) Investment of Community Donations**

Farmer’s Bank has given us a 2% interest rate for a 6-month CD for $200,000.00 There will not be a fee for early withdrawal if we were to need the funds. A copy of the CD will be kept at City Hall for our records.

**Enel Energy Deposits**

Lorah will work with Paula to set up a direct deposit for the quarterly community donations instead of a check. It is possible that Enel will have a onetime payment to the community instead of quarterly payments.

**Employee Evaluation**

Lorah’s job description has been updated after 8 months of employment. Please refer to the handout for the Original job description from March to the New job description dated December. The main changes are that Lorah is taken off the community grocery store committee and the town square revitalization committee. Lorah will be focusing on the Economic Development Planning Board’s desired outcomes as directed by the board (please refer to New Job Description handout).

**New Business**

**8) Discussion on Ashlee Sang Contract and on Regional Food Hub**

-During the last year, the Economic Development Planning Board has appropriated $5,000.00 to Ashlee Sang Consultant to help businesses and organizations around town with their advertising, public relations, and social media needs. The Economic Development Planning Board would like a report of the organizations/businesses she has been working with and the type of work that she has been doing for them. In the next three months, the Economic Development Planning Board will evaluate the work that has been done and determine if her services are still needed.

-Stahl’s Furniture is closing and it is possible that a Regional Food Hub is interested in it’s 40 thousand square foot property. Savana Group from Peoria is interested in processing fresh, sustainable, and renewable foods in this building. This is the type of food processing company that school systems are interested in working with. The food hub would be both a processor and a food distributor.

-**Leadership Ladder System**; Deron and Tom are working on a strategy for rotating officer duties between the board members so that no one person is stuck being an officer for their entire term. Deron is interested in becoming president in July.

**9) Next Meeting January 11th at 9:00am**

**Adjournment**

**Tyler White made a motion to adjourn at 10:12am, seconded by Deron Powell, all in favor and motion passed.**