**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 5th, 2020**

**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 9:02am on December 5th, 2020 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, Andrew Meister, Erin Wyss, Matt Bobell (City Representative), and Lorah Hoe (Administrative Aide) were present.

Guests: No guests

Absent: Hillary Cherry and Jim Birge

**3) Introduction of guests**

Marla Blair- Salt Creek Journal

**4) Approval of November 7th Minutes**

Minutes of the October 3rd Executive Session and November 7th Meeting minutes were presented by Lorah Hoe. **Deron Powell motioned to approve the meeting minutes, seconded by Tom Martin, all in favor, and motion passed.**

**5) Treasurer’s Report**

Please see attached report, Appendix A, p.6-12. **Tyler White motioned to approve the treasurer’s report, seconded by Andrew Meister, all in favor, and motion passed.**

There were three bills to be approved. The first was for Johnsons True Value for $8.99 for office supplies to be paid from the Community Donation Fund. The second bill was for Irish Inc for $3,500.00 for the D’Tails Grant for foundation work on their building to be paid from the Business District Fund. The last bill was for Ashlee Sang for $87.50 for work on the Food Hub project to be paid from the Community Donation Fund.

**Andrew Meister made a motion to approve bills as presented. Seconded by Tom Martin. Roll call vote: Deron Powell-Yea, Hillary Cherry-Absent, Andrew Meister- Yea, Erin Wyss- Yea, Tyler White- Yea, Jim Birge-Absent, Tom Martin-Yea. Motion Passes.**

The CD at Farmers Bank earned $3,967.12 in interest last year. **Tom Martin made a motion to renew the $200,000.00 CD at the Farmers Bank for an additional year if the interest rate is 2% or above. Seconded by Tyler White, all in favor, and motion passed.**

**Old Business**

**6) Desired Outcomes**

Project Updates

Improve and upgrade infrastructure

-Town Square Revitalization- Next committee meeting is January 20th at 3:30 at the EDPB Office. The committee will discuss breaking down the project into smaller pieces so that progress can begin. We have not heard back on the grants that we applied for last year.

-Building Demolition Report- There is no update on the building at 104 South Washington St. currently. The city building inspector has brought the code up to date and the EDPB plans on working with the city building inspector moving forward. By the 1st of January, the new building codes will be implemented.

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

 Attract and develop new businesses

-Grant Programs Update- There are two grant applications that have been turned in for the 4th Quarter Grant Review, The Athletic Association, and the Community Action Partnership of Central Illinois. The board discussed if the Athletic Association grant should be considered differently than other grants that businesses have turned in because they are a community organization and not a for profit business.

-Shopping Center Update- No response on the new road entrance. Farnsworth is going to work on opening the bids for the project. It is estimated to cost $78,000.00 for the new entrance, parking lot, and lighting to be paid for by TIF funds.

Attract and develop new businesses

-Community Grocery Store- The Market on the Hill board has learned a lot in the first 6 months of operations. Their main goal now is trying to reach the shareholders and encourage them to shop at the store. The Online store is going to open soon. The liquor license has been stalled at the state and so has the snap application. The store needs community support in or order to stay open.

-Day Care Steering Committee- The Community Meeting is scheduled for January 13th, 2021 at the American Legion at 7:00pm. The committee is waiting to find out progress on the Stahl’s furniture building.

-Food Hub Update- The nest meeting is December 15th, 2020 at 7:00pm for the final presentation. The committee has been meeting twice a month over nearly the past year. Tom has been at the meetings and has seen the return on the EDPB’s investment for this project.

-Stahl’s Building Update- The building would not be available until after June because they need to sell the remaining furniture in their store. The EDPB gave Stahl’s a low offer of $125,000.00 but Stahl’s has gotten a realtor and is now asking for $490,000.00. The EDPB could potentially find a buyer and have them lease the building out to interested businesses.

-Marketing Committee Update- The next meeting is December 9th, 2020 at 4:00pm to discuss the Marketing Plan for 2021.

**New Business**

Mayor Bobell has been working with Bill Thomas and Lorah Hoe on a grant program for local bars and restaurants. This grant program will be administered through the City and the City Council will review those grant applications. The EDPB talked about beginning a third round of COVID-19 Relief Grants for all businesses within the township of Mt. Pulaski. The item will be added to the Marketing Meeting Agenda on December 9th, 2020.

**7) Food Hub Payment**

The EDPB discussed paying the final payment of $3,500.00 to Jeff Hake in multiple payments. Half now and the other half after the presentation. Ashlee Sang worked on this project and billed $87.50. The remaining payment to Jeff Hake is $3,412.50, or two payments of $1,706.25. **Deron Powell made a motion to pay Jeff Hake half of the payment now ($1,706.25) and the other half ($1,706.25) after the presentation on December 15th. Seconded by Tom Martin. Roll Call vote: Deron Powell-Yea, Erin Wyss-Yea, Andrew Meister-Yea, Tom Martin-Yea, Tyler White-Yea, Hillary Cherry-Absent, and Jim Birge-Absent. Motion passes.**

**8) Approval of Administrator Position**

**Deron Powell made a motion to change Lorah Hoe’s title from Administrative Aide to Administrator of the Economic Development Planning Board. Seconded by Tyler White, all in favor and motion passes.**

**9) Market On The Hill Donation- Discussion**

No update currently. The store is changing their habits and hoping to get more shareholders to shop at the Market On The Hill.

**10) Rental Agreement for 2021**

Lorah Hoe has spoken with Farmers Bank about the addition of internet service and a monthly cleaning service for the EDPB Office. The cost of rent with these additions would be $690.00 instead of $500.00 a month. The EDPB thought that this was too high and wanted Deron to talk with Rick about the rent amount for next year.

**11) Executive Session**

No executive session

**12) Next Meeting January 2nd, 2021**

**Adjournment**

 **Tom Martin made a motion to adjourn at 10:24am, seconded by Tyler White, all in favor and motion passed.**

**Appendix A**

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

**Business District Account**

**December 5th, 2020 Board Meeting**

Beginning Balance as of 10/30/2020: $175,283.23

**Deposits:**

Deposit from State of IL. Tax Distribution $5,941.86

**Expenses**

Business District Grant Program- Mt. Pulaski Township Historical Museum- Roof Repairs ($1,000.00)

Business District Grant Program- Mt. Pulaski Township Historical Museum- Wall Repair ($900.00)

Doug Johnson- Exterior work on Johnson’s True Value Project ½ Share ($3,953.11)

Doug Johnson- Interior work on Johnson’s True Value Project ½ Share ($5,958.32)

Ending Balance as of 11/30/2020: $169,413.66

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

**Community Donation**

**December 5th, 2020 Board Meeting**

Beginning Balance as of 10/30/2020: $142,450.05

**Deposits:**

Business District Grant Program- Mt. Pulaski Township Historical Museum- Roof Repairs $1,000.00

Business District Grant Program- Mt. Pulaski Township Historical Museum- Wall Repair $900.00

Doug Johnson- Exterior work on Johnson’s Ture Value Project ½ Share $3,953.11

Doug Johnson- Interior work on Johnson’s True Value Project ½ Share $5,958.32

**Expenses:**

Check #1118 Johnsons True Value – Office Supplies ($92.44)

Check #1119 Doug Johnson – Johnson True Value Relocation- Interior work ($11,916.65)

Check #1120 Irish Inc. – MP Township Historical Museum- Wall Repair ($900.00)

Online Payment to Amazon – Office Equipment ($3,000.22)

October AP/PR Transfer EDPB to City General ($810.31)

Ending Balance as of 11/30/2020: $137,541.86

**Balance of Certificate of Deposits:**

CD #15772 at Farmer’s Bank- Maturity Date 12/12/2020 $200,000.00

**Working Budget as of December 5th, 2020**

**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 | $47,145.52 | $37,854.48 |
| **TOTAL AVAIALBLE FUDNS FY2021** | **$225,000.00** |  | **$229,772.32** | **($4,772.32)** |
|  |  |  |  |  |
| **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 Fiscal Year Revenue**

 **IL Tax Deposits $41,203.66**

**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 December 5th, 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 |  | $3,327.26 | $1,672.74 |
| Professional Services | $10,000.00 | ($7,683.76) | $7,997.23 | $2,002.77 |
| Economic Development & Planning Partnerships | $90,000.00 | ($8,100.00) | $27,500.00 | $62,500.00 |
| 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** |  | **$43,324.49** | **$83,675.51** |
|  |  |  |  |  |
| *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- Key Copy $2.24**

 **Johnsons True Value- Office Supplies $51.76**

 **Johnsons True Value- Office Supplies $92.44**

 **Amazon- Office Upgrades $3,000.22**

**Professional Services- Allocated Funds Breakdown**

 **Lorah Hoe – Payroll $3,523.23**

 **MMLP Ltd. – Preliminary Estimate on 104 S. Washington $974.00**

 **Kyle Reed and Jeff Hake -- Food Hub Project $3,500.00**

**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**

**Community Partnership Grants- Allocated Funds Breakdown**

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

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