**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: May 2nd, 2020**

**Meeting Location: 391 1600th Ave, 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 9:06am on May 2nd, 2020 at the Martin Agricultural Shop.

**2) Roll call**

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

Guests: None

Absent: Erin Wyss

**3) Introduction of guests**

None

**4) Approval of April 4th Minutes**

Minutes of the April 4th meeting were presented by Lorah Hoe. **Deron Powell motioned to approve minutes with the correction of removing Jim Birge’s name the additional time, seconded by Tyler White, all in favor, and motion passed.**

**Approval of April 11th Minutes**

Minutes of April 11th special meeting were presented by Lorah hoe. **Hillary Cherry motion to approve minutes with the correction of The Lucky Lager being awarded $2,500.00 instead of $1,000.00, seconded by Andrew Meister, all in favor, and motion passed.**

**5) Treasurer’s Report**

Please see attached report. **Jim Birge motioned to approve the treasurer’s report with correction of Industry Fitness being awarded $2,000.00 not $2,500.00, seconded by Hillary Cherry, all in favor, and motion passed.**

No bills to present at this time.

**Old Business**

**6) Desired Outcomes**

Project Updates

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

* Grant Update; The new grant program was created with quarterly grant review’s in mind. Two grants have been turned in since the first quarter review that raised the question if there should be more flexibility when it comes to time sensitive grant requests. Bill Cavestani turned in a grant application and it was reviewed at the 1st quarter grant review. He was told to turn in an additional bid, to reapply for the second quarter, and not ask for the full $34,000.00 amount of the project. Bill has sense done all three of those things and is asking if the grant will not be reviewed until July is it alright if they proceed with the roof replacement. The board agreed to review the new application in July for possible paying of a project retroactively because they had followed all of the instructions that the EDPB had given them to continue the application process. Market On the Hill turned in an application for reducing the cost of produce to help the community buy from MOTH for their grand opening. This grant was created by the Health Initiative Committee of the MOTH Board of Directors. The concept is to benefit both the store’s opening, the store’s sales, the health of the community, and the sales of local producers. The board discussed how subsidizing goods is not something that the board wants to get into. The board overall feels that the application is well thought out but the board thinks that they would prefer to help this idea as a marketing strategy for MOTH and not a subsidy for a business. The grant will be reviewed in July. Tom and Andy will reach out to Market on the Hill and see if they wish to keep the grant application as is or withdrawal it due to it not matching up with the opening date of the store. The board also discussed how many of the EDPB are investors in MOTH and were concerned about how to vote on something like this. Based off of the the Economic Interest Statement, anyone on the Economic Development Planning Board who has more than $5,000.00 invested in Market On The Hill should not participate in votes for Market On The Hill. Andy Meister is currently the President of the Board of Directors for Market On The Hill and he would abstain from a vote in the future. The EDPB will wait to hear back from Market On The Hill and talk about finding a more fitting way to help Market On The Hill with their project.
* Shopping Center Update; Continuing to move forward with Doug Johnson from the Food Center. They are discussing when move equipment out. Doug Johnson from True Hardware is not giving up on this project, but he is cautiously moving forward. There is no commitment yet from IDOT.
* Stahl’s Buildings Update; Local businesses are inquiring about the Stahl’s building on the square as well at the building outside of time. Loui Stahl’s is still talking to interested parties.

Attract, and develop new business

* Community Grocery Store; Coolers have been delivered and new awnings are up. The store is getting it’s finishing touches on the inside before a possible June 15th opening date. Same Brown had been hired as General Manager. They are still looking for part time help. Winchester’s Co-op has reported that before the pandemic they would generate $4,000.00 a month, but now they are generating $4,000.00 a week. There is a trend to shop local which will help Market On The Hill during this time. Online orders/ Call-in orders should be available. POS is using square space which helps with ease of use.
* Day Care Steering Committee; Next meeting is June 20th, 9:00am at the Courthouse Foundation Office.
* Food Hub Update; The project managers are Jeff Hake and Kyle Reed. They both will receive their second payment of $833.33 each from the approved $10,000.00 budget out of the community funds. At least four farms and/or producers have agreed to participate and have signed MOU’s. Lincoln School District is on board. Vonderleith and Mount Pulaski Schools have not yet agreed to participate. The committee is looking into grants that might be available to help fund a food hub. There are talks about using the large Stahl’s furniture building outside of town.
* Marketing Committee;

Improve and upgrade infrastructure

* Town Square Revitalization; Next meeting is June 13th, 9:00am at the Courthouse Foundation Office.
* Building Demolition Report; No report at this time.

**New Business**

**Freedom Of Information Act (FOIA) Request-** Crystal Kurn has turned in a FOIA Request because she feels that the Economic Development Board has discriminated against her by asking her for follow up questions for Brian Johnson’s business and Crystal Kurn’s business after she submitted both Covid-19 Relief Grant Applications to Lorah Hoe. The Economic Development Planning Board asked for additional information from most applicants and Crystal Kurn was the only applicant who refused to provide the additional information requested from Crystal and Brian’s businesses. Before the Economic Development Planning Board had been able to meet to discuss Crystal Kurn’s and Brian Johnson’s grant applications, she chose to withdrawal both applications. The next steps are for Lorah Hoe to gather the information that Crystal Kurn has asked for and submit the report to Jordan Klein, the City’s attorney. After Jordan Klein reviews the report than Paula Holcom will submit the report to Crystal Kurn within 5 business days of the request.

**Fraizer Park Electricity Updates**- City Council has approved $8,444.00 from the Business District Account to upgrade the electric infostructure at Frazier Park. In the future the City and EDPB will work towards having better communication when larger projects like this are in the works. This ensures that both parties are aware of large changes in the budget.

**COVID-19 Relief Grant- Second Round of Relief:** The second round of Covid19 relief grants will be from May 15th to June 15th. Changes need to be made to the applications dates and the amount of the grant, which is up to $5,000.00 as of April 15th 2020. Lorah will make the changes to the application and send it out to the Business Association as well as all previous grant applicants. **Tyler made a motion to increase the COVID-19 Relief Fund $10,000.00 to a total of $60,000.00 from the Community Fund for the COVID19 Relief Grant Program, seconded by Jim Birge. Lorah Hoe conducted a Roll Call vote: Tom Martin-Yea, Andrew Meister-Yea, Deron Powell-Yea, Hillary Cherry-Yea, Tyler White-Yea, Jim Birge-Yea, Erin Wyss-Absent. Motion passes.** The due date for the first review will be May 16th, we will set a cutoff date of May 14th to ensure that Lorah Hoe has time to gather the applications from City Hall. The board will meet at 9:00am on May 16th at 391 1600th Ave, Mt. Pulaski, IL.

The EDPB discussed their roll in creatine relief for local businesses. This was meant to help bridge the gap in relief that business were searching for else where. At this point in time it is difficult to determine if there will be a third month of relief. The board discussed how their funds are not limitless and they can not keep this going forever. This program is short term relief because the EDPB is limited in how much they can help the community.

**Budget Discussion-** The budget committee met and will have the budget ready for review by June. The budget is mainly used for the City Leavy and Appropriations. This is also a guide for how EDPB plans on spending funds within the next year.

**Slate of Officers in July-** Deron Powell- President, Tyler White- Vice President, Jim Birge- Treasurer, and Hillary Cherry- Secretary.

**Chairman’s Report;**

-**Logan County Economic Development:** The City of Mt. Pulaski will not pay the $3,000.00 for the services that Bill Thomas provides our community. The EDPB has worked with Bill more than the City Council has and feels that the EDPB should pay Bill for his services. Moving forward, the EDPB wants to use caution in paying bills with the Community Funds that the City of Mt. Pulaski had typically paid in the past. **Tyler White made a motion to appropriate $3,000.00 for the year 2020 in support of Logan County Economic Development Partnership from the Community Funds, seconded by Deron Powell**. This bill has not been paid since 2018 but Bill had continued to work with the City of Mt. Pulaski to date. **Lorah Hoe conducted a Roll Call Vote: Tom Martin-Yea, Andrew Meister-Yea, Deron Powell- Yea, Hillary Cherry-Yea, Tyler White-Yea, Jim Birge-Yea, and Erin Wyss-Absent. Motion Passes.**

**8) Next Special Meeting May 16th for COVID-19 Relief Grant Review**

**Next Meeting June 6th at 9:00am at the Courthouse Foundation Office.**

**Adjournment**

**Jim Birge made a motion to adjourn at 10:45am, seconded by Tyler White, all in favor and motion passed.**