**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: August 1, 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 9:00am on August 1st, 2020 at the Economic Development Planning Board Office and the Courthouse Foundation Office.

**2) Roll call**

Lorah Hoe conducted roll call. The following persons were present: Tom Martin, Deron Powell, Hillary Cherry, and Andrew Meister. Lorah Hoe (Administrative Aide). Joyce Maxhiemer (city council representative).

Guests: Scott Schaffenacker and Marla Blair

Absent: Jim Birge, Tyler White, and Erin Wyss

**3) Introduction of guests**

**Scott Schaffenacker-** From the Logan County Board, was here to give an update on the Enterprise Zoning project, involving the placement of Solar Panels within Logan County. He also gave un update on the GPEDC: Grants for businesses. These COVID-19 Relief grant, from the Federal Government, were up to $25,000.00 for a business. A business would apply through the city, then through the county, and then the Greater Peoria Economic Development Council would approve or deny the grant application. Some businesses are still waiting for their awarded funds to be paid. Scott also gave an update on the Logan County Courthouse renovation project. The $11 million will begin to arrive on August 12, 2020 and the renovations can begin.

**Marla Blair-** From the Salt Creek Journal was present to become updated on the EDPB’s on going projects.

**4) Approval of July 8th Minutes**

Minutes of the July 8th meeting were presented by Lorah Hoe. **Andrew Meister** **motioned to approve all meeting minutes, seconded by Hillary Cherry, all in favor, and motion passed.**

**5) Treasurer’s Report**

Please see attached report. **Tom Martin motioned to approve the treasurer’s report, seconded by Andrew Meister, all in favor, and motion passed.**

Three bills were presented to the EDPB. The first one was from Johnson True Value for $2.24 from the Community Fund, for a new key. The second one was from Lorah Hoe for $74.36 from the Community Fund, for a yearly Microsoft Office subscription for the EDPB laptop. The third was from the Business Association for their completed Sign Grant for a total of $1,701.51 from the Business District Fund. **Hillary Cherry motioned to approve the bills as presented, seconded by Tom Martin and roll call vote: Deron Powell-Yea, Hillary Cherry-Yea, Tom Martin-Yea, Andrew Meister-Yea, Erin Wyss- Absent, Tyler White- Absent, and Jim Birge-Absent. Motion Passes.**

The spare key for the Economic Development Planning Board Office will remain at Deron’s Office for anyone to use.

**Old Business**

**6) Desired Outcomes**

Project Updates

Attract, and develop new business

* Community Grocery Store; The Market On The Hill has not spend much in advertising. They only paid for postcards to be sent out to surrounding communities and our own community to promote the opening of the store. There has been steady traffic to the store. Management is getting in the swing o things while working out any hang ups for the store. There is great support from this community and surrounding communities and their sales steady. Local foods have been a big seller. Kyle Reed is expecting to expand his business based on how much produce he sells at the store.
* Day Care Steering Committee; The committee is on hold for now. The goal is to try and partner with the YMCA in Lincoln. The next meeting is scheduled to meet August 15, 2020 at 9:00am at the Courthouse Foundation Office.
* Food Hub Update; This committee is meeting next Tuesday. They continue to move forward on their goal of connecting 6 producers and 6 institutions to the Food Hub project. Progress has been slowed due to COVID-19. Lorah Hoe will send Tom a summary of payments so far for the project managers Kyle Reed and Jeff Hake.
* Stahl’s Building Update; Shaun Tyson in interested in buying the building. The Food Hub is interested in the space. Enel wants to have a local program in place for training windmill technicians. Enel hopes to have 15 technicians living locally to maintain the windmills in this area. The board discussed if the training could be done in part of the Stahl’s building. The board also discussed if Enel would be willing to fund some of the training program. An electric technician would be needed to train the class. A training program could be combined with Lincoln Land Community College program already in place. Bill Thomas is working on contacting Lincoln Land Community College about having a training course held in Mount Pulaski. Hartland Community College may also help in this process. The board discussed how all of these pieces would come together to utilize the Stahl’s building in the best capacity.

John and Erin Wyss have move towards the purchase of the Stahl buildings on the square.

* Marketing Committee; The committee met on July 29th. Steph Mazanowski presented a lot of research on steps to move forward with marketing our community. The committee is to brainstorm ideas and come up with a formal plan to present to the EDPB and the City. The marketing plan will contain step by step actions for creating a consistence message for a 2021 roll out. The next meeting is August 19, 2020. The committee has reached out to Monticello, Galena, and Casey to set up meets for sharing marketing strategies. They have a meeting set up with Monticello on August 3, 2020.

The board discussed how the Mount Pulaski Township Historical Museum is still in need of someone to facilitate the museum during peak business hours to get as many visitors as possible. The board talked about creating an internship program to help with the staffing issue.

Improve and upgrade infrastructure

* Town Square Revitalization; Tom Martin and Dave Leonatti gave a report at the July 28th City Council meeting. Giving the City Council a chance to look at these visuals and have a QNA with Dave the Architect was extremely helpful to this process. Dave was able to explain to function of the elongated sidewalks in relation to the grade of the entrance to the Courthouse lawn sidewalk. Communication between the EDPB and City is important to both parties during this project.

Shelbyville has started their streetscape project and we will investigate where they received their funding for their downtown project.

* Building Demolition Report; Saddie’s building does not have a new update. The owner still wants to sell for $60,000.00 and the EDPB would not recommend buying it for more than $20,000.00.

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

* Grant Program Updates; Shaun Tyson has submitted a grant for the appraisal of Stahl’s Building. Shaun has been informed that the grants are reviewed on a quarterly basis and he understands that we will review the grant at the October Grant Review. The board discussed the possibility of Shaun paying for the appraisal himself. If that were to happen, the EDPB as well as the City would be missing out on the opportunity to have an appraisal for the building for our records. If the EDPB decided to grant the funds for the appraisal, then the EDPB and the City would have ownership of the appraisal. The grant is on hold until the next review session on October 3, 2020.

The board discussed how the City Council needs more information about approved Business District Grants and they need more time to review the approved grants from the Quarterly Grant Review. The Quarterly Grant Reviews will always be on the first Saturday of the month. City Council Meetings are always on the second and fourth Tuesdays of the month. If Lorah sends an information packet by the first Monday of the month then the City Council should have a week to review the approved grants. Lorah Hoe and Hillary Cherry will work to create a format for the approved grants from the Quarterly Grant Review packets. The packets will include information such as the grant applications, the meeting minutes, and any additional pertinent information that the City Council may need to make an informed decision.

* Shopping Center Update; Please see attached email from Doug Johnson for his progress report. He still plans on opening in the Spring of 2021.

**New Business**

**Administrator for the EDBP –** Tom Martin brought up the need for an Administrator for the EDPB. The board discussed the work that Lorah Hoe has done as the Administrative Aide and how her work had greatly helped the EDPB accomplish their goals over the past year. Tom Martin estimates that he volunteers an average of 20 hours a week for the EDPB and how this many volunteer hours is not sustainable for the board members. Having an Administrator for the EDPB would give the board the ability to have a paid professional to help manage the EDPB’s various projects in the future. The EDPB will consider this and discuss it more at the September meeting.

**Business Builders Website Updates-** Lorah Hoe has reached out to Megan from Business Builders to inquire about creating COVID-19 response page and including a map on the Business Directory page. Megan estimate this to be 6 to 8 hours of work at $135/hour. The board discussed how our contract allows for a certain number of free hours per month and if the projects can be stretched out over a couple of months. The board also discussed outsourcing the project to someone else for less money. Hillary has offered to help Lorah investigate website updates further.

**7) Strategy for County Visitors-** Andrew Meister is working on a plan with Ryan McVickers to create a strategy for counting visitors to our businesses during sporting events. This will also include the creation of a coordinated effort between the Athletic Director, the Business Association, the Mount Pulaski Township Historical Museum, the Courthouse Foundation, and the EDPB. This coordinated effort would get information from the Athletic Association to the Business Association and vice versa. The Athletic Director can send information about Business Specials and hours of operation during nights of sporting events. The Businesses would also receive the sporting events calendar from the Athletic Director. This would allow businesses the ability to plan their staffing needs accordingly during a large weekend tournament or a weeknight game. This planning process has been delayed until Spring due to COVID-19, but this gives us a good amount of time to form a plan to welcome visitors to our community during these sporting events.

**8) Budget for Office Upgrades**- Lorah Hoe is working on a budget with Tyler White and Jim Birge for the EDPB’s office upgrades. The design concept includes a partition wall be placed behind the Chairman’s seat and a TV monitor to be placed on the partition for presentations. A conferencing phone, a webcam and a microphone would also be installed for conference calls. These upgrades would not only benefit the EDPB and the Courthouse Foundation but also other committees, organizations, or businesses that would need the space for conference calls and meetings. The budget should include two options for the board to have an informed discussion on the products and prices offered. This budget will be presented at the September 5th meeting.

**9) Review of the Working Budget 2019 and 2020**: The Working Budget is a report that will be presented for each meeting going forward so that the EDPB has up to date information on allocated funds in relation to the Fiscal Year budget. This Working Budget report will be a four-page summary for both the Business District Fund and the Community Donation Fund. Lorah Hoe will begin presenting this monthly report at the September 5th meeting.

**10) Next Meeting September 5th, 2020**

**Adjournment**

 **Tom Martin made a motion to adjourn at 10:01am, seconded by Hillary Cherry, all in favor and motion passed.**