**Mt. Pulaski Economic Development and Plannning Board**

**Meeting Minutes**

January 14, 2019

(Recreated by Deanna Howard for website)

1. **Call to order:** Tom Martin called to order the regular meeting of the Mt. Pulaski Economic Development and Planning Board at 6:30 p.m. on January 14, 2019 at the Mt Pulaski Courthouse Foundation
2. **Roll Call:** Renee Martin conducted a roll call. The following persons were present: Tom Martin, Shaun Tyson, Tim Emerick, Renee Martin, Matt Bobell (8 mins late)
3. **Approval of minutes from last meeting:** Renee Martin sent the minutes via email from the last meeting (December 17). Minutes also sent were November 10 and November 26 meetings along with the square renovation meeting located at the Hilltop Club January 3, 2019. The minutes were unanimously approved.
4. **Treasurers Report:** Everything over $250,000 is grant money. The other account has $71,096.03.

Shaun made a motion to approve the treasurers report. Renee seconded. All approved.

Discussion: The EDPB is required to have an audit every year. EDPB was included in the city’s audit in September. Tim will bring a copy of the audit. Tim and Tricia Aylesworth will make sure that the city accountant (Abbotts) has all our information for future reference.

1. **Committee Reports:**
2. Website Review and Discussion: On Wednesday, January 11, 2019, Renee Martin, Tim Emerick, Matt Presswood, Paula Holcomb, and Andrew Neaville, went to Bloomington for website training with Business Builders. They learned the basics to update the website to help maintain it.

This group will eventually meet to determine who will do what to keep the website up to date. Business Builders gives us 1 hour a month for maintenance. Anything required over the 1 hour time, will be charged.

The board requested a copy of the Business Builders contract for review due to the overall board feelings that Business Builders did not deliver what they said they would. The Website project took much longer than anticipated and business Builders did not have a review session with the board before the website went live and took down Phil Bertoni’s site. Phil’s site is being redirected to the new city website.

Renee and Tom will reach out to Business Builder and to Phil Bertoni and see how we can resolve the current issues. 1. Phil Bertoni feel he mad a mistake by giving up his website and wants it back but want the city to pay for it. 2. Need to talk to Jennifer from Business Builders to see how we an get the website to where it needs to be. 3. Would Phil want to oversee the history portion of the website? 4. Is there a way to bring Phil’s site back and link it more to the city’s webpage/

Will eventually need to reach out to the schools and others about the community calendar.

1. *Grant Program*

The Board received 3 grants this month and still have one outstanding grant for post office parking lot.

1. Masonic Lodge Grant Request for an awning. Two quotes, one for $3200 and one for $2148.39. Tim Emerick made a motion to allot $1600 for new awnings with the stipulation that they consult overall Square Revitalization plan. Shaun Tyson seconded. No further discussion. Roll Call Vote: Tom Martin-yes, Shaun Tyson-yes, Time Emerick-yes, Renee Martin-yes. Motion Passed.
2. Vinegar Hill Treasure Chest requested $5,082 for new windows and doors to make her new business safe and secure. Renee Martin made a motion to approve $5,000 for Vinegar Hill Treasure Chest. Tyson seconded. Not further discussion. Roll Call Vote: Tom Martin-yes, Shaun Tyson-yes, Tim Emerick-yes, *Renee* Martin-yes. Motion Passed
3. Jules Flower shop requested $1500 for a knew built in cooler. The board felt at this time, they needed more information. Need a quote for a new cooler and sizing specs and how that will impact her business. Need more of a narrative. Renee will reach out to her via email. Grant table until next meeting.
4. Post Office Parking Lot Grant. This is a city owned property, but grant request was put in by the owner of the post office. Tome entertained a motion to approve the funds for this project. No one made a motion. Grant request denied at this time.
5. *Town Square*

See attached sheet. Dave Leonetti has turned in a bid of $18,500 for his services. Many question to be answered still as to if he would manage the contractors, annual retainer, etc. Will request a meeting with him on Tuesday, January 22, 2019 at 5 p.m. at the office. Money for advisor should come out of Business District funds.

*Community Garden* Tom Martin talked with Roger Bohn about the property on Lafayette for sale Roger Bohn wants to entertain an offer. Tom Martin was approved for $8,000 at last meeting but wants to offer up to $10,000 Business District monies per the discussion the board had. The taxes are $128/year, but if it is city owned property, there will be no taxes. If Roger accepts the offer, the board will need to make a motion to approve those funds for the purchase of the piece of land that play a huge roll in the town square revitalization.

1. *Business Development*
2. Shaun Tyson, Renee Martin, and Tim Emerick took a tour of the old Johnsons Grocery Store on January 10, 2019 at 4:30 p.m. For sale at $75,000, it includes the big grocery store building, the old pharmacy building, the old doctor’s office building, and the Dairy Bar building (not the business, just the building). There is approximately 200 feet of road frontage. $4,000 in taxes a year. Dairy Bar business generates $3000 a year for rent of building. Long term plan is to demo old buildings except for the dairy bar and put in new commercial space to attract new businesses or develop it ourselves. There are actionable items inside. Will need to research this topic to see if this area is worth buying in its poor condition and weigh the options if it is beneficial to save some buildings or demo and start over, Tom Martin will reach out to Dirk Mccormick and get his professional option.

Shaun has names for his Ad-hoc committee for the food co-op. Names include Doug Johnson, Beth Sasse, Molly Gleason, Dave Bishop, Charlie Lee, Kim Martin, Mariah Anderson, Lisa Bergsheinder, Dan Hawk, Marcy Smock, Jan Litterly, Crystal Kern, Marla Blair. Shaun will reach out and see who is interested.

1. **New Business**
	1. Local Foods, Local Places Grant

The board is in the running for a federal grant to help with the local foods program we are trying to develop. We are doing a phone interview that was cancelled due to the federal government shutdown. It will be rescheduled once the government opens again.

* 1. Strategic Planning

There will be a strategic planning meeting on March 16, 2019 that will be a community meeting about the square renovations and with the advisory committee location and time TBA.

* 1. Coordinator Job Description

Discussion about the qualifications for the MPEDPB Coordinator. Needs to be a self-starter, independent, have financial background, great experience, PR, computer skills and social media skills.

Salary will be negotiable with experience. Will have job description out by January 20th and applicants should apply by February 20th. Will post on fb page and local news sources.

This will be contractual work-1099. Jordan (city lawyer) can write up a contract if needed.

* 1. Board Member Discussion- Matt Bobell sent a Statement of Interest via email to review for new board members. Need to fill an empty chair for Hillary’s term and want to expand the board by two more seats. People have shown interest for the positions. Matt will get the statement of interest’s final draft and get it out to the media.

***Information for next meeting on Monday January 21, 2019***

* Need to evaluate budget and have a financial plan (Tim Emrick and Tricia Aylesworth) Need preliminary financial plan before March meeting. Trici said we can invest in a cd worth 1.5% for 6-month cd or 2% for a year cd.
* Community Grant Discussion
* Bobell is to report back from Jordan about Executive Sessions.
* Review Bylaws-Renee and Tom
* Jules Flower Shop Grant Request

**VII Adjournment**

Tom Martin adjourned the meeting at 9:18 p.m.

Minutes submitted by: Renee Martin