**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: January 9th, 2021**

**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 January 9th, 2021 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, Jim Birge, Erin Wyss, Matt Bobell (City Representative), and Lorah Hoe (Administrative Aide) were present.

Guests: Todd Henry and Marla Blair

Absent: Hillary Cherry and Andrew Meister

**3) Introduction of guests**

Marla Blair- Salt Creek Journal

Todd Henry- Workcamp for Lincoln

**4) Approval of December Meeting Minutes**

Minutes of December 5th, 9th, 15th, and 18th Meeting minutes were presented by Lorah Hoe. **Jim Birge motioned to approve the meeting minutes, seconded by Tyler White, all in favor, and motion passed.**

**5) Treasurer’s Report**

Please see attached report, Appendix A, p.7-p.13.

Last year’s $200,000.00 CD is now in a Money Market account at Farmers Bank and it has a low interest rate. If interest rates for CD’s go up within the next year, the EDPB will be able to change the Money Market Account to a CD.

The $2,862.50 check written to Farnsworth for the IDOT grant application was meant to be split evenly with the City but the EDPB has not yet received the City’s half of the payment.

**Tyler White motioned to approve the treasurer’s report, seconded by Jim Birge, all in favor, and motion passed.**

Rent to Farmers Bank for the year of 2021 is $6,000.00. The board agreed to pay rent in one payment for the entire year of 2021 instead of monthly payments.

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

**Old Business**

**6) Desired Outcomes**

Project Updates

Improve and upgrade infrastructure

-Town Square Revitalization- Next meeting is the 20th of January at 3:30pm at the EDPB Office. The committee will be brought up to date on the progress of the project. Breaking the project up into smaller pieces seems to be the best course of action currently. It is financially reasonable to split this up. Matt Bobell will give a project update to the City Council.

-Building Demolition Report- No updates currently. The City of Mt. Pulaski is considering updating their building codes, but they may not be changed at all. There are no updates from the city regarding the abandoned buildings within the business district. Greg Maus has resigned.

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

 Attract and develop new businesses

-Grant Programs- 4th Quarter Grant Review Session.

1) Workcamp for Lincoln/CAPCIL. Todd Henry gave a presentation to the EDPB on the Workcamp for Lincoln program that is going to take place this year. Kids from around the country do small projects on homes of low-income families. Work done could be drywall work, ramp building, painting, etc. Money collected helps to cover the cost of materials, housing, and administrative costs. Workcamp for Lincoln has partnered up with CAPCIL in getting this program up and running for Logan County. Funds are being collected by CAPCIL and CAPCIL is administering the registration process for low-income homeowners to apply for home upgrades. Rob and Jean Davis are working at the local level in Mt. Pulaski to help the program succeed in Mt. Pulaski.

The EDPB discussed if this program was more appropriate for the City of Mt. Pulaski to be donating to instead of the EDPB. This is not about economic development but instead about improving private residences within Logan County. The City of Mt. Pulaski has not donated to this program at this time. The EDPB does feel that this is an important project, and it would be good to support this project as it also supports our community. **The EDPB tabled until February 6th meeting so that Rob and Jean Davis could talk to the EDPB about this program being utilized by local businesses and homes.**

2) Athletic Association- Frazier Park has been given grants in the past for improvements to their park, but the work done was unsatisfactory. The EDPB wants to know what work is being done and ensure that those specific things are being done before reimbursement or payment is made for a grant. The EDPB would like to see the plan for the park improvements and talk to the Athletic Association. **The EDPB tabled the grant until Corey Leonard can talk to the EDPB about the project or give a tour of the park and upgrades in question.**

Lorah Hoe will let the EDPB how much EDPB and City money has gone into Frazier park over the last few years regarding various upgrades.

-Shopping Center Update- Doug is running a little behind schedule due to True Value Shelving running behind. He hopes to still open by March or April 2021. The new entrance for IDOT will have to be paid first by Doug and then the City can reimburse him through the TIF.

Attract and develop new businesses

-Community Grocery Store- There is currently an eat local challenge where winners get gift cards for Market On The Hill. There was a profit for the month of November. The MOTH will send out a monthly newsletter to shareholders letting them know how the store is doing.

-Day Care Steering Committee- The Community Meeting will be cancelled. The next committee meeting will be the third weekend in February. There have been several independent home daycares that have opened in Mt. Pulaski within the past year.

-Food Hub Update- Enel is very interested in this project and is wanting to contribute more. For Phase 2 of this project, Enel has donated $25,000.00 to help fund the next 6 months of development. The Food Hub committee hopes to create a non-profit board and create a new interim board. Two seats will be reserved for EDPB members. Tyler White and Tom Martin will represent the EDPB. Enel loved the business plan. The EDPB will administer funds for this project. **Jim Birge made a motion to appoint Tyler White and Tom Martin to be the EDPB representatives on the Food Hub Enterprise project. Seconded by Deron Powell. All in favor and motion passes.**

-Stahl’s Building Update- Selling of the building will likely be stalled until summer. Louis Stahl has the building listed and the price is still high. He may be willing to consider a lower offer.

-Marketing Committee Update- Timing on creating a budget for 2021 is not good. The EDPB wants to be responsible with the funds. The budget discussion will be tabled until March. Instead of focusing on advertising for events the board discussed starting with an advertising campaign for living in Mt. Pulaski. Deron Powell will reach out to Steph and get feedback on the idea of advertising what is going on in Mt. Pulaski in magazines.

**New Business**

The EDPB would like to ask Rick Volle to attend February 6th meeting to learn more about the effort of the Farmers Bank to support local businesses through Federal Home Loans/grants.

**7) COVID-19 Relief Grant Review-**

1) The Lucky Lager asked for $5,000.00. **Deron Powell made a motion to approve $5,000.00 for COVID-19 Emergency Relief to be paid from the Community Donation Fund. Seconded by Jim Birge. Roll call vote: Jim Birge-Yea, Tyler White-Abstain, Deron Powell-Yea, Tom Martin-Yea, Erin Wyss-Yea, Andrew Meister-Absent, and Hillary Cherry-Absent. Motion Passes**

2)Farmers Family Restaurant asked for $5,000.00. **Tom Martin made a motion to approve $5,000.00 for COVID-19 Emergency Relief to be paid from the Community Donation Fund. Seconded by Erin Wyss. Roll call vote: Jim Birge-Yea, Tyler White-Yea, Deron Powell-Yea, Tom Martin-Yea, Erin Wyss-Yea, Andrew Meister-Absent, and Hillary Cherry-Absent. Motion passes.**

3) The Old Brickyard Grill and Pub asked for $5,000.00. **Tyler White made a motion to approve $5,000.00 for COVID-19 Emergency Relief to be paid from the Community Donation Fund. Seconded by Tom Martin. Roll Call Vote: Jim Birge-Yea, Tyler White-Yea, Deron Powell-Yea, Tom Martin-Yea, Erin Wyss-Yea, Andrew Meister-Absent, and Hillary Cherry-Absent. Motion passes.**

4) Countryside Rentals asked for $5,000.00. The EDPB discussed how this business has been forced to not operate since March or April of 2020. This is the only business of its kind within the county. **Tyler White made a motion to approve $5,000.00 for COVID-19 Relief to be paid from the Community Donation Fund. Seconded by Deron Powell. Roll call vote: Jim Birge-Yea, Tyler White-Yea, Deron Powell-Yea, Tom Martin-Yea, Erin Wyss-Yea, Hillary Cherry-Absent, and Andrew Meister-Absent. Motion passes.**

5) Jules Flower Shop asked for $2,500.00. Jules is no longer planning on closing. She has always been prudent in the funds that she has asked for her business. **Tom Martin made a motion to approve $2,500.00 for COVID-19 Relief to be paid from the Community Donation Fund. Seconded by Erin Wyss. Roll call vote: Jim Birge-Yea, Tyler White-Yea, Deron Powell-Yea, Tom Martin-Yea, Erin Wyss-Yea, Hillary Cherry-Absent, and Andrew Meister-Absent. Motion passes.**

6) Salt Creek Attic asked for “any amount”. **Jim Birge made a motion to approve $3,000.00 for COVID-19 Relief to be paid from the Community Donation Fund. Seconded by Tom Martin. Roll call vote: Jim Birge-Yea, Tyler White-Yea, Deron Powell-Yea, Tom Martin-Yea, Erin Wyss-Yea, Hillary Cherry-Absent, and Andrew Meister-Absent. Motion passes.**

7) Guruji 62, LLC (BP) asked for $5,000.00. The EDPB discussed how a new business would possibly be able to calculate the estimated loss of income for the time period that this grant specified. The EDPB decided to invite Bishap Patel to the February 6th, 2021 meeting to show the EDPB his estimated loss of income due to COVID-19. This would allow for clarification of this application and the numbers that were provided.

A total of $25,500.00 of the $50,000.00 was awarded so far.

**8) Executive Session**

No executive session

**9) Next Meeting February 6th, 2021**

**10) Adjournment**

 **Tyler White made a motion to adjourn at 10:49am, seconded by Erin Wyss, all in favor and motion passed.**

**Appendix A**

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

**Business District Account**

**January 9, 2021 Board Meeting**

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

**Deposits:**

Deposit from State of IL. Tax Distribution $6,075.88

**Expenses**

Business District Grant Program- D’Tails Grooming- Foundation Grant ($3,500.00)

Ending Balance as of 12/31/2020: $171,989.54

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

**Community Donation**

**January 9th, 2021 Board Meeting**

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

**Deposits:**

Business District Grant Program- D’Tails Grooming- Foundation Grant $3,500.00

**Expenses:**

Check #1121 Johnson True Value – Operational Expenses ($8.99)

Check #1122 Irish Inc- D’Tails Grooming Grant- Foundation Improvements ($3,500.00)

Check #1123 Ashlee Sang – Professional Services- Food Hub Project ($87.50)

Check #1124 Jeff Hake- Professional Services- Food Hub Project Manager ($1,706.25)

Check #1125 Jeff Hake- Professional Services- Food Hub Project Manager ($1,706.25)

Ending Balance as of 12/31/2020: $134,032.87

**Balance of Certificate of Deposits:**

CD #15772 at Farmer’s Bank- Maturity Date 12/12/2021 $203,967.12

**Working Budget as of January 9th, 2021**

**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 | $53,221.40 | $31,778.60 |
| **TOTAL AVAIALBLE FUDNS FY2021** | **$225,000.00** |  | **$235,848.20** | **($10,848.20)** |
|  |  |  |  |  |
| **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**

**2020/2021 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 January 9th, 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 |  | $3,336.25 | $1,663.75 |
| Professional Services | $10,000.00 | ($7,683.76) | $7,997.23 | $2,002.77 |
| Economic Development & Planning Partnerships | $90,000.00 | ($8,100.00) | $77,500.00 | $12,500.00 |
| 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** |  | **$93,333.48** | **$33,666.52** |
|  |  |  |  |  |
| *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- Office Supplies $155.43**

 **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**

 **Jeff Hake -- Food Hub Project $3,412.50**

 **Ashlee Sang- Food Hub Project $87.50**

**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**

 **COVID-19 Relief Grants 3rd Round $50,000.00**

**Community Partnership Grants- Allocated Funds Breakdown**

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

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