**Economic Development & Planning Board**

**Meeting Minutes**

February 18, 2019

(Recreated by Deanna Howard for website)

1. Call to order:

The EDPB meeting was called to order at 5:00 p.m. on February 18, 2019.

1. Roll Call: Those present- Tome Martin, Tim Emrick, Shaun Tyson, Renee Martin. Absent-Matt Bobell
2. Guests: Lindy Manuel & Marla Blair
3. Interview with Lindy Manuel-She could start March 15
* Passionate
* Proficient in lots of computer programs/social media
* Willing to learn
* Website experience, graphic design marketing
* Not experienced in press releases-grant work

 Interview ended approx. 5:40 p.m.

Interview with Marla Blair

* Has experience with Ec. Development/Tourism
* Grant writing, word, excel, press release experience
* Writes for magazine and has written radio ads
* Not experienced with website/social media
* Willing to learn and train

Interview ended at 6:35 p.m.

1. Break from 6:35 to 6:39 p.m.

Regular board meeting started 6:39 p.m.

1. Guests: Scott Schaffenacker, Allen Schaal, Bill Cavestini, Andrew Neaville (came late)
2. Minutes: Tom Martin sent out minutes from Feb 4, 2019 meeting.

Shaun Tyson made a motion to approve the Feb minutes

Tim Emrick seconded

All were in favor-motion passed

1. Public Comments: Bill Cavestini will donate his building for 1 year to house the co-op grocery store. There is a cooler from Jules Flower Shop that we can use. Bill C. does not charge for water, but we would be responsible for utilities.
2. Old Business
	1. City council approved Dave Leonetti as town square renovation architect. Leonetti
	2. Website: On library navigation the menu disappears-need fixed
	3. Co-op: Meeting was held last week “jobs” were handed out to steering committee
3. Community donations
* $20k for coordinator
* Need to invest money
* Tim Emrick advised to put away 1/3 of what we take in

No action taken

Will have committee to go find firm to invest money

Need to establish guidelines and look into rules for municipalities

Illinois municipal

Andrew Neaville hesitant to invest business district money

Tim Emrick is to talk with Tricia Aylesworth and come back and report number to invest at the next meeting

1. Treasurers Report: Have outstanding grants-see report

Still have 7k left for grant program

Renee Martin moved to accept treasurers report

Shaun Tyson seconded.

All approved-motion passed

1. Misc Business:
	1. Scott Schaffenacker just asked some questions. Matt Bobell said 4 people applied for EDPB seats-Deron Powell, Jim Birge, Tyler White, Andy Meister. Either Matt Bobell or Tim Emrick will resign from board. Will have new board members seated by next meeting. Matt Bobell said they change the terms. Will need clarifications of terms.
	2. Community Garden-We have a bid into Roger Bohn. Moving forward with management of Community Garden on Marion Street-$100 plot $25 gift certificate to True Value, $25 water $50 land usage and incidentals.
	3. Fire house auction April 11
	4. Local foods, local places semifinalist interview with EPA went well.
	5. A budget for the top 5 tax entities was discussed by tom Martin. His suggestion was that the fire department receive 6.08%, Library 2.3%, park dist 4.1%, Road, bridge, township 2.27%. Will need guidelines and budget- no action was taken
	6. Coordinator Position: Shaun Tyson moves to hire Lindy Manuel for coordinator position, for $20k a year with a 6 mo. Review based on 20 hrs a week.

Tim Emrick seconded

Roll Call: Tom Martin-yes, Tim Emrick-yes, Shaun Tyson-yes, Renee Martin-yes. Motion passed. Tom Martin will meet with her. Will need a contract

1. Shaun Tyson moved to adjourn, Tim seconded. All were in favor. Meeting adjourned 9:30 p.m.