**Economic Development & Planning Board Minutes**

*The mission of the Mount 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: 4/6/2022**

**Time: 6:00 pm**

**Location: 124 S Washington St, Mt Pulaski IL 62548**

**Meeting Type: Business**

1. Call to order: Andrew Meister called the Economic Development & Planning Board’s April 6, 2022, meeting to order at 6:13pm.
2. Roll call: Present are Andrew Meister, Corey Leonard, Erin Wyss, Tracy Pulliam, and administrator Deanna Howard. Doug Johnson arrived at 6:16 pm
3. Introduction of guests: Tom Martin
4. Approval of minutes: Tracy made a motion to approve minutes from March 2, 2022, meeting. Corey seconded the motion. The motion passed. Erin pointed out that the agenda listed March 15th meeting minutes as March 22. Corey made a motion to approve minutes from March 15, 2022, meeting. Tracy seconded the motion. The motion passed.
5. Treasurer’s report: Erin is still working with Bill Thomas on the budget for 2022/2023 fiscal year and will have it ready by the end of April so that the board can review it and finalize it by the end of May.
	1. Bank Statements as of 3/31/2022
		1. Business District Tax Fund: $261,669.67
		2. Community Fund: $186,393.74 with one outstanding check to Christmas on Vinegar Hill for $4262.75
6. Old Business
	1. Project Updates
		1. Town Square Revitalization: Tom Martin reported that there still is not any communication with the architect on this project. He will continue to reach out.
		2. FarmFed Co-Op: Tom reported that they are close to signing a lease for space in the former Stahl’s furniture building and that they have a handshake agreement with a buyer to purchase the former Johnson True Value building.
		3. Market on the Hill: MOTH has used the recent $50,000 in EDPB donations to clear their debt and have produced a plan to cut expenses $1,300 a month by using volunteers to replace 25 hours a week for part of the managers hours. They will also cut the advertising budget by using part time employees to manage the social media. They are requesting that the $5,000 PR grant be replaced with a grant to provide inventory for a “Market Makeover.” Kim joined the meeting and explained to the board the plan to bring in additional, lower priced merchandise to appeal to more members of the community. They have also been able to partner with other professionals in leu of hiring a consultant for which they would have needed a grant to pay. Kim left the meeting and the board looked over the financial reports they had provided and discussed the impact of this grant on the community. Andrew made a motion to recommend that $12,000 be paid from the Business District Fund to the Market on the Hill. Doug seconded the motion. Roll call vote: All those that said Aye-Andrew, Corey, Tracy, Doug, and Erin. The motion passes
		4. YMCA Daycare/Summer Program: Deanna reported that the goal is 12 participants for each of the 12 weeks of the Summer Program. As of the last email received, they had 5-9 participants for each of the 12 weeks.
7. New Business
	1. New Office Location: Andrew reported that when the new owner’s take over the Farmer’s Bank, they want to use the space that EDPB currently rents so the board will have to find a new location that can be used for EDPB office and meeting space as well as provide meeting space for other community organization.
	2. Tom Martin Community Grant: Tom Martin submitted a community grant for a scanner he purchased to scan the newspapers that are housed at The Mt Pulaski Township Historical Society. Once scanned the pages are uploaded to the Historical Society website and are accessible to everyone, preserving the information in these deteriorating documents. Erin motioned that $1,500 be paid from the Community Fund to Tom Martin. Doug seconded the motion. Roll call vote: All those saying Aye-Andrew, Corey, Tracy, Erin, and Doug. The motion passes.
	3. Community Association of Mt Pulaski: CAMP has submitted a Business District Tax grant application to purchase supplies for the flowerpots on the square. This project has received support from the EDPB in the past and the supplies are purchased from local vendors. Last year’s receipts were under the requested $1000. Corey made a motion to recommend that up to $1000 be paid to the Community Association of Mt Pulaski from the Business District Tax fund upon receiving receipts. Tracy seconded the motion. Roll Call Vote: All those that said Aye-Andrew, Corey, Tracy. Erin, and Doug.
	4. Mt Pulaski Community Garden: Erin has submitted a community grant for operating expenses for the Community Garden project to provide water and cover mowing and tilling expenses. This project was formally overseen by Kyle with Fox Path farms but since he has moved his farm Erin is willing to oversee this project. Andy made a motion to approve up to $1,500 be paid from the Community Funds to Erin Wyss upon receiving receipts for the Mt Pulaski Community Garden. Tracy seconds the motion. Roll Call Vote: All those saying Aye-Andrew, Corey, Tracy, and Doug. Erin abstained from the vote. The motion passes.
	5. Topper’s RV & Marine, LLC: Tyler White submitted a Business District Tax grant application for Topper’s RV & Marine, LLC in December of 2021. His application included an estimated startup cost of $500,000 and is requesting $100,000. $350,000 for the building, fencing $50,000-$70,000, security $20,000-$30,000, tools $10,000-$20,000, and advertising $5,000-$10,000 for signs, billboards, TV, radio, social media, and direct mail campaign. The board requested bids for these, and he resubmitted the application with the bids. He currently owes $328,000 on the building. The board members want to be supportive but are not ready to commit to the full amount. Tyler joined the meeting via phone on speaker to answer questions about his plan. The board determined that a good start would be to help with marketing expenses to see what funds it would generate to progress the growth of his business with the belief that the advertising would get Mt Pulaski’s name out there and his customers may visit local businesses, generating tax revenue. His plan does include a service and supply center that once opens will generate tax revenue. Andy makes a motion to recommend that up to $10,000 be paid from the Business District Tax Fund be paid to Topper’s RV & Marine, LLC for marketing upon receiving receipts. Doug seconds the motion. Roll Call Vote: All those that said Aye-Andrew, Corey, Erin, Tracy, and Doug. The motion passes
	6. Approval of Payments: Deanna submitted for approval a receipt from Walmart for office supplies for $26.49 and invoice from Johnson True Value for bathroom supplies for $15.09, and an invoice from MMLP for $10,171.00 but stated that $7362.00 of that had already been paid. The board requested an audit for MMLP before it is paid. Erin made a motion to approve payment of the Johnson True Value invoice and to reimburse Deanna for supplies from Walmart. Tracy seconds the motion. Roll Call Vote: All those that said Aye-Andrew, Corey, Tracy, Erin, and Doug. The motion passes.
	7. Phoenix Fire Department: Deanna reported that John Aylesworth approached her wondering why the fire department had not received payment for the 2021 4th of July fireworks. The board requested a copy of the grant. Deanna will follow up.
8. Future Projects: No report
9. Executive Session: None
10. Next Meeting: 5/4/2022
11. Adjournment: Doug motions to adjourn and it is seconded by Tracy. All board members said Aye and the motion passes.

Minutes submitted by administrator, Deanna Howard