**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: May 1, 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 9:0am on May 1st ,2021

**2) Roll call**

Sam Brown conducted a roll call. The following persons were present: Deron Powell, Tom Martin, Tyler White,Andrew Meister, Jim Birge,Hiliary Cherry, and Erin Wyss are present.

**3) Introduction of guests**

Tricia Ayelsworth

Mat Bobell (City Representative)

**4) Approval of April Meeting Minutes**

Minutes of April Meeting minutes were presented by Deron Powell. **Tyler White motioned to approve the meeting minutes, seconded by Andrew, all in favor, and motion passed.**

**5) Treasurer’s Report**

Please see attached report,Appendix A, p.4-p.13

**Old Business**

**6) Desired Outcomes**

Project Updates

Improve and upgrade infrastructure

-Town Square Revitalization- Dave and Rick have met. Dave is not yet ready for a full presentation. They have met with and are working with the Mayor for city requirements. Dave should be ready with the final amount next month.

-Building Demolition Report- Tyler reported that the owner will be submitting an application for a grant to fix the building in July.

-COVID-19 Relief Grant-

Business Grant-

* Christmas on Vinegar Hill Planning Committee needs a commitment from EDPB for a grant to continue with the planning of COVH. Waiting for the grant to open would be deferential to the planning of COVH this year. COVH has lost funding from the Logan County Tourism Bureau.

**Andy Motions for a commitment of upto 4,000 to COVH. Second by Jim Burge.**

**Roll Call : Daron- yea, Tyler- yea, Andrew-yea, Tom-yea, Jim-yea, Erin-yea, Hilary-yea**

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

Attract and develop new businesses

Frazier Park- After meeting and looking at all that needs done there is a conclusion that there is a lot to do. Discussion of giving money to fix things here and there does not fix the problem. Tom thinks that we need to bring all parties together. EDPB can possibly make the connection between the school district and the city to sell and buy frazier park resulting in a total revamp of frazier park and removing the middleman, Mt.Pulaski Athletic Association. As of now the MPAA pays the utilities, the city and the school split the mowing. Deron will email Superintendent Fred Lamkey to get things going .

Attract and develop new businesses

-Community Grocery Store- Andrew informs that he has stepped down from chairman and that Rick Volle is now the new chairman. The Market board has called the remaining stock in. The board is working on new marketing ideas. Tom addresses that the market does not qualify for a PPA Loan.

-Day Care Steering Committee- Deron reports no new information. The Methodist Church is working with the Y. They are in talks of a before and after school program.

-Farm Fed Co-op Update- Jeff is consistent with sending updates. As of right now they are looking for Rural Development loans through the state and Farmers Bank. They are still planning on Doug’s old building as their building. 5/25 will be their first in person meeting offering a catered meal, Enel plans to come. The Farm Fed Co-op plans to have a community meeting to show the community what they plan to offer.

-Marketing Committee Update- No New Updates

Administration Assistant Position- Deron was able to make contact with someone who currently does this job in a different community and she had talked of all the grants she was able to find for their community. Deron would like this to be a full time position to do work under the mayor and along with city chairmen to better serve the needs of our community. Deron and Tom will be working on a detailed list job description.

**New Business**

Budget will be done by July 1st. Tom takes this time to go over the amount of work and time Bill Thomas puts in with the EDPB and suggests we pay 10,000.00 for our partnership with Bill and the Logan County Economic partnership.

Monthly meetings will now be on the 1st Wednesday of every month at 6:00 P.M.

New Legal Entity - We are Currently waiting for a city ordinance, Tom will open a line of communication concerning this matter.

501c3 - EDPB would like to formalize our name to be official as an entity.

Phil Bertoni-paid for website **Tom Martin motion to end, Jim seconds. All in favor, and motion is passed.**

**8) Executive Session**

No executive session

**9) Next Meeting June 2nd, 2021**

**10) Adjournment**

**Deron made a motion to adjourn, seconded by Andrew Meister, all in favor and motion passed.**

**Appendix A**

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

**Community Donation**

**May 1st, 2021 Board Meeting**

Beginning Balance as of 02/26/2021: $97,586.33

**Deposits**

Deposit from Enel Tulsa Community Foundation $25,000.00

Deposit from Enel green QTR $115,000.00

Deposit from City of Mt.Pulaski $1,085.00

**Expenses**

1140 Lorah Hoe Food Hub Administrator $145.00

1141 Kathryn FunkFood Hub Co-Manager $480.00

1142 Jeff Hake Food Hun Co-Manager $724.20

1143 Community Action Partnership of Central Illinois Grant Award $500.00

1144 Central Illinois Farm Fed Co-Op remaining Enel donation $20,530.86

Electronic Debit FEB Payroll $250.32

1145 Not listed in account statement

1146 Kathryn Funk Food Hub Co- Manager $160.00

Ending Balance as of 03/31/2021: $215,880.95

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

**Business District Account**

**May 1st, 2021 Board Meeting**

Beginning Balance as of 2/26/2021: $182,924.20

**Deposits:**

Deposit from state of IL. Tax Distribution $5,288.95

**Expenses:**

None $0.00

Ending Balance as of 0503/31/2021 $188,213.00

**Balance of Money Market Account:**

MMA at Farmer’s Bank- Maturity Date 12/12/2021 $203,967.12

**Working Budget as of May 1st, 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 |  | $188,213.15 | (48,213.15 |
| 1% Sales Tax Revenue (estimated) | $85,000.00 | $107,164.81 | $69,445.01 | $15,554.99 |
| **TOTAL AVAILABLE FUNDS FY2021** | **$225,000.00** |  | **$257,658.16** | **($32,658.16)** |
|  |  |  |  |  |
| **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 $69,445.01**

**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 May 1st, 2021**

**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 |  | $307,187.18 | ($207,187.18) |
| Farmer’s Bank CD, Initial Investment | $200,000.00 |  | $203,967.12 | $32.88 |
|  |  |  |  |  |
| **REVENUE** |  |  |  |  |
| Windfarm Donation | $115,000.00 | $201,250.00 | $115,000.00 | $0.00 |
| Interest from $200K CD | $4,000.00 |  | $3,967.12 | $32.88 |
| **TOTAL AVAILABLE FUNDS FY 2021** | **$419,000.00** |  | **$511,154.30** | **$32.88** |
|  |  |  |  |  |
| **Proposed Appropriations for FY2021:** | **Expense Budget** | **Remaining Allocations from Previous Years** | **Allocated Funds** | **Remaining Funds** |
| EDPB Operational Costs | $5,000.00 |  | $3,456.07 | $1,543.93 |
| Professional Services | $10,000.00 | ($7,683.76) | $9,704.01 | $295.99 |
| 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 | $5,000.00 | $5,000.00 |
| 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 APPROPRIATIONS SPENDING** | **$127,000.00** |  | **$95,660.08** | **$31,339.92** |
|  |  |  |  |  |
| *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**

**Johnson's True Value- Office Supplies $155.43**

**Amazon- Office Upgrades/Supplies $3,120.04**

**Professional Services- Allocated Funds Breakdown**

**Lorah Hoe – Payroll $5,392.83 MMLP Ltd. – Preliminary Estimate on 104 S. Washington $974.00**

**Jeff Hake -- Food Hub Project $3,500.00**

**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**

**-Total Spent: $25,500.00. Total Remaining $24,500.00**

**COVID-19 Relief Grant 4th Round $24,500.00**

**-Total Spent $10,879.00. Total Remaining $13,621.00**

**Community Donation Fund: Itemized List of Allocated Funds Continued**

**Community Partnership Grants- Allocated Funds Breakdown**

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

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

**Community Action Partnership of Central Illinois Grant Award $500.00**

**Central Illinois Farm-FED Co-Op Budget**

The EDPB will pay bills on behalf of the CIFFED Co-Op until they have established their bank account. Below is the budget for this project and the totals that have been paid for the CIFFED Co-Op on behalf of the EDPB.

**Working Budget as of March 6, 2021**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Income** | **Received** | **Remaining** |
| Enel Donation | $25,000.00 | $25,000.00 | $0.00 |
| **Available as of 3/2/21** | **$25,000.00** | **$25,000.00** | **$0.00** |
|  |  |  |  |
| **Budget** | **Estimated Expenses** | **Spent** | **Remaining** |
| Interim Project Managers | $20,000.00 | $4,344.44 | $15,655.56 |
| Milage | $500.00 | $24.20 | $475.80 |
| Interim Administrator | $1,000.00 | $260.50 | $739.50 |
| Consultants/Lawyers | $3,500.00 | $0.00 | $3,500.00 |
| **Total Appropriated Spending** | **$25,000.00** | **$4,629.14** | **$20,370.86** |

**Expenses:**

**Interim Project Managers-**

Kathryn Funk- Food Hub Co-Manager $1,250.24

Jeff Hake- Food Hub Co-Manager $3,094.20

**Milage-**

Jeff Hake- $24.20

**Interim Administrator-**

Lorah Hoe- Food Hub Administrator $260.50