**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: 7/6/2022**

**Time: 6:00 pm**

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

**Meeting Type: Business**

1. Call to Order: Andy called the meeting to order at 6:05 pm
2. Roll call, present: Andrew Meister, Erin Wyss, Tracy Pulliam, Doug Johnson arrived at 6:12 and administrator Deanna Howard. Corey Leonard was absent
3. Introduction of guests: Mayor, Matt Bobell and Derek Martin, owner of Top Hat Jigs
4. Approval of minutes: Minutes for June 1, 2022 were reviewed. Tracy made a motion to approve the minutes without changes. Erin seconded the motion. All members voted Aye; motion passed
5. Treasure’s report
   1. Bank Statements
      1. BDT Fund: Deposit $6896.43 Balance $279,751.68
      2. Community Fund: Check 1180 Cleared MOTH for $12,000 Balance $166,645.92
      3. CD: not reported
      4. Erin presented the budget with the changes that were decided on at the June 1st meeting. Andrew informed the board that he and Matt discussed the business district tax funds and wondered if that budget should be changed. The city council is possibly needing most of those funds for building demolition. The budget was discussed with the mayor, and it was decided that it could be presented to City Council as it is, but Andy wanted the board to be aware of adjustments that may need to be made. No action was taken at this meeting.
   2. Approval of Payments:
      1. Reimbursement to Deanna Howard for office supplies-black printer ink $49.35 on 6/19/22, color printer ink $69.60 7/5/22, board member packet supplies $9.52 on 7/1/22. Total $128.47. The receipts were reviewed by the board members. **Tracy made a motion to reimburse Deanna for office supplies in the amount of $128.47. Motion was seconded by Erin. Roll call vote: Andy-yes, Corey-absent, Doug-yes, Erin-yes, Tracy-yes**
      2. Microsoft Office 365 renewal $69.99. Deanna requested approval to renew the office 365 and will collect reimbursement at the next meeting. **Andrew motioned to approve the request and Erin seconded the motion. Roll Call Vote: Andy-yes, Corey-absent, Doug-yes, Erin-yes, Tracy-yes.**
      3. Norton renewal $39.99 1 year, Total AV ranked #1 by several consumer reports as low as $19 year. Deanna downloaded Avast free and all agreed that is sufficient for the use of the laptop.
      4. Deanna presented the following information to the board, explaining the confusion around this grant prompted her to create the grant tracking list and audit the grant process, approvals, payments and transfers for past grants*. CAMP-Grant approved for $4000 in 2018 paid $2611.59 for receipts for 2018 and 2019. July 8, 2020 EDPB minutes note that CAMP was instructed to turn in receipts for 2020 or the funds would be transferred back to the Business District fund. They have submitted receipts for 2020 and 2021 but we have been* *waiting on a W-9 to issue payment. They have since submitted a W-9. The balance of the 2018 grant is 1388.41.* Deanna also explained that the Community Association members thought that this was an ongoing grant and since the EDPB members can not verify the process or the information given in 2018 it was discussed that since the grant was approved and the funds previously transferred it would be best to pay the balance. Deanna also explained that there are documents that she has found that discuss the length of time an applicant must submit receipts to collect the awarded amount and that this was to be sent to the applicant with the grant award letter. Deanna also suggested that these documents be reviewed as well as the process/terms to see if they need to be updated so that going forward these terms can be enforced. **Doug made a motion to pay Community Association the balance of $1388.41 from the original grant for 2nd Fridays. Erin seconded the motion. Roll call vote: Andrew-yes, Corey-Absent, Doug-yes, Erin-yes, Tracy-yes.**
      5. Mt Pulaski Township Historical Society $7000.00 committed $20,000 have paid $6,000 for Lincoln Statue. Deanna reminded the board that this commitment was $20,000 in three instalments over three years. **Tracy made a motion that the board make the payment to the Mt Pulaski Township Historical Society for $7000 for the Abraham Lincoln Statue which is the second instalment of three. Doug seconded the motion. Roll call vote: Andrew-yes, Corey-absent, Doug-yes, Erin-yes, Tracy-yes**
      6. YMCA $25 per week per participant. $3150 to date
         1. 24 $600
         2. 27 $675
         3. 29 $725
         4. 22 $550
         5. 24 $600

The above information was provided by Kristen Snellen via email. Tracy verified the estimate was for 20 children for $7200 and up to $1000 for registration fees**. Erin motioned to approve payment of $3150 to the YMCA Summer Camp. The motion was seconded by Tracy. Roll call vote: Andy-yes, Corey-absent, Doug-yes, Erin-yes, Tracy-yes**

1. Old Business
   1. Project Updates
      1. Town Square Revitalization/MMLP invoices: Updates not reported at this meeting.
      2. FarmFed Co-Op: No updates currently.
      3. Market on the Hill: Updates not reported at this meeting
      4. Topper’s RV & Marine, LLC: Updates not reported at this meeting
      5. YMCA Daycare/Summer Program: No updates other than payment approved above.
      6. 501C3 Updates not reported at this meeting
      7. Updates from City Council meetings: updates not reported at this meeting.
2. New Business
   1. Future Projects: none
   2. Review Grant Applications.
      1. Top Hat Jigs: Derek Martin attended the meeting to talk about his grant application and his business. He discussed the publicity Mt Pulaski is receiving due to his marketing. He brought in some samples and the board members all appreciated that his package states it is made in MOUNT PULASKI IL. The EDPB members asked questions pertaining to his personal investment into the business and possibility of increasing the number of employees that could be employed with the growth of his business. The board requested more financial information and suggested including marketing budget and will review this grant again when they receive the requested information.
      2. Deanna reported that the Fire Department submitted a grant application for 2022 fireworks, and during Deanna’s audit found that 2021 fireworks grant was never approved and added to this agenda for approval. The grant was not on file and John had emailed it with the invoice. Deanna reported that she had requested a W-9 and not received it. She also checked with Paula at City Hall, and it is not on file there. Paula has also requested it via email. Deanna reported that a W-9 had still not been submitted so the board tabled these grants.
      3. Christmas on Vinegar Hill advertising for event. The board reviewed the grant, and all agreed that the community and business greatly benefit from the exposure the advertising provides, and that it brings several people into town yearly. **Tracy made a motion to approve the recommendation to the city council to approve the grant application for up to $4000 for advertising for Christmas on Vinegar Hill.**
      4. Community Association of Mt Pulaski. Due to the confusion and unclear policies and processes for grants the board reviewed the grant application for CAMP 2nd Friday expenses for 2021 with a question of should grants be reviewed or approved retroactively. Questions of expenses versus fees collected arose. The board discussed some of the projects that CAMP has completed with funds that they have raised and agreed that at this time it is appropriate to pay the expenses for the events as it does benefit the community. **Erin made a motion to approve $1500 reimbursement for 2021 2nd Friday Expenses. The motion was seconded by Erin. Roll Call Vote: Andy-yes, Corey-absent, Doug-yes, Erin-yes, Tracy-yes.** The grant for 2022 2nd Friday expenses was tabled at this time.
3. Other Business/Non-Agenda items: The mayor said that he had spoken to Shae Campanella, and she is very excited to join the EDPB. She will be approved the 2nd meeting in July. Doug mentioned that Debra Gellman approached him at the hardware store wanting to know what EDPB was doing with her grant. No action was taken on this subject.
4. Executive Session: none
5. Next Meeting 8/3/2022 6:00 pm
6. Adjournment: **Andy motioned that the meeting be adjourned, and Erin seconded his motion all members said Aye and the meeting was adjourned at 7:22 pm**