**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: July 7th, 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 6:00 P.M.

**2) Roll call**

Sam Brown conducted a roll call. The following persons were present: Deron Powell, Tom Martin, Jim Birge, Hiliary Cherry, Tyler White, Eryn Wyss, Andy Meister and Doug Johnson

**3) Introduction of guests**

Tom Martin

**4) Approval of June Meeting Minutes**

Minutes of June Meeting minutes were presented by Deron Powell. **Tyler White motioned to approve the meeting minutes, seconded by Hilary, 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 is having complications with engineers, the project will not be done by Fall Fest. With this setback the project might be pushed back to spring time. The EDPB is still on board with financial agreement. Tom will reach out to Dave to get a status.

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

 Attract and develop new businesses

Attract and develop new businesses

-Community Grocery Store- Andy reports that The Market on the Hill is in a good place. Bonnie is doing a great job. Shea Campbella was hired for marketing and the board is working on a marketing plan.

 -Day Care Steering Committee- Deron reports that The Methodist Church will be the designated spot for before and after school care. DCFS has been contacted. Ashley Burgard and Megan Jones are working with the YMCA concerning school involvement. expected times are 5:45 A.M. to the start of school and after school until 6:00 P.M. The YMCA is currently looking for workers.

-Farm Fed Co-op Update- Tom reports that the Food Hub has raised 25,000.00. The board is currently working on a job description for the manager and wanting to start grooming new leaders. Currently, Jeff has been writing a grant to help with funding. In March EDPB discussed matching the Enel grant and Tom is seeking action to allocate more funds for the Food Hub. The Food Hub is moving forward with the old Johnson’s building; they are paying interest as a sign of good will while exploring grant options and other money options to buy the building.

-Marketing Committee Update- No Update. The committee needs to start working ASAP toward 2022

**New Business**

New Budget has been made. All the same as the previous year with some changes made as EDPB grows into its own entity. I.E. Employee salary. Tyler White motioned to approve a new budget. Second by Jm Birge.

 **Roll Call- Deron Powell- yes, Jim Birge- Yes, Tyler White- yes, Erin Wyss- yes, Hilary Cherry- yes, Doug Johnson-yes, Andy Meister- Yes. All votes in Favor the 2022 budget will be presented to the City Council.**

New Legal Entity - Matt reported that the city council has had discussions about the new city ordinance. Tim is to write it out and email it to EDPB

The intent of the money from Enel was never for the city council to control it. The EDPB was set up for this reason and wants to continue. EDPB will have to look into being a separate entity as a non-profit. EDPB will be meeting with ENEL and reach out to legal council to look at our options.

Business Grants- EDPB to pay the final bill of the parking lot at Farmers Family Restaurant.

DPCM Insurance Agency- is asking for a total of 16,000.00 for the parking lot they had redone. The total cost was 23,000.00. Two grants were presented asking for 8,000.00 esch. Andy Meister makes a motion to approve 8,000.00 from the business district fund. Jm Birge seconded the motion.

**Roll Call- Deron Powell- yes, Jim Birge- Yes, Tyler White- yes, Erin Wyss- yes, Hilary Cherry- yes, Doug Johnson-yes, Andy Meister- Yes. All votes in Favor, motion passes to ward 8,000.00 from the business district fund.**

EDPB held discussion on using last year’s allocated funds for the Fall Festival that was not used due to COVID-19 to be used this year. Motion to approve allocated funds by Tyler White, seconded by Andy Meister. **Roll Call- Deron Powell- yes, Jim Birge- Yes, Tyler White- yes, Erin Wyss- yes, Hilary Cherry- present, Doug Johnson-yes, Andy Meister- Yes. All votes in Favor.**

Phylis Beccue gives a presentation on a grant herself and Renne Martin presented to the EDPB board for a Abraham Lincoln Statue. This will be discussed at the next meeting due to technical difficulties, we were not able to print the grant application out to review as it was sent hours before the meeting.

**8) Executive Session**

No executive session

**9) Next Meeting August 4th , 2021**

**10) Adjournment**

**Jim Birge made a motion to adjourn, seconded by Tyler White, all in favor and motion passed.**

 **Appendix A**

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

**Community Donation**

**July 7th, 2021 Board Meeting**

Beginning Balance as of 05/28/21 $203,258.52

**Deposits** $0.00

**Expenses**

1148 American Legion Daycare meeting $300.00

1153 Land of Lincoln CEO $1000.00

Ending Balance as of 06/30/2021: $201,958.52

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

**Business District Account**

**June 2nd, 2021 Board Meeting**

Beginning Balance as of 05/28/21: $199,165.91

**Deposits:**

**Expenses:**

None $0.00

06/11/21 State of Illinois Business Tax $7431.39

Ending Balance as of 05/27/2021 $206,597.30

**Balance of Money Market Account:**

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

**Working Budget as of June 2nd, 2021**

**Business District Sales Tax Fund**

Fiscal Year Budget 2021 (ending May 31, 2021)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Income Budget** | **Last Year’s Income** | **This Year’s****Funds Received** | **Funds Received**  | **Remaining funds to be received** |
| Estimated Beginning Balance | $140,000.00 |  | 199,165.91 | $199,165.91 | ($59,165.91 |
| 1% Sales Tax Revenue (estimated) | $85,000.00 | $107,164.81 | 7,431.39 | $80,397.77 | $4,602.23 |
| **TOTAL AVAILABLE FUNDS FY2021** | **$225,000.00** |  | **206,597.30** | **$279,563.68** | **($54,563.68)** |
|  |  |  |  |  |  |
| **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 $80,397.77**

**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**

**2021/2022 Fiscal Year Revenue**

 **IL Tax Deposits $7,431.39**

**Business District Tax Itemized List of Allocated Funds**

**Working Budget as of June 2nd, 2021**

**Community Donation Fund**

**Fiscal Year Budget 2021 (ending May 31, 2021)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Income Budget** | **Last Year’s Income** | **This Year** **Funds Received** | **Funds Received** | **Remaining Funds to be received** |
| Estimated Beginning Balance | $100,000.00 |  | 203,258.52 | $307,187.18 | ($207,187.18) |
| Farmer’s Bank CD, Initial Investment | $200,000.00 |  | 203967.12 | $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** |  | **$203,258.52** | **$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) |  | $88,379.00 | $1,621.00 |
| Community Partnership Grants | $10,000.00 | $10,250.00 | $1,000.00 | $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) |  | $787.580 | $1,212.42 |
| **TOTAL APPROPRIATIONS SPENDING** | **$127,000.00** |  |  | **$107,326.66** | **$19,673.34** |
|  |  |  | 1,000.00 |  |  |
| *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**

**Community Township Grants**

 **Mt.Pulaski Business Association - Flower Pots for 2020 $787.58**