**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: 8/2/2023**

**Time: 6:15 pm**

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

**Meeting Type: Business**

1. Call to Order: Andrew called the meeting to order at 6:19 pm
2. Roll Call: Present-Andrew Meister, Tracy Pulliam, Erin Wyss, Doug Johnson, and administrator Deanna Howard. Corey Leonard was absent, and Benjamin Butler arrived just before 7 pm.
3. Introduction of guests: The mayor, Matt Bobell
4. Approval of Consent Agenda-payments and minutes: Deanna presented the consent agenda with receipts. Erin pointed out that the Microsoft renewal did not include the tax on the claims report.
**Doug motioned to approve the minutes from July 12th meeting as presented, the motion was seconded by Tracy. All present voted “Aye”.
Erin motioned to approve the payments and Tracy seconded the motion. Roll Call Vote: Andrew-aye, Tracy-aye-Erin-aye, Doug-aye, Corey was absent, and Ben had not yet arrived.**
5. Treasurer report: Deanna presented the treasurer report. Andy pointed out that the CD total was different on the check register. Deanna will update the check register to show the new CD. **Erin motioned to approve the treasurer report and Tracy seconded the motion. Roll Call Vote: Andy-aye, Tracy-aye, Erin-aye, Doug-aye, Corey was absent, and Ben and not yet arrived.**
6. Old Business
	1. Project Updates
		1. Farm Fed: Deanna reported that she received an email from Kristin Terry, the Cooperative Program Coordinator of the Illinois Institute for Rural Affairs regarding the assistance to FarmFed in starting a physical location. Doug had talked to Tom Martin and one potential grant opportunity requires a physical location.
		2. Town Square Revitalization: Deanna has talked to Massie and Massie, landscape architects, and is still in communication with Lee Holmes’ employer, Green and Associates. She reported that committee members so far are Matt Presswood, Joe Butler, and herself. The mayor volunteered to join. Green and Associates is reviewing the information that Deanna had sent and she will be scheduling a site visit with Massie and Massie.
		3. After School Program-no update
		4. Market on the Hill: Management report was reviewed, and a check will be issued to cover July losses of $2,912.13.
		5. Frazier Park: The fence is scheduled to be replaced in September. The replacement of the concession stand is still being investigated.
		6. Town Historical Sites-May and Burch Conservation: no updates
		7. 23/24 FY Budget: Erin is working on this and will email drafts to be discussed at the meeting.
	2. Tabled Grant Reviews
		1. Mt Pulaski Phoenix Fire Department-fireworks: Deanna sent a letter requesting all pages and the reason for requesting more information and has not had a response. She read this letter to the board. Andrew will reach out to John Ayelsworth.
7. New Business
	1. Give Inquiry Status for checking account and CD: Deanna explained that when the auditors are at city hall they may request information that Paula does not have access to and that the city council will be addressing the same issue with the city accounts to give Paula inquiry status.
	**Erin motioned to grant Deanna Howard inquiry status for EDPB checking account and CD at Longview Community Bank. The motion was seconded by Tracy. Roll Call Vote: Andy-aye, Tracy-aye, Erin-aye, Doug-aye, Corey was absent and Ben and not yet arrived.**
	2. Business Cards: Deanna presented a business card that she could use to give contacts. The board was satisfied with the design.
	3. Fall Festival
		1. Salon@102 “Wig Out for Kids”: Deanna reported that the salon will be having a cut-a-thon for Children with Hair Loss. The stylists will be donating $10 of each haircut to the cause and Deanna will match that amount. Any person donating 8 or more inches receives a free haircut.
		2. No grant request for kids’ activities. Next deadline is Sept 30th: Deanna wanted Andy to remind Danelle to apply.
	4. City Council Updates: The mayor informed the board that bids are being accepted to tear down the old “Vinegar Hill” building and that those funds would need to come out of the Business District Funds and that 104 S Washington St will be next. Andrew stated that it is good to see some of the old junk buildings to be torn down and introduced a possible program to give property owners a monetary incentive to tear down uninhabitable buildings. The board discussed some ideas regarding a potential program.
		1. Sidewalk program: The city council is still discussing this, and it needs to be decided how much the budget should be and how much each party should contribute. Erin will include this in the EDPB budget.
8. Other Business/Non-Agenda items: Andy discussed potential grantees that he has talked to, and Deanna confirmed that she has received grant applications from both parties.
9. Executive Session
10. Next Meeting 9/6/2023 6:15 pm
11. Adjournment: **Tracy motioned to adjourn the meeting at 7:12 pm. The motion was seconded by Ben and all present members voted “aye”.**