**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: 8/3/2022**

**Time: 6:00 pm**

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

**Meeting Type: Business**

1. Call to Order: Andrew Meister called the meeting to order at 6:06 pm.
2. Roll Call: Present-Andrew Meister, Tracy Pulliam, Corey Leonard, Doug Johnson arrived at 6:10 pm. Deanna Howard (administrator) Erin Wyss was absent.
3. Introduction of guests: Tom Martin-Farm Fed Co-op and Kwik Walls updates. Shea Campanella-future EDPB member.
4. Approval of minutes: July 6, 2022, Minutes were presented. **Motion by Corey to approve July 6, 2022, minutes and was seconded by Tracy. All present said Aye, motion passes.**
5. Treasure’s report
	1. Bank Statements
		1. BDT Fund: Deposit $6,812.83 Balance 7/29/22 $286,564.51 pending transfer -$25,429.96 to EDPB community will leave a balance of $261,134.55
		2. Community Fund: Balance 7/29/22 $166,645.92 pending transfers -$6,032.35 to City General Fund for administrator wages and legal fees, +$25,429.96 from Business District Tax Fund will leave a balance of $186,043.53.
	2. Approval of Payments:
		1. Microsoft Office 365 renewal $69.99 + tax 5.77= $75.76 reimburse Deanna along with $128.47 approved reimbursement from July 6 meeting for total of $204.23. **Previously approved at the July 6, 2022, meeting.**
		2. YMCA $25 per week per participant. Weeks 1-5 approved July 6, 2022, meeting $3150, weeks 6-10 $2800. Total to date $5950.00. **EDPB approved $25 per participant per week for 2022 YMCA Summer Camp program on March 15, 2022.**
			1. 24 $600
			2. 27 $675
			3. 29 $725
			4. 22 $550
			5. 24 $600
			6. 22 $550
			7. 27 $675
			8. 25 $625
			9. 21 $525
			10. 17 $425
6. Old Business
	1. Project Updates
		1. Kwik Walls-Mike Hoyle is the owner and could not make it to the meeting, so Tom Martin gave a brief update on progress. Thirty-five new jobs with over ninety applicants for the job postings. The building is gutted with wires hanging down except the wall that is dividing FarmFed Co-op space. Hopes to be up and running Sept or Oct. Mike has said that Mt Pulaski has given him a far better reception than Springfield ever did.
		2. FarmFed Co-op: Tom reported that the building has been sold to Andy Evers and community response is very positive. He is planning to expand his services to fit the needs of the community. Target open date is sometime this fall. FarmFed has an agreement to lease 5,000 sq feet from Mike Hoyle in the Kwik Walls building. This is half the original 10,000 sq ft from the original plan. There are several vegetable producers that are getting out of the business because of burn out, mostly due to lack of qualified employees. Therefore, FarmFed has scaled back their production compacity plan. They had received a grant for $185,000 grant and part of that is working with a consultant out of Washington DC. The consultants are reaching out to purchasers and producers to see what niche FarmFed could fill. The grant has covered all expenses so far. Common Market out of Chicago that service the food banks, Rivian-wanting sustainable food for employees, What Chef’s Want a Chicago foundation, and The Land of Lincoln Community Foundation who manage donated funds have all reached out to FarmFed. Springfield County and City has a 10-year plan to become the local fresh food center of the United States and would like to use Farm-Fed as a processor.

Tom also reported that the building is on septic system and not on city sewer as was believed. Tom would want city, EDPB, and Enel to all be involved in the solution to this issue.

* + 1. Town Square Revitalization/MMLP invoices: Doug’s invoices were not duplicate work of the “hardware store” invoice that was sent to EDPB. Reached out to Tom and Rick to see when the last communication with Dave. Rick said several months, and Tom sent an email from Feb 9 as his last communication. Reached out to Suzanne at MMLP to see what the last two invoices were for. Found in minutes that $18500 was to be split between BDT and Community funds and Community funds to cover $149 cost of printing the plans. Also expressed to Suzanne the concerns with lack of communication from Dave and the project not moving forward. Suzanne forwarded Deanna’s email to Dave and there still has not been any communication. **Tom Martin reported that he has not had communication from Dave and that the work done on that should have been split between Farmer’s Bank and EDPB Community Fund. Tom said he will reach out to Dave one last time. Last step was Dave working with city engineers and start getting bids.**
		2. Market on the Hill: The board discussed the profit and loss statements provided by Deanna that she received from Market on the Hill. The board does not think it makes sense to analyze Market on the Hill’s financials every month to see what they need. They feel that it should be a set amount for a certain period in line with the fiscal year budget for EDPB. Andrew was going to reach out to Kim and explain that the board has not yet reached a decision on how to go ahead with this and advise her what the board needed to come to a decision.
		3. Topper’s RV & Marine, LLC: has not sent a W-9. One was mailed to him with his letter of approval. Received a receipt for advertising and emailed another request for W-9 saying that payment cannot be issued without it. No payment issued at this time. The board also discussed if there was a timeline for reimbursement. It was decided that it would be best to look at the process and policies of the grants at the next meeting. Deanna will reach out and remind Tyler that payment cannot be made without a W-9 and request an update on progress.
		4. YMCA Daycare/Summer Program: Meeting with Megan, Christian Church elders and YMCA, Deanna and Andrew attended, and Andrew reported that Megan Jones and Casey McCormick walked through with the architect and the Life Center would be a possible use for the daycare for infants and toddlers. The school aged children would still be the grade school for the before and after school program. The biggest downfall is that DCFS requirement is that cribs be on the first floor. They discussed using temporary walls and being able to access the kitchen. The church has not given a firm commitment and did ask what their financial commitment would be. The church elders will meet and decide if they would like to continue discussions. If they decide to move forward the Y will bring in all parties needed to formulate a plan and then present it to the church. The church will then be given the opportunity to move forward or decline. A playground will have to be built but space in the family life center could possibility be used to conform to regulations with temporary play equipment.
		5. 501C3-Deanna handed out email communication from the law firm she contacted per Bill Thomas’s recommendation for the board to review and discuss at a later meeting.
		6. Updates from City Council meetings:
			1. 6/28/22: Conditional use permit unanimously passed by zoning board and city council
			2. 7/26/22: 2022 Christmas on Vinegar Hill, 2021 Christmas on Vinegar Hill and 2021 Flowerpot grants approved. City Council only approved original recommended amount of $4000 for 2021 Christmas on Vinegar Hill 2021 grant not the amount EDPB paid. City received a donation for $5000.00 from Logan County with the wish that it be spent on parks or something from the community. Matt Presswood will use it at Frasier Park.
1. New Business
	1. Future Projects-Corey is still trying to get all parties involved into a conversation to formulate a plan for Frazier Park.
	2. Review Grant Applications.
		1. Fire Department submitted a grant application for 2022 fireworks. 2021 fireworks grant was never approved or paid. Each grant request was a budget of $8000 and the requested amount was $4000. Deanna reported that e City Council approved $3000 from city general fund for fireworks. **Andrew motioned to approve the grant application for 2021 and 2022 for fireworks display $4000 each year. The motion was seconded by Tracy. Roll call vote: Andrew-aye, Corey-aye, Tracy-aye, Doug-aye, Erin-absent**
		2. Community Association of Mt Pulaski grant for 2022 Second Friday entertainment. The board discussed what CAMP does for the community. Deanna reported that the only funds they raise are from vendor fees and they have used their funds for town flyers to promote businesses. **Tracy made a motion to approve up to $2350 to Community Association of Mt Pulaski for 2022 2nd Friday entertainment expenses. The motion was seconded by Doug. Roll call vote: Andrew-aye, Corey-aye, Tracy-aye, Doug-aye, Erin-absent.**
		3. The Hilltop Club-Fall Festival kid’s activities. The board reviewed the schedule and the list of costs for the scheduled activities and figured out that the Hilltop Club is only asking for funds to continue providing free activities for kids. **Motion by Corey to approve up to $8000 from the community fund to Hilltop Club for Fall Festival. Tracy seconded the motion. Roll Call vote: Andrew-aye, Corey-aye, Tracy-aye, Doug-aye, Erin-absent.**
		4. Top Hat Jigs emailed additional information that the board had requested. The board discussed how the growth of this business will benefit the community, the possibility of creating additional jobs and purchasing property in the future if the business outgrows the current location as a home-based business. The board did not feel that approving funds for advertising would benefit this business due to demand exceeding current production compacity. **Corey made a motion approve matching funds of 50% for the cost of the molds with a maximum $9000 from EDPB Community Funds. The motion was seconded by Doug. Roll Call: Andrew-aye, Corey-aye, Tracy-aye, Doug-aye, Erin-absent.**
2. Other Business/Non-Agenda items: Contribution request from Logan County Economic Development Partnership, NFP. **Tracy motioned to approve $5000 from EDPB Community Funds, seconded by Doug. Roll Call Vote: Andrew-aye, Corey-aye, Tracy-aye, Doug-aye, Erin-absent.**
3. Executive Session
4. Next Meeting 9/7/2022 6:00 pm
5. Adjournment **Corey made a motion to adjourn at 8:16 pm and was seconded by Tracy. All members voted Aye to adjourn. Motion passes.**