**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: 9/7/2022**

**Time: 6:00 pm**

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

**Meeting Type: Business**

1. Call to Order: Andrew called the meeting of the EDPB to order at 6:14 pm.
2. Roll Call: Present were Andrew Meister, Corey Leonard, Tracy Pulliam, Erin Wyss, Shea Campanella. Absent was Doug Johnson.
3. Introduction of guests: Kim Martin was present as a representative of Market on the Hill.
4. Approval of minutes: Deanna Howard presented minutes from 8/3/22 meeting. **Corey motioned to approve the minutes and was seconded by Shea. All present members voted Aye. Motion passes.**
5. Treasure’s report
	1. Bank Statements
		1. BDT Fund: $269,140.27 is reconciled balance.
		2. Community Fund: $174,418.24 less outstanding checks 1187 $4000 & 1188 $4000 to fire department 1190 $5000 to Historical Society for Lincoln Statue. Reconciled balance is $161,418.24.
	2. Approval of Payments: Woods & Bates, PC $400.00, Topper RV and Marine reimbursement W-9 received with 3 invoices Lamar Billboard June $2000.00, Printing for less.com $2519.08 Lamar Billboard July and August $1025.00 each. Total $6569.08. Deanna Howard reimbursement for copy paper-Walmart $11.46. The Hilltop Club submitted receipts for 2022 fall festival totaling $7533.35 with one pending receipt for 615.44. The grant was approved for up to $8000.
	**Tracy motioned to approve reimbursement to Deanna for copy paper and the motion was seconded by Erin. Roll call vote: Andrew-Aye, Corey-Aye, Tracy-Aye, Erin-Aye, Doug-absent, Shea-Aye. Motion passes.**
	**Corey motioned to approve payment to Woods and Bates for $400. Tracy seconded the motion. Roll Call vote: Andrew-Aye, Corey Aye, Tracy-Aye, Erin-Aye, Doug Absent, Shea-Aye.**
6. Old Business
	1. Project Updates
		1. Town Square Revitalization: No update
		2. FarmFed Co-Op: No update
		3. Market on the Hill: Kim presented a report she felt would answer the EDPB members questions to move forward with a plan. Her report contained a brief timeline and how previous EDPB donations have been used by the market. The report also included the Net operating income losses for Jan-Aug and the current balances they have of funds on hand. She also included information on the types of stock the Market has sold. By explaining the preferred stock owner option, she was able to explain why there was an interest payment listed on the management report when they had paid off all debt with previous EDPB donations. Kim left and the members discussed how to proceed and reviewed the EDPB community fund and business district fund budgets. $36,000 was budgeted from community funds to help sustain the market for the EDPB’s fiscal year June 1, 2022, to May 31, 2023. **Erin motioned to approve monthly donations up to $3000 per month based on the Net Operating Income listed on the Management Report for the prior month that must be received for review prior to EDPB’s monthly meeting and that we would retroactively pay them $3000 for each month from the beginning of the current EDPB fiscal year. The motion was seconded by Tracy. Roll call vote: Andrew-Aye, Corey-Aye, Tracy-Aye, Erin-Aye, Doug-Absent, Shea-Aye. Motion passed unanimously.**
		4. YMCA Daycare/Summer Program: Andy reported that the Christian Church has decided that if they moved forward with a daycare program, they would prefer to do so without a partnership with the YMCA. At this time there is no action needed. There was discussion of some issues with the YMCA summer program and Tracy feels that Megan Casper and Megan Jones. Deanna will reach out to them and see if they can attend the next meeting.
		5. 501c3: Deanna presented the information provided by Marvel Law and notes from her research into the subject, giving the advantages and disadvantages of the NFP 501c3 status. Advantages included are the tax exemption, eligibility for more grants because grantors would be able to claim the tax deduction, and formal structure that keeps volunteers separate from the organization. Helping limit the liabilities of the organization away from board members. Disadvantages included the administrative work that would be needed. Other disadvantages included really did not affect the EDPB because they already share control and since they are an entity of the city, they must already have public records. Another disadvantage would be the board would have to function as two separate Entities. One advising the city council on Business District Funds and the other managing funds from the Windfarm donation. The incorporation of EDPB would require an agreement that the windfarm contract would be ended with the city and a new one written donating the money to the EDPB, NFP and cancelling the contract with the city. The board members agree that the currently they feel they are moving in a positive direction and even though that ultimately it is not a bad idea they don’t feel the timing is right to proceed now. It will remain on the agenda as old business to be discussed if new information becomes available.
		6. Fire Works Payment: The invoice was received for 2022 fireworks and Deanna delivered the reimbursement.
7. New Business
	1. Future Projects
		1. Marketing: nothing currently
8. Other Business/Non-Agenda items:
	1. Frazier Park: Andy had reached out to building manufacturers and had not followed through. He will get back into touch with those people and see if he can get some figures together. The board discussed who they need to talk to at the city to get a plan together for this. EDPB has allocated $50,000 split from Community Funds and Business District Funds. The hope is to get a group together and for the EDPB and the city to work together on this project.
	2. Community Association charges $15 per spot for vendors, NFP and fund raisers no charge, paid for 121 billboard and have done 2 rounds of purchasing reusable bags for MOTH.
	3. Office update. Dee had a conversation with Bill Glaze. They will work out the details, but bank is willing to let community organizations continue to use the space for meetings. He will call Tom Martin about picking up his furniture and it needs to be figured out who owns the other furniture and what to do with it. Deanna informed him the TV and video conferencing equipment belongs to the EDPB. The EDPB members don’t think that they had purchased any furniture. All members agreed that the TV and the video conferencing equipment would remain ours but could be left in the office to be used by anyone using the space. Deanna will talk to Bill about the rent that should have been reimbursed.
	4. Land of Lincoln CEO: nothing currently.
	5. Grant Process: Deanna reported her email from the mayor: I think that having them just apply and the EDPB decide which funds are the best option. When the grant program began both ways were discussed, and this was the route that was chosen. However, after time it might be time for a change to improve clarity. This does not need to be. approved by the city council. It is just a procedural change that the board choses to do and they have that power.
	Deanna presented the revised community grant application for the board to review. Added was an “office only” space so that upon review the EDPB can classify the grant to show what funds they decide the grant should be reimbursed from. The policies and procedures are now included on the grant application. Number 5 in the Policies stated that applicants could only apply for one grant per fiscal year and the board decided to remove that and take review each application as to how it benefits the community. She will make the discussed changes for approval at October’s meeting. She suggested a letter be sent to community organizations along with the new application. The board reviewed the letter and corrections will be made.
	6. Mayor reported we were rejected for the Rebuild Downtown Grant.
9. Executive Session none
10. Next Meeting 10/5/2022 6:00 pm
11. Adjournment **Corey motioned to adjourn, and Erin seconded the motion. All members present voted Aye. Meeting was adjourned at 7:58 pm**