**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 November 9th, 2019**

**Meeting Location: 124 South Washington Street, Mt. Pulaski, IL 62548**

**Meeting type: Business meeting**

**Meeting Minutes**

**1) Call to order**

Tom Martin called to order the regular meeting of the Mt. Pulaski Economic Development and Planning Board at 9:00am on November 9th, 2019 at the Courthouse Foundation Office.

**2) Roll call**

Tom Martin conducted roll call. The following persons were present: Tom Marin, Tyler White, Deron Powell, and Jim Birge. Tim Emrick (city council representative). Lorah Hoe (Administrative Aide).

Guests: Doug Johnson and Rick Volle

Absent: Hillary Cherry, Erin Wyss, Andy Meister, and Bill Thomas

**3) Introduction of guests**

Doug Johnson was present today in the hopes of receiving a verbal commitment of funds from the Economic Development Planning Board for relocation of his store, Johnson’s True Value. Rick Volle was present in support of Doug Johnson’s proposed project.

**4) Approval of October 5th Minutes**

Minutes of the October 5th meeting were presented by Lorah Hoe. **Deron Powell motioned to approve minutes, seconded by Tyler White, all in favor, and motion passed.**

**5) Treasurer’s Report**

The treasurer’s report was presented by Lorah Hoe. **Jim Birge motioned to approve the treasurer’s report, seconded by Deron Powell, all in favor, and motion passed.**

Beginning June or July of next year, City Hall and the Farmer’s Bank will have to establish electronic deposits from Enel in order to ensure a safe and timely deposit of funds.

Bills were presented to the board for payment. The first bill was $5,000.00 for Bobbi Taylor, she completed the work on her building and is receiving grant funds that she had been awarded. The funds are awarded from the Business District Tax Fund. The second bill was $2,900.00 for Elite Paving for Farmer’s Family Restaurant that they had been awarded. The funds are awarded from the Business District Tax Fund. The Third bill was $2,000.00 for The Mt. Pulaski Township Historical Museum for a donation to aide in the visitor’s center. The funds are donated from the Community Fund. **Deron Powell motioned to approve the bills as presented, seconded by Jim Birge, all in favor, and motion passed.**

**Old Business**

**6) Desired Outcomes**

Project Updates

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

* Community Grant Update; The goal for the grant program is to have the revisions completed by January. There are currently two grants on hold; Sue Weirman and Kelly Aylesworth.
* Shopping Center Update; City Council has given a verbal commitment to assist on the driveway and the parking lot for the amount of $65,000.00. In order to remove part of the building, Doug had to test a wall’s footing to determine if there were sufficient footing to create an exterior wall from the interior wall. Doug had this tested and the footings were sufficient which means considerable savings to this project. Doug is now getting an estimate for roofing repairs as well as bids for the work to be done. Any funds that the City gives to this project will help improve all of the businesses in that area as well as improve that part of town. Doug is looking for a total of $110,000.00 in donated funds from the Community Donation, Motor Fuel Tax, TIF, Sales Tax, and Property Tax Revenue.

The Board had a discussion on what the roll of the Economic Development Planning Board is in relation to the City Council in regard to the Community Donation Funds and Business District Tax Income. The Economic Development Planning Board was created in order to have discussion and debates to that the City Council is well advised on how to spend these funds. Consistent and constant communication between the Economic Development Planning Board and City Council will ensure aligned goals for the funds moving forward.

**Tyler White motioned that The Economic Development Planning Board will commit up to $45,000.00 from the Community Funds, if need be for new Shopping Center Project. Seconded by Jim Birge; Roll Call Vote Tom Martin, Yes. Deron Powell, Yes. Jim Birge, Yes. Tyler White, Yes. Absent Andrew Meister, Hillary Cherry, and Erin Wyss. Motion Passed.**

TIF funds are there to be used for a project like this. It has to be used in that taxing area. The City Council will need to vote on giving $65,000.00 to the Shopping Center Project within the next few meetings. Mayor Matt Bobell will have a letter written describing where the $65,000.00 will be coming from.

Attract, and develop new business

* Sold out of preferred stock and are collecting pledged funds by November 30th. There will be an Open Meeting to the stockholders/members as well as the public on November 16th. Election is planned for December 14th. Tom and Lorah plan on stepping down from the board after the election. Market On The Hill was mentioned in the New York Times. Enel is very impressed with our town’s current projects including Market On The Hill. Small Town Social will help the new board with board orientation and training.

Improve and upgrade infrastructure

* A rough budget of 2 Million will cover Phases I, II, and III. Phase one is the retaining wall, sidewalk, and lights around the Town Square. Phase Two is the sidewalks in front of the businesses up on the square and the lighting for the businesses and streets. Phase Three is the sidewalk and lighting one block down from the square. The Greater Peoria Economic Development Council will give the City a chance to apply to multiple grants at once by presenting to this one panel. This opportunity gives the City of Mt. Pulaski a chance to pitch our program to the council but in order for this to happen we will need to spend anywhere from $3,000 to $5,000 to create a project proposal. This proposal will be a document that looks at the economic plan for the future. The data collected will be an investment into the future of our community.

**Jim Birge motioned to approve up to $5,000.00 for the preparation of documents for the Greater Peoria Economic Development Council to be funded by the Community Donation funds. Seconded by Deron Powell. Roll call vote; Tom Martin, Yes. Deron Powell, Yes. Jim Birge, Yes. Tyler White, Yes. Absent: Hillary Cherry, Andrew Meister, and Erin Wyss. Motion Passed.**

* Building Demolition Report; The City Building inspector has sent a letter to the building owner. The City and adjoining property owners (Debra May and Dee Howard) still need to keep the pressure on the property owner (Debbie) to take action.

**7) Investment of Community Donations**

Farmer’s Bank is willing to do a 6-month, 1.5% interest rate. **Deron Powell motions to move $200,000.00 from current checking account to a 6-month, 1.5% interest rate CD. Seconded by Tyler, all in favor, and motion passed.**

**Employee Evaluation**

Tom Martin, Deron Powell, and Lorah Hoe had an employee Evaluation on the morning of November 9th to discuss Lorah’s work and her job description. The job description will be redefined before the December Meeting and the board will vote on the proposed changes to the job description. Lorah has been involved in the Market On The Hill Co-op Board on behalf of the Economic Development Planning Board and serving as Secretary for the Board of Directors. She will also be taken off the Town Square Revitalization Steering Committee as it moves towards acquiring funds to the project. Beginning January 1, she will step down from these duties in order to focus on the Grant Program, the City Website, and communications between City Council as well as the community.

Matt Bobell has asked if Lorah can work at City Hall in addition to her duties for the Economic Development Planning Board. Having Lorah in the office at City Hall will create better coordination between City Council and Economic Development Planning Board as well as helping Paula during busy times of the month and minimize Paula’s work for the Economic Development Planning Board. This will be readdressed after the new year.

**Tyler White motioned to approve a $1.00 an hour raise to Lorah Hoe making her pay now $13.00 per hour. Seconded by Jim Birge. Roll Call Vote: Tom Martin, Yes. Deron Powell, Yes. Jim Birge, Yes. Tyler White, Yes. Absent: Andrew Meister, Hillary Cherry, and Erin Wyss. Motion Passes.**

The raise to Lorah’s pay will need to be approved by City Council because she is a City Employee.

**New Business**

**8) Historical Preservation of Downtown**

 Debra May is continuing to work on the Historic Preservation of Downtown.

**9) Next Meeting Dec. 14th at 9:00am**

Next Meeting will be Dec. 14th, 2019.

The budget for the fiscal year of 2021 will need to be presented in March of 2020.

The roll for the officers will be defined after the beginning of the new year.

**Adjournment**

**Tyler White made a motion to adjourn at 10:02am, seconded by Deron Powell, all in favor and motion passed.**