**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: February 1st, 2020**

**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 9:01am on February 1st, 2020 at the Courthouse Foundation Office.

**2) Roll call**

Lorah Hoe conducted roll call. The following persons were present: Tom Martin, Deron Powell, Jim Birge, Hillary Cheery, Andrew Meister, and Tyler White. Matt Bobell (city council representative). Lorah Hoe (Administrative Aide).

Guests: None

Absent: Erin Wyss

**3) Introduction of guests**

No guests present.

**4) Approval of January 11th Minutes**

Minutes of the January 11th meeting were presented by Lorah Hoe. **Deron Powell motioned to approve minutes, seconded by Andrew Meister, all in favor, and motion passed.**

**5) Treasurer’s Report**

The treasurer’s report was presented by Lorah Hoe. The board discussed how to improve the treasurer’s report. The Community Donation report needs to include the CD on the summary sheet as well as any community grants that are still payable. The Business District report also needs to include business district grants that are still payable. Both reports should have first have a summary page, second have a monthly activity time period, and lastly a history of the accounts for reference.

MMPL is working with the Economic Development Planning Board with work outside of the Town Square Revitalization project. This work includes the Shopping Center Project and well as the Building Demolition Project. The work being with MMPL done is in a phase of approval for additional work. The board needs to give the Chair President the ability to spend a specified amount of funds to cover the cost of MMPL’s work on additional projects. **Jim Birge motioned to approve the treasurer’s report, seconded by Hillary Chery, all in favor, and motion passed.**

No bills were presented to the board for payment.

**Old Business**

**6) Desired Outcomes**

Project Updates

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

* Community Grant Update; **Deron Powell made a motion to approve the Business Grant Update and all supporting documents, seconded by Tyler White, all approved and the motion passed.**We now can accept grant applications with the updated Business District Program approved.
* Shopping Center Update; Doug is talking with Patty and Doug about final details of the property. He is still getting numbers on work that has to be done on the roof. He is also waiting on IDOT. The board wanted to know the status of the highway drive as well as the status of the property value.

Attract, and develop new business

* Community Grocery Store; Andrew Meister gave an update on the renovation of the building. Market On The Hill has been able to use contractors within our community, which include Dave Leinweber, Jim Irish, John Wyss, and Dennis Stewart. The high school is building the shelves and some produce stands for the store with the guidance of Jeanie Beccue. They are still searching for a general manager with the help of Molly Gleason from Illinois Steward Alliance. If an assistant general manager is hired first they can help with the setup of the store. Market On The Hill is planning on being involved with 2nd Friday’s on the Square. They will advertise through Kyle Reed at the Farmer’s Market in Lincoln. They will load share with County Market.
* Day Care Steering Committee; Cory Leonard, Michelle Hagenbach, Bobbi Taylor, Debby Aylesworth, Beck Volle, Danielle Meister, Deron Powell, and Hillary Cherry will be meeting next month for the first committee meeting. The Christian Church is not an option for the location of a daycare facility due to DCFS limitations on accessibility to people with records who would not be allowed to come in or out of the property. The board talked about the possibility of Stahl’s furniture being a multiuse facility for a daycare and other businesses. The use of the building may be possible if there is a rent to own possibility. We need to find out how much square footage is required per child in a daycare to determine how to meet our community’s needs. This project would help bring in young families to our community. The board discussed being an advisory role in this steering committee and that another business will have to follow through with creating the business.

The YMCA in Lincoln may be a good resource for help managing a daycare in Mt. Pulaski. Satellite management from other larger daycare facilities may help the strain of a new business venture. Collaboration with existing daycare in our community will be vital to success. Start-up capital may be available from a managing partner. The would be a possibility of outside management being hired over local daycare facilitators. This discussion will be addressed in further detail buy the committee once it is established.

Improve and upgrade infrastructure

* Town Square Revitalization; Lorah will send CEDS application to everyone so that they can see what Dennis Keif put together for our grant application. The presentation has been pushed back to hopefully March. Tom Martin, Tyler White, Bill Thomas, Matt Bobell, Darin Phillips, Andrew Meister, Rick Volle, Mark Weber, and Deron will be a part of the committee that presents in Peoria. The committee will need to prepare for the presentation if we are finalists. If the City does not get this funding, they will have to come up with a plan B.
* Building Demolition Report; By March meeting a letter will be drafted to be sent to the building owners. Jordan has offered to help create a path forward for the city to address the buildings in question. The City could buy the building and remove the damaged part and sell the building.

**7) Leadership Ladder Structure-**

Lorah will check with Deron on the specific wording that needs to be added to the bylaws and also check with Jordan, the City’s attorney, as make sure that the addition to the bylaws is appropriate.

**New Business**

Bill Thomas- Payment of his time and effort was usually given from the City for the amount of $3,200.00 a year. Last year there was no payment and this years payment is up for discussion. The board discussed writing a letter for support of payment to the City of Mt. Pulaski stating EDPB believes in his support and his vital importance to our projects in the past as well as in the future. The board will all sign this letter in the hopes that City Council will also support the decision to compensate Bill for his time. If City Council does not move to support Bill Thomas the Economic Development Planning Board will provide payment for Bill.

Museum Visitor’s Center- The board will meet with Bill Thomas to reevaluate the $4,000.00 that was used for the Logan County Tourism effort. No signage has been produced to help with the tourism efforts.

NBC Weekend Report- Market On The Hill will be featured in a story about rural America and the struggle to keep our small communities fed. The board will be notified about when the story will air.

Matt Bobell will be a representative for the City Council on the Economic Development Planning Board. Tim Emrick will no longer serve as representative for the City Council.

Matt brought up that Dollar General has a contract with the City to reimburse sales tax. If the Market On The Hill is interested in this type of contract they would have to let Matt know.

The board talked about promotional videos for our projects. Tom and Hillary will discuss this option. They also talked about where to advertise and who would advertise. Business Builders would be a good option as well but they would need defined scope of work.

The board discussed a need for a part-time administrator to assist with the projects going on within the City.

**8) Discussion on Ashlee Sang Contract**

The board discussed if we need to begin a new contract with Ashlee Sang at this time. The Next big project is the Town Square Revitalization. She has been working with Market On The Hill and 2nd Friday’s on the Square. Hillary has experience with marketing and communications and may be able to fill this roll for our board. She will meet with Ashlee when possible to discuss future projects. Ashlee has also helped Tom write a for a Federal Reserve News Blog about the work that we have been doing here in Mt. Pulaski over the past year. The board felt that we don’t need a long term contract that we can work with her on demand, Per DM, or pay as you go.

Hillary and Matt reminded the board that we have contracted ours with Business Builders and they can help with our website. Lorah will meet with them to discuss the status of the website and improvements that need to be made.

**9) Food Hub Update and Discussion**

The Savana Group is looking for a centrally located processing facility for sustainable farming practices. They hope to reach school, hospitals, prisons, restaurants, and other markets throughout the state that are looking for healthier food options. The building is over 40,000 Sq Feet.

**10) Rent and Utilities at Foundation Office**

Rent will be $500.00 a month. The Courthouse Foundation will pay $175.00 and EDPB will pay $325.00. **Jim made a motion to appropriate $3250.00 for rent of the Courthouse Foundation Office, beginning March 1st for the remainder of the year. Seconded by Hillary, all in favor and motion passed.**

The board discussed what is needed from an office space in the future now that we are paying rent. Some tools would be internet, computer, copier, conference room and also private office space. Now that the board is paying rent, they must look at the best way to utilize the space. The board needs to look into what the restrictions are. The Courthouse Foundation will need to be aware of what changes the board is wanting to make. Hillary and Tom will meet with the Courthouse Foundation to discuss the boundaries of sharing the space in the future.

**11) Next Meeting March 14th**

**Adjournment**

**Tyler White made a motion to adjourn at 10:36am, seconded by Jim Birge, all in favor and motion passed.**