**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: March 7th, 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 9:00am on March 7th, 2020 at the Courthouse Foundation Office.

**2) Roll call**

Hillary Cherry conducted roll call. The following persons were present: Tom Martin, Deron Powell, Jim Birge, Hillary Cherry, and Tyler White. Lorah Hoe (Administrative Aide).

Guests: None

Absent: Andrew Meister and Matt Bobell (city council representative).

**3) Introduction of guests**

Michelle Hagenbuch on behalf of the Mt. Pulaski Business Association. Doug Johnson for an update on the Shopping Center Project.

**4) Approval of February 8th Minutes**

Minutes of the February 8th meeting were presented by Lorah Hoe. Hillary Cherry and Michelle Hagenbuch’s names need correcting. **Jim Birge motioned to approve minutes, seconded by Tyler White, all in favor, and motion passed.**

**5) Treasurer’s Report**

**Tyler White motioned to approve the treasurer’s report, seconded by Erin Wyss, all in favor, and motion passed.**

No bills to present at this time.

**Old Business**

**6) Desired Outcomes**

Project Updates

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

* Community Grant Update; April 4, 2020 is when the board will review the first quarter grant applicants following the monthly board meeting.

The EDPB discussed how long a grant recipient would have to use the funds before the funds will be directed elsewhere. Is there a timeline in place? Should the applicant re-apply? Should there be a review or renewal process? Should there be annual grants like the Fire department’s firework show?

* Shopping Center Update; Doug and Patty have accepted Doug’s offer but the offer is dependent on the service entrance from Route 121. Doug is getting an estimate for the roof. Asbestos floor tile will need a bid for removal as well. Joe Pharis will demo a 3rd of the building due to asbestos. Justin Reese is getting a response from the state. There is a hold up on a few items for review due to a 35mph change. There is no price for the entrance at this time. The old Doctor’s Office is 1400 square feet. The Dairy Bar and the old grocery store are both included in the effort. The Dollar General parking lot is in disrepair and we will need to look into who owns it.

Attract, and develop new business

* Community Grocery Store; Lorah Hoe has ended her term as Secretary for the Market On The Hill Board of Directors. Andrew Meister is now the President of the Market On The Hill Board of Directors. The Market On The Hill Board of directors are sharing the duties that Lorah Hoe held while on the board. Tom is staying on in an advisory position for the EDPB. Painting will be done this week. Plumbing and electricity are being completed. The building committee is creating an operational budget. Molly, Marla, and Ashlee are creating post card with information about Market On The Hill. Jim is willing to reach out and give feed back to the PR group. Three people have applied for the General Manager position and two people have applied for the associate position. Sean Park will train the staff in early April. The soft opening will be May 1st. Kyle Reed will promote the Market On The Hill at the farmer’s market in Lincoln. Business Association Meeting will be held Wednesday at Market On The Hill at 6:30pm.
* Day Care Steering Committee; Cory Leonard, Michelle Hagenbuch, Bobbi Taylor, Debby Aylesworth, Beck Volle, Danielle Meister, Deron Powell, and Hillary Cherry will be meeting at 10:30 today. The steering committee will discuss where to begin and how to establish a Daycare facility for our community.

Improve and upgrade infrastructure

* Town Square Revitalization; The presentations have been pushed back to the end of April due to 2 other late entries. The Greater Peoria Economic Development Council will notify us by the end of March if we are able to present. The committee will meet to discuss the presentation as well as an additional plan to secure the funding of this project.
* Building Demolition Report; No report at this time.

**7) Leadership Ladder Structure**

Elections for the board appointments are in June. Deron has volunteered to be the president but the vice present, secretary, and treasurer positions have not be volunteered for yet.

The board discussed creating a committee of advisors by asking people to sit in on these meetings twice a year. These people would be from both inside and outside of the community. In June each board member will bring two names forward to develop the committee of advisors.

**8) Food Hub Committee- Action Item**

The Food Hub Committee has met twice and will continue meeting once a month. They hired Jeff Hake and Kyle Reed as project managers. The committee has come up with a 6 month plan to figure our how we can do a pilot plant. The next step is to meeting with Vonderleith Living Center and the Schools to get a 2021 plan and start small. This plant could ultimately serve Springfield, Peoria, Lincoln, and Decatur. The nearest model similar to what we are trying to create is in Sycamore, IL. There is a demand for fresh foods year around. The committee will need to look into what kind of business structure to use (ex. Co-op). Sean Park will draw up a business plan with a tight focus to start off. The business plan will need a way to scale up in the future. The first 6 months they will create a plan. After the Food Hub is opened they hope to scale up in 2 to 3 years. **Deron Powell made a motion to approve 2 project managers for 6 months and appropriate $10,000 from the Community Fund to oversee the Food Hub Committee, seconded by Hillary, all in favor and motion passes.**

**New Business**

Courthouse Foundation agreement on the building with our rent being $325 per month. **Daren made a motion to approve rent for the amount of $3250 for March 2020 to December 31st 2020, seconded by Jim, all in favor and motion passed.**

The EDPB has created **a letter of support for Bill Thomas** to present to the City Council at their next meeting. The EDPB discussed who should be funding Bill Thomas’s efforts on behalf of our community. The City may have a contract or record of Bill’s previous years of being paid because the City had always paid Bill in the past. Last year Bill was not paid and this year’s payment is up for question. After the letter is presented to City Council the EDPB will follow up on how Bill Thomas will be paid.

**Debra May** is needing assistance with making the town square a historical district. Erin Wyss is willing to talk with her about who to make our town square a historical district. Erin will direct the EDPB on the next steps that must be taken.

**The Business Association** is planning on putting a sign up on Route 121. There is money available from Community Pride funds that were raised at the Fall Festival during a previous year. The sign will need solar lights as well as repairs to the sign itself. Next year the Business Association hopes to get a sign put up on 54. The 2nd Friday’s on the Square still have funds from a grant that was approved in August of 2018.

**Julie Bobell** is wanting to create a newsletter to get information out to the public. The board should provide her with pertinent information in the future. Marla Blair is hoping to start her newspaper mid-March and start small to cover Southern Logan County. The City Website could offer some continuity and coordination between a written paper and online information.

**9) Budget Fiscal Year 2020/2021**

Tyler, Jim, and Tom will be the budget committee responsible for creating next year’s budget. They will need a general ledger and outstanding monetary commitments. They will present this budget at the next meeting.

**10) Stahl’s Building on Lafayette Street; Office Space Opportunity**

Loui Stahl is planning on meeting with the Economic Development Planning Board twice next week. He has not set a price yet, but there is interest in purchasing both properties.

**11) Marketing Committee- Jim Birge, Hillary Cherry, and Renee Martin**

Jim provided information of the ability to promote the town of Mt. Pulaski. Once the story for Market On The Hill airs on NBC, the link will be shared with the EDPB.

**12) Next Meeting April 4th**

**Adjournment**

**Jim Birge made a motion to adjourn at 10:13am, seconded by Tyler White, all in favor and motion passed.**