**Mt. Pulaski Economic Development and Planning Board**

**Meeting Minutes**

April 22, 2019

1. **Call to order**

Tom Martin called to order the regular meeting of the Mt. Pulaski Economic Development and Planning Board at 6:00 PM on 4.22.19 at EDPB office.

1. **Roll call**

Lorah Hoe conducted a roll call. The following persons were present: Tom Martin, Jim Birge, Andy Meister, Tyler White, Renee Martin (arrived late). Tim Emrick (city council representative). Lorah Hoe (Administrative Aide)

Guests: Scott Schaffenacker (Logan County Board) Allen Schall (Mt. Pulaski Historical Museum) Katie Alsup (Hilltop Club) Zack Switzer (King of the Hill 5K)

Absent: Shaun Tyson, Deron Powell

1. **Item of Interest**

Johnson's Food Center needed to be looked at again by the new board members who had not gotten a chance to look at the building last fall. The board had been notified about another party's interest in the building as a storage facility. The meeting took a 30 minute break to meet with a realtor on site to learn about the building. Returned to EDPB office at 6:43.

1. **Treasurer's report**

Tim Emrick presented the treasurer's report (see attached documents). Tom Martin made a motion to approve, Andy Meister seconded. All in favor. Treasurer's report approved.

1. **Approval of April 22, 2019 minutes**

Tabled until next meeting.

1. **Old business**
	1. **Grant review: action item** (approximately $5,900 left in grant money for this fiscal year)
		1. Stewarts/Farmers Family Restaurant had filled out original grant incorrectly, they needed $7,900 total not $1,100 that they had already received. This grant fits goals #4 and #13.

The board discussed the benefits approving these funds for a refinished parking lot, such as branching out from beyond the square to help the esthetics for the town. The board also discussed what value the funds would bring to that business and our community. The board also discussed what percentage of money requested in grants were typically awarded? In the past two thirds of grant’s had received a partial amount of funds, and about one third of Grant’s had received the full amount of funds requested.

Andy motioned to allocate an additional $2,900 to Farmer's Family Restaurant grant. Tyler seconded. Roll call vote: Jim Birge yes, Andy Meister yes, Tom Martin yes, Tyler White yes, Renee Martin yes. Motion passed.

* + 1. Jules Flower shop applied for a grant for the total of $2,800 and had already be granted $1,500. No action taken.
		2. Phyllis/ Christmas on Vinegar Hill grant request will be tabled until next fiscal year (after June 1, 2019).
		3. Hilltop Club/Megan Neaville applied for a grant for this year's expenses for Market days. Last year the Hilltop Club was awarded grant funds but had not turned in receipts in order to receive the grant money. Last year's funds are still available to them. The board had advised the Hilltop Club to work with Ashlee Sang to get advice on organizing for this years events and utilizing last year's funds. The board will follow up with the Hilltop Club next month. No action taken
		4. Crystal Kurn applied for a grant for her sustainable farm business for continuing education. The board then discussed the need to develop a system for awarding funds that are not within the business district. The board will create a budget item from the general fund and base the application process off of the business grant's application. The board was interested in what the program would offer the farm as well as our community but no action was taken at this time.
	1. **Town Square Master Plan Report**

The board had appropriated $18,000 for the employment of an architect for the 6 month, Master Plan. The first $5,000 has been allocated to his firm. There is a town meeting scheduled for Saturday, April the 27th at 1:00 located at the EDPB office, but there may be a Cancelation due to his father's health. Tom will keep the board posted.

* 1. **Co-op update**

Shaun Tyson met with Winchester co-op and attorney. Co-op Steering committee meeting will take place April 22nd, 2019 at 6:00pm at EDPB office. In the next two months the co-op steering committee will meet with the attorney to become a legal entity. Thursday night before the fall festival the co-op will hold a farm to table dinner to help kick off advertising support. The co-op committee has looked at the Cavestani building for rent and will soon look at Kella's building which is for sale as possible sites for the co-op store. The co-op committee needs community involvement and/or buy-in. As well as a net work of local growers.

* 1. **Visitor Center Update: action item**

The board has agreed to contribute $4,000 to house the Mt. Pulaski Visitor Center in the Historical Museum. The board will contribute $2,000 now to the Historical Museum and the other $2,000 on September 1st.

The Logan County Tourism Bureau is asking for funding to support a county wide effort to create tourism business for Lincoln, Elkhart, Atlanta and Mt. Pulaski. The board is asked to contribute funding in support of these tourism efforts. Andy Meister made a motion to approve a $1,000 contribution to Logan County Tourism Bureau from the general account. Jim Birge seconded. Roll call vote: Jim Birge yes, Andy Meister yes, Tom Martin yes, Tyler White yes, Renee Martin yes. Motion passed.

1. **2019-2020 Budget Proposal: action item**

The Community Donation Fund Budget Fiscal Year 2020 will change the expenditure line item from “long-term projects " to “community grants". Line item “long-term projects” will have a zero balance and line item “community Grant’s” will have a $5,000 balance. Creating a new ending balance of $49,250. Roll call vote: Jim Birge yes, Andy Meister yes, Tom Martin yes, Tyler White yes, Renee Martin yes. Motion passed.

Business District Sales Tax Fund Budget-Fiscal Year 2020 will change the name from “community grant” to “business district grant". The line item “town square renovation (long term)” will be removed and the $30,000 balance moved to ending balance making it $82,600.00. Line item “contract projects” will be renamed “professional services “. And line item “miscellaneous” will be renamed operational expenditures”. Roll call vote: Jim Birge yes, Andy Meister yes, Tom Martin yes, Tyler White yes, Renee Martin yes. Motion passed.

1. **Discussion of partial building demolition**

Tim Emrick from the city council spoke about the Dangerous Building Ordinance which shows the proper steps needed in order to demolish a building. First a notice must be issued by the building inspector. Second , the city will issue a fine. Third a lean is put against the building. And finally the city can claim ownership of the building if the owner doesn't step forward.

1. **New business**

Zack Switzer was asked to speak in from of the board by Tom Martin in order to explain his community project called King of the Hill 5K. This is the second year that it will take place in Mt. Pulaski on July 20th in the evening. Zack spoke about wanting to make it a community event similar to a block party as well as a 5K run. He explained how Mt Pulaski is unique as far as its hill is concerned and that this will attract serious runners due to its challenge. This year Zack is working with Shazam, a company that assists with runner monitoring software or “chips”. The board was asked to consider helping this event. The board suggested that Zack come back to the board with a specific vision and budget for this event and that the board would then look at a clear idea or concept of how to help the King of the Hill 5K. Zack left at 7:32.

Ashlee Sang met with the business association. She is agreed to a contract that works with Market Days, Christmas on Vinegar Hill , and the Co-op. Her maximum hours are 50, at $50 an hour. Her contract states that she will help develop advertising methods that she will then teach to these organizations and than the organizations will carry the methods through. Her strengths are messaging and marketing. In the future the board may consider requiring a consultant for grants that deal with advertising. Jim Birge made a motion to approve contract with Ashlee Sang Consultant LCC for up to $2,500. Seconded by Tyler White. Roll call vote: Jim Birge yes, Andy Meister yes, Tom Martin yes, Tyler White yes, Renee Martin yes. Motion passed.

The board discussed the need for a protocol when making quick discussions in between the monthly meetings. An example would be if the need were to arise for Tom to approve spending without the majority of approval from the board. The board suggested calling a meeting and giving 48 hours notice, or the use of conference calling if not everyone can attend. Legally, a 48 hour notice must be given, a location, and a person must be present for a meeting to happen. To get a complete protocol in order, the board will speak with the attorney about giving the Chairman the ability to spend funds if the board is unable to meet.

Lorah Hoe has asked to receive a laptop for the Administrative Aide job. The board asked her to look into the price of a laptop and present it at the next meeting.

1. **Miscellaneous**

Renee Martin has asked for help with the sign project for the town of Mt. Pulaski. The current signage for Mt. Pulaski is inconsistent and needs to be improved. The board suggested that Ashlee Sang help Renee create a cohesive plan for the sign project.

Renee also asked the board to consider donating something to Rick Volle for the use of the EDPB office space.

1. **Adjournment**

Tyler made a motion to adjourn the meeting. Renee seconded. Meeting ended at 9:02 pm.