**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 7th, 2020**

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

**Meeting type: Business meeting**

**Meeting Minutes**

**1) Call to order**

Jim Birge called to order the regular meeting of the Mt. Pulaski Economic Development and Planning Board at 9:00am on November 7th, 2020 at the Economic Development Planning Board Office.

**2) Roll call**

Lorah Hoe conducted roll call. The following persons were present via conference call: Deron Powell, Hillary Cherry, Tyler White, Andrew Meister, and Matt Bobell (City Representative). Jim Birge, Erin Wyss, and Lorah Hoe (Administrative Aide) were present on location.

Guests: No guests

Absent: Tom Martin

**3) Introduction of guests**

**No Guests Present**

**4) Approval of October 3rd Minutes**

Minutes of the October 3rd meeting were presented by Lorah Hoe. **Deron Powell motioned to approve the meeting minutes, seconded by Erin Wyss, all in favor, and motion passed.**

**5) Treasurer’s Report**

Please see attached report, Appendix A, p.7-13. **Tyler White motioned to approve the treasurer’s report, seconded by Hillary Cherry, all in favor, and motion passed.**

Deron is going to ask the Farmers Bank about our CD renewal.

Four bills were presented. The first bill was from Johnsons True Value for $92.44 for office supplies to be paid from the Community Donation Fund. The second bill was from Amazon for $3,000.22 for office equipment to be paid form the Community Donation Fund. The third bill was from Doug Johnson for $11,916.65 for the Shopping Center Project- Johnson True Value relocation to be paid half from the Business District Fund and half from the Community Donation Fund. The fourth bill was from Irish Inc. for $900.00 for exterior wall repairs on the Mt. Pulaski Township Historical Museum to be paid from the Business District Fund. **Deron Powell made a motion to approve bills as presented. Seconded by Erin Wyss. Roll call vote: Deron Powell-Yea, Hillary Cherry-Yea, Andrew Meister- Yea, Erin Wyss- Yea, Tyler White- Yea, Jim Birge-Yea, Tom Martin-Absent. Motion Passes.**

**Old Business**

**6) Desired Outcomes**

Project Updates

Improve and upgrade infrastructure

-Town Square Revitalization- Tom sent an update for the EDPB to review.

Had our last meeting on Tuesday November 3rd and decided to develop a plan of moving forward without grant funding for the entire project. The CEDS grant process is basically dead for this year. The public infrastructure grant thru the State of Illinois we applied for is still being evaluated. Hope to have update by meeting time. We feel we need to move some aspects of this project forward to keep it alive. Next meeting in January 2021 with the hope of some parts of the project beginning in Summer of 2021.

Dave Leonatti estimates that demolition of the retaining wall and sidewalk around the square and the replacement of the retaining wall and sidewalk will cost between $650,000 and $700,000. He will have hard numbers for the EDPB to consider by January so that we can make a recommendation for the city to review at the beginning of next year. The City may have their own water and sewer infrastructure improvements to be made in the coming years so it is important that there be clear lines of communication during the planning process for these projects.

-Building Demolition Report- Tom sent an update for the EDPB to review.

No movement what-so-ever. No response from owner. Our next step is to work with Greg Maus ( building inspector) , Mayor Bobell and the City Council in updating city building codes which they will discuss at next city council meeting. We need to have a representative there to discuss the situation we have with vacant, deteriorating buildings in town.

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

Attract and develop new businesses

-Grant Programs Update- One grant has been turned in by Community Action Partnership of Central Illinois. This grant will be reviewed in our 4th Quarter Grant Review on January 2nd, 2021. Lorah will reach out to Todd Henry to see if he will be available to speak to the EDPB about this project.

The City of Mt. Pulaski is considering donating $2,000.00 to this program and will vote on it Tuesday the 10th.

-Shopping Center Update- Work is continuing on the inside of the building. Wiring is being completed, and next to be done is HVAC and plumbing. Today’s invoices come total $11,916.65. Electrical and plumbing are next on schedule. These invoices are for both exterior work and interior work for this project done by Conaway Handyman Service. This brings the total amount paid to this project $32,822.87 to be paid from the EDPB Community Donation Fund and the Business District Tax Fund. There is $12,177.13 remaining for Doug to use towards this project.

Fransworth estimates that the new Route 121 entrance will cost $75,000.00 to be paid by the TIF fund. The project will go out for bid soon and it will hopefully be completed before winter.

Attract and develop new businesses

-Community Grocery Store- Andy gave an update on Market On The Hill. New hours for the MOTH are Monday-Friday 7am to 7pm. They hope to get people to shop there and get coffee before they go to work. MOTH is currently working on getting their online store functional. They will have set call in times for pickup. They are in the process of working with insurance for potential delivery options. Full community support is needed to keep this business thriving. The more people buy from this store, the better off the store will be. Tom send a request prior to the meeting:

At the December meeting I would like to get Sam Brown, the GM of the Market on our agenda to come talk to us about how things are going at the Market to make sure we remain informed and ask any questions we may have.

The EDPB asked if purchases of shareholders are being kept track of. This is being done and it will help determine dividends paid back to shareholders once the store is profitable. Lorah will ask Sam to attend the December meeting. Lorah will put on the December agenda, Market On The Hill-Discussion on additional $5,000.00 for produce sale promotions.

-Day Care Steering Committee- Tom had a short report sent to us:

Deron has most of the information on this. The good news we just received from DCFS is that multiple businesses can be located within the building so long they remain separated and have no common areas.

Gilbert Gandenburger met with Michelle Hagenbuch, Randy Hagenbuch, and Lorah Hoe to go over Pro Forma numbers to find out if this is a viable business model. The EDPB discussed rescheduling the Community Meeting on November 11th due to rising COVID-19 cases. Rescheduling the meeting to sometime in January will give the EDPB time to finalize details for financing this project. The price of the Stahl’s furniture building has come down significantly to possibly less than $300,000.00. This number may help attract more local investors into this project. A final number will be presented to the EDPB once Deron and Tom have had a chance to speak with Loui Stahl again. An appraisal was never done for this building because the EDPB felt it was not necessary to do so. The current timeline for this project is opening May of 2022.

-Food Hub Update- Please refer to the “October 2020- Food Hub Monthly Report PDF” provided. Tom also provided an update beforehand:

1. Continues to move forward with development of the business plan which the updated version Lorah will provide to you. Our committee meets weekly and our plan is to have the business plan finalized by the end of November and ready to present to the EDPB board in December.
2. Our committee would like to make a presentation to the board at a special evening meeting at 7:00 either on December 15th or the 17th. If the board could confirm a date today that would be great.
3. Still on track to use approximately 4000 sq. ft. of the Stahls building in the Warehouse section.

The EDPB agreed to have the meeting December 15th, 2020 at 7:00pm at the EDPB office for the final Food Hub Presentation. The Food Hub executive committee recommended the usual payment for Jeff Hake’s work last month. The EDPB felt that payment should be made after the final presentation is made on December 15th, 2020. The EDPB tabled the request for payment until December 15th, 2020.

-Stahl’s Building Update- Tom has an update from Enel:

Enel is going to donate $25000 to the Stahl’s building project this year 2020 and going to budget monies for the project in 2021.

-Marketing Committee Update- Lorah is going to set up a meeting with the EDPB and Stephanize Mazanowski within the next 30 days to finalize a marketing plan for the City of Mt. Pulaski.

**New Business**

**Update from Mayor Bobell on City Water and Sewer Project**

Bids from Illinois American Water, EJ Water, and Liberty Utility have been turned into the City. The Water Committee will present their recommendation to the City Council at the November 10th meeting. The Committee’s main concerns have been around what will happen to our water rates whether we sell or make our own water facility. Memebers of the Water Committee include- Mayr Bobell, Matt Presswood, Tim Emrick, Dan Smock, Mike Patridge, and Rick Volle. A decision will hopefully be reached by early next year. It is not necessary for the EDPB to make a recommendation to the City Council because the Water Committee will be more than qualified to do so.

**7) Finance Budget for Long-term Expenses**

Please refer to the treasurer report, page titled “Working Budget as of November 7th, 2020 – Community Donation Fund”. And page titled “Community Donation Fund: Itemized List of Allocated Funds”. This report will give you an idea of what funds are remaining in our budget from Fiscal Year 2021. Lorah Hoe can answer any questions that you may have about this report.

**8) Rental Agreement and PO BOX**

Farmers Bank is working on final details for next years rental agreement. The amount discussed has been $6,000.00. If the EDPB is interested in having a cleaning service once a month then it can be added to the price of rent. If the EDPB wanted to acquire internet services through the Farmers Bank, that price would also be added to the cost of rent. The EDPB agrees that they would like to see prices for cleaning services and internet added to their rent cost. Lorah Hoe will get this information to Farmers Bank and let the EDPB know what the final rent cost will be for next year. The rental agreement will be added to the December agenda for the board to approve.

Lorah Hoe recommends getting a P.O. Box for the EDPB Office at a cost of around $40.00 a year. This allows mail for the EDPB to come directly to us and not have to go through City Hall for them to process. **Tyler White made a motion to approve the rental of a P.O. Box for $40.00 a year. Seconded by Jim Birge, Roll Call Vote: Jim Birge-Yea, Erin Wyss-Yea, Deron Powell-Yea, Tyler White-Yea, Hillary Cherry-Yea, Andy Meister- Yea, and Tom Martin- Absent. Motion Passes.**

**9) Executive Session**

**Hillary Cherry made a motion to exit normal session and begin executive session at 10:00am. Seconded by Deron Powell. All in favor and motion passes. Deron Powell made a motion to exit executive session at 10:09am. Seconded by Andy Meister, all in favor and motion passes.**

**10) Next Meeting December 5th, 2020**

**Adjournment**

**Deron Powll made a motion to adjourn at 10:09am, seconded by Andy Meister, all in favor and motion passed.**

**Appendix A**

**Economic Development Planning Board Treasurer’s Report**

**Business District Account**

**November 7th, 2020 Board Meeting**

Beginning Balance as of 09/30/2020: $169,063.77

**Deposits:**

Deposit from State of IL. Tax Distribution $6,219.46

**Expenses (Transfers to be made- not included in ending balance number)**

Business District Grant Program- Mt. Pulaski Township Historical Museum- Roof Repairs ($1,000.00)

Doug Johnson- Exterior work on Johnson’s Ture Value Project ½ Share ($3,953.11)

Ending Balance as of 10/30/2020: $175,283.23

**Economic Development Planning Board Treasurer’s Report**

**Community Donation**

**November 7, 2020 Board Meeting**

Beginning Balance as of 09/30/2020: $154,487.57

**Deposits: (Transfers to be made- Not included in ending balance number)**

Business District Grant Program- Mt. Pulaski Township Historical Museum- Roof Repairs $1,000.00

Doug Johnson- Exterior work on Johnson’s Ture Value Project ½ Share $3,953.11

**Expenses:**

Check #1113 Top Quality Roofing Company- Bus. Dist. Grant for MPTHM- Exterior Wall ($1,000.00)

Check #1114 Johnsons True Value – EDPB Operational Costs ($51.76)

Check #1115 Doug Johnson- Shopping Center Project ($7,906.22)

Check #1116 Jeff Hake- Project Manager- Food Hub ($938.30)

Check #1117 Kyle Reed- Project Manager- Food Hub ($312.77)

August AP/PR Transfer EDPB to City General ($1,126.20)

September AP/PR Transfer EDPB to City General ($702.27)

Ending Balance as of 10/30/2020: $142,450.05

**Balance of Certificate of Deposits:**

CD #15772 at Farmer’s Bank- Maturity Date 12/12/2020 $200,000.00

**Working Budget as of November 7, 2020**

**Business District Sales Tax Fund**

Fiscal Year Budget 2021 (ending May 31, 2021)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Income Budget** | **Last Year’s Income** | **Funds Received** | **Remaining funds to be received** |
| Estimated Beginning Balance | $140,000.00 |  | $182,626.80 | ($42,626.80) |
| 1% Sales Tax Revenue (estimated) | $85,000.00 | $107,164.81 | $41,203.66 | $43,796.34 |
| **TOTAL AVAIALBLE FUDNS FY2021** | **$225,000.00** |  | **$223,830.46** | **$1,169.54** |
|  |  |  |  |  |
| **Proposed Appropriations for FY2021:** | **Expenses Budget** | **Remaining Allocations from Previous Years** | **Allocated Funds** | **Remaining Funds** |
| Professional Services | $8,000.00 | $12,750.00 | $0.00 | $8,000.00 |
| Economic Development and Business Retention | $60,000.00 | $26,556.00 | $25,068.00 | $34,932.00 |
| Business District Grants | $20,000.00 | $19,183.10 | $19,000.00 | $1,000.00 |
| **TOTAL APPROPRIATED SPENDING** | **$88,000.00** |  | **$44,068.00** | **$43,932.00** |
|  |  |  |  |  |
| *Remaining Balance* | $137,000.00 | $58,489.10 |  |  |

**Business District Tax Itemized List of Income**

**2020 Fiscal Year Revenue**

**IL Tax Deposits $41,203.66**

**Business District Tax Itemized List of Allocated Funds:**

**Economic Development and Retention**

**Johnson’s True Value $22,500.00**

**Wifi installation on the Square $2,568.00**

**Business District Grants**

**Mount Pulaski Township Historical Museum #1 $1,000.00**

**Hilltop Club- Fall Festival EVENT CANCELLED $0.00**

**Guruji 62, LLC – BP $10,000.00**

**Bill Cavestani – Roof Replacement $3,500.00**

**D’Tails Dog Grooming $3,500.00**

**Mount Pulaski Township Historical Museum #2 $1,000.00**

**Working Budget as of November 7th, 2020**

**Community Donation Fund**

**Fiscal Year Budget 2021 (ending May 31, 2021)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Income Budget** | **Last Year’s Income** | **Funds Received** | **Remaining Funds to be received** |
| Estimated Beginning Balance | $100,000.00 |  | $192,187.18 | (92,187.18) |
| Farmer’s Bank CD, Initial Investment | $200,000.00 |  | $200,000.00 |  |
|  |  |  |  |  |
| **REVENUE** |  |  |  |  |
| Windfarm Donation | $115.000.00 | $201,250.00 | $0.00 | $115,000.00 |
| Interest from $200K CD | $4,000.00 |  | $0.00 | $4,000.00 |
| **TOTAL AVAILABLE FUNDS FY 2021** | **$419,000.00** |  | **$392,187.18** | **$26,812.82** |
|  |  |  |  |  |
| **Proposed Appropriations for FY2021:** | **Expense Budget** | **Remaining Allocations from Previous Years** | **Allocated Funds** | **Remaining Funds** |
| EDPB Operational Costs | $5,000.00 |  | $3,267.44 | $1,732.56 |
| Professional Services | $10,000.00 | ($7,683.76) | $7,186.92 | $2,813.08 |
| Economic Development & Planning Partnerships | $90,000.00 | ($8,100.00) | $27,500.00 | $62,500.00 |
| Community Partnership Grants | $10,000.00 | $10,250.00 | $4,500.00 | $5,500.00 |
| Community Organization Grants | $10.000.00 | $8,000.00 | $0.00 | $10,000.00 |
| Community Township Grants | $2,000.00 | ($59,000.00) | $0.00 | $2,000.00 |
| **TOTAL APPROPRIATIONED SPENDING** | **$127,000.00** |  | **$35,921.52** | **$91,078.48** |
|  |  |  |  |  |
| *Remaining Balance* | $292,000.00 | ($36,682.76) |  |  |

**Community Donation Fund: Itemized List of Allocated Funds**

**EDPB Operational Costs-**

**Lorah Hoe – Microsoft Office yearly subscription for Laptop $74.36**

**Lorah Hoe – Norton Security yearly subscription for Laptop $106.24**

**Johnsons True Value- Key Copy $2.24**

**Johnsons True Value- Office Supplies $51.76**

**Office Upgrades $3,032.84**

**Professional Services- Allocated Funds Breakdown**

**Lorah Hoe – Payroll $2,712.92**

**MMLP Ltd. – Preliminary Estimate on 104 S. Washington $974.00**

**Kyle Reed and Jeff Hake -- Food Hub Project $3,500.00**

**Economic Development and Planning Partnerships**

**Johnson’s True Value $22,500.00**

**Market On The Hill $5,000.00**

**Community Partnership Grants- Allocated Funds Breakdown**

**May and Burch Conservation $3,500.00**

**Land of Lincoln CEO Program $1,000.00**