**Minutes**

*The mission of the Mount 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: 12/20/2023**

**Time: 6:15 pm**

**Location: 124 S Washington St, Mt Pulaski IL 62548**

**Meeting Type: Emergency**

1. Call to Order: Andrew called the meeting to order Wednesday, December 20, 2023 at 6:15 pm.
2. Roll Call: Present are Andrew Meister, Corey Leonard, Erin Wyss, Doug Johnson, Benjamin Butler, administrator Deanna Howard and Tracy Pulliam arrived after the meeting began.
3. Introduction of guests: Present were several members of the Market on the Hill board to discuss the need for funds to keep the store open.
4. Approval of Consent Agenda-payments and minutes: **Corey motioned to approve the minutes from November 1, 2023. The motion was seconded by Erin.** Deanna presented the consent agenda and Erin pointed out that the amounts did not match the treasurer report. The following corrections need to be made to the treasurer report. **October payroll is $370.62, office supply ink order is $246.46 total payments $617.08. Erin motioned to approve the consent agenda. The motion was seconded by Ben. Roll Call Vote: Andrew-aye, Corey-aye, Erin-aye, Doug-aye, Ben-aye. Tracy had not yet arrived.**
5. Treasurer Report: Deanna presented the treasurer report. Changes to be made are noted above in approval of consent agenda.
6. Old Business
   1. Project Updates: none
   2. Community Organization Donations: not discussed at this meeting.
7. New Business
   1. Market on the Hill: The market is in jeopardy of closing due to lack of funds. Several board members were present at this meeting to discuss with EDPB what could be done to prevent this. Sarah presented several reports. The deficit for the year is $-46,000. Payroll for the past 2 weeks $3,171.00 Payroll has only been that low when Isabel was volunteering as manager. After raising prices in the deli daily sales went up $70 for 2 days. A report showing labor versus deli sales was presented to show the profability of those items. The outstanding bills as of today are $7,700. Top sellers are frozen meat, fresh meat, produce, deli and baked goods.  
      Last year was $10,000 for baked goods, daily deli special $8,000, 4 pack of cinnamon rolls $3,500.

There have been a lot of funds committed to the market, but capital raised to open it was not enough to sustain it through the beginning phase of a business where a business such as this is not profitable for an average of five to seven years. The Market on the Hill was a project brought to the community by the EDPB and its members feel it is still a need for the community to have a grocery store because there are members of the community that don’t have the ability to shop out of town.

Amanda, the new general manager, presented some of her ideas for expanding services at MOTH, some of which have already been implemented and are already bringing in new customers. Bringing in local artists on a commission basis has brought new products into the market at no additional cost for inventory. Amanda has scheduled card and art classes and added additional seating to create an environment as a community gathering place.  
Through the discussion it was decided that it would be best to adjust the plan that was in place for the EDPB’s 23/24 fiscal year and in leu of the monthly supplement give a lump sum to the MOTH to give them the ability to implement their plans that will increase traffic in the store.  
**Corey motioned for $25,000 one time donation to the Market on the Hill from the EDPB Community Fund with a recommendation be sent to City that a $25,000 donation be paid out of the Business District Tax Fund for a total of $50,000 Erin seconded this motion noting that it was in replacement of the monthly supplement for the remainder of fiscal year 23/24. Roll call vote: Andrew-aye, Corey-aye, Tracy-aye, Erin-aye, Doug-aye, Ben-aye.**

* 1. Daycare-Megan Jones-Littles: Megan reached out to Deanna to say she is moving forward with purchasing property and building a daycare. She will request grant funds for playground equipment.
  2. Christmas Bonus-Administrator Deanna Howard is requesting that since she is essentially a city employee that she also receive a Christmas Bonus like the other city employees. **Erin motioned to approve a yearly Christmas bonus to be paid to the EDPB administrator to match the contribution that the other part time city employees as voted on yearly by city council. Tracy seconded the motion. Roll call vote: Andy-aye, Corey-aye, Tracy-aye, Erin-aye, Doug-aye, Ben-aye.**

1. Other Business/Non-Agenda items: Deanna updated the board on the demolition of buildings on the square.
2. Executive Session: none
3. Next Meeting 1/10/2024 6:15 pm, location to be determined.
4. Adjournment: **Tracy motioned to adjourn at 8:01 pm, seconded by Corey and all members present voted Aye.**