

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: April 3rd, 2021

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

Meeting type: Business meeting

Meeting Minutes

1) Call to order

Deron Powell called to order the regular meeting of the Mt. Pulaski Economic Development and Planning Board at 9:00am on April 3rd,2021

2) Roll call

Andrew Meister conducted a roll call. The following persons were present: Deron Powell, Tom Martin, Tyler White, Jim Birge, Erin Wyss, Matt Bobell (City Representative) were present.

Guests: Sam Brown

Absent: Hilary Cherry

3) Introduction of guests

Sam Brown - Market on the Hill

4) Approval of March Meeting Minutes

Minutes of March Meeting minutes were presented by Deron Powell. **Tom Martin 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.4-p.14

Old Business

6) Desired Outcomes

Project Updates

Improve and upgrade infrastructure

-Town Square Revitalization-Discussion about the amount the EDPB Board is willing to commit. Tom Martin spoke about Rick Volle with Farmers Bank is willing and ready to move forward for this. Rick Volle with Farmers Bank per discussion with Tom Martin is willing to pay half of the expense in an estimated amount of \$100,000.00. EDPB will match in the amount of \$100,000.00. EDPB suggests getting city approval.

Motion by Tom Martin, 2nd by Erin Wyss to approve \$1000,000.00 for phase 1 to match the portion estimated by Rick Volle with Farmers Bank.

Roll Call Tyler White- yea, Erin Wyss-yea, Tom Martin-yea,Andrew Meister-yea,Deron Powell-Yea, Jim Birge-yea,Hilary Cherry-Absent

-Building Demolition Report- No updates currently. The City of Mt.Pulaski is looking into options. EDPB is in agreement that the issue needs to be addressed for the greater good of the safety of our community and are planning to observe the building's conditions.

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

Attract and develop new businesses

City Planters- in the past businesses have adopted planters with a fee attached and Jennifer Richner maintained. This year Mt.Pulaski Community association is seeking funds to plant and maintain the planters.

Motion by Tom Martin , seconded by Tyler White to grant Mt.Pulaski Community Association \$1,000.00 from business district funds. All in favor and motion passed.

Attract and develop new businesses

-Community Grocery Store- Report of the common strife of groceries stores during winter months was reported by Tom Martin and Sam Brown. Sam emphasized that the number of rising COVID-19 quarintees in the community shows that COVID-19 has played a role in lower sales. Showing

many attempts to become more convenient for those that are unable to come in a shop, such as online ordering and delivery has resulted in no change in sales. The market is asking what separates them from other businesses in the community from receiving the COVID-19 Relief Grant. Also, making note that they have not applied in past opportunities.

The EDPB discussed that with current COVID-19 related shut downs with other local businesses that the COVID-19 grant should be reopened with remaining funds available in the amount of \$25,500.00.

Motion by Tom Martin, seconded by Tyler White to reopen COVID-19 Relief Grant starting Monday, April 5th, 2021 and closing April 30th,2021.

-Day Care Steering Committee- The community has seen several daycares open up. As of now the Day Care Steering Committee is looking into options for before and after school care. The EDPB discussed giving the The Daycare Steering Committee \$300.00 for proposed costs to move forward.

Motion by Tyler White, seconded by Jim Birge

Roll Call Vote Tyler White- yea Erin Wyss- yea, Tom Martin- yea, Andrew Meister - yea, Deron Poweel-yea, JimBirge- yea, Hilary Cherry- absent.

-Food Hub Update- Enel is very interested in this project and is wanting to contribute more. For Phase 2 of this project, Enel has donated \$25,000.00 to help fund the next 6 months of development. The Food Hub committee has created a non-profit board and created a new interim board. Two seats will be reserved for EDPB members. Tyler White and Tom Martin will represent the EDPB. The interim board is currently looking at the old Johnson's True Value building and steadily moving forward.

-Marketing Committee Update- Tyler, Deron and Jim are currently working on the budget.

New Business

The EDPB is looking into an ordinance from the city to allow EDPB to control the Business District Funds. The EDPB is hiring for an Administrator.

Tom Martin makes a motion to hire Sam Brown hourly to fulfill EDPB hourly needs. Seconded by Tyler White. Roll Call: Tyler White- yea, Erin Wyss-yea, Tom Martin-yea,Andrew Meister-yea, Deron Powell-yea, Jim Birge-yea, Hilary Cherry -absent.

Discussion to move monthly meetings to the first Wednesdays of the month.

8) Executive Session

No executive session

9) Next Meeting TBD

10) Adjournment

Tom Martin made a motion to adjourn, seconded by Erin Wyss, all in favor and motion passed.

Appendix A

**Economic Development Planning Board Treasurer’s Report
Business District Account**

March 6, 2021 Board Meeting

Beginning Balance as of 01/29/2021: \$177,968.20

Deposits:

EDPB April 3rd Meeting Minutes, and Appendix A

Deposit from State of IL. Tax Distribution	\$4,956.00
--	------------

Expenses

None	\$0.00
------	--------

Ending Balance as of 02/26/2021:	<u>\$182,924.20</u>
----------------------------------	---------------------

**Economic Development Planning Board Treasurer's Report
Community Donation**

March 6, 2021 Board Meeting

Beginning Balance as of 01/29/2021:	\$101,698.11
-------------------------------------	--------------

Deposits:

EDPB April 3rd Meeting Minutes, and Appendix A

None \$0.00

Expenses:

Amazon Corp. Line 293515883 – Office Supplies	\$119.82
Dec./Jan. AP/PR Transfer from EDPB to City General	\$784.52
Check #1133- Jeff Hake- Food Hub Project manager	\$87.50
Check #1134- Lorah Hoe- Food Hub Administrator	\$52.50
Check #1135- Kathryn Funk- Food Hub Co-Manager	\$490.24
Check #1136- Jeff Hake- Food Hub Co-Manager	\$1,210.00
Check #1137- Lorah Hoe- Food Hub Administrator	\$63.00
Check #1138- Kathryn Funk- Food Hub Co-Manager	\$120.00
Check #1139- Jeff Hake- Food Hub Co-Manager	\$1,184.20
Ending Balance as of 02/26/2021:	<u>\$97,586.33</u>

Balance of Money Market Account:

MMA at Farmer’s Bank- Maturity Date 12/12/2021 \$203,967.12

Working Budget as of March 6, 2021

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	\$64,156.06	\$20,843.94
TOTAL AVAIALBLE FUDNS FY2021	\$225,000.00		\$246,782.86	(\$21,782.86)

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
<i>Remaining Balance</i>	\$137,000.00	\$58,489.10		

Business District Tax Itemized List of Income

2020/2021 Fiscal Year Revenue

IL Tax Deposits

\$64,156.06

Business District Tax Itemized List of Allocated Funds:

Economic Development and Retention

Johnson's True Value

\$22,500.00

-Total Collected \$16,411.43. Total Remaining \$6,008.57

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 March 6th, 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		\$3,456.07	\$1,543.93
Professional Services	\$10,000.00	(\$7,683.76)	\$9,704.01	\$295.99
Economic Development & Planning Partnerships	\$90,000.00	(\$8,100.00)	\$77,500.00	\$12,500.00
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 APPROPRIATED SPENDING	\$127,000.00		\$95,160.08	\$31,839.92
<i>Remaining Balance</i>	\$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- Office Supplies	\$155.43
Amazon- Office Upgrades/Supplies	\$3,120.04

Professional Services- Allocated Funds Breakdown

Lorah Hoe – Payroll	\$5,142.51
MMLP Ltd. – Preliminary Estimate on 104 S. Washington	\$974.00
Jeff Hake -- Food Hub Project	\$3,500.00
Ashlee Sang- Food Hub Project	\$87.50

Economic Development and Planning Partnerships

Johnson’s True Value	\$22,500.00
-Total Collected \$16,411.44. Total Remaining \$6,008.56	
Market On The Hill	\$5,000.00
COVID-19 Relief Grants 3 rd Round	\$50,000.00
-Total spent: \$25,500.00. Total Remaining \$24,500.00	

Community Partnership Grants- Allocated Funds Breakdown

May and Burch Conservation	\$3,500.00
Land of Lincoln CEO Program	\$1,000.00

Central Illinois Farm-FED Co-Op Budget

The EDPB will pay bills in behalf of the CIFFED Co-Op until they have established their bank account. Below is the budget for this project and the totals that have been paid for the CIFFED Co-Op on behalf of the EDPB.

Working Budget as of March 6, 2021

	Income	Received	Remaining
Enel Donation	\$25,000.00	\$25,000.00	\$0.00

Available as of 3/2/21	\$25,000.00	\$25,000.00	\$0.00
Budget	Estimated Expenses	Spent	Remaining
Interim Project Managers	\$20,000.00	\$2,980.24	\$17,019.76
Milage	\$500.00	\$24.20	\$475.80
Interim Administrator	\$1,000.00	\$115.50	\$884.50
Consultants/Lawyers	\$3,500.00	\$0.00	\$3,500.00
Total Appropriated Spending	\$25,000.00	\$3,119.94	\$21,880.06

Expenses:

Interim Project Managers-

Kathryn Funk- Food Hub Co-Manager	\$610.24
Jeff Hake- Food Hub Co-Manager	\$2,370.00

Milage-

Jeff Hake-	\$24.20
------------	---------

Interim Administrator-

Lorah Hoe- Food Hub Administrator	\$115.50
-----------------------------------	----------

