

Jo-Carroll Depot LRA Board of Directors
18901 B Street
Savanna Depot Business, Industry & Technology Park
Savanna, IL 61074

**3:00 p.m., Wednesday, November 1st,
2023**

JCDLRA Board Room

Zoom Meeting
<https://us02web.zoom.us/j/5791926975>
Meeting ID: 579 192 6975

- 1. Call to Order** – Chairman Steve Keeffer called the November 1st, 2023 Board of Directors meeting to order at 3:01 pm.
- 2. Roll Call** – was answered as follows: Present – Steve Keeffer, Bill McFadden, Bill Robinson, Bill Wright, Susan Jacobs, Kevin Reibel.

Staff present: Mara Roche, Rob Davies

Others present: Amiee Martelle (Riverport Railroad), Sara Renkes (Carroll County Engineer), Tim Schoenig (Water & Sewer Operator), Ed Britton (USFWS), Bob and Joe Deckert (Property Owners), David Schmit (NWILED) and Linda Balcom (Balcom Environmental).

Attorney Phil Jensen was present.

- 3. Pledge of Allegiance** was recited.
- 4. Agenda Additions** – None.
- 5. Approval of Meeting Minutes** – Draft meeting minutes of the October meeting were presented for review. **Bill Wright made a motion to approve the minutes. Kevin Reibel seconded. Motion passed unanimously by voice vote.**
- 6. Old Business**

7. Grant Update – Parcel 20 Reuse

Ms. Roche noted that the RFPs for the new 2024 grant would be published soon. The new grant for the 2024 funding year will cover staff, environmental support, specialized legal, grant-writing support, the property’s sustainability overlay, zoning, transition, and public relations.

A special meeting may be called if needed to confirm selection of service providers.

Transition Update

None. A meeting will be scheduled soon.

8. New Business

A. Bills over \$2,500: - None.

Staff Reports

9. Executive Director:

Report/issues updates –

Steve Keeffer welcomed new board member Susan Jacobs to the board. Ms. Jacobs has replaced Paul Hartman.

Snow Removal

Ms. Roche noted that Ryan Raab was contracted for snow removal. In the past Mr. Raab’s fee had been \$72.00 per hour. Mr. Raab requested a rate increase to \$79.00 per hour.

Mr. Keeffer and Ms. Renkes were scheduled to have discussions with Mr. Raab.

Mr. Keeffer indicated that he would require the Jo Daviess County board to approve Mr. Raab’s bid. Ms. Renkes indicated that she had to do the same.

Ms. Roche asked if the LRA board should go ahead approve Mr. Raab’s bid so that his service could be secured before any winter weather events.

Bill Robinson made a motion to approve Ryan Raab for snow removal services on LRA roads for \$79 an hour.

Susan Jacobs seconded. The motion passed unanimously by roll-call vote.

- A. Correspondence – Ms. Roche noted that a request was received from an attorney for Midwest 3PL requesting that Midwest 3PL be allowed to plant soybeans in 2024 on Parcel 13 (owned by the Army), portions of 16a and 15b (owned by Midwest 3PL) and part of Parcel 16 (owned by the Army).

Ms. Roche indicated that she had notified the attorney that she would need to check with the Army. The Army had informed Ms. Roche that absolutely no disturbance would be allowed on parcels still under Army ownership, as investigation into possible contamination was ongoing.

Ms. Roche suggested that – for the parcels owned by Midwest 3PL – the attorney check the deeds for any restrictions of use, and also to check with county zoning.

The Army’s BRAC/Environmental Coordinator, Todd Knuth, had advised against planting crops on Parcel 16b as there is an active water sampling ongoing. Fertilizer, herbicide and pesticide runoff could potentially create issues with the sampling results.

A consultation about threatened and endangered species would have to be performed before crops could be planted.

- B. Property transfers – Ms. Roche noted that Mr. Knuth was still working on the transfer of Parcel 8.
- C. Employment report – 53 for October, not including the Army and its contractors.
- D. Water & Sewer – None.
- E. Internship – None.
- F. Additional Update – None.
- G. Deputy Director – Mr. Davies reported that work with the Department Energy and National Renewable Energy Laboratory was ongoing in finalizing the Statement of Project Objectives for the Renewable Energy grant.

Mr. Davies added that RFQs for the UMRIPD’s Capital Improvement grant had been finalized and published.

Ms. Roche added that she had been working of rebuilding the historical financials for the UMRIPD as comprehensive digital records had not been kept.

Bookkeeping

2024 Budget Approval – Ms. Roche provided a detailed overview of the LRA’s 2024 budget.

Bill Wright made a motion to approve the 2024 budget as presented. The motion was seconded by Bill Robinson. The motion was passed unanimously by roll-call vote.

Bank Account Balances – As of October 31st total cash on hand: \$255,765.14.

Two CDs: \$\$200, 602.16 and \$49, 121.55.

Next CD due is December 21st. Some of those funds may have to be transferred to a money market account since it may have to be required to cover several bills, including payments on behalf of the UMRIPD to WSP.

Army rent of \$65,000 is still due.

a. Cash flow – Cash flow for the month of October: Income: \$22,022.28.
Expenses \$76,129.56 for a monthly deficit of **\$54,107.08**.

b. Budget update YTD:
Income: \$464,603.07
Expenses: \$616,642.83

Deficit of \$153.039.81

c. Water/Sewer Income and Expenses:

October Income: \$127.99
October Expenses: \$3,080.87.

Expenses associated with reinvestment in Well 107 and pump repair with Peerless Well & Pump, bring the total expenses for the month to \$32,252.87.

Expenses Year to Date: \$71,919.65 (including capital improvement costs).

Income to Date: \$7,174.90

Loss YTD of \$69,744.75

D. Outstanding Invoices – There are invoices outstanding for water & sewer services from a tenant/property owner. The cost amounts to roughly \$2,300.

E. Board of Directors Reports

1. Foreign Trade Zone #271 – Mr. Davies reported that a meeting had been scheduled, but it has been postponed due to the operator not being able to attend the meeting. Ms. Martelle noted that a FTZ training would be hosted in late November.

2. Enterprise Zone – None.

3. Other directors' reports – None.

F. Attorney's Report – Mr. Jensen reported that he would proceed with the effort to claim expenses from the party responsible for damage to the storm sewer adjacent to Parcel 20. He requested a cost of repair statement from Mr. Schoenig in order to proceed.

G. Other New Business –None.

Reports to the Board

A. Site Manager / BRAC Environmental Coordinator – None, but Ms. Balcom did report that the final part of the LRA's re-use plan for Parcel 20, the business and operations plan would be delivered to the board soon.

Ms. Balcom added that she and staff would be meeting with the Army's contractor for the Environmental Analysis for Parcel 20 – as part of NEPA, a Federal requirement.

The contractor would report to the Army with its findings.

Ms. Roche asked Ms. Balcom to explain the NEPA process and

the timeline of activity. Ms. Balcom explained that the likely next step in the process would be an Environmental Impact Statement.

Ms. Balcom noted that the process would take some time as property transfers from the Army have historically been quite slow.

B. Tenants – Ms. Martelle noted that the lock and chain the property owner/tenant put on the gate had been removed. She noted that the property owner had continued to complain that Riverport Railroad employees were trespassing on his property, when Riverport had an easement. Ms. Martelle also mentioned that a meeting would be hosted at Riverport's building regarding security issues. The UMRIPD would have a commissioner attend the meeting.

C. UMRI Port District – Mr. Larsen noted that a meeting will take place with tenants around security issues. He added that the UMRIPD would be limited to playing a facilitation role.

Mr. Larsen also mentioned the UMRIPD had issued and published RFQs for its capital improvement grant.

He added that the Port's master planning is ongoing, looking at a broad spectrum of redevelopment opportunities.

D. USFWS – Mr. Britton noted that USFWS's hunts were scheduled for November 11th, 12th and 18th and 19th.

E. Water/Sewer Operator Update – Mr. Schoenig reported that the sanitary sewer system policy – pertaining to discharges and one-time use scenarios – would need to be reviewed, including imposing a daily discharge limit in light of the recent emergence as PFOS/PFOA as a contaminant.

The key changes were reviewed and discussed.

Bill Robinson made a motion to approve the sanitary sewer policy with amendments as presented. Bill McFadden seconded. The motion passed unanimously by roll-call vote.

F. NWILED – None. Mr. Schmit was attending to Manufacturing Day commitments.

G. Guests – Ms. Roche noted that Bob and Joe Deckert, the developers

of the former Savanna Stables property. The Deckerts discussed their plans and goals for the development.

10. Public Comments – None.
11. Executive Session - **Susan Jacobs made a motion to enter executive session at 4:13 pm under the following provisions: Bill Wright seconded the motion. The motion passed unanimously by voice vote.**
 - a) 5 ILCS 120/2(5) - The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
 - b) 5 ILCS 120/2(11) - Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

The board emerged from executive session at 4:32.

12. Motions from Executive Session – None.
13. Adjournment – **Mr. McFadden made a motion to adjourn the meeting. Ms. Jacobs seconded.**

The motion passed by voice vote. The meeting adjourned at 4:33 pm.