

Jo-Carroll Depot LRA Board of Directors
Meeting Minutes
3:00 p.m., Wednesday, December 5, 2018

- 1. Call to Order** – The meeting was called to order at 3:08 by Chairman Steve Keeffer on Wednesday, December 5, 2018 at the Jo-Carroll Depot LRA Conference Room, 18901 B Street, Savanna, Illinois

- 2. Roll Call** was answered as follows – Present: Don Crawford, Ron Smith, Paul Hartman, Steve Keeffer, Kevin Reibel, Bill Robinson and Bill Wright. Absent: Bill McFadden (listening by phone). Attorney present: Phil Jensen, participating by phone. Guests present: Amiee Martelle, Tim Schoenig.

- 3. Pledge of Allegiance** was recited

- 4. Agenda Additions** - none

- 5. Approval of October 2, 2018 and November 7, 2018 Minutes** – Mrs. Roche stated that only the October 2, 2018 were completed at this time. **A motion was made by Kevin Reibel and seconded by Bill Robinson to approve the October 2, 2018 minutes as presented. The motion passed by voice vote.**

- 6. Board of Directors Election of Officers** – **Bill Wright made a motion to retain the current slate of officers for the upcoming year, Steve Keeffer as Board Chairman and Don Crawford as Vice Chairman. Kevin Reibel seconded the motion. Motion passed by voice vote.**

- 7. Old Business**
 - A. OEA Grant Update Status** –
 - Presented is a draft final business plan that has been completed in conjunction with the Reuse Plan. It reviews the Implementation Strategies and Recommendations provided in the Reuse Use Plan, reviews the current budget and provides the following recommendations to potentially reduce cash outflows:
 - Postpone the upgrade of Graham Circle for the immediate future (\$300k)
 - Increase water and sewer fees to cover 100% of the operating costs. Alternatively, if the LRA has the legal authority to do so, institute a special assessment on property owners served by the water and sewer system to cover the operating costs to these systems

- Reduce to the extent possible legal and accounting fees
- To the extent possible, renegotiate any land and building agreements in order to increase revenues

The board had previously asked to have the consultants in attendance for a meeting that reviews the project in full and Weston has provided available dates. Due to board members holiday schedules it will likely occur after the new year. The board has also asked to coordinate a meeting between the LRA and Upper Mississippi River International Port District to discuss the recommendations in the Updated Reuse Plan; succession planning. That meeting will be scheduled for the same date as the meeting with the consultants.

We are currently moving forward with the Economic Development portion of the grant with Northwest Illinois Economic Development, Lisa McCarthy. She was not able to start moving forward until the board approved the Updated Reuse Plan and is currently working on creating a new website for the LRA, based on the recommendations, for marketing. Lisa will be suggesting a name change for the URL and property, highlighting that the property will be marketed as an industrial park.

Mrs. Roche stated that we will need to submit another time-only extension to our current grant as it expires on December 31, 2018. This will be needed to complete the Economic Development portion.

8. New Business

- A. Bills over \$2,500 - None
- B. 2019 Legal Holidays & LRA Board Meeting Dates – Bill Robinson made a motion, seconded by Paul Hartman to approve the 2019 Legal Holiday list and the LRA Board Meeting Dates. Motion carried by voice vote.**
- C. 2019 Budget Approval – Based on the review of the draft budget at the last board meeting, additional funding was adding to repair potholes. Review of the 2018 Approved vs Actual spreadsheet was also reviewed. 2018 Approved numbers vs Actual were as follows:
 - Revenue: Approved - \$522,000 Actual - \$140,808.31
 - Expenses: Approved - \$1,016,310 Actual - \$434,413.77
 Mara noted that there was still around \$130k of reimbursable income to be received from the grant work that will show up as income in 2019 although the expenses occurred in 2018.

Paul Hartman made a motion, seconded by Bill Wright, to accept the 2019 Operating Budget as presented. Motion carried by voice vote.

- D. Staff Reports
 - 1. Executive Director

- a. Report/issues updates - None
- b. Correspondence – None
- c. Property transfers – None
- d. Employment report – November 2018 employee

numbers were 100. Last November, 2017, employment was at 107.

2. Bookkeeper

- a. Bank account balances - As of 11/30/18: \$946,822.49
- b. CD –The next CD due is on 1/10/2019 for

\$165,639.68 at the Milledgeville State Bank with an APY 1.05%.

c. Cash flow –Income for the month of November was \$5,803.23. Expenses for the month of November were \$45,050.40. \$31,500 of the expenses were OEA grant related and we will be reimbursed for those expenses. It will show as income in 2019

d. Budget update –Twelve months into the FY, income on line AO 72 is \$150,278.52. Expenses twelve months into the FY on line AO 134 are \$434,413.77 for a deficit of **-\$284,135.25**. We will still have reimbursement coming from the OEA grant, this will show up as 2019 income although the expenses were in 2018.

e. Water/Sewer-Income vs Expenses

Water/Sewer related expenses for the month of November were \$2,683.24 and income was \$3,832.63. Total expenses to date are \$67,856.57. Total income to date is \$20,370.33 for a deficit of **-\$47,486.24** for FY18.

f. Outstanding Invoices - None

C. Board of Directors Reports

- 1. Foreign Trade Zone #271 – Bill Robinson updated the board on the Amended FTZ application that includes Whiteside County so it can service a business in that territory.
- 2. Jo-Carroll Enterprise Zone – no meeting
- 3. Other directors' reports - none

D. Attorney's Report –

- Discussion and Possible Action on LRA Moratorium to Temporarily Halt the Sale of LRA Property – Until Disposition of USFWS 5 has been Finalized: Based on recommendations from the Updated Reuse Plan, Attorney Jensen drafted an updated Moratorium regarding sale of remaining LRA Property until disposition of USFWS 5 has been finalized. **Bill Wright made a motion, seconded by Bill Robinson, to approve and adopt a Resolution that halts the sale of remaining LRA property until a decision has been made on the disposition of USFWS Parcel 5.**
- Building 9 Agreement – Attorney Jensen reported that he has had communication with Brian Potempa and a updated agreement has been provided for their review

- C Street Easement - Mrs. Roche passed along concerns Mark & Laura Roach have with the C Street Easement as it is only temporary and their desire for a legal description for the easement. Steve Keeffer said he could come up with a meets and bound description based of the Bluebird Court plat and Phil addressed concerns over the easement being temporary by suggesting the easement be filed so there is weight behind it.

E. Other new Business – none.

8. Reports to the Board

- A. Site Manager / BRAC Environmental Coordinator – No update.
- B. Tenants – none
- C. UMRI Port District – no update
- D. USFWS – no update
- E. Water/Sewer Operator Update – none
- F. Guests - none

9. Public Comments – none

10. Executive Session as permitted for the following under: **Executive session not needed.**

5 ILCS 120/2 (c) (6) The setting of a price for sale or lease of property owned by the public body.

11. Motions from Executive Session, if any - none

12. Adjournment

A motion to adjourn the meeting was made by Paul Harman, seconded by Bill Wright. The motion passed by voice vote. The meeting was adjourned at 3:52 p.m.