

Jo-Carroll Depot LRA Board of Directors  
Meeting Minutes  
**3:00 p.m., Wednesday, February 7, 2018**

- I. **Call to Order** -The meeting was called to order at 3:01 p.m. by Chairman Steve Keeffer on Wednesday, February 7, 2018 at the Jo-Carroll Depot LRA Conference Room, 18901 B Street, Savanna, Illinois.
  
- II. **Roll Call** was answered as follows - Present: Don Crawford, Paul Hartman, Steve Keeffer, Kevin Reibel, Ron Smith and Bill Wright. Absent: Bill McFadden (via phone) and Bill Robinson. LRA Staff present: Mara Roche and Angie VanKampen. Attorney present: Phil Jensen via phone. Guests present: Amiee Martelle (RVPR), Linda Balcom (Weston Solutions) and Mark & Laura Roach (Depot Electric Supply).
  
- III. **Pledge of Allegiance** was recited.
  
- IV. **Agenda Additions-**  
**A motion was made by Paul Hartman to accept the agenda addition to hear Depot Electric Supply's request for additional property in new business, it was seconded by Kevin Reibel. The motion passed by voice vote.**
  
- V. **Approval of Minutes**  
A. December 6, 2017  
**A motion was made by Paul Hartman to approve the minutes from the December 6, 2017 LRA Board Meeting, it was seconded by Kevin Reibel. The motion passed by voice vote.**
  
- VI. **Old Business**
  - A. RFP for Building 9 Demolition and Asbestos Abatement Update-  
At the last meeting, we reported a potential film interest that would include demolition of a few buildings, building 9 included Executive Director Mara Roche has not heard back from the director so it is likely they found another location or the show isn't moving forward. . She will now move forward with putting out the drafts for review and published by Spring.
  - B. OEA Project Update –The LRA received notice that our request for a no-cost, timeline extension of the grant was approved. The new expiration will be September 30, 2018. Another pay request was sent to OEA for the project. Linda Balcom from Weston Solutions is present and stated the preliminary draft of sections of the plan are coming together. Linda Balcom would like to set up working group sessions with the members on to go over the

preliminary pre-decisional draft recommendations from the findings. Sub-consultants Craig Seymore and Jeff Donohoe will be in attendance also. Weston will need comments from the board prior to a draft being presented.

## VII. New Business

- A. Bills over \$2,500 –Exquisite Scapes \$2,920.00-Snow Plowing and Salt. It was also reported that the contract has been modified to remove salt application due to the additional expenses it is incurring. Public Officials Management & Employment Practices Liability Renewal for 2018 \$3,576.00

**A motion was made by Paul Hartman to pay the bills over \$2,500.00, it was seconded by Don Crawford. The motion passed by voice vote.**

- B. Northwest Illinois Prairie Enthusiasts Seed Picking Request-The LRA received a request to pick seed on acreage in the industrial park. They asked that they be granted a similar agreement as in the past, a set fee per picking season. The board discussed the history and the recommendation they received from Weston last year regarding the Use Agreement that suggests that the LRA consider this a business arrangement for economic considerations and the price to pick should be based on the market value of the commodity. The LRA responded in 2017 asking for a flat rate access fee of 20% of their gross seed sales. With verification of those sales determined by federal and state tax returns. They responded that the timing just would not work for that season and that they would like to survey other areas, beyond the current agreement, for a future agreement in 2018.

**A motion was made by Paul Hartman to go out for bids for the seed picking. There was no second, the motion died due to a lack of a second.**

Board Director Ron Smith has volunteered to research companies that purchase seeds.

**A motion was made by Paul Hartman requesting that 20% of the profits from the 2018 seed picking season be considered for access, it was seconded by Kevin Reibel. The motion passed by voice vote.**

- C. Water and Sewer Rates 2018 – rates from surrounding communities were reviewed.

**A motion was made by Paul Hartman to increase the Water/Sewer Rates by 5%; retroactive to January 1, 2018, it was seconded by Bill Wright. The motion passed by voice vote.**

- D. Extension of Resolution #32-Temporary Moratorium on the Sale of LRA Property Pending Completion of a Reuse and Business Plan. It has been suggested by Weston that the moratorium on sale or

lease-purchase of property be extended. To sell property when the project isn't completed is counterproductive.

Tenant Mark Roach is interested in acquiring more property to expand their business in two separate parcels. The building that was completed last year is being rented out to an Army subcontractor for office space. They did a lot of additional work on that building to turn it into office space for the subcontractor so may need more warehouse space by the end of the year. The question was raised by Mark Roach as to who owns B and C Streets.

Attorney Phil Jensen stated Washington Township has a duty to take dedication for the streets. It seems Washington Township failed to file the jurisdictional paperwork. As you may recall, the reason we entered into an Intergovernmental Agreement with Washington Township was to provide them with income to plow and mow around those Township roads because we knew they didn't have an extensive cash flow to take these on. We were trying to ease the burden so entered into the agreement. Executive Director Mara Roche has the Carroll County Zoning Office looking into this for more information. Mark Roach felt if he could acquire the remaining parcels near the kiosk this would alleviate any future access issues that may arise with B & C Street by creating his own access.

**A motion was made by Bill Wright to change the date of the Moratorium to 9/30/18 or until such time such time the updated LRA Reuse & Business Plan is completed by Weston Solutions and adopted by the LRA Board, it was seconded Paul Hartman. The motion passed by voice vote.**

E. Staff Reports

1. Executive Director

a. Report/issues updates-

~Freight Study Update-Next Meeting will be 2-26-18

~Notice of surplus/Notice of Interest-The Notice of Surplus of land for USFWS Parcel 5 was published on January 17, 2018 in the Federal Register. The LRA has 30 days to post a Notice of Interest in the local newspapers the homeless service providers. This is required under the McKinney Act and the Base Closure Community Redevelopment and Homeless Act of 1994. The LRA must also simultaneously advertise for Notice of Interest from those who are interested in obtaining the property under a public benefit conveyance. The LRA is responsible for providing a workshop for anyone who may express interest as a homeless service provider or under the public benefit conveyance. That workshop will be held in March. Interested parties will have 90 days to respond to the

Notice of Interest. The LRA is also responsible for developing a reuse plan for the parcel that appropriately balances the needs of the communities for economic development, other development and homeless assistance.

**A motion was made by Bill Wright to advertise the Notice of Interest for a 132 acre parcel, referred to as USFWS Parcel 5, it was seconded Paul Hartman. The motion passed by voice vote.**

Executive Director Mara Roche responded to the Project Neptune RFI from the State of Illinois DCEO office. The RFI had very specific qualifications, many of which we did not meet. Executive Director Mara Roche had included a newspaper article from *The New York Times*, regarding the newly created opportunity zones. These zones will use tax incentives to entice investors into low income communities. For Illinois this means the state can create the zones in 323 poverty tracts and up to 5% of these tracts can have contiguous zones that are exempt. The depot may be able to use Savanna as the qualifying tract. Executive Director Mara Roche has reached out to DCEO for the guidelines and will be submitting. We believe the announcements will be made at the end of March. .

Last month we talked about the possibility of an AirSoft group wanting to utilize the industrial park property for a large event. They would be required to submit the EcoCat. They ended up working with Scott Lombardo to utilize some of his property for future groups. After market research they determined that the demand for an AirSoft field on the Iowa-Illinois border just is not there.

b. Correspondence –None.

c. Property transfers – No transfers.

d. Employment report –January 2018 numbers were 97, down from 104 in December 2017 and down from 102 last January.

2. Bookkeeper

a. Bank account balances - As of 2/7/18 is \$1,162,183.97.

b. CD –The next CD due is on 3/21/2018 for \$177,314.37 at the State Bank of Pearl City with an APY .75%.

c. Cash flow –Income for the month of January was \$962.36. Expenses for the month of January is \$32,972.02.

d. Budget update –Two months into the FY, income on line AO 72 is \$2,566.17. Expenses two months into the FY on line AO 134 are \$64,997.87 for a deficit of **-\$62,431.70**.

e. Water/Sewer-review expenses – Water and Sewer related expenses for the month of January were \$3,746.26 and income was \$123.11. Total expenses to date are \$20,169.55. Total income to date is \$287.26 for a deficit of **-\$19882.29** two months into the FY.

f. Outstanding Invoices-Art Dersham 3<sup>rd</sup> quarter water and sewer \$270.84 his water has already been turned off/his request. Stated to me when he asked for the water to be turned off that the payment was in the mail.

D. Board of Directors Reports

1. Foreign Trade Zone #271 –Board Director Ron Smith stated that Bill Hooten may be retiring.

2. Jo-Carroll Enterprise Zone – None.

3. Other directors' reports – Board Director Bill Wright met on 2/2/18 with LRA Employees Mara Roche and Angie VanKampen for the annual employee review of goals for 2017 and future goals for 2018. Director recommends of a 3% pay increase for 2018, in line with the counties.

**A motion was made by Kevin Reibel for a 3% increase in pay retroactive to January 1, 2018, it was seconded by Paul Hartman. The motion passed by voice vote.**

E. Attorney's Report - No report.

F. Other new business - None.

**IX. Reports to the Board**

A. Site Manager / BRAC Environmental Coordinator –The Quit Claim Deeds of Conveyance for Parcels 10 & 18 are ready for the LRA Board Chairman's signature.

**A motion was made by Paul Hartman to accept Resolution #34, A Resolution of the Board of Directors of the Jo-Carroll Depot Local Redevelopment Authority to authorize the Board Chairman to execute certain Quit Claim Deeds of Conveyance on behalf of the LRA Board of Directors, it was seconded by Don Crawford. The motion passed by voice vote.**

B. Tenants – Amiee Martelle stated that Riverport Railroad is hiring. Mark Roach stated he has had a busy month and a company they work with has combined with another company and should increase their PO's.

C. UMRI Port District –The Port Authority has requested a time to discuss the potential of an Intergovernmental Agreement between the LRA and the Port Authority to share staff. The Port Authority would like to meet as soon as possible to get the potential agreement on the Port Authority’s agenda next month as they may want to submit a response to the Notice of Surplus/Notice of Interest. At this time they have no staff to generate the documents that will need to be submitted to the Department of Transportation, Maritime Division.

D. USFWS –None.

E. Water/Sewer Operator Update –WS Operator Tim Schoenig had emailed Executive Director Mara Roche stating that PDC had been here and made some changes to pump motor starter at the well house which should help the air problem at the Armstrong residence. Marsha Flickinger has expressed the water quality has not improved and is still losing pressure, water odor and when it comes back on from losing pressure, it is not clear (either dark grey or brownish/orange in color). Director Hartman suggested he install a 2” valve at the wellhouse, this will help the loss of pressure that they are experiencing.

F. Guests –None.

**X. Public Comments-None.**

**XI. Executive Session** as permitted for the following under:

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

5ILCS 120/2(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity

**XII. Motions from Executive Session, if any - Executive Session not entered.**

**XIII. Adjournment**

**A motion to adjourn the meeting was made by Paul Hartman, seconded by Kevin Reibel. The motion passed by voice vote. The meeting was adjourned at 4:52 p.m.**

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Angie VanKampen, LRA Board Secretary