

**Jo-Carroll Depot Local Redevelopment Authority
Meeting Minutes
3:00 p.m., Wednesday, April 3, 2019**

1. Call to Order – The meeting was called to order at 3:00 pm by Chairman Steve Keeffer on Wednesday, April 3, 2019 at the Jo-Carroll Depot LRA Conference Room, 18901 B Street, Savanna, Illinois.

2. Roll Call was answered as follows: Members Present – Don Crawford, Paul Hartman, Steve Keeffer, Kevin Reibel, Bill Robinson and Ron Smith. Members Absent: Bill McFadden and Bill Wright. Staff present: Mara Roche. Attorney present: Phil Jensen (phone). Guests present: Dan McCarthy (left at 3:10; Amiee Martelle, Riverport Railroad; Hillary Koster, Riverport Railroad; Scott Lombardo; Laura Roach (Depot Electric Supply) arrived at 3:20

3. Pledge of Allegiance was recited

4. Agenda Additions - none

5. Approval of Meeting Minutes – A motion was made by Kevin Reibel, seconded by Bill Robinson to approve the March 13, 2019 minutes as presented. The motion passed by voice vote.

6. Old Business

A. Grant Update – RFP’s for consultants and Deputy Director Position:
The grant for Parcel 20 was submitted and we have a TRC (review) scheduled for April 17th. We will be putting out an RFP for Specialized Legal Assistance, Ports/Waterway Engineer, and for a consultant to provide the wetlands delineation, threatened and endangered species assessment, bathymetry & hydraulics and the required Reuse Plan. These will be advertised locally and also on the Association of Defense Communities website and we have a handful of local contractors who have requested the RFP as well. We have already advertised for the Deputy Director Position. All applications received will be reviewed in Executive Session.

Lisa McCarthy is working on getting the new website up and a familiarity tour for the end of this month. She has invited engineering firms to understand the property and who may have contacts with master developers.

7. New Business

A. Bills over \$2,500 – Property Insurance Renewal

Commercial property insurance renewal for 2019-2020 is \$13,376 through Bauer Agency. This covers 10 locations to include the water/sewer locations. **A motion was made by Paul Hartman, seconded by Don Crawford to approve a bill from Bauer Agency for our commercial property insurance at \$13,376. Motion passed by voice vote.**

B. Request for 1 year lease on industrial park lands for industrial hemp project: Scott Lombardo discussed his intentions to get the UMRIPD and the LRA to mentor a group of farmers who may want to form a co-op to test growing and processing industrial hemp. The LRA has previously provided Mr. Lombardo a letter of support for development of this kind of venture on his property. The board is open to the idea but suggests that once the co-op is formed they come to the LRA for lease of the industrial park in 1 year increments. Paul Hartman questioned whether Mr. Lombardo was asking for 200 acres for this project at no cost? Mr. Lombardo stated he was. Ron Smith reminded the board that the LRA just set a lease price on the industrial park of \$500 per acre per year. Mrs. Roche asked if Mr. Lombardo if he had an idea on the timeframe of putting this co-op together. Mr. Lombardo stated it is all dependent on if the UMRIPD would like to do this and then publication to invite Carroll and Jo Daviess farmers to see if they would like to participate in growing hemp for fiber. Ron Smith felt it was too early to make a commitment for the land. Don Crawford didn't even feel there was time to move forward with planting this year. **A motion was made by Ron Smith, seconded by Bill Robinson to not enter into a 1 year lease agreement on the industrial park land at this time. We need to understand more on the rules and co-op concept as well. Motion passed by voice vote. Paul Hartman cast the lone Nay vote.**

C. Northwest Illinois Prairie Enthusiasts request for seed picking on industrial park lands: Received correspondence from the Northwest Illinois Prairie Enthusiasts with interest in picking seed in the industrial park area over the summer. They would like to stick to the same contract and prices from 2016 which was 15 acres for \$540. They are not interested in any other form of contract as it does not fit their business model. The LRA recently set a lease rate of \$500 per acre per year. Last year the LRA provided a counter of a % of their sales and they were not interested in that type of agreement either. **A motion was made by Paul Hartman, seconded by Ron Smith to contact Northwest Illinois Prairie Enthusiasts and let them know that the LRA Board is not willing to enter into the same agreement from 2016 but would be willing to negotiate. Motion passed by voice vote.**

D. Staff Reports

1. Executive Director

a. Report/issues updates-

The new director for Intersect Illinois will be touring the property this Friday.

2019 Mowing – We discussed putting bids out last month and to include an alternate bid that would include the plowing for the season as well. Mrs. Roche did not get that notice advertised but due to the same companies checking on the contract yearly was able to obtain 3 quotes for the services. Our policy states if the contract is under a certain amount we are not required to advertise if we receive at least 3 quotes. We have received quotes from R&R Lawncare, Exquisite Scapes and Johnson Mowing. Attorney Jensen questioned whether we have dealt with any of the quotes in the past and the fact that statute states that if it is over \$30,000 we need to advertise. The contracts in the past have never exceeded that amount. Attorney Jensen advised we could move forward with award.

Johnsons - \$37.50 per acre mowing

R&R Lawncare - \$19.80 per acre; \$72 per hour plowing

ExquisiteScapes - \$30 per acre, \$85 per hour plowing

A motion was made by Paul Hartman, seconded by Bill Robinson to contract with R&R Lawncare for \$19.80 per acre for mowing and \$72/hr for plowing/salting. Motion passed by voice vote.

b. Correspondence-

c. Property transfers – Fehr Graham is working on the surveys for parcels 3, 8 and 17. The Army is preparing transfer packages

d. Employment report – March numbers were 98

2. Bookkeeper

a. Bank account balances as of the beginning of the month are: \$966,731.84

b. CD Transfers – The next CD comes due on June 30th

c. Cash flow: Income for the month of March was \$1,464.83. Expenses for the month were: \$60,207.09 Large expenses for the month were \$7,353 for plowing; \$31,000 towards portions of the grant which will be reimbursed. Monthly loss of: -\$58,742.26 with \$31,000 to be reimbursed.

d. Budget update: Income 4 months into the FY is \$128,849.70. Expenses are \$111,759.74

e. Water/Sewer Income vs. Expenses: Income for the month of March: \$0. Expenses for the month of March: \$5,134.44 Income for the FY: \$6,267.66 Expense for the FY: \$12,714.29 FY loss of -\$11,576.07

f. Outstanding Invoices - 3 overdue water/sewer bills:

D. Board of Directors Reports

1. Foreign Trade Zone #271- no meeting

2. Jo-Carroll Enterprise Zone – next meeting will be on the 16th

at 1:00

3. Other directors' reports-

E. Attorney's Report:

- C Street Easement – Phil advised he has still not heard back from the Roach's. Laura Roach stated her attorney is reviewing it.

F. Other new business - none

8. Reports to the Board

A. Site Manager / BRAC Environmental Coordinator – No update

B. Tenants – Amiee Martelle introduced one of the owners of Riverport Railroad, Hillary Koster and her husband Don. Laura Roach asked if the moratorium is still in place. Board members responded that it is still in place.

C. UMRI Port District –

D. USFWS –

E. Water/Sewer Operator Update- our ground water pumps are running due to the high water and will continue to do so for a while based on the weather reports.

F. Guests - None

9. Public Comments - None

10. 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.

5 ILCS 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.

3:49 p.m. Bill Robinson made a motion, seconded by Paul Hartman, to move to 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.

5 ILCS 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.

Motion passed by roll call vote. Aye: Don Crawford, Paul

Hartman, Steve Keeffer, Kevin Reibel, Bill Robinson, Ron Smith. Nay: none

Returned from Executive Session at 4:47 p.m.

11. Motions from Executive Session, if any: none

The board directed staff and attorney to move forward with offering the Deputy Director position to applicant Robert Davies. The position will be interim until funding is received from the Office of Economic Adjustment grant. At that time the position will be funded under the grant. Three applications were received for the position.

12. Adjournment – Bill Robinson made a motion, seconded by Kevin Reibel to adjourn the meeting at 4:48 pm. Motion carried by voice vote.