

**Jo-Carroll Depot Local Redevelopment Authority
Meeting Minutes
3:00 p.m., Wednesday, June 5, 2019**

- I. Call to Order** – The meeting was called to order at 3:00 pm by Chairman Steve Keeffer on Wednesday, June 5, 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, Bill Robinson, Bill McFadden and Ron Smith. Members Absent: Kevin Reibel and Bill Wright. Staff present: Mara Roche, Rob Davies. Attorney present: Phil Jensen. Guests present: Amiee Martelle, Riverport Railroad; Tim Schoenig; Lisa McCarthy, NWILED; Debbie Boden, NWILED; Chris Allendorf, JCE Attorney; 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 Bill Robinson, seconded by Bill McFadden to approve the April 3, 2019 minutes as presented. The motion passed by voice vote.

- 6. Old Business**
 - A. Grant Update** – RFP’s for Parcel 20 – Select Consultants:
Staff member Roche took a moment to introduce the LRA’s new Deputy Director Rob Davies. Rob has been working on meeting with the tenants and property owners here and would like to have a one on one sit down with willing board members at a later date. Rob will be working on carrying out the recommendations on the Updated Reuse Plan and will also be working with the consultants on the upcoming grant program for the reuse of Parcel 20 (Fish 5). Board Members welcomed Mr. Davies and thanked him for taking on the challenge. RFPs went out and were advertised through local papers, the Association of Defense Communities website and to a list of local firms for Specialized Legal Assistance, Ports/Waterway Engineer and a consultant for pre-planning analysis for the eventual Reuse Plan for Parcel 20. The RFPs actually went out prior to the approval of the OEA grant so we could get some firm quotes on the proposed work. The LRA received responses for each RFP but since the receipt of the RFPs, OEA has asked us to revise our grant application to exclude

some of the work we initially included that relate to wetlands delineation and threatened and endangered species. OEA has stated they will not fund these studies as it is the responsibility of the Army to provide the information. The Army did provide us their available information but it only covers about 30 of the 132 acres. We will work with the Army to see if they will fund that study or we will need to move forward with the reuse plan excluding the additional information, which we don't feel is enough information.

The approved scope of work includes: Bathymetry, Dredging and Hydraulics Analysis, Public Outreach, Transition Planning and the Audit (in addition to the legal and ports/waterway engineer). Some of the operational costs they will cover are salaries, travel to the Association of Defense Communities National Summit in DC and to the Base Redevelopment Forum in the fall. Tours of active inland ports. Inland Port seminar for both the Executive Director and Deputy Director and our web hosting expenses.

After we get the information from the Bathymetry, Dredging and Hydraulics Analysis we can move forward with the reuse planning portion. We will have to submit an amendment to the grant to get the funding for that portion. We don't know the cost at this time as we don't know how complex of a plan we will need. We will need the information from the study to make that determination.

If there is a motion to move forward with consultants for the OEA grant, it should address revisions to the contract based on the approved grant application which will reduce the scope and quotes provided from the consultants. The approved application was for \$833,544 of which the LRA will be responsible for 10% of that.

Mara Roche will be attending the ADC national seminar in DC next week and will also be meeting with the BRAC office to discuss additional studies for wetlands and T&E; will meet with USDOT MARAD; Congresswoman Bustos office and still awaiting a response from Senator Durbins office. We were unable to meet with the National Farmers Union due to their annual meeting but will be having a conference call with them in the near future.

Rob will be attending the Inland Port seminar in Little Rock, AR next week.

A motion was made by Bill Robinson, seconded by Don Crawford to accept the proposals received in response to the RFPS and move forward with contracts for Specialized Legal with Kutak

Rock and Weston for a Ports Planner/Engineer, pre-decisional studies to include reuse planning, public support, and transition planning. Motion passed by voice vote.

7. New Business

A. Bills over \$2,500 –

JCE: due to the flood pumps running – the bill for the sewer treatment plant for April was \$1,572.84 and May was \$2,101.85

A motion was made by Paul Hartman, seconded by Bill McFadden to approve 2 bills from Jo Carroll Energy, April for \$2,638.25 and May for \$2,847.39 Motion passed by voice vote.

B. NWILED Update and Membership Renewal

Lisa McCarthy, Executive Director of Northwest Illinois Economic Development thanked the LRA for their previous investment in the organization and provided an update on how our membership has helped advance economic prosperity by fostering business growth. The three pillars of the organization are 1: Workforce; 2: Business Expansion; 3: Business Attraction and Political Advocacy. One project NWILED worked with the LRA and their consultants on was a new identity, business cards and a new website for the former Savanna Army Depot. As you may recall the last time Mrs. McCarthy presented it was reported that to accurately represent the property the name was changed to Savanna Industrial Park. A one page sale sheet was created with the new logo for the industrial park to be used as marketing materials moving forward. A new website that accurately represents the amenities was also created. The new site is plugged in to the states site selector software. This site is more user friendly and much easier to make updates. We were also able to offer a site familiarity tour of the Savanna Industrial Park. After the tour, Lisa sent out a questionnaire to all participants and the tour was well received. We are currently working on an illustrated video that shows what this industrial park could look like with a barge loading/unloading facility.

Lisa discussed the two opportunity zones located in NW IL in Savanna and Stockton.

NWILED is looking to perhaps partner with the LRA again for a small business expo in Chicago. Mrs. McCarthy and Mrs. Roche attended one last year but feel the small business expo might produce more results.

NWILED also hosts Build It Grow It with funds from memberships which offers 1.5 hours of free education for 10 months and had 50 free private consulting sessions. They also had a competition this year and awarded the business who had the best product or service idea \$1,000. An Entrepreneurial Scholarship was also awarded this year.

NWILED also works with Talent Pipeline which is sponsored by the US Chamber of Commerce Foundation. NWILED was one of the few organizations initially

selected to be trained in this program. NWILED is hosting employer led collaboratives to deal with the work force shortage in manufacturing and hospitality and are also hosting a meeting with 2 Wisconsin counties to look at this as a regional effort.

Lisa McCarthy thanked the board for their continued support and requested that the LRA consider continued support at \$3,500 per year.

A motion was made by Paul Hartman, seconded by Bill McFadden to continue membership with Northwest Illinois Economic Development with a \$3,500 contribution for the year. Motion passed by voice vote.

C. Illinois Information Management – Request for Consent of Partial Assignment – J Area Igloos

Phil Jensen stated Ray Chin has asked the LRA for a Consent of Partial Assignment for property that has not yet been deeded to Illinois Information Management. There is a previous agreement between Riverport Railroad and Illinois Information Management and with this transfer of assignment (Illinois Information Management to Illinois FTS Warehouse, Steve Hughes) a new agreement will need to be entered in to.

A motion was made by Paul Hartman, seconded by Bill Robinson, to have Phil Jensen put together the Consent of Partial Assignment, J Area Igloos, from Illinois Information Management to Illinois FTS Warehouse, Steve Hughes). Motion passed by voice vote.

D. Staff Reports

1. Executive Director

a. Report/issues updates-

2018 Financial Statement Review – Dave Meade has performed the 2018 Review and a draft has been provided. Chairman Keeffer will need to sign a few documents today and will be returned to Dave Meade.

Building 9 Update– The Potempas have been working on the building and eventual removal of the front porch of building 9.

b. Correspondence - NWIPE Response to Seed Picking

We responded to NWIPE that we would not be interested in the same agreement we had with them in 2016 but would be willing to negotiate an agreement.

Received a response back from NWILPE that they were not interested in anything other than a replication of the 2016 agreement.

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 – May numbers were 91, last month 98, last year May 104. We will be seeing the numbers continue to go down as

Rescar has sold their assets and will only be running a mobile crew out of this location.

2. Bookkeeper

- a. Bank account balances as of the beginning of the month are: \$903,139.54
- b. CD Transfers – The next CD comes due on June 30th from TBK. The current rate is 2.0% APY on this CD. We will look around at other rates when the CD becomes available.
- c. Cash flow: Income for the month of May was \$1,019.74. Expenses for the month were: \$41,196.08 Large expenses for the month, \$22,000 were grant related and will be submitted for reimbursement.
- d. Budget update: Income 5 months into the FY is \$130,304.59. Expenses are \$174,129.71
- e. Water/Sewer Income vs. Expenses: Income for the month of May: \$0. Expenses for the month of May: \$4,117.94 There was an insurance payment in there to Tim for Workmans Comp for \$711. Income for the FY: \$6,267.66 Expenses for the FY: \$23,654.69 FY loss of -\$17,387.03
- f. Outstanding Invoices - 3 overdue water/sewer bills, 1 has been making payments.

D. Board of Directors Reports

1. Foreign Trade Zone #271- no meeting
2. Jo-Carroll Enterprise Zone – no meeting
3. Other directors' reports-

E. Attorney's Report:

- C Street Easement – Phil advised he believes Laura and Mark Roach will be signing the easement. Laura Roach concurred.

F. Other new business - none

8. Reports to the Board

A. Site Manager / BRAC Environmental Coordinator – No update
B. Tenants – Amiee Martelle announced they again provided a Scholarship to a high school student who will be working for Riverport for the summer.

C. UMRI Port District – Ron Smith said he received an inquiry from one of the port members stating they were waiting for a response from the LRA regarding 2 parcels of property they requested. Chairman Keeffer stated that the Port Chairman was to take information discussed back to his board. Phil stated if they had a tenant, a Binding Option of Purchase would be every bit as useful as being in title and would enable us to hold the property in case this tenant didn't pan out. We are under a moratorium so if they want to option for this tenant then we need to be sure that we still have control of the land if it falls through. It seems this business would definitely follow recommendations in our updated reuse plan. We have an upcoming grant that will address our transitional plan which we have been trying to discuss through our Joint Meetings, which have

only met a few times. The last few there was no quorum. The LRA is still interested in these joint meetings and would like to see when the next can be scheduled. Paul Hartman stated he would still like to hear from Sharon Pepin regarding potential funding for maintaining or upgrading the water and sewer systems. Who can qualify for the funds?

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. Hydrants were flushed the beginning of the month. The new parts for the hydrant that was stole out of the G area don't seem to match the existing standpipe. Tim is working with Kennedy on that issue. Chairman Keeffer asked if we have gotten anywhere or seen an improvement with the water pressure issues. Laura Roach commented that it does seem to improve when the system is regularly flushed.

F. Guests - None

9. Public Comments - None

10. Executive Session as permitted for the following under: N/A

11. Motions from Executive Session, if any: none

12. Adjournment – Bill McFadden made a motion, seconded by Paul Hartman to adjourn the meeting at 3:56 pm. Motion carried by voice vote.