

Upper Mississippi River International Port District

BOARD MEETING MINUTES

Date: September 28, 2023

Time: 13:00 CDT

Location: Board Room
18901 B St
Savanna, IL 61074

I. Call to Order

A roll call was held and it was noted that Steve Keeffer, Lance Larsen, and Ken Sandy were present. A quorum was met with three Commissioners in attendance. The meeting was called to order at 1:00 pm. Commissioner James Francis attended the meeting virtually.

Guests in attendance were Ed Britton (USFWS), Joe Payette (Carroll County board chair), Aimee Martelle (Riverport Railroad), Scott Sigman (HDR Consulting).

II. Approval of the Agenda

Commissioner Sandy motioned to approve the meeting agenda, seconded by Commissioner Keeffer, approved by voice vote unanimously.

III. Approval of Meeting Minutes

Steve Keeffer motioned to approve the September 7, 2023 meeting minutes, seconded by Commissioner Sandy, approved by voice vote unanimously.

IV. On-Going Business

- A. **Port Master Plan Contract Amendment.** Commissioner Larsen noted that meetings with the consulting firm for the master planning were being held weekly. The focus was on investigating/assessing all possibilities and opportunities for optimum development of the site. Good progress is being made.
- B. **Capital Improvement Program.** No update. The best opportunities for utilization of this grant program are being investigated through the Master Planning. Commissioner Keeffer noted that it may be useful to again meet with Illinois Department of Transport's Local Roads division to discuss the

parameters of the grant funding. Commissioner Larsen agreed and noted that a meeting with Local Roads would be held soon.

- C. **Asset Recovery.** Commissioner Larsen requested more information from Commissioner Francis about the list of assets acquired from the state and federal surplus property programs by the former commissioners of the Port. Commissioner Francis noted that he did not wish to provide more information while the present investigation was ongoing. Commissioner Larsen asked Commissioner Francis if his response meant that no further information would be provided to the board. Commissioner Francis reiterated that no information would be forthcoming until the investigation was completed.
- D. **Ethics Officer.** Commissioner Larsen noted that at the prior meeting, resignations were – for clarification of record – requested from Mike Doty and Dan Reimer. Commissioner Sandy noted that he had spoken with Mike Doty regarding formal resignation as ethics officer. Commissioner Sandy noted that Mr. Doty did not consider himself to be the ethics officer. Commissioner Larsen noted that it would be useful to get the resignations as it would allow the UMRIPD to move forward with filling the position, perhaps with the assistance of the counties.
- E. **Restatement of UMRIPD historical financial statements.** This item was tabled, as Ms. Roche had not been able to create the statements.
- F. **UMRIPD domain and website.** Commissioner Larsen updated the board on the status of UMRIPD.gov domain. UMRIPD has been approved for a .gov account and that UMRIPD would move forward with hosting for a new site. The aim would be to create a platform where public notices could be posted. Mr. Davies noted that he had connected with the JCDLRA's web service to create a page where UMRIPD notices could be temporarily hosted.
- G. **Port Administrator training.** Rob Davies discussed the value and costs of training from the IAMPE). He indicated he would look further into scheduling training for the board as a group.
- H. **Security at SIP.** Commissioner Larsen requested an update on security at the site. Ms. Roche noted that she was not aware of any new developments. Ms. Martelle added that most new incidences were not reportable. She did mention that a tenant had put a tamper-proof lock and chain on a gate and that this was impeding access for other tenants. Ms. Roche said that the Army was corresponding with the tenant regarding the lock. Commissioner Larsen noted again that it may be useful to create a security committee to deal with these issues.

V. New Business

- A. **Visit to America's Central Port.** Commissioner Larsen noted that he and Mr. Davies had visited America's Central Port to understand modern port operations better. An overview of operations at the port was provided. Commissioner Larsen characterized the visit as synergistic valuable. Mr. Davies agreed.
- B. **IRPT Conference.** Mr. Davies noted that he had attended the IRPT Conference in Louisville, KY. He added that it was a good conference for networking and connecting with potential service providers. Mr. Davies noted that he had had a good conversation with BJ Murray from IL Department of Transportation.
- C. **Foreign Trade Zone Training.** Commissioner Larsen noted that he had met with Messrs. Mills and Schultz of the FTZ board to discuss FTZ 271 which operates on site. Commissioner Larsen noted there would be a FTZ training hosted soon and that it would be good for Commissioners to attend the training as it may provide insights into potential synergies.

VI. Reports

- A. **Secretary.** Nothing to report.
- B. **Treasurer.** Commissioner Sandy provided an overview of the current bank account details at First State Bank. He noted that a bill had been circulated by Jo-Carroll Energy noting the account was in arrears, but that the matter had been resolved since it was a clerical error.
- C. **Jo-Carroll Local Redevelopment Authority.** Ms. Roche noted that it would be prudent to get a motion from the board to settle the August invoice from WSP to the value of \$13,888.00. **Commissioner Larsen made a motion to settle the August invoice. The motion was seconded by Commissioner Keeffer. The motion passed by roll-call vote.**

VII. Public Comment

None virtual. None from those present.

VIII. Executive Session

Commissioner Larsen motioned to move into Executive Session at 13:36 CDT, seconded by Commissioner Sandy, approved unanimously by voice vote. Attendees of the Session were Lance Larsen, Mara Roche, Steve Keeffer, Rob Davies, and Ken Sandy.

- 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.

A motion was made by Commissioner Keeffer and seconded by Commissioner Sandy to exit closed session. The motion passed unanimously by voice vote. The board exited closed session at 2:08 p.m.

There were no actions to be taken as a result of the Executive Session.

IX. Adjournment

Commissioner Keeffer moved, seconded by Commissioner Sandy, to adjourn at approximately 14:09 CDT, unanimously approved by voice vote.