



## **Upper Mississippi River International Port District**

**18901 B St, Savanna, IL**

### **BOARD MEETING MINUTES**

Date: March 21st, 2024

Time: 13:00 CDT

Location: Board Room  
3651 Crim Drive  
Savanna, IL 61074

#### **I. Call to Order**

A roll call was held. Steve Keeffer, Jeff Doran and Ken Sandy. A quorum was met with three commissioners physically present. Commissioner Francis was not present.

The meeting was called to order at 1:01 pm.

Guests in attendance were Dennis Wilmsmeyer, Jacquelynn (USFWS), Aimee Martelle (Riverport Railroad), Phil Jensen (LRA Attorney), Citizen (Unidentified Zoom attendee) and Scott Sigman (HDR/EAS).

#### **II. Approval of the Agenda**

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

#### **III. Approval of Meeting Minutes**

**Commissioner Sandy motioned to approve the January 25th, 2024 meeting minutes, Commissioner Doran seconded. The motion was unanimously approved by voice**

vote.

**Commissioner Sandy made a motion to approve the meeting minutes from the February 8<sup>th</sup> Special Meeting. Commissioner Doran seconded the motion. The motion was unanimously approved by voice vote.**

#### **IV. On-Going Business**

A. **Port Master Plan Update.** No update, but Commissioner Keeffer noted that the process would need to be restarted soon.

B. **Capital Improvement Program** – A Special Meeting will be held the following week to approve a resolution for the chairperson to enter into agreement with the Illinois Department of Transportation for the CIP grant.

#### **V. New Business**

A. UMRIPD: Updated Policies and Procedures.

Commissioner Keeffer noted that the UMRIPD's policies and procedures had been updated after having been rescinded previously to amend language pertaining specifically fiduciary matters and commissioners' prohibition to have any financial interest in the UMRIPD.

**Commissioner Doran made a motion to approve and reinstate the updated Policies and Procedures. Commissioner Sandy seconded the motion. The motion passed unanimously by roll-call vote.**

B. Project Manager: CIP Grant.

Commissioner Keeffer noted that the position of Project Manager for the CIP Grant needed to be filled. He added that Dennis Wilmsmeyer had responded to the RFQ issued by the UMRIPD and that Mr. Wilmsmeyer's credentials were a good fit for the position. Mr. Wilmsmeyer is the present executive director of America's Central Port in Granite City, IL.

**Commissioner Sandy made a motion to engage Mr. Wilmsmeyer as the Project Manager for the Capital Improvement Program, Commissioner Sandy seconded. The motion passed unanimously by roll-call vote.**

Mr. Wilmsmeyer attended remotely and added that he was excited about the opportunity and was looking forward to working on the project.

#### **VI. Reports**

- A. **Secretary.** Mr. Davies noted that UMRIPD has access to the .gov domain and will be engaging with a service provider to host the UMRIPD website.
- B. **Treasurer.** Commissioner Sandy noted that he had provided a report to the board. He added that he would also engage with Amazon web services to cash the \$9 check they still have.

Commissioner Sandy noted that First State Bank requested a copy of the meeting minutes indicating the change in chair following the departure of Mr. Larsen.

He also noted that additional/alternative check signatories would be required.

- C. **Jo-Carroll Local Redevelopment Authority.** Mr. Keeffer noted that the boards of UMRIPD and LRA should meet jointly at some point in the next few months.

Mr. Davies requested two attendees, Jacquelynn and Citizen to identify themselves to keep effective record of the attendees. Jacquelynn identified herself as the stand-in attendee for USFWS, while Citizen chose to not identify him/herself.

## VII. Executive Session

Commissioner Sandy made the motion to enter Executive Session under:

**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.**

**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.**

**Commissioner Doran seconded the motion. The motion passed unanimously by roll call vote.**

The board entered Executive Session at 1:22 pm. Steve Keeffer, Jeff Doran, Ken Sandy, Mara Roche, Rob Davies and Phil Jensen were present.

**Commissioner Sandy made a motion to exit the Executive Session and enter Open Session. Commissioner Doran seconded. The motion passed unanimously by roll-call vote.** The board emerged from Executive Session at 1:51 pm.

**VIII. Motions from Executive Session**

**Commissioner Sandy made a motion to settle the invoice with Arnt Fox Schiff to the value of \$12,500.**

**The motion was seconded by Commissioner Doran. The motion passed unanimously by roll-call vote.**

**I. Public Comment**

None.

**II. Adjournment**

**Commissioner Doran moved, seconded by Commissioner Sandy, to adjourn at 13:53 CDT, unanimously approved by voice vote.**