

# Upper Mississippi River International Port District

## BOARD MEETING MINUTES

Date: October 26th, 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. Commissioners James Francis and Jeff Doran were not in attendance.

Guests in attendance were Ed Britton (USFWS), Dave Albee (former UMRIPD legal counsel), Aimee Martelle (Riverport Railroad), Sara Renkes (Carroll County Engineer) and David Schmit (NWILED).

### II. Approval of the Agenda

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

### III. Approval of Meeting Minutes

Commissioner Keeffer motioned to approve the September 28th, 2023 meeting minutes, seconded by Commissioner Sandy, approved by voice vote unanimously.

### IV. On-Going Business

A. **Port Master Plan Update.** Commissioner Larsen noted that master planning is still underway and that meetings with the consulting firm are being held weekly. Commissioner Larsen again invited the other commissioners to attend the meetings if they wished to do so. Commissioner Larsen noted that a number of options are being investigated. Progress is being made.

B. **Capital Improvement Program.** A proposed Public Notice had been drafted for the revised RFQ/SOI for the project. Commissioner Larsen noted following

a meeting with Illinois Department of Transport's division of Local Roads, it became apparent that the RFQ would be revised to give UMRIPD flexibility to seek expertise from multiple service providers to maximize the value the UMRIPD would receive. The RFQ/ROI would be advertised for two weeks, closing on November 10<sup>th</sup>. The statements of qualification/interest would be reviewed at the next Port meeting on November 16<sup>th</sup>, moved from November 30<sup>th</sup>, to accommodate FTZ training for the commissioners.

**Commissioner Keeffer made a motion to approve the revised RFQ and to proceed with publication in Carroll and Jo Daviess Counties. Commissioner Sandy seconded the motion. The motion passed unanimously by roll-call vote.**

- C. **Asset Recovery.** Commissioner Larsen noted that there were not any commissioners in attendance at the meeting that were board members when the surplus property acquisitions and sales were taking place, so no questions could be directed at those commissioners. Former UMRIPD legal counsel, Dave Albee, was present virtually, but declined to answer any questions related to the asset recovery, nor his \$200 000 claim for legal services allegedly rendered to the UMRIPD before his resignation.
- D. **Ethics Officer.** Commissioner Larsen noted that the board had not yet received resignation letters from Mike Doty and Dan Reimer, who had previously served as UMRIPD's ethics officers. Commissioner Sandy asked what specific attributes were desirable for the ethics officer. Discussion followed. It was again noted that a formal resignation would be required from the former ethics officers.
- E. **Restatement of UMRIPD historical financial statements.** This item was tabled, as Ms. Roche was not present.
- F. **UMRIPD domain and website.** Commissioner Larsen updated the board on the status of UMRIPD.gov domain, noting that the .gov domain was approved and that commissioners were able to have UMRIPD.gov email addresses. Once the new UMRIPD website is completed, all UMRIPD documents (agendas, minutes, RFPs/RFQs) would be posted there. In the meantime, all UMRIPD notices and documents were posted on the JCDLRA website, including the RFQ for Capital Improvements.

## V. New Business

- A. **FTZ Training.** It was noted that Foreign Trade Zone training would take place on November 30<sup>th</sup>.

- B. **Change to November Meeting Date:** The next UMRIPD board meeting would take place on Thursday, November 16<sup>th</sup>, 2023 to accommodate the training.

## 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 Gary Frederick had been paid for November and that the Jo-Carroll Energy account had been finalized.
- C. **Jo-Carroll Local Redevelopment Authority.** Mr. Davies noted that there was positive work being done between the JCDLRA and UMRIPD. Commissioner Larsen noted that a joint call was held with DCEO and Blackhawk Hills Regional Development Council, with an emphasis about community development and the specific developments at the site. Workforce development was one of the items that was discussed in depth. Housing infrastructure was also discussed.

## VII. Public Comment

Ms. Martelle enquired about grants for security at the site. Mr. Davies asked if there was a security update. Mr. Britton said that an individual traveling in a canoe from across the river was caught stealing copper wire from generators in igloos in the closed area.

Mr. Davies asked if there was any appetite among tenants to create a security committee, as had been mentioned previously. Discussion followed. Mr. Davies noted that he would send out an email to property owners and tenants at the site to meet in Riverport Railroad's board room on November 6<sup>th</sup> at 1:30 pm to discuss the formation of a security committee at the site.

Mr. Larsen added that property owners and tenants would in future be receiving a survey related to the possible installation of a community solar installation.

## VIII. Executive Session

**Commissioner Keeffer motioned to move into Executive Session at 13:29 CDT, seconded by Commissioner Sandy, approved unanimously by roll-call vote.**

Attendees of the Session were Lance Larsen, 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 roll-call vote. The board exited closed session at 13:58 p.m.**

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

Commissioner Larsen noted that an item had not been discussed under Port Master Planning, that being two bills outstanding to WSP for services rendered, and that those bills would need to be settled. The two amounts in question are: \$11 865 and \$31 662.

**Commissioner Keeffer made a motion, seconded by commissioner Sandy to settle the two invoices to the combined value of \$43 527. The motion passed unanimously by roll-call vote.**

There were no further comments from any of those in attendance, virtually or in-person.

## **IX. Adjournment**

**Commissioner Larsen moved, seconded by Commissioner Keeffer, to adjourn at approximately 14:02 CDT, unanimously approved by voice vote.**