

AMERICA'S CENTRAL PORT DISTRICT – MINUTES OF BOARD MEETING

May 9, 2022

The regular monthly meeting of the America's Central Port District Board was held at the Port District offices on May 9, 2022 at 11:45 AM.

Roll call:

Linda Aud	Present
Lisa Brown	Present
David Goins	Present
Ed Hagnauer	Present
John Hamm III	Present
Robert Palus	Present
Steve Signall	Present
Tyrone Echols	Present

In addition to the Members listed above, Dennis Wilmsmeyer, LaMyeia Bradshaw, Darrin Jones, Frank Papa, Phil Sholl, Alex Burkart, Tom Miller, Ben McCall and Bill Stahlman, Port Engineer, of Port Staff; and Derek Filcoff, as legal counsel, were in attendance.

Chairman Echols asked for Public Comment. Hearing none, he asked for the approval of the Minutes of the April 11, 2022 Board Meeting. Mr. Hamm moved that the Minutes be approved. Mr. Palus seconded. Roll call:

Voting Aye - Aud
Brown
Goins
Hagnauer
Hamm
Palus
Signall
Echols

Voting Nay - None

Chairman declared motion passed and Minutes approved.

Mr. Goins moved that the Financials be approved and placed on file. Mr. Palus seconded. Mr. Palus asked for an explanation of Vacancy, Losses and Concessions line item in the Income Statement for the period ending March 31, 2022. Mr. McCall explained that "Housing Rent" can be best described as gross potential rent. It is the revenue that would be collected if all units were occupied and paying market rent every day of the month. "Vacancy, Losses and Concessions" accounts for vacancy, leases that have not yet been increased to the current market rate, and any discounts given. It essentially backs out the revenue not realized. Roll call:

Voting Aye - Aud
Brown

Goins
Hagnauer
Palus
Signall
Echols

Present - Hamm

Voting Nay - None

Chairman declared motion passed and approved.

Resolution was presented, entitled "A RESOLUTION APPROVING LAND LEASE WITH SHELL RETAIL CONVENIENCE OPERATIONS d/b/a SHELL TAPUP AND ASSOCIATED COMMISSION AGREEMENT WITH THE SQUAREFOOT, INC." Mr. Hamm moved inasmuch as the Resolution as now presented has been previously circulated in written form to and received by all of the Members of the Board, that the reading of said Resolution be waived and that same be adopted in the written form as now presented. Mr. Goins seconded. Roll call:

Voting Aye - Aud
Brown
Goins
Hagnauer
Hamm
Palus
Signall
Echols

Voting Nay - None

Chairman declared motion passed and Resolution approved.

Resolution was presented, entitled "A RESOLUTION APPROVING OFFICE LEASE WITH SHELL RETAIL CONVENIENCE OPERATIONS d/b/a SHELL TAPUP AND ASSOCIATED COMMISSION AGREEMENT WITH THE SQUAREFOOT, INC." Mr. Goins moved inasmuch as the Resolution as now presented has been previously circulated in written form to and received by all of the Members of the Board, that the reading of said Resolution be waived and that same be adopted in the written form as now presented. Mr. Hagnauer seconded. Roll call:

Voting Aye - Aud
Brown
Goins
Hagnauer
Hamm
Palus
Signall
Echols

Voting Nay - None

Chairman declared motion passed and Resolution approved.

Resolution was presented, entitled "A RESOLUTION APPROVING AMENDMENT NO. 1 TO STAG SPECIALTY STEELS OFFICE LEASE AGREEMENT." Mr. Hagnauer moved inasmuch as the Resolution as now presented has been previously circulated in written form to and received by all of the Members of the Board, that the reading of said Resolution be waived and that same be adopted in the written form as now presented. Mr. Palus seconded. Roll call:

Voting Aye - Aud
Brown
Goins
Hagnauer
Hamm
Palus
Signall
Echols

Voting Nay - None

Chairman declared motion passed and Resolution approved.

Resolution was presented, entitled "A RESOLUTION APPROVING AMENDMENT NO. 1 TO STAG SPECIALTY STEELS LAND LEASE AGREEMENT." Mr. Hamm moved inasmuch as the Resolution as now presented has been previously circulated in written form to and received by all of the Members of the Board, that the reading of said Resolution be waived and that same be adopted in the written form as now presented. Mr. Palus seconded. Roll call:

Voting Aye - Aud
Brown
Goins
Hagnauer
Hamm
Palus
Signall
Echols

Voting Nay - None

Chairman declared motion passed and Resolution approved.

Resolution was presented, entitled "A RESOLUTION APPROVING A LEASE AGREEMENT WITH STOCK TRANSPORT FOR OPEN SHED NO. 568, SUITE D." Mr. Signall moved inasmuch as the Resolution as now presented has been previously circulated in written form to and received by all of the Members of the Board, that the reading of said Resolution be waived

and that same be adopted in the written form as now presented. Mr. Hagnauer seconded. Roll call:

Voting Aye - Aud
Brown
Goins
Hagnauer
Hamm
Palus
Signall
Echols

Voting Nay - None

Chairman declared motion passed and Resolution approved.

Resolution was presented, entitled "A RESOLUTION APPROVING COMMERCIAL INSURANCE RENEWAL FOR 2022-2023." Ms. Brown moved inasmuch as the Resolution as now presented has been previously circulated in written form to and received by all of the Members of the Board, that the reading of said Resolution be waived and that same be adopted in the written form as now presented. Ms. Aud seconded. Roll call:

Voting Aye - Aud
Brown
Goins
Hagnauer
Hamm
Palus
Signall
Echols

Voting Nay - None

Chairman declared motion passed and Resolution approved.

Resolution was presented, entitled "A RESOLUTION APPROVING A JOINT FUNDING AGREEMENT WITH THE ILLINOIS DEPARTMENT OF TRANSPORTATION FOR STATE-LET CONSTRUCTION WORK FOR A NEW PORT ENTRANCE ROAD." Mr. Signall moved inasmuch as the Resolution as now presented has been previously circulated in written form to and received by all of the Members of the Board, that the reading of said Resolution be waived and that same be adopted in the written form as now presented. Mr. Goins seconded. Roll call:

Voting Aye - Aud
Brown
Goins
Hagnauer
Hamm

Palus
Signall
Echols

Voting Nay - None

Chairman declared motion passed and Resolution approved.

Mr. McCall informed the Members that Port has been looking into the cost of check writing and payments. RealPage, the Port's new accounting software, has partnered with AvidXchange to provide a service that automates the process of sending checks, ACH, and credit card payments to vendors directly from the accounting system. This would eliminate the need for internal check signing, envelope stuffing and mailing. The total cost for RealPage to perform the services, including mailing, is slightly less than what we pay for postage and envelopes today. The savings in staff time would be several hours per week. Ms. Brown stated that she is familiar with vendors like these and her experience shows that using a vendor works well.

Ms. Brown moved that staff proceed with a conversion to using a vendor to handle payments. Ms. Aud seconded. Roll call:

Voting Aye - Aud
Brown
Goins
Hagnauer
Hamm
Palus
Signall
Echols

Voting Nay - None

Chairman declared motion passed and approved.

Resolution was presented, entitled "A RESOLUTION APPROVING BULK PURCHASE OF FLOORING MATERIALS." Mr. Signall moved inasmuch as the Resolution as now presented has been previously circulated in written form to and received by all of the Members of the Board, that the reading of said Resolution be waived and that same be adopted in the written form as now presented. Mr. Goins seconded. Roll call:

Voting Aye - Aud
Brown
Goins
Hagnauer
Hamm
Palus
Signall
Echols

Voting Nay - None

Chairman declared motion passed and Resolution approved.

Resolution was presented, entitled "A RESOLUTION APPROVING KAMADULSKI EXCAVATING AND GRADING AS THE DESIGN/BUILD FIRM FOR CONCRETE PAVEMENT AROUND THE CONTAINER TILTER." Mr. Goins moved inasmuch as the Resolution as now presented has been previously circulated in written form to and received by all of the Members of the Board, that the reading of said Resolution be waived and that same be adopted in the written form as now presented. Mr. Signall seconded. Roll call:

Voting Aye - Aud
Brown
Goins
Hagnauer
Hamm
Palus
Signall
Echols

Voting Nay - None

Chairman declared motion passed and Resolution approved.

Resolution was presented, entitled "A RESOLUTION APPROVING A RANKED LIST OF ENGINEERING FIRMS AND AUTHORIZING NEGOTIATION FOR DESIGN OF MADISON HARBOR IMPROVEMENTS." Mr. Palus moved inasmuch as the Resolution as now presented has been previously circulated in written form to and received by all of the Members of the Board, that the reading of said Resolution be waived and that same be adopted in the written form as now presented. Mr. Hamm seconded. Roll call:

Voting Aye - Aud
Brown
Goins
Hagnauer
Hamm
Palus
Signall
Echols

Voting Nay - None

Chairman declared motion passed and Resolution approved.

Resolution was presented, entitled "A RESOLUTION APPROVING A RANKED LIST OF DESIGN/BUILD FIRMS AND AUTHORIZING NEGOTIATION FOR PHASE II RENOVATION OF BLDG. 203." Mr. Hagnauer moved inasmuch as the Resolution as now

presented has been previously circulated in written form to and received by all of the Members of the Board, that the reading of said Resolution be waived and that same be adopted in the written form as now presented. Mr. Palus seconded. Roll call:

Voting Aye - Aud
Brown
Hagnauer
Hamm
Palus
Signall
Echols

Voting Nay - None

Chairman declared motion passed and Resolution approved.

Bill Stahlman, Port Engineer, presented a brief overview of the Engineer's Report. He stated that Phil Sholl has done a good job in appealing FEMA's denial of funds for lining one of the Port's sewers, and that some additional funds will be coming to the Port through that appeal process. Mr. Hamm moved that the Engineer's Report be placed on file. Mr. Hagnauer seconded and all present voted aye by acclamation.

Chairman declared motion passed and approved.

Ben McCall, Deputy Director, presented the Business Report. He explained that residential housing occupancy is rising due to the reopening of the barracks building. He stated that the Port is experiencing a 1.5 percent vacancy rate in its industrial buildings, consistent with the overall market; however, research by staff has found that the Port's industrial warehouse lease rates are approximately 25 percent below the market rate for comparable properties. As such, the Port will begin raising industrial lease rates to remain with the market. Mr. Palus asked if residential rates will be raised as well. Mr. McCall stated that the Port has been raising the residential rates yearly. Mr. Hagnauer moved that the Business Report be placed on file. Mr. Goins seconded and all present voted aye by acclamation.

Chairman declared motion passed and approved.

Mr. McCall stated that the Port recently hired two new part-time employees: Ms. Candi Palmer who will assist Salina Alfaro with Accounting, and Mr. Michael Logan, who will be a part-time security monitor. A full-time Laborer position remains open, while we continue to look for a part-time custodian. In the meantime, we will proceed working with a temporary staffing agency to fill the Laborer position.

Mr. Wilmsmeyer stated that the Levee Accreditation press conference on April 27th was a success and thanked Alex Burkart for handling much of the press release information on behalf of the Leadership Council. He also thanked Ms. Aud and Ms. Brown for their attendance at the event.

Mr. Wilmsmeyer also thanked the Members for getting all of their Statements of Economic Interests submitted to the State and the County. Everyone has now filed.

Mr. Palus asked about the status of hiring an auditor for the Norfolk Southern apparent overpayment that was reported on last month. Mr. Wilmsmeyer stated that he has spoken with two transportation auditing firms. After some consideration, both firms stated that they would not take on the work due to it being outside of their normal auditing practices. Mr. Wilmsmeyer said that staff would continue to look for another firm, while beginning the process to review the records internally.

There being no further business to come before the Board, Mr. Goins moved that the Meeting be adjourned. Ms. Brown seconded and, with all Members present and voting Aye, Chairman declared motion passed and approved.

Respectfully submitted,



Ed Hagnauer
Secretary