

**OPEN AND CLOSED MEETING MINUTES OF THE ST. JOSEPH REGIONAL PORT AUTHORITY**  
Board of Commissioners  
January 5, 2016

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**Members Present:**

Ron Blakley, Dick DeShon, Glen Drake, Terry McClatchey, Ken Reeder, and Mark Woodbury

**Others Present:** Brad Lau, Patt Lilly and Clarice McCray of the Chamber

**1. CALL TO ORDER**

After a quorum was determined the meeting was called to order by Dick DeShon at 7:30 a.m.

**2. APPROVAL OF MINUTES (NOVEMBER 5, 2015)**

A request to review the November 5<sup>th</sup> Open minutes and Closed minutes was made as there will be continued discussion on a lot of the same topics in this meeting. Dick stated as no corrections or additions were sited that the minutes from November 5, 2015 will be accepted as presented.

Brad requested before going into closed session to discuss the change order to the construction contract with Brooner Construction and Crane. The change order is a no-cost change to extend the completion date of the contract. Brad met with contractor before Christmas and found the contractor has most of the work done, but is running a little behind on the equipment schedule, as initially the estimated completion date was December 31, 2015. The concrete/foundation work is done. The equipment delivery (conveyor/wench) is expected in February and set-up should be completed by March 11<sup>th</sup>. This moves the completion date to March 11, 2016. Brad was relieved as now the equipment will not be sitting there through the winter or for long before an expected operating lease comes into effect with Kaw Valley. The truck scale is in, with the exception of the electrical connections/components inside the trailer to print tickets, etc. and all concrete work along the rail site and piers for wench system is done as well. The portable conveyor is expected to arrive in mid-January and Brooner Construction will store that at their facility until time to place it to avoid vandalism. After some other discussion on the lay of the land, Dick requested a motion to approve the change order to the construction contract as stated. Glen Drake made a motion to approve it and it was seconded by Terry McClatchey. All in favor signify by Yeah, none opposed – motion passed.

Brad said a cost reduction change order will be forthcoming. A change order credit of \$8300 will be coming back. Unfortunately we have had some vandalism to the trailer/contents. Sometime last March, the monitor devices were stolen. We will need to replace it. Our insurance has a \$10,000 theft deductible in place. \$5262 will be what the new device will cost to replace it. Using the \$8300 credit is purposed to purchase the truck scale device. It will be kept at Brooner until we are ready to install it. That will leave balance of about \$3000 of the credit. We could look at purchasing a camera system/monitor and lighting from KCP&L with the balance or clean out the pit underneath rail spur (which costs approximately \$3300). The pit is larger than expected. Brooner suggested a metal plate could be placed over the top of it to secure it from debris/and/or someone using it as refuge. Ron mentioned that in the beginning it was measured and perimeter is the same. The depth of it is deeper than first realized. A question was also asked regarding fencing and lighting, etc. and if we could apply for assistance with M.I.N.K. for security purposes. Ken mentioned that M.I.N.K. operates within 26 counties. We could go through Ken to apply for this assistance. With Kaw Valley's presence there it may alleviate some vandalism.

Brad wanted to keep everyone apprised of further change orders on this and change order options will be coming in the next meeting. Dick asked about security and if the concrete barriers are in. We did a change order earlier to have MoDot donate and move the concrete barriers in place.

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CITY CLERK

**3. VOTE TO CLOSE MEETING**

Dick Deshon requested to move to closed session after change order discussion. The motion to close the meeting was made by Terry McClatchey and seconded by Mark Woodbury and all in favor signify by individual vote - Ron Blakely – yes, Dick DeShon – yes, Glen Drake – yes, Mark Woodbury – yes, Ken Reeder – yes, Terry McClatchey – yes. All in favor – motion approved.

**4. VOTE TO OPEN MEETING AND RECONVENE FROM CLOSED MEETING:**

Motion to move out of closed session was made by Terry McClatchey and seconded by Ron Blakely. All in favor of moving out of closed session signify with rollcall vote: Terry McClatchey, yes; Mark Woodbury, yes; Ron Blakely, yes; Glen Drake, yes; Dick DeShon, yes; Ken Reeder, yes. Motion carried, all in favor of moving out of closed session into open session.

**5. OTHER BUSINESS**

Lucy Fletcher from Agri Services is hosting a Navigators Meeting on February 9<sup>th</sup> in KC with the US Coast Guard and is requesting a sponsorship from the St. Joseph Regional Port Authority for \$350.00. Ken has been before and has personally sponsored it before. It is very important to issues regarding anything along the river. Dick requested a motion to approve a sponsorship for \$350. Ron Blakely made the motion and it was seconded by Terry McClatchey. Request for further discussion; none followed. All in favor, none opposed – Motion approved to help sponsor the Navigator meeting.

Another meeting will be called when we get the revisions done to the agreement for Kaw.

**\*Action:** Brad will look at M.I.N.K. money. Check with Twila Larson, Iowa Economic Development Director, on what we can do to get some financial assistance.

**6. ADJOURN**

Meeting adjourned at 8:55 a.m.

Respectfully submitted,  
Mark Woodbury