

**ST. CHARLES COUNTY  
PORT AUTHORITY MEETING**

**OCTOBER 14, 2021  
8:00 AM**

**ST. CHARLES COUNTY ADMINISTRATION BUILDING  
ROOM 116  
201 NORTH SECOND STREET  
SAINT CHARLES, MO 63301**

**Tentative  
Agenda**

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF THE SEPTEMBER 9, 2021 MEETING MINUTES**

**Documents:**

[09.09.21 PORT AUTHORITY MEETING MINUTES - DRAFT.PDF](#)

**PUBLIC COMMENT**

**NEW BUSINESS**

STRATEGIC PLANNING PROCESS UPDATE - (SALLIE HEMENWAY AND PGAV PLANNERS)

- o DISCUSSION REGARDING THE FEASIBILITY OF WATERBORNE COMMERCE
- o LIST OF PRIORITIES & DISCUSSION
- o DISCUSSION AND FEEDBACK REGARDING THE SOLICITATION OF PUBLIC COMMENTS REGARDING THE DRAFT STRATEGIC PLAN

**Documents:**

[PGAV PRESENTATION - 10-14-21.PDF](#)

SUPPORT OF FINANCIAL SERVICES SECTOR (SCOTT DRACHNIK)

DISCUSSION REGARDING PROJECT STANDARDS AND PROTOCOLS

DISCUSSION REGARDING DISCLOSURE AND TRANSPARENCY

**BOARD MEMBER PHOTOS TO BE TAKEN FOR WEBSITE**

**10 MINUTE BREAK**

**OLD BUSINESS**

COMMITTEE BREAK-OUT DISCUSSION GROUPS TO FINALIZE TASKS FROM THE SEPTEMBER 9, 2021 MEETING (30-45 MINUTES)

- BY-LAWS DISCUSSION GROUP: KEN DOBBINS, CHAIR; TAMMY HOLEN; JEFF ROTHERMICH; AND RORY O'SULLIVAN
- POLICY DISCUSSION GROUP: MONICA COMBEST, CHAIR; HYATT BANGERT; ROGER ELLIS; AND SALLIE HEMENWAY
- MARKETING DISCUSSION GROUP: DON BOEHMER, CHAIR; MIKE HURLBERT, AND JENNIFER GEORGE

BRIEF COMMITTEE REPORT-OUTS TO BOARD

**ANNOUNCEMENTS/MISCELLANEOUS**

**AGENDA SUGGESTIONS FOR NEXT MEETING - NOVEMBER 10, 2021**

**MEETING ADJOURNMENT**

## MINUTES OF REGULAR MEETING

### ST. CHARLES COUNTY PORT AUTHORITY BOARD

**DATE:** September 9, 2021

**TIME:** 8:00 A.M.

**PLACE:** ST. CHARLES COUNTY ADMINISTRATION BUILDING  
ROOM 116  
201 NORTH SECOND STREET  
ST. CHARLES, MO 63301

**MEMBERS PRESENT:** Ken Dobbins; Jeff Rothermich; Don Boehmer; Monica Combest; Roger Ellis; Tammy Holen; and Hyatt Bangert

**MEMBERS ABSENT:** None

**SUPPORT STAFF PRESENT:** Jennifer George, Assistant Director of Administration; John Greifzu, Assistant Director of Administration; Rory O'Sullivan, Acting County Counselor; and Sheila Weiss, Recording Secretary

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#### CALL TO ORDER

Chairman Don Boehmer called the meeting to order at 8:00 a.m. and roll call was taken.

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#### APPROVAL OF THE JUNE 10, 2021, JULY 8, 2021, AND AUGUST 12, 2021 MEETING MINUTES

Chairman Don Boehmer stated that there was no meeting of the Port Authority on August 12, 2021 due to the lack of a quorum and requested a motion to amend the agenda to remove the approval of the August 12, 2021 meeting minutes. Roger Ellis made such motion, and the motion was seconded by Hyatt Bangert.

Chairman Boehmer asked for a motion to approve the meeting minutes from the June 10, 2021 and July 8, 2021 meetings. Roger Ellis made such motion, and the motion was seconded by Jeff Rothermich. The minutes were approved by unanimous voice acclamation.

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#### PUBLIC COMMENTS

There were no public comments.

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#### OLD BUSINESS

There was no old business.

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## **NEW BUSINESS**

### **Strategic Planning Process Update**

Andy Struckhoff, board Consultant with PGAV Planners, did a presentation updating the strategic planning process and timeline for the Port Authority. The presentation was followed by questions from the board members.

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### **COMMITTEE DISCUSSION GROUPS (BREAK-OUT)**

- ◆ A break-out discussion group was held by Ken Dobbins, Chair; Tammy Holen; Jeff Rothermich; and Rory O'Sullivan regarding the current Port Authority By-Laws.
- ◆ A break-out discussion group was held by Monica Combest, Chair; Hyatt Bangert; Roger Ellis; and Sallie Hemenway regarding the current Policies for the Port Authority.
- ◆ A break-out discussion group was held by Don Boehmer, Chair, and Jennifer George regarding Marketing for the Port Authority.

Following the discussion group meetings, each group gave a brief report to the entire board regarding their discussions and suggested changes to the by-laws and the policies as follows.

Ken Dobbins stated that in reviewing the by-laws comparison document that Sallie Hemenway provided, the group identified some shortfalls in the current Port Authority by-laws that they believe the board should address. Their suggested changes will be sent out to the board members prior to the next meeting so they can be brought up for discussion.

Monica Combest stated that the group identified some changes to the board's procurement policies and the conflict of interest policy that they would like to suggest, and those will be sent out to the board members prior to the next meeting. She stated that they did not have enough time to review the board's spending policy. Sallie Hemenway stated that she will send out a draft of the board's current spending policy to the entire board to review and she asked that if they have any suggested changes, they send them to her prior to the next meeting.

Don Boehmer stated that for marketing purposes, the St. Charles County Communications Department will be taking photos of the Board members at next month's meeting for use on the Port Authority's web site. He also stated that he would like for the board members to consider having printed materials created that contain contact information for St. Charles County Elected Officials, Economic Development Officials, Corporation CEOs, and CFOs within St. Charles County, etc. He would also like for the board to come up with a FAQ document that addresses common questions related to the Port Authority.

Sallie Hemenway stated that she will be available if any of the discussion group chairs would like assistance creating redline copies of their suggested changes to the by-laws and policies, so they can be brought up for discussion at the next meeting.

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### **ANNOUNCEMENTS / MISCELLANEOUS**

None

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**AGENDA SUGGESTIONS FOR NEXT MEETING – NOVEMBER 11, 2021**

Chairman Don Boehmer stated that if anyone has any suggestions for additional items that they would like to see on the next meeting agenda, they should send them to Monica or himself.

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**MEETING ADJOURNMENT**

Chairman Don Boehmer asked for a motion to adjourn the regular meeting. The motion was made by Roger Ellis and was seconded by Ken Dobbins. The meeting was adjourned at 11:03 AM.

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Respectfully submitted by:

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Don Boehmer, Chairperson

\_\_\_\_\_  
Date

# St. Charles County Port Authority

## STRATEGIC PLAN UPDATE



October 2021

Andy Struckhoff



Barb Frost



Sallie  
Hemenway



# Strategic Plan Progress Report

## Discussion (Sallie)

Today's Discussion -

1. Recent Feedback/Input
2. Opportunities for Waterborne Commerce
3. Document Outline and Content
4. Public Participation Plan
5. Prioritization of Port Objectives and Key Results



# 1. Recent Feedback/Input (Andy)

- Further refine/define tourism/destination retail
- Consider “quality of place” projects
- Address waterborne commerce opportunities
- Further define workforce related projects and investments
- Make sure all Objectives and Key Results are eligible for funding
- Prioritize Objectives and Key Results





## 2. Waterborne Commerce (Barb)

Regional needs for expected increase in barge activity

- Barge fleet infrastructure
- Towing operational support
- Fueling service
- Cleaning or repair facilities

*The initial phase to support waterborne commerce does not necessitate immediate mode shifts for cargo.*



# 2. Waterborne Commerce (Barb)

## Criteria for Preliminary Constraints Mapping GIS

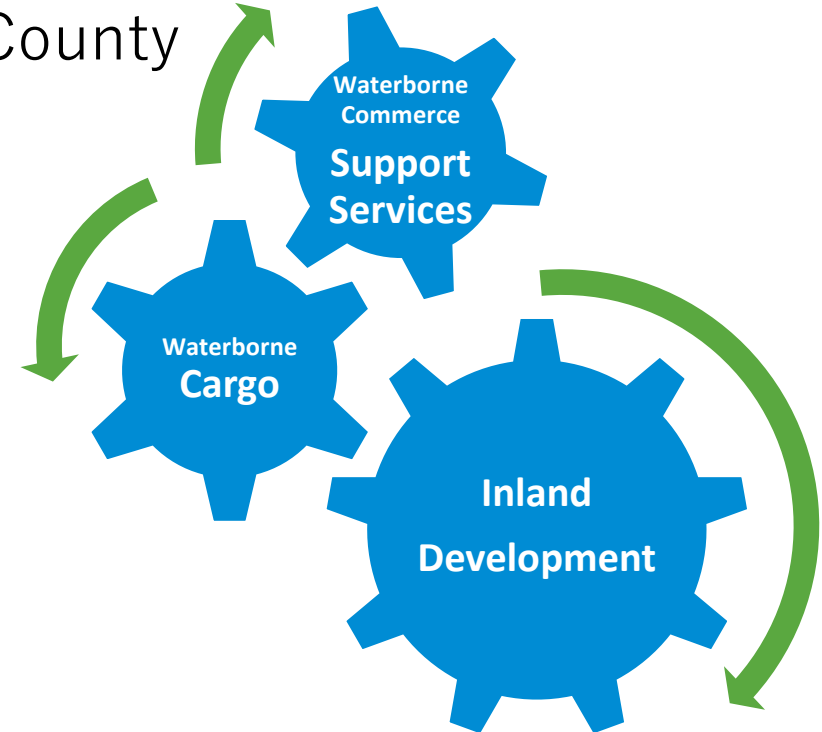
1. **Connectivity** – existing infrastructure (transportation network)
  - Roadways, railroads (< 0.5 mile), river
2. **Compatibility** – adjacent land uses
  - Agricultural, industrial, etc.
  - Avoid parkland, tourism, and recreation areas (existing and future)
3. **Permittability** – areas of avoidance
  - USACE river training structures and levees
  - Conservation areas
  - Critical habitat and wetlands
4. **Availability** – parcel constraints and topography
5. **Navigability** – navigation charts and river depths (e.g. 11 foot minimum)



# 2. Waterborne Commerce (Barb)

## Next Steps: Market Analysis for St. Charles County

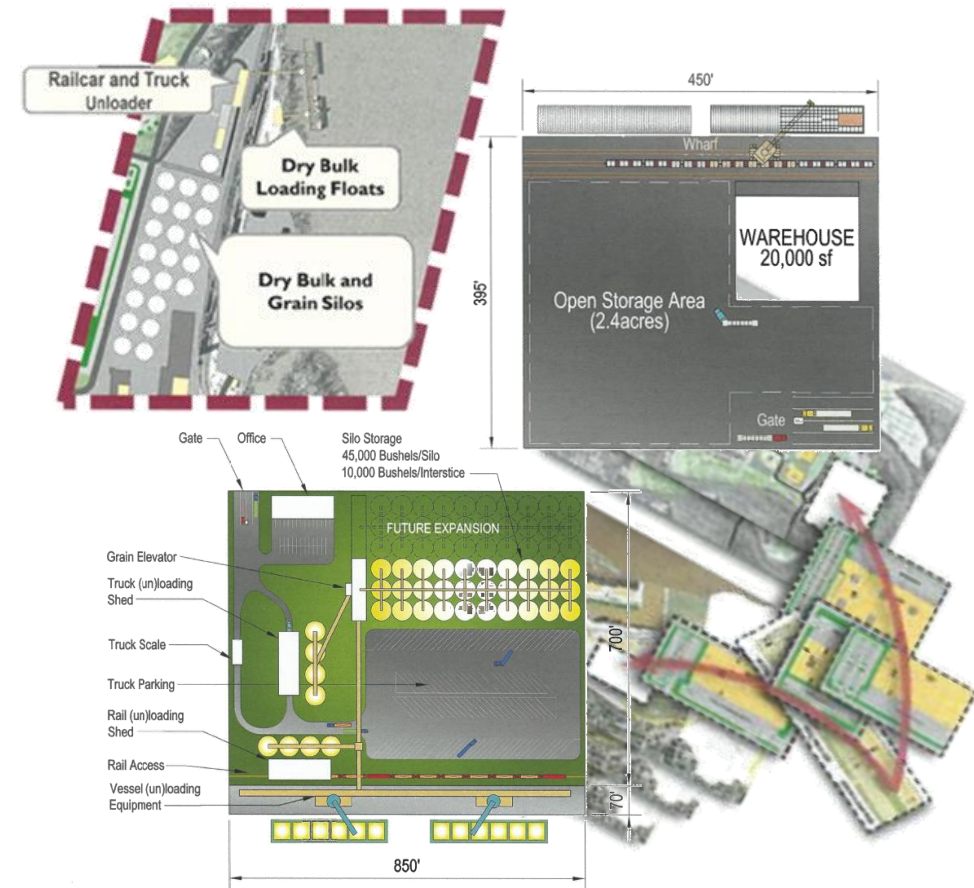
- Commodity Flows and Regional Profile
- Stakeholder Input
- Market Opportunities and Projections
- Action Items for Project Development
  - Planning/NEPA
  - Preliminary Engineering
  - Final Design/Construction



# 2. Waterborne Commerce (Barb)

- Planning Module Examples
  - Barge Terminals
  - Rail Served Terminals
  - Truck Served Inland Development
  - Etc.

*Identify St. Charles County's contribution to addressing regional waterborne commerce needs.*



# 3. DRAFT Strategic Plan (Andy)

## PART 1 – Introduction (PGAV)

- History/Purpose of Port
- Vision/Mission/Values (as adopted by Port)
- Strategic Planning Process

## PART 2 – Existing Conditions & Opportunities

- Existing Conditions Review (Steadfast City)
- Inventory of Current & Planned Developments (Steadfast City)
- Existing Economic Development Orgs in SCC (Sallie/PGAV)
- Stakeholder Feedback (PGAV)
- Best Practices / Lessons Learned (TranSystems)

## PART 3 – Strategic Plan

- Strategic Goals (PGAV)
- Standards & Protocols (Sallie / PGAV)
- Port Operations (Sallie / PGAV)
- Financing Plan (TranSystems)
- Use of Incentives (Sallie / PGAV)
- Implementation Matrix (PGAV)



# 4. Public Participation Plan (Sallie)

- Posting of draft Strategic Plan document on Port Authority website
- Posting of draft Executive Summary of Strategic Plan on Port Authority website
- Video introduction to Port Authority Strategic Plan
  - Port Authority purpose
  - Port Authority role
  - Summary of Plan
  - Invitation to comment
- Comment link to email on website– Mike Hurlbert
- Email invitation to partner organizations and other interested parties to view and comment on Strategic Plan



# 5. Discussion & Prioritization – Objectives & Key Results (Sallie and Andy)

- List is result of:
  - Data identified by Economic Conditions Analysis
  - Input and feedback from Focus Groups
  - Gap analysis
  - Input and Feedback from Board and County Staff
- Currently organized as “Primary Objectives and Supporting Objectives”



# Review Primary & Support Objectives





# Eligibility

Are objectives eligible for the use of Port AIM Zone funds and Port PID funds?

- See handout



# Questions to Port Authority Board

- Do the edits to the Workforce Development and Tourism/Quality of Life Objectives reflect the Board's comments and input?
- Is there a desire to add any Objectives/Key Results for waterborne commerce as a result of the information provided?
  - If so, what is that objective?
- Does this list of Objectives and Key Results match your expectations for the work of the Port Authority?
  - If incomplete, what activity is missing?
- Do any Objectives/Key Results need to be edited to accomplish a different or additional scope?



# Prioritization Exercise

STRATEGIC PLAN UPDATE



# Next Steps

- For each prioritized Objective and Key Result, **define** “projects” or “actions” that move the Port toward accomplishing the objective or key result.
  - How will the Board define projects or actions within the Objectives and Key Results?
    - Accept applications?
    - Determine and develop from staff?
    - Both?
- **Prioritize** the “projects” or “actions” within the priorities.
  - Who or what entity is driving the project?
  - Is there a need for financial assistance?
  - Does the Port’s involvement help it to achieve its goals?
- **Establish budgets** for each “project” or “action”.
- Enact or **access the funds** for each budget.



# Example - Infrastructure Project Inventory, to date

## *City of St. Charles*

- Riverpointe: 2 miles of Missouri River frontage south from I-70 to Family Arena. Three phase mixed-use development.
  - Project Type: Urban Development
  - Status: In progress
- American Car Foundry: 22.3 acre site; redevelopment of vacant warehouse space into apartments and restaurant; extend Main Street through property to connect to Main Street to the north to activate French Town.
  - Project Type: Urban Redevelopment
  - Status: Planning
- Elm Pointe Levee: Raise levee to open up land for additional development.
  - Project Type: Levee Improvement
  - Status: Planning
- Frenchtown Levee: Raise the Katy Trail to protect Frenchtown and to take land out of the 100-year floodplain
  - Project Type: Levee Improvement
  - Status: Planning



# Example - Infrastructure Project Inventory, to date

## *Weldon Spring*

- Potential site development: Approximately 146 acres east of I-64 and south of Hwy 94
  - Project Type: Land Development
  - Status: Pre-planning

## *City of St. Peters*

- Medline: 811,400 Distribution Center
  - Project Type: Industrial Building
  - Status: Under Construction
- Amazon: 142,670 SF Distribution Center
  - Project Type: Industrial Building
  - Status: Under Construction
- Premier 370: Two buildings 423,000 SF and 366,000 SF
  - Project Type: Industrial Building
  - Status: Planning



# Example - Infrastructure Project Inventory, to date

## *City of O'Fallon*

- O'Fallon Station: 14 acre mixed use development around City Hall
  - Project Type: Urban Redevelopment
  - Status: Planning
- Sisters of the Most Precious Blood Property: 30 acre mixed use development near City Hall
  - Project Type: Urban Redevelopment
  - Status: Planning
- Streets of Caledonia: 160 acres of residential development. 100 acres of commercial development.
  - Project Type: Large scale community
  - Under Construction

## *Lake Saint Louis*

- Grocery Store
  - Project Type: Retail
  - Status: Anticipated opening 2021



# Example - Infrastructure Project Inventory, to date

## *Wentzville*

- Potential Mega Site: Approximately 170 acres north of A at Josephville Road
  - Project Type: Land Development
  - Status: Pre-planning
- I-70 at David Hoekel Parkway: 350-400 acre commercial and mixed use development (facilitated by infrastructure improvements including railway extension, relocation of North Outer Road, and improvements to the DHP and I-70 interchange)
  - Project Type: Commercial/Industrial
  - Status: Planning
- Bend Development: 25 acre commercial/retail development (including community center)
  - Project Type: Commercial/Retail
  - Status: In development
- Wentzville Parkway South: Roadway Extension
  - Project Type: Infrastructure
  - Status: Begin 2022





# Questions to the Board for Consideration

Assuming Primary Objective 1 is a priority –

- Is this an exhaustive list of infrastructure projects?
- How will the Board prioritize these projects?



# Questions?

Andy Struckhoff



Barb Frost



Sallie  
Hemenway



STRATEGIC PLAN UPDATE

