

**ST. CHARLES COUNTY  
PORT AUTHORITY MEETING**

**JULY 14, 2022  
8:00 AM**

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

**Agenda**

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF THE MAY 23, 2022 AND JUNE 9, 2022 MEETING MINUTES**

**Documents:**

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

**PUBLIC COMMENT**

**OLD BUSINESS**

NONE

**NEW BUSINESS**

ECONOMIC DEVELOPMENT UPDATE - SCOTT DRACHNIK, PRESIDENT & CEO, EDC  
OF ST. CHARLES COUNTY

MONTHLY TREASURER'S REPORT TO THE BOARD - SALLIE HEMENWAY

**Documents:**

[JULY TREASURERS REPORT.PDF](#)

UPDATE ON FOREIGN TRADE ZONES - SALLIE HEMENWAY

**Documents:**

[SCCPA FTZ FOLLOW UP - JULY BOARD MEETING.PDF](#)

TUTORIAL REGARDING THE MODOT GRANT FUND PROCESS - SALLIE HEMENWAY

. STATUS REPORT ON THE FUNDING FROM MODOT FOR THE CITY OF ST.  
CHARLES DOCK AND THE COUNTY OF ST. CHARLES DOCK.

UPDATE ON USE OF 2023 MODOT ADMINISTRATIVE FUNDING TOWARDS MISSOURI  
RIVER NAVIGATION STUDY - MICHAEL HURLBERT

**BOARD ACTIONS**

RESOLUTION 22-07 - APPROVING THE PURCHASE OF A MISSOURI PORT AUTHORITY  
ASSOCIATION MEMBERSHIP FOR FY 2023

Documents:

[RESOLUTION 22-07 RE MISSOURI PORT AUTHORITIES ASSOCIATION.PDF](#)

**ANNOUNCEMENTS/MISCELLANEOUS**

**AGENDA SUGGESTIONS FOR NEXT MEETING - AUGUST 11, 2022**

**MEETING ADJOURNMENT**

**MINUTES OF EMERGENCY MEETING  
ST. CHARLES COUNTY PORT AUTHORITY BOARD**

**DATE:** MAY 23, 2022  
**TIME:** 8:00 A.M.  
**LOCATION:** ZOOM MEETING (VIRTUAL ATTENDANCE ONLY)

**MEMBERS PRESENT:** Ken Dobbins; Don Boehmer; Roger Ellis; Monica Combest; Tammy Holen; and  
**MEMBERS ABSENT:** Jeff Rothermich; and Hyatt Bangert  
**SUPPORT STAFF PRESENT:** Sallie Hemenway, board consultant with Nexus Group; Michael Hurlbert, Director of Community Development; John Greifzu, Assistant Director of Administration; Bryan Wise, Associate County Counselor; and Sheila Weiss, Recording Secretary

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**CALL TO ORDER**

Chairman Roger Ellis called the meeting to order at 4:08 PM and roll call was taken.

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**PUBLIC COMMENTS**

There were no public comments.

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**BOARD ACTION ITEMS**

**Action Item 1 - Resolution 22-06**; Authorizing the Port Authority Board Chair and Board Treasurer to file an application for funds with the Missouri Highway and Transportation Commission and execute on behalf of the Port Authority any documents necessary thereto.

Sallie Hemenway explained to the board that MoDOT reached out and stated that they have some remaining FY22 administrative funds, and they asked if the St. Charles County Port Authority had any administrative costs related to transit between July 1, 2021 through June 30, 2022 that they would like to submit to them for reimbursement. She stated that the TranSystems portion of the PGAV contract and the Nexus Group contract that the Port Authority have both qualify as reimbursable items for this funding, although those two contracts are in excess of the remaining amount of FY22 funds available from MoDOT. In order to take advantage of these funds, the Port Authority must submit an invoice to MoDOT by June 15, 2022. If Resolution 22-06 is approved by the board, it would authorize the Port Authority Board Chair and Treasurer to take the necessary steps needed to file an application for these funds and execute any necessary documents on behalf

of the Port Authority to obtain this funding from MoDOT. Should these funds be approved and obtained from MoDOT, they will go towards reducing the Port Authority's the obligation to St. Charles County.

Chairman Roger Ellis asked for a motion to approve Resolution 22-06, Authorizing the Port Authority Board Chair and Board Treasurer to file an application for funds with the Missouri Highway and Transportation Commission and execute on behalf of the Port Authority any documents necessary thereto. Ken Dobbins made such motion, and the motion was seconded by Monica Combest. A roll call vote was taken and the vote on the motion was as follows: Don Boehmer - yes, Monica Combest - yes, Ken Dobbins - yes, Tammy Holen - yes, Jeff Rothermich – absent, Hyatt Bangert – absent, Roger Ellis – yes. Resolution 22-04 was approved 5-0.

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### **MEETING ADJOURNMENT**

Chairman Roger Ellis asked for a motion to adjourn the meeting. The motion was made by Ken Dobbins and was seconded by Don Boehmer. The meeting was adjourned at 4:35 PM.

**MINUTES OF REGULAR MEETING  
ST. CHARLES COUNTY PORT AUTHORITY BOARD**

**DATE:** JUNE 9, 2022

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

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

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

**MEMBERS ABSENT:** Hyatt Bangert

**SUPPORT STAFF PRESENT:** Sallie Hemenway, board consultant with Nexus Group; Michael Hurlbert, Director of Community Development; John Greifzu, Assistant Director of Administration; Bryan Wise, Associate County Counselor; and Sheila Weiss, Recording Secretary

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➤ **CALL TO ORDER**

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

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➤ **APPROVAL OF THE MAY 12, 2022 MEETING MINUTES**

Chairman Roger Ellis asked for a motion to approve the meeting minutes from the May 12, 2022 meeting. Don Boehmer made such motion, and the motion was seconded by Tammy Holen. The minutes were approved by unanimous voice acclamation.

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➤ **PUBLIC COMMENTS**

Michael Padella, City Administrator for the City of Weldon Spring, introduced himself to the Port Authority Board. He stated that the City of Weldon Spring is interested in the AIM Zones and he is currently educating his board and the Mayor about that process.

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➤ **OLD BUSINESS**

There was no old business.

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## **NEW BUSINESS**

### **Economic Development Update - Scott Drachnik, President & CEO, EDC of St. Charles County**

Scott Drachnik, President & CEO of the Economic Development Council of St. Charles County, did a presentation for the board members which highlighted target business sectors, recent business lead activity, recent outreach meeting and events, St. Louis Regional trade delegation to Germany, promoting sites and building, and an unemployment comparison for the St. Louis Region March 2022.

### **Monthly Treasurer's Report to the Board - Sallie Hemenway**

Sallie Hemenway handed out a summary of expenses and revenues for 2020, 2021, and 2022 to the board members. These items will be reported to the board on a monthly basis from now on, starting with the July meeting.

### **Missouri Port Authority Association Activities and Membership - Sallie Hemenway**

Sallie Hemenway stated that the Missouri Port Authority Association is a member based organization and each Missouri Port Authority automatically has a seat on the board. They offer associate membership positions, which can be obtained by engineers, construction contractors, accountants, or other interested parties that work with Port Authorities across the state. The current officers for the Missouri Port Authority Association are Mandy Brink from the Southeast Missouri Regional Port Authority, President, Ralph Martin from Lewis County-Canton Port Authority, Vice-President, and Amanda Schuster from Howard/Cooper County Regional Port Authority, Secretary. The MPAA holds four meetings each year, and their fiscal year mimics the state's fiscal year so it runs from July 1<sup>st</sup> to June 30<sup>th</sup>. The MPAA's board graciously waived the membership dues for the St. Charles County Port Authority for this fiscal year, which allowed herself and Michael Hurlbert to attend their summer meeting on June 7<sup>th</sup> and June 8<sup>th</sup>. MoDOT participates heavily in two of the four yearly MPAA meetings and tries to facilitate Port projects that meet the demands of not only the State's planned for project funding, but also the administration of the funding on an eligible basis. In addition to sharing historical port project, the MPAA serves a role as a recommending body to the MoDOT Commission for the use of funding towards eligible projects. Sallie Hemenway stated that she would recommend that a representative for the St. Charles County Port Authority Board this organization. Their membership dues are \$700 per person annually, and \$50 for each additional member. These dues are eligible for reimbursement from MoDOT's yearly administrative grant funds.

### **Update regarding marketing the current AIM Zones - Mike Hurlbert and Sallie Hemenway**

Michael Hurlbert stated that information fliers have been created for the Crossroads and the Riverfront AIM Zones, and staff is currently working with the EDC and Municipal contacts to identify key employers within each of these AIM Zones.

### **Foreign Trade Zone Discussion and Next Steps - Sallie Hemenway**

Sallie Hemenway asked the Port Authority board if they have been provided with enough information to decide if Foreign Trade Zones are something they would be interested in pursuing. It was decided that the board will continue researching possible opportunities for Foreign Trade Zones within St. Charles County and will discuss this topic more in the future.

## **Funding Opportunity Update - Mike Hurlbert, John Greifzu, Sallie Hemenway**

Sallie Hemenway stated that there were two funding sources discussed at the Missouri Port Authority Association that were included in the state's budget for this fiscal year. The first funding source is MoDOT's annual Capital Improvement Program (CIP) for port authority capital improvement projects. This funding is typically \$12-million dollars per year which is dedicated to Missouri port authorities for capital improvement projects. The second funding source that was discussed is the American Rescue Plan Act (ARPA) appropriation of \$25-million dollars.

The CIP funds are Federal funds that are allocated to MoDOT on an annual basis and are then distributed to Port Authorities by MoDOT through an application process. This process is actually a year ahead, so currently they are looking for applications for 2024 project funding.

The ARPA funds are Federal funds that were allocated to MoDOT on a one time basis and will be distributed by MoDOT by using the same application guidelines as the CIP funds, but these funds will be available for fiscal year 2023.

## **Project Proposal presentations - Cities in Port jurisdiction**

Mike Klinghammer, Director of Economic Development for the City of St. Charles, and Daniel Mann, City Engineer for the City of St. Charles, presented two projects for 2024 CIP funding consideration to the Port Authority board which included a riverfront dock project and a Historic Main Street extension project.

Chairman Roger Ellis asked for a motion to approve the drafting of a Resolution and any necessary contracts regarding funding distribution for these two projects for the City of St. Charles. Ken Dobbins made such motion, and the motion was seconded by Jeff Rothermich. The motion was approved by unanimous voice acclamation.

Ryan Graham, Director of St. Charles County Parks and Recreation, presented a project for 2024 CIP funding consideration to the Port Authority board for a courtesy dock and parking lot expansion project in Klondike Park.

Chairman Roger Ellis asked for a motion to approve the drafting of a Resolution and any necessary contracts regarding funding distribution for this project for St. Charles County Parks and Recreation Department. Don Boehmer made such motion, and the motion was seconded by Tammy Holen. The motion was approved by unanimous voice acclamation.

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## **ANNOUNCEMENTS / MISCELLANEOUS**

There were no announcements.

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## **AGENDA SUGGESTIONS FOR NEXT MEETING – JULY 14, 2022**

- Brian Wise will create a Resolution for the Board to vote on at the July 14, 2022 meeting regarding obtaining an MPAA Membership.
- Tammy Holen asked for a discussion regarding the Hoffman project to be conducted at the

July 14, 2022 meeting.

- Sallie Hemenway will create a calendar for the board addressing MoDOT funding opportunities.
- Ken Dobbins suggested that the Port Authority create a scoring sheet for the use of funding.

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## **MEETING ADJOURNMENT**

The meeting was adjourned at 10:43 AM.

DRAFT



**St. Charles County Port Authority Expenses Summary - County Support  
Jul-22**

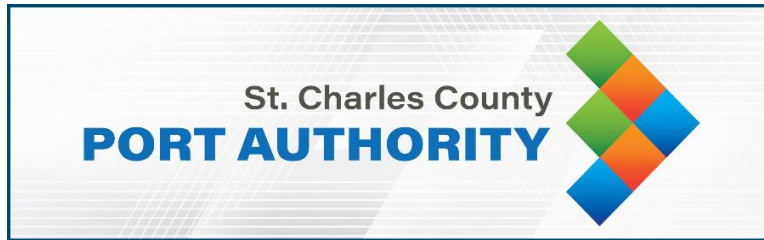
<b>YEAR</b>	<b>MISCELLANEOUS</b>	<b>CONSULTING</b>	<b>COUNTY STAFF</b>	<b>TOTAL</b>
2020	\$33.80	\$500.00	\$44.16	\$577.96
2021	\$3,431.90	\$126,172.41	\$3,802.26	\$133,406.57
2022, to date	\$3,738.00	\$24,574	\$2,351.21	\$30,663.47
<b>TOTAL</b>	<b>\$7,203.70</b>	<b>\$151,246.67</b>	<b>\$6,197.63</b>	<b>\$164,648.00</b>

**St. Charles County Port Authority Revenue Summary  
Jul-22**

<b>YEAR</b>	<b>SOURCE</b>	<b>AMOUNT</b>	<b>RECEIVED</b>	<b>PENDING</b>
2020				
2021				
2022, to date	MoDOT Admin	\$24,245.76	\$24,245.76	

<b>Balance due to County</b>			<b>ACTUAL</b>	<b>REVENUES APPLIED</b>
Jul-22			\$164,648.00	\$140,402.24





## MEMORANDUM

**TO:** St. Charles County Port Authority Board

**FROM:** Sallie Hemenway  
Scott Taylor

**DATE:** July 13, 2022 Board meeting

**RE:** Foreign Trade Zone Follow-up Information

### **Definition:**

A geographical area where commercial merchandise, both domestic and foreign receives the same Customs treatment it would if it were outside the commerce of the U.S.

### **Benefits:**

Duty and federal excise tax, if applicable, are paid when the merchandise is transferred from the Zone for consumption. The merchandise is not subject to duty or excise tax while it is in the Zone. Exports may occur duty and excise free.

### **Port Authority:**

Section 170.020

Purpose Of Port Authority.

[Ord. No. 19-071, 9-9-2019]

It shall be the purpose of the Port Authority to promote the general welfare, to promote development within the Port District, to encourage private capital investment by fostering the creation of industrial facilities and industrial parks within the Port District, to endeavor to increase the volume of commerce, and to promote the establishment of a foreign trade zone within the Port District.

**Proposal:**

- Consider the benefits of establishing a new Foreign Trade Zone, separate from St. Charles County.
- Apply under the “Alternative Site Framework” so that all interested companies can enjoy an expedited process to approval of FTZ status of their property in 30 days or less from the FTZ Board at the U.S. Department of Commerce. No application filing fee is required from USDOC.
  1. Prepare a FTZ Application to include St. Charles County as the “Service Area” of the FTZ. This means any company in the county would be eligible for the 30-day approval if they apply. Most of the economic data may be secured from public sources.
  2. Secure letters of interest from local companies. Suggest SCCPA partners with Chamber and prepares a FTZ presentation and invites companies to learn about the financial savings they can secure with FTZ.
  3. St. Charles County Port Authority would be the FTZ Grantee and would need to authorize a signed cover letter and a Resolution authorizing the filing of the application.
  4. The application is filed with the FTZ Board in Washington D.C. and once accepted for filing a Federal Register notice is filed with a public comment period. The total process can take between 7 to 11 months for this application to be approved. This can be expedited with the next step.
  5. One optional or additional step would be to secure letters of support from the Missouri Congressional delegation. It is not required but if it can be done it is positive. If Port Authority Board members go to Washington DC in February or March as part of an annual set of meetings it is a good item to ask for as it is a positive thing for the members of Congress to support.
  6. Customs and Border Protection in St. Louis would have to sign off on serving St. Charles County under the ASF. CBP has signed off on subzones as far away as Florsheim in Jefferson City in the past.
  7. A Zone Schedule and format FTZ Agreement would need to be created for the Grantee.

**Estimated Cost for Items 1-7:**

\$30,000

**Decision Item:**

## **RESOLUTION 22-07**

### **A RESOLUTION APPROVING THE EXPENDITURE OF MISSOURI HIGHWAY AND TRANSPORTATION COMMISSION GRANT FUNDING AWARDED TO THE ST. CHARLES COUNTY PORT AUTHORITY FOR ANNUAL DUES TO JOIN THE MISSOURI PORT AUTHORITY ASSOCIATION**

**WHEREAS**, the St. Charles County Port Authority (“Port Authority”) is a port authority authorized under Chapter 68 of Revised Statutes of Missouri (“RSMo.”) and Chapter 170 of the Ordinances of St. Charles County, Missouri (“OSCCMo.”), as amended; and

**WHEREAS**, the Board of Commissioners (“Board”) is the governing body of the Port Authority; and

**WHEREAS**, the Missouri Highway and Transportation Commission (“MHTC”) is authorized to make grants for administration and planning expenses and has awarded such a grant to the Port Authority for the period beginning July 1, 2022 and ending June 30, 2023 (the “2022-2023 MHTC Administrative Expenses Grant”); and

**WHEREAS**, the Port Authority desires to join the Missouri Port Authority Association (“MoPAA”) in furtherance of the Port Authority’s Strategic Plan and in further development of the Port Authority’s objectives, goals, and actions;

**WHEREAS**, MoPAA assesses annual dues in the amount of \$700 per port authority plus \$50 per additional individual membership;

**WHEREAS**, pursuant to Section IV.5 of the Spending Policy for the Port Authority (“Spending Policy”), all funds expended by the Port Authority in support of a project or activity supported by State or Federal funding shall be approved by the Board.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE ST. CHARLES COUNTY PORT AUTHORITY AS FOLLOWS:**

1. That the Port Authority Board Chair and Board Treasurer be and hereby authorized to execute and file any documentation necessary on behalf of the Port Authority to enable the Port Authority to join the MoPAA;
2. That the Board approves use of funds received from the 2022-2023 MHTC Administrative Expenses Grant in an amount up to eight hundred dollars and zero cents (\$800.00) to pay the annual dues for the Port Authority and up to two (2) individual memberships for individuals representing the Port Authority at MoPAA;
3. The Board hereby authorizes the Board Chair and Board Treasurer to take all other actions necessary to effectuate the intent and purpose of this Resolution.

4. This Resolution shall be in full force and effect immediately from and after its adoption as provided by law.

**ADOPTED THIS 14TH DAY OF JULY, 2022.  
ST. CHARLES COUNTY PORT AUTHORITY**

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Roger Ellis, Chairperson

ATTEST:

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Monica Combest, Vice Chairperson

**Vote:**

Aye: \_\_\_\_

Nay: \_\_\_\_

Abstain: \_\_\_\_

Absent: \_\_\_\_

Not Present at vote: \_\_\_\_