

**ST. CHARLES COUNTY  
PORT AUTHORITY MEETING**

**NOVEMBER 10, 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 OCTOBER 13, 2022 MEETING MINUTES**

**Documents:**

[10.13.22 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

**Documents:**

[221031 - OPERATIONAL EXPENSE REPORT FOR THE PORT AUTHORITY.PDF](#)

**AIM ZONE DISCUSSION**

- COLLATERAL MATERIAL
- HIGH TECHNOLOGY CORRIDOR AIM ZONE MAP PRESENTATION  
AND DISCUSSION
- DISCUSSION REGARDING THE PROS AND CONS OF MAKING  
THE ENTIRE COUNTY AN AIM ZONE
- RELATED FACILITY DEFINITION
- STAFF APPROACH TO SIGNING UP COMPANIES

DISCUSSION AND REVIEW OF THE CALL FOR PROPOSALS APPLICATION FORM

DISCUSSION REGARDING THE FISCAL YEAR 2023 BUDGET FOR THE ST. CHARLES

COUNTY PORT AUTHORITY

DISCUSSION AND REVIEW OF THE RFP FOR HIRING A CONSULTANT TO SURVEY  
INTEREST IN FOREIGN TRADE ZONES

**BOARD ACTIONS**

**ANNOUNCEMENTS/MISCELLANEOUS**

DISCUSSION REGARDING HOLDING MEETINGS VIRTUALLY FOR DECEMBER,  
JANUARY, AND FEBRUARY

**AGENDA SUGGESTIONS FOR NEXT MEETING - DECEMBER 8, 2022**

**MEETING ADJOURNMENT**

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

**DATE:** OCTOBER 13, 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; Tammy Holen; and Hyatt Bangert

**MEMBERS ABSENT:** Jeff Rothermich

**SUPPORT STAFF PRESENT:** Sallie Hemenway, board consultant with Nexus Group; 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 AUGUST 11, 2022 MEETING MINUTES**

Chairman Roger Ellis asked for a motion to approve the meeting minutes from the August 11, 2022 meeting. Monica Combest made such motion, and the motion was seconded by Don Boehmer. The minutes were approved by unanimous voice acclamation.

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➤ **PUBLIC COMMENTS**

There were no public speakers.

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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, 2022 project highlights, outreach and events, promoting sites and buildings, , and regional and local unemployment comparisons.

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

Sallie Hemenway handed out a summary of expenses and revenues as of September 30, 2022 to the Port Authority board.

Roger Ellis asked the board members to begin to consider when they believe it will be prudent to separate the Port Authority's funds from the County's funds.

### **Update on Foreign Trade Zones - Sallie Hemenway**

Sallie Hemenway stated that staff has drafted the two 'Request for Proposal' documents for the Port Authority for the following:

- (1) The hiring of consultant to survey companies within St. Charles County and the surrounding area in order to determine if there is a demand for Foreign Trade Zones; and
- (2) The hiring of a consultant to complete the application process should it be determined that there is a demand.

Those documents are currently being reviewed, and hopefully they can begin the bidding process prior to the November Port Authority meeting.

### **Update on the agreement process for the St. Charles City and Klondike Park Grant Funding**

Sallie Hemenway stated that St. Charles County's Klondike Park project will be funded by 2023 ARPA funds and MoDOT is currently working on drafting this funding agreement. These funds must be allocated by December 31, 2024 and must be spent by December 21, 2026. The County has requested permission from MoDOT to go ahead and move forward with this project now and receive reimbursement once the funds are allocated.

The City of St. Charles dock project will be funded by CIP funds, which will be awarded in 2024.

### **Discussion regarding the establishment of AIM Zones along the Hwy 64 corridor (City of Weldon Spring) and the O'Fallon corridor**

Scott Drachnik stated that the City of Weldon Spring has passed a resolution requesting that the Port Authority create an AIM Zone along the Interstate 64 Corridor.

Other opportunities for AIM Zones along the O'Fallon corridor, and along the Foristell corridor were also discussed; as well as some of the pros and cons of making the entire County into an AIM Zone.

The board members asked staff to draft Resolutions for the High-Technology corridor, the Foristell

corridor, and the Highway 70/370 corridor for review at the November meeting. The board will also dive deeper into the pros and cons of making the entire County into an AIM Zone during the November meeting.

**Discussion regarding soliciting the cities to find out if they have projects that they would like the Port Authority to be involved with in the future**

John Greifzu asked the Port Authority if they would be interested in reaching out to municipalities to find out if they have any upcoming projects that may qualify for CIP funding. He asked the board if they would want to reach out to non-water based projects such as sports facilities, and the board was amenable to doing so.

Sallie Hemenway stated that project applications need to be submitted to MoDOT well in advance of their Spring meeting. She stated that she will put together the proposal process, including the application requirements for the board to review at the November meeting. These should be sent out in mid-November in order to give the agencies 8 weeks to respond with the required information. Staff would then present these applications to the board to evaluate.

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**ANNOUNCEMENTS / MISCELLANEOUS**

There were no announcements.

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**AGENDA SUGGESTIONS FOR NEXT MEETING – NOVEMBER 10, 2022**

- Mark Coulter, former Vice President and General Counsel at Port KC, speak to the board regarding how they structured their agreements around the CIP process.
- Review of Resolutions for the creation of AIM Zones in the High-Technology corridor, the Foristell corridor, and the Highway 70/370 corridor.
- Discussion regarding the formation of an AIM Zone along the Interstate 64 Corridor (City of Weldon Spring).
- Discussion and review of the call for proposals application form

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**MEETING ADJOURNMENT**

The meeting was adjourned at 10:02 AM.

<b>St. Charles County Port Authority Expenses Summary - County Support</b>				
<b>Sep-22</b>				
<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	\$14,488.00	\$34,665	\$2,917.62	\$52,070.78
<b>TOTAL</b>	<b>\$17,953.70</b>	<b>\$161,337.57</b>	<b>\$6,764.04</b>	<b>\$186,055.31</b>

<b>Date</b>	<b>SPENDING TO DATE</b>	<b>PAYMENTS TO COUNTY</b>	<b>DATE OF PAYMENT</b>	<b>BALANCE DUE TO COUNTY</b>
Sep-22	\$186,055.31	\$24,245.76	7/8/2022	\$161,809.55

<b>St. Charles County Port Authority Revenues Summary</b>		
<b>Sep-22</b>		
<b>YEAR</b>	<b>SOURCE</b>	<b>AMOUNT RECEIVED</b>
2020	N/A	\$0.00
2021	N/A	\$0.00
2022, TO DATE	MoDOT Admin Funds	\$24,245.76

<b>YEAR</b>	<b>SOURCE</b>	<b>PROJECT</b>	<b>ANTICIPATED REVENUES</b>
FY2023	MoDot Admin	N/A	\$30,677.42
FY2024	St. Charles City	St. Charles City Riverfront Dock	\$147,000.00
FY2023	St. Charles County Parks	St. Charles County Klondike Dock	\$175,000.00
<b>SUBTOTAL, TO DATE</b>			<b>\$352,677.42</b>