

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

**DATE:** AUGUST 11, 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; Tammy Holen; and Hyatt Bangert

**MEMBERS ABSENT:** None

**SUPPORT STAFF PRESENT:** Sallie Hemenway, board consultant with Nexus Group; Michael Hurlbert, Director of Community Development; Bryan Wise, Associate County Counselor; John Greifzu, Assistant Director of Administration; 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 JULY 14, 2022 MEETING MINUTES**

Chairman Roger Ellis asked for a motion to approve the meeting minutes from the July 14, 2022 meeting. Ken Dobbins 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**

Mike Klinghammer, Director of Economic Development for the City of St. Charles, Introduced Adam Glosier to the Port Authority Board and stated that he will be working closely with the City of St. Charles on the Riverpointe development.

Michael Padella, City Administrator for the City of Weldon Spring, stated that the City of Weldon Spring approved a Resolution on July 9, 2022 formerly requesting the establishment of an Advanced Industrial Manufacturing (AIM) Zone for the purpose of promoting economic development and assisting with infrastructure needs along the Interstate 64 Corridor. A copy of this (Resolution 08-09-22-A) was given to the board members.

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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, progress on wastewater issue in Weldon Spring, activity of special note along the 1-64 corridor, promoting sites and buildings, single-family & multi-family housing 2021-2022 comparison, and regional unemployment comparison.

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

Sallie Hemenway handed out a summary of expenses and revenues as of July 31, 2022 to the Port Authority board.

**Status report on the funding from MoDOT for the City of St. Charles dock and the County of St. Charles dock - Sallie Hemenway**

Sallie Hemenway stated that the State's CIP funding will be available much sooner than the ARPA funding. Since the City of St. Charles Riverside dock project will be funded by CIP funding, staff will begin working on the draft agreements for this project first. Once those agreements have been completed, staff will work on the draft agreements for the St. Charles County dock project which will be funded by ARPA funds.

**Update on the Missouri River Navigation study - Michael Hurlbert**

Michael Hurlbert stated that Port KC contracted with the U.S. Army Corps of Engineers to conduct a feasibility study on the lower Missouri River. The overall cost for this study is \$3 million dollars. The Corps of Engineers is paying \$1.5 million dollars, and Port KC is paying the remaining \$1.5 million dollars. Port KC is asking each Port Authority along the lower Missouri River to contribute \$10,000 dollars if they wish to take part in this study. Resolution 22-10 on today's agenda is asking the board to vote on the approval of the appropriation of \$10,000 dollars of MoDOT administrative grant funds if they wish to take part in this study.

**Discussion regarding the RFP process for the hiring of a qualified consultant to complete the activities necessary to begin the application process for establishing Foreign Trade Zones - Sallie Hemenway**

Sallie Hemenway stated that staff would like to recommend that the Port Authority hire a qualified consultant to reach out and survey companies within St. Charles County and the surrounding area in order to determine if there is a demand for Foreign Trade Zones prior to procuring a consultant to complete the application process.

Don Boehmer made a motion to instruct staff to move forward with creating the RFP to procure a qualified consultant to complete a survey to determine the demand for Foreign Trade Zones in St.

Charles County and the surrounding area. The motion was seconded by Jeff Rothermich and was approved by unanimous voice acclamation.

#### **Update regarding the spending policy for the Port Authority - Bryan Wise**

Bryan Wise stated that regarding spending and allocating funds, he wants to ensure that the board is following the requirements of their spending policy. Moving forward, board resolutions will include such items as authorizing the Chairman to sign contracts on behalf of the Port Authority and approval of the appropriation and expenditure of funds received by the Port Authority.

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### **BOARD ACTION ITEMS**

#### **Resolution 22-08 - Approving the appropriation and expenditure of MoDOT 2021-2022 administrative expenses grant funds for reimbursement to St. Charles County for amounts expended on planning, consulting, and administrative services provided by Nexus Group and PGAV Planners, LLC**

Chairman Roger Ellis asked for a motion to approve Resolution 22-08, Approving the appropriation and expenditure of MoDOT 2021-2022 administrative expenses grant funds for reimbursement to St. Charles County for amounts expended on planning, consulting, and administrative services provided by Nexus Group and PGAV Planners, LLC. Ken Dobbins made such motion, and the motion was seconded by Jeff Rothermich. 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 - yes, Hyatt Bangert - yes, Roger Ellis - yes. Resolution 22-08 was approved by a vote of 7 yes and 0 no.

#### **Resolution 22-09 - Approving the Port Authority agreement for 2022-2023 administrative expenses with MoDOT, authorizing the Board Chairperson to execute such agreement, and accepting 2022-2023 administrative expenses grant funds**

Chairman Roger Ellis asked for a motion to approve Resolution 22-09, Approving the Port Authority agreement for 2022-2023 administrative expenses with MoDOT, authorizing the Board Chairperson to execute such agreement, and accepting 2022-2023 administrative expenses grant funds. Ken Dobbins made such motion, and the motion was seconded by Don Boehmer. 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 - yes, Hyatt Bangert - yes, Roger Ellis - yes. Resolution 22-09 was approved by a vote of 7 yes and 0 no.

#### **Resolution 22-10 - Approving the appropriation of MoDOT administrative expenses grant funds for a Missouri River navigation study to be conducted in coordination with other Missouri Port Authorities**

Chairman Roger Ellis asked for a motion to approve Resolution 22-10, Approving the appropriation of MoDOT administrative expenses grant funds for a Missouri River navigation study to be conducted in coordination with other Missouri Port Authorities. Hyatt Bangert made such motion, and the motion was seconded by Tammy Holen. 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 - yes, Hyatt Bangert - yes, Roger Ellis - yes. Resolution 22-10 was approved by a vote of 7 yes and 0 no.

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## **ANNOUNCEMENTS / MISCELLANEOUS**

Roger Ellis stated that he received a letter from the St. Charles County Convention of Sports Facilities Authority. This board was established approximately 30 years ago, and their first project was the St. Charles County Convention Center. Their letter stated that they are seeking opportunities and input regarding the development of a new tourism venue within the St. Charles County area. If the board has any input, this can be discussed during the September meeting.

Mike Hurlbert stated that he and Sallie Hemenway plan to attend the MPAA's fall meeting in September, and they will report back to the board afterwards.

Sallie Hemenway and Monica Combest both stated that they will be unable to attend the September Port Authority meeting.

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## **AGENDA SUGGESTIONS FOR NEXT MEETING – SEPTEMBER 8, 2022**

Sallie Hemenway requested that she would like to request that 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. Mike Hurlbert stated that he will contact Mark Coulter to see if he would be available to speak at the board's September 8<sup>th</sup> meeting.

Roger Ellis stated that other items for the next meeting should include a possible presentation from the St. Charles County Convention & Sports Facilities Authority, and a discussion regarding the formation of an AIM Zone along the Interstate 64 Corridor (City of Weldon Spring).

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## **MEETING ADJOURNMENT**

The meeting was adjourned at 9:30 AM.