

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

**DATE:** February 8, 2023

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

**LOCATION:** This is a virtual Zoom meeting.

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

**MEMBERS ABSENT:** Jeff Rothermich

**SUPPORT STAFF PRESENT:** Salle Hemenway, board consultant with Nexus Group; Michael Hurlbert, Director of Community Development; Bryan Wise, Associate County Counselor; John Greifzu, Assistant Director of Administration; and Mariza Almstedt, Government Service Representative

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➤ **CALL TO ORDER**

Chairman Roger Ellis called the meeting to order at 8:10 a.m. and roll call was taken.

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➤ **APPROVAL OF THE DECEMBER 8, 2022, MEETING MINUTES**

Chairman Roger Ellis asked for a motion to approve the meeting minutes from the December 8, 2022 meeting. Ken Dobbins made such motion, and the motion was seconded by Monica Combest. The minutes were approved by unanimous voice acclamation.

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➤ **ELECTION OF OFFICERS**

Chairman Ellis called for a motion to be made to elect a Vice-Chair for the Port Authority. Ken Dobbins made a motion to nominate Monica Combest as Vice-Chair and was approved by unanimous voice acclamation.

Chairman Ellis asked for a motion to be made to elect a Treasurer for the Port Authority. Tammy Holen made a motion to nominate Ken Dobbins as Treasurer and was approved by unanimous voice acclamation.

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➤ **PUBLIC COMMENTS**

There were no public comments made.

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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, provided a presentation for the board members which highlighted target business sectors, the release of the 2022 EDC Annual Report, recent business lead activity, 2022 business attraction project wins highlighting Diode Dynamics, Lear Corporation and Piston Group, and the 34% increase of the EDC 504 Loan Program in 2022. He also discussed the 2022 incubation success, current business leads, recent outreach meeting and events, promoting sites and buildings, IDA Update and a regional and local unemployment comparison as of December 2022. At the end of EDC Update presentation, Scott Drachnik introduced Jim Carrington, President & CEO of Danforth Center to discuss the Danforth Science Center field research facility for experimental crops located on Highway 94.

Jim Carrington thanked the Public Authority for allowing him to speak about the new field research facility which will be across Missouri River on Highway 94 on the formerly Fischer Farm. Mr. Carrington talked about why this location met and exceeded all expectations, its strategic priorities including crop improvement and cover crops and why Danforth Center would like to build a partnership with the Port Authority. He stated 140 acres were acquired but only 100 acres are expected to be used in the future. A proposed preliminary plan of the site was shown with a proposed "pavilion" that would serve as a HUB for daily activities and as an outreach to Orchard Farm High School students where they would be taken to the field for research as an educational experience. Mr. Carrington would like for this plant science center to promote economic development and have an annual economic impact to the St. Louis Region.

Michael Hurlbert, Community Development Director, asked Chairman Ellis if he could talk about the Proposal to expand Riverfront AIM Zone for the Danforth Science field research facility now rather than later as it is related to the resolution to amend the Riverfront AIM Zone. Michael Hurlbert explained that the Danforth Center would be eligible for an economic rider from Ameren if the Danforth Science Field research facility would be in the County in an incentive district. If it was in the Riverfront AIM Zone District, it would be able to capitalize on Ameren programs and to help pay for the cost of this facility. From the expansion, the Port Authority would also include the City of St. Charles and Orchard Farm properties on the north side of Highway B which would be a great AIM Zone investment. Referencing Exhibit, A, Michael Hurlbert explained what the expansion area would be and confirmed there will be no Planning and Zoning issues as this is considered a permitted use.

Scott Drachnik noted that this would make the Danforth Life Science Center, the first business to participate with the Port Authority.

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

Sallie Hemenway went over a summary of expenses and revenues through December 2022 for the Port Authority board. She explained they are waiting for the new salary adjustment that staff got in

the New Year but by March should be caught up. Sallie Hemenway went over the second page that showed the Administrative Funds that were awarded to the Port Authority from MoDOT and how they will be applied. This will be updated monthly.

Sallie Hemenway mentioned that she and Mike Hurlbert attended a quarterly meeting with the MPAA in conjunction with ARPA agreements which coincides with today's Resolution 23-02. She added once the agreement for ARPA funds is signed, then the press should be contacted to cite its success.

John Greifzu, Assistant Director of Administration, confirmed that a budget request for staffing was approved by the County Council.

### **Update on project solicitation with cites in Port Jurisdiction**

Michael Hurlbert, Community Development Director stated three projects that have been received have been capital projects instead of economic development projects. At the request of the Port Authority Board, a second request for projects was made to Cities and to meet with them in an effort to educate them about the tools the Port Authority has to help with economic development projects. He, along with John Greifzu and Scott Drachnik, met with the Cities of Lake St. Louis, Wentzville, O'Fallon, and St. Charles. Weldon Spring and St. Peters are next. The three capital projects that have been received remain on the MPAA timetable, but economic development projects will be on the Port Authority's own time frame. Also, Michael Hurlbert said there is another potential capital improvement project with Calhoun County involving a ferry. The next MPAA meeting is in the spring and the final meeting when a decision is made is in the summer.

### **Update on Foreign Trade Zones**

Sallie Hemenway stated that the procurement officer for the County has completed the RFP and will be released either this week or next.

### **Discussion on AIM Zone Policy**

Michael Hurlbert said the goal of the AIM Zone policy was to keep it simple where it could be amended later and will be voted on in Resolution 23-03 today. He reviewed the main points.

Sallie Hemenway stated there are 16 Port Authorities in the State but only one AIM Zone is currently generating funds.

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## **BOARD ACTION ITEMS**

### **Resolution 23-01 – A Resolution Amending the Advanced Industrial Manufacturing Zone known as the Riverfront AIM Zone for the Purpose of Expanding, Developing, and Redeveloping the Contained Area Within.**

Chairman Roger Ellis asked for a motion to approve Resolution 23-01, A Resolution Amending the Advanced Industrial Manufacturing Zone known as the Riverfront AIM Zone for the Purpose of Expanding, Developing, and Redeveloping the Contained Area Within. Hyatt Bangert made such motion, and the motion was seconded by Ken Dobbins. 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 – yes, Roger Ellis - yes. Resolution 23-01 was approved by a vote of 6 yes and 0 no.

**Resolution 23-02- A Resolution Authorizing the Port Authority to file an Application to the Missouri Highway and Transportation Commission for Grant Funds for Capital Improvements and Grants for the American Rescue Plan Act.**

Chairman Roger Ellis asked for a motion to approve Resolution 23-02 – A Resolution Authorizing the Port Authority to file an Application to the Missouri Highway and Transportation Commission for Grant Funds for Capital Improvements and Grants for the American Rescue Plan Act. Hyatt Bangert made such motion, and the motion was seconded by Ken Dobbins. 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 – yes, Roger Ellis - yes. Resolution 23-02 was approved by a vote of 6 yes and 0 no.

**Resolution 23-03 - A Resolution Establishing the Policy of the St. Charles County Port Authority Preference for the Use of Advanced Industrial Zone Proceeds.**

Chairman Roger Ellis asked for a motion to approve Resolution 23-03. A Resolution Establishing the Policy of the St. Charles County Port Authority Preference for the Use of Advanced Industrial Zone Proceeds. Don Boehmer made such motion, and the motion was seconded by Ken Dobbins. 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 – yes, Roger Ellis - yes. Resolution 23-03 was approved by a vote of 6 yes and 0 no.

- **Notice is hereby given that, subject to a motion duly made and adopted, the St. Charles County Port Authority will hold a closed meeting for the purpose of dealing with matters relating to Missouri Statute RSMO 610.021.3 (Closed meetings and closed records authorized when, exceptions)**

There was not a need for a closed session.

Chairman Ellis entertained a motion to appoint Mariza Almstedt as Interim Recording Secretary for the St. Charles County Port Authority. Hyatt Bangert made such motion and Tammy Holen seconded that motion. The motion was approved by unanimous voice acclamation.

Sallie Hemenway said through a recent discussion with Maggie Kost, Missouri Department of Economic Development Director, that a process for achieving payout from an AIM Zone has not been clear as only one AIM Zone is doing it but a forthcoming process is in the works and will be easier for us.

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**ANNOUNCEMENTS / MISCELLANEOUS**

Future meetings will be held at the County Executive Building on the third floor.

Monica Combest will Chair the March 2023 Port Authority meeting.

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## **AGENDA SUGGESTIONS FOR NEXT MEETING – MARCH 8, 2023**

Discussion to seek an Executive Director

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### **MEETING ADJOURNMENT**

The meeting was adjourned at 9:30 am.

DRAFT