

MEMORANDUM

TO: Members of the County Council

FROM: Jennifer George

RE: Contract with the St. Charles County Port Authority

DATE: March 25, 2021

Attached is an intergovernmental agreement with the newly formed St. Charles County Port Authority. This contract is for the purpose of facilitating the creation and initial operation of the Port. The term of this agreement is through December 31, 2021 and may be renewed annually.

This agreement sets forth the mechanism by which the County and its staff can support the initial work of the Port Authority, as it does not presently have a revenue source to support operations. Under this agreement, the County will provide facilities for the Port Authority for meetings; make available the county website for the purposes of the Port providing public notice and engagement; contract for professional services for strategic planning; provide for insurance, legal, accounting and administrative support; and provide technical resources to the Port Authority.

Under this agreement, the Port Authority will reimburse the county for costs incurred in carrying out these duties at a later date when it has funds to support its operation.