

MINUTES OF REGULAR MEETING

ST. CHARLES COUNTY PORT AUTHORITY BOARD

DATE: March 11, 2021

TIME: 8:00 A.M.

PLACE: ST. CHARLES COUNTY EXECUTIVE OFFICE BUILDING
THIRD FLOOR COUNCIL CHAMBERS
100 NORTH THIRD STREET
ST. CHARLES, MO 63301

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

MEMBERS ABSENT: None

SUPPORT STAFF PRESENT: Jennifer George, Assistant Director of Administration; Rory O'Sullivan, Acting County Counselor; Sallie Hemenway, Consultant; Mike Hurlbert, Director of Community Development; and Sheila Weiss, Recording Secretary

CALL TO ORDER

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

APPROVAL OF THE FEBRUARY 11, 2021 MEETING MINUTES

Roger Ellis made a motion to approve the February 11, 2021 meeting minutes. The motion was seconded by Jeff Rothermich, and the minutes were approved by unanimous voice acclamation.

PUBLIC COMMENTS

There were no public comments.

OLD BUSINESS

- **Follow-up to discussion with board members to define the board's Vision and Mission Statements in relation to the Strategic Planning Process**

Sallie Hemenway had a follow-up discussion regarding the board's draft list of Core Values relating to their Vision and Mission Statements in relation to the strategic planning process. The board members participated in a collaborative discussion regarding how they would like

to define the final draft for the board's Vision and Mission Statements. Sallie Hemenway stated that she will send out a final draft incorporating the board's input for the board to vote on during their April 8, 2021 meeting.

➤ **Discussion and comments from the board regarding the adoption of by-laws for the Port Authority**

Don Boehmer asked the board members if they have any further input regarding the adoption of by-laws for the Port Authority Board. The board members participated in a collaborative discussion and asked for a few items to be added and/or changed in the final draft. Rory O'Sullivan stated that he would incorporate those changes and send out a final draft of the Port Authority's by-laws for the board to vote on during their April 8, 2021 meeting.

➤ **Discussion Regarding the acceptance of a bid for an Insurance Policy for the Port Authority**

Ed Noonan from the St. Charles County Risk Management Division discussed the purchase of a Directional Officers insurance policy for the Port Authority and presented a quote to the board. The quoted policy price is \$3,900.00 per year and includes one-million dollars of coverage per claim with a \$2,500.00 deductible. It also includes a crisis management fund of \$50,000.00. Following a discussion, Vice-chair Monica Combest asked for a motion for the board to accept this proposal and purchase the insurance policy. Roger Ellis made such motion and the motion was seconded by Ken Dobbins. The motion was approved by unanimous voice acclamation.

➤ **Discussion regarding the adoption of an Intergovernmental Agreement between St. Charles County and the Port Authority**

Jennifer George went over the final draft of the Intergovernmental Agreement between St. Charles County and the Port Authority. She stated that if the board members have any suggested changes to this agreement, they should send them to Rory O'Sullivan so he can make those changes and forward a Resolution to the board to vote on during their April 8, 2021 meeting.

NEW BUSINESS

➤ **Presentation regarding the County's Thoroughfare Plan and Transportation Plan as it relates to the interest of the Port Authority Board**

John Greifzu did a presentation regarding the County's Thoroughfare Plan and Transportation Plan as it relates to the interest of the Port Authority.

➤ **Approval and vote by the board to appoint a Temporary Custodian of Records and adopt the written Sunshine Law Policy for the Port Authority (Resolution 21-01)**

Vice-Chair Monica Combest asked for a motion to approve Resolution 21-01, appointing a Temporary Custodian of Records for the Port Authority, and adopting a written Sunshine Law Policy for the Port Authority. Dave Beckering 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, Roger Ellis – yes, Tammy Holen – yes, Jeff Rothermich – absent, Dave Beckering – yes. Resolution 21-01 was approved 6-0.

ANNOUNCEMENTS/MISCELLANEOUS

➤ None

AGENDA SUGGESTIONS FOR NEXT MEETING - APRIL 8, 2021

Don Boehmer asked that if any of the board members have any suggestions for items that they would like to see on the next meeting agenda they should send them to himself or Monica. Mr. Boehmer stated that Action Items for the next agenda should include: The adoption of a Vision and Mission Statement for the Port Authority, the adoption of by-laws for the Port Authority, the adoption of an Intergovernmental Agreement between St. Charles County and the Port Authority, and a discussion regarding the adoption of rules for Public Speakers during Port Authority meetings.

Jennifer George asked the board members if they would like to try meeting in the Administration Building in Room 116 for their April 8, 2021 meeting, as there is more space in that room. The board members agreed that they would like to try meeting there for their next meeting.

CLOSED MEETING OF THE ST. CHARLES COUNTY PORT AUTHORITY - REDACTED

Vice-Chair Monica Combest requested a motion to go into closed meeting. Don Boehmer made a motion to go into Closed Meeting pursuant to State Statute RSMo 610.021(12). The motion was seconded by Dave Beckering. A roll call vote was taken and the vote on the motion was as follows: Don Boehmer – yes, Monica Combest – yes, Ken Dobbins – yes, Roger Ellis – yes, Tammy Holen – yes, Jeff Rothermich – absent, Dave Beckering – yes.

[The minutes of this closed session are currently a closed record pursuant to State Statute RSMo 610.021(12). The original minutes are in the legal file for this matter in the County Counselor's Office and will be added to the Port Authority's records after this becomes an open record.]

Chairman Don Boehmer made a motion to go back into Open Session. The motion was seconded by Roger Ellis and was approved by unanimous voice acclamation.

MEETING ADJOURNMENT

Chairman Don Boehmer asked for a motion to adjourn the regular meeting. The motion was made by Dave Beckering and was seconded by Roger Ellis. The meeting was adjourned at 10:54 AM.

Respectfully submitted by:

Don Boehmer, Chairperson

Date