MINUTES OF REGULAR MEETING

ST. CHARLES COUNTY PORT AUTHORITY BOARD

DATE:        JANUARY 12, 2021
TIME:        9:00 A.M.
PLACE:       ST. CHARLES COUNTY EXECUTIVE OFFICE BUILDING
               THIRD FLOOR COUNCIL CHAMBERS
               100 NORTH THIRD STREET
               ST. CHARLES, MO 63301

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

MEMBERS ABSENT:     None

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

CALL TO ORDER

Chairman Don Boehmer called the meeting to order at 9:00 a.m. and roll call was taken.

DISTRIBUTION OF RESOURCE MATERIALS

Resource materials, including binders with copies of applicable statutes and ordinances applicable
to the Port Authority Board were distributed to all board members in attendance. Chairman Boehmer
discussed the resources provided and he encouraged the board members to take the opportunity to
read these materials over the next couple of weeks.

PUBLIC COMMENTS

There were no public comments.

INITIAL REMARKS FROM COUNTY EXECUTIVE

Due to a scheduling conflict, County Executive Steve Ehlmann was unable to attend this meeting.
NEW BUSINESS

➤ Introductions and Discussion by Each board Member and Staff Member

Each board member and County staff member introduced themselves and shared information regarding their personal and professional backgrounds with the Board. Sallie Hemenway, Consultant, also introduced herself to the Board.

➤ Discussion Regarding County Participation and Funding Assistance

Jennifer George stated that Mike Hurlbert, John Greifzu, and herself will be the primary points of contact during the initial startup period for the Port Authority Board. She stated that Sheila Weiss will be handling all of the Board's secretarial work, including taking minutes for the meetings and posting the Board's meeting agendas in accordance with the requirements of the Missouri Sunshine Law for the meeting of public bodies. The County recognizes that the Port Authority Board is an independent Political Subdivision. In order to assist the board with their initial staffing needs, the County has appropriated funds in its 2021 Budget. The County will track the amount of staffing hours and expenses that are incurred by the Port Authority Board during their initial startup period through an intergovernmental agreement contract, and the goal is that as the board identifies revenue sources going forward they will reimburse the County for those expenses. County staff has been working with Chairman Don Boehner on a draft intergovernmental agreement that sets out the responsibilities of both the County and the Port Authority.

➤ Discussion Regarding the Role of Consultants and County Support Staff

Jennifer George stated that the County has retained the services of Sallie Hemenway with Nexus Group over a period of the next few months to help support the Port Authority Board with developing their initial mission statement, which will likely be an important component to assist the Port Authority with setting the goals that they wish to achieve over the next 15 to 20 years. Outside of the initial short-term contract with Sallie Hemenway, the County posted an RFP for long-term strategic planning services to assist with preparing a strategic plan for the Port Authority in early 2020 and has identified a preferred vendor for these services under their procurement guidelines. The County is currently negotiating with that vendor for those long-term strategic planning services and should have a contract in place with that vendor by the end of January. The County will also be posting an RFP this week soliciting responses from additional consultants for long-term staffing support for the purpose of assisting the Port Authority in all aspects of the strategic planning process, and invites all board members to submit any feedback they may have regarding any modifications they would like to see as the County develops the contract for those services.

Jennifer George also discussed the following miscellaneous items regarding the board:

  o The Port Authority has its own tax identification number that has been set up by the County Finance Department.

  o The County has purchased several URL's which will redirect to the County website until the Port Authority can stand up its own independent website.

  o The County is working with their vendor and Risk Management Department to obtain
insurance for errors and omissions for the Port Authority Board and should have that insurance in place prior to the board making any substantial decisions or holding any votes.

DISCUSSION OF POTENTIAL MEETING DATES AND TIMES

Chairman Boehmer and the board members discussed potential meeting dates and times.

ELECTION OF VICE-CHAIR

Chairman Don Boehmer asked for a motion to nominate a Vice-Chair for the Port Authority Board.

Dave Beckering made a motion to nominate Monica Combest as Vice-Chair, and Ken Dobbins seconded the motion.

There were no further nominations.

The motion was approved, and Monica Combest was elected as Vice Chair for the Port Authority Board.

ANNOUNCEMENTS/MISCELLANEOUS

- Chairman Don Boehmer reminded the board members that they were required to submit a copy of their disclosure forms to both the Missouri Ethics Commission and the St. Charles County Registrar by January 7, 2021.

- Chairman Boehmer stated that he believes that the Port Authority is required to file an annual report with the both the State Auditor’s Office and the Missouri Highways and Transportation Commission outlining their previous year’s activities. He asked Sallie Hemenway if the board should submit a report stating that although the Port Authority was established and the board members were appointed and confirmed in 2020, they had yet to conduct any official business as of the end of 2020.

  o Sallie Hemenway responded that she would recommend that they do so.

- Dave Beckering asked Chairman Boehmer if the board members needed to take an Oath of Office and be sworn in during this first meeting.

  o Chairman Boehmer responded that he was told by the County Registrar that there is no provision that requires members of a Political Subdivision to take an Oath of Office and be sworn in.

  o The board and staff discussed Advanced Industrial Manufacturing Zones, their formation and timing and agreed to discuss the topic further at the next meeting.

- Don Boehmer asked if the County has any resources that would have the ability to assist the Port Authority with Grant Administration, or if that is a service that they would need to seek third party assistance with.
Jennifer George responded that the County does not have many staff members with experience and expertise in writing private grants. The County would have to look at any grants the Port Authority may wish to pursue on a case-by-case basis and determine whether the board would need to seek third-party assistance. Sallie Hemenway will be able to assist the Port Authority in dealing with any grant funds related to economic development during the short term, and the Transportation Department may be able to assist with any grant funds related to MoDOT.

ADJOURNMENT OF MEETING

Don Boehmer called for a motion to adjourn the meeting. The motion was made by Dave Beckering and was seconded by Ken Dobbins. The meeting was adjourned at 10:20 AM.

Respectfully submitted by:

Don Boehmer, Chairperson

Date

FEB 11, 2002