

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

**DATE:** JANUARY 13, 2022

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

**PLACE:** VIRTUAL MEETING VIA ZOOM

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

**MEMBERS ABSENT:** None

**SUPPORT STAFF PRESENT:** Michael Hurlbert, Director of Community Development; Jennifer George, Assistant Director of Administration; Bryan Wise, Associate County Counselor; and Sheila Weiss, Recording Secretary

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➤ **CALL TO ORDER**

Chairman Roger Ellis called the meeting to order at 8:17 a.m. and roll call was taken.

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➤ **APPROVAL OF THE DECEMBER 9, 2021 MEETING MINUTES**

Chairman Roger Ellis asked for a motion to approve the meeting minutes from the November 10, 2021 meeting. Ken Dobbins made such motion, and the motion was seconded by Don Boehmer. The minutes were approved by unanimous voice acclamation.

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➤ **PUBLIC COMMENTS**

Arnie C. Dienoff, O'Fallon resident, stated that all meeting packets and items for Port Authority Meetings should be posted at least 72 hours prior to meetings and all of the Port Authority's meetings should be video recorded and posted online for the public to access. Mr. Dienoff stated that he feels that it is unnecessary and premature at this time for the Port Authority to hire any staff members. He also stated that he feels that Roger Ellis serving as Chairman for both the St. Charles County Planning & Zoning Commission and the St. Charles County Port Authority is a conflict of interest, and that Don Boehmer serving on both the St. Charles County Board of Equalization and the St. Charles County Port Authority is also a conflict of interest.

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➤ **OLD BUSINESS**

**Strategic Planning Process Update**

Andy Struckhoff, board consultant with PGAV Planners, stated that they are currently still working on reorganizing the strategic plan to make some changes to help the document flow better. The revised version should be completed within the next few days and will be sent out to the board for their review. Sallie Hemenway added that the changes that are being made are mostly to the formatting and the flow of the document, and not to the overall content.

**Year-end Spending Recap for the Port Authority**

Chairman Roger Ellis asked if anyone had any questions or comments regarding the Port Authority's 2021 Annual report. There were none.

**Action Item 1 - Resolution 22-01; Adopting the Procurement Policies and Procedures for the St. Charles County Port Authority**

Chairman Roger Ellis asked for a motion to approve Resolution 22-01, approving, and adopting the Procurement Policies and Procedures for the St. Charles County Port Authority. Don Boehmer made such motion, and the motion was seconded by Monica Combest. 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 – yes, Hyatt Bangert - yes. Resolution 22-01 was approved 7-0.

**Action Item 2 – Resolution 22-02; Adopting the Spending Policy for the St. Charles County Port Authority**

Chairman Roger Ellis asked for a motion to approve Resolution 22-02, adopting the Spending Policy for the St. Charles County Port Authority. Ken Dobbins made such motion, and the motion was seconded by Hyatt Bangert. 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 – yes, Hyatt Bangert - yes. Resolution 22-02 was approved 7-0.

**Action Item 3 - Resolution 22-03; Adopting the Strategic Plan for the St. Charles County Port Authority**

Chairman Roger Ellis stated that no action would be taken on this item and the item would be tabled.

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➤ **NEW BUSINESS**

**Discussion regarding the multi-modal, public access, industrial port facility in Jefferson County, Missouri, and the possibility of economic development opportunities for the St. Charles County Port Authority (Sallie Hemenway)**

Sallie Hemenway did a presentation for the board regarding the multi-modal, public access, industrial port facility in Jefferson County, Missouri, and the possibility of economic development opportunities for the St. Charles County Port Authority. A copy of the presentation was sent to the board members.

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**ANNOUNCEMENTS / MISCELLANEOUS**

Chairman Roger Ellis thanked Don Boehmer for all of his hard work in 2021 as Chairman for the Port Authority and stated that he appreciates his efforts and his great leadership.

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**AGENDA SUGGESTIONS FOR NEXT MEETING – FEBRUARY 10, 2022**

Chairman Roger Ellis asked the board if they were amenable to meeting virtually during the upcoming winter months. The board members all agreed that meeting virtually would be fine with them. He asked if there were any suggestions for items for the February 10, 2022 meeting agenda. Don Boehmer stated that he would like for the final draft of the Strategic Plan to be ready prior to the February 10, 2022 meeting so that can be included as a discussion item. Chairman Ellis asked the board to email any additional items they may think of that they would like to see on the February meeting agenda to Sheila Weiss and himself.

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**MEETING ADJOURNMENT**

Chairman Roger Ellis asked for a motion to adjourn the regular meeting. The motion was made by Don Boehmer and was seconded by Monica Combest. The meeting was adjourned at 8:38 AM.