

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

DATE: JULY 14, 2022

TIME: 8:00 A.M.

LOCATION: ST. CHARLES COUNTY ADMINISTRATION BUILDING
ROOM 116
201 NORTH SECOND STREET
ST. CHARLES, MO 63301

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

MEMBERS ABSENT: Tammy Holen

SUPPORT STAFF PRESENT: Sallie Hemenway, board consultant with Nexus Group; Michael Hurlbert, Director of Community Development; Bryan Wise, Associate County Counselor; and Sheila Weiss, Recording Secretary

➤ **CALL TO ORDER**

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

➤ **APPROVAL OF THE MAY 23, 2022, AND JUNE 9, 2022 MEETING MINUTES**

Chairman Roger Ellis asked for a motion to approve the meeting minutes from the May 23, 2022, and June 9, 2022 meetings. Ken Dobbins made such motion, and the motion was seconded by Jeff Rothermich. The minutes were approved by unanimous voice acclamation.

➤ **PUBLIC COMMENTS**

Scott Drachnik stated that on behalf of the City of Weldon Spring, they are interested in the AIM Zone process and are currently educating the board and the Mayor about AIM zones.

Mike Klinghammer, Director of Economic Development for the City of St. Charles, stated that there are three key properties at Highway 364 and Arena Parkway which are located within the Port Authority's Riverfront AIM Zone, and are getting ready to go on the market for sale. These properties are located within the City of St. Charles's Riverpointe Development area and were slated for a mixed use development which recently fell through. Mr. Klinghammer stated that should those properties be purchased and end up having homes built on them, it would block the

City's access plan to extend Katy Trail access from the east of this property towards the Missouri River. Mr. Klinghammer asked the Port Authority to consider the acquisition of these properties if any land acquisition funding becomes available to them.

➤ **OLD BUSINESS**

There was no old business.

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, did a presentation for the board members which highlighted target business sectors, recent business lead activity, recent outreach meeting and events, promoting sites and buildings, and a regional unemployment comparison as of May 2022.

Monthly Treasurer's Report to the Board - Sallie Hemenway

Sallie Hemenway handed out a summary of expenses and revenues as of June 30, 2022 to the Port Authority board.

Update on Foreign Trade Zones - Sallie Hemenway

Sallie Hemenway provided the Port Authority board with some follow-up Information regarding the establishment of Foreign Trade Zones. The establishment of Foreign Trade Zones would be a source of revenue for the Port Authority board. Next steps would be to put together a flyer for distribution and conduct a survey to identify potentially interested businesses. If the Port Authority is going to pursue this incentive, there will need to be a formal procurement process in order to acquire professional assistance with the application process for this.

Tutorial regarding the MoDOT grant fund process - Sallie Hemenway

Sallie Hemenway discussed the MoDOT grant funding process with the Port Authority board and handed out a checklist for state funded capital projects, and a project flowchart for local state-aided construction projects.

- **Status report on the funding from MoDOT for the City of St. Charles dock and the County of St. Charles dock.**

Sallie Hemenway stated that St. Charles City and St. Charles County will be required to execute agreements with MoDOT for the allotted grant funding for these projects as the "Agents" and the St. Charles County Port Authority will act as the "Grantee". As the Grantee, the Port Authority will need to ensure that all of the requirements for this grant funding are being met.

Update on use of 2023 MoDOT Administrative Funding towards Missouri River Navigation Study - Michael Hurlbert

Michael Hurlbert stated that the Kansas City Port Authority has undertaken a study with the U.S. Army Corps of Engineers in an attempt to make the lower Missouri River more navigable. The study will identify any impediments and recommend remediations for waterborne commerce in this area. The St. Charles County Port Authority, along with other Port Authorities in this area, will be participating in this study and the cost will be \$10,000.00. Board Chair Roger Ellis and Board Treasurer Ken Dobbins have both stated that they would like for the Port Authority to participate in this study, and a resolution approving the use of FY 2023 MoDOT administrative grant funds awarded to pay for this study will be brought before the board for a vote at their August 11, 2022 meeting.

BOARD ACTION ITEMS

Resolution 22-07 approving the purchase of a Missouri Port Authority Association Membership for FY 2023

Chairman Roger Ellis asked for a motion to approve Resolution 22-07, Approving the expenditure of Missouri Highway and Transportation Commission grant funding awarded to the St. Charles County Port Authority for Annual Dues to join the Missouri Port Authority Association. Ken Dobbins 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, Tammy Holen - absent, Jeff Rothermich - yes, Hyatt Bangert - yes, Roger Ellis - yes. Resolution 22-07 was approved by a vote of 6 yes and 0 no.

ANNOUNCEMENTS / MISCELLANEOUS

Mike Hurlbert and Sallie Hemenway stated that they will both be attending the MPAA's fall meeting in September, and they will report back to the board afterwards.

Vice-Chair Monica Combest stated that she will be out of town and unable to attend both the August and September Port Authority meetings.

AGENDA SUGGESTIONS FOR NEXT MEETING – AUGUST 11, 2022

There were no suggestions for the next meeting.

MEETING ADJOURNMENT

The meeting was adjourned at 9:39 AM.