

ST. CHARLES COUNTY
PORT AUTHORITY MEETING

June 6, 2023
8:00 AM

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

Agenda

CALL TO ORDER

ROLL CALL

APPROVAL OF THE May 10, 2023 MEETING MINUTES

Documents:

[5-10-2023_ PORT AUTHORITY MEETING MINUTES.PDF](#)

PUBLIC COMMENT

OLD BUSINESS

. NONE

NEW BUSINESS

- . ECONOMIC DEVELOPMENT UPDATE - SCOTT DRACHNIK, PRESIDENT & CEO, EDC OF ST. CHARLES COUNTY
- . PORT AUTHORITY PERSPECTIVE GUIDANCE – JIM MCNICHOLS, JEFFERSON COUNTY PORT AUTHORITY
- . MONTHLY TREASURER'S REPORT TO THE BOARD – SALLIE HEMENWAY
- . UPDATE ON AGREEMENT BETWEEN THE COUNTY AND THE PORT FOR THE KLONDIKE PARK PROJECT – BRYAN WISE
- . DISCUSSION OF JOB DESCRIPTION FOR THE ST. CHARLES COUNTY PORT AUTHORITY EXECUTIVE DIRECTOR POSITION – JOHN GREIFZU

ANNOUNCEMENTS/MISCELLANEOUS

AGENDA SUGGESTIONS FOR NEXT MEETING - JULY 12, 2023

CLOSED MEETING

- . NOTICE IS HEREBY GIVEN THAT, SUBJECT TO A MOTION DULY MADE AND ADOPTED, THE ST. CHARLES COUNTY PORT AUTHORITY WILL HOLD A CLOSED MEETING FOR THE PURPOSE OF DEALING WITH MATTERS RELATING TO MISSOURI STATUTE RSMO 610.021.3 (CLOSED MEETINGS AND CLOSED RECORDS AUTHORIZED WHEN, EXCEPTIONS)

MEETING ADJOURNMENT

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

DATE: May 10, 2023

TIME: 8:00 A.M.

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

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

MEMBERS ABSENT: None

SUPPORT STAFF PRESENT: Salle Hemenway, board consultant with Nexus Group; Michael Hurlbert, Director of Community Development; Bryan Wise, Associate County Counselor; and Mariza Almstedt, 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 MARCH 8, 2023, MEETING MINUTES**

Chairman Roger Ellis asked for a motion to approve the meeting minutes from the March 8, 2023, meeting. Don Boehmer made such motion, and the motion was seconded by Ken Dobbins. The minutes were approved by unanimous voice acclamation.

➤ **PUBLIC COMMENTS**

Gregory Kelahan, Lead Ports Engineer from Hanson Professional Services Inc. stated he is attending this meeting to stay informed with what the Port Authority is doing.

➤ **Old Business**

None.

NEW BUSINESS

Monthly Treasurer's Report to the Board – Sallie Hemenway

Sallie Hemenway handed out a 3-page Monthly Finance Report consisting of a summary of the money the County has appropriated to the Port Authority in its budget, expenses and revenues as of April 2023 and a representation of the two rounds of MODOT Admin Funds that were provided to the Port Authority showing what they were used for and how they could be used. Sallie reminded the Board that eligible invoices citing costs incurred must be submitted to MODOT by the end of May 2023 to have access to \$30,677.42. She named three invoices to send to MODOT and Chairman Ellis agreed with Sallie's request.

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 leads specifically Project Nimbus, Project Conduit, Project Action and Project Central. He also discussed promoting sites and buildings, recent outreach & events including his recent business trade mission trip to Sweden and Germany and SBA 504 Program Update. Scott Drachnik announced that the EDC will have a Tailgate Open House to celebrate the Incubator's 30th year anniversary on June 9, 2023 and also talked about the STEM Teachers Grants and local unemployment rate comparison as of March 2023.

Scott Drachnik stated that they no longer have a business counselor position which was part of a shared program with the University of Missouri Extension and the Small Business Development Center (SBDC). He said the EDC was not able to fill the position so the money was used in other ways, but they hope money will be available in 2024. Second, he mentioned that the EDC is working on an RFP to do a strategic economic development plan which is part of disaster – flooding supplement. Scott Drachnik would like to have it submitted soon and the grant is \$150,000.

Scott Drachnik stated that St. Charles is not in the cards for the Emerson relocation as they are on a Greater St. Louis Committee, but the Sports Complex could potentially be.

Update on Klondike Park Project – Sallie Hemenway

Sallie Hemenway said that there was a meeting with Bryan Wise, Stephan Tomlinson, John Greifzu, Mike Hurlbert and talked about the contents of the agreement between the Port Authority and County Parks and the agreement is in its draft form. She added that the type of acquisition needed to gain access to the property is being reviewed. Counsel is seeking the best way to accomplish the goal, protect the port and make this as simple as possible. Some invoices have been submitted from the initial cost of Klondike to MoDOT and received feedback about a form requiring details. A meeting with MoDOT representatives will be held Friday, May 12, 2023 to discuss these invoices for reimbursement.

Update on MPAA 2024 CIP request – Mike Hurlbert and Sallie Hemenway

Sallie Hemenway stated that the summer meeting where projects are presented, voted on and scored has not yet been scheduled. She noted while waiting to initiate a competitive project our

applications for federal dollars have been weakened due to the fact that we do not have preliminary engineering funding. Sallie Hemenway stated the most competitive application to submit for CIP funds would be from planning and preliminary engineering funding along with a clear definition of what our project is. Since a meeting has not been scheduled yet, a date to have this submitted has not yet been determined but will be due soon.

Foreign Trade Zone RFP Discussion – Sallie Hemenway

Sallie Hemenway said that the County sent out a request for proposal on behalf of the Port Authority to gain access to a professional that would help with a two-part bid process. The RFP – Exhibit A and the STR Response – Exhibit B were provided to the Board. Part One would be a request for an Assessment and the bid for that was \$7,000. Part Two, which is the Application Phase, came in with a bid of \$23,000. Sallie Hemenway added Part Two would not occur until the Board would recommend Part One which is the pursuit of an application for a Trade Zone.

BOARD ACTION ITEM

Resolution 23-05 – Resolution for the Board to approve the Foreign Trade Zone RFP

Chairman Roger Ellis asked for a motion to approve Resolution 23-05 – A Resolution accepting and approving the response to request for Proposal P23-001 from Sandler, Travis & Rosenberg, P. A. and authorizing execution of agreements necessary to that purpose. Ken Dobbins made such motion, and the motion was seconded by Tammy Holen. 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 - yes, Hyatt Bangert – yes, Roger Ellis - yes. Resolution 23-05 was approved by a vote of 6 yes and 0 no.

ANNOUNCEMENTS / MISCELLANEOUS

Michael Hurlbert announced that someone has been offered the Administrative Assistant position, held by Sheila Weiss and will likely attend the next Port Authority meeting.

Michael also announced he, Scott Drachnik and the EDC team will be out of town at an EDC Annual meeting the week of the next Port Authority meeting – June 14th.

St. Charles Port Authority Closed Meeting – May 10, 2023

The St. Charles County Port Authority met on Wednesday, May 10, 2023 at 8:55 a.m. in the Council Chambers, 100 North Third Street, St. Charles, Missouri.

Chairman Roger Ellis asked for a motion to go into a Closed Meeting session pursuant to State Statute RSMo 610.021(3) at 8:55 a.m. Hyatt Bangert motioned to go into closed session, seconded by Ken Dobbins and was approved by unanimous voice acclamation.

Discussion of personnel matters, Closed Meeting pursuant to Sec. 610.021 (3).

Ken Dobbins motioned to return to an open meeting, seconded by Hyatt Bangert.

The closed meeting ended at 9:09 a.m.

Chairman Roger Ellis asked for a motion to adjourn the Closed Meeting Session and go back into Regular Meeting Session at 9:10 am. Don Boehmer made such motion. The motion was seconded by Ken Dobbins and was approved by unanimous voice acclamation.

MEETING ADJOURNMENT

The meeting was adjourned at 9:15 a. m.