

ST. CHARLES COUNTY
PORT AUTHORITY MEETING

July 12, 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 JUNE 6, 2023 MEETING MINUTES

Documents:

[06.06.2023__ PORT AUTHORITY MEETING MINUTES.PDF](#)

PUBLIC COMMENT

OLD BUSINESS

- . NONE

NEW BUSINESS

- . ECONOMIC DEVELOPMENT UPDATE - SCOTT DRACHNIK, PRESIDENT & CEO, EDC OF ST. CHARLES COUNTY
- . 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
- . UPDATE ON THE FOREIGN TRADE ZONE CONSULTANT SERVICES – BRYAN WISE
- . DISCUSSION ON ESTABLISHING A STRATEGY/POLICY TO GET COMPANIES TO SIGN UP – MICHAEL HURLBERT
- . DISCUSSION REGARDING JUNE 2023 MPAA MEETING – MICHAEL HURLBERT AND SALLIE HEMENWAY

ANNOUNCEMENTS/MISCELLANEOUS

AGENDA SUGGESTIONS FOR NEXT MEETING – AUGUST 9, 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: June 6, 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: Sallie Hemenway, board consultant with Nexus Group; Michael Hurlbert, Director of Community Development; John Greifzu, Assistant Director of Administration; 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 MAY 10, 2023, MEETING MINUTES**

Chairman Roger Ellis asked for a motion to approve the meeting minutes from the May 10, 2023, meeting. Hyatt Bangert made such motion, and the motion was seconded by Monica Combest. The minutes were approved by unanimous voice acclamation.

➤ **PUBLIC COMMENTS**

➤ **Old Business**

None.

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 of bullet point elevator ideas used to promote St. Charles County in presentations, current business leads and breakout of sectors. Scott Drachnik noted that the number of manufacturing leads from last year has dropped from 70% to 57% as of year-to-date 2023. He also stated that the business lead updates discussed last month - Project Nimbus, Project Conduit and Project Action are waiting for final negotiation on incentives that will determine if they are St. Charles bound. Also discussed was promoting sites and buildings including more attention to Smart Field. He announced that Santosh Patel, a former incubator graduate from India involved in electronics is bringing in about a half a dozen companies to St. Charles County. They will invest about a hundred million dollars within the next decade to educational improvements. Updates of the SBA 504 Program and EDC 504 Loan Committee Approvals were also provided. Scott Drachnik reminded the Board that the EDC Tailgate Open House to celebrate the Incubator's 30th year anniversary is June 9, 2023. Scott mentioned a few Special Projects that the EDC is working on and the local unemployment rate comparison as of March 2023.

Monthly Treasurer's Report to the Board – Sallie Hemenway

Sallie Hemenway went over a summary of expenses and revenues as of May 2023 for the Port Authority Board. Sallie said the first page is the exact copy of the County's budget which shows a copy of the Port Authority's Fund 746. The second page is an updated eligible use of MoDOT Administrative Funds. She pointed out the last four-line items totaling \$30,677 made up the Admin Award from FY23. The third page is a summary report of the expenses according to categorizations. She stated MoDOT would not consider a proposal to charge an administrative fee as an eligible expenditure for supporting the Klondike Park and City of St. Charles dock project. Sallie indicated that those funds will then have to be recategorized either as a cost allocation or an earned expense.

Sallie Hemenway said the grant for FY24 is \$28,000 and is less this year because we did not score as well as we did last year but the planning grant and land acquisition grant proposals should improve scores for next year.

Update on Agreement between the County and the Port for the Klondike Park Project – Bryan Wise

Assistant Counselor Bryan Wise stated he was part of a meeting with Stephan Tomlinson, John Greifzu, Mike Hurlbert and Sallie Hemenway that talked to MoDOT representatives to verify the structural agreements for the first combination of Port Authority CIP and ARPA funds and get their approval. Bryan Wise said that an indirect cost or an administrative fee which was allowable under ARPA is not allowable under CIP and will have to be restructured. Bryan Wise said he plans to present the CIP to MoDOT this month for their approval and have it available for the Port Authority Board to review in July.

Discussion of Job Description for the St. Charles County Port Authority Executive Director Position – John Greifzu

John Greifzu stated his concerns about the position including its longevity, determining the success

of the position, expectations of the job and how would this individual be paid. John Greifzu asked what type of position this would be; a direct hire, a combined position with the County or a contract hire with a third party.

Ken Dobbins stated that this person should be required to generate some revenue for the Port Authority to pay for his/her position. He asked if this position would be part time or a joint position between Community Development and Port Authority. Ken Dobbins asked if the job title would be an Executive Director or an Economic Development Specialist position.

Michael Hurlbert said that, as currently drafted, he does not see this job with Community Development as a full-time position but could be a shared 50/50 position. He added in the future, it could become a full-time position separate from the Port Authority if the duties expand.

John Greifzu said the \$50,000 that is cited on the first page of the Finance packet as "Placeholder - unidentified consultant services" was simply expending that amount from the \$125,000 from the Port that was generated through an Admin fund. He added if the Board prefers to combine the position with the County, the Port doesn't have a sustainable funding source to pay its share. John Greifzu stated he thinks this is a contract position with a consultant or a third party without knowing what the person's expectations will be.

Scott Drachnik was asked for the EDC's opinion about the potential position. He stated they do not have direct funds to share and defers to the draft as written. Scott asked how this person would be paid without additional allocations. He suggested another option, using a service contract with the EDC comparable to the model used with Industrial Development Authority.

Don Boehmer asked if the duties of the Executive Director would be comparable or duplicative to those being done by the EDC and municipal officials. He recommended looking at two components (funding for infrastructure and pre-development funding) from the Economic Development Ecosystem in the Strategic Plan where he sees existing gaps. Don Boehmer stated that the Port Authority should delay hiring anyone at this time citing John Greifzu's concerns.

Gregory Kelahan, Lead Ports Engineer from Hanson Professional Services Inc. shared information about other Port Authorities within the state he has worked with in the past, specifically that they hire their own employee if they had their own funding sources, such as a casino, and where they lacked a direct source, they would share the employee with the local economic agency.

John Greifzu stated that discretionary funds from the Klondike Project and the St. Charles Project can be used as the Port wishes as they are not paid back to the County.

Mike Hurlbert, in response to Don's question, stated that it was not the idea to replace or duplicate the duties of the EDC with this draft position, only to supplement and strengthen those actions through the Port Authority. Mike explained he is stretched in doing Port Authority and Community Development functions and this draft is seeking to find someone to help with 50% of the Port Authority duties since the Port Authority does not have the ability to fund this job 100%.

Don Boehmer asked if it is decided not to move forward with this position, would Sallie's services continue through 2024. Sallie Hemenway said her contract comes with a renewal option for three years and a rebidding requirement will be necessary for 2024.

Ken Dobbins asked if the amount paid to Nexus could be increased to get the new AIM Zone job credits. Sallie Hemenway said it would be easier for someone to do that who lives and is employed in St. Charles County, but it could also be done virtually as well.

Sallie Hemenway said at the last DED meeting she and Mike went to, they said that are moving away from trying to sell a company on participating and instead they are making offers to companies in the AIM Zones that participate in Missouri Works program at their 50% benefit. Sallie Hemenway explained that puts us in a better position where we will no longer be required to convince companies to participate because companies will be required to pay the State. Sallie added this DED change does not require legislation.

ANNOUNCEMENTS / MISCELLANEOUS

Michael Hurlbert introduced Stacy Lorenz as the new Administrative Assistant for Community Development Department. He also introduced Taylor Mazara as the Regional Manager for the St. Louis Region as part of the Engagement Group with DED.

Michael Hurlbert presented a two-page handout of all the AIM Zones. The first page represents each Aim Zone specifically and the second page highlights the benefits of the program. The handout will be helpful for the EDC, County/city officials and real estate professionals in providing high level explanation of the AIM Zones to existing and prospective companies.

Sallie Hemenway announced that she and Mike have compiled a list of companies within each Zone that are not eligible for Missouri Works but would be for AIM Zone that are doing expansions. She noted that the health care industry is not eligible for Missouri Works but is eligible for AIM Zone. Mike is sending out an email to municipalities asking if they concur with his data and to assist with setting up retention visits.

Michael Hurlbert announced that Jim McNichols from Jefferson County Port Authority was unable to attend today because of an emergency meeting and that he apologizes for his absence. We will work with Jim to schedule him for a future SCCPA board meeting.

Agenda Suggestions for The Next Meeting – July 12, 2023

- Continue Discussion of Job Description for the St. Charles County Port Authority Executive Director Position – John Greifzu
- Discussion on Establishing a Strategy/Policy to Get Companies to Sign up
- Schedule Port Authority Speaker for next meeting

Chairman Roger Ellis asked for a motion to adjourn the meeting. The motion was made by Ken Dobbins and was seconded by Hyatt Bangert and was approved by unanimous voice acclamation.

MEETING ADJOURNMENT

The meeting was adjourned at 9:44 a. m.