

ST. CHARLES COUNTY
PORT AUTHORITY MEETING

August 9, 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 JULY 12, 2023 MEETING MINUTES

Documents:

[07.12.2023_DRAFT_PORT AUTHORITY MEETING MINUTES.DOCX](#)

PUBLIC COMMENT

OLD BUSINESS

. NONE

NEW BUSINESS

- . ECONOMIC DEVELOPMENT UPDATE - SCOTT DRACHNIK, PRESIDENT & CEO, EDC OF ST. CHARLES COUNTY
- . PRESENTATION - MARK GRIMM, CHAIRMAN, GILMORE BELL, P.C. - "PORT IMPROVEMENTS DISTRICTS"
- . 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 -MPAA/MODOT FUNDING AND STATUS OF PROJECT – MICHAEL HURLBERT AND SALLIE HEMENWAY
 - .i. SCOPE OF WORK
- . UPDATE/PRESENTATION -PORT AUTHORITY STRATEGIC PLAN OUTCOMES – MICHAEL HURLBERT AND SALLIE HEMENWAY
 - .i. DISCUSSION ON ESTABLISHING A DATE FOR A STRATEGIC WORKING SESSION

ANNOUNCEMENTS/MISCELLANEOUS

AGENDA SUGGESTIONS FOR NEXT MEETING - SEPTEMBER 13, 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: July 12, 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; Roger Ellis; Tammy Holen; Don Boehmer; and Monica Combest

MEMBERS ABSENT: Hyatt Bangert

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

➤ **CALL TO ORDER**

Chairman Roger Ellis called the meeting to order at 8:02 a.m. and roll call was taken.

➤ **APPROVAL OF THE JUNE 6, 2023, MEETING MINUTES**

Chairman Roger Ellis asked for a motion to approve the meeting minutes from the June 6, 2023, meeting. Don Boehmer made such motion, and the motion was seconded by Tammy Holen. The minutes were approved by unanimous voice acclamation.

➤ **PUBLIC COMMENTS**

None.

➤ **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, provided a presentation for the board members which highlighted their mission, core services, target sectors, why businesses should choose St. Charles County, and current business leads. Scott noted that the number of current business leads is 59 leads for 2023 YTD compared to 48 leads through early July 2022. He also stated that Maggie Kost (former DED Director) is taking over as Chief Attraction Officer for Greater St. Louis Inc. which should add strength to the area's recruiting team.

He spoke about business leads - Project Nimbus has a regional company finalizing their contract to buy the Enterprise office building in Weldon Spring and is waiting on approval from the Board of Alderman. Project Action has a regional manufacturer looking to consolidate and move operations from Nashville to Dardenne Prairie and is waiting on the State discretionary incentive funds decision. Project Conduit has an electronics assembler/distributor building a \$3M facility; phase 1 is underway in O'Fallon.

He covered recent outreach & events including the EDC's incubator 30-year anniversary and the regional delegation to the UK. A group traveled to Cambridge University and had panel discussions and presentations with start-up companies. Ambassador O'Malley, the current Chair of the Port Authority in St. Louis County was in attendance and mentioned that he would love to come to talk about his vision for Port Authority and figure out ways to collaborate between St. Louis County and St. Charles County.

Scott spent a day with a group of IT Consultants, one of which is based in Metro St. Louis. They have a meeting with them so they can have a better understanding of what is happening in this part of the region.

He discussed recent business growth in the area and talked about Seyer Industries being nominated and winning the award for family-owned manufacturing companies in the area. Also, receiving awards at the MEDC Annual Conference were Thomas Redd with his Certification in Economic Development and Stacey Putnum Ross with the President's Choice Award.

Scott Drachnik reminded the Board that the St. Charles County Economic Development Awards Luncheon is August 2, 2023. Scott mentioned a few Special Projects that the EDC is working on and the local unemployment rate comparison as of May 2023.

Monthly Treasurer's Report to the Board – Salle Hemenway

Sallie Hemenway went over a summary of expenses & revenues as of June 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. Sallie explained to the board members that we have been misreading this allocation of funding. It is an allocation of spending authority and is dependent upon our ability to collect the fee(s) from projects that we awarded through MODOT, along with the MODOT Administrative dollars, in order to spend the funding on the Foreign Trade Zone, the navigational study, the consultant services, the MPAA annual dues, the Nexus Consultants Services, and all the expenditures planned for this year. There are two revenue sources recognized, MODOT annual administrative fee and the Klondike Park fee for administrative work. The Port Authority must collect the fee(s) before we can spend the money. Moving forward the Port will charge and collect fee(s) from Klondike so we can engage in the rest of these things. This does impact the ability to use

the \$50,000 that is set aside. The second page is the same as last month for FY24 at \$28,835.82 and we haven't received yet the automated contract that is being counted as pending revenue.

Sallie states that the third page shows we have expended in FY23, \$16,051.72 between consulting costs and County staff costs. If you apply that to balance due to the County and subtract off the pending MODOT revenue the potential balance due to the County is approximately \$127,582.00.

She said the two anticipated future revenues were the fees from Klondike Park and the fee being charged to St. Charles City for the future dock. Sallie asked Michael Hurlbert to report on the status of the St. Charles City Riverfront dock and the potential of that lost revenue if they do not do that project. Michael Hurlbert states that he has spoken with Mike Klinghammer from the City of St. Charles and as of Monday the City has decided not to move forward with the dock project. As a result the FY24 potential \$140,000 revenue will come off of the report next month.

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

Assistant Counselor Bryan Wise stated that the agreement between the SCCPA and the County Parks Department will be available at next month's Board meeting.

Update on the Foreign Trade Zone Consultant Services – Bryan Wise

Assistant Counselor Bryan Wise stated there is a letter of agreement that can be signed as soon as the cash flow issues have been discussed and are in place. He will present the agreement to Roger Ellis for signature because the RFP has already been approved by the board.

Discussion on Establishing a Strategy/Policy to Get Companies to Sign Up – Michael Hurlbert

Michael Hurlbert informs the board that he has sent emails to the five major cities within St. Charles County with a list of the companies within the AIM Zones that they have in their communities. He is working with them to see if there are any companies that they want to add. O'Fallon has mentioned adding 6-7. The total list is 32 companies across the six AIM Zones that have been identified as high growth companies. Mike stated that he is deferring to the cities to set the schedules up because it is part of their business retention visits. We have until the end of the year to have all the meetings. Mike hopes to start meeting within the next few months. He stated that he thinks each city will add a few and the total will be closer to 50 by the time it's done. Mike and Scott Drachnik will be attending all of the meetings with the idea that it will show everyone that we are working together with the same goal in mind.

Don Boehmer stated that he wants to see the Port Authority develop an idea of what we would like to spend the money for so we have something to take to these companies to show them what they will get when they sign their money over.

Roger Ellis suggested we put it on the agenda to discuss what the companies need versus what the Port Authority can do. Mike Hurlbert agrees we need to provide general items and find out what specifically they want and need.

Don Boehmer asked if the Community College and Lindenwood have been contacted to see if they are interested in partnering. Roger Ellis states that the Community College has a high-tech training

center in Wentzville. Sallie Hemenway relayed a message on behalf of Ken Dobbins that he would like to work with the educational institutions and come up with a plan on how and what we should focus the funding on.

Roger Ellis asked Scott Drachnik to explain the Zumwalt Apprenticeship. Scott also explains that they need to work through the workforce system, which would in fact multiply and grow the dollars available.

Don Boehmer would like more information on Port Development Districts.

Discussion regarding June 2023 MPAA Meeting - Michael Hurlbert and Sallie Hemenway

Michael Hurlbert explained that the first day was presentations from agencies and groups giving information on their specific programs and funding available. Delta Regional Authority spoke but most of the information was for distressed communities, so it didn't really apply to St. Charles. IRPT (Inland River & Ports Terminal) is a lobbyist group for DC that is based in St. Louis and might be good to work with in the future if the board would like to consider going national.

The second day at the MPAA meeting included a report from the Armstrong Teasdale lobbyist group. The MPAA made an appeal to the members that all the ports voluntarily pay a portion of the annual lobbying costs. Mike abstained at this time since the St. Charles Port Authority doesn't have the funds, which they understood, but it may be something we will have to do in the future. They discussed FY24 CIP List and the FY25 CIP List. There were 19 presentations from the 12 ports that were in attendance. Twelve projects from eight ports were funded. Some ports received funding for 2 projects. Mike presented an idea for acquisition of 50 acres of ground around the Family Arena. He was asking for \$540,000 with a match of \$135,000 for a total of \$675,000. We scored last and did not receive any funding. Mike and Sallie Hemenway decided to modify the request and ask for the acquisition funds only under the project category and ask for the planning funds only from the planning category but unfortunately that did not change the outcome.

Mike mentioned to the MPAA that last year there was a motion approved that all ports should have at least one project funded before any port gets a second project funded. He also fought to get the PE funding of \$40,000 since that appears to be the way to be able to score higher on the scoring sheets.

It was asked if there were any adjustments that needed to be made to any projects and at the time Mike didn't have any but, since the City of St. Charles has decided that they will not be using the funding for the dock he and Sallie would like to go through MODOT and see if we would be able to use some of those million dollars towards our request. They will then take that adjustment to the MPAA.

Roger Ellis asked how long the Family Arena Sports and Entertainment District would take to become reality. He suggested that Lindenwood and other private investors might be interested in the area for practice facilities in the immediate future. He will inquire with their athletic department.

Monica Combest asked about lobbying for funding from the State for additional funding like Jefferson County did last year. Sallie Hemenway stated that it is possible and that the funding was lobbied and awarded outside the MPAA.

Mike informed the board that there was a new slate of officers announced. The President is stepping down. The new Chairman is Ralph Martin from Lewis County. The Vice Chair is John Ferguson from Pemiscot County. The previous Secretary, Amanda Schuster from Howard Cooper remains in office as does the previous Treasurer, Tammy Hutchinson from Mississippi County.

ANNOUNCEMENTS / MISCELLANEOUS

Roger Ellis spoke about a meeting from the June 20th regarding an IDOT project about ferry service from St. Charles to Grafton and Brussels Island. They have a consultant on the Grafton side that has started working. Michael Hurlbert confirmed he is working to set up a meeting with the consultant. America's Central Port on the Illinois side is working with IDOT and bring St. Charles into the discussion.

Michael Hurlbert informed the board that Christy Franklin is taking over duties at the EDC for Taylor Mazdra who is going on maternity leave next week.

Michael Hurlbert announced that John Greifzu wanted him to mention that the Port Authority Board may want to do a work session or retreat to look at the strategic plan and identify some of the priority goals that are still incomplete. Mike noticed that the board needs to look at getting a Capital Funding Plan that would be very specific about how to bring in additional income to be more proactive. He also discussed looking at work force training goals.

Agenda Suggestions for The Next Meeting – August, 2023

- Discuss the possibility of getting State Funding, Jefferson County Director, and new MPAA Lobbyist to speak.
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Chairman Roger Ellis adjourns the meeting.

MEETING ADJOURNMENT

The meeting was adjourned at 9:30 a.m.