

**ST. CHARLES COUNTY
PORT AUTHORITY MEETING**

**SEPTEMBER 9, 2021
8:00 AM**

**ST. CHARLES COUNTY ADMINISTRATION BUILDING
ROOM 116
201 NORTH SECOND STREET
SAINT CHARLES, MO 63301**

**TENTATIVE
AGENDA**

CALL TO ORDER

ROLL CALL

**APPROVAL OF THE JUNE 10, 2021, JULY 8, 2021, AND AUGUST 12, 2021 MEETING
MINUTES**

Documents:

[06.10.21 PORT AUTHORITY MEETING MINUTES - DRAFT.PDF](#)
[07.08.21 PORT AUTHORITY MEETING MINUTES - DRAFT.PDF](#)
[08.12.21 PORT AUTHORITY MEETING MINUTES - DRAFT.PDF](#)

PUBLIC COMMENT

OLD BUSINESS

NONE

NEW BUSINESS

STRATEGIC PLANNING PROCESS UPDATE - (PGAV PLANNERS)

COMMITTEE DISCUSSION GROUPS (BREAK-OUT)

- BY-LAWS DISCUSSION GROUP: KEN DOBBINS, CHAIR; TAMMY HOLEN; JEFF
ROTHERMICH; AND RORY O'SULLIVAN

- POLICY DISCUSSION GROUP: MONICA COMBEST, CHAIR; HYATT BANGERT;
ROGER ELLIS; AND SALLIE HEMENWAY

- MARKETING DISCUSSION GROUP: DON BOEHMER, CHAIR; MIKE HURLBERT, AND
JENNIFER GEORGE

BRIEF COMMITTEE REPORT-OUTS TO BOARD

ANNOUNCEMENTS/MISCELLANEOUS

MEETING ADJOURNMENT

MINUTES OF REGULAR MEETING

ST. CHARLES COUNTY PORT AUTHORITY BOARD

DATE: June 10, 2021

TIME: 8:00 A.M.

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

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

MEMBERS ABSENT: Ken Dobbins; and Jeff Rothermich

SUPPORT STAFF PRESENT: John Greifzu, Assistant Director of Administration; Rory O'Sullivan, Acting County Counselor; and Sheila Weiss, Recording Secretary

CALL TO ORDER

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

APPROVAL OF THE MAY 13, 2021 MEETING MINUTES

Roger Ellis made a motion to approve the May 13, 2021 meeting minutes. The motion was seconded by Hyatt Bangert, and the minutes were approved by unanimous voice acclamation.

PUBLIC COMMENTS

There were no public comments.

OLD BUSINESS

There was none.

NEW BUSINESS

- **Strategic Planning Process Update – Feedback regarding focus groups, including potential AIM Zones (PGAV Planners)**

Andy Struckhoff did a presentation regarding the three focus groups that were gathered for discussion around their development efforts, challenges, and needs to identify roles for the Port Authority Board.

The focus groups consisted of:

1. Economic Development Focus Group; and
2. Business Sector Focus Group; and
3. Transportation / Infrastructure Focus Group.

Common themes across each focus group discussion were workforce, quality of life, transportation, infrastructure, tourism, and education. PGAV will conduct additional focus group interviews regarding education and its potential relationship with the Port Authority Board.

Andy Struckhoff also did a presentation regarding potential AIM Zone areas within St. Charles County.

The presentations were followed by questions from the board members.

➤ **Update of the economic development bills that passed during the state legislative session (Sallie Hemenway)**

Sallie Hemenway did a presentation regarding economic development related legislation that was passed during the recent legislative session.

➤ **St. Louis Regional Freightway Presentation**

Mary Lamie, Executive Vice President of Multi Modal Enterprises for St. Louis Regional Freightway, did a presentation for the board regarding bi-state multimodal advantages and funding opportunities. The presentation was followed by questions from the board members.

➤ **MoDOT presentation regarding the state's multimodal program**

Cheryl Ball, Waterways and Freight Administrator for MoDOT, did a presentation for the board regarding state multimodal funding opportunities. The presentation was followed by questions from the board members.

➤ **MoDOT presentation regarding Multimodal efforts relating to St. Charles County**

Tom Blair, Engineer for MoDOT, did a presentation for the board regarding St. Louis District transportation funding opportunities. The presentation was followed by questions from the board members.

➤ **Update on potential upcoming business attractions within St. Charles County**

Scott Drachnik, President & CEO of the Economic Development Council of St. Charles County,

did a presentation regarding upcoming business attraction opportunities within the County for the board. The presentation was followed by questions from the board members.

ANNOUNCEMENTS/MISCELLANEOUS

- **Discussion regarding summer vacation schedules and board member's availability for upcoming meetings**

Chairperson Don Boehmer asked the board members to consider sharing their summer vacation schedules amongst themselves to find out if there may be any upcoming meeting conflicts that may cause there to not be a quorum.

AGENDA SUGGESTIONS FOR NEXT MEETING – JULY 9, 2021

Don Boehmer stated that if anyone has any suggestions for additional items that they would like to see on the next meeting agenda, they should send them to either himself or Monica.

MEETING ADJOURNMENT

Chairman Don Boehmer asked for a motion to adjourn the regular meeting. The motion was made by Roger Ellis and was seconded by Monica Combest. The meeting was adjourned at 11:10 AM.

Respectfully submitted by:

Don Boehmer, Chairperson

Date

MINUTES OF REGULAR MEETING

ST. CHARLES COUNTY PORT AUTHORITY BOARD

DATE: July 8, 2021

TIME: 8:00 A.M.

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

MEMBERS PRESENT: Ken Dobbins; Jeff Rothermich; Monica Combest; Roger Ellis; Tammy Holen

MEMBERS ABSENT: Don Boehmer; and Hyatt Bangert

SUPPORT STAFF PRESENT: Jennifer George, Assistant Director of Administration; John Greifzu, Assistant Director of Administration; Rory O'Sullivan, Acting County Counselor; and Sheila Weiss, Recording Secretary

CALL TO ORDER

Vice-Chair Monica Combest called the meeting to order at 8:00 a.m. and roll call was taken.

PUBLIC COMMENTS

There were no public comments.

OLD BUSINESS

➤ **Recap of items discussed during the previous meeting**

Sallie Hemenway, board consultant with Nexus Group, stated that the focus groups have been completed and public input has been generated on what the Port Authority Board should focus on in their development activities. The most recent focus group was dedicated to education and consisted of members of the education community and the workforce community. During this focus group there was discussion on obtaining qualified workforce to meet the demands of the current companies who are looking for skilled workers.

NEW BUSINESS

➤ **Strategic Planning Process Update**

Andy Struckhoff, board Consultant with PGAV Planners, introduced Frank Weatherford with TranSystems. Mr. Weatherford did a financial briefing presentation for the board regarding Revenue Generation from MO Chapter 68/St. Charles County Chapter 170, State & Federal funding opportunities, and presented case studies of other Port Authorities and methods of funding being utilized by them. The presentation was followed by questions from the board members.

➤ **Preliminary Discussion - Criteria for Use of Port Funds**

Sallie Hemenway, board consultant with Nexus Group, led a discussion with the board members regarding standards and protocols for the use of Port Authority incentives and financing tools, and considerations for establishing minimum criteria.

➤ **Preliminary Discussion - By-laws for the Port Authority**

Sallie Hemenway, board consultant with Nexus Group, led a discussion with the board members comparing existing by-laws for other various agencies, and discussed amendment topics for future by-law amendments and written policies that the board may wish to consider adopting.

➤ **Preliminary Discussion - Written Administrative Policies**

Sallie Hemenway, board consultant with Nexus Group, led a discussion with the board members regarding possible written administrative policies related to board practices that the board may wish to consider adopting in the near future.

ANNOUNCEMENTS/MISCELLANEOUS

- Vice-Chair Monica Combest stated that the Board of Directors and Officers Policy was received and signed off on by herself and Chairperson Don Boehmer.
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AGENDA SUGGESTIONS FOR NEXT MEETING – AUGUST 12, 2021

Vice-Chair Monica Combest stated that if anyone has any suggestions for additional items that they would like to see on the next meeting agenda, they should send them to herself and Don Boehmer.

MEETING ADJOURNMENT

Vice-Chair Monica Combest asked for a motion to adjourn the regular meeting. The motion was made by Ken Dobbins and was seconded by Jeff Beckering. The meeting was adjourned at 10:59 AM.

Respectfully submitted by:

Don Boehmer, Chairperson

Date

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MINUTES OF REGULAR MEETING

ST. CHARLES COUNTY PORT AUTHORITY BOARD

DATE: August 12, 2021

TIME: 8:00 A.M.

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

MEMBERS PRESENT: Don Boehmer; and Ken Dobbins

MEMBERS ABSENT: Jeff Rothermich; Monica Combest; Hyatt Bangert; Roger Ellis; and Tammy Holen

SUPPORT STAFF PRESENT: Michael Hurlbert, Director of Community Development; Jennifer George, Assistant Director of Administration; John Greifzu, Assistant Director of Administration; Rory O’Sullivan, Acting County Counselor; and Sheila Weiss, Recording Secretary

CALL TO ORDER

Chairman Don Boehmer called the meeting to order at 8:00 a.m. and roll call was taken. Chairman Boehmer announced that a quorum was not present for the meeting and stated that informal discussion of the items on the agenda would be permissible in the absence of a quorum, but official business would not be conducted.

Items discussed included a follow-up discussion regarding Board Bylaw topics, a follow-up discussion regarding board policy topics, and a follow-up discussion regarding strategic planning.

APPROVAL OF THE JUNE 10, 2021 AND JULY 8, 2021 MEETING MINUTES

Due to the absence of a quorum, approval of the minutes was deferred to the next regular meeting.

PUBLIC COMMENT

There were no public comments.

MEETING ADJOURNMENT

The meeting was adjourned at 10:26 AM.

Respectfully submitted by:

Don Boehmer, Chairperson

Date