

ST. CHARLES COUNTY
PORT AUTHORITY MEETING

SEPTEMBER 13, 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 AUGUST 9, 2023 MEETING MINUTES

PUBLIC COMMENT

OLD BUSINESS

- . NONE

NEW BUSINESS

- . ECONOMIC DEVELOPMENT UPDATE - SCOTT DRACHNIK, PRESIDENT & CEO, EDC OF ST. CHARLES COUNTY
- . PRESENTATION - BRANDON MCDANIEL, TRADE SPECIALIST, MO DEPARTMENT OF ECONOMIC DEVELOPMENT
- . MONTHLY TREASURER'S REPORT TO THE BOARD – SALLIE HEMENWAY
- . DISCUSSION REGARDING THE DRAFT RESOLUTION ON AGREEMENT BETWEEN THE COUNTY AND THE PORT FOR THE KLONDIKE PARK PROJECT – BRYAN WISE
- . UPDATE REGARDING THE CIP24 FUNDS – MICHAEL HURLBERT

ANNOUNCEMENTS/MISCELLANEOUS

- . UPDATE REGARDING PORT AUTHORITY WORK SESSION – SEPTEMBER 27, 2023

BOARD ACTION ITEMS

- . ACTION ITEM NO. 1 - RESOLUTION 23-06 - RESOLUTION FOR THE BOARD TO APPROVE THE EXECUTION OF THE 2023 MHTC ADMINISTRATIVE FUNDING APPLICATION

Documents:

[230913 - RESOLUTION 23-06 - 2023 MHTC ADMIN FUNDING APPLICATION.PDF](#)

- . ACTION ITEM NO. 2 - RESOLUTION 23-07 - RESOLUTION FOR THE BOARD TO APPROVE THE EXECUTION OF THE 2023 MTC CAPITAL IMPROVEMENT PLAN (CIP) FUNDING APPLICATION

Documents:

[230913 - RESOLUTION 23-07 - 2023 MHTC CIP FUNDING APPLICATION.PDF](#)

- . ACTION ITEM NO. 3 - RESOLUTION 23-08 - RESOLUTION FOR THE BOARD TO APPROVE THE FEASIBILITY AND MARKET STUDY RFP

Documents:

[230913 - RESOLUTION 23-08 - AUTHORIZING RELEASE OF RFP P23-002 - RIVER COMMERCE FEASIBILITY STUDY.PDF](#)

AGENDA SUGGESTIONS FOR NEXT MEETING - OCTOBER 11, 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

RESOLUTION 23-06

A RESOLUTION AUTHORIZING THE PORT AUTHORITY BOARD CHAIR AND TREASURER TO FILE AN APPLICATION FOR ADMINISTRATION AND PLANNING GRANT FUNDS WITH THE MISSOURI HIGHWAY AND TRANSPORTATION COMMISSION.

WHEREAS, the St. Charles County Port Authority (“Port Authority”) is a port authority authorized under Chapter 68 of Revised Statutes of Missouri (“RSMo.”) and Chapter 170 of the Ordinances of St. Charles County, Missouri (“OSCCMo.”), as amended; and

WHEREAS, the Board of Commissioners (“Board”) is the governing body of the Port Authority; and

WHEREAS, the Missouri Highway and Transportation Commission is authorized to make grants for administration and planning by port authorities; and

WHEREAS, the St. Charles County Port Authority desires to file an application with the Missouri Highway and Transportation Commission for funds to aid the Port Authority.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE ST. CHARLES COUNTY PORT AUTHORITY AS FOLLOWS:

1. That the Port Authority Board Chair and Board Treasurer be and hereby authorized to file an application for grant funds for administration and planning with the Missouri Highway and Transportation Commission and execute on behalf of the Port Authority any documents necessary thereto.
2. That the present Board Chair is P. Roger Ellis and Board Treasurer is Ken Dobbins, and the Port Authority will immediately notify the Missouri Highway and Transportation Commission of any changes in these positions.
3. This Resolution shall be in full force and effect immediately from and after its adoption as provided by law.

**ADOPTED THIS 13TH DAY OF SEPTEMBER, 2023.
ST. CHARLES COUNTY PORT AUTHORITY**

Roger Ellis, Chairperson

ATTEST:

Monica Combest, Vice Chairperson

Vote:

Aye: _____

Nay: _____

Abstain: _____

Absent: _____

Not Present at vote: _____

RESOLUTION 23-07

A RESOLUTION AUTHORIZING THE PORT AUTHORITY BOARD CHAIR AND TREASURER TO FILE AN APPLICATION FOR CAPITAL IMPROVEMENT GRANT FUNDS WITH THE MISSOURI HIGHWAY AND TRANSPORTATION COMMISSION.

WHEREAS, the St. Charles County Port Authority (“Port Authority”) is a port authority authorized under Chapter 68 of Revised Statutes of Missouri (“RSMo.”) and Chapter 170 of the Ordinances of St. Charles County, Missouri (“OSCCMo.”), as amended; and

WHEREAS, the Board of Commissioners (“Board”) is the governing body of the Port Authority; and

WHEREAS, the Missouri Highway and Transportation Commission is authorized to make grants for capital improvements by port authorities; and

WHEREAS, the St. Charles County Port Authority desires to file an application with the Missouri Highway and Transportation Commission for funds to aid the Port Authority with such projects.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE ST. CHARLES COUNTY PORT AUTHORITY AS FOLLOWS:

1. That the Port Authority Board Chair and Board Treasurer be and hereby authorized to file an application for grant funds for capital improvement projects with the Missouri Highway and Transportation Commission and execute on behalf of the Port Authority any documents necessary thereto.
2. That the present Board Chair is P. Roger Ellis and Board Treasurer is Ken Dobbins, and the Port Authority will immediately notify the Missouri Highway and Transportation Commission of any changes in these positions.
3. This Resolution shall be in full force and effect immediately from and after its adoption as provided by law.

**ADOPTED THIS 13TH DAY OF SEPTEMBER, 2023.
ST. CHARLES COUNTY PORT AUTHORITY**

Roger Ellis, Chairperson

ATTEST:

Monica Combest, Vice Chairperson

Vote:

Aye: _____

Nay: _____

Abstain: _____

Absent: _____

Not Present at vote: _____

RESOLUTION 23-08

A RESOLUTION AUTHORIZING ST. CHARLES COUNTY STAFF TO RELEASE REQUEST FOR PROPOSAL PA23-002 FOR A PORT AUTHORITY RIVER COMMERCE AND PORT INFRASTRUCTURE PLANNING REPORT.

WHEREAS, the St. Charles County Port Authority (“Port Authority”) is a port authority authorized under Chapter 68 of Revised Statutes of Missouri (“RSMo.”) and Chapter 170 of the Ordinances of St. Charles County, Missouri (“OSCCMo.”), as amended; and

WHEREAS, the Board of Commissioners (“Board”) is the governing body of the Port Authority; and

WHEREAS, in accordance with the Procurement Policies and Procedures of the St. Charles County Port Authority (the “Procurement Policy”) and Chapter 68 of the Revised Statutes of Missouri (RSMo.), Request for Proposal PA23-002 (“RFP PA23-002”) has been prepared for analysis, planning, and consulting services related river commerce and river infrastructure within St. Charles County, Missouri, attached as EXHIBIT A; and

WHEREAS, the Port Authority wishes to authorize St. Charles County staff to release RFP PA23-0002 and receive and review sealed bids on behalf of the Port Authority in accordance with the Procurement Policy and Chapter 68 RSMo.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE ST. CHARLES COUNTY PORT AUTHORITY AS FOLLOWS:

1. The Board hereby authorizes St. Charles County staff to release the RFP PA23-002 on behalf of the Port Authority and further authorizes St. Charles County staff to receive and review sealed bids in accordance with the Procurement Policy and Chapter 68 RSMo., accordingly;
2. This Resolution shall be in full force and effect immediately from and after its adoption as provided by law.

**ADOPTED THIS 13TH DAY OF SEPTEMBER 2023
ST. CHARLES COUNTY PORT AUTHORITY**

Roger Ellis, Chairperson

ATTEST:

Monica Combest, Vice Chairperson

Vote:

Aye: _____

Nay: _____

Abstain: _____

Absent: _____

Not Present at vote: _____