

**ST. CHARLES COUNTY
PORT AUTHORITY MEETING**

**NOVEMBER 10, 2022
8:00 AM**

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

Agenda

CALL TO ORDER

ROLL CALL

APPROVAL OF THE OCTOBER 13, 2022 MEETING MINUTES

Documents:

[10.13.22 PORT AUTHORITY MEETING MINUTES - DRAFT.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

Documents:

[221031 - OPERATIONAL EXPENSE REPORT FOR THE PORT AUTHORITY.PDF](#)

AIM ZONE DISCUSSION

- COLLATERAL MATERIAL
- HIGH TECHNOLOGY CORRIDOR AIM ZONE MAP PRESENTATION
AND DISCUSSION
- DISCUSSION REGARDING THE PROS AND CONS OF MAKING
THE ENTIRE COUNTY AN AIM ZONE
- RELATED FACILITY DEFINITION
- STAFF APPROACH TO SIGNING UP COMPANIES

DISCUSSION AND REVIEW OF THE CALL FOR PROPOSALS APPLICATION FORM

DISCUSSION REGARDING THE FISCAL YEAR 2023 BUDGET FOR THE ST. CHARLES

COUNTY PORT AUTHORITY

DISCUSSION AND REVIEW OF THE RFP FOR HIRING A CONSULTANT TO SURVEY
INTEREST IN FOREIGN TRADE ZONES

BOARD ACTIONS

RESOLUTION 22-14 - APPROVING THE FISCAL YEAR 2023 BUDGET FOR THE ST.
CHARLES COUNTY PORT AUTHORITY

Documents:

[RESOLUTION 22-14 - APPROVING AND ADOPTING THE FY2023 BUDGET OF
THE SCCPA.PDF](#)

ANNOUNCEMENTS/MISCELLANEOUS

DISCUSSION REGARDING HOLDING MEETINGS VIRTUALLY FOR DECEMBER,
JANUARY, AND FEBRUARY

AGENDA SUGGESTIONS FOR NEXT MEETING - DECEMBER 8, 2022

MEETING ADJOURNMENT

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

DATE: OCTOBER 13, 2022

TIME: 8:00 A.M.

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

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

MEMBERS ABSENT: Jeff Rothermich

SUPPORT STAFF PRESENT: Sallie Hemenway, board consultant with Nexus Group; John Greifzu, Assistant Director of Administration; Bryan Wise, Associate County Counselor; and Sheila Weiss, 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 AUGUST 11, 2022 MEETING MINUTES**

Chairman Roger Ellis asked for a motion to approve the meeting minutes from the August 11, 2022 meeting. Monica Combest made such motion, and the motion was seconded by Don Boehmer. The minutes were approved by unanimous voice acclamation.

➤ **PUBLIC COMMENTS**

There were no public speakers.

➤ **OLD BUSINESS**

There was no old business.

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 which highlighted target business sectors, recent business lead activity, 2022 project highlights, outreach and events, promoting sites and buildings, , and regional and local unemployment comparisons.

Monthly Treasurer's Report to the Board - Sallie Hemenway

Sallie Hemenway handed out a summary of expenses and revenues as of September 30, 2022 to the Port Authority board.

Roger Ellis asked the board members to begin to consider when they believe it will be prudent to separate the Port Authority's funds from the County's funds.

Update on Foreign Trade Zones - Sallie Hemenway

Sallie Hemenway stated that staff has drafted the two 'Request for Proposal' documents for the Port Authority for the following:

- (1) The hiring of consultant to survey companies within St. Charles County and the surrounding area in order to determine if there is a demand for Foreign Trade Zones; and
- (2) The hiring of a consultant to complete the application process should it be determined that there is a demand.

Those documents are currently being reviewed, and hopefully they can begin the bidding process prior to the November Port Authority meeting.

Update on the agreement process for the St. Charles City and Klondike Park Grant Funding

Sallie Hemenway stated that St. Charles County's Klondike Park project will be funded by 2023 ARPA funds and MoDOT is currently working on drafting this funding agreement. These funds must be allocated by December 31, 2024 and must be spent by December 21, 2026. The County has requested permission from MoDOT to go ahead and move forward with this project now and receive reimbursement once the funds are allocated.

The City of St. Charles dock project will be funded by CIP funds, which will be awarded in 2024.

Discussion regarding the establishment of AIM Zones along the Hwy 64 corridor (City of Weldon Spring) and the O'Fallon corridor

Scott Drachnik stated that the City of Weldon Spring has passed a resolution requesting that the Port Authority create an AIM Zone along the Interstate 64 Corridor.

Other opportunities for AIM Zones along the O'Fallon corridor, and along the Foristell corridor were also discussed; as well as some of the pros and cons of making the entire County into an AIM Zone.

The board members asked staff to draft Resolutions for the High-Technology corridor, the Foristell

corridor, and the Highway 70/370 corridor for review at the November meeting. The board will also dive deeper into the pros and cons of making the entire County into an AIM Zone during the November meeting.

Discussion regarding soliciting the cities to find out if they have projects that they would like the Port Authority to be involved with in the future

John Greifzu asked the Port Authority if they would be interested in reaching out to municipalities to find out if they have any upcoming projects that may qualify for CIP funding. He asked the board if they would want to reach out to non-water based projects such as sports facilities, and the board was amenable to doing so.

Sallie Hemenway stated that project applications need to be submitted to MoDOT well in advance of their Spring meeting. She stated that she will put together the proposal process, including the application requirements for the board to review at the November meeting. These should be sent out in mid-November in order to give the agencies 8 weeks to respond with the required information. Staff would then present these applications to the board to evaluate.

ANNOUNCEMENTS / MISCELLANEOUS

There were no announcements.

AGENDA SUGGESTIONS FOR NEXT MEETING – NOVEMBER 10, 2022

- Mark Coulter, former Vice President and General Counsel at Port KC, speak to the board regarding how they structured their agreements around the CIP process.
- Review of Resolutions for the creation of AIM Zones in the High-Technology corridor, the Foristell corridor, and the Highway 70/370 corridor.
- Discussion regarding the formation of an AIM Zone along the Interstate 64 Corridor (City of Weldon Spring).
- Discussion and review of the call for proposals application form

MEETING ADJOURNMENT

The meeting was adjourned at 10:02 AM.

St. Charles County Port Authority Expenses Summary - County Support				
Sep-22				
YEAR	MISCELLANEOUS	CONSULTING	COUNTY STAFF	TOTAL
2020	\$33.80	\$500.00	\$44.16	\$577.96
2021	\$3,431.90	\$126,172.41	\$3,802.26	\$133,406.57
2022, to date	\$14,488.00	\$34,665	\$2,917.62	\$52,070.78
TOTAL	\$17,953.70	\$161,337.57	\$6,764.04	\$186,055.31

Date	SPENDING TO DATE	PAYMENTS TO COUNTY	DATE OF PAYMENT	BALANCE DUE TO COUNTY
Sep-22	\$186,055.31	\$24,245.76	7/8/2022	\$161,809.55

St. Charles County Port Authority Revenues Summary		
Sep-22		
YEAR	SOURCE	AMOUNT RECEIVED
2020	N/A	\$0.00
2021	N/A	\$0.00
2022, TO DATE	MoDOT Admin Funds	\$24,245.76

YEAR	SOURCE	PROJECT	ANTICIPATED REVENUES
FY2023	MoDot Admin	N/A	\$30,677.42
FY2024	St. Charles City	St. Charles City Riverfront Dock	\$147,000.00
FY2023	St. Charles County Parks	St. Charles County Klondike Dock	\$175,000.00
SUBTOTAL, TO DATE			\$352,677.42

RESOLUTION 22-14

**A RESOLUTION APPROVING THE FISCAL YEAR 2023 BUDGET
FOR THE ST. CHARLES COUNTY PORT AUTHORITY**

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, Section II of the Spending Policy of the St. Charles County Port Authority states that the Board shall pass an annual budget, and that any fixed operating costs shall be identified within the budget;

WHEREAS, a budget for the Port Authority for the 2023 Fiscal Year has been submitted to the Board attached hereto as Exhibit A.

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

1. The Board hereby adopts and approves 2023 Fiscal Year Budget for the St. Charles County Port Authority attached hereto as EXHIBIT A;
2. Pursuant to Section II.3 of the Spending Policy of the St. Charles County Port Authority, any fixed operating costs within the approved budget may be paid without further Board approval if proper invoices, bills, or source documentation are maintained;
3. Any further revisions or amendments to the annual budget shall be made by resolution of the Board; and
4. This Resolution shall be in full force and effective immediately from and after its adoption as provided by law.

**ADOPTED THIS __TH DAY OF _____, 2022
ST. CHARLES COUNTY PORT AUTHORITY**

Roger Ellis, Chairperson

ATTEST:

Ken Dobbins, Board Treasurer

Vote:

Aye: _____

Nay: _____

Abstain: _____

Absent: _____

Not Present at vote: _____



**St. Charles County
2023 Annual Budget
Port Authority Fund (746)**

	2020 ACTUAL	2021 ACTUAL	2022 APPROP	2022 ESTIMATE	2023 REQUEST	EXECUTIVE RECOMMENC	2023 APPROP
Beginning Fund Balance	-	-	-	-	-	-	-
Revenue:							
Taxes	-	-	-	-	-	-	-
Fees, Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	2,554,923	2,554,923	-
Interfund Transfers	-	-	-	-	20,000	20,000	-
Other Revenue	-	-	-	-	-	-	-
Total Revenue	-	-	-	-	2,574,923	2,574,923	-
Total Available Resources	-	-	-	-	2,574,923	2,574,923	-
Expenditures:							
Personnel	-	-	-	-	-	-	-
Operating	-	-	-	-	120,750	120,750	-
Capital Outlay	-	-	-	-	2,375,000	2,375,000	-
Total Expenditures	-	-	-	-	2,495,750	2,495,750	-
Interfund Transfers Out	-	-	-	-	-	-	-
Emergency Reserve	-	-	-	-	-	-	-
Total Uses	-	-	-	-	2,495,750	2,495,750	-
Ending Fund Balance	-	-	-	-	79,173	79,173	-

**St. Charles County
2023 Annual Budget
Port Authority Fund (746)**

Fund: Port Authority Fund (746)		Revenues						
Account Number	Description	2020 ACTUAL	2021 ACTUAL	2022 APPROP	2022 ESTIMATE	2023 REQUEST	EXECUTIVE RECOMMENC	2023 APPROP
Intergovernmental Revenue								
746-33150	PORT AUTHORITY GRANT PROGRAM	-	-	-	-	54,923	54,923	-
746-33400	STATE REIMBURSEMENTS	-	-	-	-	2,500,000	2,500,000	-
Total Intergovernmental Revenue		-	-	-	-	2,554,923	2,554,923	-
Other Revenue								
746-36100	INTEREST INCOME	-	-	-	-	-	-	-
746-36500	MISCELLANEOUS	-	-	-	-	-	-	-
Total Other Revenue		-	-	-	-	-	-	-
Interfund Transfers								
746-39205	TRANSFER FROM TRANSPORTATION FUND	-	-	-	-	20,000	20,000	-
Total Interfund Transfers		-	-	-	-	20,000	20,000	-
Total Revenue:		-	-	-	-	2,574,923	2,574,923	-

Fund: Port Authority Fund (746)		Expenses						
Account Number	Description	2020 ACTUAL	2021 ACTUAL	2022 APPROP	2022 ESTIMATE	2023 REQUEST	EXECUTIVE RECOMMENC	2023 APPROP
Operating								
7469800-43000	PROFESSIONAL SERVICES	-	-	-	-	120,000	120,000	-
7469800-45900	MISCELLANEOUS	-	-	-	-	750	750	-
Total Operating:		-	-	-	-	120,750	120,750	-
Capital Outlay								
7469800-47500	COMPUTER EQUIPMENT	-	-	-	-	-	-	-
7469800-47800	MISCELLANEOUS CAPITAL	-	-	-	-	2,375,000	2,375,000	-
Total Capital Outlay:		-	-	-	-	2,375,000	2,375,000	-
Total Expenditures:		-	-	-	-	120,750	120,750	-