

MINUTES OF REGULAR MEETING

ST. CHARLES COUNTY PORT AUTHORITY BOARD

DATE: September 9, 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; Don Boehmer; Monica Combest; Roger Ellis; Tammy Holen; and Hyatt Bangert

MEMBERS ABSENT: None

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

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

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

Chairman Don Boehmer stated that there was no meeting of the Port Authority on August 12, 2021 due to the lack of a quorum and requested a motion to amend the agenda to remove the approval of the August 12, 2021 meeting minutes. Roger Ellis made such motion, and the motion was seconded by Hyatt Bangert.

Chairman Boehmer asked for a motion to approve the meeting minutes from the June 10, 2021 and July 8, 2021 meetings. Roger Ellis made such motion, and the motion was seconded by Jeff Rothermich. The minutes were approved by unanimous voice acclamation.

PUBLIC COMMENTS

There were no public comments.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Strategic Planning Process Update

Andy Struckhoff, board Consultant with PGAV Planners, did a presentation updating the strategic planning process and timeline for the Port Authority. The presentation was followed by questions from the board members.

COMMITTEE DISCUSSION GROUPS (BREAK-OUT)

- ◆ A break-out discussion group was held by Ken Dobbins, Chair; Tammy Holen; Jeff Rothermich; and Rory O'Sullivan regarding the current Port Authority By-Laws.
- ◆ A break-out discussion group was held by Monica Combest, Chair; Hyatt Bangert; Roger Ellis; and Sallie Hemenway regarding the current Policies for the Port Authority.
- ◆ A break-out discussion group was held by Don Boehmer, Chair, and Jennifer George regarding Marketing for the Port Authority.

Following the discussion group meetings, each group gave a brief report to the entire board regarding their discussions and suggested changes to the by-laws and the policies as follows.

Ken Dobbins stated that in reviewing the by-laws comparison document that Sallie Hemenway provided, the group identified some shortfalls in the current Port Authority by-laws that they believe the board should address. Their suggested changes will be sent out to the board members prior to the next meeting so they can be brought up for discussion.

Monica Combest stated that the group identified some changes to the board's procurement policies and the conflict of interest policy that they would like to suggest, and those will be sent out to the board members prior to the next meeting. She stated that they did not have enough time to review the board's spending policy. Sallie Hemenway stated that she will send out a draft of the board's current spending policy to the entire board to review and she asked that if they have any suggested changes, they send them to her prior to the next meeting.

Don Boehmer stated that for marketing purposes, the St. Charles County Communications Department will be taking photos of the Board members at next month's meeting for use the Port Authority's web site. He also stated that he would like for the board members to consider having printed materials created that contain contact information for St. Charles County Elected Officials, Economic Development Officials, Corporation CEOs, and CFOs within St. Charles County, etc. He would also like for the board to come up with a FAQ document that addresses common questions related to the Port Authority.

Sallie Hemenway stated that she will be available if any of the discussion group chairs would like assistance creating redline copies of their suggested changes to the by-laws and policies, so they can be brought up for discussion at the next meeting.

ANNOUNCEMENTS / MISCELLANEOUS

None

AGENDA SUGGESTIONS FOR NEXT MEETING – NOVEMBER 11, 2021

Chairman 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 Monica or himself.

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 Ken Dobbins. The meeting was adjourned at 11:03 AM.

Respectfully submitted by:



Don Boehmer, Chairperson



Date