

Heartland Port Authority of Central Missouri
Board of Commissioners

Jefferson City Area Chamber of Commerce

Tuesday, March 12, 2019 7:30am

Tentative Agenda

1. Roll Call
2. Approval of Agenda
3. Approve Minutes
4. Public Comment
5. Old Business
 - 5.1. USDA Grant-Allen
 - 5.2. MASBDA Grant – Bonnot
6. New Business
 - 6.1. Special Meeting to Focus on Port Development
7. Staff Report
 - 7.1. HB 813 Land Conveyance - Allen
8. Commissioners Reports & Invited Guests
 - 8.1. Commissioner Reports
9. CLOSED SESSION: Pursuant to Section 610.021(2), RSMo, the Chair will entertain a motion to go into Closed Session to discuss leasing, purchase or sale of real estate (Action by Roll Call Vote).
10. Adjournment

Next Meeting Tuesday, April 9th - 7:30am

MINUTES

Heartland Port Authority of Central Missouri

Board of Commissioners Meeting
Tuesday, February 12, 2019 7:30am.
Arthur P. Grimshaw Board Room

PRESENT:

BOARD:

Rick Mihalevich	Roger Schwartze
Roger Fischer	Jim Jordan
Calvin Broughton	Kris Scheperle
Hank Stratman	Gary Wheeler

EXCUSED:

Doug Mertens

STAFF:

Randy Allen, Missy Bonnot, Duane Schreimann

REGULAR BUSINESS:

1. Roll Call: Missy Bonnot

All Board members were present with the exception of Doug Mertens.

2. Approval of Agenda: Chairman Mihalevich

Kris Scheperle made a motion to approve agenda and Calvin Broughton seconded. Motion passed.

3. Approve Minutes: Chairman Mihalevich

Kris Scheperle made a motion to approve and Roger Schwartze seconded. Motion passed.

4. Public Comments: Chairman Mihalevich

There were no public comments

5. Old Business: Chairman Mihalevich

5.1. Bank Account - Randy spoke to several banks and all of them said all banks could provide services to the Port Authority once we had funds. It was determined at this point no bank account is needed until we start receiving funds. Gary Wheeler made the motion to have officers to select bank when we have funds to deposit. Calvin Broughton seconded. Motion passed.

5.2 MASBDA Grant - Missy reported it has been a challenge to get the subcommittee conveyed to discuss the grant opportunity. It was determined to have staff put together 1-3 page

Executive Summary with some bullets with overall goals and submit an application would suffice in the application process. Goal is to have application submitted in March.

6. New Business: Chairman Mihalevich

6.1 Duane Schreimann has had a few firms contact him regarding providing legal representation for the Port Authority. Gary Wheeler made the motion for the Officers to review Law Firms and come back to the Board with a recommendation of firm to retain. Jim Jordan seconded. Motion passed.

7. Staff Report:

7.1 BUILD Grant Debriefing-Randy discussed participating in a call with Department of Transportation on why we did not receive the BUILD grant and provided a 2-page briefing paper to the Board. When we are ready for Capital Improvements, we will apply for grants as the opportunity presents.

7.2 Missouri Port Authority Association (MPAA) Meeting Report-Missy discussed the MPAA meeting that was held in Jefferson City on February 5 and 6 in Jefferson City. Rick Mihalevich and Randy Allen attended in addition to Missy. The MPAA meeting agenda was provided to the Board. \$11.7 million is the budget request for Port and the Governor's budget is \$9.4 million. There is a possibility the Heartland Port Authority could receive \$1500-\$2000 for Admin in FY 2019 and \$25,000-\$30,000 for FY 2020. The next MPAA Spring Meeting is April 3 in Jefferson City and the Summer Meeting will be June 25-26 in Kansas City.

7.3 Port Timeline and Priorities-Randy discussed the Port timeline and priorities and provided timeline to Board.

7.4 Port Development Costs and Cost Share Update-Randy discussed and provided document to Board.

8. Commissioners Reports and Invited Guests:

8.1 Port Visit Update-Roger Schwartz provided a summary of the port visit that was made to the SEMO Port and the New Madrid Port in January. In attendance was Fischer, Broughton, Scheperle, Stratman, Schwartz and Wheeler. Schwartz provided pictures of both ports and provided a one-page summary of the port visits to the Board.

8.2 USDA Presentation-Grants and Opportunities-Matt Moore Regional Director-Roger Fischer introduced Matt. Matt discussed Rural Business Development Grant. The Grant could be used for soft costs; design, start up capital, staff costs, etc. This is a 1-year grant and we could apply for up to \$125,000. USDA would need the application by end of March and would know the status in June. Disbursements could be ready late summer. a Matt will email Missy the application. The grant could be reimbursable or advanced. The City of Jefferson or the Heartland Port Authority could apply.

8.3 David Keeler, Manager of Harbison Walker expressed his support in the Port for getting raw materials to the plant.

7. Closed Session: Chairman Mihalevich

A motion was made by Kris Scheperle and seconded by Calvin Broughton to adjourn the public meeting and go into Closed Session Pursuant to Section 610.021(2), RSMo, to discuss leasing, purchase or sale of real estate. By roll call vote motion passed.

A motion was made by Roger Schwartz to adjourn closed session. Gary Wheeler seconded. Motion passed.

8. Adjournment: Chairman Mihalevich

A motion was made to adjourn by Jim Jordan and seconded by Gary Wheeler. Motion passed.

Next meeting Tuesday, March 12th-7:30am.

Minutes submitted by: _____

Missy Bonnot, Director of Economic Development
Jefferson City Area Chamber of Commerce

Heartland Port of Central Missouri - USDA - RBDG Planning Grant Scope of Work

Scope Item	Preliminary Cost Estimate for Services USDA - RBDG Grant	
Boundary Survey and Legal Description		\$12,000
Survey on south side of the road to define land acquisition	\$12,000	
Topographic and Utility Survey and Mapping		\$0
North port location	\$0	
South port location	\$0	
Roadway replacement area leading to south port	\$0	
Concept Design (Preliminary Plans and Estimate)		\$258,500
Road and bridges to the southern port	\$100,000	
Rail around the southern port	\$50,000	
Northern and southern port Design	\$100,000	
Roadway connecting to Hwy 94 to Northern Port	\$8,500	
NEPA Clearances		\$180,000
Cultural (Section 106)	\$75,000	
Stream/Wetland (Section 404)	\$30,000	
Floodplain/Floodway	\$10,000	
Hydraulic Modelling	\$15,000	
Farmland Impact	\$10,000	
Land Disturbance	\$10,000	
Threatened Endangered Species	\$30,000	
Maximum Total Planning Project Application		\$450,500
Chamber IN-KIND		(\$12,000)
Total \$ Needed		\$438,500
RBDG Grant Request	40%	\$175,400
Local Funding Request	60%	\$263,100
Cole County Share	40%	\$105,240
City of Jefferson Share	40%	\$105,240
Callaway County Share	20%	\$52,620
Grant Request Total		\$426,500
Scope Item	Preliminary Cost Estimate for Services USDA - RBDG Grant	

Heartland Port of Central Missouri - "BUILD" Planning Grant - Scope of Work									
Scope Item	Preliminary Cost Estimate for Services Grant IS Successful			Preliminary Cost Estimate for Services Grant NOT Successful			Preliminary Cost Estimate for Services USDA - RBDG Grant		
	Boundary Survey and Legal Description			\$20,000			\$20,000		
Survey on south side of the road to define land acquisition	\$20,000	\$20,000		\$20,000	\$20,000		\$12,000	\$12,000	Complete
Topographic and Utility Survey and Mapping			\$200,000			\$0			\$0
North port location		\$25,000			\$0			\$0	
South port location		\$70,000			\$0			\$0	
Roadway replacement area leading to south port		\$105,000			\$0			\$0	
Concept Design (30% Preliminary Plans and Estimate)			\$537,500			\$175,000			\$258,500
Road and bridges to the southern port		\$225,000			\$95,000		44%	\$100,000	
Rail around the southern port		\$100,000			\$21,500		50%	\$50,000	
Northern and southern port		\$162,500			\$50,000		62%	\$100,000	
Roadway connecting to Hwy 94		\$50,000			\$8,500		17%	\$8,500	
NEPA Clearances			\$180,000			\$180,000			\$180,000
Cultural (Section 106)	\$75,000			\$75,000			\$75,000		
Stream/Wetland (Section 404)	\$30,000			\$30,000			\$30,000		
Floodplain/Floodway	\$10,000			\$10,000			\$10,000		
Hydraulic Modelling	\$15,000			\$15,000			\$15,000		
Farmland Impact	\$10,000			\$10,000			\$10,000		
Land Disturbance	\$10,000			\$10,000			\$10,000		
T&E Species	\$30,000			\$30,000			\$30,000		
Maximum Total Planning Project Application			\$937,500			\$375,000			\$450,500
Chamber In Kind									(\$12,000)
Total Project Cost			\$937,500			\$375,000			\$438,500
RBDG - USDA Grant							40%		\$175,400
Local Funding	20%		\$187,500	100%		\$375,000	60%		\$263,100
Cole County Share	40%		\$75,000	40%		\$150,000		40%	\$105,240
City of Jefferson Share	40%		\$75,000	40%		\$150,000		40%	\$105,240
Callaway County Share	20%		\$37,500	20%		\$75,000		20%	\$52,620
TOTAL PARTNERSHIP OBLIGATION			\$187,500			\$375,000			\$426,500
Scope Item	Preliminary Cost Estimate for Services Grant IS Successful			Preliminary Cost Estimate for Services Grant NOT Successful			Preliminary Cost Estimate for Services USDA - RBDG Grant		

REQUEST FOR PROPOSAL

Heartland Port Authority of Central Missouri
213 Adams Street
Jefferson City, MO 65102

Heartland Port Authority request for proposal is detailed below.

Comprehensive Market Study

The Jefferson City Area Chamber of Commerce, Callaway County, Cole County and Jefferson City funded and completed a Feasibility Study in June 2018. The Heartland Port Authority was established in September 2018 as the 15th public port in the state of Missouri. For more information on the Feasibility Study and the Heartland Port Authority of Central Missouri go to www.jcchamber.org.

Phase 1

The goal of this market study is to identify all companies in a 11-county area that could potentially utilize the port for outbound and/or inbound shipments of commodities, products, and raw materials. The Missouri counties in the market study area are Audrain, Boone, Callaway, Camden, Cole, Gasconade, Miller, Moniteau, Morgan, Montgomery and Osage. The study shall include but not be limited to those companies included in NAICS:

- 11 – Agriculture, Forestry, Fishing and Hunting,
- 21 – Mining,
- 31-33 – Manufacturing,
- 42 – Wholesale Trade,
- 48-49 – Transportation and Warehousing.

Once those companies are identified the plan of work shall then include a detailed survey of each of those companies to answer the following:

- 1- Identify the commodities, products, and/or raw materials the businesses ship and/or receive.
- 2- How (modes of transportation) are the commodities, products, and/or raw materials currently shipped to or received from the markets or suppliers?
- 3- What is the current and potential volume and weight of commodities, products, and/or raw materials shipped and/or received?
- 4- What market(s) does your commodities, products, and/or raw materials get shipped to?
- 5- What transportation obstacles do you currently face getting your product to market?

- 6- Are there opportunities for partial load shipments inbound or outbound?
- 7- What form (bulk, containerized, dry, liquid, etc.) is your commodity, product, or raw material in when received and when shipped outbound?
- 8- Are commodity, products, and raw material inbound and outbound shipments time sensitive, seasonal, consistent (ie, weekly, monthly, etc.), and what is the stability of the markets?
- 9- Who are the current transportation providers of your commodities, products, and raw materials?
- 10- What are the current transportation costs of outbound and/or inbound shipments?
- 11- Are there other entities that might utilize the port facility, ie military, federal, state, or local governments? If so, what would be their needs?

Phase 2

After Phase 1 is completed a detailed business model will be developed for the port.

The business model shall include, as a minimum the top 5 potential users of the port facility and shall include:

1. Type commodities, products, raw materials to be handled by the port,
2. Type and cost of projected equipment and needed to handle (load, unload, store, or consolidate) the commodities, products, and raw materials,
3. Environmental, regulatory, and infrastructure requirements,
4. Management expertise needed to manage the port facility,
5. Qualified port facility labor expertise needed,
6. Port marketing personnel expertise needed,
7. Identify all categories of cost associated with port operations,
8. Develop a pricing structure for port activities, both inbound and outbound.

The proposal shall include:

- A. Detail budget for Phase 1 and Phase 2.
- B. Proposed timeline for completion of Phase 1 and Phase 2.
- C. Milestones with timelines and reporting.
- D. Invoicing and payment terms.
- E. List of project staff and contractors with their qualifications.
- F. Deliverables as specified in Phase 1 and Phase 2.
- G. NOTE: Additional deliverables identified in the proposal will be given due consideration in the award of the proposal.

Please submit your response by March 15th to:

Missy Bonnot
Heartland Port Authority of Central Missouri
213 Adams Street
Jefferson City, MO 65102
missybonnot@jcchamber.org
573-638-3582

MASBDA Firm Contacts

Company	Contact	Address	City	State	Zip	Phone	Email
Direct Contact, Inc.	Terry Bowen	2560 Foxfield Rd, Ste. 340	St. Charles	IL	60174	630-485-5700 ext. 101	terry_bowen@directcontact.com
Evans and Dixon Law Firm	John Nations	211 N Broadway Ste 2500	St. Louis	MO	63102	314-552-4123 o 314-974-9300 c	jnations@evans-dixon.com
Informa Economics IEG	Juan Sacoto	775 Ridge Lake Blvd # 400	Memphis	TN	38120	901-202-4600 o 646-434-0814	juan.sacoto@informa.com
Decision Innovation Systems	Spencer Parkinson	11107 Aurora Avenue	Urbandale	IA	50322	515-257-6077 o 515-864-6077 c	spence@decision-innovation.com