

Regular Commission Meeting
July 13, 2023, MINUTES
5:00PM
Port Office, 100 Island Park Rd., Arlington, OR

1. **The Port of Arlington Commission meeting was called to order at 5:01 pm by President Shannon.**
2. **Present**
President Leah Shannon and Vice President Ron Wilson; Commissioners: Kathryn Greiner, Gibb Wilkins, and Kip Krebs; Port Director, Jed Crowther and Administrative Assistant, Kayla Rayburn
3. **Absent**
4. **Audience**
Pat Shannon (arrived 5:03pm)
5. **Public Comment**
none
6. **Additions to the Agenda**
Added 17: Lease issues.
7. **Appointment to Fill Board Vacancy**
Crowther advised there was one letter of interest that the Port of Arlington received regarding the Port of Arlington Board Vacancy, and that was from Kip Krebs.

Motion: Wilson moved, and Wilkins seconded to appoint Kip Krebs to the open Port of Arlington Board position. Motion carried.
 - 7.1. **Oath of Office**
Ruben swore both Kip Krebs and Gibb Wilkins into office.
 - 7.1.1. **Kip Krebs**
 - 7.1.2. **Gibb Wilkins**
8. **Consent Agenda**
 - 8.1. **Approve Regular Meeting Minutes for June 8, 2023**
 - 8.2. **Approve June 2023 Accounts Payable and Financials****Motion: Greiner moved, and Wilkins seconded to approve the Regular Meeting Minutes for June 8, 2023, and June 2023 Accounts Payables/Financials. Motion carried.**
9. **Annual Designations & Appointments**
The commissioners were satisfied with how all the designations currently are, and no changes were proposed.
 - 9.1. **Monthly Meeting-Date, Time, and Place** (Second Thursday at 5pm) (Primarily Port of Arlington; Condon City Hall in March, June, and October)
 - 9.2. **Newspaper of Record** (Times-Journal)
 - 9.3. **Attorney of Record** (VanKoten & Cleaveland)
 - 9.4. **Depository of Record** (Bank of Eastern Oregon)

9.5. Budget Officer for 2023-2024 Fiscal Year (Kayla Rayburn)
Motion: Wilson moved, and Krebs seconded that all designation and appointments stay as is, shown in 9.1-9.5. Motion carried.

9.6. Port Commission- Election of Officers (President, Vice President, Secretary) Current: President Leah Shannon, Vice President Ron Wilson, Secretary Kathryn Greiner

Motion: Wilkins moved, and Krebs seconded to nominate Leah Shannon as President, Ron Wilson as Vice President, and Kathryn Greiner as Secretary. Motion carried.

10. Directors Report

10.1. Maintenance Equipment

Crowther had an equipment quote for a John Deere X380 Select Series mower from RDO Agriculture Equipment Co. for \$4,890.18.

Motion: Wilkins moved, and Krebs seconded to approve Crowther to purchase the John Deere X380 Select Series mower from RDO Agriculture Equipment Co. in the amount of \$4,890.18. Motion carried.

10.2. Grants-Willow Creek Technical Assistance Planning Grant, \$50,000 Award

Crowther advised Port of Arlington was awarded the \$50,000 grant from Business Oregon for the Willow Creek property.

10.3. Strategic Business Plan-Final Draft pending

Cori Mikkalo sent in the Strategic Business Plan for a review by Business Oregon before it was submitted for approval.

10.4. Property & Projects Updates

Crowther handed out a spreadsheet laying out all the projects the Port is currently working on or planning to start, and what phase each project was in, and next steps needed for each project.

11. Presidents Report

Not much to report, went to the city council meeting last night where they talked about tiny homes. Suggesting places that they could be located. They want a very specific regulation for them if they are to be allowed in city limits, because they would require their own zoning.

12. Commissioner Reports

12.1. Ron Wilson:

He would like to see fireworks sign up year-round stating "they are not permitted".

12.2. Kathryn Greiner:

Greiner wanted to discuss compensation/cost of living for Jed's wages. Propose a raise for Jed on top of his current salary and do not include the additional fuel allowance. She is proposing a 6.5% Salary increase starting July 1, 2023.

Motion: Greiner moved, and Wilson seconded to increase Jed Crowthers base salary by 6.5%for the 2023/2024 fiscal year. Motion carried.

Request about items out of the Condon grade school. There was a consensus that the public could take mementos left over in the school created by former students.

12.3. Gibb Wilkins:

The city of Condon just signed the contract with world development initiatives and are going to reach out to other entities to sign as well. Contractors in Condon are very interested in

knowing when it goes up for sale or construction starts, so they can put in a bid. The city continues to mow and take care of the grounds.

12.4. Kip Krebs:

Did a tour of the grade school and wanted the bleachers for the basketball court in Arlington and leave them there if the city of Arlington approved. He advised the court is now painted, and there is lots of interest in the tournament. He also wanted the port to be involved in parades, at least one in the north end and one in the south a year. This will help promote what the port is involved in and support the county.

13. Executive Session ORS 129.660(2)(e):

To conduct deliberations with the persons designated by governing body to negotiate real property transactions.

14. President Shannon Opened Executive Session ORS 129.660(2)(e) at 6:08 pm

15. President Shannon Adjourned Executive Session at 6:48pm

16. Decision or deliberations of Real Estate Transactions

There is no action needed from the Executive session.

17. Lease issues

Crowther advised David Richter, owner of Rivers Edge BBQ and Grill, is struggling and behind in rent. President Shannon declared a conflict of interest, and stated the conflict is they are a previous owner of the business, and the current owner is still paying them for the business. There was lengthy discussion regarding the tenant, and multiple suggestions proposed.

Motion: Wilkins moved, and Greiner seconded to reduce the rent to \$750, while keeping utilities (\$250) and taxes (\$500) the same for 3 months (July, August, and September), and paying the full amount of June \$2750. The topic will be revisited at the September meeting and reevaluated depending on if David is caught up. Motion carried.

18. Upcoming Meetings

18.1. Eastern Oregon Economic Summit August 3-4, 2023, La Grande, OR.

18.2. Commission Meeting Thursday, August 10, 2023, at 5:00pm at the Port of Arlington.

19. Adjourn Meeting

President Shannon adjourned The Regular Commissions meeting at 7:15pm.

President Leah Shannon

Vice President Ron Wilson