

**MINUTES**  
**Port Commission Meeting**  
**Port of Arlington**  
**May 9, 2017**  
**Port Office**  
**Arlington, Oregon**

**Budget Committee Meeting 4 pm**  
(Separate Minutes taken)

**Regular Commission Meeting following Budget Committee Meeting**

1. **The Port of Arlington Commission meeting was called to order at 4:50 pm by President Wilson.**  
**Those Present:** President Wilson; Vice President Kennedy; Commissioner Fitzsimmons; Commissioner Hunking; Port Manager/ Economic Development Officer, Peter Mitchell; Admin. Asst. Denise Ball; Attorney Will Carey; Advisory Members: Bob Reasoner; Don Williamson  
**Absent:** Commissioner Nation  
**Audience:**
2. **Public Comment on non-agenda items-** None
3. **Consent Agenda:**
  - Approval of April 11, 2017 Commission Meeting Minutes
  - Approval of April 2017 Payables and FinancialsCommissioner Kennedy moved to approve the consent agenda and Commissioner Fitzsimmons seconded. The motion carried 4-0.
4. **Supplemental Budget to be considered:** Commissioner Fitzsimmons moved to approve Resolution 2017-136 adopting a supplemental budget and making and transferring appropriations for the General Fund Island Park department. Commissioner Kennedy seconded. Motion carried 4-0.  
Commissioner Fitzsimmons moved to approve Resolution 2017-137 appropriating unanticipated grant funds for the General Fund Island Park department. Commissioner Kennedy seconded. Motion carried 4-0.
5. **Chairman's Report:** Nothing to report
6. **Commissioner Reports:** Commissioner Kennedy met with WI at Willow Creek. WI is running out of rock and will need to blast. Commissioner Kennedy told them the previous method he used. WI will be responsible for all permits and approvals.
7. **Economic Development:**
  - 7.1 Small Business Assistance Quarterly Report Cory Lundgren – EDO Mitchell read the quarterly report provided by Mr. Lundgren. Fuel costs are higher than anticipated but they are making money and staying very busy.
  - 7.2 Flex Building – EDO Mitchell has provided all the data from Anderson Perry to Jeff Schott for site planning, storm water collection ponds, etc.

Planning is variable based upon the size building the Port will be able to construct.

- 7.3 Hangar Building Update – Following approval of the Conditional Use Permit by City of Arlington Planning Commission, the new tenant has taken possession of the building. The lease is signed and payment in the amount of \$4,750 has been received.
- 7.4 EDO Report – Mitchell reviewed the information he will be sharing with the County Court Budget Committee tomorrow morning at 9 am. The City of Arlington will participate \$6,000 for the fiber project to the Mesa. The new hangar tenant is interested in purchasing the service. Insitu uses LS Networks, a secure/unsecured provider. The former hangar tenant owes \$3,000 in back rent. After discussion it was the consensus of the Board to offer a settlement and reduce the amount due to \$1,500. A payment schedule will be offered as well. The Board said they appreciate the clean condition of the site. Attorney Carey added that if the settlement offer is not accepted Small Claims Court would be the next remedy. Commissioner Hunking clarified that with \$250,000 from County Court, a 6,000 sq. ft. flex building is the maximum size that could be built and EDO Mitchell confirmed. Discussion on the IGA for the SIP funds generated by the Montague wind farm project. Commissioner Hunking moved and Commissioner Fitzsimmons seconded to have President Wilson sign the IGA on the SIP funds for the Montague wind farm project. Shutler Station Concrete plant discussion: Mitchell has drafted an RFP for the County Court to lease the plant on a long term basis. Mitchell has drafted Request for Quotes for County Court for an appraisal of the Grain Lab facility. EDO Mitchell told the Board he has spent a lot of time on the Housing Task Force sponsored by Oregon Solutions. The primary emphasis is work force housing. EDO Mitchell told the Board the TV Coop received interest in the new service from 180 homes. DASCO is currently installing the fiber throughout the City.

*Recess for Dinner 6:00 pm.*

*Reconvene to Meeting at 6:20 pm.*

*Meeting Cont'd:*

## **8. Island Park –**

- 8.1 New Bathrooms and Infrastructure Cost Update discussion – The Island Park Master Plan drawing was reviewed. Mitchell said he has not received a cost quote from Anderson and Perry for the sewer, water, and power extension to the west end of the Island. Mitchell handed out a footprint of a possible new prefab restroom. This model is ADA compliant and includes showers. Cost for a 4 unit (two

toilets, two showers) is approximately \$200,000. This does not include demolition of the existing structure, new water lines, plumbing, and electrical.

- 8.2 A Town Throw Down water event scheduled for June 17<sup>th</sup>  
This is an all-day event at the Port and Earl Snell Park. The event starts at 9 am for vendors/exhibitors. The band will play at 7 pm. If there is no wind, EMT demonstrations, water polo, stand up paddle boards, volleyball, horse shoe competition, basketball, etc. will take place in the park. EDO Mitchell requested approval to spend \$3000 for a professional photographer and videographer. Commissioner Hunking moved to approve the request to spend \$3000 for a professional photographer and videographer. Commissioner Kennedy seconded. Motion carried 4-0. EDO Mitchell also requested \$80 a week for consulting expenses for Tony Price. Mr. Price will be traveling and meeting with prospective sponsors for the event. The Board told EDO Mitchell he has spending discretion within the \$15,000 event budget.

IGA with Oregon Business Development Dept. handed out for Board to take home and Review. This will be an action item at the next Board meeting.

Meeting adjourned 7:35 pm

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President Ron Wilson

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V.P. Dewey Kennedy