**Regular Commission Meeting**

**M I N U T E S**

**Port of Arlington**

**March 9, 2021**

**5:09 p.m.**

**Port Office – 100 Port Island Rd.**

**Arlington, OR**

**1. The Port of Arlington Commission meeting was called to order at 5:09 pm by President Wilson.**

**Those Present:** President Wilson; Vice President Kennedy; Commissioner Shaffer; Commissioner McGuire; Port Manager / Economic Development Officer, Peter Mitchell; Admin. Asst. Kelly Margheim; Attorney Ruben Cleaveland;

**Absent:** Commissioner Hunking

**Audience:** Kathryn Greiner, Jeff Dane

**2. Public Comment on non-agenda items –** None

**3. Consent Agenda:**

* Approval of February 16, 2021 Commission Meeting Minutes
* Approval of February 2021 Payables and Financials

Commissioner Kennedy moved to approve the consent agenda and Commissioner Shaffer seconded. The motion carried 4-0.

**4. President’s Report:** Donation request from the Arlington Saddle Club. Commissioner McGuire moved to donate $200 to the Arlington Saddle Club and Commissioner Kennedy seconded. The motion carried 4-0

Bill Rosenbalm sent in a request for a donation for a Pro Bass Fishing tournament. The pro bass tournament will bring a lot of exposure to Gilliam County. The tournament will be April 9th and 10th. Bill stated that this should be a good boost for the County’s economy and is being nationally televised. Commissioner Kennedy moved to approve $200 sponsor ship for the Pro Bass Fishing Tournament and Commissioner McGuire seconded. The motion carried 4-0

**5. Commissioner Reports** – None

**6.** EDO Mitchell provided updates on the processing facility project on the Mesa. EDO Mitchell stated that building layout design is being done by Pillar Consulting. EDO Mitchell stated there was a meeting with the County Court, Senator Wyden and Senator Merkley’s office. Representative Greg Smith’s office and Business Oregon were also there. President Wilson said he would like

EDO Continued:

Painted Hills to come before the Port Board to give a presentation and would like it on next month’s agenda.

There was a discussion on transportation infrastructure needs to the site. One potential source of funding would be ODOT’s immediate opportunity transportation fund.

Boarddiscussed Judge Farrar – Campbell’s email asking if the Port could move forward to have an IGA drafted for Willow Creek from the Ports Willow Creek fund. The Board’s consensus what to have Attorney Cleaveland will draw up a draft along the lines of agreement at the joint meeting on February 22, 2021. The draft will presented it at next Port Board meeting for board approval. The County Court is in agreeance from the February 22, 2021 meeting and would like to move forward. Administrative Assistant Margheim stated the Willow Creek fund is not a set amount and the Port updates with funds yearly for DOGAMI and Engineering. The actual funds available for future development is $747,900. The Port is purchasing the Gronquist building with Willow Creek funds of $200,000. That will leave a balance of $547,900 in Willow Creek for Economic Development fund.

EDO Mitchell corresponded with Assessor Chet Wilkens about the purchase of the Gronquist regarding property taxes due currently and into the future, The property taxes will have to be paid in full before the deed can be recorded. Once the taxes are paid, the Assessor will issue a Certification of Charges Paid. This certification will be included with the closing documents at the time of recording. Once the building is purchased by the Port, a government entity, it will become tax exempt. The Assessor states in an email to the Port:

“If the top floor is only used for public and private events with a service and cleaning fee it will remain exempt. Any portion of the lower area of the building that is rented to another exempt government entity will also remain exempt.  Any area of the building that is rented to a private entity will become taxable.”

 EDO Mitchell asked the Board if they would like to inspect the Gronguist building Thursday, 3/11/2021 at 10:30am. The Board agreed it was a good date and they could attend.

7. Administration

7.1 Resolution number 2021-148 to transfer funds from Willow Creek to Economic Development for the purchase of the Gronquist building. Vice President Kennedy moved to adopt Resolution number 2021-148 for transfer of funds to purchase the Gronguist building and Commissioner Shaffer seconded. The motion carried 4-0.

7.2 Meadow Outdoor Advertising – EDO Mitchell stated the Port had a three year agreement with Meadow Advertising for two Highway Billboards and the contract is up the end of March 2021. President Wilson feels the Billboards serve a great purpose for the County and does not want to see them taken down, but the Port cannot carry the cost without County economic development support. The Board consensus is the Billboard contract will not be extended and be allowed to expire.

7.3 Consider approval of Port Manager hiring procedure as presented. Commissioner Shaffer moved to approve the Ports timeline and general hiring

procedures for hiring of the Port manager/Economic Development Officer. Commissioner McGuire seconded. The motion carried 4-0

7.4 Consider approval of Budget Committee. The Port put public notice in the Times Journal for a Budget Committee vacancy, but had no interest at the time of this meeting. Vice President Kennedy moved to accept the Budget Committee as presented and Commissioner Shaffer seconded. The motion moved 4-0

7.5 Consider moving the Port Board meeting date to the third Tuesday of each month in order to accommodate Commissioner Pat Shannon’s scheduling conflict. The Consensus is to move the Port Board meeting to the third Tuesday of each month starting July 20, 2021.

7.6 Consider approval of Budget calendar. Commissioner Shaffer moved to approve Budget calendar with one exception, the meeting dated for May 18, be moved to May 11, 2021. Commissioner McGuire seconded. The motion carried 4-0.

Meeting adjourned 6:15

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President Ron Wilson Vice President Kennedy