

**The old Condon Grade school Walk Through  
Condon, OR 97823**

**Present:** President Leah Shannon and Vice President Ron Wilson; Commissioner Gibb Wilkins; Port Director Jed Crowther and Administrative Assistant Kayla Rayburn.

**Absent:** Commissioners Kathryn Greiner and Kip Krebs.

**Audience:** Cori Mikkalo, Pat Shannon, Kolona Morin, Mary Ellen Matthew, and Nancy Winslow.

**Strategic Business Plan  
May 18, 2023, MINUTES 5:30PM  
Condon City Hall, 128 S. Main Street, Condon, OR 97823**

**1. The Port of Arlington Strategic Business Plan meeting was called to order at 5:32pm by President Shannon.**

**Present:** President Leah Shannon and Vice President Ron Wilson; Commissioners: Kathryn Greiner, Gibb Wilkins, and Kip Krebs (Via Zoom); Port Director, Jed Crowther and Administrative Assistant, Kayla Rayburn.

**Absent:**

**Audience:** Cori Mikkalo, Steven Allen, Pat Shannon, Brittany Dark, Nancy Winslow, David Hudson (via Zoom left 7:01).

**2. Introductions**

- 2.1. Mission and strategic Vision**
- 2.2. Port Goals and Priorities**
- 2.3. Financial Status**
- 2.4. District Economic Profile and Trends**
- 2.5. Financial Plan**
- 2.6. Public Outreach Results**
- 2.7. Critical Issues**
- 2.8. Strategic Objectives Review**
- 2.9. Capital Improvement Plan**
- 2.10. Annual Review Process**
- 2.11. Next Steps**

The Board went through each slide and discussed the above topics. Input was given, and changes were made as they went through each step. Lengthy discussion about the port's direction, and what the priority level for each project would be moving forward. Input from the Public was also considered as they were discussing the projects.

**3. Adjourn Meeting**

**President Shannon adjourned The Strategic Business Plan meeting at 7:19pm.**

**Regular Commission Meeting**  
**May 18, 2023, MINUTES TBD**  
**Condon City Hall, 128 S. Main Street, Condon, OR 97823**

**4. The Port of Arlington Commission meeting was called to order at 7:32pm by President Shannon.**

**Present:** President Leah Shannon and Vice President Ron Wilson; Commissioners: Kathryn Greiner, Gibb Wilkins, and Kip Krebs (Via Zoom); Port Director, Jed Crowther and Administrative Assistant, Kayla Rayburn.

**Absent:**

**Audience:** Cori Mikkalo, Steven Allen, Pat Shannon

**5. Public Comment**

none

**6. Additions to the Agenda**

none

**7. Consent Agenda**

**7.1. Approve Regular Meeting Minutes and Budget Workshop for April 13, 2023**

Greiner noted there was a correction needed on page two for the spelling of someone's name.

**7.2. Approve April 2023 Accounts Payable and Financials**

**Motion: Wilson moved, and Greiner seconded to approve the Regular Meeting Minutes and Budget Workshop for April 13, 2023, with noted corrections and April 2023 Accounts Payable and Financials. Motion carried unanimously.**

**8. Director Report**

**8.1. Tour Condon Grade School at 5pm**

**8.2. Strategic Business Plan Workshop at approximately 5:30**

**8.3. Public Records Requests**

There were no changes requested.

**8.4. Port Proctor Parcel**

Crowther presented two possible ways to break up and zone the Proctor property into 3 lots. There was a consensus on plan B at this time.

**8.5. Willow Creek**

Applied for the Business Oregon Industrial Lands Technical Assistance Grant and have advanced to the award committee.

**8.6. Updated Employee Work Time Policy**

No changes are needed to policy.

**Motion: Greiner moved, and Wilson seconded the updated Employee Work Time Policy changes as presented. Motion carried unanimously.**

**8.7. Website Proposal**

Rayburn gave a brief overview regarding Streamline company, the product, and services they offer, and recommended the port move forward with their services. The Quote was for \$2,988.00 annually.

**Motion: Greiner moved, and Wilkins seconded the Port accept the Streamline quote and services for \$2,988.00 annually. The motion passed unanimously.**

### 8.8. Surplus Vehicle

**Motion: Wilkins moved, and Wilson seconded to surplus the GMC Pickup. The motion passed unanimously.**

### 9. Presidents Report

Shannon had a little information about Columbia view estates low-income senior housing. There is an additional lot that could be bought if they could get restrictions lifted from it. Something they could potentially look into purchasing later.

### 10. Commissioner Reports

**10.1. Ron-no**

**10.2. Wilkins-no**

**10.3. Greiner-** June 1, 5:30 league of Oregon cities training at the Veterans Memorial Hall in Condon, OR.

**10.4. Krebs-**Basketball hoops are up and will ask for next meetings for the ports support for the A Town Throw Down Basketball tournament. Connect Oregon helps with investing in non-highway modes of transportation and was thinking it could be possible funding for the Willow Creek property. He was thinking the Port should look into how they rent the Quarry and change from a contract to a flat fee and royalty payments.

### 11. Next Meeting

**Thursday June 9, 5:00pm at the Port office in Arlington.**

### 12. Adjourn Meeting

**President Shannon adjourned The Regular Commissions meeting at 8:22pm.**

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President Leah Shannon

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Vice President Ron Wilson