

**Regular Commission Meeting  
December 14, 2023, MINUTES  
Gronquist Building, Lower Conference Room  
1650 Railroad Ave., Arlington**

**1. The Port of Arlington Commission meeting was called to order at pm by President Shannon.**

**2. Present**

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

**3. Absent**

**4. Audience**

Julius Courtney (left 6:55pm), Denise Ball (left 6:30pm), Lenn Ball (left 6:30pm), Mark Seder (left 6:17pm), Gust Tsiatsos (left 6:17pm), Jeff Steeves (left 6:44pm), John Neys (left 6:42pm), Pat Shannon (arrived 6:23) and David Richter (arrived 5:58pm).

**5. Public Comment**

None

**6. Additions to the Agenda**

**7. Consent Agenda**

**7.1. Approve Regular Meeting Minutes for October 12 and November 2, 2023.**

**7.2. Approve October and November 2023 Accounts Payable and Financials**

**Motion: Wilson moved, and Wilkins seconded to approve the regular meeting minutes for October 12 and November 2, 2023, and October/November 2023, accounts payable/financials. Motion carried unanimously.**

**8. Housing Presentations by Mark Seder, Seder Architecture**

Mark presented projects that he and Gust Tsiatsos, with GCT Land Management, have collaborated on currently and in the past. Displaying possible housing structures that could be utilized in the Proctor Property if desired. Gust and Mark answered questions regarding the projects as they arose throughout the presentation. They showed different kinds of small space structures that could maximize your space making communities. He showed cottage villages they are developed or currently developing in La Grande, Baker, and Nixyaawii. They also showed a Townhome project currently being developed in La Grande. Gust explained they are manufacturing the buildings and pieces in his warehouse but like to have local resources to construct the units on site. They went over the different pieces, and technology they are using to make these cost effective, and resilient. This way it puts money back into the community as well as adding to it. The audience and the commissioners were very engaged, asking several questions on design, infrastructure, contractors, permits, and zoning. They also asked about troubleshooting they went through for the compact density with the cities and emergency responders.

## 9. Directors Report

### 9.1. Alkali Ridge Subdivision

#### 9.1.1. Tentative Plan Approved

Crowther went through the tentative plan that was submitted to the planning commission, and why it's platted the way it is. What each lot is currently being designated/zoned as, for future development.

#### 9.1.2. Engineering Design/Infrastructure Cost Estimate

Anderson and Perry just sent in a cost estimate for the streets, storm drains, infrastructure, sidewalks, etc... they have it broken into two phases, and the approximate cost for each phase. Questions regarding the next steps, and the next process that needs to be worked through. They discussed possible funding opportunities that could help fund this project. They also discussed possible contractors or entities that could help develop this project. At this time no action is needed, but by the next meeting there should be engineered plans to be able to move forward with. There was lengthy discussion about the port not having to develop this whole project from start to finish, but they can also be the ones that get the plan developed and sell it to a developer. They are open to selling the property off to a developer or partnering with a group for this project.

### 9.2. Marina Walkway Bid

The port struggled to get a bid for the sidewalk construction. Due to lack of bids for asphalt, a bid for a concrete sidewalk was submitted, and the port already obtained a \$15,000.00 grant from the county. The grant cannot be increased any more without giving this back, and applying for a different type of grant. The bid received was from China Creek Construction for approx. \$48,000.00. Jed suggests waiting for spring and rebid for asphalt when the plants are back open. It's the general consensus to table this and wait for the spring.

### 9.3. Weed Control Grant

Michael Durfey, through the county weed control, has applied for a grant for Star Thistle. There are several landowners who have agreed to partake in it already surrounding the Arlington Mesa area. Crowther went ahead and signed that the port would partner with a \$300 match.

**Motion: Wilson move, and Wilkins seconded to ratify \$300.00 match funding pledge for Gilliam County Weed Department grant. Motion carried unanimously.**

### 9.4. Vacation Payout Policy

There was a question raised if staff could cash out vacation since the policy didn't specifically say one way or the other. There was discussion regarding increasing the maximum accumulated hours limit per employee. It was the consensus that employees should take the vacation, and breaks are needed. At this time paying out employee vacation time was not in the budget, so they weren't opposed to increasing the limit. They could revisit the topic during budget discussions to see if they wanted to change policy.

### 9.5. Rivers Edge BBQ and Grill, David Richter Lease

President Shannon stated she needed to recuse herself on this issue, because she has a conflict of interest. David Richter prepared a speech to the port commissioners that he read to them. In the speech he explains and gives insight on the struggle he is currently going through as a brand-new business owner. He explained to the commissioners some of the cost reductions he has been implementing, changes that they are making to better the establishment and its business, as well as future plans he would like to implement to keep the momentum he currently has. Richter stated he had a really good month and would be able to pay in full by the end of December, hoping to keep the current success if the commissioners would allow him to. Commissioners asked a few questions regarding the restaurant and possible options. There was a general discussion about extending the discounted deal for another 3 months contingent on his being paid in full by the end of December like he's stated he would be and continue making payments the next 3 months without a payment overdue 30 days.

**Motion: Move to amend the lease with David Richter with the Rivers Edge BBQ and grill through March 31<sup>st</sup>, with payments to paid within 30 days of payment due, contingent on if it is paid in full by the end of December. Motion carried unanimously, with Leah being recused.**

**10. Presidents Report**

She will be retiring for sure in January, so she will have more time to concentrate on boards/committees she is involved in.

**11. Commissioner Reports**

**11.1. Gibb Wilkins:** not much, other than going through the building with Maul Foster.

**11.2. Kip Krebs:** nothing at this time.

**11.3. Kathryn Greiner:** nothing at this time.

**11.4. Ron Wilson:** If the board would be interested in moving forward with the neon sign "EAT" that came off of the Pheasant Grill building. Suggestion to have James take the lead with the letters and their installment. Check with the city about sign ordinance, and permits. It was also suggested to look into partnering with the Chamber, for eat sign and the mural on the elevator.

**12. Executive Session ORS 129.660(2)(e): To conduct deliberations with the persons designated by governing body to negotiate real property transactions.**

**12.1. President Shannon opened Executive Session at 7:21 pm.**

**12.2. President Shannon closed Executive Session at 7:34 pm.**

No action taken during executive session.

**13. Upcoming Meetings**

**13.1. Regular Port meeting January 11, 2024, Port of Arlington Office, 100 Port Island Road, Arlington.**

**14. Adjourn Meeting**

**President Shannon adjourned The Regular Commissions meeting at 7:45pm.**

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President Leah Shannon

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Vice President Ron Wilson