**Regular Commission Meeting**

**M I N U T E S**

**Port of Arlington**

**September 10, 2019**

**5 p.m.**

**Port Of Arlington**

**1. The Port of Arlington Commission meeting was called to order at 5:00 pm by President Wilson.**

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

**Absent:** Vice President Kennedy

**Audience:** Commissioner Sherrie Wilkins; Judge Steve Shaffer; Paul Jayo; Kathryn Greiner; Steve Allen; Brandon Fruitts; Julius Courtney

**President Wilson Noted an Addition/Revision to Agenda**

* Received a letter of Interest to serve on the Port Board from Kathryn Greiner and Benjaman Tucker.

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

**3. Consent Agenda:**

* Approval of August 13, 2019 Commission Meeting Minutes
* Approval of August 2019 Payables and Financials

Commissioner Hunking moved to approve the consent agenda and Commissioner McGuire seconded. The motion carried 3-0

**4. Presidents Report**: President Wilson presented a letter from the Woolery Octoberfest requesting use of the Port’s hanger building if original plan on City property does not happen. Consensus is to let the Woolery use the hanger building if needed.

The current Lessee of the hanger building has given a thirty day notice and will be moved around October 1, 2019.

**5. Commissioner Reports**: Commissioner Hunking informed the Board that he is retiring after the end of the current school year from the School District.

**6.** The Port received three very qualified letters of interest to serve on the Port Board. The Port received letters of interest from Judge Steve Schaffer, Kathryn Greiner and Benjamin Tucker. All three of the candidates were very qualified. President Wilson pointed out that Judge Shaffer is the closest to District three. Commissioner Hunking moved to appoint Judge Steve Shaffer to position three. President Wilson seconded.

The motion carried 3-0

**7. Small Business Grant Applications**

 **7.1** Pat Shannon / Pat’s Pheasant Grill is seeking a $,5,000 Small Business Grant. Pat had an outstanding commitment and unable to attend the meeting. The board wanted to hear from the applicant directly. The consensus was to table discussion until next Port meeting October 8, 2019.

 **7.2** Steve Allen / Bighorn Press is seeking a $4000. Small Business Grant for a Konica Minolta printer as their current printer is twelve years old and is very hard to get it repaired. Steve purchased The Times Journal and is in the process of updating equipment. EDO Mitchell asked if they were going to do calligraphy? Steve said they will start in the late fall on custom jobs. After a brief discussion Commissioner McGuire moved to award $2,000 match grant to purchase a printer. Commissioner Shaffer seconded. The motion carried 4-0

 **7.3** Brandon Fruitts / Just Jump is seeking a $5,000 Small Business Grant for purchasing three bounce houses. Brandon states they have the truck and cargo trailer for delivery. Brandon says there are no local rentals and residents have to drive to Hermiston to rent. The rental company of bounce houses in The Dalles is closing. President Wilson asked about Insurance and Brandon states they are checking into it, but do not know the cost yet. Commissioner Hunking told Brandon to come to the October Board meeting with Insurance quotes and more information on startup costs. The consensus is to table until the October meeting and applicant can obtain more costing information.

**8. Small Business Grant Quarterly Report’s**

**8.1 Jenny Smallfoot / A-Town Rentals** – Jenny Smallfoot it was not able to

present her business update. Jenny will be at the October 8, 2019 Board meeting

in Condon.

**8.2 Paul Jayo / Arlington Towing –** Paul Jayo presented his final update and reports that he has been very busy with tows. He has purchased a roll back so now has two tow vehicles. In August they towed 48 vehicles. Arlington Towing is servicing six roadside service companies. At this time he is not doing Triple A as they want a contract. Paul has installed cameras and GPS’s in his tow trucks. Paul states that there is a scrapper coming to crush and remove impounded vehicles soon. Paul is also donating a couple of vehicles to the Fire Department for training exercises. Arlington Towing is thinking of expanding to Boardman. This was Arlington Towing’s last quarterly meeting

**9. EDO Report**

9.1 EDO Mitchell presented Island Park site planning maps and potential building concepts. The concepts illustrated “footprint ideas” or types of business and building designs that would find property adjacent to the Columbia River waterfront attractive. The Port will be submitting a grant to the County Court for water and sewer extension to Island Park. Island Park is zoned light Industrial.

The City of Arlington received three bids for the sidewalk project. . The bid came in lower than expected for the project and Mayor Bufton directed the City’s engineer to add the Port’s sidewalk repair needs to the list. The needed repairs include either an asphalt overlay or new concrete sidewalk from the stairs to the boat ramp. Commissioner Hunking would like to see the city sidewalk plans. EDO Mitchell said he has asked for them.

EDO Mitchell shared that the OPPA Conference is in Boardman this year. The Conference is October 3rd and 4th. Board members are invited to attend.

9.2 EDO Mitchell informed the Board that Watco / Depoe project Planning meeting was postponed and that the meeting was re-scheduled for tonight at 6:30pm

Break for Dinner: 6:24 pm

Recess to Executive Session at 6:47 pm

**10. Executive Session per ORS 192.660(2)(g): To consider preliminary negotiations involving matters of trade of commerce in which the governing body is in competition with governing bodies in other states or nations.**

Reconvene to Regular Session at 7:21 pm

**Action following Executive Session**:

Commissioner Hunking authorizes President Wilson to enter into an agreement for $77,151 for engineering service and additional amounts for related services when contract documents are received. Commissioner McGuire seconded. The motion carried 4-0

**11. Administration**

**11.1** Presented Solutions Financial Statement Preparation Engagement Letter.

Meeting adjourned at 7:32 pm

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President Ron Wilson Commissioner Hunking