

Regular Commission Meeting
MINUTES
March 9, 2023, 5:00PM
Condon City Hall, 128 Main Street, Condon, OR 97823

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

Present: President Leah Shannon; Commissioners: Kathryn Greiner, Gibb Wilkins (via zoom 5:17), and Kip Krebs; Port Director, Jed Crowther and Administrative Assistant, Kayla Rayburn (via zoom)

Absent: Vice President Ron Wilson

Audience:

2. Public Comment

No public comment

3. Additions to the Agenda

4. Consent Agenda

4.1. Approve Regular Meeting Minutes for February 9, 2023

Rayburn advised she made the correction in section 8.6 of the minutes. She changed Council to Commissioners.

4.2. Approve February 2023 Accounts Payable and Financials

Motion: Greiner moved, and Krebs seconded to approve regular meeting minutes for February 9, 2023, with the change to the minutes in section 8.6, and February 2023 Accounts Payable and Financials. Motion carried unopposed.

5. Director Report

5.1. Strategic Business Plan

Crowther wanted to acknowledge the work Cori was putting in. He was pleased with the feedback overall and found some areas where he can make some improvements moving forward.

5.2. Work Force Housing

Crowther felt there was a good joint meeting with the county about housing development. One thing specific was the Condon Grade school. He talked to Karen Homolac regarding the Brownfield grant possibilities and what the next steps are that should be taken. He then said he is thinking that the Environmental Sentry Corp. can take ownership of the property in April possibly. Griener stated she would work with her city attorney to get something drafted. He then went into a rough timeline that he had planned for the school, and when money would be coming in.

5.3. Enterprise Zone Designation

The port in the past has been a consenting party for the enterprise zone, but the county has requested that we become a co-sponsor. At this time there is no action needed, but we will need to make a resolution in April to become a co-sponsor if that is decided.

5.4. Hangar Building Electrical Repair

When the lease with Paul Jayo was completed, and a walk-through inspection occurred there was some electrical work that needed to be completed before it was released. The Port received 3 bids for the project, and the bids were: Shelco Electric, Inc. \$10,778.00, Hage Electric \$9,350.00, and SherCo Electric \$8,182.00.

Motion: Greiner moved, and Krebs seconded to award the bid to SherCo Electric in the amount of \$8,182.00 for the Hanger building electrical work. Motion carried unopposed.

5.5. Promotion

Crowther stated he would let President Shannon discuss this in her Presidents report.

5.6. Employee Handbook Update

Wanted to put some clarity about sick, PTO, flex, etc. in the handbook but had not received the material he needed from SDAO yet to have it finished for this meeting.

5.7. Amendment of Lease Agreement

There have been some complications with Rivers Edge lease. This is an extension of the original lease from July 2020 to July 2023. Greiner wanted clarification on what this new lease is for. Cleaveland explained that this newest lease nullifies the last lease, and puts Pat back on the lease, so that Pat Shannon and David Richter are co-lesers now. Greiner asked do they need to ratify every contract or can Jed have board approval to sign contracts. Cleaveland stated new leases, yes they need to go in front of the board for approval, but existing leases could be updated by Crowther, but he still advised it's best practice for them to go in front of the board for approval. President Shannon declared a conflict of interest concerning the amendment of the lease agreement to Rivers Edge Deli because it is owned by her spouse who is going back on as a co-leaser and is excusing herself.

Motion: Wilkins moved, and Krebs seconded to approve the amendment lease agreement for Rivers Edge with Jed's signature. Motion carried with 3 yeses, and President Shannon excused herself from the vote declaring conflict.

5.8. Intergovernmental Agreement Amendment

After the meeting with the county and meetings with Delany it was decided that instead of a blanket assignment for the IGA they would bring a specific project for approval. Cleaveland then explained what the current/past agreements were for the IGA. Commissioner Shannon asked if that would delay a time sensitive project. Greiner and President Shannon were both under the impression it was going to be open ended, with the stipulation it had to just be designated towards workforce housing. Discussion followed regarding what was discussed and if the IGA should be amended. With Cleveland's recommendation it was agreed that the IGA would be left the way it is, until there is a specific project decided. Cleaveland stated this is a situation where he would love to have a conversation with the county's legal team in this regard if the IGA were to be amended.

5.9. Industrial grant

Crowther Suggested to apply for the Willow creek site to study for potentially powering the location, or other studies for the Willow Creek property. The grant is through business Oregon and ranges from \$25,000-\$100,000. This isn't for a project, but for a study of the land to work on a project in the future. President Shannon asked what they thought they should ask for, and discussion followed. Krebs asked if Crowther looked into the moving truck to rail grants. It's putting grain on rails rather than trucking it on the freeway. At this time Crowther had not been able to yet.

Motion: Greiner moved, and Krebs seconded for Crowther to apply for the Industrial Grant through Business Oregon for up to \$50,000 for the Willow Creek property. Motion carried unopposed.

6. Presidents Report

President Shannon stated she has mostly been involved lately with joint meetings with the cities, county, and port regarding housing mainly, and some about daycare. She was able to get a drone pilot from WM to fly in close to the elevator to get a better idea about the Arlington sign. This way they can investigate what it will cost to repair the sign. There was a company from Pendleton that was able to go up on top of the elevator to look at it in person and will give some range of bids for repair. Crowther

made some examples of what murals could look like on the front of the elevator. President Shannon would like to collaborate with the Cities, Port and county in the mural and sign. Wilkins stated since it was in city limits, we would need to get approval from the city.

7. Commissioner Reports

- 7.1. Greiner:** She doesn't have a lot, but she is getting a lot of pressure about the Condon Airport so she would like to discuss that at a future meeting.
- 7.2. Krebs:** The Ranch he works for is doing some work, and they have a guy who will be 8 miles away from the Willow Creek property. He is trying to get a bid from him for the port, regarding what it would cost to level the Willow Creek area for a lay down pad. Crowther stated he was able to connect with Dewey and there is 80,000 cubic feet of gravel there. He doesn't think that the county could move that much on this short of notice. Kip said it did take them 2 years for them to get the caterpillar available to rent. They discussed possible options that could be done, or worked with so that we could possibly make a lay down yard. This individual also does paving so he may be a good person to utilize for future projects.
- 7.3. Wilkins:** Did the walk through with Mall Foster Longi for the phase 1 environmental study of the Condon Grade School.

8. Executive Session ORS 129.660(2)(e):

Shannon Opened Executive Session ORS 129.660(2)(e) at 6:14pm
Shannon Adjourned Executive Session at 7:43pm

No action was taken during the Executive Session.

9. Next Meeting

Thursday, April 13, 2023, at 5:00pm in Arlington, Budget Committee Meeting followed by Regular Board Meeting.

10. Adjourn Meeting

President Shannon adjourned The Regular Commissions meeting at 7:44 pm.

President Leah Shannon

Vice President Ron Wilson