

**Regular Commission Meeting
January 9, 2025 MINUTES
5:00PM
1650 Railroad Ave., Arlington, OR**

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

Present: President Leah Shannon and Vice President Ron Wilson; Commissioners: Kathryn Greiner (via zoom), Gibb Wilkins, and Kip Krebs; Port Director, Jed Crowther, Kayla Rayburn, and Attorney Anna Cavaleri (via zoom)

Absent: None

Audience: Rod McGuire and Julius Courtney

Jed Crowther acknowledged the announcement made at the City of Arlington's Council meeting the previous evening. Starting with, even though the City was authorized to publicly divulge some of their information, the Port Commissioners, staff, and entity are not able to divulge any information and still under the NDA contract.

2. Public Comment- None

3. Consent Agenda

3.1. Approve Regular Meeting Minutes for December 12, 2024.

3.2. Approve Special Meeting Minutes for December 27, 2024.

3.3. Approve December 2024 Accounts Payable and Financial.

Greiner asked about the taxes coming in, and that they were on the budget. Just make sure QB and the budget match.

Motion: Krebs moved, and Wilkins seconded to approve the Consent Agenda. Motion carried unanimously.

4. Director Report

4.1. Arlington Messa

4.1.1. Alpine Building

The Commissioners took part in a symbolic ribbon cutting for the new repurposed building formally known as the Insitu building. It will now be known as the Alpine Building moving forward. They will be utilizing the Warehouse portion and the outside storage. Leaving the office spaces of the building available to rent from another entity(s). Alpine has already started to move over to the new building and vacate their old building. Crowther inquired with Silver Creek Construction to finish the inside door installation. The Port had started the project in house, but once the walls were cut into, it was realized the entire building has steel studs/framing and would need to be contracted out. The radiant heaters were taken down, and are being stored, and there is a wall unit now installed. Currently, Crowther is suggesting to surplus the heaters (2 heaters, 30' long). Wilson was wondering if they could be repurposed in the Hanger building. Greiner suggested there may also be a use in Condon for them as well, so at this time they will be stored with the hope of repurposing them elsewhere. Previously there was a bid to enclose the outside storage for approx. \$195,000 which was turned down. Crowther has now received a bid from Silver Creek Construction for \$14,000 for putting up the customer's owned material (siding). It was a previous discussion with Alpine, depending on the price, to partner with the

Port in cost sharing to enclose that area. There was a consensus for Jed to move forward with it and talk to Alpine. He is still in his, up to but not exceed, \$75,000 threshold he was previously approved for, for renovations needed on the building.

4.1.2. Hangar Building

Crowther gave some background regarding the Hanger building (repairs, leases, interest). Rod McGuire's lease started at \$300/month for the first 3 months and then increased to \$500/month to be reevaluated at the end of December. Greiner is fine with keeping it at \$500 but adding the taxes onto the Tennant responsibility if they aren't already, to keep with the Port's traditional leases. If the entity accrues taxes, it is their responsibility to pay them, as well as the utilities. Rod would like a full year on the next lease. Due to the price, the Commissioners felt more comfortable reviewing the lease in 6 months but giving him the option to renew it for another 6 months.

Motion: Wilkins moved, and Wilson seconded to approve a new lease with Rod McGuire for 6 months, tenant responsible for insurance utility and taxes, contingent on a legal review with an option to renew in June. Motion carried unanimously.

4.1.3. Industrial Development

Crowther stated Commissioner Krebs requested this topic on the agenda, to discuss reinvestment and look to the future as some of the projects near completion, or the Ports part completed. To further develop already owned property like Willow Creek infrastructure or purchase Condon's 7 acres of Industrial property for potential development in the South end of the County. Kreb's thought a well, a simple 8" well, at the Port Property at Willow Creek would be a good start to developing that area. He stated there is an existing well on the railroad property, adjacent to the Port's, that has plenty of production. Wilkins agrees getting water on the Willow Creek property would be beneficial for any development they do there. Discussion followed about wells, process, licensing, and procedures they would need to look into. Greiner asked about paperwork, and if it's a long process to get permitted. There was a consensus for Crowther to talk to the water master, and find out what the Port would need to do, and the steps it would take to drill a well at Willow Creek.

4.2. Budget Process 2025-2026

No objections to the 2025-2026 Budget Calendar that was presented.

Motion: Greiner moved, and Wilson seconded to approve the 2025-2026 Budget Calendar, and appoint Kayla Rayburn as the Budget Officer. Motion carried unanimously.

Crowther advised there was also a list of the Budget Committee members, 4 with remaining terms, and one open term that would need to be advertised/filled. He stated President Shannon could appoint the 4 to finish their term, but 1 member has missed the last two budget meetings, so it may be beneficial to advertise two positions. Shannon did think it was fair to appoint Tim Wetherell, Denise Ball and April Aamodt today, and publish the two vacancies. It was thought by the commissioners that there should be some representatives from the south on the committee as well.

4.3. Elections

Crowther stated it was an election year, and these positions would be on the ballot this year:

Position 1- Leah Shannon a 4-year term-May 2025

Position 2- Ron Wilson a 4-year term-May 2025

Position 4- Kip Krebs, appointed by default, 2-year term-May 2025

Position 5- Kathryn Greiner, 4-year term, May 2025.

The filing Period, Opens February 8 and closes March 20th. He would also advertise these in the Paper.

4.4. Alkali Ridge

There is a pending sale of home and shop parcel (2.8-acre). There is an excepted offer that is moving towards closing. There needs to be a resolution by the board for the title company, to move the sale along.

The bid posting keeps getting pushed back, so hopefully The Port will get an RFP out soon.

Crowther prepared a possible subdivision layout of the developing area, once the road is paved. The Eastern portion was already approved by the city of Arlington already. Refocusing on the front Northeast 4 acres that would be the focus for workforce housing location, with smaller lots. Crowther explained some of the density thought, and layout transition. He asked Mark Seder with Seder architecture to prepare a proposal for a 3D presentation to show what development could potentially look like on the property. There was a proposal submitted for a not to exceed amount of \$4,500. There was a discussion regarding the process, and what was already approved with the planning commission. Wilkin's thinks the Port should put it up for sale now, and in 6 months if there is no movement, then go into the next phases of the subdivision development. There was discussion on the deed, to put restrictions and building timelines on the property, since the goal has always been workforce housing. Krebs asked about putting commercial businesses up there as well, or mixed used zoning. Greiner asked if it is premature to get a 3D model, or should we get a 3D model to spark the market's interest in the property. Several Commissioners stated getting a model would be helpful for marketing, not only for possible developers, but neighbors, potential buyers, etc. Mark Seder gave some input on what his company does, and what he can offer. They offer a variety of builds, and planning options. 3D modeling is one of those options; you could see how properties could be developed, the effect new homes would have for neighboring houses, and what those potential neighbors could see out their windows. Another thing they could do is show different types of housing that could go on that site; cottage homes/clusters (500sq/ft 1 bed, 600 sq/ft 2 bed), duplexes, single homes, and attached Rowe houses. They've worked for Veterans, teacher housing, single homes, family, etc. It could be used for both Community outreach/involvement or marketing to developers. Greiner stated to make sure that any models stay within the parameters of what the city allows in that zoning.

Motion: Wilkins moved, and Greiner seconded to allow Jed to move forward with Mark Seder on the Alkali Ridge modeling and to not exceed \$4,500. Motion carried unanimously.

Motion: Greiner moved, and Wilson seconded to approve resolution no. 2025-01, resolution authorizing the transfer interests in Port real Property. Motion carried unanimously.

5. Presidents Report, Leah Shannon

Stated The Port needs to think about the space in the Gronquist building that the Sherriff's just vacated.

6. Commissioner Reports

6.1. **Ron Wilson**-nothing to report

6.2. **Kip Krebs** -nothing

6.3. **Kathryn Greiner**-required public meeting law is January 23 and only required for the term you are in so everyone up for election will have to take it again after July.

6.4. **Gibb Wilkins**-working with the new city council and preparing them to take back the former school property once it is remediated.

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

Was not needed this meeting.

8. Next Meeting

Commission Meeting- Thursday, February 13, 2025, at the Port of Arlington.

9. Adjourn Meeting

President Shannon adjourned The Regular Commissions meeting at 6:39pm.

President Leah Shannon

Vice President Ron Wilson