

Regular Commission Meeting
MINUTES
Port of Arlington
April 13, 2021
3 p.m.
Port Office – 100 Port Island Rd.
Arlington, OR

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

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

Absent: Commissioner Hunking

Audience: Jeff Dane, Jeff Schott, Gabrielle Homer, Pat Ansboury, Dave Seibert

2. Public Comment on non-agenda items – None

3. Consent Agenda:

- Approval of March 9, 2021, Commission Meeting Minutes
- Approval of March 2021 Payables and Financials

Commissioner Shaffer moved to approve the consent agenda with corrections and Commissioner McGuire seconded. The motion carried 4-0

4. President's Report: President Wilson shared a correspondence from Les Raurk about the inspection of the Gronquist building. The correspondence is entered into public record.

Commissioners Reports - None

5. Painted Hills – Gabrielle Homer gave the Port Board a presentation about Painted Hills and an introduction of why the company would like a processing plant on the Mesa. A new processing plant will allow the Company to consolidate processing into one facility and reduce the logistic cost of multiple processing plants across the Pacific Northwest. Painted Hills will employ sixteen to eighteen employees in the facility, provide apprenticeship opportunity's and will be seeking grant money for job training. Jeff Schott, Pillar Consulting, presented preliminary plans for the design and should have final plans and cost opinion in two to three weeks. Commissioner Kennedy talked about road improvements around the site. The county will be resurfacing to the City line, but the improvements need to run

the length of Airport Road past the Insitu entrance and the Port's Mesa industrial park. President Wilson asked what the next steps should be? Jeff Schott said as soon as he gets the cost estimates for the project Painted Hills and the Port can begin the process of putting together a financial package, including grant applications.

6. **Bathroom Replacement Project** – EDO Mitchell stated that the Marine Board will be meeting tomorrow morning and will discuss additional grant money for the bathroom project due to increased project costs. The Marine Board grant funds expire on June 30, 2021, so the project must be completed by that date for grant funds to be released. Allie Cairns and Eric Kuester with CXT told EDO Mitchell that the building will be delivered to the Port by June 18th. Dave Seibert with M&M Excavating, LLC stated the site work will be ready for CXT to install the new building before June 18th.
7. **Purchase update on the Gronquist Building** – President Wilson has signed closing documents with AmeriTitle and the property acquisition should close tomorrow, April 13, 2021.

Break for dinner at 6:37

Reconvene to Regular Session at 6:56 pm

8. Willow Creek IGA Discussion – After a brief conversation the consensus is for Attorney Cleaveland to finalize a draft for the Willow Creek IGA for a joint project between the Port and the County. EDO Mitchell will send agreement to Judge Farrar and her fellow Commissioners.
9. EDO Report: EDO Mitchell stated the bathroom project is moving along. At this time the Malt project on Island Park is off the books as Pillar Consulting came to conclusion that the Island Park site was too restrictive for the project. It would be better located at the Mesa. The contract for the two billboards on I-84, one in Rufus and one in Boardman will expire at the end of month. Without financial support from the County Court for the Small Business Assistance program it is not financially feasible for the Port to extend the contract for the billboards.
- 10.0 Administration
 - 10.1 Approval for Square Credit Card Processing – Commissioner Shaffer moved to approve r the activation of the Square credit card processing. Commissioner McGuire seconded. The motion carried 4-0.
 - 10.2 Gronquist Lease Rates – The Consensus of the Board is to follow the pricing of the previous owners.

Admin. Continued:

10.3 Maintenance Hours and Benefits - Administrative Assistant Margheim stated that the work load is increasing for maintenance and the work hours will exceed thirty two hours a week and in turn the Port will need to offer benefits to maintenance. Commissioner Kennedy moved to instate benefits for Maintenance Foreman James Metzker starting July 1. Commissioner McGuire seconded. The motion carried 4-0

10.4 Event Coordinator Assistant for the Gronquist – The consensus of the Board is to hire a person to help with setting up and tearing down room rentals.

10.5 Governments Ethics Reporting – Administrative Assistant Margheim reminded the Board members to file with the Government Ethics Commission.

Recess to Executive Session at 7:15 pm

11.0 Executive Session

11.1 **Executive Session ORS 192.660(2)(i) To review and evaluate the performance of an officer, employee or staff member if the person does not request an open meeting. This reason for executive session may not be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning these subjects.**

11.2 **Executive Session ORS 192.660(2)(a) To consider the employment of an officer, employee, staff member or agent...**

Reconvene to Regular Session at 7:38 pm

Action following Executive Session ORS 192.660(2)(a): Commissioner Shaffer moved to offer the Port Manager / EDO position to Jeff Dane Knisley. There will be a 90 day probation, \$78,000 annual salary to start after background check and drug test. Start date of May 3, 2021. After 30 days employment, full benefits will become active. Commissioner McGuire seconded. The motion carried 4-0.

Action following Executive Session ORS 192.660(2)(i): Commissioner Shaffer moved to compensate Port Manager and EDO, Peter Mitchell, his full I sick leave time and full vacation time accumulated, and thirty percent of comp time in an amount of approximately \$37,847. Commissioner Kennedy seconded stating that Peter is doing a fantastic job. The motion carried 4-0.

Meeting adjourned 7:45 pm

President Ron Wilson

Vice President Kennedy