

**Regular Commission Meeting**  
**November 14, 2024 MINUTES**  
**5:00PM**  
**Lower Conference Room, Gronquist Building**  
**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, Gibb Wilkins, and Kip Krebs (via Zoom); Port Director, Jed Crowther, Kayla Rayburn, and Attorney Anna Cavaleri (via zoom)

**Absent: None**

**Audience:** Cris Patnode (Arrived 5:02pm, Left 5:43pm), Joe Patnode (Arrived 5:04pm, Left 5:43pm)

**2. Public Comment-** none

**3. Consent Agenda**

Rayburn advised there were no financials to approve this meeting, she would have them at the December meeting to approve.

**3.1. Approve Regular Meeting Minutes for October 10, 2024**

**Motion: Wilson moved, Wilkins seconded to approve Regular Meeting Minutes for October 10, 2024. motion carried unanimously.**

**4. Director Report**

**4.1. Alkali Ridge**

Currently the Property is listed for \$699,000, and the contract with Mountain Valley Realty is up November 20<sup>th</sup>. Marketing option would be; continue with Mountain Valley, lease with option to buy; although Crowther suggest against this option due to residential rentals is not what a Port does, or long-term rental air BnB, which would be monthly rentals not weekends; would also be ran by a company not the Port. After the tour prior to the regular Commission meeting, the Commissioners had some more insight regarding the property. Commissioner Wilson thinks the shop is great but the house needs work. Commissioner Greiner thinks the house needs some work before it will be marketable; carpets, paint, etc... would be a great improvement. It was a suggestion rent the house and shop separately, especially since the shop currently is more marketable. Crowther was advised to talk to the school, the City, and other entities see if rentals are needed. The bid packet will go out in January for the infrastructure and road work. The Sallee lot line adjustment was approved, but it has been waiting on the Title Company, so the line could be adjusted and signed by County Officials.

**4.2. Lease Extensions**

The leases were already approved by the County Court at the last meeting, this time they would be including a 2 year extension, with a streamline process, so it's not such a convoluted process for each renewal. Anna is currently working up new contracts that they approved, but needed the language updated, so both parties can sign.

**Motion: Greiner moved, Wilson seconded to approve the Gronquist Office room 1, and room 3 extensions/renewals, contingent on wording from the attorneys. Motion carried unanimously.**

WATCO asked for a 1 year extension on their lease. There was questions from Anna who the actual Lessee should be, Crowther would look into it, and email her.

**Motion: Greiner moved, and Wilson seconded to approve lease extension with WATCO contingent upon changes to the agreement by the attorney. Motion carried unanimously.**

#### **4.3. Willow Creek Industrial Plan**

Advised the final draft of the Willow Creek Industrial Plan was finished, and Points would be sending bound copies for The Ports records. Questions about if Parks/Rec was removed like they requested. There was still a small amount of Parks/Rec included, but the Commissioners were ok with it.

**Motion: Wilkins moved, Greiner seconded to approve final report by Points Consulting for Willow Creek Industrial Plan. Motion carried unanimously.**

#### **4.4. Dry Camping Concern**

Letter sent to Confederated Tribes of the Yakama Nation, and requested a meeting with their council. The letter was sent in October 2024, but they have not received word back yet for a meeting.

#### **4.5. Sunken Vessel Wreck Removal**

Included in the packet for review was the Ports breakdown of its portion paid, but has not been submitted. The total was \$10,069.93. Crowther is working on submitting this to the insurance company for reimbursement.

#### **4.6. Kathryn Greiner- League of Oregon Cities Award**

Crowther congratulated Kathryn Greiner on her prestigious award from the League of Oregon Cities she received at the annual conference this year, and was glad to attend to see her accept it.

#### **4.7. Former Insitu Building- Build-to-suit Preparation**

Alpine is planning to move into the building formally leased by Insitu, but would need to be some costly renovations done, to be able to accommodate their needs. The list of renovations, and some of the quotes already received, were included in the packet for the Commissioners review, but there are still more bids waiting to come in. Proposed \$4,500/month for the warehouse portion and outside canopy, leaving the rest to potentially rent out to another entity. They will need to use a restroom, and possibly a small office. The longer 5 year lease is in our best interest to get back some of the initial upgrade cost The Port will have to invest, to make the building ready for Alpine to move into. The gravel drive, potential to utilize the Ports pilings they already own at Willow Creek, L3 Construction who is mining the Quarry is going to submit a bid to haul, prep, and lay the gravel. It was suggested to also reach out to the County road crew and see if they could also potentially bid the project.

**Motion: Greiner moved, Wilkins seconded to authorize Jed authority to spend up to \$75,000 to do renovations for the former Insitu Building Items A-E with approval from the Board President. Motion carried unanimously.**

### **5. Presidents Report, Leah Shannon**

Able to attend the housing meeting with Jed, and it was interesting. There is some opportunities to create some more zoning in the City, that could be helpful with housing development moving forward.

### **6. Commissioner Reports**

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

6.2. **Kip Krebs**-nothing to report

6.3. **Kathryn Greiner**- Just a reminder about the required Public Ethics training, and they will be holding a State approved one in Condon on January 20<sup>th</sup> at the Veterans Memorial Hall.

6.4. **Gibb Wilkins**-Burned weeds at the old Condon Grade School because there were complaints regarding the grounds appearance. He also met the new County planner, and brought up rural housing.

**7. Next Meeting**

Commission Meeting- Thursday, December 12, 2024 at Port of Arlington.

**8. Adjourn Meeting**

**President Shannon adjourned The Regular Commissions meeting at 6:02pm.**

---

President Leah Shannon

---

Vice President Ron Wilson