

**Regular Commission Meeting
MINUTES
August 17, 2022, immediately following Joint County Meeting
Gronquist Building, 1500 Railroad Ave., Arlington, OR**

1. The Port of Arlington Commission meeting was called to order at 2:46pm by President Leah Shannon.

Present: President Leah Shannon, Vice President Ron Wilson; Commissioners: Kathryn Greiner, Gibb Wilkins (Zoom), Kip Krebs, Executive Director Jed Crowther, Administrative Assistant Kayla Rayburn, and Attorney Ruben Cleaveland

Absent:

Audience: Pat Shannon

2. Public Comment

none

3. Consent Agenda

4.1 Approve Regular Meeting Minutes for July 14, 2022

Greiner wanted a correction on who motioned and who seconded each motion in the minutes.

4.2 Approve July 2022 Accounts Payable and Financials

Commissioner Greiner requested a P&L be added to the Financials for future meetings.

Motion: Greiner moved and Wilson Second to approve regular meeting minutes for July 14, 2022, and July 2022 Accounts Payables and financials. Motion carried.

4. Director Report

4.1 Insitu Lease Termination Agreement

Attorney Ruben Cleaveland advised the Commissioners of the final agreed upon termination of lease agreement between the Port of Arlington and Insitu for \$146,947.94 and will be paid in full by October 21, 2022. Once the agreement was signed it would be terminated August 31, 2022.

Motion: Wilson moved, and Greiner seconded for President Leah Shannon to sign the basic termination lease agreement with Insitu. Motion carried.

4.2 Strategic Business Plan

Advised of possible grants and their matching requirements when applicable through the state.

4.3 Audit Contract

Pauly, Rogers and Co, P.C. provided a Letter of Engagement and Contract Agreement.

Motion: Wilson moved, and Greiner seconded to accept the contract with Pauly, Rogers and Co., P.C. and authorize Jed Crowther to sign it. Motion carried.

4.4 Alpine Lease Extension

Port of Arlington received a written request from Alpine and issued a follow-up authorization consistent with the lease contract, which includes the 3% increase to \$3,500.00 per month that will begin January 2023.

4.5 Industrial Development

Continuation of interest regarding the Arlington Mesa, and possible property purchases.

4.6 Bench Donation

Amy Hansford reached out to the Port of Arlington to donate a bench in memory of her mother, Donna Hansford.

4.7 Employee's probationary period

Requested that Kayla Rayburns probationary period end after 90 days, which he felt she had completed successfully, rather than the 180 days. The Board of commission agreed with the request.

4.8 other

China Creek Construction discussed possible construction regarding Proctor's property and were seeking the Ports support when they approach the county about the development of the property for more housing in the community. Commissioner Shannon invited Jed to meet with himself and representative cliff Bentz next month. Crowther Met with REI and K'Lynn lane regarding project that are in the county. He also advised the Commissions of a letter from the Gilliam County Auction Committee asking for support for the 2022 Gilliam County Fair.

Motion: Greiner moved and Wilson Seconded donating \$200.00 to the Gilliam County Auction Committee for the 2022 Gilliam County Fair. Motion carried.

There was a quote provided for a coin op for the shower in the restroom. After discussion it was decided a donation box would be tried first before trying any type of coin op in the shower. A fish cleaning station was also suggested to be put in. President Shannon is in full support of putting in a fish cleaning station. There was a consensus that Jed can move forward with a fish cleaning station down at the port.

5. Presidents Report

President Shannon was in the meeting with the China Creek Construction, and she reiterated they are asking for the Ports support for housing development, and they have some ideas for directions they are moving. Also involved for the Rocket project regarding Childcare. They are identifying what resources they have available and exploring possibilities they can look further into. The Gronquist building is in discussion as a potential site for a building.

6. Commissioner Reports

Wilson- nothing, Greiner- reiterated she is working with Jed regarding the 7 acres of industrial property in Condon. The city also wanted to know if there was a way for the Port to manage it instead of the city, Wilkins-informal contact about concerns of no growth is just as bad as uncontrolled growth, Krebs- update about the 3 on 3 tournament he advised there were 8 adult teams and 4 junior teams with 110 degrees weather. They made some adjustments to durations of games, and GE donated all the water. Lot of new faces, and a great turn out. He is wanting to do a special project grant to update the court. Since it is City owned the City of Arlington would have to put in the grant, so he is going to work with them. He thinks after some initial research the max cost would be \$10,000.00 to do all the updated needed. Krebs is bringing it up because they need 25% matching, but it opens in March and the grant money is released in July, but he could have someone pay for it and use the grant as a reimbursement, so he may ask the Port to fund the initial project to be reimbursed once the grant goes through.

7. Cultural Coalition wanted permission to pain the windows on the Gronquist building and other business and leave them up for a week and have someone professional clean them afterwards.

There were no issues with this.

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

**Shannon Opened Executive Session ORS 129.660(2)(e) at
Shannon Adjourned Executive Session at**

9. Decision or deliberations on Real Estate Transactions (Placeholder)

10. Next Meeting

In Condon on Thursday, September 8, 2022, at 5:00pm.

11. Adjourn Meeting

President Leah Shannon adjourned The Regular Commissions meeting at 3:48pm.

President Leah Shannon

Vice President Ron Wilson