

Regular Commission Meeting
Thursday, April 13, 2023, MINUTES 6:00PM
Port Office, 100 Island Park Rd., Arlington, OR

1. The Port of Arlington Commission meeting was called to order at 6:25pm by President Shannon.

Present: President Leah Shannon and Vice President Ron Wilson; Commissioners: Kathryn Greiner and Kip Krebs; Port Director, Jed Crowther and Administrative Assistant, Kayla Rayburn

Absent: Gibb Wilkins

Audience: Cori Mikkalo, Brittany Dark, and County Commissioner Pat Shannon.

2. Public Comment-

2.1 County Commissioner Shannon: FEMA is implementing a national flood insurance program. He wanted the Port to know if they had any property in the flood zone it would need to be developed now, before this new program went into effect. The Hotel property in Arlington would need to be developed now before FEMA implements the new regulations. He stated He has been in contact with the city of Arlington's mayor.

3. Additions to the Agenda

none

4. Consent Agenda

4.1 approve Regular Meeting minutes for March 9 & Special Meeting Minutes for March 16, 2023

4.2 Approve March 2023 Accounts Payable and Financials

Motion: Greiner moved, and Krebs seconded to approve the Regular Meeting Minutes for March 9 & Special Meeting Minutes for March 16, 2023, and the March 2023 Accounts Payable and Financials.

5. Director Report

5.1 Proctor Property Update

The Annexation application was submitted to the city of Arlington and is planned for the May 3, city council meeting. Reviewed proposals/work orders by survey firms (Armstrong Surveying, Inc. and Anderson Perry & Associates, Inc.) and requested approval to keep moving forward. Crowther stated the focus is to first create new tax lots by partition plat so the port would then be able to sell the house and shop. Questions regarding lots/sizes of lots.

Motion: Greiner moved, and Wilson seconded to except and approve the proposal with Anderson and Perry, Inc., for the surveying of the Proctor property.

5.2 Sheriff Building-Preliminary Design

Crowther stated that a preliminary design was drawn up and included in the packet, Sherriff Bettencourt has seen the design and changed it upon his input. There has not been a formal agreement with the Sheriff's department or the county to confirm construction. He is recommending moving forward with the next phase of the construction designs allowing the Sheriffs department to work on their budget and come up with an arrangement. It was the consensus of the board that moving forward would be acceptable at this time, and then negotiate arrangements.

Motion: Wilson moved, and Greiner seconded to approve preparation of layout/construction plans by Vernon Grey Design in an amount not-to-exceed \$8,594. Motion carried unanimously.

5.3 “Arlington” sign & Lighting Repair

Still waiting on an estimate for the repairs that will be performed. Crowther received an email from the company out of Pendleton and they had a family emergency but are still interested in providing a quote once everything has been handled. The Port commissioners can review it once it is provided. Crowther will also go back and gather information about the original agreement between MCP, the Port, and the City of Arlington

5.4 Draft Updated Employee Work Time Policy, Resolution 2023-154

Crowther just wanted to update some of the clarity on the employee work time policy in the Employee Handbook. He provided a draft for the commissioners to review. He will provide a word doc. To all the commissioners so they can make corrections/suggestions and send it back. It will be up for approval at the May meeting.

5.5 Marina Water Conditions

Concerns were raised about the water conditions in the swimming area of the marina. There is a large amount of seaweed accumulated in the swimming area of the city park, and who's responsible for it. It was generally decided that anything in the water is usually the Corp of Engineers' responsibility.

5.6 Strategic Business Plan-Draft Goals and Priorities

Cori Mikkalo prepared the attached draft goals, Crowther inserted draft priorities. He asked the commissioners to review and prepare feedback at the next strategic planning meeting. It was decided that the next Strategic Business Planning meeting would be In Condon, at the Condon City Hall. The meeting will be held on May 18, at 5:30pm. The commissioners also decided to move the Regular Commissioners meeting to fall on the same day and location in May. The Regular commissioners meeting would also be held on May 18, 2023, at 5:00pm, at the City of Condon's City Hall.

6. Presidents Report

President Shannon was hoping to have a report of PCDC on housing, but unfortunately the meeting was canceled due to no quorum. The ballpark property they were looking to purchase and develop on, as well as the other available lots were all purchased by private developers. Jeff Schott stated there were some lots owned by the county, but one lot was partially in a flood plain they could look at for potential development. At this time PCDC is not moving forward on any projects. She was with staffers from the governor's office, and there was a discussion on housing, the group with regional solutions.

7. Commissioner Reports

7.1 Krebs: Last meeting we talked about using the dozer they have on their property, but after discussions with Dewey the soonest the grindings will potentially be moved is this summer. He started today on the city basketball courts and removed the old standings/hoops due to the city's backhoe is in the shop. They were able to rip the old hoops out today, and the concrete guys can start their work next week.

7.2 Wilson: nothing to report.

7.3 Greiner: Nothing to report but would like to put on the May agenda to approve the employee handbook session.

8. Executive Session ORS 129.660(2)(e): NOT NEEDED

9. Next Meeting

It was decided to move the next Regular Commissioners meeting from Thursday, April 11, at 5:00pm, at the Port of Arlington's Office, to Thursday, May 18, 2023, 5pm, at the City of Condon's City Hall.

10. Adjourn Meeting

President Shannon adjourned The Regular Commissions meeting at 7:10pm.

President Leah Shannon

Vice President Ron Wilson