**Regular Commission Meeting**

**M I N U T E S**

**Port of Arlington**

**October 8, 2019**

**5:01 p.m.**

**Gilliam County Courthouse**

**Condon, OR**

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

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

**Absent:** Commissioner Hunking

**Audience:** Lori Snyder, Kathryn Greiner, Jenny Smallfoot, Lea Shannon, Paul Jayo

**2. Public Comment on non-agenda items-** Kathryn Greiner asked the Board who the Port entered into an agreement with for 77,000 for engineering service and related services from the Ports last meeting in September 2019. President Wilson said it is for an ongoing project the Port is putting together. Attorney Cleaveland said Kathryn would need to put in a public information request**.**

**3. Consent Agenda:**

* Approval of September 10, 2019 Commission Meeting Minutes
* Approval of September 2019 Payables and Financials

Commissioner McGuire moved to approve the consent agenda and Commissioner Kennedy seconded. The motion carried 3-0 .

**4. Presidents Report:** President Wilson said Commissioner Shaffer will be running a few minutes late. President Wilson shared two letters thanking the Port. One was from Vicki Ackerman thanking the board for the small business assistance grant as it has made a huge impact for the Drive In. The second letter, from Dakota Smith thanked the Port for donating to the Gilliam County fair.

**5. Commissioner Reports**: Nothing to report at this time

**6**. **Small** **Business Assistance Grant Application:**

 6.1 Leah Shannon presented Pat’s Pheasant Grill request for a Small Business Grant of $5,000 to reduce their monthly lease installment for a Flavor Burst ice cream machine. The machine cost $23,477. Leah stated that the Pheasant Grill is a viable and sustainable business in Arlington. The Pheasant and Deli employ 13 people. The Small Business Grant funds would go towards paying down the balance on the machine lowering the monthly payments. Commissioner Shaffer moved to grant $3,000 to the Pheasant Grill. Commissioner McGuire seconded. The motion carried 4-0

 6.2 Brandon and Kristen Fruitts have withdrawn their request for a Small Business Grant at this time.

**7.** **Small** **Business Assistance Grant Updates:**

**7.1** Lori Snyder stated she has closed Lori’s Place at the Hotel Condon. The overhead was very high and not sustainable long term. Lori has kept all of the equipment she purchased and has gone back to her core business - catering. She says the Port’s small business assistance program was a great learning experience. She thanked the Port for the Grant and opportunity. This was Lori Snyder’s last required report.

**7.2** Jenny Smallfoot says A-Town Rentals has not rented any equipment to date. She discussed several difficulties she has encountered with the tax assessor’s office including a property tax notice for a business not operating on January 1 and a taking of Homestead Rebate for renting out rooms in their home periodically to windmill workers even though they continued to reside in their home. A-Town rentals has not been able to get the some of the items on the rental guide as it has been in the shop. A-Town Rentals is still trying to make a go of the business and are hoping next spring the business will take off as there is still a great need for equipment rentals in Gilliam County. Nathan and Jenny are living in two counties at this time, but hope to both live full time in Gilliam County in the near future. Jennifer said she will supply her updated equipment book to Arlington Hardware, provide the online web site link, and a picture to the Port for promotional purposes. This was her second progress report.

**8. Economic Development:**

8.1 EDO Report

EDO Mitchell said he submitted the Port’s application for a County grant of $90,350 for Island Park water and sewer extension. Replacement of the lift station was not included in this request. The County will be reviewing the grant applications in October and make award notifications in November.

The Depot project is continues to advance. The Arlington Planning Commission approved the site plan for Railroad Avenue at their September 10th meeting. The Contractor finished up on the building plans, however, Building Code department wants an Energy Audit performed prior to submittal. The contractor thinks the building plans will be ready to submit in two weeks.

The Hanger Building is now vacant. The building has lots of possibilities for future tenants. It is 4,000 sg ft. The Board approved negotiations on the lease. President Wilson would like EDO Mitchell to make sure the building is weatherized.

Bonneville lock is now open to barge traffic. The Army Corp quickly fixed the lock gate. MCP can resume shipping grain down river by barge. Farmers were very fortunate that MCP built the new Cedar Springs Road ground pile storage facility

Pioneer CDC approved Grant for Darren Jones to remove two manufactured homes from the Columbia River Resort and RV Park. Eight or nine have been pulled out so far. Darren Jones says he is looking into placing newer mobile homes models in the park.

EDO Mitchell attended an IBM seminar in Seattle. The seminar was focused on an agnostic/hybrid cloud manager. The event offered an excellent networking opportunity.

EDO Mitchell and Commissioner Shaffer attended the Port of Morrow conference for Oregon’s Public Ports. The event was very informative and hosted by the Port of Morrow.

Break for Dinner 6:08 pm

Reconvene to Regular Session at 6:40 pm

Recess to Executive Session at 7:05 pm

**10.** **Executive Session per ORS 192.660(2)(g): To consider preliminary negotiations involving matters of trade of commerce in which the governing body is in competition with governing bodies in other states or nations.**

Reconvene to Regular Session at 7:35 pm

No decision was made

**11. Administration –**

Admin. Margheim said the Port’s audit is complete and should have final documents in November for the Board to review.

Meeting adjourned 7:40 pm

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President Ron Wilson V.P. Dewey Kennedy