

DRAFT

**Regular Commission Meeting
MINUTES
Port of Arlington
March 10, 2020
5 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; Commissioner Shaffer; Commissioner Hunking; Port Manager / Economic Development Officer, Peter Mitchell; Admin. Asst. Kelly Margheim; Attorney Ruben Cleaveland;

Absent: Commissioner McGuire; Vice President Kennedy

Audience: Paul Jayo, Steve Allen, Pat Shannon, Bobby Singh, Nick Evans, Sherrie Wilkens

2. **Public Comment on non-agenda items – County** Commissioner Wilkens asked the Board on Judge Farrar's behalf if they had had any time to look over the IGA on Willow Creek so they could respond to Judge Farrar's letter. President Wilson stated that a letter regarding Willow Creeks IGA's will be sent this week.

3. **Consent Agenda:**

Approval of February 4, 2020 Commission Meeting Minutes and February 19, 2020 Budget Workshop Minutes – Commissioner Hunking moved to approve the consent agenda and Commissioner Shaffer seconded. The motion carried 3-0

- Approval of February 2020 Payables and Financials - Commissioner Hunking moved to approve the February 2020 Payables and Financials and Commissioner Shaffer seconded. The motion carried 3-0

4. **President's Report:** President Wilson shared a donation request from the Arlington Saddle Club. Commissioner Shaffer moved to approve a donation of \$150.00 to the Arlington Saddle Club with \$100.00 from the north and \$50.00 from the south and Commissioner Hunking seconded. The motion carried 3-0

5. **Commissioner Reports –**

Commissioner Shaffer stated that the development of local Ports is unbelievable. Commissioner Shaffer hopes the County supports Economic Development and that we continue to stay focused with building the Port and catch up to these other Counties. Umatilla, Boardman, The Dalles and Cascade locks Ports are a huge economical benefit for those Counties.

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6. Grain Lab Equipment –

EDO Mitchell stated that he received an email from County Commissioner Wilkens and they are not moving forward at the moment with the liquidation process. Commissioner Wilkens said at this time the County has a client that might be interested in leasing the Grain Lab with the equipment in place.

7. EDO / Small Business

7.1 Pheasant Grill. Leah Shannon presented the quarterly report as Pat had a prior meeting commitment. Leah explained that the money granted by the Port is being applied to the monthly payments for the Flavor Burst Machine. So far everyone seems to really like the new ice-cream. They are hoping once spring hits the sales will increase. The Pheasant is closed for three days as they install a new flat grill, chargrill and cold tables. They are also painting the interior. In a couple of weeks they will be putting on a new roof, and painting the exterior.

7.2 Steve Allen / The Times Journal was unable to make it for quarterly report. He will be rescheduled.

7.3 Jennifer Smallfoot / A-Town Rentals was unable to make it for quarterly report. She will be rescheduled.

7.4 Arlington Market LLC. Bobby Singh is asking for a grant to purchase and install seven new cooler doors. These doors will increase the coolers size and this will also help reduce the number of operating compressors. They are also looking into other grants to help replace all the old overhead lighting in the store and use LED. Bobby has managed multiple stores and has many other improvements in the works. He is focused on the community's needs. Bobby has software in the store to track merchandise so they can better meet the community's needs. Bobby has many things he is working on to improve the store for the community. He said they are very focused on meeting the Town's needs. Commissioner Hunking moved to grant \$5,000 to the Arlington Grocery Store and Commissioner Shaffer seconded. The motion carried 3-0

7.5 Liberty Theater. Nick Evans is asking for a grant to purchase insurance, lighting package, three months payments to Gilliam County, and building improvements. Nick purchased the Liberty Theater in January of this year and it was vacant for two years. They are redoing the lobby, painting, putting in a recording studio and many other improvements. Noteus LLC will re-open the Liberty Theater as an events center and media outlet. They also plan to provide musical assistance for local musicians of all ages. The venue will be selling food, beer and wine during events. Nick is hoping to have six events and six open mic nights a year. Commissioner Hunking moved to grant \$5,000 to the Liberty Theater and Commissioner Shaffer seconded. The motion carried 3-0

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8. Paul Jayo from Arlington Towing wanted to share with the Port Board that he is looking into opening a green recycling center. He states that he would employ three to five people in the beginning. When Paul has all the needed information together he will bring it back to present to the Board.
9. RV and Marina Rates – Discussion of rates will be re-schedule for April 2020 meeting
10. Consider approval for Anderson Perry Engineering. Commissioner Hunking moved to approve \$17,000 for engineering for the Island Park water, and sewer engineering pending approval grant from Gilliam County Court approval and Commissioner Shaffer seconded. The motion carried 3-0
11. A-Town Throw Down and VLOG Contest Prize money Commissioner Hunking moved to set aside \$2,000 for the A Town basketball tournament and VLOG ~~contest~~, contest. Commissioner Shaffer seconded. The motion carried 3-0
12. EDO Report – the EDO report will be re-scheduled for April 2020 meeting
- 13.0 **Administration**
 - 13.1 Consider Approval for Solutions Professional Group Audit Contract FY 2019-2020 Commissioner Hunking moved to approve the Solutions Audit Contract for 2019/2020 audit and Commissioner Shaffer seconded. The motion carried 3-0
 - 13.2 Consider Approval for Budget Committee - Commissioner Shaffer moved to approve the Budget Committee and Commissioner Hunking seconded. The motion carried 3-0
 - 13.3 Administrative Assistant Margheim told the Port Commissioners that the deadline is approaching for the Government Ethics Reporting

Meeting adjourned 6:12 pm

President Ron Wilson

Vice President Kennedy