

Regular Commission Meeting
MINUTES
Port of Arlington
September 13, 2018
5 p.m.
Port Office – 100 Port Island Rd.
Arlington, OR

1. The Port of Arlington Commission meeting was called to order at 5:02 pm by President Wilson.

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

Absent: Commissioner Hunking; Vice President Kennedy

Audience: Julius Courtney; Mr. and Mrs. Snyder; Tony Price

2. Public Comment on non-agenda items- Julius Courtney handed out a request from the Woolery Group asking to hold their Oktoberfest event in the Port's new Flex Building. Their advertising flyer shows pictures of the new Flex Building. The Board said this is good advertisement and could include the ribbon cutting event.

Commissioner Fitzsimmons asked if there should be a cleaning deposit or damage deposit, possibly \$500. Consensus of the Board was to allow the use of the Flex Building for this event with a \$500 refundable deposit and a \$250 use fee. The Woolery Group will be responsible for any damages. All parking must remain on the gravel, none on the hydro-seeded area.

Tony Price asked to be on the next agenda for presentation of a business plan. He also suggested that the A Town be set up as a "wind day" with no date certain. Details on judging and safety would need to be worked out. Contestants would participate with the winners being announced at the weekend event.

3. Consent Agenda:

- Approval of August 14, 2018 Commission Meeting Minutes
- Approval of August 2018 Payables and Financials

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

4. Chairman's Report: President Wilson said that he feels Admin Asst. Ball is very worthy of a retirement bonus. He told the Board that half of the value of her unused sick leave is around \$1,800. The Port employment policy does not buy out sick leave so he suggested she be given a retirement bonus for a similar amount that will be paid into her 408k SEP Retirement plan. Commissioner McGuire moved to give Admin. Asst. Ball a retirement bonus of \$2,000, paid into her 408K SEP Retirement Plan. Commissioner Fitzsimmons seconded, and the motion carried 3-0.

EDO Mitchell invited everyone to a retirement party for Denise Ball at the China Creek Golf Course clubhouse at 5pm on Friday, September 28th.

5. Commissioner Reports: None

6. Economic Development:

6.1 Small Business Assistance Grant Application – Lori Snyder presented her business plan for opening a restaurant in the Hotel Condon. She is requesting funding from the Port's Small Business Assistance Program for a Point of Sale computer system and initial start-up costs for restaurant and office supplies, food, and advertising and promotions. Commissioner Fitzsimmons said he has known Lori and enjoyed her good food for a long time. She will also continue her catering business, which will carry her through the winter season. She will be using Sysco services for her food products. She is very excited and enthusiastic about the future of her business. Commissioner McGuire moved to approve the grant request in the amount of \$10,000 as per the attached start-up expenses sheet contingent upon signing the grant agreement. Commissioner Fitzsimmons seconded. The motion carried 3-0.

Recess for dinner at 6:05 pm

Reconvene regular meeting at 6:30 pm

Meeting cont'd

6.2 WI Lease Amendment – Attorney Cleveland told the Board he drafted a Right of First Refusal as an amendment to the existing lease with WI Construction Inc. Attorney Cleveland suggested the Board assign the dollar amount that they feel would be appropriate for exercising the Right of First Refusal. President Wilson said he is in favor of this amendment due to the short duration of the lease. Following discussion, Commissioner Fitzsimmons moved to have Attorney Cleveland prepare a revised agreement with \$1,000 added to the consideration clause, \$500 per month per acre as the new lease price, and add compliance clause. President Wilson is authorized to sign the revised amendment after acceptance by WI Construction. The motion was seconded by Commissioner McGuire and carried 3-0.

6.3 Irrigation Feasibility Study Update – EDO Mitchell handed out a project map and discussed it with the Board. Wednesday, September 26th at 8 am CES will perform an on-site inspection. Board members are invited to ride along.

6.4 Island park rigging area – WI is about ready to begin the project. EDO Mitchell has changed the design of the rigging area to be a concrete pad with boards the Astro Turf will be attached to. It will still be the same price of \$5,000, not including the Astro Turf which the Port will purchase. EDO Mitchell told the Board the Columbia Gorge Windsurfing Association donated \$4,000 towards the project.

6.5 EDO Report – The report was included in the Commission packets. EDO Mitchell told the Board that the famous Kai Lenny surfed at the A Town Launch this week. He uses a SUP hydro foil for surfing the river wind waves. He is a champion surfer, big wave rider, and SUP racer. Pictures provided by Richard Hallman will be posted on the Port's Facebook.

6.5.1 Flex building is almost completed. Hydro-seeding was done today. The roll-up doors will be corrected sometime next week. EDO Mitchell would like to buy a riding mower to keep the property in order. Ribbon cutting on October 11th at 4 pm.

6.5.2 Invitation to John Day Dam 50 year Celebration. Deadline for RSVP was September 10th. Commissioner Hunking said he would attend. The event is Thursday Sept. 20th at 11 am.

6.5.3 OPPA Annual Conference October 4-5. Coos Bay. Board to let staff know if you want to attend by September 24th so reservations for the conference and room booking can be made.

7.0 Administration –

7.1 Commissioner Fitzsimmons moved to appoint Kelly Margheim as the new Port of Arlington Budget Officer. Commissioner McGuire seconded. Motion carried 3-0

7.2 Motion to add Kelly Margheim to all Bank of Eastern Oregon Checking accounts and remove Denise Ball – Commissioner Fitzsimmons moved to remove Denise Ball as a signatory on all Bank of Eastern Oregon accounts which include Port of Arlington checking, Municipal Money Market, Reserve Fund, Safe Deposit Box, and Environmental Sentry Corp. checking account and to add Kelly Margheim, the new Administrative Asst. All other signatories, Ronald Wilson, Dewey Kennedy, and Kevin Hunking, will remain the same. Commissioner McGuire seconded. Motion carried 3-0

7.3 Marina Welcome Swag Bag Update – Kelly Margheim presented her sample Swag Bag for Marina tourists. She showed the Board the items she is suggesting to be included in the complimentary Port Logo cooler. They include: a can cozy, floating key chain, water proof storage box, and sunglasses. All of these items come in handy while boating and fit within the budget. Commissioner McGuire said he would like to have the Port Logo on the can cozy also and Admin. Asst. Margheim said she thought the price for the logo would be around .75 cents. She will confirm the price with Melanie Wise at Such and Such. Commissioner Fitzsimmons moved spend up to \$500 for the Welcome Swag Bag for Marina customers, and use the funds in account 6725, Marina Miscellaneous. Commissioner McGuire seconded. Motion carried 3-0.

Commissioner Fitzsimmons suggested getting a nicer Port sign for the peninsula entrance and EDO Mitchell said he would work with MCP on that.

President Wilson brought up the idea of painting the elevator for advertising and asked the Board to think about it. Admin. Asst. Ball suggested that Meadow Outdoor might be helpful.

Meeting adjourned 7:40

President Ron Wilson

V.P. Dewey Kennedy