



Thursday, October 9, 2025, at 5:00 pm
Location: City of Condon City Hall
128 S. Main Street, Condon, OR
Join Zoom Meeting

<https://us02web.zoom.us/j/9537854875>

Meeting ID: 953 785 4875

+16699006833,,85648511236# US (San Jose)

+12532158782,,85648511236# US (Tacoma)

Regular Commission Meeting Agenda
Thursday, October 9, 2025

- 1. Call Meeting to Order**
- 2. Additions or Corrections to the Agenda**
- 3. Public Comment on Non-Agenda Items**
- 4. Consent Agenda:**
 - a. Approve Regular Meeting Minutes for September 11, 2025
 - b. Approve September 2025 Accounts Payable and Financials
- 5. Presentation by Tiffani Deal, LandWise Real Estate Advisors, LLC**
- 6. Director Report**
 - A. Audit Status
 - B. Alkali Ridge Subdivision
 1. Construction – Water/Sewer completion, Gravel/Asphalt forthcoming
 2. Final Plat – Ministerial Review, Adjoining Owner Comments by Oct 15
 - C. Watco Lease Renewal
 - D. Alpine CUP – Upcoming Hearing by Planning Commission Oct 16
 - E. General Fee Resolution 2025-__ (Consider Increases to RV and Marina Rates)
 - F. Projects
 1. “Arlington” Sign Lighting
 2. RV Park Sewer Pumps Replacement
 - G. Office Staffing Needs
 - H. Other
- 7. President Report**
- 8. Commissioner Reports**
- 9. Executive Session (*Placeholder*) ORS 192.660(2)(e):** To conduct deliberations with persons designated by governing body to negotiate real property transactions.
- 10. Decision or deliberations on Real Estate Transactions (*Placeholder*).**
- 11. Next Meeting –**
Commission Meeting – Thursday, November 13, 2025, at 5 pm at City of Condon.
- 12. Adjourn Meeting**

Port of Arlington Environmental Sentry Corp Meeting

October 9, 2025 immediately following Port Meeting

1. Call Meeting to Order
2. Approve Minutes for September 11, 2025
3. Condon Grade School – Environmental Remediation Update
4. Adjourn

**Regular Commission Meeting
September 11, 2025, MINUTES
5:00PM
1650 Railroad Ave., Arlington, OR**

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

Present: President Leah Shannon and Vice President Ron Wilson; Commissioners: Kathryn Greiner, Gibb Wilkins, and Kip Krebs; Port Director, Jed Crowther, Kayla Rayburn, and Attorney Anna Cavaleri (Via Zoom left 6:17pm)

Absent: None

Audience: Grant Wilkins (left 6:17pm), Cris Patnode (via zoom, left 6:07pm), Tiffani (via zoom, left 5:50pm)

2. Public Comment-

County Commissioner Grant Wilkins asked if there was an audit status, he didn't see it as an item on the agenda, he was advised it was on the agenda under the Directors Report as the first item. Commissioner Wilkins stated he would wait for that item for further comment.

3. Consent Agenda

Greiner said there was one correction in minutes under 4.2, Chet needed his official title added with his name, so when people look at these years later, they'll know the context better. Rayburn was asked by Wilkins if there was anything further, they needed to know regarding the minutes or financials. She stated there was nothing this month, but next month expect a larger than usual VISA bill due to the EPA trip to Chicago. The entire trip would be reimbursed with our EPA grant.

3.1. Approve Regular Meeting Minutes for August 14, 2025

3.2. Approve July & August 2025 Accounts Payable and Financials

Motion: Greiner moved, and Wilkins Seconded to approve the Regular meeting minutes for August 14, 2025, with stated corrections and the July/August 2025 Accounts Payable and Financials. Motion passed unanimously.

4. Director Report

4.1. Audit Status

Crowther stated the audits are delayed, even though we hired an auditor 3 years ago, but the Port is still behind. This is a serious issue that we are being proactive with. The Secretary of State issued a letter saying that the Port is delinquent to the County, and our attorney Anna Cavaleri has been firm on getting us a plan to get back in compliance, and out of delinquent status. The County does have procedures they have to follow, including a hearing for dissolution, but the County should be able to keep it open until the Port gets into compliance, then they can close it once the Port is back in compliance with the yearly audits. Greiner asked about the Financial Statement, Rayburn informed her there was a request received yesterday for documents from the Port, and she would need verification from Cavaleri what to include and the timeline. Cavaleri gave an overview of ORS 198.350 that requires the financial statement, and a little more clarity regarding this whole process for the hearing and dissolution. She stated she would be in constant communication with the Port staff, the auditor, the County Court, and the Secretary of State giving updates. Greiner stated that she spoke with her auditors, and if our auditors couldn't commit to the timeline, then they could potentially take over. Cavaleri stated we entered into an agreement with Pauly Rogers and there

will be consequences if they do not meet the timelines they agreed and signed to. Cavaleri also would like to reiterate that she wants to commend everyone on their acknowledgement as well as quick response, and the most important thing is how do we get this rectified. Commissioner Grant Wilkins asked if Amy John (Secretary of State) is being included or contacted. It was confirmed she has been contacted, being CC'd on emails, and was given the corrective action plan. Rayburn stated she didn't know if this was part of the issue, but this week, she noticed that some of the mail that comes from the Secretary of State is addressed to "The Port of Arlington" and some comes addressed to "Alice Courtney" which was 3 Administrative Assistant's ago. County Judge Cris Patnode stated when she spoke to the Secretary of State she was advised The Port confirmed the state had the correct mailing address on file. Rayburn stated yes, they did have the correct PO Box on file and didn't know if the addressed to name could have been some of the issues for the last letter. She just wanted to state if it was an issue, it has now been corrected.

4.2. Construction

Crowther advised Pacific Power completed the Subdivision Distribution System Contract as discussed previously. The Pacific Power design would cost \$36,058, which would not require action because it was under the \$50,000 threshold he was allotted at the last meeting. Wilson asked about communication lines, Crowther would follow up with Anderson Perry and Arlington TV coop. Bolen is available to perform the electrical installation and will be submitting a change order for \$94,720. It's an add that would need to be approved by the Board, which Crowther is recommending approval. Greiner asked if the fiber would also be a change order through Bolen for that. Crowther stated all the electrical would be outside of the paved area if it is added later, but what they could do now would save cost.

Motion: Wilkins moved, and Wilson seconded to approve Change Order No. 1 by Bolen Construction for electrical infrastructure in the amount of \$94,720. Motion passed unanimously.

4.2.1.Final Plat

The City has certain planning processes and steps to follow that take time. The Port already went through the tentative planning process, but now there are a few changes since that time. This newest layout has access to a frontage right-of-way for every lot proposed. There are options for the larger lots to still be developed, the front Northeast being the most developable ready. There were some changes to some of the lot sizes, and the opening into the house and shop parcel. There needs to be a hearing for final plat approval. There have been some complaints during construction. Two people complained to the Port directly. Jeff Steeves; concern about the catch basin used by the City and his property. Anderson Perry created an easement for his overflow to give him peace of mind. Jeff Steeves also had concerns about the basin being a wetland, which Anderson Perry responded and clarified that it is a non-jurisdictional wetland. Jeff Steeves had concern regarding the installation on his property, specifically a repair that was done, the City put a temporary fix in place, until Bolen came back a few days later to properly fix it. Wilkins asked if we had a 1-year warranty with Bolen and was told yes. Steeves also had concerns about whether there was an inspector not being paid by the Port evaluating the work. The other complaint was from Kevin Davidson regarding dust; Crowther did go up there to look and visit with him. That day there was a lot of powdery dust, Bolen did have a blowout tire on their water truck that day, and they were bringing in a trailer the next day until the truck was repaired. Bolen also ruptured the 6" main going into the estates when they were digging to tap into it. Wilkins asked if we had made a decision regarding the sidewalk, and was informed it was included in the plans and would be put in. President Shannon asked about the timeline and if we should be submitting plats and rezones at the same time. Crowther stated we better follow the sequence one at a time.

4.2.2.Marketing

Crowther advised the Port did put out an RFP for marketing/realtor services, the Port has received 3 submissions so far. Greiner asked if the RFP had closed, Crowther stated he did not

put a closing date. He stated he would like one of them to come and present to the Board at the October meeting. Greiner stated she liked in the second proposal about them walking the port through the process and making suggestions on marketing. Crowther stated this activity is more complex than just posting on a website and selling lots. Consensus to inviting LandWise to the October meeting.

4.3. Aeroval Lease implemented

This is a lease that kept getting pushed out. They finally got approval from FAA to be able to do their operations. Still waiting on a signed lease from Aeroval.

4.4. Avangrid Community Benefit Agreement-\$461, 250 Payment forthcoming

This is something that happened back in 2023, the \$461,250 donation was to happen when they start their second phase. It is getting ready to start, and this will be good to help make up the change order they just approved.

4.5. Alpine-Zoning CUP Application

The Port had Alpine previously in a building that was sold, in the Industrial Zone. The Port made a lot of renovations in the old Insitu building to move Alpine into it. The former Insitu building is located in the Airport Zoning, and because of this it will require a conditional use permit for Alpine to operate in. It will need to go to Planning Commission for approval. Wilkins asked about the hanger building, Crowther would look into it, and proceed with a permit there as well if needed.

4.6. Tidewater Barge-Support Letter

Letter received through Senator Wydens office. Tidewater is going to put in an application for fertilizer to be delivered by barge. The Senator's office is asking for letters of support in the local area before they issue a letter. Crowther thought there would be potential for Willow Creek to have a barge dock there and revisit that project. All Tidewater is asking for now is the right to travel the river with fertilizer which would increase barge traffic.

4.7. Projects

4.7.1.Paving

The Arlington Mesa needed a patch paved on the road where the Port previously had utilities ran across the road, the price \$2,912, for that work was within Crowther's spending authority so he approved it. The Gronquist parking lot is also having work done but not completed yet, they are filling all the cracks and repainting the lines, that work is estimated at \$4,643.20 which did just exceed his limit. Crowther did approve the quotes and needed the board to ratify them if they agreed to it. James made a good effort to chase down multiple quotes for the projects. Questions arose if there was a legal easement to our building still since we sold the property. Crowther and Anna would look into it.

MOTION: Greiner moved, and Wilson seconded to ratify and approve both quotes by Seal Kote. Motion passed unanimously.

Greiner asked if they needed to up Crowthers spending authority amount. Crowther stated it was a policy, so he would have to write out a policy to be updated and approved if the Board wanted to go that route. It was discussed it should be updated since things are getting increasingly expensive since the last time the policy was updated.

4.7.2.Sewer Lift Station

The Port sought out 3 quotes for the sewer lift station in the RV park, but only one company responded with a quote in the amount of \$35,000. The Port knew the lift station would need work done and prepared for it in the budget, this quote does not include the electrical work that will also need to be performed.

Motion: Greiner moved, and Wilson seconded to approve the Kerns Brother, LLC bid of \$35,000 and authorized Jed up to an additional \$15,000 to complete the project. Motion passed unanimously.

Krebs suggested checking with the Energy Trust of Oregon if they have any energy efficiency incentive funds available the Port could utilize for this project.

4.8. Other

Crowther attended an infrastructure conference. Hayden Homes partnered with City of Sutherlin for workforce housing, and they got it done, it was an impressive session. He attended a capacity building session, how does a small staff work efficiently, and there is networking that could help with that. President Shannon stated we should look into an entity like Hayden homes to look at our project.

5. Presidents Report, Leah Shannon

Nothing to report.

6. Commissioner Reports

6.1. **Ron Wilson**-nothing

6.2. **Kip Krebs**- found an outdated Port of Arlington handout in the City Library.

6.3. **Kathryn Greiner**-nothing

6.4. **Gibb Wilkins**- nothing

Anna stated she looked into it, and we do have an easement to our buildings on the Arlington Mesa. An easement given from JR Krebs to the county.

7. Next Meeting

Commission Meeting- Thursday, October 9, 2025, at 5pm at City of Condon conference room in the City Hall.

8. Adjourn Meeting

President Shannon adjourned The Regular Commissions meeting at 6:17pm.

President Leah Shannon

Vice President Ron Wilson



DIRECTOR REPORT

October 3, 2025

5. Presentation by Tiffani Deal, LandWise Real Estate Advisors, LLC

The Port previously received a complete RFP submission and requested a presentation. We look forward to meeting together and discussing effective marketing of Alkali Ridge. I am impressed by the comprehensive plan for marketing that LandWise has submitted.

Action:

The Board may choose to contract for services and select certain tasks to be performed, together with acceptable fee amounts and terms of service, to be finalized in a contract.

6. Director Report

- A. **Audit Status** – The Audit firm is proceeding with the initial audit (2021-2022). Daniel Wiggins, Lead Auditor has made this top priority and is in daily contact.

B. **Alkali Ridge Subdivision**

1. **Construction** – Water/Sewer completion, Gravel/Asphalt forthcoming.
2. **Final Plat** – Ministerial Review, Adjoining Owner Comments by Oct 15.

- C. **Watco Lease Renewal** – Watco submitted a timely request for lease renewal, with certain length of term adjustments proposed by Watco. Upon sufficient review and input, I recommend proceeding with the Watco lease renewal.

Action: Consensus to proceed.

- D. **Alpine CUP – Upcoming Hearing by Planning Commission Oct 16**

Alpine use is not building expansion, but it involves CUP in Airport Zone.

- E. **RV Park and Marina Fees Increase, by General Fee Resolution 2025-__**

The Port Board previously discussed appropriate increases in fees.

Motion: Move to approve Resolution 2025-__.

F. **Projects**

1. **“Arlington” Sign Lighting**

Marta Mikkalo informed of potential progress to light the “Arlington” sign.

2. **RV Park Sewer Pumps Replacement**

Kerns are ordering pumps and planning sewer lift station improvements.

G. **Office Staffing Needs**

With increased number of projects, it is challenging to keep up with records. The Port budgeted for additional help by hiring an Administrative Assistant, primarily to manage RV reservations and to begin to learn financial functions. We now recommend advertising the position, beginning at 20 hours per week.

H. **Other**

Proposal for Realty Marketing, Consulting, and Development Services

Submitted by: LandWise Real Estate Advisors, LLC
Submitted to: Port of Arlington
Regarding: Alkali Ridge Subdivision
Date: September 10, 2025



To: Jed Crowther, Executive Director, Port of Arlington

On behalf of LandWise Real Estate Advisors, LLC, I am pleased to submit this updated proposal for realty marketing services for the Alkali Ridge Subdivision. Our team, in partnership with LandWise, LLC, brings extensive experience in subdivision marketing, land consulting, and development advisory services. We are uniquely positioned to support the Port in the immediate lot sales (Phase 1) and; if desired, expanded consulting and development services (Phase 2) focused on affordable and workforce housing.

Alkali Ridge represents a transformative opportunity for Arlington, blending premium residential lots with the potential to address critical housing needs in the region. Our approach goes beyond property listings: we emphasize early outreach, strategic builder coordination, and a deep understanding of the local housing market.

We look forward to the opportunity to present this proposal and collaborate with the Port Board.

Sincerely,

Tiffani Deal

Tiffani Deal
Principal Broker
LandWise Real Estate Advisors, LLC

RFP Compliance Matrix

RFP Criterion	How LandWise Real Estate Advisors Meets It
Responsiveness	Tailored proposal addressing Port scope & timeline; clear phased approach
Understanding	Local market expertise; proactive developer/builder outreach beyond RMLS
Experience	Active involvement in Bumble B Estate (Stanfield, \$225k+) and Diamond Run (Hermiston, \$225k+); prior subdivision consulting
Collaboration	Commitment to Port staff/Board coordination; structured reporting and site tours
References	Dean Olin, Lloyd Piercy, Aaron Riley, Nicole Chamberlin (full contact info available upon request)
Fee	Phase 1: 4% commission on lots sales Phase 2: Optional consulting retainer/hourly support

Understanding of the Project

The Alkali Ridge Subdivision is a unique development opportunity in Gilliam County. With infrastructure nearing completion (expected Oct 2025) and the final plat approaching, the Port is well positioned to launch lot sales.

The subdivision is envisioned to serve both premium residential buyers (large-lot homes with Columbia River views) and the local workforce (attainable higher-density housing). LandWise recognizes the importance of early builder engagement and coordinated outreach to ensure successful sales and long-term community impact.

We recognize that rural Oregon markets present unique challenges for absorption and momentum, and we believe early builder coordination and presale efforts are the key to overcoming these hurdles.

Proposed Services

Phase 1 | Realty Marketing Services (Lot Sales)

- Market Analysis & Positioning: Pricing strategies, comps, and demand drivers.
- Brand Development: Identity for Alkali Ridge; brochures, MLS, digital presence.

- Targeted Outreach: Engage developers, builders, and qualified buyers.
- Broker & Builder Engagement: Host tours, presentations, partnership development.
- Transaction Support: Contract prep, negotiation, closing coordination.
- Signage and Local Visibility

Fee Structure: 4% of each lot's sale price (inclusive of above services).

Note: This fee represents the listing broker commission to LandWise Real Estate Advisors, LLC. Any cooperating broker fees, if applicable, would be the responsibility of the Port and are not included in this fee.

Phase 2: Optional Consulting & Development Services

(At the Port's discretion, beyond the RFP's immediate scope)

- **Feasibility & Needs Assessment:** Analyze local affordable/workforce housing demand.
- **Funding & Incentives:** Identify state/federal housing programs, grants, and incentives.
- **Partnership Development:** Collaborate with nonprofits, builders, and employers.
- **Planning & Design Advisory:** Support site planning, zoning, and density strategies.
- **Community Engagement:** Gather local input to align with housing priorities.

Fee Structure: Retainer \$20,000 at agreement; \$150/hour ongoing; balance due upon final home sale.

Strategic Growth Alignment

- **Premium Lots:** Position Alkali Ridge as Arlington's signature residential product.
- **Attainable Housing:** Support workforce housing solutions that strengthen the local economy.
- **Balanced Growth:** Blend private investment with public benefit to create a sustainable community model.

Experience & Qualifications

LandWise LLC is actively engaged in subdivision projects across Eastern Oregon



Bumble B Estate (Stanfield, OR): 99 Entry-level homes starting at \$225,000, advancing attainable housing delivery.

The Hive Addition (Stanfield OR): 3 Entry-level homes starting at \$225,000, advancing attainable housing delivery.

Diamond Run (Hermiston, OR): Residential development with starting prices of \$225,000, positioned to meet regional housing demand.

Creekside Estates (Pendleton, OR): Residential development with homes starting at \$460,000 – 14 lots; advancing attainable housing delivery.

Combined with our consulting and advisory track record, these projects highlight our capacity to manage lot sales, support builder coordination, and deliver market-driven housing solutions.

References: Olin Homes, Home Run Land, Columbia Basin Development, Chamberlin Homes

Marketing Rollout Timeline

- **Sept 2025:** Finalize branding & marketing materials.
 - **Oct 2025:** Launch MLS listings; begin developer outreach (aligned with infrastructure completion).
 - **Nov–Dec 2025:** Host builder site tours; initiate targeted marketing campaigns.
 - **Jan 2026 onward:** Ongoing sales support; quarterly progress reports to Port Board.
-

Current Projects of LandWise

Bumble B | 99 lots in Stanfield ~ Scope included infrastructure design and budget, project management, builder coordination, and community engagement. Construction started in 2022 and is currently building out vertically – 10 homes sold in the last 3 weeks.



Diamond Run | 261 lots in Hermiston ~ Scope included infrastructure design and budget, project management, builder coordination, and community engagement. Construction started in 2021 and is currently building out vertically – 5 homes sold in the last month.



Conclusion

The Port of Arlington has a rare opportunity to establish Alkali Ridge as a community-defining project. LandWise Real Estate Advisors, LLC; supported by the expertise of LandWise, LLC, is ready to market and sell the subdivision lots while offering the Port the option of expanded consulting services to meet longer-term housing needs.

We would welcome the opportunity to present at an upcoming Port Board meeting and to partner with you in establishing Alkali Ridge as a model for rural housing development.

MAIN STREET

587°21'05"E (R4)

N87°43'24"W

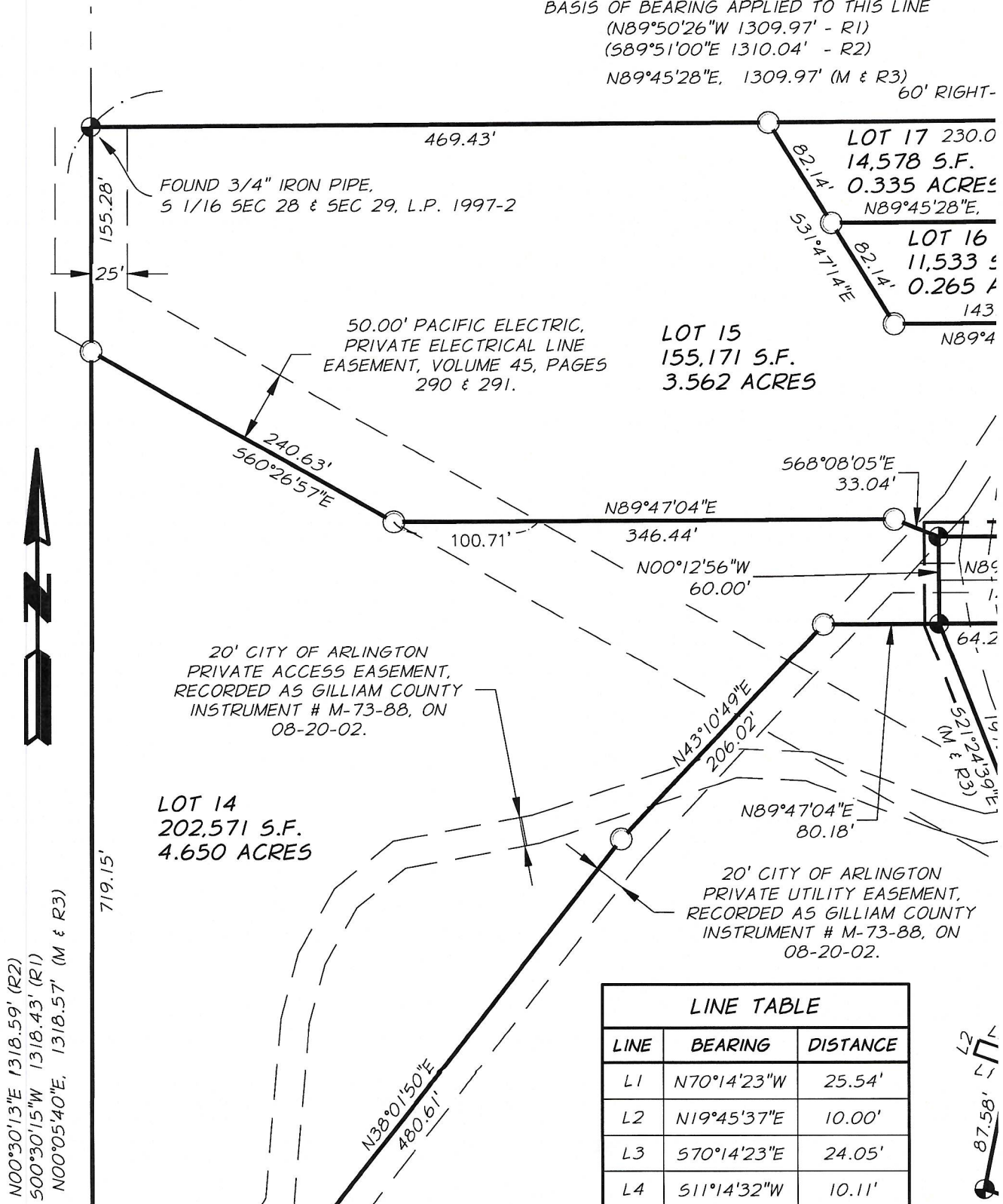
BASIS OF BEARING APPLIED TO THIS LINE

(N89°50'26"W 1309.97' - R1)

(S89°51'00"E 1310.04' - R2)

N89°45'28"E, 1309.97' (M & R3)

60' RIGHT-



**A REPLAT OF PARCEL 2 AND
TOWNSHIP 3 NORTH**

SURVEYOR'S CERTIFICATION

I, RICHARD E. STEIN, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE OREGON, DO HEREBY CERTIFY THAT I HAVE CORRECTLY SURVEYED AND MA. LEGAL MONUMENTS, THE LAND AS SHOWN HEREON IN ACCORDANCE WITH ORS 92, AS REVISED, AND CITY OF ARLINGTON DEVELOPMENT ORDINANCES. I F. CERTIFY THAT THE INITIAL POINT HAS BEEN IDENTIFIED AS THE EXISTING S CORNER OF SECTION 28 AS SHOWN HEREON. I FURTHER CERTIFY THAT I H PROVIDED THE TRACT LEGAL DESCRIPTION IN ACCORDANCE WITH ORS 92.C SHOWN BELOW.

RICHARD E. STEIN
CERTIFICATE NO. 49593PL5

DATE

LEGAL DESCRIPTION:

PARCEL 2 OF PARTITION PLAT 2024-01 SITUATED IN THE SOUTHWEST QUARTER C TOWNSHIP 3 NORTH, RANGE 21 EAST, WILLAMETTE MERIDIAN, GILLIAM COUNTY, ORE

PARCEL 3 OF PARTITION PLAT 2024-01 SITUATED IN THE SOUTHWEST QUARTER C TOWNSHIP 3 NORTH, RANGE 21 EAST, WILLAMETTE MERIDIAN, GILLIAM COUNTY, ORE

SUBJECT TO 20' CITY OF ARLINGTON PRIVATE UTILITY EASEMENT, RECORDED A: GILLIAM COUNTY INSTRUMENT #M-73-88, ON 08-20-02.

SUBJECT TO 20' CITY OF ARLINGTON PRIVATE ACCESS & UTILITY EASEMENT, RECORDED AS GILLIAM COUNTY INSTRUMENT #M-73-88, ON 08-20-02.

SUBJECT TO 50.00' PACIFIC ELECTRIC, PRIVATE ELECTRICAL LINE EASEMENT, VOLUME 45, PAGES 290 & 291.

SUBJECT TO 20' CITY OF ARLINGTON PRIVATE ACCESS EASEMENT, RECORDED A GILLIAM COUNTY INSTRUMENT # M-73-88, ON 08-20-02.

SUBJECT TO 20' CITY OF ARLINGTON PRIVATE UTILITY EASEMENT, RECORDED A: GILLIAM COUNTY INSTRUMENT # M-73-88, ON 08-20-02.



CITY OF ARLINGTON

P.O. BOX 68
ARLINGTON, OR 97812
PHONE: 541-454-2743
FAX: 541-454-2753
TTY: 800-572-0638

NOTICE TO PROPERTY OWNERS

The City of Arlington received an application for a 17-lot subdivision on September 25, 2025 from the Port of Arlington. The application is for subdivision of property owned by the Port and comprising 35.85 acres (lots plus street rights-of-way) at the southwest corner of the Arlington City Limits, in the Residential 1 (R-1) Zone. The property is wholly within the City of Arlington and legally described as Parcel 2 of Partition Plat 2024-01. The applicant proposes 17 lots ranging in size from 11,533 square feet (0.27 acres) to 598,222 square feet (13.73 acres). Lots 1, 13, 14 and 15 are proposed to contain a total of 25.58 acres, allowing for further land divisions at a later date.

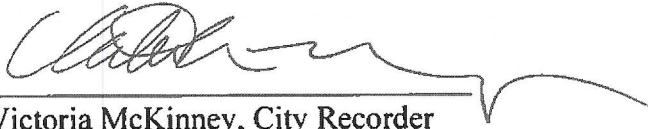
This application for tentative subdivision plat review is a Ministerial Decision in accordance with the city of Arlington Zoning Ordinance 443 and ORS 197.195. The specific substantive criteria relied on by the City in rendering decisions on the proposed tentative subdivision plat are contained in the Zoning and Subdivision Ordinances of the City of Arlington. The Ministerial Permit review process is described in Zoning Ordinance 443 Sections 8.6 through 8.8.

Any interested party may submit written comments on the application during the 14-day comment period following the date of mailing this notice. Comments will be received until 3 p.m., October 15, 2025, at the Arlington City Hall. Written comments may be sent to the City of Arlington, PO Box 68, Arlington, Oregon 97812 or hand delivered to City Hall. Any issue intended to provide a basis for an appeal to the Planning Commission of the City's Ministerial Permit decision on the tentative subdivision plat must be raised in writing during the 14-day comment period with sufficient specificity to enable the City to respond to the issue. Failure to raise an issue during the local appeal process will preclude appeal to LUBA based on that issue.

The City of Arlington is an Equal Opportunity Provider.

A copy of the application and all other information related to this proposal is available for review at no cost at the Arlington City Hall. Copies of the application and all other information concerning the application can be supplied at a reasonable cost.

If you have any questions, please contact City Recorder Victoria McKinney, at (541) 454-2743.

A handwritten signature in black ink, appearing to read 'Victoria McKinney', is written over a horizontal line. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Victoria McKinney, City Recorder

Mailed 10/01/2025

The City of Arlington is an Equal Opportunity Provider.

**GROUND LEASE
AMENDMENT NO. 1**

Whereas, the Port of Arlington ("Lessor") and Palouse River and Coulee City Railroad, LLC ("Tenant") entered into a ground lease for approximately 21,836 square feet over and including the northwesterly portion of Gilliam County Map and Taxlot No. 03N21E28-00-00205 located at 1620 Railroad Avenue in the City of Arlington, Oregon, effective January 1, 2020 ("Lease") for an initial five (5) year term expiring effective December 31, 2024; and,

Whereas, by mutual agreement of the parties, as documented by this Amendment No. 1, Lessor and Lessee desire to (i) allow the Lease to be modified pursuant to the terms set forth hereinbelow; (ii) extend the initial term of the Lease for an additional one (1) year with a new expiration date of midnight, December 31, 2025; and (iii) retain Lessee's option to renew the Lease for an additional five (5) years, but revise the renewal period from the 1st day of January, 2025 through midnight on the 30th day of December 2030 to the 1st day of January, 2026 through midnight on the 30th day of December 2031.

Now therefore, Lessor and Lessee agree as follows:

1. Modifications. The Lease may be modified only by endorsement in writing, dated and signed by Lessor's and Lessee's respective authorized representatives.
2. The Lease term shall be extended for an additional one (1) year term and the Lease shall remain in effect through midnight on December 31, 2025.
3. Lessee shall have the option of renewing the Lease for an additional five (5) years on the same terms and conditions as stated in the Lease, beginning on the 1st day of January, 2026 and ending at midnight on the 30th day of December, 2031, subject to Lessee's notification to Lessor, in writing, of the intent to exercise the renewal option at least thirty (30) days prior to the expiration of the initial term, as extended by this Amendment No. 1.

Except as modified by this Amendment No.1, to Lease, all terms and conditions of the Lease shall remain in full force and effect.

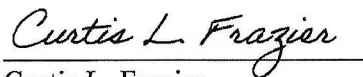
DATED THIS 14th DAY OF NOVEMBER 2024.

By: LESSOR
PORT OF ARLINGTON



Leah Shannon,
Port Commission Board President

By: LESSEE
PALOUSE RIVER AND COULEE
CITY RAILROAD, LLC



Curtis L. Frazier,
SVP of Real Estate/Industrial
Development

**LEASE OF REAL PROPERTY
(Ground Lease)**

DATE: 12/9/2019

PARTIES: Port of Arlington, a port district of the ("Lessor")
State of Oregon
PO Box 279
Arlington, OR 97812

Palouse River and Coulee City Railroad, L.L.C. ("Lessee")
315 W. 3rd Street
Pittsburg, KS 66762

RECITALS

WHEREAS, Lessor has real property available for lease in the City of Arlington, Gilliam County, Oregon; and

WHEREAS, Lessee desires to lease Lessor's property for a crew headquarters facility.

NOW, THEREFORE, in consideration of the covenants, agreements and stipulations herein contained on the part of the Lessee to be paid, kept and faithfully performed, the Lessor does hereby lease, demise and let unto the said Lessee those certain premises, situated in the City of Arlington County of Gilliam and State of Oregon, more particularly described on Exhibit AA@, attached hereto and incorporated herein by this reference as though set out in full hereat.

TO HAVE AND TO HOLD the said described premises unto said Lessee for a period of five (5) years, commencing with the 1st day of January, ~~2019~~²⁰²⁰, and ending at midnight on the 30th day of December, ~~2023~~²⁰²⁴, at and for a rental as set forth below, payable in lawful money of the United States of America, at the Port of Arlington, PO Box 279, Arlington, Oregon 97812. Upon expiration of the initial five (5) year term, if Lessee is not therein default of any terms of this Lease, Lessee shall have the option of renewing this Lease for an additional five (5) years on the same terms and conditions as stated herein, beginning on the 1st day of January, ~~2024~~²⁰²⁵, and ending at midnight on the 30th day of December, ~~2029~~²⁰³⁰. Lessee shall notify Lessor in writing of the intent to exercise the renewal option at least 30 days prior to the expiration of the initial term.

In consideration of the leasing of said premises and of the mutual agreements herein contained, each party hereto agrees and expressly covenants to and with the other, as follows:

1. Leasehold Premises. The premises included in this lease consists of approximately 21,836 square feet, as more particularly described in Exhibit AA@. The premises description in the attached Exhibit "A" is incorporated herein by this reference. Lessor reserves the right to enter the demised premises for the purpose of maintaining or construction of public or private utilities, including power, telephone, natural gas, water, sewer, or storm water system.

2. Lessee's Acceptance of Lease. The Lessee accepts said letting and agrees to pay to the order of the Lessor the rentals stated herein for the full term of this lease, in advance, at the times and in the manner aforesaid.

3. Rent.

a. Base Rent. Lessee shall pay to Lessor, as base rent, the sum of SIX THOUSAND DOLLARS (\$6,000.00) per year. The initial rent payment shall be paid upon mutual execution of this Lease. Rent shall be paid in advance each and every year thereafter on the anniversary date of the Lease. Rent for partial years shall be pro-rated.

b. Annual Rent Increase. Each year on the anniversary date of this Lease, being January 1, beginning with January 1, ~~2020~~²⁰¹⁸, the annual lease rental payments shall be increased to reflect the percentage increase in the United States Department of Labor Consumer Price Index, Urban Consumers, All Items (1982-1984=100), for the Portland, Oregon area, using ~~2018~~²⁰¹⁹ as the base period, or three percent (3%), whichever amount is less. Said rental shall thereafter be adjusted annually on the 1st day of December of each year during the term of this Lease, using the preceding December 1 as the base for determining the percentage increase in the index and said rental shall be adjusted accordingly. Each of said increases shall be in effect for one annual payment. It is agreed by the parties that should the United States Department of Labor Consumer Price Index, All Items, for the Portland, Oregon area, decrease at any one or more of the adjustment periods, the annual rental for that year shall be the same as the annual rental for the preceding year. Notwithstanding the above formula, in the event that the annual CPI exceeds nine percent (9%), the formula used for the rent increase shall be one-half (½) of the CPI for the remainder of the lease, however, in no event shall the annual amount of increase be less than three percent (3%) from that time forward.

c. Additional Rent. All taxes, insurance costs, and utility charges paid by Lessor that are directly attributable to the leasehold property shall be charged as additional rent paid by Lessee.

4. Use of Premises.

a. Permitted Use. The Lessee agrees to use the demised premises during the term of this lease for the purpose of a Railroad Depot Office and crew facility, and for no other purpose without the written consent of Lessor, which consent shall not be withheld unreasonably. If this use is prohibited by law or governmental regulation, this lease shall terminate.

b. Restrictions on Use.

(1) The Lessee will not make any unlawful, improper or offensive use of said premises; the Lessee will not suffer any strip or waste thereof; Lessee will not permit any objectionable noise or odor to escape or to be emitted from said premises or do anything or permit anything to be done upon or about said premises in any way tending to create a nuisance.

The Lessee shall keep the premises clean of trash and debris and will not allow the accumulation of any used containers, packaging, metal products, or junk to be accumulated, stacked in disarray, or randomly left on the property so as to cause an unsightly condition.

(2) The Lessee shall comply, at Lessee's own expense, with all laws and regulations of any municipal, county, state, federal or other public authority respecting the use of the premises. These include, without limitation, all laws, regulations and ordinances pertaining to air and water quality, Hazardous Materials as herein defined, waste disposal, air emissions, and other environmental matters. As used herein, Hazardous Material means any hazardous or toxic substance, material, or waste, including but not limited to those substances, materials, and waste listed in the U. S. Department of Transportation Hazardous Materials Table or by the U. S. Environmental Protection Agency as hazardous substances and amendments thereto, petroleum products, or such other substances, materials, and waste that are or become regulated under any applicable local, state, or federal law.

(3) The Lessee shall regularly occupy and use the premises for the conduct of Lessee's business, and shall not abandon or vacate the premises for more than ten (10) days without written approval of Lessor.

5. **Taxes.** During the term of this Lease, the Lessee shall pay all real property taxes assessed against the real property, which is the subject of this Lease.

6. **Fire and Casualty Insurance.** During the term of this lease, Lessee, at Lessee's own cost, shall be responsible for insuring any personal property, equipment, and contents situated on the leased premises.

7. **Liability Insurance.** Lessee shall maintain, at all times during the term hereof, Commercial General liability insurance, insuring both the Lessor and the Lessee against all liability for damages to persons or property in or about said leased premises; the amount of said liability insurance shall not be less than \$2,000,000.00 for injuries arising out of any one occurrence, and \$3,000,000.00 combined aggregate limit. During the term of this Lease, Lessee agrees to deliver to Lessor, promptly upon issue, a copy of all policies of liability insurance pertaining to the leased premises, or certificates evidencing the same. All such policies shall contain a stipulation providing that coverage will not be cancelled or diminished without a minimum of ten (10) days written notice to Lessor. Lessee shall further indemnify and hold Lessor harmless from any liability, claim or demand by reason of actual or alleged injury, death or property damage occurring by reason of any negligent act or omission of Lessee or Lessee's officers, agents, invitees, employees, or representatives.

8. **Governmental Fees.** All fees due the City, County, or State on account of any inspection made on said leased premises by any officer thereof shall be paid by Lessee.

9. **Lessee's Indemnification.** Lessee agrees to defend, indemnify, and hold Lessor harmless from and against any and all claims, liabilities, and obligations of every kind and

description arising out of or related to Lessee's possession of the property or operation of a business therein.

10. Lessor's Right of Entry. It shall be lawful for the Lessor, Lessor's agents and representatives, at any reasonable time to enter into or upon said demised premises for the purpose of examining into the condition thereof, or any other lawful purpose.

11. Right of Assignment. The Lessee will not assign, sublease, transfer, pledge, hypothecate, surrender or dispose of this lease, or any interest herein, or permit any other person or persons whomsoever to occupy the demised premises without the written consent of the Lessor being first obtained in writing. This Lease is personal to said Lessee. Lessee's interests, in whole or in part, cannot be sold, assigned, transferred, seized or taken by operation at law, or under or by virtue of any execution or legal process, attachment or proceedings instituted against the Lessee, or under or by virtue of any bankruptcy or insolvency proceedings had in regard to the Lessee, or in any other manner, except as above mentioned.

12. Liens. The Lessee will not permit any lien of any kind, type or description to be placed or imposed upon said leased premises or any part thereof.

13. Fixtures. All partitions, plumbing, electrical wiring, additions to or improvements, excluding fencing, upon said leased premises, whether installed by the Lessor or Lessee, shall be and become a part of the leased premises as soon as installed, and the property of the Lessor, unless otherwise herein provided. Lessee may place a manufactured structure on the premises, and that structure may be demolished, changed, altered, or removed by Lessee at any time during the term of the Lease. During the term of the Lease, Lessee is entitled, for all taxation purposes, to claim cost-recovery deductions and the like on all improvements constructed or placed on the premises by Lessee. At the expiration or earlier termination of the Lease, title to any improvements, including manufactured structure(s), remaining on the premises will automatically pass to, vest in, and belong to Lessor without further action on the part of either party and without cost or charge to Lessor. Lessee shall promptly sign over any applicable title or other ownership documents of all improvements that remain on the premises to Lessor at the time of expiration or earlier termination of the Lease.

14. Waiver of Subrogation Rights. Neither the Lessor nor the Lessee shall be liable to the other for loss arising out of damage to or destruction of the premises, or the building or improvement of which the premises are a part or with which they are connected, or the contents thereof, when such loss is caused by any of the perils which are or could be included within or insured against by a standard form of fire insurance with extended coverage, including sprinkler leakage insurance, if any. All such claims for any and all loss, however caused, hereby are waived. Such absence of liability shall exist whether or not the damage or destruction is caused by the negligence of either Lessor or Lessee, or by any of their respective agents, servants, or employees. It is the intention and agreement of the Lessor and the Lessee that the rentals reserved by this lease have been fixed in contemplation that both parties shall fully provide their own insurance protection at their own expense, and that both parties shall look to their respective insurance

carriers for reimbursement of any such loss, and further, that the insurance carriers involved shall not be entitled to subrogation under any circumstances against any party to this lease. Neither the Lessor nor the Lessee shall have any interest or claim in the other's insurance policy or policies, or the proceeds thereof, unless specifically covered therein as a joint insured.

15. Delivering Up Premises on Termination. At the expiration of said term or upon any sooner termination thereof, the Lessee will quit and deliver up said leased premises and all future erections or additions to or upon the same, broom clean, to the Lessor or Lessor's successors and assigns, peaceably, quietly, and in as good order and condition, reasonable use and wear thereof, damage by fire and the elements alone excepted, as the same now are in or hereafter may be put in by the Lessor.

16. Representations and Covenants of Lessor. Lessor represents, warrants and covenants to Lessee that Lessor has the lawful right to lease the real property to Lessee in accordance with the terms hereof, and if Lessee shall pay the amounts payable hereunder when the same become due and shall perform and comply with all other terms and conditions hereof, Lessor warrants that Lessee shall and may peaceably and quietly have, hold, occupy and use the demised premises.

17. Representations and Covenants of Lessee. Lessee represents, warrants and covenants to Lessor that:

a. Lessee is a corporation duly organized, validly existing and in good standing under the laws of the State of Oregon.

b. Lessee has full power, authority and legal right to execute and perform the terms of this Lease.

c. There is no action or proceeding pending or threatened against Lessee before any court or administrative agency which, in its opinion, might result in any materially adverse effect on the business, or condition, or operations of Lessee.

d. There is no law, rule, regulation, or order, and no charter or bylaw provision of Lessee, or provision in any contract or agreement binding on Lessee which would be contravened by the execution or performance by Lessee of the terms of this Lease.

18. Attachment, Bankruptcy, Default.

a. **PROVIDED, ALWAYS,** and these presents are upon the condition, that if the Lessee shall be in arrears in the payment of said rent for a period of ten (10) days after the same becomes due; or for failure to comply with this agreement other than the failure to pay rent, if said Lessee shall fail or neglect to do, keep, perform or observe any of the covenants and agreements contained herein on Lessee's part to be done, kept, performed and observed and such default shall continue for ten (10) days or more after written notice of such failure or neglect shall

be given to Lessee; or if the Lessee shall be declared bankrupt or insolvent according to law, or if any assignment of Lessee's property shall be made for the benefit of creditors; or if on the expiration of this lease, Lessee fails to surrender possession of said leased premises; then and in either or any of said cases or events, the Lessor or Lessor's successors and assigns, lawfully, at Lessor's or their option, immediately or at any time thereafter, without demand or notice, may enter into and upon said demised premises and every part thereof and repossess the same as of Lessor's former estate, and expel said Lessee and those claiming by, through and under Lessee, and remove Lessee's effects at Lessee's expense, forcibly if necessary, and store the same, all without being deemed guilty of trespass and without prejudice to any remedy which otherwise might be used for arrears of rent or preceding breach of covenant.

b. Neither the termination of this lease by forfeiture nor the taking or recovery of possession of the premises shall deprive Lessor of any other action, right, or remedy against Lessee for possession, rent or damages, nor shall any omission by Lessor to enforce any forfeiture, right or remedy to which Lessor may be entitled be deemed a waiver by Lessor of the right to enforce the performance of all terms and conditions of this lease by Lessee.

c. In the event of any re-entry by Lessor, Lessor may lease or relet the premises in whole or in part to any lessee or lessees who may be satisfactory to Lessor, for any duration, and for the best rent, terms and conditions as Lessor may reasonably obtain. Lessor shall apply the rent received from any such lessee first to the cost of retaking and reletting the premises, including remodeling required to obtain any such lessee, and then to any arrears of rent and future rent payable under this lease and any other damages to which Lessor may be entitled hereunder.

d. Any property which Lessee leaves on the premises after abandonment or expiration of the lease, or for more than ten (10) days after any termination of the lease by Lessor, shall be deemed to have been abandoned, and Lessor may remove and sell the property at public or private sale as Lessor sees fit, without being liable for any prosecution therefor or for damages by reason thereof, and the net proceeds of any such sale shall be applied toward the expenses of Lessor and rent as aforesaid, and the balance of such amounts, if any, shall be held for and paid to the Lessee.

19. **Reletting.** Following re-entry or abandonment, Lessor may relet the premises and equipment and in that connection may make any suitable alterations or refurbish the premises and equipment, or both, or change the character or use of the premises, but Lessor shall not be required to relet for any use or purpose other than that specified in the lease or which Lessor may reasonably consider injurious to the premises, or to any lessee that Lessor may reasonably consider objectionable. Lessor may relet all or part of the premises or equipment, alone or in conjunction with other properties, for a term longer or shorter than the term of this lease, on any reasonable terms and conditions, including the granting of some rent-free occupancy or other rent concession.

20. Damages. In the event of termination or retaking of possession following default, Lessor shall be entitled to recover immediately, without waiting until the due date of any future rent or until the date fixed for expiration of the lease term, the following amounts as damages:

a. The loss of rental from the date of default until a new lessee is, or with the exercise of reasonable efforts could have been, secured and paying out.

b. The full amount of the security deposit to be credited against damages at Lessor=s discretion.

c. The reasonable costs of re-entry and reletting, including without limitation the cost of any cleanup, refurbishing, removal of Lessee=s property and fixtures, or any other expense occasioned by Lessee=s default, including but not limited to, any remodeling or repair costs, attorney fees, court costs, broker commissions, and advertising costs.

d. Any excess of the value of the rent and all of Lessee=s other obligations under this lease over the reasonable expected return from the premises for the period commencing on the earlier of the date of trial or the date the premises are relet, and continuing through the end of the term. The present value of future amounts will be computed using a discount rate equal to the prime loan rate of major Oregon banks in effect on the date of trial.

21. Right to Sue More than Once. Lessor may sue periodically to recover damages during the period corresponding to the remainder of the lease term, and no action for damages shall bar a later action for damages subsequently accruing.

22. Attorney Fees and Court Costs.

a. In case suit or action is instituted to enforce compliance with any of the terms, covenants or conditions of this Lease, or to collect the rental which may become due hereunder, or any portion thereof, the Lessee agrees to pay, in addition to the costs and disbursements provided by statute, such additional sum as the Court may adjudge reasonable for attorney's fees to be allowed plaintiff in said suit or action. The Lessee also agrees to pay and discharge all Lessor's costs and expenses, including Lessor's reasonable attorney's fees, that shall arise from enforcing any provision or covenants of this lease, even though no suit or action is instituted.

b. Should the Lessee be or become the debtor in any bankruptcy proceeding, voluntarily, involuntarily or otherwise, either during the period this Lease is in effect or while there exists any outstanding obligation of the Lessee created by this lease in favor of the Lessor, the Lessee agrees to pay the Lessor=s reasonable attorney fees and costs which the Lessor may incur as the result of Lessor=s participation in such bankruptcy proceedings. It is understood and agreed by both parties that applicable federal bankruptcy law or rules of procedure may affect, alter, reduce or nullify the attorney fee and cost awards mentioned in the preceding sentence.

23. Governing Law / Venue. This agreement will be construed as to both validity and performance and will be enforced in accordance with and governed by the laws of the State of Oregon. Venue for any litigation arising from the interpretation or enforcement of this agreement shall be laid in the Circuit Court of the State of Oregon for the County of Gilliam.

24. Waiver. Any waiver by the Lessor of any breach of any covenant herein contained to be kept and performed by the Lessee shall not be deemed or considered as a continuing waiver, and shall not operate to bar or prevent the Lessor from declaring a forfeiture for any succeeding breach, either of the same condition or covenant or otherwise.

25. Notices. Any notice required by the terms of this Lease to be given by one party hereto to the other, or desired to be so given, shall be sufficient if in writing contained in a sealed envelope, deposited in the United States Certified Mails with postage fully prepaid and addressed to the parties at the addresses listed above. Any such notice shall be deemed conclusively to have been delivered to the addressee thereof forty-eight (48) hours after the deposit thereof in said United States Certified Mails.

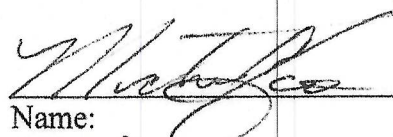
26. Successors and Assigns. All rights, remedies and liabilities herein given to or circumstances may require, the heirs, executors, administrators, successors and, so far as this Lease is assignable by the terms hereof, to the assigns of such parties.

27. Paragraph Headings. The paragraph headings of this lease are inserted only for reference and do not affect the terms and provisions hereof.

IN WITNESS WHEREOF, the respective parties have executed this instrument on the date stated below.

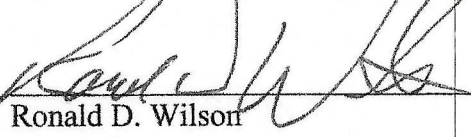
LESSEE:

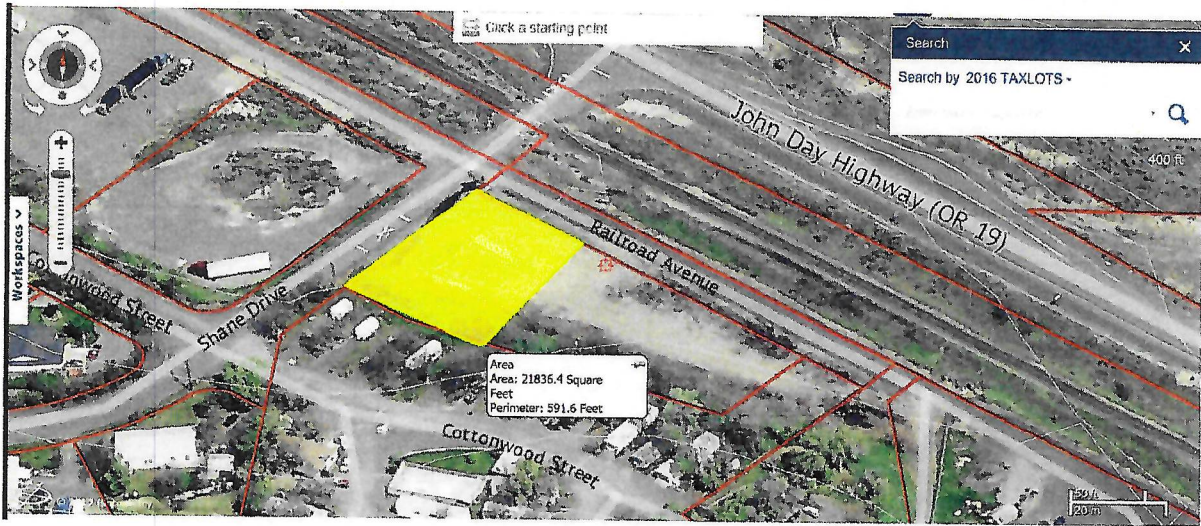
Palouse River and Coulee City Railroad, L.L.C.: PORT OF ARLINGTON:

 12/9/19
Name: _____ Date
Title: General Manager

LESSOR:

PORT OF ARLINGTON:


Ronald D. Wilson _____ Date
Board Chair





CITY OF ARLINGTON

P.O. BOX 68
ARLINGTON, OR 97812
PHONE: 541-454-2743
FAX: 541-454-2753
TTY: 800-572-0638

PUBLIC NOTICE

The Arlington Planning Commission will conduct a Public Hearing beginning at 6:00 p.m. on October 16, 2025, in the City Council Chambers of the Arlington City Hall. The hearing is for a conditional use permit for a building expansion in the Airport Development zone. The expansion will house a battery storage for use by Alpine. The site address is Airport Road with an unknown district address. Gilliam County Assessor's Map 03N-21E-0000, tax lot 00702.

All interested are urged to attend. If you have any questions, please contact City Recorder - Victoria McKinney, at (541) 454-2743.

Posted / Mailed 09/26/25:

Arlington Municipal Building
Bank of Eastern Oregon
Arlington USPS
www.cityofarlingtonoregon.com

Published 10/03/25:

The Times Journal


Victoria McKinney, City Recorder

The City of Arlington is an Equal Opportunity Provider.

PORT OF ARLINGTON, OREGON

RESOLUTION NO. 2025-04

A RESOLUTION UPDATING AND SETTING GENERAL PORT FEES.

WHEREAS, General Port Fees were previously established by Resolution 2023-157 with effective date of June 8, 2023; and

WHEREAS, the Port of Arlington desires to update general fees for RV Park, Dry Camp, and Marina Moorage;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Port of Arlington hereby establishes the following rates for General Port fees, to be effective **December 1, 2025.**

1. Public Records Requests

Photocopies:

8½ x 11	Single Sided	\$0.25 per page
	Double Sided	\$0.30 per page
	Color	\$0.75 per page
11 x 17	Single Sided	\$0.30 per page
	Double Sided	\$0.45 per page
	Color	\$1.00 per page

Certified Copies: \$10.00 each

Faxes: Sending/Receiving \$1.00 per page

Audio Recordings: \$15.00 each

Hourly Rates for Employee Time:

Port Staff	\$35.00 per hour
Port Administrator	\$60.00 per hour

Cost for Delivery of Records: Actual costs, i.e., postage and courier fees

Attorney Fees: Actual fees charged for attorney review, redaction, or segregating records into exempt and non-exempt records

2. RV Park

Daily Rates	Current	New	Increase	
Full Hook-Up (Water, Sewer, Electric, Wi-Fi)	\$35.00	\$50.00	43%	
Dry Camp at west end of Island	\$10.00	\$20.00	200%	
Weekly Rates	Current	New	Increase	Per Day
Full Hook-Up (Water, Sewer, Electric, Wi-Fi)	\$155.00	\$200.00	29%	\$28.57
Monthly Rates	Current	New	Increase	Per Day
Full Hook-Up (Water, Sewer, Electric, Wi-Fi)	\$525.00	\$650.00	24%	\$21.67

3. Marina Moorage

Annual Marina Rates		Current	New	Increase
Boats up to 30 Feet		\$720.00 annually	\$900.00 annually	25%
Boats over 30 Feet		\$2.25 per foot/per month/per year	\$2.75/ft/mo/yr	22%
Monthly Moorage Rates		Current	New	
Boats up to 30 Feet		\$60.00 per month	\$75.00 per month	25%
Boats over 30 Feet		\$2.25 per foot/per month	\$2.75/ft/mo/yr	22%
November 1 thru March 31		Current	New	
Plug-in to power pedestal		\$1.25 per foot/per month	\$1.50/ft/mo	20%
Transient Moorage Dock Utility Rates			New	
Boats up to 30 Feet	\$20 per day for Power and Water Hook-Up		\$25 per day	25%
Boats over 30 Feet	\$30 per day for Power and Water Hook-Up		\$40 per day	33%

Self Fueling Pumps for Non-ethanol gas and off-road diesel available 24-7 with Credit Card.

4. Gronquist Room Rental

Daily Rates \$200.00 per day (24 hour reserved)

Hourly Rates \$20.00 per hour

ADOPTED by the Board of Commissioners for the Port of Arlington on this _____ day of _____.

President

ATTEST:

Secretary-Treasurer

Kayla Rayburn

From: Jed Crowther
Sent: Thursday, September 25, 2025 11:51 AM
To: martamikkalo50@gmail.com
Cc: Kayla Rayburn
Subject: Arlington Elevator - Drone video

Marta:

Thanks for your outreach and connection with David Benson to consider how best to light the Arlington sign on the grain elevator. Please view the attached drone footage (provided by WM) that may aid review and prep:

https://drive.google.com/file/d/1KMMVQuFuiP7699QfIXnpFg0FMLCtt3TC/view?usp=share_link

The Port previously requested quotes from sign companies, but only one firm responded and viewed the site. However, they anticipated exorbitant costs, because they planned to bring the lettering down for repair, then back up and reinstall, coupled with their approach to restore neon function.

By contrast, LED or floodlight may be more feasible and less expensive, although not back to original. For the lettering, the close-up views from drone footage may show minimal damage, but the overall outline and image is clearly visible from a distance. If we could concentrate on suitable lighting, without having to remove/repair the lettering, it would be much simpler and less expensive.

We also learned from MCP at that time (now NWGG) that a safety course is required to be able to go up the elevator.

You are welcome to present concepts and plans at the next Port Board meeting, on Thursday, Oct 9th at 5 pm at Condon City Hall (or by Zoom if desired). We trust that City of Arlington and Gilliam County would be supportive, together with the contractual obligations of NWGG, but it is important to create a viable plan and cost estimate first.

Please review and forward to others as needed. If any questions or concerns, please let us know.

Thank you,

Jed Crowther
Port of Arlington
541-705-2004

PORT OF ARLINGTON
DONATION REQUEST FORM

The Port of Arlington (the "Port") will accept donation requests from and consider contributing towards organizations and/or causes that align with the Port's mission which is to support economic development and job growth in Gilliam County by attracting, retaining, and expanding businesses and industries.

PROCESS

- All monetary donation requests must be made at least 5 weeks before donation is needed.
- Please fill out the below form, attach requested documents, and submit your request to the Port of Arlington, Attn: Port Executive Director by mail at PO Box 279, Arlington, OR 97812-0279, or by email to info@portofarlington.com. If you send your request by email, please include "Donation Request" in the subject line of your email message.
- Please allow up to 5 weeks for a response.

APPLICATION

Name of Organization: _____

Location: _____

Address: _____

Name of person submitting request: _____

Title: _____ Phone #: _____

Email: _____ Website: _____

Tax ID Number: _____

What Type of Support Are You Seeking? _____

If your request is a monetary donation, what is the total in dollars? \$ _____

Date Donation is Needed: _____

Describe your organization's mission, vision and/or purpose. _____

Describe how your organization will use this donation. Examples may include funds for programs, events, equipment and/or supplies, etc. _____

How many individuals will be served through this donation? _____

How will this donation provide an impact on the community? Describe how you will measure the success of this project/program. _____

Have you sought major contributions from other organizations? If so, please specify if the request is: pending, planned, and dollar amount. _____

If your funding request is for an event, please fill out the following:

Name of Event or Activity: _____

Date(s) of Event or Activity: _____

Event or Activity Location: _____

Event or Activity Description: _____

Estimated Attendance: _____

How is the event/activity being promoted? _____

How does your donation request align with the Port's mission? _____
