

**Regular Commission Meeting  
February 13, 2025, MINUTES  
5:00PM  
1650 Railroad Ave., Arlington, OR**

**1. The Port of Arlington Commission meeting was called to order at 5:03pm by President Shannon.**

**Present:** President Leah Shannon and Vice President Ron Wilson; Commissioners: Kathryn Greiner (via zoom), Gibb Wilkins (via zoom), and Kip Krebs; Port Director, Jed Crowther, Kayla Rayburn, and Attorney Anna Cavaleri (via zoom)

**Absent:**

**Audience:** Judge Patnode (via zoom), Steven Allen (via zoom)

**2. Additions or corrections to the agenda**

Removing financials from the consent agenda.

**3. Public Comment-**

None

**4. Consent Agenda**

**4.1. Approve Regular Meeting Minutes for January 9, 2025**

**Motion: Wilson moved, and Krebs seconded to approve the Regular Meeting Minutes for January 9, 2025. Motion carried unanimously.**

**5. Director Report**

**5.1. Arlington Mesa Industrial**

Crowther stated it is exciting to see plans come together, and gave some brief history of the Mesa, and what was originally planned for the property and intended targets to sell too. Stating way back when the site was first zoned as industrial, the target was to attract and develop a data center. So, to see the forethought back then, and to see it come together, he wanted to commend everyone involved during this entire project. The Port approved a PSA back in October, in the amount of \$3,060,000 total: \$2,250,000 for the Flex building and 30 acres at \$27,000/acre. Commissioner Wilson wanted to personally thank Peter Mitchell, he was very instrumental in this whole process and did a tremendous amount of work when this started. Crowther stated he needed a huge thank you and update on the property, as well as a huge thank you to anyone involved at the Port and the City during this period.

**5.1.1. First Amendment to Purchase Sale Agreement**

Just today there was a revision to the sale agreement. There is an easement to the County, and the purchaser wants the road dedicated, or an easement assigned to them to get to their property. Greiner had questions regarding the portion of water and sewer, and what that section means, because the wording made her concerned, but she stated if the attorney is comfortable then she is. Krebs asked if we put in a first right of refusal and were informed that it was never brought up, so it was not included.

**Motion: Greiner moved, and Wilson seconded to approve the first amendment to purchase sale agreement. Motion carried unanimously.**

### **5.1.2.Resolution 2025-02**

Attorney Cavaleri informed the Commissioners this resolution was required by the title company, and she could have her paralegal send out an electronic signature tomorrow and then provide that to the title company. Greiner asked the difference in resolution 2025-01 and 2025-02, Cavaleri stated 2025-01 was for the Alkali property while 2025-02 was for the Mesa.

**Motion: Wilson moved, and Krebs seconded to approve resolution 2025-02 authorizing sale of property. Motion carried unanimously.**

### **5.1.3.Alpine Building-Marketing Office Space**

Crowther stated he executed the lease with Alpine for the warehouse portion of the building and outside hanger, and they are moved in. Thanks to Anna the Port was able to separate the warehouse portion from the office/viewing portion. Crowther advised he just met with the company on Wednesday, and they are very interested in the office space that is left, so hopefully a lease will move forward. It was listed for \$3,000/month, as well as utilities, and taxes on the leaser. Crowther stated there is a lot happening right now. The Port sold the Proctor house/shop parcel this week for \$550,000. The Port is now closing on a \$3,060,000 for the 30 acres at the Mesa. We now have new tenants in the formally vacant Insitu building. A highly productive gravel quarry that is projected to bring in \$200,000 this year. With plenty more on the Ports agenda to work on this upcoming year.

### **5.1.4.Door Lock Repair**

A quote provided from Knerr for \$3,940, which he did call and push back on the quote because it seemed expensive. They said these were high quality expensive doors/locks, and the material alone is \$2,000. Crowther stated this is the only company that they could get a quote from, so he is recommending accepting the quote unless they have any issues.

**Motion: Krebs moved, and Wilson seconded to approve the quote from Knerr construction for the door locks in the amount of \$3,940. Motion carried unanimously.**

Greiner wanted to thank Jed for always looking out for the Port best interest and getting fair deals in all the projects worked on.

## **5.2. Wildfire Safety-Overgrown Vegetation Management**

Crowther stated the city is running a pilot program this year for the high fire areas and goats grazing them. He doesn't think the entire property needs grazed just the extremely steep portions a mower or tractor cannot safely get to. The rest of the Port employees can mow with the equipment they currently have. There was concern about liability, and who it would fall on regarding the goats. Anna and the Commissioners wanted Jed to inquire more about the liability but agreed that goats would be best for the extremely steep portions on the property.

**Motion: Greiner moved, and Krebs seconded to authorize Jed Crowther to negotiate a contract for vegetation management with the City of Arlington up to \$3,500 with consideration for damages. Motion carried unanimously.**

## **5.3. Other**

5.3.1. The Oregon ethic survey will be coming out, and each Commissioner needs to fill it out, or it is a hefty fine per day on the commissioner not the port. Advised to watch their emails for the notification.

5.3.2. Reminder the registration to run for Commission positions open February 8, and closes March 20<sup>th</sup>.

**5.4. Alkali Ridge Subdivision-Amendment No.1 to Agreement for Engineering Services by Anderson Perry & Associates, Inc.**

Bid opening March 14<sup>th</sup>, pre bid walk through on March 4<sup>th</sup>. The Prebid walkthrough is not mandatory but could be helpful for a contractor to bid for the project. Brad Baird, with Anderson Perry, will be there to explain the project and answer any questions contractors have. Crowther is hopeful hearing bid responses in our area recently that the Port should get some competitive bids to look at. President Shannon stated in Condon for the transportation bid he had 7 or 8 contractors respond. Crowther sent the bid notice out for their review, and the amendment number 1 where Anderson Perry would be the one to manage the bidding process and bring to the Commissioners to act on the bids that were received. They would also monitor the construction work once a bid was accepted. Crowther explained it would be up to \$100,000 to have an engineering firm oversee this process and it would be vital in his opinion. Krebs asked if they oversee something like this are they liable if something happens. Contractor would be, and Anderson & Perry would oversee enforcing it.

**Motion: Greiner moved, and Krebs seconded to authorize Jed Crowther to enter into an agreement with Anderson Perry & Associates, Inc. to oversee the construction project up to \$100,000 with review of all documents with the Ports legal. Motion carried unanimously.**

**6. Presidents Report, Leah Shannon**

President Shannon attended the SDAO conference last week in Bend. She was contacted by a member of management with Waste Management. They are interested, and wondering if the Port would be interested again, in pursuing a barge dock project. Shannon is going to have the member of management meet with Jed when he is in town to discuss the details they have so far. She knows we are busy right now but thinking about additional projects to do once these are finishing up, and one new project could be buying the old VI building in Arlington. Potentially putting a business in the bottom and making housing on an upper floor. Wilson stated years ago the port was very close to purchasing the entire thing; hotel/restaurant. Currently it is one tax lot, so the restaurant would need to be separated, and made into two tax lots.

**6.1. Budget Committee Appointments: Joanne Smith and Donald Jamieson**

Joanne Smith and Donald Jamieson both submitted interest in being on the Ports Budget Committee. President Shannon appointed both Joanne Smith and Donald Jamieson to be on the Ports Budget Committee.

**7. Commissioner Reports**

7.1. **Ron Wilson-** nothing

7.2. **Kip Krebs-** yesterday met for the aquafer recharge project (all landowners) they are going to start next week doing phase I; the feasibility study and hopefully be finished by June 30<sup>th</sup>. This started back in 2017, prominently by Peter Mitchell. Also, wanted to bring up the Well out at Willow Creek. Crowther is looking into it.

7.3. **Kathryn Greiner-** League of Oregon City's Day at the Capital. Talking to both Representative Smith and Senator Nash, we need technical assistance because we are so small. Our projects are different because we don't have a lot of programs larger cities have. We could use some help with our housing in our County.

7.4. **Gibb Wilkins-**nothing

**8. Executive Session ORS 129.660(2)(e): To conduct deliberations with people designated by governing body to negotiate real property transactions.**

Not needed

**9. Next Meeting: Commission Meeting- Thursday, March 13, 2025, in the City of Condon**

Crowther stated this is the same day the bid opening will take place, so maybe it would be beneficial to move the meeting to Arlington, and Brad thinks we will be able to award a contract by April meeting. March we can announce the bid winner. There was a consensus to Moved the March meeting from Condon to Arlington.

**10. Adjourn Meeting**

**President Shannon adjourned The Regular Commissions meeting at 6:18pm.**

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President Leah Shannon

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Vice President Ron Wilson