

Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday, July 19, 2018 at the City of Cascade Locks Council Chambers, Cascade Locks, OR 97014.

- 1) **Commission meeting called to order:** CP Groves called the meeting to order at 6:00pm.
 - **Pledge of Allegiance**
 - **Roll Call:** Commissioners Groves, Caldwell Stipan, Lorang and Bump were present. **Others Present:** GM Paul Koch, Sally Moore, Attorney Tommy Brooks, Mayor Tom Cramblett, Gary Munkhoff, Diana Reedy VanWinkle and camera operator Betty Rush.
 - **Additions & changes to the agenda:** Item 6a was pulled.
 - **Declaration of Potential Conflicts of Interest:** None
- 2) **Public Comment (Speakers may be limited to three (3) minutes):** None
- 3) **Special Presentations & Reports by outside resources, staff & Government Officials –** None
- 5) **Consent Agenda (Consent Agenda may be approved in its entirety in a single motion. Items are considered routine. Any Commissioner may make a motion to remove any item from the Consent Agenda for individual discussion).**
 - a. **Approval of minutes for April 5, 2018, April 19, 2018 and April 23, 2018**
 - b. **Approval of bills in the amount of \$388,913.24**
 - c. **Approval of June payroll in the amount of \$75,022.41**

CP Groves read the motion: To approve the minutes for April 5, 2018, April 19, 2018, and April 23, 2018, approve the bills in the amount of \$388,913.24, and approve June payroll in the amount of \$75,022.41.

COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE CONSENT AGENDA AS STATED. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0.

- 6) **Commissioner and Commission sub-committee reports:** Commissioner Stipan stated he was very happy with the firework show and thanked the staff. Commissioner Bump stated the firework show was well worth the money spent. CP Groves thanked the staff saying the cleanup was quick. Commissioner Lorang stated the presentation by the Pony Task Force at the Annual Museum meeting was well attended. Melissa stated the firework show part of it was paid for with donations. The cost of the show is \$12,000.00 Commissioner Lorang stated there is a lot happening in Cascade Locks. Commissioner Caldwell thanked the staff for the ribbon cutting; and add Cascade Locks should be proud of all they did. she attended a Pony Task meeting and they are getting ready to bring a timeline to the Port Commission. CP Groves stated that Port Attorney Brooks has been in negotiations with Portland Spirit regarding the AWI contract. CP Groves stated

- 7) **Commission Business Action Items**

a. **Action to approve the contract with David Braun, Port Forester to proceed with the Moody Road Timber Sale as previously reviewed by the Commission – This item was removed from the agenda.**

b. **Action to approve the proposed Port 2019 Legislative priorities as recommended by the Economic Development sub-committee.**

COMMISSIONER CALDWELL MADE A MOTION TO ACCEPT THE RECOMMENDATION OF THE ECONOMIC DEVELOPMENT SUBCOMMITTEE AND FORMALLY ADOPT THE PROPOSED 2019 LEGISLATIVE CHANGES WITH THE AFORMENTIONED MODIFICATIONS ON FOREST LANE. AND DIRECT THE LOBBYING TEAM TO BE FLEXIBLE AND ACCEPT ANY OF THE PROJECTS REGARDLESS OF PRIORITY ORDER. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.

c. **Action to approve the plans and budget for the enhancements to the Business Park to improve public use and access. Improvements to the community fishing area and access to the Cove on the east side of the Business Park.**

COMMISSIONER LORANG MADE A MOTION TO APPROVE THE IMPROVEMENT PLANS FOR THE BUSINESS PARK AND AUTHORIZE EXPENDITURES FROM THE PORT'S CONTINGENCY FUND TO PAY FOR THE PROPOSED IMPROVEMENTS. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0

d. **Action to adopt the general strategies as the formal follow up to the Airport Feasibility Study and directing the GM to proceed in partnership with the City**

Commissioner Stipan stated he believes that there should be a repeat meeting as some citizens cannot make it to one meeting any may be able to make it to another. He stated he would like the Port to give citizens that benefit. Commissioner Lorang suggested doing a poll on two different dates and the one with the most dates like a Doodle Poll would choose that date for the meeting. GM Koch stated that the Port wants to make sure that the citizens know they are all included.

COMMISSIONER CALDWELL MADE A MOTION to ADOPT THE PROPOSED NEXT STEPS AND DIRECT THE GM TO PROCEED TO IMPLEMENT THE ACTIONS OUTLINED IN THE NEXT STEP DOCUMENT WHICH WILL INCLUDE AN OPTION LIKE A DOODLE POLL. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0.

Mayor Tom Cramblett spoke at the meeting stating that the use of the river front is being used more by kayakers and they need a launch place. They surf the swells here. He stated everything is growing around the water including paddle boarders. Tom stated that he is glad the Port is looking at improving the riverfront area for citizens and tourists. GM Koch stated the Commission approved the budget to pave the Fisherman's access road and add portable toilets. East of the cove there will be an added parking lot stated GM Koch.


7) **General Manager's Report # 84:** GM Koch reported that the Pony Task Force met and discussed the fund-raising plan with Stan Foster of Parc Resources. Stan is the City Planner and the Port's contract grant writer. The fund-raising might also include donations and grants to assist with the renovation of the current Museum building. GM Koch stated Flex 2 and Flex 4 now have certificates of occupancy. Flex 4 will require a set of stairs outside of the building. GM Koch stated he and Port Secretary Sally Moore are working on changing Monitoring Companies for the security in the buildings. GM Koch stated in the 2018-19 budget there is created an Event Assistant which is a part time position. The position is designed to assist the full time Event Coordinator and better serve the many customers and events the Port now has. CP Groves asked why Maintenance is no longer doing this. GM Koch stated their positions have expanded to the Business Park as the Port is growing. Commissioner Caldwell stated this is a good plan if the Port is growing. CP Groves stated the Commission has not heard from Event Coordinator Jan McCartan in quite along time and her position received a big raise. He would like to see Jan sink her teeth into her new role and a lot of activities are run by their own folks. Commissioner Lorang stated Jan could flex her schedule and take a day off during the week and possibly work a day during the weekend. GM Koch stated this position would be supported by revenue and would be flexible. CP Groves stated he wants to see what Jan's booking schedule and future scheduling looks like. Commissioner Lorang would like to see further review before this position.

COMMISSIONER LORANG MADE A MOTION TO APPROVE THE JOB DESCRIPTION PENDING REVIEW. NO SECOND. THIS MOTION WAS TABLED UNTIL THE NEXT WORK SESSION.

GM Koch stated the Master Plan for Marine Park call for a planned color scheme for all buildings. The purpose is to return to a more historic approach. Staff has been working with Commissioner Caldwell to develop the color schemes to make the colors more historic. The Port will also create a comprehensive building preservation plan so the Port can repair these buildings on a regular basis. The Port must include the State Historic Preservation Office (SHPO) and the Army Corps of Engineers. GM Koch reported the Port did the Sailing Magazine. The Port is looking at a Fall/Winter Marketing Magazine that will target tourists in the Bend, Tri Cities, Portland and Seattle areas.


8) **Adjournment: COMMISSIONER LORANG MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0. The meeting adjourned 7:15PM.**

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Joenne Caldwell, Secretary
Port Commission

DATE APPROVED: 10-18-18
Prepared by: Sally Moore