

Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday, March 19, 2015, at the City of Cascade Locks Council Chambers, Cascade Locks, OR 97014.

1. **Meeting called to order/ Pledge of Allegiance:** Commission President Groves called the meeting to order at 6:00 pm.
2. **Roll Call:** Commissioners Groves, Cramblett, Mohr, and Haight. Commissioner Caldwell arrived later.
 - **Others Present:** IGM Paul Koch, Port Attorney Tommy Brooks, Secretary Sally Moore, Marketing and Development Manager Holly Howell, Accounting Specialist Melissa Warren, Interim Economic Development Manager Don Mann, Maintenance and Construction Manager Todd Mohr and camera operator Betty Rush. Lions Club members, Ralph Hesgard, Pat Hesgard, and Samantha Vershchuren were also in attendance.
3. **Declaration of Potential Conflicts of Interest:** Commissioner Cramblett declared a potential conflict of interest in regards to the inventory on the Sternwheeler and the Visitors Center.
4. **Modification, Addition & changes to the agenda:** None
5. **Items from the floor:** (Special presentation, outside resource presentations and other reports not requiring action).
 - a. **Commission Member Comments** – Commissioner Haight stated the Park looks great and the weeding is getting done. Commissioner Cramblett told Staff Howell that the Mayor would do the speech, and there will be no charge. CP Groves asked if anyone had any questions about the trip to Washington DC for the Pacific Northwest Waterways Association (PNWA) Conference. He added that Interim Economic Development Manager Don Mann has set up a meeting with Bonneville Power Administration (BPA) to discuss purchasing the sub-station. CP Groves added he had a conversation with the Captain about the new dolphins in the locks. These were both replaced as they were damaged. He added they are very strong. However, there is a concern that the Sternwheeler may get banged up as these dolphins do not give if the boat hits it. CP Groves suggested writing a letter to the Portland Spirit stating the Port will not be responsible for any damage done to the Sternwheeler if the dolphins are hit by the boat. The Captain stated there are large tires on it, and should cushion any hits. CP Groves stated there were some Facebook comments about the Bridge of the Gods (BOG) eliminating toll taker jobs, and he stated there is no plan to do away with any toll taker positions. The toll technology is needed to move ahead to raise the 10 million dollars needed for maintenance on the bridge for the next ten years; it will also work more efficiently counting axles on trucks. It is out for bid until April 9, 2015. He added there will be a Public Meeting on April 30, 2015 at 6:30pm in the City Council Chambers, and the Commission will be available to answer questions about the project. The Bear Creek Holdings sale closed. The funds will be used for the infrastructure in the Business Park. He stated there is a lot of interest in activities in the Park, and Staff has booked many events this summer.

- b. Reports & comments from Government Officials - None
- c. Comments from the General Public – Lions Club members Pat Hesgard and Samantha Verschuren approached the Commission and stated they would like to appeal the email decision they received from IGM Koch on March 18, 2015. The Mixed Martial Arts (MMA) cage fight event in the Park application was denied because the Park is full that weekend and there is no room. The reason the event was denied in the Park is that it is booked fully for that time frame. The club explained they have been doing the Sternwheeler Event for 40 years, and they trying to revive the event. They realize parking is an issue, and discussed possibly opening the church parking lot and that advised sailors and Mountain Men could park on WaNaPa Street after unloading. Samantha stated the MMA wants to put on 40 different elimination type fights, however they will not be in town all at once, so parking for them would not be a problem. The Lions Club presented a signed petition that some citizens had signed in favor of the MMA Event in the Park. They feel it will bring more people into the Park. She asked about the Port's decision that stated the Mountain Men will not be able to drive over the Thunder Island Bridge any longer. CP Groves stated the insurance company has informed the Port there is a 10,000 lb. weight limit on the bridge; and it will be strictly enforced effective immediately. IGM Koch stated that getting the Mountain Men gear onto the island can be worked out with possibly having one vehicle drive over the bridge unload and then park elsewhere. Lions Club member Ralph Hesgard offered to monitor the cars or trucks on the bridge. CP Groves stated the Port is not opposed to the Mountain men being on the island. Maintenance and Construction Manager Todd Mohr said that a full size pickup with a trailer loaded is most likely over the weight limit. CP Groves stated the Port welcomes the Mountain Men, but not driving over the bridge with loads over 10,000 lb. CP Groves stated the Port will work with the Lions Club to help move the MMA event to another location in the City; possibly the school or the mall. The Commission asked the Lions Club to come back with a detailed map and plan of the MMA event. They would have to provide all permits as well. Commissioner Cramblett asked what type of insurance coverage they have. The Lions Club stated they have the proper insurance and will have fighters sign waivers. IGM Koch stated they will have to fill out an amended application for the MMA event. The Commission praised the Lions Club for their donations to various organizations this past year. The Lions Club will follow up and work out all details, permits and parking plans and will bring them back to the Commission. IGM Koch thanked the Lions Club for attending the meeting and for their professionalism.

- 6. **Consent Agenda (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Commissioner may make a motion to remove any item from the Consent Agenda for individual discussion).**
 - a. Approval of minutes for February 5, 2015 and February 19, 2015.
 - b. Approval of bills in the amount of \$107,317.74
 - c. Approval of February 2015 payroll in the amount of \$43,856.14.

COMMISSIONER MOHR MADE A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED. SECONDED BY COMMISSIONER HAIGHT. The motion was unanimous. 4-0.

- 7. **Commission Business Action items:**

- a. **Approval of the IGA with the State of Oregon regarding the Infrastructure Funding Agency (IFA)** – IGM Koch presented the standard Draft Inter-Governmental Agreement used by the State of Oregon for funding and loans. This has been reviewed by the Port Attorney. This agreement assures the Port will pay back loans to the State of Oregon on time, if the Port should borrow money. Commissioner Cramblett asked about the clause to update the Strategic Business Plan every five years, or would it have to be updated yearly. Port Attorney Brooks stated it only requires an annual review and any potential updates or modification. At this point the Port has no plans to borrow any money from the State of Oregon.

COMMISSIONER CRAMBLETT MADE A MOTION TO APPROVE THE IGA BETWEEN THE PORT AND THE STATE OF OREGON BE APPROVED AND THE PORT COMMISSION PRESIDENT BE AUTHORIZED TO SIGN IT. SECONDED BY COMMISSIONER MOHR.

Commissioner Mohr asked for clarification on the clause in Appendix A. 2.1, regarding the statute for Commission General Elections. Tommy said it tracks the statutory language, however he will clarify that and edit it if needed.

The motion passed unanimously. 4-0.

Commissioner Caldwell arrived at 7:12pm.

8. Staff Reports:

- a. **Status report: Update on inventory projects** – Melissa Warren reported on the recent inventory on equipment, materials and property done in all Port buildings, including Thunder Island Brewing, the Visitor's Center and the Sternwheeler. Everything has been labeled with property numbers. IGM Koch stated the Sternwheeler has asked to replace some chairs on the boat. He requested an inventory of the chairs to be replaced and a plan to replace them. Melissa stated a representative from the Portland Spirit was invited to participate in the inventory, however no one attended. Melissa reviewed the inventory attachment in detail for each building and noted certain recommended items for surplus. She reported all pictures in the Visitor's Center are accounted for. Commissioner Haight asked if the wheelchair in the Community Center (House 3) is salvageable. Commissioner Cramblett stated the Sternwheeler also needs wheelchairs. Melissa stated she will check on the condition of the wheelchair. Melissa stated all Christmas decorations will be kept. There will be some vinyl tablecloths and brochures that will be thrown away. Commissioner Cramblett asked Staff to keep a copy of any brochures for nostalgic reasons. Staff is recommending to surplus three vehicles. Staff will come back to the Commission for approval of certain surplus items in April 2015. No action was taken.

- b. **Departmental Quarterly verbal reports – All Department Heads**

Interim Economic Development Manager Don Mann reported that staff is continuing negotiations with Heukers on the Bench property. The Bear Mountain Sale is closed. He will report updates next week on the Puff Factory as well. Thunder Island Brewing is looking at Port properties in the community to expand their business and create more jobs. They have exceeded their growth expectations. They met today, and he

will report back to the Commission next week with more information. The Port is working with the City of Cascade Locks in bringing a new waterline into the Business Park. The Infrastructure Project in the Business Park is in the preliminary stage. It will include the new road Columbia Gorge Way, curbs, sidewalks, street lighting as well as bike paths. It will give the Port opportunity to sell more property. Don reported the Port is looking into purchasing County property next to the new Fire Department. Don stated he had contact with the County Administrator on the process. The process may take one year to complete. The Port will work with legal counsel and IGM Koch to put together an agreement with the County to ensure all is in order. Don stated they will seek a Memorandum of Understanding (MOU) or Intergovernmental Agreement (IGA) with the County to use site for temporary use this summer and possibly use it for parking and storage. Commissioner Cramblett stated that the County lot needs to be weeded. CP Groves stated the County agreed to do a level one environmental assessment. The Port will also get an appraisal of the site.

Maintenance and Construction (M&C) Manager Todd Mohr reported House 2 is finished. Currently working in the Business Park, grubbing lots 2 and 6. The design for kitchen may be in the 2015-16 budget. The storage shed has been moved to the Campground area, to store items for the camp host, including the lawn mower. In the new budget there will be plans for repairs on buildings. They are going to pull out the steel stair case at Toll Booth Park and add bark dust to the natural trail already there. Commissioner Cramblett asked about the parking there on the weekend, and asked if the Forest Service can help with parking there on the roadway. They are backing out into the road. Todd reported all welding on the bridge is finished for the season. All lighting on the toll house is complete. He added the goal will be that all lighting eventually be converted to LEDS. This include the navigation lights on the bridge. The Center Park restrooms are opened. The Maintenance staff continue to weed and prune in the Park. The parking lots will be striped to get an exact count of parking spaces. A red fire line will be painted to restrict parking in certain areas. The Maintenance Dept. will start doing most of their own small tool repair. Future projects include to clean, paint and repair cook shacks and picnic tables, hire a seasonal and a full time worker. Commissioner Cramblett asked how long Bear Creek has to remove their stuff from the Port property. CP Groves suggested if they continue to keep things there the Port may want to start charging them rent. Don Mann stated he could work up a lease.

Marketing and Development – Marketing and Development Manager Holly Howell reported that the Port had a successful trip to DC for the PNWA conference. The Action team states that all are welcome to their meetings. In marketing, some ads have been placed more traditionally in magazines. Updates are done regularly on the website and Facebook. Holly is working on the newsletter. The headlines will be about the Bear Creek Sale. The Port hired Mayah Frank as the Recreation Coordinator and she is learning quickly. Her job needs to be in balance with the community. There are many returning events and a few new ones. With Brittany on board, the implementation of the new policies, procedures and fees are working well. Thunder Island is rented out at least 3 times for the summer.

- c. **IGM Report** – IGM Koch stated the annual school board meeting in Cascade Locks is coming up. On May 16, Nestlé will hold their annual BBQ at the Pavilion. The date for the meeting with the Portland Spirit has been set tentatively. Dan Yates said he

can get together on April 3, however Paul will not be available. He asked the Commission for alternative dates. CP Groves suggested setting up a meeting with all of the Portland Spirit Partners due to the recent death of owner Wayne Kingsley. He stated another Commissioner will need to attend this meeting and suggested Commissioner Haight be appointed.

COMMISSIONER MOHR MADE A MOTION THAT THE COMMISSION APPOINT COMMISSIONER HAIGHT TO THE PORTLAND SPIRIT COMMITTEE. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.

There are seven issues that will be discussed at the meeting with the Portland Spirit. IGM Koch will ask Dan Yates if Port Attorney Brooks can talk to Portland Spirit's attorney to ask for other company partners to attend. CP Groves suggested meeting at Port Attorney Brook's office again this year. IGM Koch suggested the week of April 6 to set up the meeting. M&C Manager Todd Mohr will also attend.

IGM Koch stated some discussions have been made with the Friends of the Gorge. They are changing their organizational methodology. They are moving to assign staff to work in all communities in the Gorge. He began talking with Kevin Gorman about beginning to work together on things mutually beneficial. He recommends a meeting and head toward a proposed MOU between the Port and Friends of the Gorge. CP Groves agreed that working together could be beneficial for both parties. Port Attorney Brooks stated an MOU is more about forming a relationship than anything binding. Commissioner Mohr suggested a meeting to discuss items that are mutually beneficial. Commissioner Caldwell stated that the Port could be in agreement with safety and rescue in the Gorge. It would include tourists and others rescued as there is an increase in hiking in the Gorge. IGM Koch stated that working with them can strengthen the ability to obtain funding for the BOG and road repairs. Commissioner Caldwell stated a specific MOU with certain issues may be beneficial for both parties. CP Groves suggested meeting with them to discuss certain topics. Kevin and IGM Koch have discussed topics. The focus will be what can be agreed upon. He asked for direction to pull a meeting together. Commission directed IGM to set up a dinner meeting with Friends of the Gorge.

The Commission recessed out of Regular Session at 8:15pm.

The Commission recessed into Executive Session at 8:20pm.

9. Recess into Executive Session under ORS 192.660 2 (e) Real Property Negotiations

The Commission recessed out of Executive Session and back into Regular Session at 9:00pm.

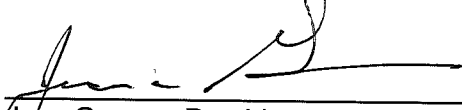
10. Any Action as a result of the Executive Session

PORT ATTORNEY READ THE MOTION: TO DIRECT STAFF TO COMMUNICATE TO THE PUFF FACTORY THAT IT IS IN THE BEST INTEREST OF BOTH PARTIES TO CONCLUDE THE CURRENT ROUND OF NEGOTIATIONS AND FURTHER THAT COMMUNICATION SHOULD DOCUMENT ALL THE STEPS THAT THE PORT HAS

TAKEN TO MAKE THE DEAL HAPPEN AND THE PORT IS WILLING TO CONTINUE TO NEGOTIATE WHEN PUFF FACTORY IS READY BASED UPON THE AVAILABILITY OF THE PORT'S PROPERTIES AND BUILDINGS AVAILABILITY. SO MOVED BY COMMISSIONER CALDWELL. SECONDED BY COMMISSIONER MOHR. THE MOTION WAS UNANIMOUS. 5-0.

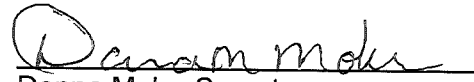
11. Adjournment: COMMISSIONER MOHR MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0. the meeting adjourned at 9:10pm.

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Donna Mohr, Secretary
Port Commission

DATE APPROVED: 4-16-15
Prepared by: Sally Moore