

Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday, July 6, 2017 at the City of Cascade Locks Council Chambers, Cascade Locks, OR 97014.

- 1) **Meeting called to order/ Pledge of Allegiance:** Commissioner Groves called meeting to order at 6:00 pm.
- 2) **Swearing in of newly elected Port Commissioners** – Justice of the Peace John Harvey, swore in Dean, Bump, Joeinne Caldwell and Jessie Groves for a four-year Port Commission term. Their term will end June 30, 2021. He presented them with certificates.
 - **Roll Call:** Commissioners Groves, Caldwell, Lorang, Stipan and Bump were present.
 - **Others Present:** GM Paul Koch, Secretary Sally Moore, Accounting Specialist Melissa Warren, City Administrator Gordon Zimmerman, Economic Development Manager Don Mann, Justice of the Peace John Harvey and camera operator Betty Rush.
 - **Modifications, Additions, & Changes to the Agenda:** - None
 - **Declaration of Potential Conflicts of Interest:** None
- 3) **Public Comments (Speakers may be limited to three (3) minutes)**
- 4) **Special Presentations & Reports by outside resources, staff and Government Officials**
 - a. **Report from City Administrator (CA) Gordon Zimmerman** – City Administrator Gordon Zimmerman reported that the City does not have a broadcasting system. It has a video and audio system and they sometimes work. He apologized and stated the City is working on it. The City is researching broadcasting equipment. He reported that rainfall for the year is 131% of normal since October 2016. He stated there are three more building permits for the month of June. He noted that Overlook Park will soon have a restroom and a credit card operated shower this summer. striping will be done to make the parking there more efficient. He stated some native plants will be added to the design at Overlook Park.
 - b. **Election of Port Commission Officers**

COMMISSIONER LORANG MADE A MOTION TO KEEP ALL OFFICERS THE SAME; JESSIE GROVES AS PRESIDENT, BRAD LORANG AS VICE PRESIDENT AND JOEINNNE CALDWELL AS SECRETARY TREASURER. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.
 - c. **Appointments of Commissioners to subcommittees**
 - i. **JWGED subcommittee – JESSIE GROVES AND BRAD LORANG**
 - ii. **Indian Nations subcommittee – JESSIE GROVES AND JOEINNE CALDWELL**
 - iii. **Portland Spirit subcommittee – JESSIE GROVES AND BRAD LORANG**
 - iv. **Economic Development subcommittee (Toll Booth, Business Park Design Standards, Incubator Space) – JESSIE GROVES AND BRAD LORANG**
 - v. **Overcrossing and Oregon Pony Advisory Team subcommittee – JOHN STIPAN AND JOEINNE CALDWELL**

COMMISSIONER LORANG MADE A MOTION TO LEAVE ALL SUBCOMMITTEE MEMBERS ON THE SAME SUBCOMMITTEES. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.

5) Commissioner and Commission sub-committee reports – Commissioner Stipan stated that Marine Park looks fantastic and applauded the Maintenance staff. Commissioner Caldwell stated that summer is an important season for Cascade Locks and that the fireworks were great. CP Groves stated that the Economic Development subcommittee has been very busy with a lot of major projects; including two new buildings, Flex 2 and 4. He stated there will be a Joint Work Group meeting in Hood River on July 27 to look at how they blended their industrial waterfront with a recreational waterfront for the public citizen.

6) Commission Business Action Items

a. Action to approve Ravenwood Land purchase - Economic Development Manager Don Mann stated Ravenwood made a \$5,000 down payment with an option and a purchase and sale agreement attached. The purchase price of the Parkview property is \$480,00. They now owe \$475,000. Don stated they have been working very closely with the City and ODOT. CP Groves asked if there was a timeline. Don stated that this is only for the purchase of the property. They have produced architectural drawings at the economic development subcommittees. He will ask for timelines from Willis Boyer, owner of Ravenwood. Don stated there will be an amortization schedule provided. The \$200,00 down will be due at the signing of the Purchase and Sale Agreement.

COMMISSIONER STIPAN MADE A MOTION THAT THE PORT OF CASCADE LOCKS ACCEPT THE RECOMMENDATION FROM STAFF TO ENTER INTO A 2 YEAR PURCHASE CONTRACT WITH RAVENWOOD GROUP INC. TO INCLUDE A DOWN PAYMENT OF \$200,000 UPON EXECUTION OF THE DOCUMENT AND TO CARRY THE CONTRACT WITH A BALANCE OF \$275,000 AT AN INTEREST RATE OF 3.75% AND THAT THE BALANCE BE PAID IN FULL, NO LATER THAN TWO YEARS FROM THE DATE THE AGREEMENT IS EXECUTED OR SEPTEMBER 1, 2019 WHICHEVER COMES FIRST. SECONDED BY COMMISSIONER LORANG. The motion was unanimous. 5-0.

b. Action to approve Resolution 2017-7 authorizing a grant application for the Airport Feasibility Study Request for Proposal (RFP)

GM Koch stated that this Resolution is authorizing for the application for the State grant application. This is a reauthorization for the RFP for formal action stated GM Koch. GM Koch stated the study will not move forward until grant funding is in hand. Commissioner Stipan asked how to explain this RFP to citizens. GM Koch stated this feasibility study is determine the best use of the airport in Cascade Locks. \$25,000 is set aside in Port funds. The study will give the community, state and Port answers whether the Airport is needed in Cascade Locks still. A Steering Committee consisting of representatives from the City of Cascade Locks, the Department of Aviation, State Aviation Board, Pilots Association, Hood River County, Port of Hood River, Mid-Columbia Economic Development District, Business Oregon, Oregon Department of Transportation, Regional Solutions and Cascade Columbia Housing Corporation. The Port has adopted \$25,000 in their budget for the study. Federal and state grants are being pursued for the remaining costs. CP Groves stated that the State of Oregon has tried many times to give the Airport to the Port, however it is very costly to maintain. The State of Oregon is unable to pay the costs to maintain it he stated.

COMMISSIONER LORANG MADE A MOTION TO ADOPT RESOLUTION 2017-7, REAUTHORIZING THE AIRPORT RFP, AUTHORIZING THE APPLICATION OF GRANT FUNDING FROM BOTH THE STATE AND FEDERAL SOURCES AND AUTHORIZE THE PORT COMMISSION PRESIDENT TO SIGN ALL PERTINENT LEGAL DOCUMENTS BY AUGUST 1

2017 REGARDING THE GRANTS. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0.

GM Koch stated there has been only one response for the RFP. It will be extended to August 1, 2017 in order to receive more responses.

- c. Action to adopt Resolution 2017-8 authorizing the loan application with the State of Oregon Infrastructure Finance Authority for Flex buildings 2 and 4**

GM Koch asked that the Commission authorize the loan with the State of Oregon for Flex buildings 2 and 4 and authorize the Commission President to sign all contracts and pertinent documents.

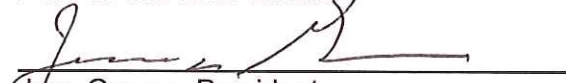
COMMISSIONER CALDWELL MADE A MOTION THAT THE PORT OF CASCADE LOCKS AUTHORIZE AND ACCEPT A LOAN FROM THE STATE OF OREGON IN THE AMOUNT OF \$1,888,000 FOR THE CONSTRUCTION OF FLEX BUILDINGS 2 AND 4, APPROVE THE INTERIM FINANCING CONTRACT AND THAT THE COMMISSION PRESIDENT BE AUTHORIZED TO SIGN ALL PERTINENT DOCUMENTS; AND THAT THE LOCAL MATCH IN THE AMOUNT OF \$15,000 BE APPROVED TO COME FROM THE DEVELOPMENT FUND AS APPROVED IN THE PORTS 2017-18 BUDGET. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 5-0.

- 7) General Manager's Report** – GM Koch stated that with a new Commission year, he wanted to review and discuss the Commission Reports, Agenda Formats, how meetings work, review the packets, quarterly departmental reports and the Personnel Policies. The Commission stated the agenda format was ok to stay the same. The Commission stated they would like to bring in SDAO to give the Port some suggestions to the Management Team to draft the Personnel Manual and bring it back to the Commission for review in October, and Adoption in December. It would become effective in January of 2018. The Commission agreed that the meetings, packets and Quarterly Reports work good for them and do not need any changes.

- a. Commission Report Format Review**
- b. Agenda Format Review**
- c. How meetings work Review**
- d. Packets Review**
- e. Quarterly Departmental Reports**
- f. Review Personnel Policies**

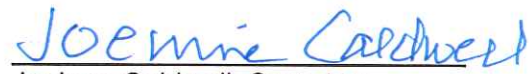
- 8) Adjournment: COMMISSIONER STIPAN MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-0. The meeting adjourned at 7:55pm.**

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Joieinne Caldwell, Secretary
Port Commission

DATE APPROVED: 9-21-17

Prepared by: Sally Moore