

Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday December 21, 2017 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, Lorang, Stipan and Bump were present. Commissioner Caldwell arrived at 6:30pm. **Others Present:** Secretary Sally Moore, Port Attorney Tommy Brooks, Economic Development Manager Don Mann, Accounting Specialist Melissa Warren, Special Projects Coordinator Brittany Berge, Alan Amoth, Dave Lipps, Caroline Park, Jeremy Bechtel and camera operator Betty Rush.
 - **Modification, Additions & changes to the agenda: None**
 - **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**
 - a. **Receipt of written or verbal suggestions for new lease modifications from representatives from Thunder Island Brewing (TIB)** – Economic Development Manager Don Mann introduced Co-owners of TIB Dave Lipps and Caroline Park. Don stated there were no modifications to the proposed lease. Port Attorney Tommy Brooks asked Caroline and Dave if they have any updates to their building plans. Caroline stated their site plans were approved by the City Planning Commission last week. They showed the Commission their architectural designs for their new building. Caroline stated they can soon apply for building permits. Caroline stated they are working with ODOT on some curb cuts for their parking lot. The building will both brew and provide a restaurant. Port Attorney Tommy Brooks asked them what the critical path is they will be taking and what their timeline will be according to their Contractor. Caroline stated they do not have the exact date yet; and they will be back to the Commission soon with that. Caroline stated they are meeting bi-weekly with O'Brien their Contractor. Caroline stated that they will be more than happy to provide updates to the Port and get some timelines to the Port as they are received. Tommy asked them what the avenue would be to provide communication about the building process so the Port can know their progress. CP Groves stated they can communicate in writing, in person or have the Contractor provide the updates. Commissioner Caldwell stated it is normal for the Port to ask for timelines on any building project. Port Attorney Brooks asked if a construction schedule and critical path could be provided to the Commission by the end of January. Caroline stated they are happy to include this in the lease as the contractors are aware of the time constraints. The ODOT curb cuts are a priority right now Caroline stated. Tommy asked when they will know when their major milestones will be. Caroline stated they do not know the exact date and will have to get back to the Commission. Jeremy Bechtel stated their only objection was that they felt lease was worded in a way that felt wrong. Tommy said that could be corrected easily and that direct communication would be the

key. Tommy stated it is about reporting back to the Commission on their building progress, reporting any delays they may be having. He asked if they could report twice a month to the Commission or the weekly Economic Development subcommittee. Tommy stated there are a lot of avenues to report; even email. Tommy stated by reporting to the Economic Development subcommittee; they can bring the full Commission up to speed. Tommy stated these would be items such as submitting building permits, breaking ground, etc. By building a mechanism to report the progress of the building, this would ensure the timelines are met or "cured". Caroline stated that by September of 2018 they will know how close they are to completion. CP Groves stated the lease with the Port is up 12/31/18. The language of the contract is very specific. The Commission understands it may take a few weeks to move equipment out of the building. Commissioner Lorang stated. "The Port is willing to work with the city. You will know exactly where you are at by then." Caroline said they would be happy to memorialize this in a Memorandum of Understanding.

- 4) **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 October 5, 2017 and October 19, 2017**
 - b. **Approval of bills in the amount of \$402,406.52**
 - c. **Approval of November payroll in the amount of \$65,765.48**

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

- 5) **Commissioner and Commission sub-committee reports:** Commissioner Stipan stated there is a Pony Task Force meeting on January 7, 2018. Commissioner Lorang reported he attended the Port Christmas party stating it was a potluck. CP Groves stated he attended the last Economic Recovery meeting. He stated he thought there was about 5 million dollars initially for the Gorge in fire recovery fund. He stated the impact will be felt next summer as some trails will be closed as well. Tourism could be impacted.
- 6) **Executive Session to discuss deliberations regarding the proposed new Lease for Thunder Island Brewing in the Incubator Space under ORS 192.660 (2) (e) Real Property Negotiations**
- 7) **The Commission recessed out of Regular session at 7:26pm for five minutes.**
 - 8) **The Commission went into Executive Session at 7:55pm.**
 - 9) **The Commission came out of Executive Session and back into Regular Session at 7:55pm.**
- 10) **Any action as a result of Executive Action**

COMMISSIONER LORANG MADE A MOTION TO APPROVE THE LEASE AS DRAFTED WITH FOUR CHANGES. THE FIRST IS TO MODIFY THE TIMELINE FOR THE CRITICAL PATH, THE SECOND IS TO MODIFY HOW THE REPORTING PROVISIONS ARE STRUCTURED, THE THIRD IS TO MODIFY HOW THE CURE PROVISIONS AND WHAT THEY APPLY TO AND THE FOURTH IS MODIFY AND REVISE THE CONSENT LANGUAGE IN SECTION C3 OF THE LEASE AND AUTHORIZE THE PORT PRESIDENT TO SIGN THE LEASE. SECONDED BY COMMISSIONER STIPAN.


Economic Development Manager Don Mann stated a redline copy of the lease will be provided to TIB for their review before signature.

The motion was unanimous. 5-0.

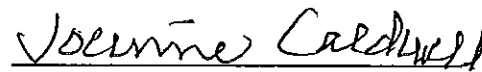
Economic Development Manager Don Mann said the Flex 2 Building water lines are in. The water, sewer, and storm drains are in. The transformers are placed. He said in the Flex 4 building, the slab will be poured next week. Don said the AWI contract will be looked at in January and the Port will have a special meeting to discuss this matter.

7) **Adjournment:** The meeting adjourned at 8:05pm.

Port of Cascade Locks:


Jess Groves, President
Port Commission

Attest:


Joeline Caldwell, Secretary
Port Commission

DATE APPROVED: 4-19-2018
Prepared by: Sally Moore