

Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday, June 1, 2017 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 6:02 pm.

- **Roll Call:** Commissioners Groves, Caldwell, Lorang, and Bump were present. Commissioner Stipan was excused.
- **Others Present:** GM Paul Koch, Secretary Sally Moore, Accounting Specialist Melissa Warren, Economic Development Manager Don Mann, Maintenance & Construction Manager Todd Mohr, City Administrator Gordon Zimmerman, Port Attorney Tommy Brooks, Hanna Sirpliss. Team Manager with Pauly, Rogers & Co. P.C., Citizens Bill Hankle and Ken Royer and camera operator Betty Rush.
- **Modifications, Additions, & Changes to the Agenda:** GM Koch added item 3f a status on Economic Development given by Don Mann and deleted Item 5, the Executive Session.
- **Declaration of Potential Conflicts of Interest:** Commissioner Caldwell declared a potential conflict of interest regarding Items 3b, and 5a, as her husband is a toll taker at the Bridge of the Gods.

2) Public Comment (Speakers may be limited to three (3) minutes): None

3) Special Presentations & Reports by outside resources, staff and Government Officials

- a. Report from City Administrator (CA) Gordon Zimmerman** – CA Zimmerman reported that the City has 19 residential building permits to date. He stated that Thunder Island Brewing will have their architectural review next week. In two weeks, Ravenwood Group, Inc. will have their review. Zimmerman stated that rainfall total is 135% above average for the year. The water project is under review with the USDA, and will start this summer at the east end of Cascade Locks. He noted there is a 20% increase in home sales.
- b. Report from Port Auditors-** Hanna Sirpliss, Team Manager with the auditing firm Pauly, Rogers & Co., gave a preliminary report on the 2015-16 POCL Audit and gave some recommendations for next year. She suggested some "Best Practices". She suggested the Commissioners come in and review the 'books' and keep a log of that. She suggested reviewing insurance coverages. CP Groves asked about Commissioner reviews. Hanna stated that one idea would be to set up what the Port would like to focus on such as bank reconciliation or check register.
- c. Review and report on the 4th of July Plans in Marine Park** – Event Coordinator Jan McCartan presented a preliminary plan of action for the 4th of July to the Commissioners. She stated there will be a full staff ready to help with parking and restocking restrooms. Professional Security will be on site and the Sheriff and Fire Department are to be on site and working with staff to ensure public safety. There is a parking plan in place. Jan stated there are 3-4 vendors signed up as well.
- d. Report from Pony Advisory Committee** – GM Koch stated that Commissioners Stipan and Caldwell were liaisons for the Port on the Pony Advisory Team. The team was formed when the

Port received a \$10,000 grant to study what to do with the restoration and upkeep of the Oregon Pony which is on loan from the Oregon Historical Society (OHS) and held in Marine Park. An Advisory Team was formed last year. Many options were created. GM Koch stated that there are historic requirements have to be made in accordance with the contract between the Port and the Oregon Historical Society before any building can be done and that the Community has to be involved. Marine Park was bought by the Army Corp of Engineers and must remain a public park according to the deed. Two of the ideas brought forth from the Advisory Team included, moving the Pony to the west end of the park near the current incubator space and move the Museum there as well. Another idea is to build a new Visitor Center. The 2017-18 budget includes. \$30,000 to upgrade the current building and bring it up to code according to the OHS standards and requirements. There are specific temperature and humidity requirements that must be met to keep the Pony here in CL. This will come back on June 15 for formal adoption. The Museum Board will be responsible for and begin to develop a long-term vision that will be incorporated in any plans for the Pony Building. GM Koch stated there is a need to keep the community involved. This is a long-term effort and the Port and Museum will utilize grant funding for the construction of the new building and any new enhancements. One option move to incubator space, build a new building. CP Groves stated there was community concern that the Pony meetings were secret. He thanked the Commissioners. Architect Mark Sedar presented drawings. Bill Hankel stated the Museum is an asset to the City and the Port. A steps and timeline will be attached to the action item on June 15.

e. Preliminary discussion regarding the future use of current incubator space – GM Koch stated there was some information on current incubator uses. The Thunder Island Brewing lease with the Port expires December 31, 2017. They have a two-year Conditional Use Permit with the City of Cascade Locks. Thunder Island Brewing has to have plans to build by June 2017. The Port may or may not extend their lease. Parking is a big problem on the west end of the park. M&C Manager Todd Mohr stated that Maintenance needs space and a new building for storage. The various options discussed for the current incubator space were using it as a wedding venue, as the Port has hired Event Coordinator Jan McCartan. Moving the Museum and the Oregon Pony to that space was also discussed. No action was taken.

f. Economic Development Status – Economic Development Manager Don Mann reported that the Heuker building project has a new architect and are working on their design to build in the Business Park. Ravenwood is working on their design project. Flex 2 and 4 buildings. Earthwork bids will be opened next week. This will prepare the sites concrete slabs. Renewal Workshop and Native Cider have committed to lease Flex 2. Native Cider will have a small tasting room. Don stated that one half of Flex 4 is leased to Let's Truck. There is a feasibility study to be done on the Airport property to determine the best and highest use of the property. A Request for Proposal (RFP) has been issued. The deadline for the RFP is July 30, 2017. The Port is applying for State and Federal grants for the study. GM Koch stated the Engineers will come back in late June or July to try to get these projects going through ODOT Region 1. GM Koch stated the current plan for WaNaPa and Toll Booth Road calls for a lighted intersection or a roundabout and the final scoping costs will be available from ODOT in July.

4) Commissioner and Commission sub-committee reports – CP Groves discussed the transportation scoping projects competed by HDR engineering. These were prepared and sent to ODOT in preparation of submitting these for grants. The drawings and projects were discussed at length. No action was taken. There

has been an increase in traffic on I-84 and WaNaPa St., and CP Groves stated these need to be addressed and fixed as there are pedestrian safety issues on WaNaPa St. It needs a crosswalk with a blinking light. There was a discussion on the toll technology and the BOG bike/ped crossing. Commissioner Lorang stated that Short Term Rentals are being discussed at the City Port Joint Work Group. This is being discussed only and researched as CL does not have any plan.

- 5) **Executive Session under ORS 192.660 (2) (i) Performance Evaluation of Public Employees – Was removed from Agenda.**

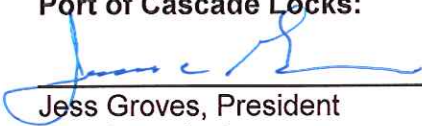
- 6) **CP Groves stated GM Koch took a cut in salary when he came on board and has not had a pay raise when he came to the Port. His salary was originally \$96,000 and he reduced it to \$90,000 voluntarily. He only recently began taking expenses such as mileage and has never done so in the past.**

COMMISSIONER CALDWELL MADE A MOTION TO GIVE THE GENERAL MANAGER THE \$6,000 INCREASE IN PAY IMMEDIATELY AND A 3% RAISE EFFECTIVE JULY 1, 2017. SECONDED BY COMMISSIONER LORANG. ALL DOCUMENTS WILL BE SIGNED BY THE PRESIDENT. THE MOTION WAS UNANIMOUS. 4-0.

GM Koch thanked the Commission.

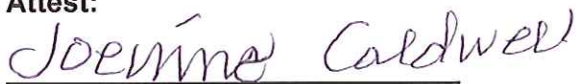
- 7) **Adjournment: COMMISSIONER LORANG MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 5-.0. The meeting adjourned at 8:05pm.**

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Joëinne Caldwell, Secretary
Port Commission

DATE APPROVED: 7/20/17
Prepared by: Sally Moore