

Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday, January 21, 2016, 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, Caldwell, Lorang, Lipps and Stipan were present.
 - **Others Present:** GM Paul Koch, Port Attorney Tommy Brooks, Secretary Sally Moore, Marketing and Development Manager Holly Howell, Accounting Specialist Melissa Warren, Economic Development Manager Don Mann, Maintenance and Construction Manager Todd Mohr, Tim Heuker, Dan Heuker, Ray Cless, CA Gordon Zimmerman, Gyda Haight, from ODOT: Bret Richards, Bob Hadlow, Chris Bores and Editor for the Skamania County Pioneer Newspaper Philipp Watness.
3. **Declaration of Potential Conflicts of Interest:** None
4. **Modification, Addition & changes to the agenda:** Items added were: At the top of the meeting, Don Mann introducing Tim and Dan Heuker. They just completed a land sale in the Port Industrial Park. 5f was added for an update of Port Properties Inquiries from Don Mann, and Item 6c removed from the Consent Agenda.
5. **Items from the floor: (Special presentations, outside resource presentations and other reports not requiring action) 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. Tim and Dan Heuker thanked the Commission for all of their support during the purchase of their property in the Business Park. They will be building a fish processing plant, and employ up to 10 people. Don Mann stated working with the family has been great. They will start to break ground as soon as possible. Skamania County Pioneer Editor, Phillip Watness took pictures of them with the Commissioners. They are working on the Design Guidelines in line with the Business Park standards. They will start working on the land as soon as possible, weather permitting. They intend to keep the Commission informed of their progress.
 - b. **Special Presentations**

Marine Park Overcrossing update - Bret Richards and Chris Bores with ODOT caught the new Commissioners up to date on the history and background of the overcrossing project. Dr. Bob Hadlow with ODOT, presented slides and shared the history of the Park to the Commission. Bret explained this was not the first plan. Initially the plan was to build a new underpass/overpass for cars, bikes and pedestrians. But the goal is to allow and ensure the safety of bikes/pedestrians travelling into the Park. At the present time, cars, pedestrians and bikers are sharing the one entryway in to the Park. This is unsafe. The plan is to build an overcrossing from Overlook Park over the RR tracks and down into the Park. Bret Richards showed three conceptual designs. The Historic significance of the Park needs to stay the same. This minimizes the impact and allows the historic significance and views of

the Park and Lock Tender houses to remain. The funding for the project was received from the Federal Government; and the monies reside with ODOT. There is \$400,000 in the fund. This has been used for planning, working with the RR and engineering plans. When the plan comes to fruition, ODOT and the Port will apply for other grant funding to build the overpass. They hope to build this within 5 years. There was a revised local agreement with very little language changes and no intent changed presented to the Commission to take action on.

COMMISSIONER STIPAN MADE A MOTION TO ACCEPT THE REVISED LOCAL AGENCY AGREEMENT WITH ODOT AND HAVE THE PRESIDENT AND VICE PRESIDENT SIGN IT. COMMISSIONER LORANG SECONDED. The motion was unanimous. 5-0.

- c. **Commission Member Comments** – Commissioner Stipan is looking forward to attending the PNWA conference in March. He volunteered to help with any letter writing to Legislators and agencies. Commissioner Lipps thanked Holly and Mayah for coming out with a full 2016 Event Schedule. CP Groves stated that Recreation is very important to the Port. He stated that Dave and Caroline of TIB did a great job on the Brian Bushlach radio show. Brian stated he was very impressed with Cascade Locks, and will continue to talk about Cascade Locks on his radio show. The Port met in Bingen for a meeting regarding transportation issues in the Gorge. Parking is a great problem on both sides of the Columbia River in the summer. Road improvements and Bridge maintenance is very important. There will be shuttle buses (trolleys) coming from Portland to the Gorge bringing visitors this summer stated CP Groves. .
 - d. **Reports from Commission sub-committees** – None
 - e. **Reports from Government Officials** - City Administrator Gordon Zimmerman stated the City Council approved applying for a grant for improvements, restrooms, sidewalks etc. at Overlook Park. This will include bike racks. This project, if awarded will start in May. The city will pay a \$50,000 match out of a \$160,000 grant.
 - f. **Economic Development Manager**, Don Mann gave a report on the progress of property sales. The company “Let’s Truck” is now leasing all of the upstairs in the Community Center. They are growing rapidly. Staff is reviewing Thunder Island Brewing (TIB) documents that are confidential with Port Counsel. Don will meet with them next week.
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 December 2015 payroll in the amount of \$47,145.18**
 - b. **Approval of Bills in the amount of \$185,161.13**
 - c. **Approval of minutes for November 6-7 2015 and December 17, 2015. Removed from the agenda.**

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

7. Commission Business Action Items

- a. **Action to approve Venture Street Bargain and Sale Deed** – Marketing and Development Manager Holly Howell stated that for some unknown reason the Port has owned a portion of Venture Street for many years. She presented a Bargain and Sale Deed for the Commission to approve to give the property to the City as the Port does not maintain City Streets. She provided a photo of the property. It is in the middle of the street.

COMMISSIONER LORANG MADE A MOTION TO APPROVE THE DRAFT BARGAIN AND SALE DEED AS PRESENTED; AND DIRECT PORT STAFF AND LEGAL COUNSEL TO WORK WITH THE CITY TO CONDUCT THE TRANSFER OF THE VENTURE STREET PROPERTY. SECONDED BY COMMISSIONER LIPPS. The motion was unanimous. 5-0.

8. **Work Session Discussion Items- Cancelled and moved this item into Executive Session. It was the Review of Plans and requirements for the D.C. Lobbying trip. Port Attorney Tommy Brooks advised that the Commission go into Executive Session. There was a five minute recess at 7:40 PM**

The Commission went into to Executive Session under ORS 192.660 (2) (h) Legal Counsel at 7:45 PM.

9. **Executive Session under ORS. 192.660 (2) (h) Legal Counsel was moved to Item 8. The Commission came out of Executive Session at 8:15 PM.**

10. **Any action as a result of Executive Session – None**

11. Staff Reports:

- a. GM Koch announced there may a change in the agenda format with action items at the top of the agenda. Commissioner Lipps suggested having speakers first as a courtesy to guests. There has been one applicant for the Budget Committee.

Port Attorney Tommy Brooks stated the Heuker Family Lands, LLC. sale deal did not complete as there were some late documents. Port Attorney Brooks suggested taking action to approve the change in the closing date. All had been sent and everything is signed and all obligations were fulfilled. It was recorded the day after the sale. He asked the Commission to acknowledge it.


COMMISSIONER LORANG MADE A MOTION TO RECOGNIZE THE RECORDING OF THE SALE OF LAND TO HEUKER FAMILY LANDS LLC DID NOT IMPACT THE CLOSING AS IT WAS RECORDED A DAY LATER. SECONDED BY COMMISSIONER LIPPS. The motion was unanimous. 5-0.

GM Koch stated that Portland Spirit owner Dan Yates will be invited to the April 7 Port Commission meeting to discuss potential revenue increases beneficial to both parties.


12. **Adjournment: CP Groves adjourned the meeting at 8:56pm.**

Port of Cascade Locks:

Attest:



Jess Groves, President
Port Commission



Joeline Caldwell, Secretary
Port Commission

DATE APPROVED: 2-19-16
Prepared by: Sally Moore