

Port of Cascade Locks

The Port of Cascade Locks Commission Business Meeting was held Thursday, July 21, 2016, 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 6pm.
 - **Pledge of Allegiance**
 - **Roll Call:** Commissioners Groves, Lorang, Stipan and Caldwell were present. **Others Present:** GM Paul Koch, Secretary Sally Moore, Accounting Specialist Melissa Warren, David Lipps, Caroline Park, Economic Development Manager Don Mann, Port Attorney Tommy Brooks, Bret Richards, ODOT, Chris Bores, ODOT, Justin Berndt, ODOT and camera operator Betty Rush.
 - **Modification, Additions & changes to the agenda:** GM Koch asked to add the Election of Port Commission Officers after the Declaration of Potential Conflicts of Interest. He moved Item 7b, The Status Report from Thunder Island Brewing (TIB) to Item 3a, The Marine Park Overcrossing update Item 3a by the ODOT Staff report became Item 3b.

The Nominations for the Election of Port Commission Officers was opened up by CP Groves.

COMMISSIONER CALDWELL MOVED TO KEEP THE OFFICERS THE SAME: JESS GROVES AS PRESIDENT, COMMISSIONER BRAD LORANG AS VICE PRESIDENT AND COMMISSIONER JOEINNE CALDWELL AS SECRETARY/TREASURER. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 4-0.

- **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. **Update on Thunder Island Brewing (TIB) –** Caroline Park & David Lipps, co-owners of TIB gave a status report. Dave stated that they have been moving along with their project and met with a bank last week and will meet with their architect next week. Caroline said they will meet with two other banks and are working to get the ball rolling. They are working with their builder to get hard and soft costs together. Drone footage of the property was taken by Bobby Young. They have been working with City Administrator Gordon Zimmerman, as they are applying for another Conditional Use Permit for the incubator space in Marine Park; and will be submitting the application next month. Commissioner Caldwell asked about their financing, stating that it has to be presented to the Commission.

b. **Marine Park Overcrossing update** – ODOT Staff Justin Berndt gave handouts to the Commission showing the different proposed designs of the overcrossing into Marine Park that were previously discussed by the Commission. The decision matrix handout was discussed as well. It showed cost, impacts to Historic, Recreational and Environmental features, as well as Maintenance issues. It will be ADA compliant and Bike friendly. ODOT recommended The Single Ramp and Stairs Design as it scored the highest according to the multipliers in the matrix. It has the least impact on the Park. These designs will be brought to an Open House for the entire Community in September. Commissioner Caldwell stated that she and former Commissioner Lipps had talked to staff Holly Howell to inquire about the cost of an overcrossing with a freight type elevator. CP Groves stated keeping the overcrossing simple is the goal. The smaller the footprint the better for the Park. Bret Richards stated keeping the view shed is required according to State Historic Preservation Office. ODOT will come back with details at the Open House. No action was taken.

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. **Approve minutes from May 19, 2016, June 2, 2016, Budget Committee Orientation minutes from April 14, 2016, Budget Committee minutes from May 9, 2016 and May 16, 2016.**

b. **Approval of bills in the amount of \$243,360.40**

c. **Approval of June payroll in the amount of \$51,974.63**

COMMISSIONER LORANG MADE A MOTION TO APPROVE THE CONSENT AGENDA AS STATED. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 4-0.

5) **Commissioner and Commission sub-committee reports: None**

6) **Commission Business Action Items**

a. **Action on process to recruit new General Manager – GM Koch** – Koch stated that in the 2016-17 budget it states there is direction to hire a new General Manager by November and transition in a new General Manager by December. The recruitment process takes five to six months. The budget also calls for a new Economic Development Manager in this timeline. Advertising would begin September 15. Reviewing applications would start September 20, interviews would start September 25, and a decision on a candidate would be made by September 30. CP Groves stated there is a lot going on and does not believe that now is a good time to make a change. Commissioner Lorang stated that the recruitment process if done needs to be timely, as potential candidates will move on to other positions. There was a brief discussion, and the Commission decided to postpone the recruitment process for a new General Manager and Economic Development Manager.

COMMISSIONER CALDWELL MADE A MOTION TO POSTPONE THE GENERAL MANAGER AND THE ECONOMIC DEVELOPMENT MANAGER RECRUITMENT PROCESS. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 4-0.

- b. **Action to approve the Intergovernmental Agreement (IGA) between the City of Cascade Locks and the Port of Cascade Locks regarding the operations of the Museum – GM Koch stated since 2012 there has been an IGA between the Port and the City to create an independent Museum.**

COMMISSIONER LORANG MADE A MOTION TO ADOPT THE IGA BETWEEN THE PORT AND THE CITY. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 4-0.

- c. **Action to approve Office Assistant position – GM Koch – Koch stated that this is a newly created position as directed by the Commission to create an Office Assistant position. This position will cover the front desk when the Receptionist/Clerk is gone and perform other office duties as assigned,**

COMMISSIONER LORANG MADE A MOTION TO APPROVE THE OFFICE ASSISTANT POSITION. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 4-0.

- d. **Action to appoint Commission members to sub-committees for 2016-17 year – GM Koch**
 - i. **Joint Work Group on Economic Development (JWGED) – Commissioners Lorang and Groves were appointed.**
 - ii. **Indian Nations Committee – Commissioners Groves and Caldwell were appointed.**
 - iii. **Economic Development sub-committee – Commissioners Lorang and Groves were appointed.**
 - iv. **Business Park Designs Standards Committee – Commissioners Stipan and Caldwell were appointed.**
 - vi. **Portland Spirit sub-committee – Commissioners Lorang and Groves were appointed.**

COMMISSIONER LORANG MADE A MOTION TO APPOINT THE COMMISSIONERS TO THE SUB COMMITTEES AS STATED. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 4-0.

**THE COMMISSION RECESSED OUT OF REGULAR SESSION AT 7:23 PM.
THE COMMISSION RECESSED INTO REGULAR SESSION AT 7:28PM.**

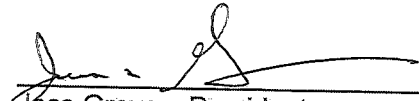
- 7) **Executive Session under ORS 192.660 (2) (e) Real Property Negotiations**

- a. Discussion of Economic Development opportunities – Don Mann
- b. Status Report from Thunder Island Brewing – Don Mann – Moved to item 3a.

THE COMMISSION RECESSED OUT OF EXECUTIVE SESSION AND BACK INTO REGULAR SESSION AT 8:05 PM.


- 8) Any action as a result of Executive Session: NONE
- 9) General Manager's Report GM Koch stated that so far the Port received \$9,150 in donations towards the Fireworks program. Dennis with HDR Engineering met with Port staff as he is working with the Port of Hood River (POHR) on their toll technology. They are in the first phase of their new technology and the POCL would like to meet with the POHR to tie the technology together. A date will be scheduled for a joint meeting. CP Groves and GM Koch will meet with them soon to start the process.
- 10) Adjournment: The meeting adjourned at 8:33 PM.

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Joanne Caldwell, Secretary
Port Commission

DATE APPROVED: 10/20/16
Prepared by: Sally Moore