

Port of Cascade Locks

The Port of Cascade Locks Commission Work Session Meeting was held Thursday, October 1, 2015 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.
2. **Roll Call:** Port Commissioners Groves, Caldwell, Lorang and Stipan were present. Commissioner Lipps was excused.
 - **Others Present:** Interim General Manager Paul Koch, Port Secretary Sally Moore, Marketing & Development Manager Holly Howell, Interim Economic Development Manager Don Mann, Port Attorney Tommy Brooks, Maintenance & Construction Manager (M&C) Todd Mohr, Accounting Specialist Melissa Warren and Brenda Wood.
3. **Declaration of Potential Conflicts of Interest:** None
4. **Modifications, Additions to Agenda:** None
5. **Items from the floor: (Special presentations, outside resource presentations and other reports not requiring action).**
 - a. **Presentation of the Lindbergh plaque to Bruce Johnson of ODOT** -The Commission presented ODOT Bridge Engineer, Bruce Johnson, a picture of Lindbergh flying under the Bridge of the Gods in honor of his hard work in restoring the Bridge of the Gods to its current status. Mr. Johnson thanked the Commission and encouraged ongoing maintenance on the bridge to keep it in good working condition.
 - b. **Reports & Comments from the General Public** - Public citizen Brenda Woods stated that every morning there are trucks on Forest Lane using their Jake brakes and speeding very early. It is waking her up as well as her neighbors. President Groves thanked Ms. Woods and told her he will contact the City as there is a noise ordinance and he get back to her soon.
 - c. **Comments from the Government Officials** – None
 - d. **Commission member comments:** CP Groves stated that Port Attorney Brooks is preparing a document on what the Commission can say about the proposed Nestlé project. He attended the Joint Work Group on Economic Development (JWEDG) last week and the pros and cons list for Nestlé was discussed. Holly Wells, a mediator has offered to work with the City on the Nestlé project. The plan is to go through the list again and work on prioritizing and refining it. It will go

back to the JWGED group and then a decision will be made what will be done with the list.

6. Commission Business Action Items:

- a. **Action on adopting the final Revised Business Park Master Plan** - Staff Howell presented the final revised plan. This plan was adopted in 2013 originally. There has been improvement made and land sold or leased, so the plan was updated to reflect the changes. She presented a new map to reflect changes in the Business Park.

COMMISSIONER LORANG MADE A MOTION TO ADOPT THE 2015 REVISED BUSINESS PARK MASTER PLAN MAP TO GUIDE FUTURE PORT DEVELOPMENT ACTIVITIES IN THE PORT'S BUSINESS PARK. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 4-0.

- b. **Action on adopting the proposed and revised Development Policy** – Don Mann presented the plan that was updated at the last Commission meeting. This came back to the Commission formal adoption with the suggested changes.

COMMISSIONER LORANG MADE A MOTION TO ADOPT THE REVISED DEVELOPMENT POLICY AS SUBMITTED. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 4-0.

- c. **Action to accept a grant and adopt required Homeland Security purchasing policies** – IGM Koch stated the Port has received a letter of award from Homeland Security for a grant in the amount of \$160,000. He asked that the Commission approve acceptance of the grant and adopt proposed FEMA purchasing policy.

COMMISSIONER LORANG MADE A MOTION TO ACCEPT THE HOMELAND SECURITY GRANT IN THE AMOUNT OF \$160,000 AND ADOPT THE SECURITY PROCURMENT AND ACCOUNTING REQUIREMENTS AND AUTHORIZE THE IGM TO SIGN ALL NECESSARY DOCUMENTS. SECONDED BY COMMISSIONER STIPAN. The motion was unanimous. 4-0.

- d. **Action on job titles for Contracted consultants** - Commissioner Lorang recommended removing the title Interim from Don Mann and Paul Koch's title. Port Attorney Brooks stated the contract is just the agreement, and does not have anything to do with the title and there is no problem with dropping the term "Interim" from their titles. Lorang stated the term interim does not reflect the long term vision of the Port.

COMMISSIONER STIPAN MADE A MOTION TO REMOVE "INTERIM" FROM DON MANN AND PAUL KOCH'S TITLE. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 4-0.

7. Work Session discussion Items–

- a. **Discussion on marketing plan for the County property** – A summary of the property was discussed. A phase one environmental and appraisal has been done. The Port has one year to complete the sale of the property. The City will do a locate on all utilities. The Port needs to decide if the lot will be parceled out, leased or sold. Marketing will reflect lease or sale on the property, and will advertise on web site, and Facebook. The Port may contract with a professional photographer and advertise in magazines and newspapers. Staff Howell is looking into drone videography of the property. Commissioner Caldwell stated the lot could be leveled and use as a parking area. M&C Manager Todd Mohr stated there is a lot of soft debris that will have to be removed. IGM Koch stated this property will need to be maintained. Commissioner Lorang stated it would be a good spot for a community garden. No action was taken.
- b. **Discussion on proposed zone language revisions for the Resort Commercial Zone** – Staff Howell showed the Commission a map of the Business Park and said the resort commercial zone needed more certainty. The Port did not have the ability to market because the zoning language was vague. There was a discussion about envisioning what the zoning language meant. In revising the zone language, the Port looked to other city codes that had mixed code language, and looked at conditional uses as well. One example is allowing indoor and outdoor sales. The new language would also cover apartment lofts, hotels, boat launches, conference space, public, manufacturing, winery, brewery and resorts to name a few. The proposed zone language changes that will go to the City, Planning Commission and the State for approval will broaden possible uses. Both SDS and the Warm Springs tribes were invited to the meeting to discuss this as they are impacted as property owners. Staff will reach out to them again. The proposed changes will firm up the zone language to make it less ambiguous for interpretation. No action was taken.

8. Staff Reports

- a. **Quarterly Departmental and Program Status Reports** – IGM Koch reported on the Commission budget and objectives. He stated the first objective is to create jobs. The second is communicating with the citizens. The Port has been working with the City on the JWGED to bring economic development to the City. This is done through and intergovernmental agreement with the City. The Port will continue to work with OneGorge. Staff is working on vehicle replacement policy. Economic Development Manager
Don Mann reported that he continues to work with the Puff Factory and that Jacqueline Alexander has agreed to meet with the Commission on October 15. The next step will be to finalize the marketing plan on the County lot. He has been working with Heuker Bros. to finalize the Purchase and Sale Agreement. There has been interest from a Hood River Brewing Company to locate to CL. There is restaurant owner in Odell that is interested in opening in CL. HE continues to work with a large utility user that wants to move to CL. This Staff is working with TIB and will bring this discussion to the Commission as soon as they have a plan.
Holly Howell reported that this is the first year that the Port had a Recreation Coordinator. The Port had a successful summer. Coordinator Mayah Frank is working on off season events at this time. There were new and repeat events.

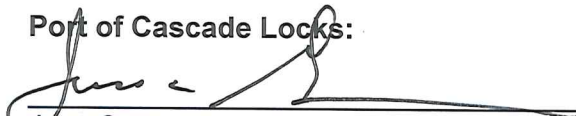
Howell stated that long term projects include the Beach expansion. She has been working on the Gorge Hubs project in CL.

Maintenance and Construction Manager **Todd Mohr** reported that the ramp has been rebuilt on House 3. The west wall on House 3 has been replaced. Maintenance has been painting all of the bathrooms. Working on the bridge canopy to replace the roof. Welding will begin on the bridge. It is part of the BOG 10 year plan.

IGM Koch stated the Community Dinner will be held October 27th at the Bridgeside Restaurant. He presented a first draft of the Memorandum of Understanding (MOU) with Friends of the Gorge (FOG).


9. **Adjournment:**
CP GROVES MADE A MOTION TO ADJOURN THE MEETING. SECONDED BY COMMISSIONER CALDWELL. The motion was unanimous. 4-0. The meeting adjourned at 8:24pm.

Port of Cascade Locks:



Jess Groves, President
Port Commission

Attest:



Joenne Caldwell Sec. Treasurer
Port Commission

DATE APPROVED:

11-19-15
Prepared by: Sally Moore