

JOINT (CITY/PORT) WORK GROUP FOR ECONOMIC DEVELOPMENT

Meeting Notice and Agenda

Thursday, May 28, 2015

7:00 PM

City Hall Council Chambers

1. Call To Order/Pledge of Allegiance.
2. Welcome and Self-Introductions.
3. Adoption of meeting minutes of March 26, 2015.
4. Citizen Input.
5. Other Matters:
 - A. Report from Energy Task Force – Gary Munkhoff.
 - B. Update on City economic development efforts.
 - C. Update on Port economic development efforts.
 - D. Report from Strategy Group.
6. Next Meeting: June 25, 2015.
7. Adjournment.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for person with disabilities, should be made at least 48 hours in advance of the meeting by contacting the City of Cascade Locks office at 541-374-8484.

1. Call To Order/Pledge of Allegiance. Mayor Cramblett called the meeting to order at 7:00 PM. Council Member Jeff Helfrich was present and Council Member Bruce Fitzpatrick was excused. Port Commissioners Brenda Cramblett and Port President Jess Groves were present. Also present were City Administrator Gordon Zimmerman, Port General Manager Paul Koch, City Recorder Kathy Woosley, Dave Palais, Kate Sinner, Dean Gustafson, and Kate Stuart.
2. Welcome and Self-Introductions.
3. Adoption of meeting minutes of January 29, 2015. PP Groves moved, seconded by CM Helfrich, to approve the January 29, 2015 minutes. The motion passed unanimously.
4. Citizen Input. Kate Sinner handed out information regarding the North Central Oregon Regional Solutions Attainable Housing Development Fund Policies and Procedures and Checklist. She said the Governor's priorities are being labeled as the "Three E's" for Ethics Reform, Economic Development, and Education.

Kate explained the new revolving loan fund for potential developers in Hood River, Wasco, and Sherman Counties. She said the intent is to provide more housing and rehab or update existing housing. CA Zimmerman said that what is affordable in Hood River is very different in Cascade Locks. Kate said that this program will be helpful for developers in Cascade Locks and the program can be flexible.

CM Helfrich asked if this loan is strictly for home ownership. Kate said this is for housing so could be rental property or ownership. Mayor Cramblett said that Cascade Locks has a lot of challenges. He said word was just received that the elementary school will be bussed to Hood River in a year or two. He said without jobs or a school people will not want to live here. He said the City and the Port are spending money to get the needed infrastructure for jobs. Kate said she would convey the message back to Salem.

Kate reported on an ODOT Immediate Opportunity Fund Program. CA Zimmerman said these types of funds are usually tied to jobs and the Port would be able to use it on infrastructure when developing the industrial park.

5. Other Matters:
 - A. Report from MCEDD. CM Helfrich reported on MCEDD's priority projects and that the issues with the Bridge of the Gods and the Hood River Bridge have moved to number three on the list. PP Groves said he would like to see a Port Commissioner on the MCEDD Executive Board.
 - B. Update on City economic development efforts. CA Zimmerman reported that the 911 Communications Tower project is now complete. He said that the sale of the old fire hall closed. CA Zimmerman said the City received a letter stating acceptance for the USDA loan for the water project. He said the City would start the engineering for construction of the project. CA Zimmerman said Council had approved the rebuild of the Pyramid Substation and work is beginning on that project.
 - C. Update on Port economic development efforts. PP Groves said that the Port had received payment for the sale of land to Bear Creek. PGM Koch thanked CA Zimmerman for his work in completing the tower project. Mayor Cramblett said this worked well with the partnership from the Port and helped to keep costs down. PGM Koch thanked Kate Sinner for attending and participating in the meeting, being an important contact, and building relationship with the City and Port.

PGM Koch reported that Evergreen Engineering will be preparing a report and the Energy Task Force will be reviewing that report and make a recommendation to the JWGED. He said that there are two new dolphins and the dock has been reinforced for the Sternwheeler Columbia Gorge. PGM Koch said that the Port has sent letters to the legislature supporting 1Gorge projects.

PGM Koch reported that the Economic Development Working Group (EDWOG) was told today that Hood River County will have its own committee who will have the flexibility to reach across the river and tie in Washington communities inside the NSA to begin looking at transportation locally on that regional basis. He said the Port Commission will have a representative on that committee to represent Cascade Locks.

D. Review of the updated information sheet regarding Nestlé. CA Zimmerman asked the JWGED to review the updated fact sheet and report any changes to him. He said when approved by the City Council the fact sheet will be put on the City's website for citizens to be able to review. PGM Koch said we need to get this information out on the street. CM Helfrich asked if this information could be emailed to Council now for their review.

E. Discuss Process for Negotiation and Recruitment of Nestlé. CA Zimmerman said the negotiation process should be done with an attorney from a large firm and thought since the Port has relationship with the Cable Houston Firm that that would be where to start. He said the thought was to have CA Zimmerman, PGM Koch, Mayor Cramblett, and PP Groves meet with an attorney first then choose a negotiating team. PP Groves said he would like some citizens to be a part of that team. CA Zimmerman stated that the fewer the better and that the City Council and Port Commission have confidentiality requirements where the public does not. Mayor Cramblett said he would like CM Helfrich to be a part of the negotiating team. CA Zimmerman said he would like to start with this first group then ask the attorney how to include the general public. PP Groves said he wants to make sure there is a process for citizens to be included.

Mayor Cramblett declared a break at 8:25 PM and returned to the meeting at 8:29 PM.

CM Helfrich introduced Dean Gustafson. Dean gave his background in work. He said he would be able to create and put out messages digitally to whoever the targeted market was to help influence the public opinion. He said the price is \$5 to \$6 per 1,000 impressions and those could be sent for a week, month, or whatever time frame is chosen.

F. Discussion of Development Team regarding development of concepts and requirements. None.

6. Next Meeting: Next meeting will be May 28, 2015.
7. Adjournment. CM Helfrich moved, seconded by PP Groves, to adjourn. The motion passed unanimously. The meeting was adjourned at 8:40 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Tom Cramblett, Mayor

Energy Task Force
A sub-committee of the Joint Work Group for Economic Development (JWGED)
With the City of Cascade Locks and the Port of Cascade Locks

The Energy Task Force Meeting was held Thursday, May 6, 2015, at the Community Center at Marine Park, Port of Cascade Locks, Cascade Locks, OR 97014.

1. **Welcome and self-introductions:** Present were: JWGED Chairman Gary Munkhoff, IGM Port of Cascade Locks (POCL) Paul Koch, POCL Secretary Sally Moore, Kevin Tangen, Evergreen Engineering, Bill Ness, Evergreen Engineering, Jess Groves, POCL President, Bob Sourek, Bear Creek Holdings, Keith Terry, City of Cascade Locks, Gordon Zimmerman, City of Cascade Locks, Robert Del Mar (via telephone) State of Oregon, Steve Shum and John McCoury with Xzeres.
2. **Review the engineer's report of the Morrow Equipment:** Bill Ness and Kevin Tangen with Evergreen Engineering reviewed the proposal to install the equipment. The POCL is interested in determining if acquisition and operation of the Heppner, OR biomass plant is a viable business decision. Economic evaluation was discussed as to whether this is feasible for the Port. The group will start research and bring it back to the JWGED for recommendation. Evergreen Engineering stated they can start work as soon as they receive authorization to proceed. Completion time is estimated at 4 weeks. The lump sum to perform their work is \$24,000. The group will study the costs of moving and installation of the equipment and then move forward to make a decision.
 - 2a. Action Taken – Evergreen Engineering committed to research potential grant funding sources for work to be done.
 - 2b. Robert Del Mar, State of Oregon committed to for funding sources for this project.
 - 2c. Energy Task Force Chairman, Gary Munkhoff will report back to JWGED on May 28, 2015.
3. **Presentation by XZERES** – Steve Shum and John McCoury with XZERES proposed to place a wind turbine on either Port or City property, to use as a test site. The Port or City will have full use of power as compensation. The power (electric) produced can be used to heat a building or sold as excess power (to be determined). The space needed is 10X12 feet. A concrete pad will need to be installed. There was a consensus to move forward. Designating a site will be the first task on XZERES list.
4. **Other matters** – None
5. **Adjournment** – The meeting adjourned at 2:40pm.

Prepared by: Sally Moore