

**Port of Shelton**  
**Regular Commission Meeting Minutes**  
March 1, 2022

**I. CALL TO ORDER**

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on March 1, 2022.

The following persons were present: Commissioner Patterson; Commissioner Buck; Wendy Smith, Executive Director; Brandon Palmer, Engineering Manager; Deborah Soper, Office Manager; Jan T. Fancher, CPA and Port Auditor; Charles "Skip" Houser, Port Attorney; Jennifer Baria, Executive Director of Mason Economic Development Council; Karin Leaf, Mason EDC; Kim Keeler; Marlo Brown; Phil Brown; Dave Hurst; John Smith via Zoom; and Dedrick Allan, Mason Web TV.

**II. PLEDGE OF ALLEGIANCE**

Commissioner Taylor led the Pledge of Allegiance.

**III. PUBLIC COMMENTS**

There was no public comment.

**IV. ADOPT AGENDA**

The agenda was adopted as presented.

**V. APPROVE MEETING MINUTES**

Meeting Minutes from the February 15, 2022 meeting were approved as presented.

**VI. CHECK CONTROL**

Commissioner Patterson presented the March 1, 2022 Check Control Report, and reported Payroll and Payroll Liability electronic payments dated February 18, 2022 in the amount of \$30,839.55; and the payments of Accounts Payable checks numbered 31502 through 31514 dated March 1, 2022 and voided check number 31461 dated February 1, 2022, in the amount of \$13,417.58; and Accounts Payable Electronic Payments dated February 24, February 28, and March 1, 2022 in the amount of \$231,270.26 for a total Accounts Payable amount of \$244,687.84. The total General Fund checks and electronic payments in the amount of \$275,527.39 have been approved and accepted as presented.

**VII. ACTION/DISCUSSION ITEMS**

**A. BG Shop – Long Term Lease Consideration – Action/Discussion**

The Port of Shelton signed a purchase and sale agreement in December 2021 with R. Williams Enterprises to purchase the buildings at 130 W Corporate Rd. The transaction closed on January 4, 2022. The terms of the Purchase and Sale Agreement indicated that the seller shall terminate all leases with existing tenants of the property prior to closing. BG Shop was not a tenant to Mr. Williams but had signed a sublease with a tenant in one of the 130 Corporate Road buildings that the Port purchased in January 2022. Per the signed Purchase and Sale, prior to the acquisition the existing leases in the buildings were terminated by the seller. BG Shop requested additional time to vacate the premises, and was allowed to enter into a 3-month lease with the Port, which expires March 31, 2022 with no extensions.

Today BG Shop owners Marlo and Phil Brown asked the Commissioners for an extension to the existing lease due to expire on March 31, 2022. Commissioner Patterson made a motion to direct staff to uphold the terms of the current lease that expires on March 31, 2022 with no extensions, and Commissioner Buck seconded.

The vote:

- Commissioner Taylor – In Favor
- Commissioner Buck – In Favor
- Commissioner Patterson – In Favor

Motion Carries.

**VIII. STAFF COMMENTS**

Director Smith reported that the Commission Retreat went well and that she is looking forward to the Administrator's Meeting with Mason EDC.

**IX. PUBLIC COMMENTS**

Dave Hurst spoke in favor of BG Shop remaining at their current location. John Smith spoke in support of BG Shop.

**X. COMMISSIONER COMMENTS**

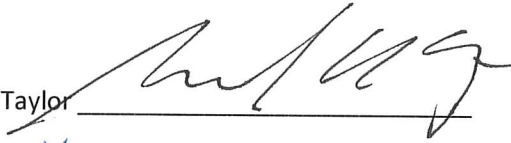
Commissioner Buck has an EDC meeting coming up as well as an EDC Board meeting. There is a function for State Representative candidate Patti Case that all three Commissioners may have been invited to, and Buck will attend.

**XI. ADJOURNMENT**

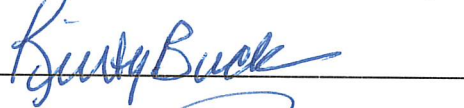
With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:40 PM.

Minutes submitted by: Deborah Soper, Office Manager

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson

