

Regular Council Meeting Minutes
March 6, 2024

The regular meeting of the Arlington City Council was held on March 6, 2024 in the Council Chambers of the Municipal Building and via telephone conference.

Presiding: Mayor Jeffery Bufton.

Council Present: Denise Ball, Marshall Swope, Matthew Irby, Jerry Hanan, Kayla Rayburn and Mark Davidson.

Council Absent: None.

Staff Present: Recorder Kari Hayter, Attorney Ruben Cleaveland, City Engineer Brad Baird and PWS Shanna Gronquist.

Guests: Joe Claughton, Pat Shannon, Leah Shannon, Cori Mikkalo, Debra Copher, Madilyn Hayter, Rita Maciak, and Jed Crowther via teleconference.

Call to Order: Mayor Bufton called the regular meeting to order at 6:30 p.m. Pledge of Allegiance recited.

1. PUBLIC COMMENT

Leah Shannon stated at the county court meeting the Port of Arlington was awarded a little over 1.1 million for the Alkali Development. On the Pioneer front we were awarded funds for two homes on the ball field in Condon. Councilor Ball asked are those for the Frontier 911 workers? Leah stated yes, Frontier plans to rent one or two to temporary workers until they are fully staffed.

2. CONSENT AGENDA - Consent agenda consisted of the following items:

- a. Approval of Minutes - Regular Meeting February 7, 2024
- b. Approval of bills as listed.

Councilor Hanan motioned to approve the consent agenda and bills as listed, motion seconded by Councilor Ball. Motion passed unanimously. Councilor Davidson abstained from the minute's approval due to absence.

3. CORI MIKKALO – Wildfire Mitigation Tool Inventory Program

Cori stated we have been working on the program for citizens to borrow lawn mowers and weed eaters to mitigate their property. This program is funded by the Community Risk Wildfire Reduction grant. Cori went over the grant program. As of now, the need will be by appointment for pickup, and we will adjust as demand changes. The City Attorney drafted a waiver of liability for renters. Mayor Bufton stated what is the City's liability. Attorney Cleaveland stated you can't dodge liability, I don't think the City should go beyond showing people where the choke is and making sure people have the proper safety equipment. Attorney Cleavland read from the Liability Waiver. The renter is taking reasonability to use the equipment. Joe Claughton stated will there be printed manuals for them to review? Attorney Cleaveland stated I wouldn't expect the City to print manuals, now days most of those are available online, I don't want to produce our own instructions. We can provide the manual; we don't want to be responsible if we leave something out. Cori Mikkalo stated I will see if we can get a QR code on the rental application. Councilor Davidson asked will DR trimmers be available? Cori stated we can make one available. **Councilor Davidson motioned to approve the tool inventory program and include DR Trimmers, motion seconded by Councilor Rayburn. Motion passed unanimously.**

4. BRAD BAIRD, ANDERSON, PERRY & ASSOCIATES:

- Engineer Baird stated Business Oregon requested an amendment to our ARPA grant agreement for the Columbia River Pump Station. We are amending the amount not to exceed in one spot; this amendment is for their file. Engineer Baird read from the amendment. **Councilor Ball motioned to approve the amendment to the Columbia River Pump Station ARPA Grant agreement, motion seconded by Councilor Swope. Motion passed unanimously.**
- The Alkali Ridge Partition was approved by the county and surveyor.
- The MESA Partition and Subdivision were approved by the Planning Commission, the County Surveyor is reviewing, once we hear their edits we can correct. This should be completed in a few weeks. **Councilor Ball motioned to authorize Mayor Bufton to sign the Partition and Subdivision maps upon approval of the County Surveyor, if necessary, motion seconded by Councilor Davidson. Motion passed unanimously.**
- Spray Park, while the surveyor was here, he surveyed Alkali Park for the future spray park.
- Motel abatement bids were all over the map for quantities, some included things others did not. After reviewing the asbestos report, the quantities were missing, and the bidders measured themselves. I will get together with public works and do some measuring. Who is transporting once it is bagged. Mayor Bufton stated we are still working on that and the options. Engineer Baird stated we can have them bag it and leave it. Mayor Bufton stated the abatement crew needs to understand it needs to be listed in cubic yards for bagging. Engineer Baird stated this bid will cover the abatement. Simple and straightforward. Then the City can haul out to the landfill and get a separate bid for the demolition. Mayor Bufton stated request transportation be quoted.
- Engineer Baird gave PWS Gronquist the original rock crushing permit and plans.

5. IGA DISCUSSION – FIRE PROTECTION SERVICES

Attorney Cleaveland stated if the Fire District board doesn't have changes we can approve the IGA. Joe Claughton stated I ran this by Skye and he said it's okay; our next meeting is the 19th. **Councilor Davidson motioned to approve the Fire Protection Services redline agreement as presented, motion seconded by Councilor Hanan. Motion passed unanimously.**

6. COUNCIL ACTION

- a. **Award Contract for Zoning Ordinance Up-dates funded by DLCD Grant.** Recorder Hayter stated Kirk Fatland wrote the DLCD Grant and the City was awarded the grant in the amount of \$50,000. Attorney Cleaveland gave an overview of public contracting rules and stated all the proposals are very close in price, you are not required to accept the lowest proposal. The City can take into account who will be the best fit for the City. Councilor Davidson stated Dan Meader has worked with the City and knows our needs. Councilor Ball stated Dan Meader has been our planner off and on over the years.
Councilor Irby motioned to award the Zoning Ordinance up-date funded by the DLCD Grant to Tenneson Engineering, motion seconded by Councilor Ball. Motion passed unanimously.

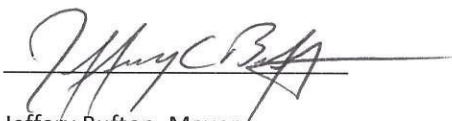
7. COUNCILOR REPORTS

- Councilor Davidson – none.
- Councilor Rayburn – none.
- Councilor Hanan – none.
- Councilor Irby – Should have cement bid for ramp next week. The City needs a new parks mower, it is a vital part of City operations. PWS Gronquist stated we will need a purchase order. Attorney Cleaveland stated we will provide them with a letter of intent. Councilor Irby stated we should keep the existing mower as a backup.
- Councilor Swope – none.

- Councilor Ball – The Gilliam County Court meeting was today. Commissioner Shannon is requesting Gilliam County become a non-sanctuary County, he asked me if the City has a Resolution or Ordinance where we opted out of the status. Attorney Cleaveland stated I'll e-mail Mr. Shannon a copy. Councilor Ball stated the County Court is looking at different options for their planning services and they are looking at the City of Boardman. Judge Farrar pointed out Dan Meader is providing service for Arlington and Condon, if it gets to a point where Dan retires for good, Boardman could pick up the City. Mayor Bufton asked is the County looking for an inhouse planner. Commissioner Shannon stated probably not, this is where we currently have our building codes.
- PWS Gronquist – The dump trailer will be here next week. Do we want to keep or surplus the trash truck? Mayor Bufton stated we discussed keeping it for a backup. Councilor Davidson stated if we keep it, it needs to be on a rotation schedule; if you don't use it, it will deteriorate. Mayor Bufton stated we've sought extra services a few times. Councilor Ball stated we should sell and place funds in the reserve fund. PWS Gronquist stated it's a lot of money to have sitting around, I don't know what it's worth. **The consensus of the Council was to surplus the trash truck.**
- Attorney Cleaveland – none.
- Recorder Hayter – The Oregon Ethics filing period opens March 15th; you will receive an email from the Oregon Government Ethics Commission. The form is due April 15th. If you have any difficulties, I have a direct number you can call, they will fill it out with you if needed. The City received a donation request from the Nazarene Church for their annual Easter Egg Hunt. Previous years the City has donated \$400.00. Councilor Ball stated with inflation we should donate \$500.00. **Councilor Ball motioned to donate \$500.00 to the Nazarene Church for their Easter Egg Hunt, motion seconded by Councilor Rayburn. Motion passed unanimously.**
- Mayor Bufton – I was approached by an Apex Sponsor and he would like to revitalize the Bass Tournament; this was a popular event a few years ago. The Governor of the State of Oregon has appointed our Recorder, Kari Hayter, to a judicial position. She will be the new Justice of the Peace. Congratulate Kari on her future career. Recorder Hayter stated thank you Mayor. It is an honor and I am humbled by the appointment. It is bittersweet. I've enjoyed the work, my coworkers, the council and the residents; it's been a tough decision. My appointment is June 1st; I will do my best to ensure a smooth transition. I will be right down the hall. I have talked with the current judge; this will not be a conflict. Once I am sworn in, I will work with the city and see our budget through for June 30. Although, resolutions and ordinances could be a potential conflict. Thank you all for allowing me to work here with you and for the trust you have put in me. Mayor Bufton stated we will start the recruitment process and then discuss a hiring committee. Mayor Bufton, Councilor Ball, and Councilor Rayburn will review the job description and be on the hiring committee. Recorder Hayter will also be on the committee and a member of the public.

Executive Session opened at 7:34 p.m. pursuant to ORS 192.660(2)(e): To conduct deliberations with persons designated by the Governing body to negotiate real property transactions. Executive Session closed 8:08 p.m.

Mayor Bufton stated no decisions to be made on real property. Regular meeting adjourned at 8:09 p.m.


Jeffery Bufton, Mayor


Kari Hayter, City Recorder