

Regular Council Meeting Minutes

February 9, 2022

The regular meeting of the Arlington City Council was held on February 9, 2022 in the Council Chambers of the Municipal Building.

Presiding: Mayor Jeff Bufton

Council Present: Denise Ball, Robert Christensen, Marshall Swope, Matthew Irby, Jerry Hanan, and Henry Thuener.

Council Absent: None

Staff Present: Recorder Kari Hayter, Public Works Superintendent Shanna Gronquist and Attorney Ruben Cleaveland.

Call to Order: Mayor Bufton called the meeting to order at 6:30 p.m.

Guests: Brad Baird, Kirk Fatland, Sgt. Tory Flory, Tom Hoskot, John Church, K'Lynn Lane, Cris Patnode, Samuel Grady, Brandon Hammond, Isaac Hammond, Rita Miciak, Leah Shannon, Matt Dotson, Barbette Dotson and Tami Birkeland.

Call to Order: Mayor Bufton called the meeting to order at 6:30 p.m.

Pledge of Allegiance Recited

1. PUBLIC COMMENT

Tom Hoskot: Tom stated Jeff Sallee was a wealth of knowledge for the golf course and asked if his replacement has been hired. Superintendent Gronquist stated James Ruiz has been hired and is currently working on getting golf course equipment up and running; it takes time learn course maintenance.

Rita Miciak: There are currently 4 streetlights out in town, she will be reporting them to Pacific Power.

Samuel Grady, Arlington High School reported the following:

- Boys and Girls District Basketball starts next week.
- The National Honors Society induction ceremony will be held February 16, 2022 at 2:30 pm.
- Community Parent Night is March 8, 2022; this is a follow up meeting to discuss future programs to support student success.
- Starting next year, Arlington School District will start a paid internship for students to work at a variety of local businesses.

Sergeant Tory Flory, Gilliam County Sheriff's Office: The Sheriff's Office is seeing a lot of high speeds, especially coming off the freeway. With some grant funds, there will be extra speed enforcement over the summer for the freeway and rural highways.

2. CONSENT AGENDA

Councilor Christensen stated he would like to clarify his councilor report from the January 12, 2022 meeting; the curb he asked Brad Baird to look at is on Krameria, not South Shane.

Consent agenda consisted of the following items:

a. Approval of minutes - January 12, 2022.

Councilor Hanan motioned to approve the consent agenda, motion seconded by Councilor Christensen. Motion passed unanimously.

b. Approval of bills as listed.

Councilor Christensen motioned to approve the bills as listed, motion seconded by Councilor Ball.

Motion passed unanimously.

3. COMMUNITY CHAMBER OF COMMERCE UPDATE

Riley Bennet, Arlington Chamber reported the following:

- The Bass Pro Tournament will be triple the size it was the previous year, totaling 125 fisherman. Advertising locally may start three weeks before the event, sometime in May. Bass Pro has agreed to \$10,000 for the host fee.
- Councilor Irby is working with the Corp of Engineers for approval of the handicap access.
- The Chamber will be joining the Tri-County Chamber after a vote at the last Chamber meeting. Riley presented the agreement to the Mayor and would like the Council to share their opinions due to City funding.

K'Lynn Lane, Executive Director, Oregon Frontier Chamber of Commerce (OFCC) located in Condon:

K'Lynn stated the Tri-County Chamber serves communities in Sherman, Gilliam and Wheeler County and is on the cusp of rebranding to the Oregon Frontier Chamber of Commerce. We are a high level Chamber and do business trainings and advocacy for communities. We focus on tourism, economic development and advertising vacant spaces for businesses. OFCC has received a capacity grant from Business Oregon to grow the Chamber and hire staff; four ambassadors have been hired. An additional \$75,000 was given to help with direct technical assistance for new businesses. OFCC is a part of the Oregon Main Street Network, they pilot a national program around our rural region approach to support our communities. Chambers are expensive and having chambers throughout this region is not feasible for counties and cities to fund. When I started with the Condon Chamber, I worked three hours a day. Since growing the organization, we serve over 400 businesses and community members. We are a strong entity that is pioneering the way to support everyone for the better good in the long term. Each community is different, OFCC will need direction from the Action Committee and City of Arlington on what they would like to see moving forward and how OFCC can best serve Arlington.

K'Lynn welcomed questions: Mayor Bufton asked if the previous Arlington Chamber will be the Action Committee for Arlington? Riley Bennet answered yes, but they are not board members. K'Lynn stated Toni Ames of Arlington was nominated to join the OFCC Board and will hopefully be elected this Thursday. As the bylaws read, a person must be nominated, then the members vote. Riley Bennet stated the Action Committee will act as the voice of the City and community. Ideas will be brought to K'Lynn and the OFCC Board will vote. Traditional Arlington Chamber activities such as the car show will continue and continue to grow. K'Lynn stated OFCC will be a higher level of help organizing and advertising for events to be successful. Each business will need to bring there needs to OFCC, they will be a direct help the business. Mayor Bufton stated he would like to see improvements to the City website. K'Lynn stated the OFCC would be glad to help with the website. Mayor Bufton asked K'Lynn to speak more on the Main Street Project. K'Lynn stated Oregon Main Street is an opportunity to apply for federal funding through the National Main Street Program, you must be a part of the program be eligible for funding. As a member of OFCC, if the City wants to support this National Main Street Project it will open up lots of grants to the City. Five million dollars went to the Oregon Main Street Program this last year; two and a half million this year and another two and a half next year, which will be for Main Street Restoration Projects, fill vacant spaces and fill businesses. This is the time for opportunity, we are paving the way for a rural regional approach for what Oregon Main Street could look like. Thirty-three states patriciate in this program and we have an opportunity to really pioneer what this program could look like, impacting communities across the world and putting our little towns on the map. Councilor Thuener asked Brad Baird if this program could help with projects such as sidewalks. Brad stated the

Main Street Program is more for revitalizing business fronts. K'Lynn stated there is currently a Diamonds in the Rough grant that businesses may apply for, the Chamber will have to apply for remodel grants on behalf of the business. Councilor Thuener asked how long of a commitment was made when Arlington joined OFCC? This is the second organization that has gone away from a City level to a County level since I've been on the Council. If the City feels their needs are not being met, is there an option to leave? K'Lynn stated being a member of the OFCC is a yearly renewal, a community may decide that they would not like to participate in the Main Street program. The Arlington Chamber voted to dissolve and become a part of the OFCC and stay active as an Action Committee. Councilor Thuener repeated his question asking if they City may leave the OFCC if necessary. K'Lynn stated that decision is up to the City Council. Mayor Bufton stated chambers operate autonomous to the City Council, we hope that this joint effort gives us more strength in a community chamber atmosphere and more globally then what we have had. Councilor Irby asked for clarification on the Main Street Program, whether it is targeted towards business or city property such as Parks and Recreation. K'Lynn stated it is targeted towards businesses but there are opportunities for parks projects whether it is with Main Street Program or Travel Oregon.

4. KIRK FATLAND - TENNESON ENGINEERING CORPORATION

A. Oregon HB 2918 Surplus lands database submittal

Kirk reminded the Council of the surplus land handout from the January 12, 2022 Council Meeting, stating the City will need to report land that is deemed surplus on the State website. Kirk stated his understanding of the request is to report land, if there is no surplus, no action is needed. Mayor Bufton stated the City does not have any surplus land at this time. Kirk stated the Section 8 Initiative allows affordable housing to be built on traditionally public and commercial property. This is primarily targeted towards cities with a population of 10,000 or more, but the city will need to comply with the request from the State. **The consensus of the Council is the City does not have surplus land.** Kirk stated he works for 11 cities and Arlington is the only city to ask for his assistance, he doesn't believe many cities are participating. Attorney Cleaveland stated he would be happy to work with Kirk if there is any duty to respond.

B. Planning Pre - Application Form

Kirk stated: the Council received a copy of a pre-application form he made for the City of Wasco's Planning Department. The City's current Land Use form is poor, having a pre-application form will make the process clear for the applicant. This process will be less paperwork for the applicant to fill out and less back and forth between Kirk, City staff and the applicant. The application will be fillable on PDF for the applicant to obtain from the City's Website. **The consensus of the Council is to move forward with pre-application form.**

5. BRAD BAIRD-ANDERSON PERRY & ASSOCIATES

Brad Baird, Anderson and Perry gave a handout to the Councilors on the following topics:

Water System Improvements Project, 1- Stop Meeting – We've requested a 1-Stop meeting with Infrastructure Finance Authority (IFA) to evaluate potential funding programs for City consideration. We are currently filling out IFA forms and will send them to IFA this week; a copy will be sent to the City. The 1-stop meeting should occur sometime in March, meetings are usually two to three weeks after form submission. We should have options to review by the April council meeting. Councilor Irby stated he would be happy to join the meeting.

Draft Water Management and Conservation Plan (WMCP) - OWRD has acknowledged receipt of the draft WMCP and has put it out for public comment. After public comment is received, OWRD will receive and provide comments. We expect to have review comments in the next month or two.

APRA Funded Projects - ARPA funding is secured for the \$55,000 WWFP and the \$250,000 Columbia River pump station. Federal funds have been delivered to the State, who has them as this time. We have submitted all initial paperwork to IFA for the projects. IFA is waiting on the Department of Administrative Services (DAS) to send

funding agreements to the City for review and consideration. These are expected in the next few months. Work can begin when the City is under contract with the State.

Parks Department Grants – 2020 Local Government Grant Programs Awards handout distributed. This handout shows 2020 large and small grants awarded. Small grant awards are up to \$75,000 and large grant awards are \$75,001 to \$750,000, up to \$1,000,000 for acquisition projects. The grant due date is April 1, 2022 assuming a grant over \$75,000 is requested. The City will need a 20% match. Councilor Irby asked if the City needs to have construction bids before requesting grand funds, Brad stated you don't have to have everything planned but it's smart to have a good idea of project costs before applying for funds. Brad stated he will get with Councilor Irby and discuss options for the bathroom project and cost to prepare for grant funding requests. Time is becoming critical for making this grant cycle. We can request funds to up-date the park bathrooms, we can request \$150,000 – \$175,000. This will put the City at the low end of the \$75,000 plus grants. The bathrooms are structurally sound, they only need to be up-dated; The Council will need to decide on what level of remodel they would like to pursue. The bathrooms are on City property, not Army Corp so we don't need their approval. Tammy Birkeland stated she would like the citizens to have input on the project. She asked if it would be beneficial to add a kitchenette for events, she would like to see the bathroom become a desirable stop for travelers. If the state is giving up to a million dollars, why not dream big. Brad stated the State of Oregon was given four million dollars, we don't want to ask for too much funding because we may not receive any.

6. COUNCILOR ACTION- APPROVE OR DENY

A. Krebs Livestock Grazing Lease

Mayor Bufton stated the City has done an annual grazing lease renewal with Krebs Livestock for the past four or five years. Attorney Cleaveland stated Recorder Hayter changed the lease from a letter format to legal and it looks much better. **Councilor Christensen motioned to accept Krebs Livestock Grazing Lease, motion seconded by Councilor Hanan. Motion passed unanimously.**

B. Point & Pay Credit Card Processing

Recorder Hayter stated Gilliam County, Justice Court and the City of Condon use Point & Pay for in office or online card payments. For online payments, you will log onto the City's website and click the link to Point & Pay. The cost to the City will be minimal, it is a \$500.00 set up fee and a onetime \$75.00 equipment fee to swipe cards in the office. There will be no transaction fees to the City, additional charges from Point & Pay will be to the user upon payment; fees are a minimum of \$2.00 or 3% of the payment amount. The base utility bill is \$92.00, additional fees will be \$2.76; RV space rental is \$400.00, additional fees will be \$12.00. An online payment option will be good for the airport RV tenants conflicting work schedules and to reduce the amount of cash on hand. Councilor Ball asked if the golf course Visa payment option will remain the same. Recorder Hayter stated the golf course Visa payment process is though the Bank of Eastern Oregon, it is a traditional Visa machine. The Bank of Eastern Oregon fees are high, we would like to see how Point & Pay works before switching to them at the course. Judge Patnode, Gilliam County Justice Court, stated it is a great system and they are saving money not paying fees for the stand alone machine. **The consensus of the Council is to move forward with Point & Pay.** Recorder Hayter stated it'll be around 60 days to get everything situated before accepting card payments. Councilor Thuener asked how the citizens will know when the City will be accepting card payments. Recorder Hayter stated the City can utilize the reader board, bulletin boards, and messages can be put on the utility bill to notify customers of the new payment options. Councilor Thuener asked about reports from Point & Pay and asked how payments will be applied to utility accounts. Recorder Hayter stated when a resident makes a payment, they will have to enter their name, address, account number and payment amount, Taylor will see all this information and enter the payment as usual.

C. Budget Calendar

The City does not have to adopt a budget calendar as it is not a requirement of the Department of Revenue, but it is recommended and a great guideline that will keep us on track to completing the budget. Councilor Ball requested that the budget hearing, scheduled for June 15, be moved to June 8 for the council meeting, as it is brief. Recorder Hayter stated she will change the date.

D. Budget Committee Members

Recorder Hayter stated she wanted to appoint budget committee members tonight but after researching how it has been done in the past, there will need to be some changes. We need to post a notice for budget committee vacancies, six members are needed and the Council will appoint them after reviewing letters of interest. Members will be appointed at the next meeting, March 9, 2022. Councilor Thuener asked if the Council needs to attend all meetings listed on the budget calendar, Recorder Hayter stated the Council is a part of the budget committee.

E. Employee Paid Holiday

Recorder Hayter stated this was briefly talked about at last month's meeting and Sharon Harris will be in Arlington next week to go over the draft employee handbook she prepared. Sharon needs to know the holidays' the City will be acknowledging as paid days off. The current handbook states we will be in compliance with State of Oregon paid holidays. **The consensus of the Council is to include Juneteenth and Thanksgiving as paid holidays.**

7. JUSTICE COURT INTERGOVERNMENTAL AGREEMENT- RENEWAL

Judge Patnode stated this IGA is a five year agreement and will be expiring April 17, 2022. Historically, the way this has worked is the Justice Court provides municipal service to Gilliam County and the City of Condon in a contract; the City of Arlington in its own contract. A free Judge is provided and any fines from citations are retained by the County. This keeps an independent process by having a judge that is contracted rather than employed. Mayor Bufton explained that if the City does not proceed with this process, according to the Charter, the Mayor will become the Judge. Attorney Cleaveland stated Justice Court doesn't have to take our cases. By signing the agreement, Justice Court is agreeing to take our cases. Without them, the City would have to form our own municipal court. **Attorney Cleaveland stated he will prepare a fourth amendment that will extend the agreement another five years on the same terms and conditions.** Judge Patnode stated this will be her last term, she has five remaining years at the Judge.

8. NUISANCE ORDINANCE- ABANDONED VEHICLES DISCUSSION

Attorney Cleaveland reviewed the nuisance ordinance rough draft stating the term "inoperative" was not removed from the ordinance due to it covering expired license plate tags and no insurance; although, the term "inoperative" was removed from the definition of discarded vehicles. The exception taken from Troutdale and Gresham's ordinances states one vehicle per private property, as long as it is under a real car cover or behind a fence, has been added to the draft. Sgt. Tory Flory of the Gilliam County Sheriff's Office stated the Sheriff's Office is contracted to enforce the ordinance regardless of changes. Sgt. Flory presented photos, taken yesterday, of various properties with numerous inoperative vehicles, which includes vehicles that are not registered, not registered in the State of Oregon, do not have insurance, and are not capable of driving legally upon state highways or county roadways. These vehicles have been sitting for months as inoperable. Due to the ongoing restructure of the ordinance, the Sheriff's Office has slowed down writing citations. Sgt. Flory stated by taking out the term inoperative, the City would still be allowing a large number of vehicles on a single property that are not wrecked, dismantled or partially dismantled. The cars in the photos are not abandoned or junked, they are inoperative. Sgt. Flory stated striking inoperative may complicate things due to the difference of opinions in what is a project or a discarded vehicle; Attorney Cleaveland stated he agrees with Sgt. Flory. Sgt. Flory stated that if the amount of inoperable cars were limited per property, it would clear up the ordinance. Councilor Thuener asked if a citizen is cited for a vehicle, does it come before the Council before actions are made. Attorney Cleaveland stated

there is a Council review provision within the ordinance. Mayor Bufton stated the ordinance is a guideline for the Sheriff's Office to enforce so the council does not have to review each case. There are steps that will need to be taken before any vehicle is removed. **The consensus of the Council is proceed with the changes Attorney Cleaveland proposed.**

9. COUNCILORS REPORT

- Councilor Thuener had no sanitation report. He asked for an update on the potato trucks. Reporter Hayter stated she's been in contact with Deputy Redden. At this time, there is nothing in our ordinance prohibiting the storage of the trucks on the property, even though it is zoned R-1. Deputy Redden is in contact with the property owner due to there being unregistered vehicles. Councilor Ball stated this is a zoning issue, she suggested having the City Planner, Kirk Fatland, write a letter to the property owner regarding the unapproved misuse of residential property. Attorney Cleaveland stated he will speak with Kirk.
- Councilor Hanan stated he would like to get with Superintendent Gronquist to discuss crack sealing. He also asked if the cones at the jute out on Cottonwood were repaired, Superintendent Gronquist stated they have been screwed into the ground.
- Councilor Irby had no report to give.
- Councilor Swope had no report to give.
- Councilor Christensen stated there are four qualified applicants for the Fire Services Coordinator position; interviews will start soon.
- Councilor Ball stated she would like Brad Baird to work with Recorder Hayter on upcoming grants.
- Public Works Superintendent Gronquist reported the following:
 - The China Creek fence is repaired.
 - Rich's Tree Service started hauling water, this will be a seven month project.
 - We received water meters, it was a 13 week wait.
 - Well #1 check valve was replaced last week and a booster pump is being serviced.
 - James is doing a good job servicing golf course equipment, the Kubota Tracker is up and running after sitting for two years unrepaired. We are currently waiting on parts for the fairway mower.
 - Ordered a new wind sock for the airport.
 - Received one quote for the sanitation truck and are waiting on another.
 - Received quotes and options for security cameras.
 - The park benches ordered in October have shipped.
 - Expansion joints for the booster is a 12 week wait
- Recorder Kari Hayter reported on the following
 - With the assistance of Attorney Cleaveland, we canceled rug service with Aramark; the City will be saving \$6,000.00 annually. We will buy replacement rugs as needed.
 - The City has been undercharging sanitation for business for quite some time, losing around \$1,100.00 per month. Letters were sent to businesses letting them know the correct rate and steps to reduce their charge if needed. We've received a few calls regarding the letter requesting reduced rates.
 - The Artisan Mark plans to start in March.
 - The City received a request for individual Councilor e-mails to be available to the public. We can do individual e-mails through gorge.net.
- Mayor Bufton reported he was asked by the Port to sit in on Port Manager interviews.

10. COUNCILOR COMPENSATION

The Councilor decided not to have further conversation about Councilor Compensation.

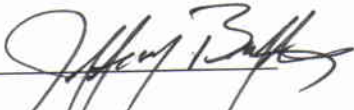
Regular meeting adjourned at 8:33 pm.

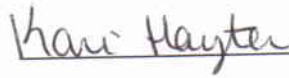
Executive session opened at 8:34pm per ORS 192.660(2)(h): To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Executive session closed at 8:39 pm.

Regular meeting opened at 8:40 pm.

Regular meeting closed at 8:41 pm.



Jeffrey Bufton, Mayor

Kari Hayter, City Recorder