

**Regular Council Meeting Minutes**  
**September 11, 2024**

The regular meeting of the Arlington City Council was held on September 11th, 2024, in the Council Chambers of the Municipal Building and via telephone conference.

**Presiding:** Mayor Jeffery Bufton.

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

**Council Absent:** None.

**Staff Present:** City Recorder Victoria McKinney, Assistant Recorder Taylor Grubaugh, Attorney Ruben Cleaveland, Engineer Brad Baird, and PWS Shanna Gronquist.

**Guests:** Ron Evans, Brittney Dark, Mary Mitchell, Heather Steeves, Jeff Steves, Michelle Tuell, Colleen Cunningham, Rita Micciak.

**Call to Order:** Mayor Bufton called the regular meeting to order at 6:30 p.m. Mayor Bufton asked for a moment of silence to recognize the victims of 9-11. Pledge of Allegiance recited.

**1. PUBLIC COMMENT- 6:52**

**Jeff Steves was heard.** Mr. Steves was curious about the uptick in crime and would like to see on a bulletin board some current public information. Councilor Ball provided Mr. Steves with a copy of the Sheriff's office monthly report. Mayor shared that the Sherriff's office supplies the monthly report for each of our meetings. Councilor Rayburn suggested the active and informative Facebook page as the Sherriffs office is good at keeping that page up to date on the latest crime activity. Mr. Steves is looking for something more specific to individual business crimes, more than just general statistics. Mayor added the report is generic, not specific in nature. Councilor Davidson suggested reaching out to the sheriff's office. Mr. Steves was also concerned with the chip seal on the Airport Rd. With some short discussion on the issue, the Mayor explained the County oversees that road.

**Ron Evans was heard. 1395 W 2<sup>nd</sup>.** Mr. Evans handed out a lab test result for the drinking water. He asked what the city would do about it. Mayor read the arsenic test results out loud at .0014 mg/ltr and asked Brad Beard what the state recommendation for drinking water. Mr. Beard explained arsenic recommended is 10 ppb which is .001 ppm. The last test of the city well water was 8.3 ppb which is below the maximum allowed. That meets the state's guidelines for arsenic. Mayor asks Mr. Beard to review the possible sources for chloroform. He explains the city samples once per month for chloroform taking samples of chloroforms and submit to the lab. They test for total fecal chloroform. E coli is a form of fecal chloroform. He explains total chloroforms are everywhere and common in the environment. He continued to explain that fecal comes from human waste and is not usually found in drinking water systems due to the containment of the water. Fecal would come from such water sources that include natural spring where cows would have been around said spring. Yet the city still samples for that and has not had any hits for e coli. He explains the process if that ever did happen and what requirements our city would commit to a rigorous testing. Mr. Beard says to investigate the arsenic since the numbers are higher in Mr. Evans' test at 14 than in the

most recent city test at 8.3. As far as e coli, labs will need to do a count to see what degree e coli is present. Mr. Beard explained the process of testing is very stringent to get a proper reading. Some discussion on the labs used. Superintendent Gronquist stated the city uses an accredited lab. Mr. Beard explained the stringent protocols for labs. Councilor Ball asked who to Mr. Evans test. Mr. Evans stated he did it with a kit provided by his lab and delivered it the same day back to the lab in Tri-Cities. Mr. Beard suggested the city do a test of Mr. Evans' home and submit it to the lab. The Mayor asked for a comparison of other locations around the home to narrow down the source of results Mr. Evans presented. Samples will be pulled on Monday. Mr. Beard explained the arsenic levels Mr. Evans presented are still under the state allowed levels. Next, Mr. Evans asked why it took so long to get the hydrant to his street. The Mayor and Mr. Beard explained the issues the city had in obtaining parts for the hydrant. Mr. Evans and Mr. Beard had a conversation on the issues a hot water heater can experience with changes to a water system. He explained the citizens would routinely need to flush their hot water heaters to eliminate buildup from the natural occurring minerals in the water. Every 5 years is suggested. Next item of concern from Mr. Evans is the snow removal. He is concerned with the lack of snow removal. States a safety concern. The Mayor explains the yearly challenge of snow maintenance for the city. Mr. Evans asks for the reason for no plowing. Superintendent Gronquist mentioned that they have done snow removal, and the snow removed was spread back down after being played on. The Mayor explained the city will do their best to maintain the road during the winter as safely as they can. He added that plowing roads in any city is not a given and is not offered in most cities. Our city does its best to maintain what they can safely. Mr. Evans has one more question, weed abatement. He asks about the weeds on the lot where the old motel is located. The Mayor explained the motel will be demolished very soon. He recognizes the weed issue, and the city is in the process of removal. Mr. Evans notes the hillsides of which the Mayor explains they do not belong to the city. They are privately owned and in the hands of the Sheriff's office. Any questions further will need to be directed to the Sherriffs office on the issue for the hillsides.

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

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

Councilor Rayburn asked for a bills payment list to be split going forward. Councilor Davidson asked about a bill from the attorney. Attorney Cleaveland explained they were overpaid and that the overpayment of \$2,300 was applied to their Trust account with the approval of Mayor Bufton and Recorder McKinney to be applied to future bills as they come due.

***Councilor Hanan motioned to approve the consent agenda, and the bills as listed, motion seconded by Councilor Rayburn. Motion passed unanimously.***

**3. ARLINGTON PUBLIC LIBRARY – Marta Mikkalo – Revised Budget**

Mary Mitchell presented in Marta Mikkalo's absence. She explained the actual operating budget with the changes for the payroll section in the amount of \$4,000. Mayor says he has no concerns. Councilor Rayburn asked if there was a need for the city to revise their current budget with this increase. The Mayor explained we would go back to our budget to make sure there was coverage for the requested increase. There was a discussion on the previous month's verbal request from Marta Mikkalo. Mary Mitchell added an additional topic request. Heather Steves, representing the Arlington Public Library Board, presented the additional request. She handed out a Mural Proposal. Mrs. Steves shared all the details of the requested panel mural potentially to be

installed on the North side of the City Hal building. Discussion of the details was had as far as cost and where that financial support for the Library could potentially come from, such as grants.

**4. OREGON FRONTIER CHAMBER, BRITTANY DARK.**

Brittany introduced herself as the new Executive Director for the Chamber. Listed Arlington’s ambassadors as Amy Wolf (active), (supporting) Kati Re and Cori Mikkalo. She asked that any questions be directed to her. She listed the events coming up for the rest of 2024 and asked for anyone to let her know if she had forgotten anything she will be happy to add. Director Dark announced upcoming business support opportunities. The Chamber facilitated co-starters cohort in Arlington which helped launch the Pop and A-Town Station. It will be offered again and will be up virtually starting September 20<sup>th</sup>, 2024. Free to attendees and is a 10-week program, 3 hours per week with fieldwork and is facilitated by Director Dark herself. Held virtually from 9 to Noon every Friday. For people who have started a business who lack traction or want to start a business. Another offer is an in-person Boot Camp that will be 4 weeks long, held 2 hours per week, and will be held in Mitchell, Oregon. Starting October 1<sup>st</sup>, pending. No fee, as the Chamber has procured funding through Business Oregon ORY, as well as Technical Assistance. Estimated cost per person is \$500.00. The Boot Camp comes with Idea Buddy, which comes with a business plan as well as FCD support. 9 weeks of guest speakers and the 10<sup>th</sup> week is the celebration. Councilor Ball asked when the A-Town outbuildings would be returned to where they came from. Director Dark explained the building closest to the road is owned by the Chamber and loaned to A-Town for additional space as needed for sub-vendors. Councilor Ball questioned the buildings at A-Town and a discussion was had about who owns which buildings and the intentional usage and life on site of each. Councilor Ball suggested they come to the Planning with a temporary use application once the Chamber owned building is established for coverage. Councilor Davidson asked about the rent paid by vendors at Pop/A-Town. Director Dark shared the rent has gone up exponentially from the Pop to the A-Town Station and asked that we show our support. Next, available funding for \$25,000.00 is a low barrier grant called the Gilliam County Business Grant found on the Chamber website. And the last has been sent out via email by Director Dark for the Oregon Main Street Grant. Pre-Application due November 1<sup>st</sup>, 2024, and is open right now. Grant due in March of 2025. Last opened 2021-2022, and 2023 at \$100,000.00. Now open for 2024 it is at \$400,00.00 with a 30% match for Main Street buildings, businesses, lots, anything on the “designated” main street. Pre-Application is a google form that goes to the Oregon Frontier Chamber where they asses. The Chamber is working with Keven Teater who is Street View Consulting and will be assisting in this grant process. She encouraged everyone to share this with business owners to apply and take part in the grant applications.

**5. BRAD BAIRD, ANDERSON, PERRY & ASSOCIATES –**

Brad provided a handout to the council.

1<sup>st</sup>, FEMA - Flood plain push for participation. Arlington is fortunate to have the China Ditch as our floor protection. We have someone tracking that and they will be communicating the findings back to us in October whether there are any advantages we might have in participating. Councilor Rayburn began the discussion on China Ditch cleanup. Mayor says we must work with the COE to a point. Councilor Davidson will get with County Road for cleanup of China Ditch. Brad elaborated on the China ditch spraying possibilities.

2<sup>nd</sup>, Ruben prepared an agreement for Elk Creek Excavation for the demolition of the old Motel. Bill is fine with it. Although he wants to get preapproval to use Chine Creek as subcontractors. Next week to start. The is a Consensus to pay the 10% up front and allow for a subcontractor.

3<sup>rd</sup>, System Development charges. For Water sewer, parks, storm water, and streets. Brad explained the use of SDC. Could hinder development. There are standard processes as such. SDC is based off reimbursement and capital fees. Brad suggests against SDC. Councilor Ball asked if the storm water is separate, Brad Beard says yes and explain Arlington does not have a storm water issue.

4<sup>th</sup>, WW Treatment plan. Draft for review may be available prior to the next council meeting. There were three options. There were work sessions done.

## 6. COUNCIL ACTION –

- A. Remove Kari Hayter from the Safe Deposit Box and add Recorder Victoria McKinney to the Safe Deposit Box.

**Motion: Councilor** Ball motioned to remove Kari Hayter from the safe deposit box at the Bank of Eastern Oregon and add Recorder Victoria McKinney to the safe deposit box at the Bank of Eastern Oregon while keeping existing signatories, Mayor Jeff Bufton and Councilor Denise Ball.

**Second: Councilor** Davidson

**All in favor.**

## 7. COUNCILOR REPORTS

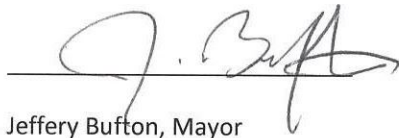
- **Councilor Davidson** – Spray at shooting range. He will pursue with county. Est \$3K. Does he have a cap. Consensus was to cap at \$5K. Councilor Davidson asked if we are allowed to use the unused goat money to clean up the City's weeds. He would like to set a plan of attack aggressively. Mayor states not all the property is owned by the City. Ball says we can apply for grants to pay for the weed abatement. We will be in touch with Cori Mikkalo to see if we can use the grant money for additional abatement. Mayor encouraged to get plan of attack set by December.
- **Councilor Rayburn** – Explained the Port parking lot cleanup from boat cleanup. The boat will be hauled to CRL this Friday. 500 gals seeped into marina and was able to be cleaned up quickly. 400 gallons were left on the boat when pulled up. More info on the State mandated recycling policy. Must be new or expanded. Possibilities include use of the container roll offs like before. Offered options to survey boxes to limit contamination of the boxes. Ball suggested downtown. Possibly pay someone to man after fencing in, use cameras, etc. We need a program in place. It will be mandatory by July 2025. Rayburn will come up with a program. Funding will be available. Superintendent Gronquist stated that there is still a carboard recycle located behind the store and is provided by WM for all to use.

- **Councilor Hanan** – Has nothing to report.
- **Councilor Irby** – Has nothing to report.
- **Councilor Swope** – Has nothing to report.
- **Councilor Ball** – Has nothing to report.

#### 8. STAFF REPORTS

- **PWS Gronquist** – Plugging greens on Friday, welcoming volunteers. Start at 7am and lunch is provided. A quote on the light at the dog park has been requested. Irrigation issues. Goat heads have been a huge problem. Communicated on ordinances with Sherriff. City ordinances are not available electronically.
- **Attorney Cleaveland** – Has nothing to report.
- **Recorder McKinney** – Another thank you from the Gilliam Co. Health District for the use of the Chambers monthly. A letter from LOC requesting a generous donation. The Mayor asked to send \$500.00 from the Mayor fund. We received a Ford Foundation, By the numbers book. It will be located at the City Hall for anyone to view. It shows statistics and data broken down by county.
- **Assistant Recorder Grubaugh** – Trunk or treat. Would like to have a couple carts available to use at a putting green. Requests to purchase supplies. \$200 is the estimated cost. Flags will be purchased with the City logo and Golf Course logo.

Regular meeting adjourned at 8:37 p.m.  
No executive session was had.



Jeffery Bufton, Mayor



Victoria McKinney, City Recorder