

Regular Council Meeting Minutes
Wednesday December 4, 2024

The regular meeting of the Arlington City Council was held on Wednesday October 9, 2024, in the Council Chambers of the Municipal Building and via telephone conference.

Presiding: Mayor Jeffery Bufton.

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

Council Absent: Marshal Swope

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

Guests: Paul Wilson, Mark Seder (via phone), Engineer Mike Lees (accompanying Engineer, Brad Baird), Chris Jackson.

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

Mayor Bufton **AMENDED** the Agenda to add Brad Baird, Anderson Perry & Associates.

Mayor Bufton **AMENDED** the ORS on the Agenda.

1. PUBLIC COMMENT-

Paul Wilson reporting on WM Dist. Operations Mngr. presenting the Columbia Ridge Landfill year-to-date report through October. CRL processed \$2,257,746 tons into the landfill. 675,000 tons in the 3rd quarter. Host fees paid to Gilliam County to date, \$4.3 Million. \$460,000 was paid to Gilliam County in Host fees in the 3rd quarter. As for safety, there were 15 OSHA recorded. WM is working hard in training, coaching, counseling, and keeping things positive. Current structure projects, Renewable Natural Gas Plant. Buildings are going up. To start the 3rd quarter of 2025. WM just finished the Landfill Gas Expansion Project. Also installed a new flare, that will start this week. CWM numbers throughout Oct, Paid \$158,513 in host fees to Gilliam County. 134,333 tons disposed through October at CWM. They have a new environmental manager and a new safety trainer at CWM that will be working with CRL as well. Paul announces that WM CRL and CWM are always hiring for many positions. Community engagement, WM donated \$5,000 to the Gilliam County Fair Board for 4H this year, supplied port-o-lets for the 3 on 3 tournament this year. Out of the approximate 160 turkeys purchased for the employees, 39 of them were not picked up so were donated to the Help Fund. **Councilor Rayburn** asked if the jobs were affected by the lack of houses. Paul says many new WM hires are coming from outside of the Arlington area. Housing is a concern as they would love to have their employees live locally but they do provide transportation vans for those living outside of Arlington currently. **Councilor Rayburn** asked, would WM be willing to partner on housing such as the partnership in Boardman? Paul says they would be happy to be in a conversation on this. **Councilor Davidson** talks about community help with WM equipment in the past, that it did stop and asked if there was any chance, they would reinstate that. **Paul** says not currently as it is a liability issue. **Marta Mikkalo** added that WM was labeled Hero of the year at this year's Gilliam County 4H fair for their support to the kids and community in donations and participation.

Chris Jackson – First he would like to be better notified of new Council openings, was not aware of the last openings. Second, he is very happy with what is going on with whatever they call the project. He is concerned with the flooding of workers from said project. Third, he would like to see a partnering like there is with Gilliam County and WM for

approved 4/8/25

money to come back to the community. He is also concerned about potential squatters that may come with the potential worker influx.

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

- a. Approval of Minutes - Regular Meeting November 6, 2024
- b. Approval of bills as listed.

Councilor Rayburn notes the motion for the last consent agenda just was for the regular minutes and did not include the bills as listed. After speaking to Recorder McKinney about this, Recorder McKinney was going to correct that.

Councilor Rayburn moved to approve the Consent Agenda with the motion correction from last month.

Seconded by Councilor Ball.

Councilor Davidson votes yes on the bills and abstained from the minutes.

Councilor Hannan also abstained.

All others voted yes.

3. **Wildfire Urban Interface Micro Grant Program for Projects and Equipment Under \$500** - Cori Mikkalo. Last year went fantastic. 63 people applied, 33 were awarded. \$15,000 per year. Round 2 Funding this spring is for \$15,000 to fund micro grants for people within City of Arlington's urban growth boundaries. Two categories, fuel reduction, vegetation management and defensible space enhancement. We would like to keep it at \$500, this keeps us from having to report on 1099s. Like last year, we would like to do every door direct mailer. It worked fantastic. We would like to open the applications earlier this year than last. Opening applications in Jan, Feb, reviewed by grant committee in March, and reward and pay in April. Min of 3-5 max members on grant committee, including representation from the city, the NGCFPD, community rep., etc. Scoring criteria were explained, project location, higher points going to higher priority locations set by Mayor. She can take that out if desired but is a way to direct the grant community for the direction the council would like to get out of this program. 10-point reduction for those who were previously rewarded. Only 4 people left to turn in their project reviews out of the 33 awarded. Councilor Davidson asked about loaners. PW says about 3-4 lastly being this fall.

Councilor Davidson motioned to allow Cori Mikkalo to move forward with the Wildfire Urban Interface Micro Grant Program.

Seconded by Councilor Rayburn

Roll call - Unanimous.

4. **City of Arlington Cost-Share Program for Prescribed Grazing** – Cori Mikkalo. \$30,000 for 2025 and \$30,000 for 2026. It gives us 60 acres each year. Locations that need the attention are the West bound ramp 17.68 acres, East bound 1.5 acres, below the 2-swing park area 2.22 acres, Old Motel 2.64 acres, 4.96 acres behind the grade school lot and behind the golf course is about 1.54 acres. All totaling 30.62 acres. There is by the MESA 5-80 acres, or possible partner with community like the Port on the Proctor 40 acres. Money needs to be used in next two years. We have options to share the cost with Arlington constituents 50/50 or have the city pay for it and anyone who partook in the

50/50 would not be considered for the micro grant. **Councilor Davidson and Mayor Bufton** state they want to continue with cost share. **Cori Mikkalo** added that if we go with the 50/50, that will allow for about 15 more acres to be grazed. She explained that the goat owner is looking forward to getting maps of potential grazing so they can plan. The city owned property is the area by 2 swing park and the old motel. It is estimated grazing to take place during April and May. **Councilor Ball** asks who will be getting the signatures from the property owners? There was no answer. **Councilor Davidson** says to give them two options, \$250 to partake or \$500 fine per day for no-compliant if not taken care of by land owner themselves. **Councilor Davidson** asks **Attorney Ruben Cleaveland** how hard this is to enforce? **Attorney Cleaveland** explained how to back up the ordinance violations. **Councilor Davidson** asks if there are attorney fees that the violator must pay? **Attorney** says no. **Councilor Rayburn** says the reinforcement of residential upkeep and the city participation in cleaning up their own lots both need to be a high priority. **Mayor Bufton** says it will be a process. **Councilor Ball** says the mailer to owners need to go out right away and then again soon. **The mayor** says let's work on getting ours cleaned up and move forward. Conversation was on the best way to approach offending landowners legally. **Cori Mikkalo** says we can use the draft letter with her edits, and we can get it approved by Attorney Cleaveland and then get it sent out. Recorder McKinney explained the goat owner would like to get moving on a contract and mapping asap but understands it does take some time to assemble everything needed to make this happen. **The mayor** says to move forward with the acreage. Corp of Engineers owns much of the acreage and will be included in the letters.

The council consensus is to move forward with the City of Arlington Cost-Share Program for Prescribed Grazing.

- 5. Proposal of an Ordinance regarding signs.** - Michelle Tuelle – **Mayor Bufton** asked if she would like to expand on her letter. She stated no as the letter has everything she wanted to say. **Councilor Rayburn** has an issue with telling people what they can have in their yard. **Michelle Tuelle** states there are people with signs that have been up for years. She references Portland and West Linn have Ordinances pertaining to signs that she has seen. **Councilor Ball** agrees with **Councilor Rayburn** that elections signs are temporary. There are many that have flags and such that show a person's election preferences. **Michelle Tuelle** clarifies it would just be the campaign signs during the election season. **Assistant Recorder, Taylor Grubaugh** states the city does not have anything by the city or county that states how many days after the elections before election signs must come down. We need something that clearly states how many days before an election sign must come down, such as an Ordinance. She adds the State of Oregon allows for 7 days before elections signs (not flags) must be removed. She says we need something that is helpful and in place so we can inform community members. We need something to reference. **Councilor Davidson** is learning towards not interfering with what people have in their yard. **Michell Tuell** asked him if he thinks it's ok to let them leave their signs there forever. **Councilor Davidson** explains his opinion. **Michell Tuell** says people who are moving into town may be deterred. **Mayor Bufton** states and **Attorney Cleaveland** agrees, this could infringe on the first amendment. **Attorney Cleaveland** says the referenced Ord. of other cities will need to be no older than 5 years. **Attorney Cleaveland** will look at the model

ordinance on the LOC and present at the next meeting. His concern is at this point the city struggles with code enforcements now, and is this something else the city wants to take on?

6. **Ord. No. 430 Sec 4.6.1 – 4.9.6 Mobile Home, Pit Setting** - Dan Meader. Dan says he plans to take this in the first part of the new year. He says the process requires them to notify the DLCD 35 days in advance of the first evidentiary hearing which is a Planning Commission meeting. After that they go to the City Council for final adoption. This could help the housing situation without costing the city money.

Dan Meader adds one more item of information on the amendments we just adopted, we did receive a call from Oregon Aviation. They have some cosmetic changes they would like to make. Dan is talking to them about addressing this at the beginning of 2025.

7. **Arlington Public Library - Mary Mitchell retirement - Marta Mikkalo** – Marta Mikkalo announced that as of March 1st, 2025, Mary Mitchell will be retiring from the Arlington Public Library. Marta added that Mary had agreed to be around to help after her retirement. Marta Mikkalo goes on to inform the council that the Arlington Public Library was formed in 1990 by the Arlington City Council. She has been investigating records and has found that after a year, in 1991, the City received a letter from the State Library saying that the proposed Ordinance had been sent to the library system. The State looked at it and came back to the city and said there are four things needed. Two Ordinances need to be changed to meet the state library rules and they were mandatory. And two of them were highly recommended that they be changed. Marta states, nothing got changed. Marta states we have been out of compliance since 1991. She has a copy of a letter that Kay West had written with the Ordinances as text. Recorder McKinney sent Marta Mikkalo the current Ordinances, says it is word for word and proves there was no change. She goes on to have said that in 1995 a new librarian was to be hired. The library board talked to the city, the city sent the library a copy of the job details such as hours, PTO, etc. **Councilor Ball** states she sent these out to other businesses as a whole to help them in their hiring of employees. Marta goes on to explain that Mary Mitchell was hired in 2002. During this time, between the estimated 2000's-2010, the city paid for workers compensation for the library. Then in 2010 it stopped being paid. She says no one in the library was told. The only way the library knew is that they got a call from the workers compensation asking, "how come you have not paid?" She states that for the Arlington Public Library to remain autonomous, not under the rule of somebody else, she asks that the City Council take on the Public Library and make them a City Library. There would be the hiring of a Librarian and one person. Current librarian makes \$21 per hour, and 1 at little over min wage. It would mean maybe benefits for the librarian. **Councilor Hannan** says we must make it look attractive, or no one will come. Marta states the librarian position is a big job and there are many programs that they provide and do it seamlessly currently and the library is something to be proud of. **Councilor Davidson** talked about the certification needed for the Librarian. Mikkalo says Condon schools pay Gilliam County \$8000.00 per year to use the Condon uncertified librarian. PWS-Shanna Gronquist states she is certified. There is some discussion here whether this is true. Councilor Rayburn states a

school must have a certificate but there may be someone else under said person to run the day to day. **Councilor Davidson** asks, "will the city be required to higher a certified librarian?" **Councilor Ball** is trying to see this as Marta sees it. She explains it here, that how she sees this, instead of giving the library and x amount of dollars a year to the library it now would become a city department like Public Works making the two people of the library city employees. Meaning they would report to the city council. Referring to the letter from the State as well as the city ordinances, there will be a board as an advisory board only, a limited administrative authority only with up to 5 members. **Marta Mikkalo** states that advisory board still exists. It would become a municipal library under the city. **Councilor Ball** clarifies, the city would take on the library budget and payroll, benefits, etc. **Marta** says that according to the State Library system, the city is already supposed to be doing this. This is what did not get changed when directed by the State Library if we want to maintain a city library. **Councilor Davidson** asked, "what would it be if they didn't change? **Marta** says it would remain the Arlington Public Library, and she does not understand why the city would not do this. **Councilor Hannan** states he is in favor of it. **Councilor Ball** says she can remember a conversation a while back when the library was very adamant about being autonomous and doing their own budget so it was where the city council said if you the library board, want to keep your board and want to make your own decisions, we will give you x amount of money per year and the use of the building. **Mayor Bufton** says that the library board at that time and that discussion is what caused the separation from what that Ordinance said. And that Will wrote that ordinance. **Marta Mikkalo** says the city auditor says the City Recorder is supposed to audit the books of the library. The auditor this year asked the library why the library was not part of the city audit. Meaning the library is still required to be audited by the city and its own auditor. **Councilor Ball** asked Attorney Cleaveland, what is the process for the city at this point? **Attorney Cleaveland** says he was approached years ago by the auditor and when he provided the information to the auditor on how the library is handled, the auditor accepted it. He states the auditor was ok with the fact that it is separate. They had no issues. This is up to the council to decide if they want to take the library on and have room in the budget. There was discussion on comparison to the Gilliam County Library and what they get to what the Arlington Public Library gets to run on. It is a third of what the Gilliam library gets. **Marta** says they need someone in the library to stay open enough hours to accommodate after school kids, adults' schedules, and possible weekend. She spoke about the hours of the Gilliam County Library. **Mayor Bufton**, this has historically been a struggle for the council to take it on. Going forward we may have better opportunities. And says we should visit this at the new year. **Councilor Rayburn** says we need to find out if the librarian needs to be certified. IGA between the City and Gilliam County but the city gives the library that money. We should maintain that relationship in the IGA and that would not go away. **Councilor Ball** says we wouldn't be able to make this change until July 2025 as it is not in the current budget. In the meantime, we need to look at the ordinances. Lastly, Marta states the library issued the Special Projects Grant of \$5700.00. Needs a letter from the city to put a mural on the city building. Send to Brook.

Consensus of council is in support.

8. **COUNCIL ACTION** – Remove Kari Hayter as the Cooperate Administrator on the online banking account and add Victoria McKinney, Recorder as the new Corporate Administrator. Recommended

script: "I motion to remove Kari Hayter as the Corporate Administrator on the online banking at Bank of Eastern Oregon, for all accounts, and adding Victoria McKinney, Recorder to the online banking at Bank of Eastern Oregon, for all accounts."

Motion: Councilor Rayburn motioned to remove Kari Hayter as the Corporate Administrator on the online banking at Bank of Eastern Oregon, for all accounts, and adding Victoria McKinney, Recorder to the online banking at Bank of Eastern Oregon, for all accounts.

Motion second by Councilor Ball

Roll Call - Unanimous

8. **Brad Baird, Anderson Perry & Associates** - See hand out. Brad Baird introduced Mike Lees as the Engineer who has worked for Anderson Perry & Associates for 9 years and has been overseeing the Columbia River System. Also is a City Engineer for City of Boardman. Works with many other cities near here. Looks forward to working with the City of Arlington. He will take over for Brad Baird when he retires. Mike Lees shared his career and history. He looks forward to helping us out with our projects.
- a. **Alkali Park improvements.** Presented standard work order which includes Mark Sedar in the Architectural design. Explained in detail based off work order handout. AP will be working closely with Sedar. Baird explains leaves \$870,000 for construction. The council may proceed and accept the proposal or wait until January to approve.
- b. **FEMA – Brad Baird** has reported our CIM to FEMA.
- c. **Cop Shop – Councilor Balls** states, signed sealed and delivered.
- d. **Port of Arlington** – Lot line adjustment completed. Will be a city street. Port to go out to bid prior to EOY. **Mayor Bufton** stated that Jed asked about a lease to the city of the shop. Discussion was on need for Public Works. **Councilor Ball**, house not sold yet, how does that affect the city with a lease. **Councilor Rayburn**, the house is off the market as of November. **Councilor Ball** asks PW-Shanna Gronquist if she has temporary use needs. **PW-Shanna Gronquist** says most definitely. **Mayor Bufton** directs PW-Shanna Gronquist to move forward with Jed Crowder seeing what that might be for PW. **Councilor Ball** asked about the well drilling. **Brad Baird** says he is ready to start.
- e. **Motel demo.** The mayor says the swat team will train tomorrow. After training the team, the contractor will need to have it done by December 31st under the one-month extension. Discussion of completion date was had. **PW-Shanna Gronquist** shared there were 30 skunks trapped on this site.

9. Council Reports

- **Councilor Davidson** –Nothing
- **Councilor Rayburn** -Nothing
- **Councilor Hannan** - Nothing
- **Councilor Irby** – Nothing
- **Councilor Swope** –Nothing
- **Councilor Ball** – 701 owns the Cop shop building now. **Mayor Bufton** thanked Councilor Ball for her work in getting the building sold.

11. Staff Reports

PW Superintendent Shanna Gronquist – Swat training, loud noises, yelling, etc. tomorrow night during training. Out fall inspection Nov 11 used dye and located. DEQ will ask higher up for funds. Quoted \$13,500. Plan to get plow and sander on truck next week. Most Christmas decorations are up. Deputy will move out of the shop on Monday. Guys have been working on the trees at the Gold Course.

Councilor Rayburn asked how we are locked into Pac Power. **Attorney Ruben** says to change this is years and years of legal work to get done. Territories are locked in by franchise.

Attorney Cleaveland: Turkey Ordinance Draft. Section 3 page 2, etc. Explained draft. This is directed by the state - ODFW. **Attorney Cleaveland**, we can't override the state. Review in January and adopt in February. Put on the agenda for next month.

Recorder McKinney – Shared on the update of the email fraud and that Officer Shockley is leading the investigation. It is promising to be able to hand it over to the FBI. The culprit has been narrowed in on and is a career criminal. No arrest yet. Recorder will be going to City Day at the Capital end of January. Gone for a few days for that. Applied for a LOC scholarship to pay for this. Condon food pantry is doing a fund raiser.

Regular meeting Closed: 8:10 p.m.

An executive session may be held pursuant to ORS 192.660(2)(f): To consider information or records that are exempt by law from public inspection.

Council entered Executive Session: 8:11p.m.

Executive Session closed: 9:20 p.m.

Regular meeting was opened at 9:20 p.m. No final decision was made in response to the executive session.

Regular meeting adjourned at 9:21 p.m.


Jeffery Bufton, Mayor


Victoria McKinney, City Recorder