

Regular Council Meeting Minutes
January 10, 2024

The regular meeting of the Arlington City Council was held on January 10, 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, and Mark Davidson.

Council Absent: Kayla Rayburn.

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

Guests: Cori Mikkalo, Jed Crowther, Julious Courtney, Leah Shannon, Pat Shannon, Larry Johnson, Rita Maciak, Jamie Dunn, Sally Mann, Robert Mann, Debra Copher, Madilyn Hayter and unknown person.

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

1. PUBLIC COMMENT

Larry Johnson, Superintendent, ASD #3 – Mr. Johnson stated the modular homes will be installed soon. The school had an evacuation and the Sheriff's Office was called; staff did a great job. This Friday we are doing a staff only lockdown drill. This school year is going well and winter sports are happening. Seniors are on track to graduate; the entire class will make it. Mazula theater is coming to the elementary school in February. We have a great lunch program, feel free to come join me. I would like to thank the community and county for their continued support.

Jamie Dunn stated there is strong support for the Columbia View Estates (CVE) rezone, over half the CVE residents signed the petition. The Planning Commission passed the rezone and I am asking the Council to pass the Ordinance. The Port has stated they will follow suit and a lot of people will appreciate that. Councilor Ball asked are you or are you not in favor of preserving large lots. Jamie stated I am in favor of preserving the large lots. Sally Mann stated I am in support of the large lots along with other people here tonight. Debra Copher stated it would cost millions to widen the roads and add more homes. People purchased property for the large space, these people are invested and are here to support the schools and neighbors. I would like it to stay the same as well. Councilor Ball asked you want it to stay the way it is, or in favor of the rezone. Debra Copher stated I am in favor of the rezone. Recorder Hayter stated when I've spoken with CVE residents, they have stated they want CVE to stay the same. When I explain the rezone will increase the minimum lot size to 20,000 square feet and staying the same means R-1 zoning with a lot size of 7,500 square feet. The residents state they are in favor of the rezone. Debra Copher stated that's what we want. Councilor Ball stated I understand now.

Jed Crowther, Port of Arlington – Jed stated I am in favor of the large lot zoning as previously stated. Councilor Davidson stated we are voting for the existing Columbia View Estates, does this include the Port Property. Recorder Hayter stated this rezone only applies to Columbia View Estates.

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

- a. Approval of Minutes - Regular Meeting December 6, 2023
- b. Approval of bills as listed.

Councilor Ball motioned to approve the consent agenda and the bills as listed, motion seconded by Councilor Davidson. Motion passed unanimously. Councilor Hanan abstained due to being absent.

3. DAN MEADER, TENNESON ENGINEERING

Mayor Bufton stated I would like to introduce Dan Meader our new interim Planner. Dan stated Kirk Fatland did very well; he will be missed. Mayor Bufton stated Dan brings a lot to the table and knows the City's history.

4. COUNCIL ACTION

- a. **Ordinance No. 440 – An Ordinance Amending the City of Arlington Comprehensive Plan / Zoning Map Redesignating the Columbia View Estates Subdivision as Low-Density Residential.** Mayor Bufton stated I call for a motion to adopt the ordinance. **Councilor Davidson motioned to have the first reading of Ordinance No. 440 by title only, motion seconded by Councilor Hanan. Motion passed unanimously.** Attorney Cleaveland read Ordinance No. 440 by title only. Mayor Bufton called for a motion to accept the first reading of Ordinance No. 440. **Councilor Ball motioned to accept the first reading of Ordinance No. 440 by title only, motion seconded by Councilor Swope. Motion passed unanimously.** Mayor Bufton called for a motion to have a second reading of Ordinance No. 440 by title only. **Councilor Davidson motioned to have the second reading of Ordinance No. 440 by title only, motion seconded by Councilor Ball. Motion passed unanimously.** Attorney Cleaveland gave a second reading of Ordinance No. 440 by title only. Mayor Bufton called for a motion to accept the second reading of Ordinance No. 440 by title only and adopt Ordinance No. 440. **Councilor Ball motioned to accept the second reading of Ordinance No. 440 by title only and adopt, motion seconded by Councilor Hanan. Motion passed unanimously.**
- b. **Resolution 741 ORS 297.466 Plan of Action and 2022/2023 Audit**
Recorder Hayter asked are there any questions about the audit. This resolution is to adopt the Plan of Action being submitted to the Secretary of State Audits Division. Mayor Bufton stated I would like to thank Kari for her hard work, she received compliments in the audit. Recorder Hayter stated thank you, it is a team effort. **Councilor Irby motioned to adopt Resolution 741 ORS 297.466, a Resolution Setting Fourth Proposed Plan of Action Pertaining to Deficiencies Noted in Annual Audit Report and the 2022 / 2023 Audit, motion seconded by Councilor Hanan. Motion passed unanimously.**

5. CORI MIKKALO – COMMUNITY WILDFIRE RISK REDUCTION GRANT

- a. **Urban Wildfire Interface Micro Grant Program:** Cori gave a brief history of the Community Wildfire Risk Reduction grant (CWRR). The Micro Grant Program will provide support to landowners for fuel reduction to purchase small equipment. A grant committee will review and award the grants. This project is fully funded through the Oregon State Fire Marshall's Office. Councilor Ball stated we have a lot of people that would like their property maintained and free of weeds, we have young people that have lost motivation to work. Could we have a youth program. Cori stated we would need to check with the Grant Administrator. Right now, we have approval for other items, Cori went over qualifying program items. Councilor Davidson stated the County funded a program and ran into problems finding people to supervise the programs and kids. Cori stated I can discuss this more with you later. Anyone in the UGB can apply to purchase a weed eater or lawn mower, that is the spirit behind this program. Mayor Bufton stated what does public outreach look like. Cori stated I have a flyer drafted, we are going to have posters and a one-page mailer. We will have paper and online applications; I am holding grant application assistance here at City Hall four times. Julious Courtney stated it costs me \$200 to keep my place mowed, can I put in a request? Attorney Cleaveland stated it is up to the applicant to hire and pay who they hire. Cori stated the applicant will be reimbursed by the City. **Councilor Hanan motioned to approve the Urban Wildfire Interface Micro-Grant Program; motion seconded by Councilor Davidson. Motion passed unanimously.**
- b. **Prescribed Grazing Cost-Share Program** – Cori stated we are working on this program; we have \$20,000 each year to implement the program. We want to bring the most good to the most amount of people. The city can do a City-wide project. The I-84 ramp is privately owned. We will bring in a company to graze goats. The fine to a property owner is \$500 for not doing anything. A landowner could pay us \$300 to buy into the program or pay the fine. The rest of the grazing fee will be paid through the grant. Councilor Davidson asked can we ask the Corp to maintain their property. Cori stated I have talked to them; they are looking into spraying. If we bring in goats, I would like to cover their property.

- c. **Public Use Equipment Program** - Cori stated we are working on a program for residents to borrow weed eaters and lawn mowers with oil and gas. Equipment will need to be returned after two weeks.

6. **BRAD BAIRD, ANDERSON, PERRY & ASSOCIATES:** Engineer Baird handed out a Memo and went over each item. **RV Park Hydrant Upgrade:** The main line serving the hydrant into the RV park was discovered to be only 4-inch diameter. This is too small for fire flows. The RV Park plans to serve two hydrants, replacing one now and one further back in the future. Installation of an 8-inch line from the main into the park would better serve two hydrants. An 8 inch has almost twice the flow capacity of a 6-inch line and four times a 4-inch line. We recommended an 8-inch line be placed from the main to the first hydrant.

Safe Drinking Water Revolving Fund (SDWRF) Letter of Interest (LOI): The SDWRF is a state managed federal funding program for water system improvements projects. This program has an annual Letter of Interest submission (a 9-page form). It would be good to submit your water system improvements project so you are on the funding list. Other funding programs use this list as a clearing house for municipal water projects. I will get it filled out and submitted. Submission of the LOI only gets you on a list. There are no commitments. **The Consensus of the Council was for Brad to submit the letter.**

FEMA Letter to Mayor dated December 15, 2023: FEMA sent a letter about their upcoming proposed Flood Insurance Rate Map (FIRM) upgrades. They intend to use any new available topography data to upgrade their flood analysis to map out the 1% base flood. This will provide an updated FIRM for Arlington. The City will have an opportunity to comment prior to map finalization. Currently, the 100-year flood is almost totally contained in China Ditch. This process could revise the 100-year flood area, but it will hopefully not revise much. It is good this is occurring to update Arlington flood maps. The City has 30 days to comment. I can draft an email stating that the City has no concerns but would like to be sure to have the opportunity to comment on any draft maps prior to finalization. **The Consensus of the Council was for Brad to draft a reply.**

7. ANNUAL DESIGNATIONS AND APPOINTMENTS

- a. Designate monthly meeting date, time and place. **Councilor Ball motioned have Council Meetings the first Wednesday after the first Monday of the month at 6:30 p.m. in the Council Chambers of the Municipal Building, unless the first Monday is an observed holiday, then the meeting will be the second Wednesday, motion seconded by Councilor Hanan. Motion passed unanimously.**
- b. Designate City Attorney, Engineer, Depositories and Newspapers of record. **Councilor Hanan motioned to keep the City Attorney, Engineer, Depositories and Newspapers of record the same as they were in 2023, motion seconded by Councilor Ball. Motion passed unanimously.** (Attorney Cleaveland, Anderson Perry & Associates, Bank of Eastern Oregon, LGIP, The Times-Journal and East Oregonian).
- c. Designate authorized signatures for bank accounts. **Councilor Hanan motioned to keep the same authorized signatures on the bank accounts for 2024, motion seconded by Councilor Davidson. Motion passed unanimously.** (Mayor Bufton, Councilor Ball, Councilor Swope, Recorder Hayter and Assistant Recorder Grubaugh)
- d. Appointment of 2024 Budget Officer. **Councilor Davidson motioned to appoint Kari Hayter as the 2024 Budget Officer, motion seconded by Councilor Hanan. Motion passed unanimously.**
- e. Appointment of Department Commissioners, **Mayor Bufton appointed the Department Commissioners as follows:** Councilor Ball Water and Sewer, Councilor Swope Airport, Councilor Irby Parks and Recreation, Councilor Hanan Streets, Councilor Rayburn Sanitation and Councilor Davidson Fire and Police.
- f. Appointment of Council President – Appointment is odd numbered years. Councilor Ball remains President.

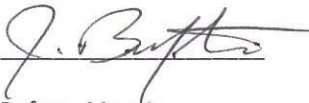
8. COUNCILOR REPORTS

- Councilor Davidson – Brad already discussed the fire hydrant.
- Councilor Rayburn – Absent.
- Councilor Hanan – None.
- Councilor Irby – I am waiting for a cement bid for the ramp at the park.

- Councilor Swope – None.
- Councilor Ball – Shanna kept me informed on the fire hydrant situation and there was some brown water showing up, people were told to run their water if they have sediment. They can contact the City for a water adjustment due to running water.
- PWS Gronquist – We’re preparing the golf equipment for next season. The dump trailer should be here mid to late February. The fire hydrant is almost done. Working on a contractor for the Ivy project. Mayor Bufton stated please have them look at the hydrant by Marhsall’s house.
- Attorney Cleaveland – None.
- Recorder Hayter – Working on quarterly and year end reports. Waiting on two more motel abatement quotes.
- Mayor Bufton – None.

Executive Session opened at 7:25 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 7:47 p.m. Mayor Bufton stated I call for a motion to engage Cable Hudson in a real property transaction. **Councilor Hanan motioned to engage Cable Hudson, LLP for representation in real property transactions, motion seconded by Councilor Davidson. Motion passed unanimously.**

Regular meeting adjourned at 7:48 p.m.



Jeffery Bufton, Mayor



Kari Hayter, City Recorder