

Regular Council Meeting Minutes

January 11, 2023

The regular meeting of the Arlington City Council was held on January 11, 2023 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, Public Works Superintendent Shanna Gronquist, City Engineer Brad Baird and Attorney Ruben Cleaveland.

Guests: Kip Krebs, Cori Mikkalo, K'Lynn Lane, Jed Crowther, Rita Maciak, Leah Shannon, Chris Jackson, Bobby Christensen, Larry Johnson, Ann Dean, and John Dean.

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

Pledge of Allegiance Recited

Oath of Office Administered to Mark Davidson by Attorney Cleaveland

1. PUBLIC COMMENT

Rita Maciak: Rita stated adding a pickleball court to the basketball court would be nice. Councilor Irby stated Gilliam County approved the grant for the basketball court remodel. Councilor Davidson stated the school has a pickleball court for public use.

Chris Jackson: Chris stated he spoke months ago at a Council meeting about Clackamas Community College that might have wastewater and water trainees. Has anyone reached out to them about a trainee?

Kip Krebs, Port of Arlington: Kip stated an individual came to the Port concerned about airport maintenance; the Port is here to help with that task. My family and I own grazing land near the airport. We will have sheep in the area this March and April to knock down the grass. The sheep can graze at the airport for grass and weed control. The County can spray pesticide to keep the grass short. Councilor Ball asked, how long will it take clean up the airport? Kip stated a week or so. Councilor Ball stated it is an Emergency Airport, the City can let the Airport Administration know it's closed for a week. Mayor Bufton stated the City will need to look into how we can effectively close the airport. Mayor Bufton stated the City contracts with a private entity to spray weeds. Kip stated this is an option for the Council to discuss. Mayor Bufton stated we would be happy to be partners with the Port on this.

Larry Johnson, Superintendent of Arlington School District #3 – Mr. Johnson stated we've got a great school. I visited classrooms today and learned the letter U and all about homonyms. The winter concert was wonderful; please come to a concert. We are very competitive at our athletics. I'm very proud of our school; we are all working hard for the kids in our community. My door is always open.

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

- a. Approval of Minutes -Regular Meeting December 14, 2022.
- b. Approval of bills as listed.

Councilor Irby motioned to approve the consent agenda and the bills as listed, motion seconded by Councilor Hanan. Motion passed unanimously. Mark Davidson abstained from approval of the minutes.

3. **CORY MIKKALO AND K'LYNN LANE, OREGON FRONTIER CHAMBER OF COMMERCE** – Cori stated we are excited to announce the Chamber was approved for a Gilliam County grant for a Pop-up in Arlington. The Pop-up will be three portable sheds. The lot owner agreed to rent us the lot at an affordable rate. The Pop-ups will have regular hours and we are looking for vendors to fill the Pop-ups. Cori talked about the success of another Pop-up Market; she is the project coordinator. There are enough grant funds to hire a part-time person to run the Pop-up. We would like the City to sign a letter of support for the Pop-up to present to Gilliam County. The Chamber is able to cover insurance and all expenses related to the Pop-up. The Pop-up retail district is separate from the Artisan's Market. We are willing to work with and support the Artisan's market. Mayor Bufton asked if this takes off can we expand the sheds? K'Lynn stated the County Judge told her if this takes off, we should build permanent structures. We're seeing in other communities this is a need and want. The Chamber is going to partner with Big River Pizza and share the cost of a band. Councilor Irby asked, will the Pop-ups will stay there permanently? K'Lynn stated yes, for the season. Councilor Davidson asked, what is the process to reserve a pop-up? Cori stated the Chamber is still working on the application process. K'Lynn stated we have a marketing budget and are very excited about this location. **Councilor Irby motioned to approve The Arlington Retail Pop-up Project and letter of support, motion seconded by Councilor Hanan. Motion passed unanimously.**

4. **ANNUAL DESIGNATION AND APPOINTMENTS**

- a. Designate monthly meeting date, time and place. **Councilor Hanan motioned to approve keeping the date, time and place of the Council Meeting the same as they were in 2022, motion seconded by Councilor Irby. Motion passed unanimously** (First Wednesday after the first Monday of the month at 6:30 p.m. in the Council Chambers of the Municipal Building).
- b. Designate City Attorney, Engineer, Depositories and Newspapers of record. **Councilor Davidson motioned to keep the City Attorney, Engineer, Depositories and Newspapers of record the same as they were in 2022, motion seconded by Councilor Hanan. Motion passed unanimously.** (Attorney Cleaveland, Anderson Perry & Associates, Bank of Eastern Oregon, LGIP, The Times-Journal and East Oregonian)
- c. Designation authorized signatures for bank accounts. **Councilor Irby motioned to keep the same authorized signatures on the bank accounts for 2023, motion seconded by Councilor Hanan. Motion passed unanimously.** (Mayor Bufton, Councilor Ball, Councilor Swope, Recorder Hayter and Assistant Recorder Grubaugh)
- d. Appointment of 2023 Budget Officer. **Councilor Davidson motioned to appoint Kari Hayter as the 2023 Budget Officer, motion seconded by Councilor Irby. 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. **Councilor Swope motioned to appoint Councilor Ball Council President, motion seconded by Councilor Irby. Motion passed unanimously.**

5. COUNCILOR ACTION

- a. Resolution 732- A Resolution Adopting a Supplement to the City Employee Handbook. A discussion was had about Federal CDL drug testing regulations. Attorney Cleaveland will get additional information from CIS regarding the City's requirements. **Councilor Irby motioned to adopt Resolution 732, A Resolution Adopting a Supplement to the City Employee Handbook, motion seconded by Councilor Hanan. Motion passed unanimously.**
- b. Resolution 733- ORS 297.466 Plan of Action and 21/22 Audit – Recorder Hayter gave a brief overview of the Audit Plan of Action and Resolution 733. **Councilor Ball motioned to adopt Resolution 733 - ORS 297.466, a Resolution Setting Fourth Proposed Plan of Action Pertaining to Deficiencies Noted in Annual Audit Report and the 2021 / 2022 Audit, motion seconded by Councilor Swope. Motion passed unanimously.**

- 6. BRAD BAIRD, ANDERSON PERRY & ASSOCIATES** - Brad stated the WasteWater Facilities Plan scheduled for next week will need to be rescheduled. The WWFP is rescheduled to Wednesday, February 15th at 6:00pm. Brad stated Planner Fatland reached out to him regarding Columbia View Estates and its current water and sewer capacity. I took the tax lot maps and marked its existing capacity. Brad handed out a map of Columbia View Estates. Brad stated this subdivision is served by one pipe eight inch pipe. Brad gave an up-date on the Columbia River Pump Station and handed our preliminary drawings. He gave a brief overview of operations. Brad stated the fill station for trucks will be fenced. Page three gives you an overhead of the fill station. Truck drivers can use a card lock to keep track of the water usage. The layout of the fenced enclosure is on page two and has a separate little gate to activate. This can be easily modified when we extend to the golf course. We're on the verge to get this set up to bid this spring. Brad stated if we can successfully get water up to the golf course, we can use the golf course well for City supply. Brad gave a brief overview of the Columbia River water rights and permit.


7. Councilor Reports

- Councilor Davidson – No report.
- Councilor Rayburn – I'm doing some research to see if a Dollar General is possible in Arlington.
- Councilor Hanan – No report
- Councilor Irby – Gilliam County approved the basketball court grant. I'm working with Kip Krebs on the remodel.
- Councilor Swope – No report
- Councilor Ball - I regret to inform everyone a prior City employee, Zeke Zastrow, passed away.
- Public Works Superintendent Gronquist – A water line broke Sheriff's Office; we're working on clean up.
- Attorney Cleaveland – No report
- Recorder Kari Hayter – I'm looking into other companies to provide the City with Tech support.
- Mayor Bufton – stated we would like to up-grade the Council to tablets; packets can be delivered electronically.

Executive Session opened at 8:15 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 at 8:31

Regular meeting closed at 8:32



Jeffery Bufton, Mayor



Kari Hayter, City Recorder