

Regular Council Meeting Minutes

January 12, 2022

The regular meeting of the Arlington City Council was held on January 12, 2022 in the Council Chambers of the Municipal Building and via telephone conference.

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, Municipal Maintenance Technician Brian Foster and Attorney Ruben Cleaveland.

Guests: Brad Baird, Joe Claughton, Mariah Shandy and Kevin Olsen

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

Pledge of Allegiance Recited

1. PUBLIC COMMENT

Fire Chief Joe Claughton - The full-time Fire Services Coordinator position is now open and needs to be filled as soon as possible. The Coordinator position was created to keep the North and South Districts in compliance with State required records and trainings. Staying compliant keeps County and City insurance ratings low. The current salary of \$38,000 makes it difficult to find qualified candidates. The salary range needs to be increased to \$50,000 - \$55,000. Fire Services is asking for an increase in funding from the County, Cities, and rural departments. The City of Arlington will need to increase its contribution from \$8,000 to \$10,000. Fund increases from all entities will increase the salary \$10,000. Fire Services has enough funds to finish this fiscal year. Additional requested funds need to be considered in the 2022-2023 budget. Mayor Bufton stated the Council will support the increase in the next budget year, however, a discussion will need to take place with all the boards.

Mariah Shandy, Arlington School District #3 - Reported the following on behalf of Superintendent Hammond:

- Thank you Public Works for keeping the roads clear
- Please remember to wear masks at indoor sporting events
- Mr. Hammond's resignation is effective June 30, 2022; the district is searching for a new superintendent.

2. CONSENT AGENDA

Consent agenda consisted of the following items:

- a. Approval of minutes - December 8, 2021.
- b. Approval of bills as listed.

Councilor Ball motioned to approve the consent agenda and the bills as listed, motion seconded by Councilor Christensen. Motion passed unanimously.

3. COMMUNITY CHAMBER OF COMMERCE UPDATE

Riley Bennet was unable to attend. Mayor Bufton reported the Bass Pro Tournament is still in the works.

4. KIRK FATLAND- TENNESON ENGINEERING CORPORATION

A. Oregon HB 2918 Surplus lands database submittal

Kirk Fatland was unable to attend. Mayor Bufton stated the City will need to register surplus land with the State. The State will communicate with developers for low income housing. Denise Ball stated all City owned property is necessary and being used by the City. Councilor Swope stated the State of Oregon is trying to move the homeless out of Portland. The Council needs additional information about HB 2918 before proceeding. Council will discuss this matter further at a later date.

5. BRAD BAIRD-ANDERSON PERRY & ASSOCIATES

Brad Baird distributed a Water System Master Plan (WSMP) and Draft Water Management Conservation Plan (WMCP) handout

- Final copies of the WSMP were given to the Councilors and sent to Drinking Water Services and Infrastructure Finance Authority. A remote meeting will be scheduled with IFA to evaluate potential funding; time and date to be determined.
- Draft copies of the WMCP were given to the Councilors. The WMCP is a requirement of the Oregon Water Resources Department for any further development of the City's Columbia River water permit. The most recent permit extension requires this WMCP, and requires the City to put the initial 2.67 cubic feet per second (CFS) to beneficial use BEFORE any additional development of the permit can occur. The deadline for these activities is 2030.
- The WMCP outlines the following steps to meet this timeline:
 - Submittal of the WMCP to OWRD (occurring now)
 - Development of the Columbia River pump station (funded, design can start as soon as ARPA funds are received by the City, potentially constructed this summer).
 - Installation of the pipeline to the golf course (would be completed in 3 to 4 years, assuming the City pursues funding for the proposed WSMP improvements).
- The above plan would have a system in place to prove up on 1,200 gallons per minute (2.67 CFS) by around 2024 to 2025, ahead of the timeline required by OWRD. Proving up on the water permit puts a portion of it as a certified water right, which is much more secure moving forward.
- Once this system and water rights work is finished, the City can request to use more of the permit capacity (beyond 2.67CFS). The permit has a total of 8.16 CFS, so proving up on 2.67CFS is about 33% of the total, which meets the partial perfection requirements for water rights.
- The WMCP also commits the City to becoming fully metered and completing a water audit annually. The Councilors agreed that the draft WMCP needs to be sent to the Port of Arlington, Gilliam County Planning, and OWRD. OWRD requires the City to receive local agency comments.

6. COUNCILOR ACTION - SURPLUS BID RESULTS AND AWARDS

The items out for bid:

- 3 Golf Carts - Minimum bid \$400.00 each
Awarded to Joe Colby- \$1,500.00, Joe Colby- \$1,000.00, Jack Osterlund- \$1,000.00
- 1997 Chevy Pickup - Minimum bid \$2,500.00
Awarded to J.R. Dick Krebs- \$3,280.00
- 1976 CAT 931 Tractor - Minimum bid \$10,000.00
No bid received

Councilor Ball motioned to accept the three highest bids for the golf carts and the \$3,280.00 bid for the Chevy pickup from J.R. Dick Krebs. If the awarded bidders decline, the item will be awarded to the next highest bidder, motion seconded by Councilor Irby. Motion passed unanimously.

7. 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 2021, 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 Christensen motioned to keep the City Attorney, Engineer, Depositories and Newspapers of record the same as they were in 2021, 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 Hanan motioned to keep the same authorized signatures on the bank accounts for 2022, motion seconded by Councilor Swope, Motion passed unanimously. (Mayor Bufton, Councilor Ball, Councilor Swope, Recorder Hayter and Assistant Recorder Grubaugh)
- d. Appointment of 2022 Budget Officer
Councilor Hanan motioned to appoint Kari Hayter as the Budget Officer for 2022, motion seconded by Councilor Ball. Motion passed unanimously.
- e. Appointment of Department Commissioners
Councilor Ball motioned to keep Department Commissioners the same for 2022, motion seconded by Councilor Hanan. Motion passed unanimously. (Councilor Ball- Water & Sewer, Councilor Christensen- Fire & Police, Councilor Swope- Airport, Councilor Irby- Parks & Rec., Councilor Hanan- Streets and Councilor Thuener- Sanitation)
- f. Appointment of Council President
Councilor Christensen motioned to appoint Councilor Ball as Council President, motion seconded by Councilor Swope. Motion passed unanimously.

8. ELECTRIC CHARGING STATIONS

Mayor Bufton stated he would like the City to look into additional charging stations and discussed possible locations. Pacific Power grant funding is currently unavailable and the current charging station is privately owned. The Council will look into this further and discuss options at a later date.

NUISANCE ORDINANCE - ABANDONED VEHICLES DISCUSSION

Attorney Cleaveland stated he spoke with Sheriff Bettencourt about Arlington's current nuisance ordinance. The Sheriff's Office doesn't have an issue enforcing the ordinance but is against vehicles being covered with blue tarps. Attorney Cleaveland discussed the nuisance ordinances from Condon, Cascade Locks, and Troutdale that were given to the Councilors. Councilor Swope suggested the City write its own ordinance. Councilors repeated concerns mentioned at previous Council meetings about the nuisance ordinance. Attorney Cleaveland stated the Council needs an ordinance that is enforceable, and it cannot be too ambiguous and will need to be provable. He suggested removing the term "inoperable" and having a hearing by the Council as an option. Mayor Bufton asked Attorney Cleaveland to draft a new nuisance ordinance with the proposed changes.

9. COUNCILORS REPORTS

- Councilor Thuener had no Sanitation report, he asked the following questions:
 - Are any of the recently purchased trash cans still available? Brian Foster said yes.
 - Are the damaged vertical reflectors at the jut out on Cottonwood going to be repaired? Superintendent Gronquist stated there is a plan have them repaired.
- Councilor Hanan thanked Superintendent Gronquist and the Public Works Department for maintaining the roads during the last storm. He asked for an update on the potatoes trucks. Recorder Hayter stated she spoke with the Sheriff's Office an Officer is looking into the matter.
- Councilor Irby reported the Army Corp of Engineers has started the permit for the handicap fishing ramp, they will meet with Councilors and Superintendent Gronquist soon. He asked for the Councilors thoughts on removing the lights on the large dock; they will be difficult to replace and maintain at their current locations. The lighting for the new fishing ramp should suffice. Mayor Bufton asked Councilor Irby to look for alternative options.
- Councilor Swope reported the Arlington Airport RV Park is full.
- Councilor Christensen thanked Superintendent Gronquist and Brian Foster for fixing the broken water main during the night. He also asked Brad Baird if a curb can be placed on the south side of Shane Drive to prevent the road from being washed out, Brad stated he will look at the street.
- Councilor Ball no water or sewer report.
- Public Works Superintendent Gronquist reported the following:
 - New Public Works employee, James Ruiz, started work Monday morning
 - A new bid for the China Creek fence has been requested
 - Water meters have been ordered, arrival is delayed 3 weeks
 - Can the boot allowance be raised from \$135.00 to \$200.00 annually or as the Public Works Superintendent deems it necessary? Would like the Council to consider providing winter boots.
 - The quote for security cameras at the Golf Course, park bathrooms and the Mesa fuel tank will be available next month.
- Recorder Kari Hayter reported the current handbook states employees shall be entitled to all holidays granted to State of Oregon employees. The City has not acknowledged the day after Thanksgiving which is listed as a paid day off. Effective 2022, Oregon included Juneteenth (June 19th) as a paid holiday. The Council will need to decide whether the City continues to follow State holidays or adjust accordingly, changes will be included in the up-dated handbook. Mayor Bufton stated he doesn't have an issued with the Day after Thanksgiving being paid off; but is unsure about Juneteenth. Kari stated the Council needs to make a decision in February or March.
- Mayor Bufton reported the City officially owns the Arlington Motel. The City is exploring the option of putting in temporary RV spaces due to lodging demands. Superintendent Gronquist stated there needs to be less than 29 spaces to be in compliance State of Oregon regulations.

10. COUNCILOR COMPENSATION- ATTORNEY CLEVELAND UPDATE

Attorney Cleaveland distributed a handout that outlined other Cities compensation rates. He stated however the Council agrees to be compensated, a formula will need to a set and approved, along with an adoption of a resolution. Councilor Ball stated larger Cities Councilors work up to 30 hours a week and attend multiple meetings regarding their departments. She stated for the record she would opt out of any Councilor compensation. Attorney Cleaveland stated a travel reimbursement is reasonable compensation.

Regular meeting adjourned at 8:07pm.

Executive Session opened at 8:08pm.

Executive Session opened per ORS 192.660(2)(h): to consult with the Council concerning the legal rights and duties of a public body with regards to current litigation or litigation likely to be filed.

Executive session closed at 8: 27pm.

Regular meeting opened at 8:28 pm.

Regular meeting closed at 8:29 pm.



Jeffrey Bufton, Mayor



Kari Hayter, City Recorder