

Regular Council Meeting

November 18, 2021

The regular meeting of the Arlington City Council was held on November 18, 2021 in the Council Chambers of the Municipal Building and via telephone conference.

Presiding: Mayor Jeff Bufton

Council Present: Denise Ball, Robert Christensen, Marshall Swope, Jerry Hanan and Henry Thuener

Council Absent: Matt Irby

Staff Present: Recorder Kari Hayter, Assistant Recorder Taylor Grubaugh, Interim Public Works Superintendent Brian Foster and Attorney Ruben Cleaveland.

Guests: Brad Baird, Tory Flory, Rod McGuire, Leah Shannon, Todd Terp, Tammy Birkeland, Rita Miciak, Brandon Hammond, Dylan Shandy, Shanna Gronquist, Kelly Gronquist, John Sallee, and May Salle.

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

Pledge of Allegiance Recited

Mayor Bufton announced there will be amendments to the agenda.

- Removing Item 5: Council Actions Resolution 719
- Adding Executive Session pursuant to ORS 192.660(2)(a): To consider the employment of a public officer, employee, staff member or individual agent.

1. PUBLIC COMMENT

Leah Shannon - Waste Management 3rd Quarter Update:

- No significant injuries and WM is still looking to hire
- Construction of impoundment #3 lining has been completed
- In the processes of excavating module #15 to tie in with module #16
- Completed 100 days of Summer Safety
- Employees received their holiday turkeys
- Continuing to support the Arlington and Condon Chambers and Gilliam County 4-H

Leah Shannon - Chemical Waste Management 3rd Quarter Update:

- No significant injuries
- Waiting for final approval to add temporary outdoor storage for solids and liquids, along with a 21 day wait period for EPA to respond.

Leah Shannon- Port of Arlington Update:

- The Port will be posting open positions: Economic Development Officer and Office Administrator.

Tami Birkland asked how the City is driving businesses into our community. Mayor Bufton explained the IGA with the Port to utilize the Economic Officer; Leah Shannon went over the duties of the Port of Arlington and the Economic Officer.

Dylan Shandy - Arlington School District Events Update:

- Red Ribbon week was a success
- The volleyball and football teams made it to State
- Parent - Teacher Conferences were held in person, the turnout was positive
- Student Self-Manager Program is up and running
- A Community Night was held November 9th 2021, the follow-up meeting will be held March 8th 2022
- Thanksgiving Break will be November 24th- 26th

Brandon Hammond, Superintendent, Arlington School District, gave the Council the District's Core Statements.

2. COMMUNITY CHAMBER OF COMMERCE UPDATE

Riley Bennet was unable to attend.

3. BRAD BAIRD ANDERSON PERRY & ASSOCIATES

Brad distributed several handouts to the Councilor that provided project up-dates.

Funding Update, Wastewater Facilities Plan and Columbia River Pump Station

- Grant funding was successfully secured for the City's Wastewater Facilities Plan in the amount of \$65,000 and the Columbia River Pump Station in the amount of \$250,000. Expect grant funds to be available soon.
- Infrastructure Finance Authority - forms for both projects have been completed and submitted. The City should expect funding soon.

Draft Water System Master Plan Status

- Draft copies of the Water System Master Plan were delivered to the City in April and are currently under review. The Council needs to consider finalizing the WSMP in December.
- Awareness of upcoming funding opportunities for the water system improvements projects
- Oregon Representative, Greg Smith, has been made aware of the proposed improvements for possible involvement of any upcoming infrastructure funding plans.

ARPA Fund Allocation to Arlington

Funding registration for The City to receive ARPA funds in the amount of \$133,194 has been completed.

Water Management and Conservation Plan

The Water Management and Conservation Plan requested by Oregon Water Resources will be finished by the December Council Meeting. This is a requirement of the Columbia River water permit fish persistence review completed a few years ago.

Handout presented to Council that discusses the Work Plan ready to be included in the WMCP

- Measurement and Reporting - The City is Compliant
- Fully Metered - the Corps Park, Alkali Park, Beach Park, Mall Strip Landscaping, and Shane Drive Park will need to be metered starting 2024 with a deadline of 2027. This will help compare water pumped to water sold for annual water audits; water loss should be below 10%. Water audits are a requirement of OWRD.
- Water Rates - Consider an annual inflation adjustment of one dollar (\$1.00). Also consider an increased block rate based on usage to discourage high water use; encouraged by OWRD, but not a requirement.

- Curtailment Plan - a handout of the Water Curtailment Plan was given to the Council. This draft went over the possible risks and action plans for the City's water supply.

Sidewalk/ Paving Improvements

An Improvement Plan will need to be developed in order to spend the remaining SCA funds. A portion of the remaining funds, \$75,000, will be used to cover the overage from the Sidewalk Project. The remaining funds will be used for additional work. Brad met with Brian Foster this morning to discuss some improvement options. The appropriate documents will be prepared and submitted next month for the quoting in January. The City will confirm this approach with ODOT to make sure these items can be paid for with the SCA funds.

Harry Lee of Genesis Wind

Harry Lee continues to struggle to secure the funds needed to maintain the lease agreement with the City. Although Harry expects to have funding soon, he will need to ask the City for an extension.

4. CONSENT AGENDA

Consent agenda consisted of the following items:

- a. Approval of minutes - October 6, 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.

5. NUISANCE ORDINANCE: ABANDONED VEHICLES DISCUSSION

Sergeant Tory Flory stated he reviewed the current ordinance with Sheriff Bettencourt. They request a few verbiage changes; removing the word office from the end of Section B. of Ordinance 434. Sergeant Flory went over a few issues with the current ordinance and suggested reviewing Condon's Abandoned Vehicle Ordinance. Attorney Cleaveland stated if the Sheriff's Office and the Justice Court have an Ordinance that they are currently enforcing, then he is all for this being standardized. Mayor Bufton requested the Council review Condon's Ordinance; this will be discussed further at the next meeting.

6. ATTENDANCE POLICY: EMPLOYEE HANDBOOK DISCUSSION

Mayor Bufton stated the current attendance policy is weak and would like to know the opinion of the Councilors for possible changes. Councilor Thuener stated he believes the current policy is too quick to getting a written warning. He would like to see an additional day for a verbal warning before receiving a written warning. He suggested a time clock to have a clear showing of absence. Councilor Hanan stated he is in agreement with the current policy. Councilor Ball stated that if a verbal warning is to be documented in an employee file, it should not be called a verbal warning. City Recorder Hayter suggested the Council review the sample CIS handbook and up-date the entire City handbook. Attorney Cleaveland stated the CIS handbook would be a great reference and suggested Kari discuss employee handbook up-dates with Sharon Harris at CIS. The handbook will be discussed further at the next meeting.

7. HOLIDAY PARTY AND GIFT DISCUSSION

Mayor Bufton stated the Council needs to decide if the City will have a Holiday Party and what the gifts for employees will be. **Councilor Hanan motioned for a Christmas bonus in the amount of \$200.00 to be given to City employees, motion seconded by Councilor Ball. Motion passed unanimously.** The consensus of the Council is to have the Holiday Party on Sunday, December 12th at 2:00 pm at the Golf Course. The City will look into catering options. Councilor Ball reminded the Council of the gift exchange for those who would like to participate.

8. COUNCILORS REPORTS

- Councilor Thuener discussed the Aluminum Man competition that was held in Arlington years ago. Mayor Bufton stated in the past they were put on privately and suggested Councilor Thuener speak with the Chamber, Woolery Project and Lions Club about possibly hosting.
- Councilor Hanan - no report.
- Councilor Irby - absent.
- Councilor Swope – no report.
- Councilor Christensen reported there have been structural fire classes for the volunteer firefighters.
- Councilor Ball – no report.
- Interim Public Works Superintendent Brian Foster reported the following:
 - The 3 golf carts, red Chevy pickup and the CAT loader need to be put up for public bid
 - The electric plugs at the park will need to be replaced
 - A new waste water sampler will cost \$6,000.00
 - Noble will be getting water from the City until January; possibly 3 or more loads a day
 - Received new lights for the airport, they need to be installed
 - Received rough mower parts
 - E-mailed Deatley about crushing more rock for gravel; possibly in the spring
 - Ordered 6 new meters for \$1,200.00
- Mayor Bufton reported there is an extension on the motel purchase. Amerititle is having some issues receiving signatures. The process should be completed in a few weeks.

9. SIGNING OF BANK SIGNATURE CARDS : REMOVE LESLIE WALBORN AND ADD KARI HAYTER

Mayor Bufton called for a motion to remove Leslie Walborn and add Hayter to the below City of Arlington accounts:

General Fund

Trust Fund

Water Reserve and Replacement Fund

Safety Deposit Box

Councilor Ball motioned to remove Leslie Walborn and add Kari Hayter to the City of Arlington accounts as listed.

Motion seconded by Councilor Swope. Motion passed unanimously.

Mayor Bufton called for a motion to remove Taylor Grubaugh from the below City of Arlington accounts:

General Fund

Water Reserve and Replacement Fund

Safety Deposit Box

Councilor Ball motioned to remove Taylor Grubaugh from the City of Arlington accounts as listed. Motion

seconded by Councilor Swope. Motion passed unanimously

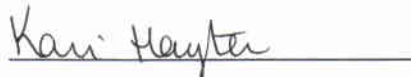
Regular meeting adjourned at 8:24 pm. Executive session opened at 8:25 pm per ORS 192.600(2)(h): to consult with the counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed; and ORS 192.660(2)(a): to consider the employment of a public officer, employee, staff member or individual agent. Executive session closed at 9:09 pm.

Regular meeting opened at 9:10 pm. Mayor Bufton stated the Council discussed making an offer to Shannon Gronquist for the position of Public Works Superintendent. Mayor Bufton called for a motion to offer applicant six, Shanna Gronquist, the position of Public Works Superintendent. **Councilor Ball motioned to offer applicant six, Shanna Gronquist, the position of Public Works Superintendent. Motion Seconded by Councilor Christensen. Motion passed unanimously.** Mayor Bufton stated there is no final decision on item 2; ORS 192.660(2)(a).

Regular meeting closed at 9:12 pm.



Jeffrey Bufton, Mayor



Kari Hayter, City Recorder