

Regular Council Meeting Minutes

April 6, 2022

The regular meeting of the Arlington City Council was held on April 6, 2022 in the Council Chambers of the Municipal Building.

Presiding: Mayor Jeff Bufton

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

Council Absent: Matthew Irby

Staff Present: Recorder Kari Hayter, Public Works Superintendent Shanna Gronquist, Attorney Ruben Cleaveland and Brian Foster.

Guests: Sheriff Gary Bettencourt, Brad Baird, Brandon Hammond, Rita Miciak, Jan Longacre, Carmela Hughes, Marta Mikkalo, Paul Viemeister, Rick Howard and Ty Meligan.

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

Pledge of Allegiance Recited

1. PUBLIC COMMENT

Sheriff Bettencourt, Gilliam County Sheriff's Office: Sheriff Bettencourt handed out his business card to each Councilor. He stated he's been Sheriff for many years and worked with many Arlington City Councils and encourages the Councilors to contact him directly with any questions or concerns they may have. The City pays the Sheriff's Office to enforce ordinances. The Councilors can also call non-emergency dispatch to report ordinance violations; dispatch will forward the complaints to him.

Superintendent Brandon Hammond, Arlington School District: Mr. Hammond gave each Councilor two handouts which contained results from the Community and Staff meeting on how to spend three pots of the money given to the ASD from the State of Oregon. The additional funding will pay for the following positions: Dean of Students / Athletic Director, Instructional Coach, Health Assistant, Education Assistant and Fifth Grade Teacher. In addition to these positions, the funding will support an Internship Program. Mayor Bufton asked: How many new school jobs is this funding creating? Mr. Hammond stated three new people will be hired to fill these positions.

Marta Mikkalo, Gilliam County Fair Board: Each year, Condon and Arlington donate funds to the Gilliam County Fair Midway. Marta asked, is the City interested in supporting the Midway this year? In previous years, the City donated seven hundred dollars. The County wide Fair is Labor Day weekend; there's no High School Rodeo this year. Mayor Bufton stated the City is starting our budget for the next fiscal year, we'll be reviewing donations at that time.

Janet Longacre: Jan stated she'd like more information about City easements in Columbia View Estates. Specifically, the road easement across one of her properties that would connect Wright Road to Childers Road, extending Sunrise Lane. Jan also asked if the City is looking into another exit point out of Columbia View Estates. Mayor Bufton stated he is unaware of any plans. Recorder Hayter provided a map to the Mayor for review. Mayor Bufton asked Jan if the concern is if the easement going across her property line. Jan stated it is a concern and would like to know the exact measurements of the easement. Brad Baird stated the easement is 30 feet on each side of the property line; there is also a waterline across the easement. When the estates were developed, the easement was placed in order to extend Sunrise Lane if desired. Recorder Hayter stated she spoke with Kirk, the City's Planner, about a home that is currently under construction on a lot with the road easement. This was brought to our attention by Glenn from the

City of Boardman, who was concerned. If a road is constructed on the easement, it would turn the lot the home is being built on into a corner lot. Homes built on corner lots have different requirements. Recorder Hayter stated while speaking with Kirk, he stated he didn't see a need for why the City would choose to pave in order to extend the road. The house being built must be constructed based upon how the lot currently exists. Mayor Bufton stated the City will do more research on the subject.

Paul Viemiester: Paul stated he's been the Music Teacher at Arlington School District for the past few years; he previously worked for the District eighteen years ago. Arlington used to have the Big River Music Festival; he and his friend Rick Howard would like to revive the Festival. The tentative date is Saturday, June 11th at Earl Snell Park, from noon to 8:00 pm. They would like to partner with local people and businesses for the event. Rick Howard stated he's creating a Public Service Announcement (PSA) for the local radio stations, this event will be a fun time for the family. Marta Mikkalo stated a local family is holding a Memorial at the park on June 11th and they might want to consider another date. Recorder Hayter confirmed the park has been reserved for that date. Paul and Rick stated they will look at another date.

2. CONSENT AGENDA

Consent agenda consisted of the following items:

- a. Approval of minutes - March 9, 2022.
- b. Approval of bills as listed.

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

3. **TY MELIGAN, TAG AND DELTA OPERATIONS:** Ty stated TAG provides water and waste water consultations to neighboring towns including: Condon, Fossil, Spray, Boardman, Hermiston, Umatilla and Pendleton. Brian Foster will be retiring from the City soon and the position has not been filled. The Waste Water Division of Delta Environmental, is willing to license the facility and have an operator who would be in trained by a level four operator run the facility until they are certified. Delta would like Brain Foster to consult with the City as well. The trainee would be employed by the City; Tag has someone who is eligible to fill the position. Mayor Bufton asked, how often the level four operator will visit the facility. Ty stated he believes at least once a month. Brian Foster stated DEQ has a minimum amount of required visits. Once I retire, the City will need a level one operator. Your Councilor's packets contain documents with further requirements. Ty stated Delta would like to establish the integrator of record program. The current water system is antiquated and in need of an upgrade. Brad stated he needs to see the proposal for up-grades. Mayor Bufton stated he would like a contract for our attorney to review.
4. **COMMUNITY CHAMBER OF COMMERCE UPDATE** -Riley was unable to attend.
5. **TRANSIENT TAX:** Attorney Cleveland distributed a draft Memorandum of Understanding for the Councilors to review. The draft Memorandum is between the City of Arlington and Arlington Chamber of Commerce regarding the use of Transient Room Tax Funds (TRT). The City donates forty percent of TRT collections on a quarterly basis to the Arlington Chamber. After some discussion, it was determined the Memorandum needs to be between the City and the Oregon Frontier Regional Chamber (OFRC). The Arlington Chamber became part of OFRC and now has an Action Committee which is overseen by OFRC. The Memorandum of Understanding is to ensure all TRT funds are spent in Arlington to promote tourism. Attorney Cleveland will adjust the Memorandum to be between the City and Oregon Frontier Regional Chamber.

6. **BRAD BAIRD, ANDERSON PERRY & ASSOCIATES:** Brad reported on the following:

- The ARPA funding for the Facilities Plan and the Columbia River Pump Station have been received and we've submitted work orders. We can begin now and the City can expect invoices in July 2022.
- The OWRD Conservation Plan response was received. We need to go through seven or eight pages of edits to prove up on 1,200 gallons per minute once the pump station is running.
- May 9th at 10:00 am, they'll be the 1-stop meeting for the Water Systems Improvement Project; the meeting will be held in the Council Chambers.
- The parks restroom grant is due May 1st, I need to discuss this grant with Councilor Irby.
- I'm reviewing a lot split request in the Sunrise Lane area. The developers engineer didn't have the pipes correct. I've finished reviewing the water and sewer information with Tim Wetherell; there is a six inch line that services the area. The existing water and sewer can support the lot split.
- TAG: They're good at integrating systems i.e. making the reservoirs talk to the booster pump. I've received good feedback from other cities about TAG. Please use caution if you choose to proceed with SCADA, make sure you want public works to be able to turn off alarms using their phone. Old School Operators prefer going to the plant to turn off alarms and visually inspect the plant. Currently, the high level reservoir connects to the booster by radio and sends a signal for the water to turn on. That data isn't on the cloud, the communications can be seen by Shanna at the shop.
- Brad handed out the Facility Plan Population Projection. We just completed the WSMP and Conservation Plan. We had Federal consensus last time; the Master Plan assumed population growth at one percent. We'll have to follow the Portland State Projection, which shows growth at half a percent. The DEQ requires you to follow the Portland State University projection. The City's population has grown consistently at one percent; PSU shows half a percent. It is good to size improvements for additional people. The current system is 20 years old. The plant is limited treatment wise, we can adjust the facilities plan and look at upgrades the next two years. We need to decide which population percent to use; I think we can justify one percent.

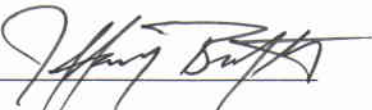
Councilor Ball motioned to use the one percent historical population growth projection, motion seconded by Councilor Christensen. Motion passed unanimously.

7. **COUNCILORS REPORTS**

- Councilor Thuener - no report.
- Councilor Hanan stated he wants to thank Shanna for all Public Works is doing; things are really progressing. He asked, how are pavement repairs progressing? Superintendent Gronquist stated we're working on them.
- Councilor Swope - no report.
- Councilor Christensen - no report.
- Councilor Ball - no report.
- Public Works Superintendent Gronquist reported the following:
 - The Oregon Healthy Authority named the City an Outstanding Water Performer.
 - Golf Course greens are plugged, the high school golf team and Men's Club assisted.
 - The high school students will be pulling weeds around town for Earth Day.
 - The Councilors received the new garbage truck quote in their packets.
- Attorney Cleaveland stated Recorder Hayter is doing great; she responds promptly to my requests.

- Recorder Kari Hayter reported:
 - Due to weather, the Artisans Market has been postponed to Saturday, April 16th
 - Ethics Commission filings are due April 15th
 - We're meeting with Point & Pay tomorrow to discuss account setup.
 - Mark Davidson would like to know if the City can donate use of the Golf Course for a Trap Club Aluminum Man Competition fundraiser sometime in August. This donation is the same as the donation of the Golf Course to the Daycare.

Regular meeting adjourned at 7:48pm.



Jeffrey Bufton, Mayor



Kari Hayter, City Recorder