

**DRAFT**

**Regular Council Meeting Minutes  
August 7, 2024**

The regular meeting of the Arlington City Council was held on August 7, 2024, in the Council Chambers of the Municipal Building and via telephone conference.

**Presiding:** Mayor Jeffery Bufton.

**Council Present:** Denise Ball, Marshall Swope, Matt Irby, Jerry Hanan, Kayla Rayburn and Mark Davidson.

**Council Absent:** None.

**Staff Present:** Recorder Victoria McKinney, Assistant Recorder Taylor Grubaugh, Attorney Ruben Cleaveland, Engineer Brad Baird and Public Works Superintendent Shanna Gronquist.

**Guests:** Jed Crowther, Julius Courtney, Stephen Allen, Mark Seder, Michell Tuell, Mary Mitchell, Marta Mikkalo, Cori Mikkalo, Darrell Potter, Matilyn Hayter, Tiffany Wilkins, Mike Aldritt, Jeff Steeves, Christopher Jackson, Rita Maciak, Bobby Christensen, and Eva Wilkins.

**The Pledge of Allegiance**

**Public Hearing – Sale of Real Property**

**Call to Order:** Mayor Bufton called the Public Hearing to order at 6:30 p.m.

Mayor Bufton stated the public hearing is now open for the purpose to discuss the proposed sale of approximately 375.605 of real property located at 801 Airport Road Arlington Oregon for \$10,000,111.00. Evidence of market value and proposed purchase price was appraised on January 23, 2023. Appraised at \$19,000 per acre.

**Public Comment:** Jed Crowder stated he is in favor of the sale, as it is consistent with the industrial site certification process and the economic development. Julius Courtney expressed he would have liked a copy of the proposal before the meeting. Tiffany Wilkins stated she is in support of the sale of the property. Jeff Steves asked if the property is for sale or already sold. Attorney Cleaveland stated the property is for sale and the City is considering entering into an agreement for the sale of the property. Christopher Jackson asked if this was for a high-tech installation, as in a data farm. Mayor Bufton explained that it depends on what the purchaser decides they want to do with the property. Mr. Jackson requested in case any potential failure came about that the City has a bond in place that would require the owners to deconstruct. Bobby Christiansen stated he is in favor of the sale, although he agrees with Mr. Courtney. He would have liked to have a copy of information ahead of time to review. There were no written comments to admit on the record. **Public hearing closed at 6:37pm.**

**Regular Council Meeting**

**Call to Order:** Mayor Bufton called the Regular Council Meeting to Order at 6:38pm.

1. **PUBLIC COMMENT:** Jed Crowther: The Port of Arlington will be having a Public Workshop, August 8, 2024, for the Willow Creek Industrial Plan. It will be held in the lower conference room in the Gronquist Building; all are welcome. Bobby Christensen: invited everyone to the Pendleton Roundup Hall of Fame Banquet on September 8<sup>th</sup>. He has the invitation to hand out for those who wish to attend. Food and Drinks will be \$50.00 each. He will be speaking at the event. Lt. Flory of the Gilliam County Sheriff's Office: Discussed the Lone Rock fire and its extensiveness. He gave credit to the land and homeowners who worked side by side with the fire

fighters and police. Crews are still on site working hard. Lt. Flory announced Deputy Britteny Orendorf is now a Detective. He also announced he was promoted to Under Sheriff by Sheriff Bettencourt. Congratulations were given to Under Sheriff Flory. Traffic statistics have decreased and service calls have increased. He explained investigations of the service calls take focus away from doing the proactive stops. Overall reports have increased over the last year.

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

- a. Approval of Minutes - Regular Meeting June 5, 2024
- b. Approval of Minutes - Regular Meeting July 10, 2024
- c. Approval of bills as listed.

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

3. **MARTA MIKKALO - LIBRARY UPDATES:** Marta discussed the quest for the Arlington Public Library to becoming part of the Gilliam County Library. In the past, the County had asked her to take a step back for the time being due to the timing of the County recalls. She agreed to step back; now regretfully. She asks for a chance to hand in a new budget, to the City at the next meeting, to stipend raises. Marta touched on her conversation with Judge Patnode on combining with the County Library. They agreed February will be a good time to address that partnership. The biggest expense this year will be new computers. Marta explained that the budget expansion includes extended hours especially for after school. She stressed that the library desires to retain their own board such as under a "North Gilliam County Library" as an example. **Mayor Bufton instructed her to come back with a proposed budget with the emphasis on the amendment to their budget.**

4. **CORI MIKKALO – UPDATE ON MULTI-JURISDICTIONAL NATURAL HAZARDS MITIGATION PLAN:**

Cori reviewed the federally mandated plan and updates required every 5 years. The current plan expires in 2024. Next approval 2029. The plan is mandated by FEMA for Gilliam County to have. Cori reviewed the Wildfire Hazard Map and explained difference between Hazard vs. Risk. Cori discussed how the applications of new home builds may be impacted. Arlington is mildly affected. Mayor Bufton asked what the consequences would be if a new home was located in the high hazard area. Cori Mikkalo stated she does not have an answer as the state is tight lipped on how they plan to implement the consequences according to insurance, etc.

5. **DAN MEADER AND JAIME CRAWFORD – DLCD-HOUSING GRANT-MIDDLE HOUSE PUBLIC WORKSHOP:**

Dan introduces Jaime Crawford, his new Associate Planner. Jaime Crawford presented handouts to the Council regarding the Technical Assistance Committee (TAC) on Accessory Dwelling Units (ADU's). Jamie stated this will help Arlington to adhere to state law. Jamie reviewed Task 2 Zoning codes and how it would affect Arlington. The City is currently seeking attendees for the TAC. This will be a few month dedication, ending in January 2025. Councilor Ball and Councilor Davidson volunteered to join the TAC. Jaime Crawford explained that due to Arlington's low population, we are not held to the same expectations as say a population of over 2500. Julius Courtney asked if this was mandatory. Crawford explained the previous planner applied for this; The Council was interested last year when presented the ADU option. This is why the grant was sought after. Targeted income for Arlington will be \$56K to \$85K/annual income known as 80% Median income. Stated the LCD has more flexibility in the city. Marta Mikkalo asked if this is for Gilliam or only Arlington. Jaime stated

right now only Arlington. Recorder McKinney stated an invitation letter was sent out to several people in hopes to build the TAC for the 3 meetings and now has a small group desiring to be involved. Julious Courtney stated he feels the Median income guidelines do not fit the Arlington area and that tiny Houses are not allowed in Arlington currently. Code states no tiny homes. Crawford says a tiny home is considered under 600sq ft. but can be crafted. Councilor Ball stated we can zone for them to accommodate. Jaime states we must have it adopted prior to May 2025 if that is our intention.

6. **MARK SEDER- ALKALI PARK RE-IMAGINED GRANT UPDATE:** Mark reviewed the presentation Mayor Bufton gave to the Grant Committee. Arlington ranked 17 out of 53 for the awarded grants. The next steps would be to work with Anderson & Perry engineers. We will need to overcome the contractor's increase in rates due to our location, up to a 25% increase. Mr. Seder encouraged the City to seek more grants for the funding. Seder speaks on getting a contractor in via a proposal rather than the formal bidding process with the high demands on contractors. Tiffany Wilkins shared her support for the splash park but would like to see the beach cleaned up. Mayor Bufton expressed he is trying to contact the Army Corp of Engineers (ACOE) to discuss changing ownership. Councilor Ball stated the Native Tribes have first right of refusal on a Deed offer from ACOE to City. Councilor Ball asked Engineer Baird if more motion in water would negate the weeds and bad water. Engineer Baird said it would.

7. **BRAD BAIRD, ANDERSON, PERRY & ASSOCIATES:** Engineer Baird gave updates on the following topics:
- The Status on the Partition and Subdivision Maps for MESA Industrial Park: The mylars were signed by the Mayor, City Planner, and the County Surveyor. They were delivered to the County last week and was supposed to be on today's County Agenda; he has not heard if they have been signed and approved. As soon as they are signed, they will be recorded and then the property will be better suited for any future transactions.
  - Arlington Motel Demolition: The contractor proposed a schedule of September 1 to October 31. He is requesting a 10% down payment. A discussion regarding the demolition timeline was had. Attorney Cleaveland stated he will build a contract per the contractor's request. A signed agreement will need to be approved at the next meeting, September 11, 2024. **The consensus of the Council is that the demolition job for the Arlington Motel to be completed by October 31, 2024, unless an act of God impeded the job.**
  - The Rock Agreement with DeAtley: They would like to crush rock starting January of 2025. Engineer Baird is unaware if there are any royalty costs on the rock but thought Attorney Cleaveland may be familiar with it. Engineer Baird stated his research showed variations of \$0.20/ton up to \$5.00/ton depending on quality of rock. The agreement states the cost of prepping, permitting and restoring the rock will be on DeAtley. Attorney Cleavland asked who would be paying the royalties. Engineer Baird stated the royalties would be paid to the City of Arlington by DeAtley, as they want to crush for one of their projects. Engineer Baird stated he would also like included in the agreement, a limit of how much rock can be used by DeAtley, as we don't want them to completely clear the City's rock pit.
  - \$2.5 Grant for Infrastructure Project: Based on low to moderate income percentage, 51% or above, the City would qualify for this state funded grant for infrastructure projects. The City of Arlington is not yet at 51%, currently at 50.6%. The City could choose to get their own surveys approved by the Infrastructure Financing Authority, as other cities have done. Although it is a risk, a survey could find that the city sits at 53% or 48%, we just don't know. Estimated cost of survey is \$7K-\$8K. See handout.

Council Rayburn suggested a general census before the City spends the \$8K on a survey. This grant is available every year. Surveyors will send mailers before going door to door. There must have an 80 to 90% response of the population to be valid. The City can apply in the first and third quarters. A survey can take up to 5 months. Councilor Rayburn asked if this would be a matching grant. Brad Baird stated you must have your water/sewer rate up to the affordability criteria for a loan to get the rates up, but the rates are already close. He states it is a great opportunity. **Consensus of council was to proceed.**

8. **COUNCIL ACTION:**

- a. Resolution No 747: A Resolution of City of Arlington Adopting the Gilliam County Multi-Jurisdictional Natural Hazards Mitigation Plan: **Councilor Ball motioned to approve Resolution No 747: A Resolution of City of Arlington Adopting the Gilliam County Multi-Jurisdictional Natural Hazards Mitigation Plan, August of 2024, Motions seconded by Councilor Davidson. Motion passed unanimously.**
- b. Intergovernmental Agreement for the Columbia River Pump Station - Project Feasible Limited Access Agreement: A Proposed Pump Station IGA for the City to Explore the Water at the Port Island: Mayor Bufton states the next step is to present to the Port. Jed Crowther states it is on the Port's agenda, pending the City Council decision tonight. Attorney Cleaveland stated the Ports council drafted the agreement. He explained discussed the details of the agreement. He sees no issues with the agreement, adding the City should communicate with the Port at times when the crews will be down there to not mess with MCP or tenants. All conditions are reasonable. If the City approves tonight the Port can approve tomorrow night. Darrell Potter asked if this will this interfere with COE property. Engineer Baird stated only a small strip but not where water will be pumped from. He explained the piping is in an existing easement so there will be no issues. **Councilor Ball motioned to approve the Intergovernmental Agreement for the Columbia River Pump Station – Project Feasible Limited Access Agreement with the Port of Arlington, Motions seconded by Councilor Davidson. Motion passed unanimously**

9. **COUNCILOR REPORTS:**

- Councilor Davidson – The fire hydrant on Second Street has been repaired. The goat heads are out of control this year. A discussion was had on removal options.
- Councilor Rayburn – State wide mandated recycling will be starting soon.
- Councilor Hanan – Asked Superintendent Gronquist for an update on the crack sealing. Superintendent Gronquist stated that not all locations were done, due to cost.
- Councilor Irby – The Car Show 'n Shine was a success. He is having a hard time finding contractors to pour the ramp across bridge. Will follow up with Superintendent Gronquist on possibly using City employees to do the work.
- Councilor Swope – Thanked Darrel Potter, Superintendent Gronquist, Bill Rosenbalm, Scott Winters and all who all stayed late to install new fire hydrant on Second Street.
- Councilor Ball – No report.
- PWS Gronquist – It will cost 300K for all the old-style hydrants to be replaced. Mayor Bufton stated we will need to lower the count by prioritizing the ones in need of replacing. There was a discussion

regarding the cost per hydrant. Councilor Davidson suggests a budget per year to prioritize the hydrant upgrades. Exercising the hydrants will help keep them working well. Part time help has been hired for weed mitigations, he is starting next week. Most of the drinking water samples have done for the year. State required line info will need to be completed before October. A Golf Course mower has broken down; parts will be coming next week.

- Mayor Bufton- Made a call to the Region Power Call Center. Power companies changed from a 1 to a 3-switch approach which causes the outages for safety. A discussion on this issue took place.
- Recorder McKinney – Gave a update on the cost of goat grazing. Read aloud a letter from Eva Kilkenny stating the Golf Course and Clubhouse are looking very nice. A discussion was had regarding the options for Council laptops/tablets. There was a discussion regarding the City’s involvement with FEMA. Mayor Bufton would like to table this issue until there is time to discuss this matter with Engineer Baird.

**Regular meeting closed at 8:49pm**

#### **Executive Session**

Executive Session opened at 8:53pm pursuant to ORS 192.660(2)(e): To conduct deliberations with persons designated by the Governing body to negotiate real property transactions. And ORS 192.660(2)(a): To consider the employment of a public officer, employee, staff member or individual agent. **Executive Session closed 9:33 p.m.**

**Regular meeting re-opened: 9:34pm**

**Post Executive Session- Council Actions:** Sale of 375.605 acres and the Reimbursement Agreement.

- a. Reimbursement Agreement: **Councilor Davidson motioned to accept the Reimbursement Agreement for the engineering and all other costs to develop the City infrastructure, Motion seconded by Councilor Rayburn. Motion passed unanimously.**
- b. Purchase and Sale Agreement (PSA): **Councilor Davidson motioned to accept the Purchase and Sale Agreement for the sale of real property at 801 Airport Road and authorize the Mayor to sign contingent upon recording of the final plot and receipt of signed versions of both agreements signed by the buyers, Motion seconded by Councilor Hanon. Motion passed unanimously.**
- c. **The Consensus of Council is to proceed with the trial of the Subeca Water Meters.**

#### **Other Items Discussed**

**Councilor Davidson** was interested in the \$2.5M grant Engineer Baird discussed. Engineer Baird will have more information at the next meeting. **Mayor Bufton** asked Attorney Cleaveland for updates on Deed for the Old Sheriff’s Office. Attorney Cleavland stated he has not received anything back from Ameri-Title. He will check in with them again. **Tiffany Wilkins** asked if there will be a timeline on the name release of the proposed property purchaser. That timeline is not specifically known.

**Regular meeting adjourned at 9:41p.m.**

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Jeffery Bufton, Mayor

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Victoria McKinney, City Recorder