

**Regular Council Meeting Minutes
February 4, 2026**

The regular meeting of the Arlington City Council was held on Wednesday, February 4, 2026, in the Council Chambers of the Municipal Building and via telephone conference.

Presiding: Mayor Jeffery Bufton.

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

Council Absent: None

Staff Present: Recorder Victoria McKinney, Attorney Ruben Cleaveland, Engineers Brad Baird and Public Works Superintendent Shanna Gronquist.

Guests: ~~Jerry Anderson~~, Rita Miciak, ~~Ron Evans and Jed Crowther with the Port of Arlington~~.

Guests Announced Via Conference Phone: None

Pledge of Allegiance recited.

Mayor Bufton opened the regular council meeting at 6:30 p.m.

1. PUBLIC COMMENT

Sgt. Redden of the Gilliam County Sheriff's Office: Sgt. Redden introduced himself and reviewed the Gilliam County Sheriff's Report. The Sheriff's Office applied for a grant through the Oregon Criminal Justice Trade Commission. With local industrial properties thriving, this grant would allow for technological upgrades to identify thieves in a timely manner. The Sheriff's Office is applying for a grant with the Oregon Department of Justice for a Flock Camera System. Sgt. Redden requested approval for a camera to be placed at the Union Pacific crossing located at the east offramp. **Mayor Bufton** asked why there will not be a camera placed at the west ramp. **Sgt. Redding** stated that they are working on requesting a total of 9 cameras across Gilliam County and he reviewed the various locations for potential camera placement. The Cameras will not be placed in residential zones, only high traffic roadways. **CONSENSUS:** The Consensus of the Council is to allow the camera installation at the east offramp to carry on this project. Mathew Yang with Flock Safety will be working with the Sheriff's Office. When they are ready, they will come back to the Council with an agreement to allow for a camera on City property.

2. CONSENT AGENDA

The consent agenda consisted of the following items:

- a. Approval of Minutes - Regular Meeting January 7, 2026.
- b. Approval of Bills - As Listed

APPROVAL: Councilor Rayburn motioned to approve the consent agenda and the bills as listed. Councilor Hanan seconded the motion. Roll call: Councilor Davidson: Yes, Councilor Rayburn: Yes, Councilor Hanan: Yes, Councilor Irby: Yes, Councilor Swope: Yes, Councilor Ball: Yes.

3. COUNCIL ACTION

- a. **26-27 Budget Calendar - APPROVAL:** Councilor Ball motioned to approve the 26-27 Budget Calendar as presented. Councilor Davidson seconded the motion.
Roll call: Councilor Davidson, Councilor Rayburn: Yes, Councilor Hanan: Yes, Councilor Irby: Yes, Councilor Swope: Yes, Councilor Ball: Yes.
- b. **2026 Arlington Saddle Club Rodeo Contribution Request - APPROVAL:** Councilor Davidson motioned to contribute \$350.00 to the Arlington Saddle Club. Councilor Swope seconded the motion. Roll call: Councilor Davidson: Yes, Councilor Rayburn: Yes, Councilor Hanan: Yes, Councilor Irby: Yes, Councilor Swope: Yes, Councilor Ball: Yes.
- c. **Set Planner of Record - APPROVAL:** Councilor Ball motioned to approve Bell Design Company as the Planner of Record for 2026. Councilor Hanan seconded the motion. Roll call: Councilor Davidson: Yes, Councilor Rayburn: Yes, Councilor Hanan: Yes, Councilor Irby: Yes, Councilor Swope: Yes, Councilor Ball: Yes. Attorney has prepared the contract and is ready for signatures and designation.

4. COUNCIL DISCUSSION

- a. **Revisit the Temporary RV application for construction crews. Referencing Rescinded Resolution No. 748:** There was a discussion regarding local RV and mobile home parks and their availability. **Councilor Ball** reviewed a draft of a resolution she prepared. There was a discussion regarding permit fees and the conditions of approval. **Mayor Bufton** stated he would like to see verbiage stating that the purpose of the permit is for traveling workers only. They must provide proof of employment. **Councilor Rayburn** asked if we have additional trash cans available. **Superintendent Gronquist** confirmed there are at least 25 cans available. **Mayor Bufton** asked if there was any information of when upcoming industrial work would be starting. **Superintendent Gronquist** stated that she is aware of 3 projects starting over the next few weeks. **Councilor Irby** asked for the reason of reintroducing this resolution. **Mayor Bufton** stated it is due to the housing shortage for work crews coming to the area. **Councilor Ball** stated that there were good reasons to end the previous RV resolution. This resolution has been changed to fit the current need. **Recorder McKinney** stated that there are only three residents that currently have Residential RVs that their home. The last permit expires in July and will no longer be protected by the previous resolution. There was a discussion regarding permit post locations and the setback requirements for RV placement. There was a discussion regarding fees and monthly charges. **CONSENSUS:** The consensus of the Council is to charge a \$100 permit fee that will last up to six months, plus a \$105 monthly fee that will be included on the homeowner's utility bill. The permit will be revoked if payment is not maintained. It is up to the property owner to notify the City of any change in occupancy. The permit is to only be issued to temporary transient construction workers. They must verify employment. Councilor Ball will make the necessary changes to the draft and Attorney Cleavland will write the official resolution.

5. ENGINEER BRAD BAIRD, ANDERSON PERRY & ASSOCIATES

Engineer Baird presented a handout to the Council regarding updates on current infrastructure projects. **See Attached Handout.** The following items were discussed:

- **Columbia River Water System:** The 90% design will be submitted to AWS soon. Engineer Baird stated he has not heard from Aws in a few months and believes a meeting would be beneficial to discuss items such as pending work items, deliverables, project status and meter expenses.

Additional information as reported in the handout:

 - The Environmental Report has been submitted to the Corps. We continue to work on the Corps permits/easements.
 - With the project on hold, we didn't wrap up the draft design by the end of December but should have it done in the next month or two.
 - The final design will then be on hold until construction is activated by AWS.
- **Well Drilling Update:** The well drilling is complete and are currently working toward getting the pump test completed. The equipment is hard to obtain.

Additional information as reported in the handout:

 - We have provided a legal description and a map of the area needed for the lease of the site from the Port of Arlington.
- **ASR Feasibility Study Update:** As a reminder, ASR (Aquifer Storage and Recovery) is injecting treated Columbia River water into the basalt aquifers for fall, winter, and spring storage for removal in the summer. The study was completed and found to be feasible. A limited license agreement has been submitted and OWRD (Oregon Water Resources Department) has replied with additional questions. **See Attached Letter.** One item of interest is their desire to have a test well drilled before they make final decisions. Engineer Baird stated this is not a position the City should take, there is too much of a risk. AWS has covered the cost of well drilling to obtain a license in the past, it is likely they will cover this cost should they proceed.
- **Full Metering of City Water System -** The remaining few meters will need to be installed as outlined in the City's Water Management and Conservation Plan.

Additional information as reported in the handout:

 - OWRD can take back the greenlit water if we don't follow the work plan items, so this is critical. We have been coordinating with Shanna to get this work done. We have sufficient extra meters or meters saved from the replacement work that can be used to reduce the cost.
- **Alkali Park Project -** There was a Pre-bid tour today, Twenty-one contractors attended. Engineer Baird presented the Plan Holders List to the Council and stated there are nine potential bidders who have ordered plans. **See Attached List.** Engineer Baird reviewed a Bid Schedule and reviewed the process to the Council. **See the First Attached Handout.** A discussion was had regarding setting a time for the Special Meeting for the Notice of Intent to Award. **CONSENSUS:** The Consensus of the Council is for the Special Meeting to be held at 3:30 on February 18, 2025, in the Council Chambers. GreenWorks and Anderson & Perry both have agreements ready for the construction phase of the project, which includes advertisement, contractor questions, the pre-bid tour, bidding, award contracting,

construction management, and project closeout. There was a discussion regarding a contract already signed by Anderson & Perry for the initial agreement with the previous architect. The original agreement will be terminated and the new contract will need to be signed. Engineer Baird presented both Greenworks and Anderson & Perrys contracts to the Council and discussed contract details. **See Attached Contracts.** Engineer Baird stated GreenWorks is requesting an amendment to the budget for design-related work. The request is for \$12,500. Engineer Baird reviewed the reasons he believes the Council should approve the amendment. **See Attached Amendment Proposal. CONSENSUS:** The consensus of the Council is to allow the amendment of the work order.

Additional information as reported in the handout:

- The pergola (shade structure) quotes resulted in the specified supplier. GreenWorks is proceeding with ordering the shade structure.

- **Other Items on Our Radar**

Work is still being done with Superintendent Gronquist regarding the Golf Course well. There will be plans drawn up for the work. A basic memo will be prepared to outline the needs to create sellable residential lots, on city property, above the low-level reservoir. The Port is requesting a memo for the Planner stating that there are enough water and sewer for the additional lots. **Mayor Bufton** stated there have been some concerns regarding street names in the Alkali Subdivision. There was a discussion regarding potential street names. West Second and Third Street in the Alkali Subdivision will now be South West Second and Third Street. There was a discussion regarding the Alkali Subdivision and items discussed in the previous meeting.

Additional information as reported in the handout:

- Working to outline improvements needed to get the Golf Course well online for the municipal system. This would include a chlorination unit, pipeline to the system, and potentially pump station modifications. A new well pump may be needed since we would be pumping to a higher-pressure condition.

6. **COUNCIL REPORTS**

- **Councilor Davidson:** Public Works installed the fire hydrant on Third Street and the others are on track to replace.
- **Councilor Rayburn:** No report to give.
- **Councilor Hanan:** No report to give.
- **Councilor Irby:** No report to give.
- **Councilor Swope:** No report to give.
- **Councilor Ball:** a. Councilor Ball attended the Gilliam County Budget Committee meeting. They discussed the Economic Enhancement Fund. No decisions were made but there was a proposal of 20% to 10% going to Child Care and Early Learning. 10% would go to Gilliam County Emergency

Services; a new line item. There was further discussion regarding the details of the Gilliam County Meeting. b. Councilor Ball asked if there was any progress with the Motel property. Ruben says we are waiting on the underwriters that are reviewing the Quiet Title. Attorney Cleaveland will send them an email for an update.

7. **STAFF REPORTS**

- **Public Works Superintendent Gronquist** reported on the following:
 - a. There were no bids for the backhoe. There was a meeting with Mayor Bufton and Gov. Deals and the City will begin using their surplus service. If we move forward with the backhoe, the Council will need to provide a beginning bid and to set a reserve. **CONSENSUS:** The consensus of the Council is to move forward with the surplus of the backhoe. The backhoe reserve is \$15,000 and the starting bid is \$10,000. There was a discussion regarding the loader/dozer. **CONSENSUS:** The consensus of the Council is to move forward with the surplus of loader/dozer. The loader/dozer reserve is \$5,000 and the starting bid is \$1,000.
 - b. Ed Staub & Sons swapped out the propane tanks last week.
 - c. The City is now 7th on the list for the road sign with ODOT.
 - d. Most of the maintenance has been completed at the Golf Course.
 - e. There will be fire hydrant training on February 26, 2025.
 - f. Superintendent Gronquist will be attending an OWAU training on.
 - g. Booster pump 2 is currently with Purswell. Once it comes back, they will take booster pump 1.
 - h. The Third Street hydrant has been replaced
 - i. The City is working with Subeca to get a few bugs straightened out.
- **Attorney Cleaveland:** No report to give.
- **Recorder McKinney** reported on the following:
 - a. Another round of invoices has been sent to AWS for reimbursements. There is one invoice from Anderson Perry that exceeds the PO allowable amount by \$25,532.56. Recorder McKinney submitted \$42,350.00 to PO US55673348 from AP Inv. 81923. There was plenty left on that PO. Recorder McKinney submitted \$39,276.95 to PO US53270260 from AP Inv. 81923. There were sufficient funds. There is only \$11,238.29 remaining on that PO. Inv. 82423 cannot be submitted for the full amount of \$33,770.85, leaving the City to pay \$25,532.56 out of pocket. **Engineer Baird** stated he will work with Recorder McKinney on this matter.
 - b. The audit went well. They suggested preparing a supplemental budget to correct the allocation of AWS reimbursements. Recorder McKinney will be working with the Auditors on this matter. There was a discussion regarding the posting of the resolution for the supplemental budget.

- c. There was a stall in paying off the GO Bonds. The information for the withdrawal was not communicated properly by the USDA staff, causing some confusion. The payoff has been rescheduled, which has increased the amount due. The Water GO Bond WEP-1-1 will be paid off in the amount of \$1,099,985.12. The Sewer GO Bond WEP-2-1 will be paid off in the amount of \$670,339.22. The budgeted amount for these payoffs is \$1,860,000.00.
- d. Addresses for the new Alkali Ridge Subdivision have been sent to the County to update their maps, as well as the USPS and the Sheriff's. There were some "undetermined" addresses with the Airport area. As requested, they have since been addressed and sent to the proper County.
- e. Anja Mundy provided some information regarding Growing to Give. Growing to Give is seeking an opportunity to steward approximately 10 acres of underutilized land to establish a non-fruit-bearing ornamental pear wood orchard, planted in spiral ("crop circle") geometry and designed to function as a permanent, ultra-low-maintenance tree asset rather than an agricultural operation. Further detail was provided to the Council. **CONSENSUS:** The consensus of the Council is to not move forward with this project.
- f. Amanda Mickles at the Boardman Clerk's Office gave some insight on their notification system. Amanda stated that the notification system through the website is great. The struggle was getting subscribers. Many times, the citizens would ask if they could send them a list of emails/phone numbers and have them add them to the list, they said no. What they have learned is that they can do it by developing an internal process. They run a monthly report and send in a list of the new customers. It is non-voluntary for customers, but they have the option to reply "stop" to opt out. Information is only available to send from the website. An article or notice is created/published, they share the link on their Facebook page and push the notification. The same information goes out to all. It's streamlined how they get information out.

The Regular Meeting closed at 8:38 pm.


Jeffery Burton, Mayor


Victoria McKinney, City Recorder

Transcribed by


Taylor Grubaugh, Assistant Recorder

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