

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

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

Presiding: Mayor Jeffery Bufton.

Councilors Present: Councilor Denise Ball, Councilor Matt Irby, Councilor Kayla Rayburn and Councilor Mark Davidson.

Council Absent: Councilor Marshall Swope and Councilor Jerry Hanan

Staff Present: Recorder Victoria McKinney, Attorney Ruben Cleaveland and Engineer Brad Baird.

Guests: Rita Miciak, Cameron Krebs, Marta Mikalo, Deputy Burdick and Kelly Smith

Guests Announced Via Conference Phone: Brittany Dark

Mayor Bufton began the meeting with the Pledge of Allegiance.

BUDGET HEARING

The Budget Hearing was called to order at 6:30 p.m.

A public hearing on a proposed supplemental budget for the City of Arlington, for the fiscal year July 1, 2025 to June 30, 2026.

Mayor Bufton called for public comment. There were no comments.

REGULAR COUNCIL MEETING

The Regular Council Meeting was called to order at 6:32 p.m.

1. PUBLIC COMMENT

- a. **Marta Mikalo:** Marta was present on behalf of the Arlington Public Library. The library is now open until 6:00 pm on Wednesdays and all day Saturdays. Michelle Tuell has resigned from a Children’s Director position and Kylie, the Library Assistant, will step into that role. The library has received grant funding from the county, allowing for the extension of operating hours. The library board is looking into bringing in an auditor or CPA to review their books. The Library is updating its handbook; it has not been updated since 2011. Marta stated they are very fortunate to have Amy Bendtsen as the Library Director.
- b. **Deputy Burdick, Gilliam County Sheriff’s Office:** Deputy Burdick stated there was a delay distributing the Gilliam County Sheriff’s Office stats to the Council; they will be available soon. There will be a staff meeting regarding City ordinances. There were no questions for Deputy Burdick.

AGENDA AMENDMENT

Mayor Bufton added Item F, under Council Actions, for the approval of Resolution No. 755.

2. CONSENT AGENDA

The consent agenda consisted of the following items:

- a. Approval of Minutes - Regular Meeting February 4, 2026.
- b. Approval of Bills - As Listed

Recorder Victoria McKinney stated there was an error in the minutes from the February 4, 2026, Council Meeting. Councilor Hanan, Ron Evans, and Jed Crowthers were not in attendance.

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

3. COUNCIL ACTION

- a. **Krebs Grazing – License for use of property:** There was a discussion with Cameron Krebs regarding details of the agreement.

APPROVAL: Councilor Davidson motioned to approve the 2026 Krebs License for the use of the property. Councilor Irby seconded the motion. Roll call: Councilor Davidson: Yes, Councilor Rayburn: Yes, Councilor Irby: Yes, Councilor Ball: Yes.

- b. **Appoint Budget Committee Members:** Recorder McKinney stated Cindy Davidson, Sherrie Wilkins and Irene Steward have agreed to join the 2026 Budget Committee.

APPROVAL: Councilor Davidson motioned to appoint Cindy Davidson, Sherrie Wilkins and Irene Steward to the Budget Committee 2026. Councilor Ball seconded the motion. Roll call: Councilor Davidson: Yes, Councilor Rayburn: Yes, Councilor Irby: Yes, Councilor Ball: Yes.

- c. **Resolution No. 756: Temporary RV application for construction crews - Referencing rescinded Resolution No. 748:** Attorney Cleaveland stated he had a conversation with Recorder McKinney regarding what qualifies an applicant for the temporary RV permit. Attorney Cleaveland stated there may be added language as stated: “Qualified applicants are those who show the use of the property in accordance with the terms outlined in this resolution, in accordance with the siting standards and have not been delinquent in past payments with the City with the same or similar uses. The City may revoke a permit upon 5 days’ notice for delinquency in payment or other failure to follow applicable rules or regulations.” Attorney Cleaveland stated the resolution can be adopted with the additional language and the new resolution number.

APPROVAL: Councilor Ball motioned to approve Resolution No.756, with the language recited by Attorney Cleaveland, and to have the Mayor sign the resolution once the changes are made. Councilor Rayburn seconded the motion. Roll call: Councilor Davidson: Yes, Councilor Rayburn: Yes, Councilor Irby: Yes, Councilor Ball: Yes.

d. Easter Egg Hunt Donation Request. Past donations - \$500.00

APPROVAL: Councilor Rayburn motioned to approve the donation of \$500 to the Easter Egg Hunt for the Children of Arlington. Councilor Ball seconded the motion. Roll Call: Councilor Davidson: Yes, Councilor Rayburn: Yes, Councilor Irby: Yes, Councilor Ball: Yes.

e. Request to Purchase Backhoe - Mr. Timothy Jones: Mayor Bufton stated that after the surplus listing was closed without any bids, the City received a letter requesting the purchase of the backhoe with an offer of \$12,000, as is.

APPROVAL: Councilor Ball motioned to accept the offer from Timothy Jones for \$12,000.00 for the old, used backhoe. Councilor Rayburn seconded the motion. Roll call: Councilor Davidson: Yes, Councilor Rayburn: Yes, Councilor Irby: Yes, Councilor Ball: Yes.

f. Resolution No. 755, A Supplemental Budget For Fiscal Year of 2025 – 2026

APPROVAL: Councilor Ball motioned to adopt Resolution No. 755, adopting a supplemental budget for the fiscal year of 2025-2026. Councilor Irby seconded the motion. Roll call: Councilor Davidson: Yes, Councilor Rayburn: Yes, Councilor Irby: Yes, Councilor Ball: Yes.

4. COUNCIL DISCUSSION

a. 2026 Local Government Grant: There was a discussion of the reasons to apply for the Grant, such as the Veterans Memorial and ADA access surrounding the park.

CONSENSUS: The consensus of the Council is to move forward with the application process for the 2026 Local Government Grant.

5. ENGINEER BRAD BAIRD, ANDERSON PERRY & ASSOCIATES

Engineer Baird distributed handouts to the Council and gave updates on the following projects:

a. Alkali Park Project:

- **Bolen Construction:** There were nine bidders (See attached Bid Tabulation). Engineer Baird reviewed the project schedule, stating that the City is at the point where the Mayor can sign the contracts and the Notice to Proceed. The contracts include the agreement, performance and payment bonds and certificates of insurance. Engineer Baird received the contracts from Bolen Construction today. Bolen would like to have their pre-construction conference on Tuesday, March 10, 2026, at 11:00 am at City Hall. The project start date will be March 16, 2026.

APPROVAL: Councilor Davidson motioned to approve the Mayor to sign the construction contract and notice to proceed pending engineer and attorney review. Councilor Irby seconded the motion. Roll call: Councilor Davidson: Yes, Councilor Rayburn: Yes, Councilor Irby: Yes, Councilor Ball: Yes.

- **GreenWorks:** Anderson & Perry and GreenWorks presented work orders for construction support services at the last meeting. They have been signed and returned to Engineer Baird.

- **Contractor application for payment:** Bolen Construction reviewed the items to order and the total cost amounts to \$214,340.90. The suppliers require a cash down payment for the orders, and Bolen will need the initial funds to cover the cost. Engineer Baird stated he requested that Bolen prepare an initial payment application to cover the down payment, so they wouldn't have to carry the cost for a month or more. Engineer Baird presented a payment application for the Council. There was a discussion regarding retainage. **Attorney Cleaveland** asked if Bolen had posted their performance bond. Engineer Baird stated that the agreement, performance bond, and certificates are all included. There was a discussion regarding the budget. Engineer Baird stated the state grant may require the City to pay its portion first before using the grant funds.

APPROVAL: Councilor Ball motioned to authorize the contractor's application for payment in the amount of \$214,340.90, payable from the capital improvement department, which does include a 5% retainage, on or after March 16, 2026. Councilor Davidson seconded the motion: Roll call: Councilor Davidson: Yes, Councilor Rayburn: Yes, Councilor Irby: Yes, Councilor Ball: Yes.

b. RV Park – Old Motel Property:

Engineer Baird presented and reviewed a document from the project engineer detailing project details. Engineer Baird discussed issues with the design and the difficulty of requiring tenants to back into spaces. Engineer Baird stated he will work with Superintendent Gronquist regarding other matters.

6. COUNCIL REPORTS

- **Councilor Davidson:** No report to give.
- **Councilor Rayburn** stated that during a Port of Arlington inspection, the seaweed was addressed. There is a significant infestation within the lagoon as well. Mayor Bufton suggested a cleanup day to promote the removal of seaweed.
- **Councilor Hanan:** Absent
- **Councilor Irby:** No report to give.
- **Councilor Swope:** Absent
- **Councilor Ball:** (a) The ethics reporting should be coming up soon. (b) Has not heard from Cori Mikalo regarding the Fire Grant. (c) Attended Jennifer Bold's Meet & Greet at the Arlington Library.

7. STAFF REPORTS

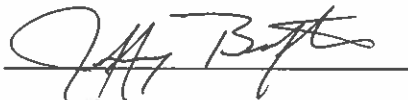
- **Public Works Superintendent Gronquist:** Absent
- **Attorney Cleaveland** stated he has not heard from the Port of Arlington's attorney regarding the easement for the pump station. Councilor Rayburn stated she has not

been in contact with the port's attorney regarding City business. Attorney Cleaveland stated he will follow up with the attorney.

- **Recorder McKinney** reported on the following:
 - a. Paula Escobedo with OSU (Oregon State University) contacted the City regarding a program that allows 240 hours of work for student interns, 16 – 18 years old. Either OSU can pay the employees directly or the City can be reimbursed. Recorder McKinney stated that she would prefer OSU pay them because the reimbursement will only cover the work, not the fees through BBSI (Barrett Business Services). There was a discussion regarding the types of jobs the students could do through the City.
CONSENSUS: The consensus of the council is to move forward with the program.
 - b. On March 31st, Acuity will be hosting an Audit Workshop in Albany. Recorder McKinney will be attending.
 - c. AGE+ partners with communities to bring low- income housing to small and rural areas.
 - d. On April 29th, CIS (Crisis Insurance Service) is hosting a supervising training in Hood River. Recorder McKinney will be attending.
 - e. Jamie Crawford with Bell Design reported that there will not need to be a new contract for the UBG.

Other Business: Mayor Bufton gave an update regarding Avangrid's project, scheduled to start in June.

The Regular Meeting closed at 8:02pm.

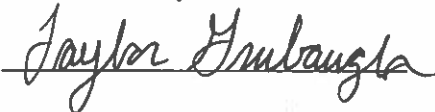


Jeffery Bufton, Mayor



Victoria McKinney, City Recorder

Transcribed by



Taylor Grubaugh, Assistant Recorder