

**City of Prairie City
Budget Meeting
April 29, 2026**

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Attendance:

- Mayor Bradford
- Councilor McClung
- Councilor Davis
- Councilor Clark
- Councilor Bernard
- Councilor Coburn
- Ben Richardson, Museum
- Marvin Rynearson, Fire Chief
- Mike Patterson, Public Works
- Rob Gaslin, CPA
- Shonalie Oakes, City Recorder

Budget Committee:

- Loreli Clapp
- Wanda Patterson
- Ed Clark
- Larry Johnson

Mayor Bradford called the meeting to order at 6:01 P.M. the roll was called and pledge of allegiance recited.

Agenda Amendment

Motion: Councilor McClung moved to amend the agenda to include 4th of July discussions/Displays.

Second: Councilor Bernard

Vote: Passed unanimously

Budget Committee Appointments

- **Budget Committee Members**
 - o **Motion:** Councilor McClung moved to appoint Wanda Patterson, Ed Clark, Lorelei Clapp to the Budget Committee
 - o **Second:** Councilor Coburn
 - o **Vote:** Passed unanimously
- **Budget Committee Chair**
 - o Candidates: Lorelei Clapp; Larry Johnson and Wanda Patterson (declined due to potential conflict of interest, recommended not to serve as chair)

- 39 ○ **Motion to elect:** Councilor Coburn moved to appoint Lorelei Clapp
- 40 as Chair
- 41 ○ **Second:** Councilor Bernard
- 42 ○ **Vote:** Passed unanimously

- 43 • **Delegate Budget Officer**

- 44 ○ **Motion:** Councilor Ed Clark moved to appoint CPA Rob Gaslin as
- 45 Budget Officer
- 46 ○ **Second:** Councilor Scott Clark
- 47 ○ **Vote:** Passed unanimously

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49 **Budget Review – Key Points and Guidance**

- 50 • **Process**

- 51 ○ Proposed figures are admin’s starting point; Committee to adjust as
- 52 needed.
- 53 ○ No final decisions are required at this meeting; members to review
- 54 and submit questions before next session.
- 55 ○ Appropriations are controlled at category level (e.g., Personnel
- 56 Services, Materials & Services), not individual line items.

- 57 • **Staffing Assumptions**

- 58 ○ Public Works: Budget includes 3 staff + Public Works Director
- 59 (position vacant). Consensus to keep funding in Personnel Services to
- 60 allow flexibility; unused funds remain unspent and restricted to
- 61 wages.

62 **General Fund – Administration (Expenditures)**

- 63 • Personnel Services: Intentionally high due to PW Director placeholder.
- 64 • Materials & Services highlights:
 - 65 ○ 911 Services: ~\$2,000
 - 66 ○ Advertising: ~\$2,000
 - 67 ○ Bank Fees/Letter of Credit Landfill: Budgeted \$5,000 (renewed; paid
 - 68 after March)
 - 69 ○ Elections: Budgeted \$4,000 (recall in prior year drove spike)
 - 70 ○ Community Enhancement: ~\$4,000
 - 71 ○ Computer/IT: Same as last year; needs include Marvin’s computer
 - 72 (covered in Fire budget) and potential Public Works device; some
 - 73 flexibility retained.
 - 74 ○ Donations: \$2,000
 - 75 ○ News/Radio: Increased to ~\$10,000 (ongoing monthly)
 - 76 ○ Insurance: +~15%

- 77 o Holiday Celebration: Budgeted \$20,000 (current year projected spend
- 78 o lower but subject to late purchases)
- 79 o Law Enforcement: \$0 (consistent with direction; note alternative of
- 80 o transferring equivalent to Streets as SRS replacement)
- 81 o Legal & Audit: Slight increase (audit ~ \$12,500 total included)
- 82 o Maintenance & Repair (City Hall): Historically under \$5,000
- 83 o Miscellaneous: Small buffer
- 84 o Office Supplies: \$4,000
- 85 o Postage: ~\$1,500
- 86 o Ambulance Housing (PW building): ~\$5,000
- 87 o Grants (Parks): \$45,000 expense in current year; reimbursement
- 88 o expected in revenues next year
- 89 o Travel & Training: \$10,000 (encourage Council training)
- 90 o Other Professional Services: ~\$15,000 (admin, engineering, etc.; prior
- 91 o year included grant costs now separated)
- 92 o City Utilities: Increased (commercial water rate increases flow to
- 93 o Water Fund)
- 94 • Transfers Out (General Fund)
 - 95 o To Water: Significant subsidy required to balance Water (concern;
 - 96 o rates should cover water costs)
 - 97 o To Roads: Continues to replace lost SRS funding
 - 98 o To Capital Improvements: For City Hall building/entry way
 - 99 o Even with transfers (~\$426,000), contingency ~ \$133,000

100 **General Fund – Administration (Revenues)**

- 101 • Beginning Cash: ~\$534,000
- 102 • Interest: As projected
- 103 • Property Tax; Franchise Fees: Franchise spike in current year due to catch-
- 104 • up; budget set at \$70,000
- 105 • State Shared Revenues: Liquor, Cigarette, etc.
- 106 • Site Lease (Cell Tower): Continued
- 107 • Park Grant Reimbursement: \$35,000 roll-forward expected next year

108 **Fire Department**

- 109 • Personnel Services: \$30,000 (contingent on staffing grant; only spend if
- 110 • awarded)
- 111 • Breathing Apparatus: Increased to catch up on deferred purchases
- 112 • Gas & Oil: ~\$2,000
- 113 • Computer/Communications: Includes Marvin's computer
- 114 • replacement/upgrade

- 115 • Command Vehicle: \$18,000 placeholder; intent to seek surplus/auction
116 vehicle likely below this amount
- 117 • Revenues: minimal Christmas donations and \$30,000 staffing grant (if
118 awarded)

119 **Parks**

- 120 • Maintenance & Repair: Budget \$8,000 (recent one-time costs: drinking
121 fountain, bathroom painting planned)
- 122 • Christmas Lighting: \$500 (no major new purchases planned)
- 123 • Utilities: High and increasing (~\$40,000 budget) due to doubled internal
124 water/sewer commercial rates (flows to Water Fund)
- 125 • Campground/Shower Revenues: Lower due to fewer long-term tenants;
126 showers reliability affects usage; consider repairs with County Parks funds
127 if available
- 128 • Discussion: Explore County funds (~\$160,000 referenced) for Depot Park
129 maintenance/bathroom replacement; grants can't be split across two parks

130 **Museum**

- 131 • Operating Loss (budgeted): ~\$9,735 including allocations; actual cash
132 savings to close would be ~\$4,000 after removing allocations
- 133 • Actual M&S spend trending low; \$5,000 YTD pace (excluding personnel
134 allocations)
- 135 • Advertising costs increased (ongoing publications)
- 136 • Small “computer/software” charge (~\$47) to be verified
- 137 • Revenues: \$5,000 Chamber donation; receipts in line with prior years

138 **Landfill**

- 139 • Expenditures increased unexpectedly this year; budget set at \$4,500
- 140 • Contingency reduced to ~\$5,000; if costs remain elevated, future General
141 Fund subsidy may be needed

142 **Streets (Roads)**

- 143 • Personnel Services: Overstated due to staffing assumption
- 144 • Materials & Services:
 - 145 ○ Fuel: Increased assumption (snow years drive higher spend)
 - 146 ○ Shop/Supplies: Increased for new staff ramp-up
 - 147 ○ Streetlights: ~\$21,000 (utilities remain high)
 - 148 ○ Maintenance: ~\$6,000 typical; Striping: ~\$9,000
 - 149 ○ Tree Trimming: Increased need anticipated
 - 150 ○ Vehicle Maintenance: Historically variable; past high years \$15–\$18k
- 151 • Capital Outlay: \$250,000 project rolled to next year (grant-funded); total
152 project cost estimated ~ \$400,000
- 153 • Revenues:

- 154 o Beginning Cash: ~\$94,000
- 155 o State Gas Tax: Reduced to ~\$65,000
- 156 o Timber Receipts (SRS): \$0 (loss of ~\$100,000 historical support)
- 157 o General Fund Transfer: ~\$108,000
- 158 • Guidance: Consider cost controls; define strategy for level of General Fund
- 159 subsidy vs. service level

160 **Capital Improvements (City Facilities)**

- 161 • City Hall Remodel: \$200,000 budget (estimate; includes ADA/front approach
- 162 work)
- 163 o Funding: \$40,000 grant; \$55,000 transfer from General Fund
- 164 o No quotes yet

165 **Public Works Capital (Shared Equipment)**

- 166 • Equipment Replacement: \$108,000 (list maintained; mix of needed and
- 167 contingency replacements)
- 168 • Funding via transfers from Water/Sewer/Streets (~\$34,401 combined)

169 **Wastewater Debt Reserve and Reserve Fund**

- 170 • Required balances maintained per covenants; transfers continue until
- 171 targets reached (to \$310,000 by 2029)

172 **Water Utility**

- 173 • Major Concerns: Rising costs; significant General Fund subsidy; potential
- 174 emergency fuel for generator at Faiman well; power line project delays
- 175 • Materials & Services – Key Changes:
 - 176 o Gas & Oil (Generator Fuel): Increase to \$50,000 (consensus) to cover
 - 177 potential July–Sept operation depending on hours/day and fuel
 - 178 prices
 - 179 o Generator Maintenance: DPF/emissions service estimated ~\$7,000–
 - 180 \$8,000 (parts ~\$5,000 plus labor); budgeted within increased
 - 181 maintenance
 - 182 o Chlorine: Reduce next year to \$25,000 (on-hand inventory from tank
 - 183 changeover should last close to a year)
 - 184 o Other Professional Services: ~\$73,000 (Budget Officer, engineering,
 - 185 Water Master Plan ~ \$50,000; \$20,000 grant offset)
- 186 • Capital Projects:
 - 187 o Power Line to Well: \$150,000 (loan-funded; Business Oregon granted
 - 188 9-month extension; easement unresolved; legal in process)
 - 189 o Water Line Replacement: \$150,000 (project list includes 7th
 - 190 Street/Cayley, fire hydrant additions incl. shop, and known pressure
 - 191 loss; \$50,000 budgeted current year, ~ \$10,000 spent in April)
- 192 • Revenues:

- 193 o Beginning Cash: ~\$680,000
- 194 o Water Service: Increased under new rate plan (full year)
- 195 o Transfers In (GF): ~\$262,000 to balance
- 196 o Debt Proceeds: \$150,000 for power line
- 197 o Grants: \$20,000 (Water Master Plan); separate meter grant to cover
- 198 meter project and installation escalation
- 199 • Operational Notes:
 - 200 o Power line earliest completion: End of July (optimistic; easement
 - 201 dependent)
 - 202 o Water meters: ~488 total; plan to phase order/installation in batches
 - 203 (~100 at a time) starting mid-to-late June pending bid/contract/grant
 - 204 compliance
 - 205 o Rate strategy: Future council discussion; meters may improve
 - 206 revenue accuracy; further increases may be required depending on
 - 207 outcomes
 - 208 o Unappropriated Ending Fund Balance: ~\$550,000 required; cannot
 - 209 be used to reduce subsidy

210 Sewer Utility

- 211 • Materials & Services:
 - 212 o Lagoon Site Maintenance: \$24,000 (tires and potential
 - 213 electrical/other pivot maintenance; likely needed)
 - 214 o Repairs & Maintenance: \$25,000 (aligned with history)
 - 215 o Chlorine: \$6,000 (unchanged; below prior budget)
 - 216 o Other Professional Services: \$100,000 for sanitary/collection system
 - 217 survey (camera/smoke/INI); may be required/critical to qualify for
 - 218 future funding; loan forgiveness anticipated
- 219 • Transfers/Reserves:
 - 220 o Sewer is financially healthier than Water; reduced transfers to
 - 221 reserves as targets met
 - 222 o Contingency: ~\$87,000
- 223 • Revenues:
 - 224 o Beginning Cash: ~\$232,000
 - 225 o Sewer Service: In line with prior collections
 - 226 o Forgivable Loan: \$100,000 for sanitary survey (confirm
 - 227 terms/requirements)

228 Scheduling and Next Steps

- 229 • Next Budget Work Session
 - 230 o Date: May 21, 6:00 PM
 - 231 o Location: Public Works Building

- 232 o Purpose: Continue line-by-line review; finalize adjustments
- 233 • June Council Meeting and Budget Hearing
- 234 o Date: June 17, 6:00 PM
- 235 o Purpose: Budget hearing and council approval
- 236 o Communications: Staff to notify radio (KJDY) and newspaper; publish
- 237 budget hearing LB-1 as required
- 238 • Action Items (Budget/Operations)
- 239 o Members to review budget packet; send questions to Rob before May
- 240 21.
- 241 o Confirm Marvin’s computer procurement under Fire budget.
- 242 o Validate museum “computer/software” \$47 charge (Treasurer to
- 243 check statement).
- 244 o Streets: Consider cost-reduction strategies and define General Fund
- 245 transfer policy.
- 246 o City Hall Remodel: Obtain quotes; confirm ADA grant.
- 247 o Water:
- 248 ▪ Set M&S: Fuel \$50,000; Chlorine \$25,000; generator
- 249 maintenance included.
- 250 ▪ Pursue power line easement resolution; monitor OTEC
- 251 schedule; track Business Oregon extension.
- 252 ▪ Coordinate meter project bids/contract compliance; plan
- 253 phased orders.
- 254 ▪ Discuss prioritization of \$150,000 water line project vs. critical
- 255 treatment plant electronics contingency.
- 256 ▪ Prepare water/sewer rate study materials (request sewer rate
- 257 study presentation/document at next council).
- 258 o Sewer: Confirm sanitary survey requirement/DEQ guidance; proceed
- 259 to maintain eligibility for funding.
- 260 **Adjourn Budget Meeting: MSP: To adjourn the budget meeting. Councilor**
- 261 **Coburn/Budget Committee member Wanda Patterson. Unanimous vote.**
- 262 **4th of July Planning**
- 263 • Fireworks
- 264 o Site: Meadow behind City facilities (pending Fire/Marvin site visit
- 265 approval)
- 266 o Pyro vendor: Will supply product; local team to be trained/licensed;
- 267 attendance at vendor shows required for training
- 268 o Budget: Estimate \$14,000–\$15,000; billing timing to be confirmed
- 269 (may span fiscal years)
- 270 • Purchases Approved

- 271 ○ Four flags (styles to be selected)
- 272 ○ One long banner (potential installation: Texaco building rooftop)
- 273 ○ \$400 for handmade marbles (approx. 10 marbles) for marble hunt
- 274 ○ Banners coordination: Mike to order via vendor contact; cardholder
- 275 to be arranged
- 276 • Ribbons/Trophies
 - 277 ○ Explore custom ribbons with year/anniversary; finalize at next
 - 278 council meeting (lead time acceptable)
- 279 • Grand Marshal Nominees (to decide at next meeting)
 - 280 ○ Primary: Dolores Young (Carrie Young Memorial)
 - 281 ○ Alternates: Kristi Whitaker (family connection), Sandy Murray, Carla
 - 282 Wright, Susie (surname not stated)
- 283 • Budget Availability
 - 284 ○ Current-year Holiday line has ~ \$10,000 remaining through June;
 - 285 next-year budget includes \$20,000

286 **Flags: MSP: To purchase four, 4th of July flags. Councilor McClung/Davis.**

287 **Unanimous.**

288 **Marble Hunt: MSP: To spend \$400 on marbles for the 4th of July marble hunting.**

289 **Councilor Clark/Bernard. Unanimous vote.**

290 **Banners: MSP: To purchase long, 4th of July banners. Councilor Coburn/Bernard.**

291 **Open Questions / Follow-Ups**

- 292 • Confirm Fire command vehicle acquisition path and final budget need.
- 293 • Clarify City Hall remodel scope and cost estimating.
- 294 • Determine final Parks maintenance needs (bathroom painting; swags
- 295 across roadway).
- 296 • Verify lagoon pivot maintenance scope/costs (tires, electrical).
- 297 • Streets: Evaluate streetlight cost alternatives; confirm street sweeping
- 298 attachment readiness and usage plan.
- 299 • Water: Legal strategy and timeline on easement; contingency for treatment
- 300 plant electronics if grant not awarded.
- 301 • Museum: Advertising value and mix; confirm small software/computer
- 302 charge.
- 303 • Communications: Ensure all meeting date changes advertised
- 304 (radio/newspaper).

305 **Adjourn: MSP: To adjourn the council meeting at 8:00 p.m. Unanimous vote.**

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307 Approved by the City Council on this 22nd day of June 2026 and signed by the
308 Mayor.

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Colby Bradford, Mayor

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Attested:

Shonalie Oakes, City Recorder