

**City of Prairie City
Budget Meeting & Special Meeting
June 22, 2026**

Attendance:

Mayor Bradford
Councilor Ed Clark
Councilor Coburn
Councilor Scott Clark (via phone)
Councilor Chase McClung (via phone)

Shonalie Oakes, City Recorder
Mike Patterson, Public Works
Brian Heuckman, Public Works
Rob Gaslin, CPA

Visitors:

David Kebler
Wanda Patterson
Fran Bunch
Steve Patterson
Sue Malaney

Mayor Bradford called the meeting to order at 6:16 p.m. to accommodate those attending by phone. The Pledge of Allegiance was recited, and roll was called.

Minutes:

April 29, 2026, Budget Meeting Minutes were considered. **MSP: To approve the minutes of April 29, 2026, Councilor Coburn/Scott Clark**

May 13, 2026, Council Meeting Minutes were considered. **MSP: To approve May 13, 2026, Council Meeting Minutes, Councilor Ed Clark/McClung.**

May 21, 2026, Budget Meeting & Special Meeting minutes were considered. **MSP: To approve May 21, 2026, meeting minutes, Councilor Coburn/Scott Clark.**

All minutes passed unanimously.

Recognition of Visitors

Signed up on Speaker's Roster: Steve Patterson

- Topic: Upcoming elections, who seats will be up for election.
- Information provided:
 - Offices up for election: Mayor and 3 Council seats
 - Seats: Councilor Chase McClung, Councilor Ed Clark, Councilor Emily Bernard, and Mayor Colby Bradford

Public Hearing: FY 2026–2027 Budget

- Public Hearing opened @ 6:21 P.M.; no public comment received
- Public Hearing closed @ 6:22 P.M.

Regular meeting convened.

Resolutions

Resolution 2026-02: A resolution to amend FY 2025–2026 Budget

- Purpose: Reallocate funds within Water Fund and General Fund (Admin)
 - Move from Capital Outlay to Materials & Services (Water Fund)

- Move from Materials & Services to Personnel Services (General Fund Admin)
- Amounts under 10% of fund, permissible by resolution

MSP: To approve Resolution No. 2026-02, Councilor Ed Clark/Coburn. Approved unanimously

Resolution 2026-03: Set Expenditure Authority at Category Level

- Applies to categories (e.g., Personnel Services, Materials & Services, Capital Outlay, Contingency, Transfers) across funds/departments (Admin, Fire, Parks, Museum, etc.)

MSP: Approve Resolution No. 2026-03, Councilor Coburn/McClung. Passed unanimously

Resolution 2026-04: State Revenue Sharing Participation

- Purpose: Certify eligibility and accept state-shared revenues

MSP: To approve Resolution No. 2026-04, Councilor Ed Clark/Scott Clark. Passed unanimously

Resolution 2026-05: Impose and Categorize Taxes for FY 2026–2027

- Rate: \$4.0826 per \$1,000 assessed value (same as prior year)

MSP: To approve Resolution No. 2026-05, Councilor Scott Clark/McClung. Passed unanimously

Resolution 2026-06: Adopt FY 2026–2027 Budget

MSP: To approve Resolution No. 2026-06, councilor Ed Clark/Scott Clark. Passed unanimously.

City Websites: Approval to Publish Draft

- Overview:
 - Two sites:
 - prairiecityor.gov (.gov): Official city business
 - prairiecityoforegon.com (.com): Tourism/business; intended to be managed with Chamber/business community
 - .gov Features:
 - City Council page with recent agendas/minutes; 20 years of minutes archived (accordion format; search to be added later)
 - Resolutions/ordinances repository
 - City services (water/sewer, bill pay links, water quality reports)
 - Department information; Sheriff contact to be removed
 - Draft Review Process:
 - Draft site password-protected; recommendation to appoint one councilor to vet updates prior to publishing
 - Emergency postings (e.g., boil water notice) to follow an agreed protocol; pre-approved templates suggested
 - Maintenance:
 - 6 months webmaster support offered
 - Transition to clerk updates via AI-assisted editing
 - .com Site:
 - Separate content focus; draft/publish workflow with separate access
 - Cross-links between .gov and .com

- Plan to engage Front Street businesses/community center to curate content
- Legacy site expiring within a week; intent to publish new sites promptly (aim: next day) with July 4th information

- Council Direction:

- Correction: Remove Sheriff Department reference

MSP: Approved publishing of draft websites (.gov and .com) Councilor Coburn/Ed Clark. Passed unanimously

Water Meter Replacement Project

- Procurement Summary:

- Solicitation under ORS 279 and EPA funding requirements
 - Proposals due May 18; 6 received
 - 2 late (not considered); 1 non-responsive; 3 evaluated
 - Evaluation Committee: Mayor Colby Bradford, Mike Patterson, David Kebler, Brian Heuckman, Gary Teel
 - Highest score: Core & Main (Neptune meters)
 - Due diligence: References checked; vendor Q&A webinar conducted

- Recommendation:

- Award to Core & Main (Meridian, ID) for smart water meters (Neptune)
 - Original figure referenced: \$254,762.29; final amount may change if 10-year recurring costs and large meters are bundled into upfront grant-eligible costs

- Key Considerations (discussed):

- Neptune meters are mechanical with AMR/cellular; can be manually read if battery/system fails
 - Vendor dependency risk: If vendor becomes insolvent, wireless reading ceases; manual reading remains possible
 - Longevity/References:
 - Core & Main founded in 1874; publicly traded
 - City of Joseph and City of Burns use Neptune
 - City of Payette: >20 years Neptune use (12 years AMR; 8 years cellular) without issues
 - Next Steps/Constraints:
 - EPA procurement review and grant extension request pending; no purchases until approvals
 - Related tasks to prepare for August meter deliveries; seek to maximize grant coverage before September grant end; budget amendment for grant reallocation anticipated with extension request
 - Acknowledgment of existing legal/consulting costs; reimbursement sought where applicable

- Action:

MSP: To accept Core & Main as the winning bid and authorize entering into a contract, subject to:

- **Final EPA procurement review and approval**
 - **Grant extension approval**
 - **City contract negotiations and legal review**

- **Final contract amount to be determined by bundling and meter options. Councilor Coburn/Ed Clark. Passed unanimously.**

Surplus: Scrap, Vehicles, and Equipment

- Objective: Dispose of old vehicles/equipment and scrap via public auction per legal requirements
- Actions/Requirements:
 - Prepare a detailed surplus list (including VINs/IDs/titles where available)
 - Sell for highest value (auction with possible minimum bids)
 - Scrap metal:
 - Low value; prior thefts of brass/copper noted
 - Consider declaring worthless if appropriate; otherwise include in auction
 - If surplused separately, possible first-come, first-served pickup with conditions (as-is/where-is; self-load; defined window)
- Direction:
 - Staff to compile list (including scrap for now), coordinate process with county practices, and return with list for approval
 - Consensus to proceed; confirm scrap value prior to final inclusion

Burn Pile: Use, Misuse, and Controls

- Issues:
 - Illegal dumping (mattresses, plastics, trash)
 - Safety/criminal activity concerns near Prairie Wood and burn pile area
- Discussion Points:
 - Need for clearer rules and signage on acceptable materials
 - Consider temporary closure to install cameras and post rules
 - Consider ordinance establishing permitted items, hours, and penalties; include cost recovery for cleanup and disposal
 - Cameras:
 - Multiple trail cameras recommended (including cellular options) to capture license plates and deter dumping
 - Concealed and visible placements; potential lockboxes; multiple angles
 - Potential electrical support available via SMB contract
 - Access Control:
 - Prairie Wood requests use of gates/locks to limit after-hours access; dual-lock system possible
 - Concerns about restricting community access vs. targeting violators
 - Explore limiting access beyond the burn pile while maintaining burn pile availability
- Decisions/Next Steps:
 - Send detailed guidance via utility bill on allowed materials and rules
 - Install multiple cameras; consider cellular subscriptions; coordinate procurement (Public Works/Brian)
 - Temporarily close burn pile for approximately 3–7 days to install cameras and post signage; post reason and timeline at site
 - Explore ordinance with defined penalties and cleanup cost recovery

- Post rules on the city website once finalized
- Consensus reached on above actions
- Fourth of July Planning**
- Website/Event Info:
 - July 4th content ready for website upon publish
- Beer Garden:
 - Paperwork signed; OLCC submission pending
 - Signage: “No alcohol beyond this point” ordered; age-ID wristbands planned
- Fireworks:
 - Permit and license in place; secure storage confirmed
 - Final go/no-go dependent on Fire Chief’s day-of fire conditions assessment
- Posters/Promotion:
 - Poster edits ongoing; target posting by tomorrow
- Handwash/Restrooms:
 - Coordination for handwashing stations; one near horseshoe pits
- Street Closure:
 - Proposed closure in front of City Hall for street dance; bridge load concerns raised
- Cornhole Sets:
 - Seeking to rent from John Day–Canyon City Parks & Rec if insufficient volunteer sets
 - Proposed cost: \$195 net after deposit refund for 3 sets; request for permission to use city funds if donations are insufficient
 - Councilors/Community asked to loan sets; one set identified locally; seeking two more
- Volunteers:
 - Call for additional volunteers posted; setup targeted by next Tuesday

Public Works: Help needed. Fly position.

Fire: Chief not present.

Accounts Payable: Gaslin read out loud the financial overview, went over the appropriations review, and the council reviewed the check detail.

MSP: To pay the City’s bills, Councilor Ed Clark/Coburn. Passed unanimously.

July’s council meeting moved to the 22nd.

Adjournment: MSP: To adjourn the meeting, Councilor Coburn/Scott Clark. Unanimously

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

Mayor Colby Bradford

Attested:

Shonalie Oakes, City Recorder