

1 City of Prairie City

2 CITY COUNCIL MEETING

3 September 11, 2013

4  
5 Attended: Gary Waterhouse, Mayor  
6 Carole Garrison, Councilor  
7 Les Church, Councilor  
8 Dennis Lynch, Councilor  
9 Butch Goslin, Councilor  
10 Viola Rose, Councilor  
11 Georgia Patterson  
12 Ray Winegar  
13 Connie McKinley  
14 Joy Waterhouse  
15 Mike Springer  
16

17 The Mayor called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited and roll  
18 call taken, Butch Goslin being absent. The minutes of the August 28, 2013 meeting were  
19 considered. The Recorder noted she had made a punctuation correction on the first page after the  
20 minutes had been mailed. **MSP: To approve the minutes as written and corrected, Carole  
21 Garrison/Les Church. All members voted in favor.** Butch Goslin arrived at 6:05pm.  
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23 The Mayor recognized Connie McKinley who addressed the Council regarding her concerns about  
24 increasing crime and vandalism in Prairie City. She said that in talking with other citizens they  
25 want to be part of a solution. She said there is a coalition in John Day that addresses such issues  
26 and hopes that a similar group can be formed in Prairie City. Her question was if the City would  
27 want to be a part of it and what roll they would take. She said the group could possibly become a  
28 non-profit organization which would be eligible for grant funds. She said it wasn't exactly  
29 "Neighborhood Watch" but more of a non-police security patrol. She was asked what roll the City  
30 of John Day has in the program and how it is structured. She didn't know but said she would get  
31 more information if the City is interested. McKinley said their group would hope to provide  
32 additional resources and solutions in conjunction with law enforcement. It was noted that currently  
33 the City does not have an active law enforcement presence but hopes to soon. She said the process  
34 in is the formative stage and that they are mostly looking for input and interest. It was generally  
35 agreed it would be a good idea, although the City would have to look into its liability depending on  
36 what capacity it served. McKinley said she would be meeting with more people and would get  
37 back to the Council with additional information.  
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39 **Museum:** Joy Waterhouse read the written report provided by Museum Director Kathy Smith.  
40 She said Bonnie Nance had pointed out there is a tree limb on the roof of the museum that should  
41 be removed before winter. Georgia Patterson said public works could use the man lift and would  
42 remove the limb. Waterhouse presented a volunteer application for the Council's consideration.  
43 **MSP: To approve the application of Robert Miller as a museum volunteer, Viola Rose/Dennis  
44 Lynch. All members voted in favor.** The question was raised as to whether or not the

September 11, 2013

1 applications still need to be presented to the Council for approval now that there is a department  
2 head at the museum. Carole Garrison said the policy was established because volunteers handle  
3 money and valuable artifacts. It was asked if background checks are done on all applicants and it  
4 was generally agreed they should be. **MSP: To have background checks done on all museum**  
5 **volunteers, Viola Rose/Dennis Lynch. All members voted in favor.** It was noted that the  
6 museum director could order the background checks which cost approximately \$25 each and that  
7 all volunteer applications must be presented to the Council for appointment.

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9 **Law Enforcement Services:** The Mayor reported the City Attorney is still working on the  
10 contract issue.

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12 **Abatement:** Carole Garrison said a citizen had approached her regarding vehicles parked in the  
13 City's right-of-way near 911 Overholt, one of them partially dismantled and one not licensed. She  
14 asked if a letter could be sent to the occupant. She was asked if a written complaint had been  
15 turned in but one had not. The Mayor said it would be looked into if a written complaint is received.

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17 It was noted that a bill for the City's abatement of the trash and tall grass in the McHaley Trailer  
18 Park had been sent to the owner, John Nash. It was noted the Public Works and the community  
19 service worker had done a good job.

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21 **Landfill:** A written report was received.

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23 **Public Works:** Georgia Patterson reported that the community service worker had finished  
24 painting the restrooms in the City Park and would be painting the covered picnic area next. It was  
25 noted that he had done a very good job.

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27 Patterson presented 4 quotes for garage doors for the city shop.

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29 NEHI Enterprises \$3,275.00  
30 Door Guy \$2,874.00  
31 Overhead Door \$5,490.00  
32 Double C Construction \$5,480.00

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34 Although the bid from the Door Guy appeared to be the lowest, it was noted that he had not  
35 included framing and materials. **MSP: To award the bid for garage doors to NEHI of Baker**  
36 **City for \$3,275.00, Carole Garrison/Viola Rose. All members voted in favor except for Les**  
37 **Church who abstained.** Patterson was asked to check into what type of warranty is included.

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39 The subject of the Public Works Director position was addressed. The Recorder reported that the  
40 current job description had been reviewed by LGPI who said it was well written and very thorough.  
41 Only minor changes had been suggested. The Council was asked to agree on advertising criteria.  
42 There was discussion of whether or not the City should fill the position if they plan to reorganize,  
43 but it was pointed out that reorganization could take a year and a director would be needed in the  
44 meantime. Carole Garrison referred to the ad the Recorder had drafted and said she felt it was  
45 comprehensive. There was a question regarding what the position pay starts at and it was noted that  
46 since the City does not have a pay scale in place the new hire typically starts at whatever the last  
47 person in that position was making. Beyond that there are no step increases as in other towns, only  
48 annual cost of living adjustments which other cities also give. They were referred to a pay scale for

1 the City of Halsey, population 915, showing what the starting wage would be. Patterson’s current  
2 wage fell between year one and two of the scale. It was suggested that creating a pay scale should  
3 be included in the reorganization. **Carole Garrison moved to post the starting salary at the**  
4 **current salary amount, Les Church seconded.** Garrison, Church and Waterhouse voted in favor,  
5 Goslin, Rose and Lynch opposed. **Motion did not pass.** It was suggested that the starting salary  
6 be lower until after the probation period. There was concern that it will be difficult enough to  
7 attract certified applicants by not having a pay scale and that lowering the salary wouldn’t help.  
8 There was more discussion of pay scales, certification processes and reorganization. Dennis Lynch  
9 recommended starting the position at \$45,000 per year (\$870 per year less than current.) It was  
10 agreed that Council needed to come up with a figure. **MSP: To set the starting salary at \$45,000**  
11 **per year and increase it to \$45,870 upon hiring at the end of the probation period, Dennis**  
12 **Lynch/Butch Goslin. All members voted in favor.**

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14 The Recorder asked the Council if the draft advertisement was satisfactory. **MSP: To authorize**  
15 **the Recorder and the Mayor to finalize the ad for the Public Works Director position and to**  
16 **advertise it, Carole Garrison/Les Church. All members voted in favor.**

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18 **Accounts Payable: MSP: To pay the bills, Dennis Lynch/Butch Goslin. All members voted**  
19 **in favor.**

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21 **Resolutions/Ordinances:** Ordinance 9.16 authorizing the City of Prairie City to offer and pay a  
22 reward of up to \$200.00 for information leading to the arrest and conviction of any person who has  
23 committed a specific crime, including graffiti-related offenses, within the City limits and providing  
24 a mechanism by which the City may collect the sum paid by the City as a reward from the person  
25 who is convicted of or plead guilty to the specified crime was read once by title and once in  
26 entirety. **MSP: To approve ordinance 9.16, Dennis Lynch/Les Church. All members voted in**  
27 **favor.**

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29 **7:25 pm: It was moved and seconded to adjourn, all members voted in favor.**

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31 Submitted by:

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33 \_\_\_\_\_  
34 Diane Clingman, City Recorder

35 Approved by the City Council this \_\_\_\_  
36 day of \_\_\_\_\_, 2013 and  
37 signed by the Mayor.

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39 Gary Waterhouse, Mayor