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City of Prairie City

CITY COUNCIL MEETING

October 9, 2013

- Attended: Gary Waterhouse, Mayor
- Carole Garrison, Councilor
- Les Church, Councilor
- Dennis Lynch, Councilor
- Butch Goslin, Councilor
- Viola Rose, Councilor
- Georgia Patterson, Public Works Director

The Mayor called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited and roll call taken. The Mayor noted that Les Church would be a few minutes late. The minutes of the September 11, 2013 meeting were considered. It was noted that those present listed "Ray Winegar" instead of "Ray Wenger." **MSP: To approve the minutes as written and corrected, Carole Garrison/Les Church. All members voted in favor.**

The request from Bonnie Nance to be reimbursed for fixing the city's fence below the reservoirs was considered. It was determined that she did not contact Public Works regarding the fence and the needed repairs before doing the work herself. There was discussion as to the exact location and whether or not it is actually the city's fence. There was concern over compensating for unauthorized work on city property and setting a precedent. There was more discussion of the location of the fence and why Nance didn't approach the city prior to fixing it. It was generally agreed that more information is needed before a decision could be made. Georgia Patterson agreed to meet with Nance and discuss it with her. **MSP: To table the issue, Butch Goslin/Viola Rose. All members voted in favor.**

**Museum:** A written report was received.

**Law Enforcement Services:** The Mayor reported he would be meeting with Peggy Gray, City Manager for John Day, on Monday to begin discussing the possibility of a contract with them for law enforcement services. It was noted that the county's counsel has indicated they want out of the present contract and that they do not have the personnel for it at this time. The Mayor asked the Council if they had any suggestions or changes to the contract. Butch Goslin made a motion to do only 20 hours per week, Viola Rose seconded. It was suggested that the City should stick with 40 hours per week, but also brought up that we've gone without any coverage for 4 months and that perhaps 20 hours should be given a try to save the City money. It was agreed that John Day should at least be approached with the idea to see what they think, or perhaps something between 20 to 40 hours should be discussed. It was also suggested that there be school patrols included. It was noted that instead of a flat monthly rate for fuel, John Day may want to charge mileage. There was discussion of being charged for overtime and call-outs and how that would work with a 20 to 40 hour schedule. Viola Rose wanted to amend the motion to ask for 20 hours per week coverage but willing to accept 40 hours per week. Dennis Lynch said the amendment to the motion wasn't legal, that only Butch could change it, or he could withdraw it. Goslin chose to stay with his original motion to do only 20 hours per week. The vote was taken, Garrison, Church, Rose, Lynch and

1 Waterhouse opposed, Goslin voted in favor. Motion did not pass. **MSP: To suggest to the City**  
2 **of John Day Police Department a 20 to 40 hour per week patrol by the John Day patrol, Les**  
3 **Church/Carole Garrison.** There was discussion of leaning strongly to the 20 hours in order to  
4 avoid overtime. There was a question regarding the hourly compensation; however that had not  
5 been determined yet. **Garrison, Church, Rose, Lynch and Waterhouse voted in favor, Goslin**  
6 **opposed.**

7  
8 **Abatement:** Carole Garrison thanked Les Church for speaking with the residents at 12<sup>th</sup> and  
9 Overholt about the vehicles as it appears they are getting things cleaned up.

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

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13 **Public Works:** The Mayor reported that the City had not received any applications for the Public  
14 Works Director position that met the requirements and asked if the Council wanted to continue to  
15 advertise. It was pointed out that the City has someone on staff that has all the necessary  
16 qualifications and certifications. It was noted that if the City doesn't have someone with all the  
17 required certifications they would have to contract out to be in compliance. The Council was asked  
18 if they would like to continue to advertise the position until filled or consider talking to the person  
19 on staff to see if he is interested in applying for it. There was discussion of the upcoming look at  
20 reorganization/re-staffing study the City is considering and how a vacancy in the department might  
21 be addressed, i.e., whether or not three full time positions are essential. It was noted that the City  
22 could offer more money for a position or be able to have a pay scale if there were less positions to  
23 fund. Georgia Patterson insisted three people are needed because of the on-call schedule. Viola  
24 Rose said there is a State program coming up soon wherein a senior citizen/low income worker can  
25 be utilized for 20 hours a week at no cost to the City. There was more discussion of trying to look  
26 for ways to save money.

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28 Discussion went back to talking to Chris Camarena about the job and it was noted that he had stated  
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30 anyway. Georgia Patterson suggested the Council give the new person in the position some  
31 direction if they don't like the way the department is being run. It was generally agreed someone  
32 should discuss the idea with Camarena. **Les Church made a motion to offer the position of**  
33 **Public Works Director to Chris Camarena; Carole Garrison seconded.** Butch Goslin wanted  
34 to know about his medical history but was cautioned that those types of questions are not allowed  
35 and can be construed as discriminatory. Some on Council felt that Camarena does a good job and  
36 has much to offer. It was asked if a committee could be appointed to interview him for the position  
37 and suggested that it would be a good idea to give the employee an outline of what they want to see  
38 done. It was stressed that communication is crucial so the employees know what is expected. It  
39 was suggested that the Council have a workshop to make a list and prioritize what they want from  
40 the department and to have some details before offering the position.

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42 The Mayor asked to have the motion re-read. **MSP: To offer the position of Public Works**  
43 **Director to Chris Camarena; Les Church/Carole Garrison. Garrison, Church, Rose, Lynch**  
44 **and Waterhouse voted in favor, Goslin opposed.** The Mayor asked Les Church and Dennis  
45 Lynch to chair with him to talk with Camarena. Church said his schedule would most likely  
46 prohibit it, Lynch accepted. Georgia Patterson said she wanted to be present. The Mayor  
47 consented but told her she could not speak and she agreed. It was agreed they would meet with  
48 Camarena in the next week.

1 **Accounts Payable: MSP: To pay the bills, Carole Garrison/Les Church. All members voted**  
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4 The Council was asked to consider an on-site training offered by the Local Government Personnel  
5 Institute "Revisioning Public Sector Supervision." An on-site training would be specific to Prairie  
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9 the training with the study and give the City a break on the cost. Since she had only just received  
10 the estimate and had not been able to ask them before the meeting but said she would look into it if  
11 the Council is interested. There was some discussion of the options presented for the review and it  
12 was generally agreed an on-site review would be more comprehensive. LGPI indicated they could  
13 do the fieldwork in November and have a recommendation completed by the end of the year. The  
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15 are good opportunities for the City if they are serious about looking at reorganization. It was  
16 remarked that the Council needs to be open to the recommendation(s) if they want direction. **MSP:**  
17 **To engage LGPI to come to Prairie City to do the supervision training in conjunction with**  
18 **option 2, an on-site review, and to get an estimate for both, Les Church/Carole Garrison. All**  
19 **members voted in favor.** It was noted that there are funds available for training and consultation  
20 in the General Fund.

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22 The Council was asked to consider having the City Attorney revise the City's water service  
23 ordinance as it is very outdated (1991) and contains ambiguous language. **MSP: To have the**  
24 **attorney re-write the water ordinance, Dennis Lynch/Viola Rose. All members voted in favor.**  
25 The Recorder noted the City's sewer ordinance also needs to be reviewed and updated.

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27 Georgia Patterson asked the Council if she could inform Chris Camarena of the City's decision to  
28 offer him the Public Works Director position. She was told yes.

29

30 Dennis Lynch asked the Recorder if the City could give water users more gallons for the base water  
31 rate. The Recorder explained that it would effectively be lowering the water rate and that the State  
32 loan requirement is that the City must charge at least the equivalent of \$41.00 for 7,500 gallons of  
33 water. It was suggested that the overuse rate could be lowered without being out of compliance  
34 with the loan terms, however, the Recorder also pointed out that at the current rates the City is not  
35 collecting enough money in the Water Fund to cover expenses and save for future repair and  
36 replacement as it is.

37

38 **8:05 pm: It was moved and seconded to adjourn, all members voted in favor.**

39

40 Submitted by:

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43 \_\_\_\_\_  
Diane Clingman, City Recorder

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

\_\_\_\_\_  
Gary Waterhouse, Mayor

October 9, 2013

1 City of Prairie City

2 SPECIAL CITY COUNCIL MEETING

3 October 17, 2013

4  
5 Attended: Gary Waterhouse, Mayor  
6 Dennis Lynch, Councilor  
7 Butch Goslin, Councilor  
8 Viola Rose, Councilor  
9 Georgia Patterson, Public Works Director  
10 Chris Camarena  
11

12  
13 The Mayor called the meeting to order at 5:05 p.m. The Pledge of Allegiance was recited and roll  
14 call taken, Les Church and Carole Garrison being absent. It was noted that Garrison had said she  
15 would not be present and that Church would try to attend if possible. The purpose of the meeting  
16 was to communicate to the Council the results of the meeting between Chris Camarena, the Mayor  
17 and Dennis Lynch.  
18

19 The Mayor said he and Dennis Lynch had met with Chris Camarena as authorized by the Council,  
20 and after interviewing him had offered him the Public Works Director position. Camarena had  
21 indicated his acceptance and it was determined he would start the job effective December 1, 2013.  
22 The Mayor said they discussed a number of things with him and that Camarena stated he would  
23 provide the Council with a long range plan for the Public Works Department and would address  
24 any backlog of issues.  
25

26 The Mayor clarified that he is the Public Works Director's supervisor and that he would provide  
27 him with all written and verbal complaints as they come in. Camarena had indicated he would  
28 follow up on and resolve such complaints and try to meet the Council's expectations.  
29

30 Dennis Lynch said Camarena stated he wants to do what's best for the City as far as management  
31 and that he has some changes to implement. He said Camarena has all the required certifications  
32 and reiterated he would be providing the Council with a long range plan.  
33

34 Both the Mayor and Lynch said they felt positive about Camarena's ability to do the job.  
35

36 It was confirmed that the position would start at \$45,000 through the six month probationary  
37 period, and if hired for the position at the end of the probationary period, the salary would increase  
38 to the budgeted \$45,870 per year.  
39

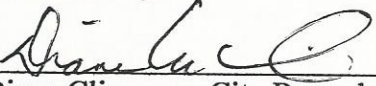
40 It was noted the Council has not yet made any long range plans regarding reorganization and that  
41 there could be some staffing changes in the future. The question was asked if Camarena was made  
42 aware of the possibility and it was confirmed he was. It was agreed no decision on filling the 3<sup>rd</sup>  
43 position in public works would be considered until after the staffing study and recommendations by  
44 the Local Government Personnel Institute are completed. It was also noted that Camarena would

October 17, 2013

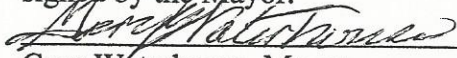
1 be invited and expected to attend the on-site supervisory training provided by LGPI. It was again  
2 noted that everyone should be open to and aware of possible changes.  
3  
4  
5

6 **8:05 pm: Meeting Adjourned.**  
7

8 Submitted by:

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10 \_\_\_\_\_  
11 Diane Clingman, City Recorder

12 Approved by the City Council this 5  
13 day of November, 2013 and  
14 signed by the Mayor.

15   
16 \_\_\_\_\_  
Gary Waterhouse, Mayor

1 City of Prairie City  
2 CITY COUNCIL MEETING

3 November 5, 2013

4 Attended: Gary Waterhouse, Mayor  
5 Carole Garrison, Councilor  
6 Les Church, Councilor  
7 Viola Rose, Councilor  
8 Georgia Patterson, Public Works Director  
9 Nancy Viggers  
10 Leslie Stillwater  
11 Jeff Hamel  
12 Paul Petroski  
13 Kellie Voigt  
14

15 The Mayor called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited and roll  
16 call taken, Butch Goslin and Dennis Lynch being absent. The Recorder noted that Lynch had  
17 advised he would not be in attendance. The minutes of the October 9 and October 17, 2013  
18 meeting were considered. **MSP: To approve the minutes as written, ~~Carole~~ Les Church/Viola  
19 Rose. All members voted in favor.**

20  
21 **Museum:** A volunteer application was submitted for consideration. **MSP: To approve the  
22 application contingent on doing a background check, Viola Rose/Carole Garrison. All  
23 members voted in favor (Lynch & Goslin not present.)**

24  
25 **Law Enforcement Services:** The Mayor reported he had talked with the John Day city manager  
26 and acting Chief of Police Richard Gray regarding law enforcement coverage. He said they are not  
27 interested in providing less than 40 hour per week coverage because it would not justify hiring  
28 another officer. They offered a patrol schedule that would include rotation 7 days a week with  
29 varied hours between 7am and 3am (not a set schedule.) They would be able to do school patrols  
30 during certain times and also some school events. As with all law enforcement, there will be  
31 occasional office and court time. The patrol hours will be random and they will strive to not accrue  
32 overtime. There was discussion of mileage, fuel cost estimated at \$600 per month and how to  
33 compensate for it. The City will receive a monthly report with a call log and vehicle use will be  
34 reviewed annually. As far as the contract, they agreed that it should be mutually beneficial and  
35 don't anticipate any problems. A three to five year contract was suggested with the option that  
36 either party could drop it at any time if it isn't working out. A contract could be available for  
37 consideration by January 15. **MSP: To go ahead and get a contract drawn up based on the  
38 information provided, Viola Rose/Carole Garrison. All members voted in favor (Lynch &  
39 Goslin not present.)** It was noted that the city attorney is still working on getting the contract with  
40 the County dissolved.

41  
42 **Landfill:** A written report was received.

43  
44 **Public Works:** Georgia Patterson reported that Bonnie Nance had withdrawn the request for  
45 compensation for fixing the fence.

1 \$3,000 if Public Works helps with some of the work. There was discussion of who else (locally) is  
2 a water rights examiner and some council members' preference to do some checking around for  
3 other options. It was suggested that Mike Springer be contacted for a quote. It was noted that the  
4 City needs to move quickly since it is already behind schedule. It was suggested that since time is  
5 of the essence the City should go ahead and authorize Anderson Perry to do the work, especially  
6 since they already have the information on the well project. Discussion went back to why the  
7 report never got done and who was responsible. The Mayor pointed out that it would have to be  
8 discussed in an executive session. Discussion went back to getting verbal quotes and setting a time  
9 for a special meeting to review and decide on who should do the work. Chris Camarena was asked  
10 to obtain quotes from certified water rights examiners by Tuesday the 17<sup>th</sup> and to stipulate the work  
11 must be done by the end of January. **MSP: to solicit two other estimates in addition to  
12 Anderson Perry's "not to exceed \$3,500" estimate, Les Church/Viola Rose. Church, Goslin,  
13 Rose, Lynch, and Waterhouse voted in favor, Garrison opposed.**  
14

15 In addition, Wildman also said the permit required a Water Management Conservation Plan,  
16 although he was not certain it had been reviewed and approved. Another item he said needs to be  
17 completed that was part of the original contract are the O & M manual for the sand filtration  
18 system. The draft has already been paid for, but it needs to be finalized and approved by the state.  
19 Wildman said he had been waiting for the City to decide on what scenarios to include. He said the  
20 cost to complete the manual would be approximately \$3,000 depending on how many scenarios are  
21 to be included. The expense had not been budgeted for by Public Works; however, the Recorder  
22 said it could be done by resolution. Wildman explained that the manual provides all the steps  
23 necessary for operation and maintenance of the system. Butch Goslin requested a copy of the draft.  
24 Though time is not as crucial in completing the manual, it was generally agreed it needs to be done.  
25 **MSP: To have Anderson Perry work with Public Works to finalize the O & M manual, Butch  
26 Goslin/Viola Rose. All members voted in favor.**  
27

28 **Museum:** Kathy Smith addressed the Council and thanked Carole Garrison for all the work she  
29 had done in getting the museum on track. She recapped the museum's participation in Christmas  
30 on the Prairie and reported on the training she had recently taken. She also noted that she will be  
31 looking into grant funds for repairs to the building. With regard to the Council's decision to require  
32 a background check on all museum volunteers, she asked for input on the 19 page application  
33 required by the State Police. She also noted that each check would cost \$67. She said she didn't  
34 feel background checks are warranted, but said it is the Council's choice. There was discussion of  
35 why checks are needed and the Mayor commented that the City Attorney said it is a good idea. It  
36 was suggested that the Department Head (Smith) be able to make the decision as to whether a  
37 background check should be done, such as in the case of someone she does not know. It was noted  
38 that the Council would need to change their previous decision to require checks on all volunteers.  
39 **MSP: To allow the Department Head to, at her discretion, authorize background checks on a  
40 case by case basis, Les Church/Carole Garrison. All members voted in favor.** It was also  
41 agreed that the Department Head would decide on which criteria to use in the checks.  
42

43 **Law Enforcement Services:** The Mayor reported that John Day is waiting on the formal  
44 dissolution of the City/County contract before proceeding with contract negotiations for law  
45 enforcement for the City. He referred to a draft document provided by the attorney and said the  
46 County's attorney has it but will not respond. He said the document may be subject to some minor  
47 changes. He said the County is dragging the process out too long and someone needs to be  
48 appointed to approve documents and proceed. **MSP: To authorize the Mayor and the City**

1 **Attorney to finalize the document and approve any changes, Viola Rose/Butch Goslin. All**  
2 **members voted in favor.**

3  
4 **Landfill:** A written report was received. Chris Camarena said he is following up on the permit  
5 renewal process and lease with the BLM. He said his MOLO certification would expire next year,  
6 but by that time the landfill would probably be closed.

7  
8 **Public Works:** Chris Camarena reported that there had been another major sewer line break on the  
9 main transmission line over Thanksgiving. It was noted the age of the system and the lack of  
10 proper bedding when it was installed are the reasons for the breaks.

11  
12 **Accounts Payable: MSP: To pay the bills, Carole Garrison/Les Church.** Viola Rose asked  
13 that the payable lists be included when the packets are mailed out.

14  
15 **Other Business:** The Mayor referred to an offer from American Tower to replace the current lease  
16 agreement with a 50 year lease that includes an up front payment of \$187,044. It was noted that  
17 accepting the terms would result in a substantial loss of revenue for the City (approximately \$3,740  
18 instead of the current approximate \$14,000 per year.) It was generally agreed that the Council  
19 should flatly refuse the offer. There was also discussion of the problem the City has with finding  
20 out how many sub-leases there are and American Tower's reluctance to provide the information;  
21 yet another reason not to accept the offer. There was discussion of having the Mayor write back  
22 and tell them the Council is evaluating the offer, or that they flatly refused the offer but are  
23 considering a counter offer. **MSP: To flatly reject the offer, Les Church/Dennis Lynch. All**  
24 **members voted in favor.** It was also noted that after January 1 the new charter would go into  
25 affect allowing the City to enter into leases without time limitations.

26  
27 Dennis Lynch brought up the issue of the house numbering system that does not make sense. The  
28 issue had been presented to the Council previously by Andy Day as a potential liability to the City  
29 in emergency situations, i.e. fire and ambulance calls. Lynch said his neighbors had recently  
30 experienced such an incident with the ambulance not being able to locate their residence. There  
31 was discussion of why the street numbering system does not follow the City's ordinance and it was  
32 noted that many years ago a boy scout group did it as a project and the Council at the time adopted  
33 it. It was agreed it should be corrected and be in compliance with the ordinance, although there are  
34 a lot of things to be considered and it will be difficult to predict how much it would cost the  
35 residents or the City. The Mayor appointed Dennis Lynch to look into what could be done. Viola  
36 Rose volunteered to help him.

37  
38 A workshop date to determine priorities for the Public Works Department was suggested. It was  
39 agreed a special meeting could be held prior to it to consider the quotes for a water rights examiner  
40 to complete the beneficial use application for Well #3. It was agreed Les Church would facilitate  
41 the workshop and write priorities on the chalk board in order for the Council to stay on track. The  
42 main idea being that the Council give Public Works a good picture of what they want to see done  
43 and agree on their expectations. Chris Camarena said he will provide an outline of what he has  
44 determined are the areas needing attention and his goals. It was agreed that long range plans will be  
45 discussed once the Council receives the staffing plan recommendations from LGPI.  
46

1 Waterhouse opposed, Goslin voted in favor. Motion did not pass. **MSP: To suggest to the City**  
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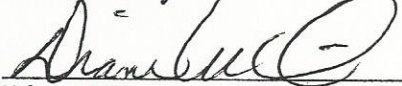
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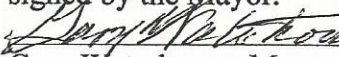
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30 Dennis Lynch asked the Recorder if the City could give water users more gallons for the base water  
31 rate. The Recorder explained that it would effectively be lowering the water rate and that the State  
32 loan requirement is that the City must charge at least the equivalent of \$41.00 for 7,500 gallons of  
33 water. It was suggested that the overuse rate could be lowered without being out of compliance  
34 with the loan terms, however, the Recorder also pointed out that at the current rates the City is not  
35 collecting enough money in the Water Fund to cover expenses and save for future repair and  
36 replacement as it is.

37  
38 **8:05 pm: It was moved and seconded to adjourn, all members voted in favor.**

39  
40 Submitted by:

41   
42 \_\_\_\_\_  
43 Diane Clingman, City Recorder

44 Approved by the City Council this 5  
45 day of November, 2013 and  
46 signed by the Mayor.

47   
48 \_\_\_\_\_  
Gary Waterhouse, Mayor

EMPLOYMENT INFORMATION

NAME: Christopher J. Camarena SSN: 563398919  
ADDRESS: PO Box 472  
TELEPHONE: 541-820-4746

DATE OF HIRE: 6-18-01 POSITION: Maint Worker I  
DEPT: Public Works Supervisor: Public Works Director

Probation Period: \_\_\_\_\_

Notes:

12-10-08 Promoted to PW Asst/Maint Worker II  
Dec 2013 Probationary Period comes for promotion  
to PW Director  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

POST EMPLOYMENT

Last Day of Employment: \_\_\_\_\_ Reason: \_\_\_\_\_

Notes: \_\_\_\_\_