

1 City of Prairie City

2 CITY COUNCIL MEETING

3 May 14, 2014

4 Attended: Gary Waterhouse, Mayor  
5 Carole Garrison, Councilor  
6 Viola Rose, Councilor  
7 Butch Goslin, Councilor  
8 Kevin Dahlen, Councilor  
9 Richard Gray, John Day Police Chief  
10 Kathy Smith, Museum Director  
11 Sally Bartlett, Budget Committee Volunteer  
12 Lyn McDonald, City Clerk  
13 Mike Springer  
14 Johni McHatton  
15 Doug McHatton  
16 David Torres

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18  
19  
20 The Mayor called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited and roll  
21 call taken, Councilman Les Church absent. The minutes of the April 9<sup>th</sup> the April 23<sup>rd</sup> and the  
22 Public Budget Hearing meeting of May 8, 2014 were considered. **MSP: To approve the minutes  
23 as written, Kevin Dahlen/Carole Garrison. All members voted in favor.**

24  
25 The Council recognized Mike Springer from Benchmark Land Surveying who addressed them  
26 regarding his find in the course of a survey. Mike asked “in lieu of a Planning Commission he  
27 should come to the Council and the Mayor confirmed with a “Yes”. A line between the properties  
28 of Henry Goslin and Ronald & Sandy Rue was off 6 feet. Mike Springer was representing the Rues,  
29 and Henry Goslin was representing himself. The two property owners agreed to split the difference  
30 with each getting 3 feet of the 6 feet of property. Mike explained there is no streets or valleys  
31 concerned just mutual property. Councilor Dahlen asked Henry Goslin if he would like to abstain  
32 from this vote. Councilor Goslin agreed to abstain. **MSP: To approve the property line  
33 adjustment, Viola Rose/Kevin Dahlen. No further discussion. All members voted in favor.**  
34 Mike Springer stated he will provide the city with a map when he is done.

35  
36 **Economic Development:** The Mayor asked for volunteers to replace Dennis Lynch. No one  
37 volunteered. He also stated we need some workshops before we appoint anyone else.

38  
39 **Museum:** Kathy Smith gave a written report to which she read herself (see attached). Kathy Smith  
40 stated next meeting she will bring a monthly report of visitors, sales, & donations to the museum.  
41 Kathy Smith asked for the application of Susan Harris as a volunteer to be approved. Councilor  
42 Dahlen asked if Susan Harris will be working under Kathy she answered “well me and and Joy”  
43 and then Councilor Dahlen asked if Kathy wants her on board to which she responded “absolutely”.  
44 **MSP: To approve Kathy’s new volunteer at the museum Susan Harris. Carole Garrison /  
45 Kevin Dahlen. No further questions were asked. All members voted in favor.**

May 16, 2014

1 Councilor Garrison questioned Kathy, while referring to top part of Kathy's report, had Kathy  
2 considered contacting Susan Litt for a referral of a contractor. Kathy Smith stated she had not that  
3 she was going to contact Joyce Sears. Kathy stated she will contact Susan Litt also. Council  
4 Garrison explained Susan Litt was overseeing some renovation in the southern part of the state and  
5 Susan had stated she was familiar with people in different areas that could help, so she might be a  
6 good resource. Kathy agreed to contact Susan and see what she can come up with but it still needs  
7 to go before the commissioners. Kathy said we have to do something before that building falls  
8 apart.

9  
10 **Public Safety: Law Enforcement Services:** Councilor Dahlen had requested a monthly report of  
11 the services provided. Chief Gray was recognized. Councilor Dahlen asked for a more detailed  
12 report with clearer definitions. Chief Gray asked such as a list of traffic citations, Dog Nuisance  
13 complaints and we don't have them categorized on that report as to which each of those are for, but  
14 there are arrests that have been made, such as a domestic violence arrest.  
15 Chief Gray asked Councilor Dahlen of what councilors are specifically looking for such as type of  
16 arrests we are making? Councilor Dahlen answered he wants to see what we are getting for the  
17 money spent for the review next March. The Chief asked so you are asking if we can revamp the  
18 report looking for the types of citations are being issued? Chief Gray will check into the report  
19 coming to council as a spread sheet with clearer definitions. Chief Gray stated it may be harder to  
20 read with more lines. Chief also stated this may add some additional cost. Mayor Waterhouse  
21 inquired into violations of privacy with a more detailed report. Chief stated they are not going to  
22 give names and addresses and dates of birth. Chief Gray explained we would have to submit a  
23 "records request" and the reason why, for specifics like names and specific charges.  
24 Chief also explained the Courts will be keeping records of all the funds. And when they are found  
25 guilty that's when the process of the payment fees come back to the city. They will be coming to  
26 Prairie City not John Day, unless they are John Days. Chief stated he didn't know how difficult it  
27 would be but he could see what he can do for next month. The Chief stated if that's what we want  
28 he could spend more time documenting that type of information, you guys will be paying for it. He  
29 explained they were trying to keep it as accurate as they could through the calls here. The officers  
30 daily logs are documenting it but the dispatcher is not going through and putting the forms into the  
31 report. It's just that there is a number of citations, a number of arrests and calls. Councilor Garrison  
32 asked Councilor Dahlen if it would help if it was noted what types of calls they were? Like the calls  
33 for service they had ten, we don't know what kind of calls those were and maybe if we had some  
34 kind of notation of what those calls were. Chief Gray stated the calls were for domestic violence  
35 cases, dog nuisances and some drug cases we are currently working. Councilor Dahlen explained  
36 that if we knew 90 calls a year were for dog nuisance than maybe we need a dog catcher not a  
37 fulltime law enforcement officer. Councilor Dahlen reiterated if he could come up with something  
38 a little more detail that would help. Councilor Goslin asked why in the third week (on report) there  
39 was more patrolling? Chief Gray explained there were 11 calls, 2 arrests made, and 2 written  
40 warnings given. Councilor Goslin asked why was there 7.93 hours listed on the 25<sup>th</sup>? Chief Gray  
41 explained this was due to a burglary case, the theft case. Chief stated there was an arrest that day  
42 and an arrest the following next day.  
43 Councilor Goslin thanked the chief for keeping the cost down. Councilor Dahlen also thanked him  
44 for keeping the cost down. Councilor Rose also wanted to thank him and stated she felt their  
45 presence is keeping the speeding down and their seat belts on.

1 **Abatement:** Mayor Waterhouse explained Courtesy letters are being sent and if that doesn't work  
2 than the police will be called. The Mayor also stated nothing had warranted the police being called  
3 thus far and the one nuisance report fell under licensing of vehicles and a courtesy letter had been  
4 sent.

5  
6 **Landfill:** No report. the Mayor explained to the mayor that Chris was at a Certification Class for  
7 the finalization of the landfill. Mayor Waterhouse stated he will be expecting two reports from  
8 Chris at next council meeting.

9  
10 **Public Works:** The Mayor stated the topic of hiring a part-time individual. We talked about this in  
11 the past do we want to move forward on this. The City Recorder explained Chris was at the  
12 Certification Class and Ray was at a game with his child. The Mayor stated the decision of hiring  
13 the seasonal employee needs to be made due to the season starting. Councilor Garrison stated it was  
14 imperative we get summer help for meter reading and part-time help would help with the Parks.  
15 Councilor Goslin stated he would like to hear from public works department before a motion is  
16 made on this. Councilor Rose stated she knew of groups to help. Councilor Rose will check on that  
17 and report back to the council. The Mayor asked why Ray wasn't at the meeting and the City  
18 Recorder explained he was at a game with his child. Mayor Waterhouse spoke of the Liabilities of  
19 hiring underage kids or having volunteers work for the city. **This was tabled until a workshop on  
20 the 28<sup>th</sup> of May, 2014.**

21  
22 **Accounts Payable:** The Mayor asked for any comments about paying the bills? Councilor Dahlen  
23 asked about the two invoices to Chaves. Both Lyn McDonald and the City Recorder explained  
24 Chaves were our "Gurus" and our backup. For the cities computer program and those were monthly  
25 charges for their service. Councilor Dahlen asked about the \$42.00 long distance being international  
26 calls? The City Recorder explained those are not international calls but instead was out of state  
27 calls. Councilor Dahlen asked about the Byron excavation bill and it was explained by the Mayor  
28 Byrons's is our backup on a job that we only had one employee on.  
29 The City Recorder stated that the Blue Mtn Cable for Depot Park had been cancelled and should  
30 save a little over \$2500.00. Councilor Goslin asked if the rates will be lower (at Depot Park).  
31 Councilor Garrison asked if we need to update the service or our equipment? Councilor Garrison  
32 stated if it is the equipment than the county might be able to help us. She feels a lot of people want  
33 the service and perhaps we should consider upgrading. Mayor Waterhouse stated it's a \$370.00 a  
34 month savings. Kathy Smith was recognized and stated while Dan was working on the computer he  
35 noted there were no fiber optics at the site and we might consider going WIFI. Kathy spoke of other  
36 parks charging \$7.00 for a password for WIFI. She stated they could come into the museum to  
37 connect, pay and or get the password. The Mayor thought we already had fiber optics in the park  
38 and it was explained due to cost they did not lay it in depot Park. The Council recognized Doug  
39 McHattan from the audience. Doug stated the Cable service is in homes throughout the city and that  
40 it is a poor level of service. His dish service rep said the problem is in the system. He stated WIFI is  
41 on people's phones and we should consider looking for a fix for the whole town. Doug sees it as a  
42 revenue source for the city if we could offer WIFI to the whole city. Mayor Waterhouse and  
43 Councilor Dahlen discussed how the equipment is on a lease through a 20 year franchise signed in  
44 1999. Mayor Waterhouse explained we don't know enough about it and it would have to go under  
45 Economic Development.  
46 Doug McHattan then asked if he could ask two more questions what is the purpose of a workshop?  
47 The Mayor explained a workshop is for getting organized, for the gathering of information. No  
48 voting goes on. We just get information and discuss it. Councilor Goslin explained there is noone

1 here from public works that we can talk to about it, they are not here for us to get their views to  
2 help them do their jobs. So we need to put it on this date for a workshop. The Mayor stated it  
3 prepares us for the next meeting. Doug explained he comes from the “school” that if you are having  
4 a meeting and the need is there and you have the budget for the need than fill the need, you quit  
5 talking about it you assign it to someone and just do it.

6 Doug stated his next question, ”why if the police are coming under budget why not utilize them  
7 more for better coverage so that they could go from good to great, Doug asked Why are we trying  
8 to save money on police? Councilor Goslin explained to Doug we had no police coverage for a  
9 year, we are covered by the state police is patrolling and the county sheriff is around. Councilor  
10 Goslin said he guaranteed he could get a fella in here that had a complaint and needed the state  
11 police or the sheriff, he couldnt get anyone that isn’t 10 minutes out. Than Doug stated but those  
12 are questions you have before you pass the budget. It was explained the budget hasn’t been passed.

13 The Mayor asked that we move on. **MSP: To approve paying the accounts payables, Carole  
14 Garrison/Viola Rose. No further questions were asked. All members voted in favor.**

15  
16 **Resolutions/Ordinances: Resolutions/Ordinances:** The Mayor asked the Council to consider the  
17 approval of Resolution 2014-01 which spells out the process by which someone can run for office it  
18 is dictated by the city charter that such an ordinance be in place. The Mayor explained this copy has  
19 to be read again because the emergency clause was taken out. The Mayor read just the heading.

20 **MSP: To adopt Ordinance No. 2014-01 AN ORDINANCE CONCERNING NOMINATIONS  
21 FOR CITY COUNCIL POSITIONS AND THE OFFICE OF MAYOR. Kevin Dahlen/Henry  
22 Goslin. No further questions were asked. All members voted in favor.**

23  
24 **Other Business:** The Mayor asked for approval of 4<sup>th</sup> of July contract and Land use agreement for  
25 4<sup>th</sup> of July fireworks. Councilor Rose stated she would like to see more publicity for the kind of  
26 money spent. Councilor Garrison stated we need PCCA to be a part of the discussion because its  
27 their insurance we use and they handle the events in town and the publicity. Councilor Goslin  
28 would like to see flyers in Baker County. Councilor Rose volunteered to go to the PCCA and  
29 explain we need to make it worth the investment and to get the word out. Councilor Rose offered to  
30 speak to the president of the organization Ron Smith of PCCA and let him know we need to see  
31 more publicity and more people from John Day and Baker City for the money spent. Kathy Smith,  
32 stated they always put out posters and flyers, as treasurer she will go over the fliers and see what  
33 has been done in the past. Councilor Dahlen stated he would like to see more events such as  
34 horseshoe tournaments in the park, some things to keep them here so more dollars are spent in  
35 Prairie City. The Mayor told Viola he would appoint her to handle that after the motion is passed.

36 **MSP: To sign the land use agreement and the firework contract. Viola Rose/Kevin Dahlen.  
37 All members voted in favor.** The Mayor stated he might need to discuss it further with the fire  
38 department because if they decide it’s too dry for fireworks than they are going to shut the whole  
39 thing down.

40  
41 Councilor Dahlen asked for approval of a liquor license to serve Beer and Wine at the Roan  
42 Outwest Interiors & Design located at 206 Front St. **MSP: Kevin Dahlen / Henry Goslin. No  
43 further discussion. All members voted in favor.**

44  
45 The Mayor asked for consideration of approval of the 2014-2015 Budget. Councilor Garrison  
46 handed a printout from the budget manual to the Mayor to read. It stated, after the budget hearing  
47 and after considering relevant testimony the governing body adopts the budget. The Mayor stated  
48 this is where we approve the budget, and we did the other night. It should not be formally adopted

1 until it is approved to be adopted. Until the latter part of June the last minute revisions to revenue or  
2 expenditure estimates can be incorporated. The Mayor explained this means if there is money left  
3 over then there's a change in the budget. One of these examples is if the Recorder /Treasurer  
4 budgeted called for a certain amount of money considering a person and their spouse and four kids  
5 in case the person we hired had that. The Mayor stated as it turns out our hire does not have a  
6 husband or children. That changes the amount of money that was outlayed, and the insurance. The  
7 Mayor stated we should discuss this, so actually the council hearing on this should be done in June,  
8 we should discuss this budget as far as this is concerned, not the insurance or medical. We need to  
9 discuss how we want to handle it. There are a number of things to discuss of the medical budget  
10 that would change the way we budget for that. It could mean we only allow a certain amount of  
11 money for the employee and they would have to pay from that point on, a lot of companies do that,  
12 they pay for the employees and the employee has to pay for their children out of their own pocket,  
13 this is something we have to discuss. And that's in the budget it would change the bottom line of  
14 the budget. The Mayor stated he had asked Sally Bartlett to attend the council meeting to help out  
15 with any questions that came up. Sally Bartlett was recognized, and she explained this time is for  
16 review and discussion until the Budget is adopted. Sally spoke of the timeline that the budget needs  
17 to be approved. She informed the council that you cannot operate without an approved budget. You  
18 may have money left over from what you budgeted for like the police, and may have other  
19 questions and that is what this time is for, Sally also stated they took in some of those  
20 considerations when the budget committee worked on the budget. Councilor Garrison explained it  
21 would affect things like carryover and we need to have that as close as possible when we adopt the  
22 budget.

23 Councilor Dahlen asked if we can shop around with different insurance companies and get input on  
24 the health insurance options? The Mayor explained the health insurance has to be changed under  
25 an ordinance when you change how employees are covered. We have to decide how future  
26 employees are affected or the present ones so this can't be done in this budget but it will affect the  
27 future budget for next year. The budget is just an estimate of what we are going to spend next year  
28 it doesn't mean because we have it we have to spend it. So they estimate a little more than what is  
29 actually may be spent, it just so happens they spent a little more than expected because of a break in  
30 the sewer. Councilor Rose asked for clarification from Councilor Dahlen is it that he feels that we  
31 are over priced as far as our costs not necessarily just who is going to be insured but that the price is  
32 really high for coverage. Councilor Rose asked if it would behoove us to shop around. Sally Bartlett  
33 explained its late in the year to decide that and we maybe we should be looking at that kind of thing  
34 for next the year budget, because there are rules to be followed as far as having ordinances and stuff  
35 before the budget is accepted .She stated we are really close to the timeline when you should be  
36 deciding that. Taci explained the costs are not just for health insurance but life insurance, dental,  
37 and optical. The Mayor explained our estimated budget is what we might have to pay not what we  
38 will be paying. We can shop around during the next year for the upcoming budget. The Mayor  
39 asked Taci to "shop around" and she agreed to.

40 Councilor Dahlen then questioned why if we can reduce the City Recorders wages through a  
41 modification of the budget, why can't we reduce the C.O.L.A. (Cost of Living Adjustment).  
42 Councilor Dahlen stated he does not want to approve the C.O.L.A. The Mayor explained the 2.8%  
43 cost of living adjustment was a wage negotiation and can't be taken out of the budget at this point.  
44 Councilor Goslin stated that we could because nothing had been voted on yet. The Mayor explained  
45 there's another way we have to approach the C.O.L.A. If we have a 2.8% increase we can't just  
46 take it out of the budget and not pay it we would still have to pay it, it's a wage consideration part  
47 of their salary. Councilor Goslin stated he didn't know how C.O.L.A. works but he didn't think it  
48 was a mandatory raise by working for the state or gov't , or the city. The Mayor stated it is by

1 Ordinance. Sally stated it is tied to P.E.R.S and it is recommended. She stated that once the budget  
2 is adopted whether its adopted or not , you guys have to go with it or not that we should check it out  
3 to be sure. The Mayor stated he thought it was a legal matter and he did not know if it can be  
4 cancelled and someone should check with the IRS. Councilor Garrison explained in June 2008 the  
5 City Council agreed to use Portland CPIU (Consumer Price Index) for the cost of living adjustment  
6 increases for employees. She explained it is not a raise. She explained the employees do not receive  
7 annual raises. The employees do not receive step raises. The adjustment is tied to the actual amount  
8 the cost of living going up. She looked up in the Bureau Labor of Statistics from the Bureau of  
9 Labor and verified the 2.8% rate. The Mayor stated the point is can we cut the C.O.L.A. off by  
10 budget, not how much it is. The Mayor stated all the employees are working under the assumption  
11 they will be getting the cost or living increase every year. The Mayor stated he has to check with  
12 Legal. It might be in the employees contract to get that adjustment. The Mayor stated we would  
13 have to table for a workshop on the 28<sup>th</sup> of May, 2014. The Council asked Taci if she would check  
14 into cutting the C.O.L.A. and the insurance rates and possibly changing carriers. Taci stated you  
15 are my bosses and if that is what you want me to do than I will.

16 Councilor Dahlen and Councilor Goslin are questioning the training fees on the proposed budget.  
17 Sally explained it was for Taci's training and the certification of the Public Works Department  
18 (PWD) employees so that they stay compliant.

19 Councilor Dahlen asked if there was enough money budgeted for a third employee in the PWD.  
20 They Mayor stated it was already budgeted for this year and still has to be budgeted for the next  
21 year. The subjects were tabled for the workshop May 28, 2014. The Mayor again stated we can't  
22 change insurance on this budget. **MSP: Table approving the Budget and to consider it for the  
23 next workshop so that the treasurer can bring the information gathered to the workshop.**

24 Councilor Dahlen and Councilor Goslin confirmed the treasurer will be looking into the health  
25 insurance and the C.O.L.A. The Mayor explained the health insurance can not be included in this  
26 budget so there was no need to further discuss it. Councilor Goslin stated we can if its on this  
27 budget and the Mayor stated we can not change it until the budget is adopted. Councilor Garrison  
28 explained we cannot change how the employees are covered by the deadline. The Mayor explained  
29 we cannot change insurance in 6 weeks. Doug McHatton asked if he could ask another question but  
30 the mayor stated we are in the middle of a motion. Councilor Dahlen asked for the treasurer to  
31 repeat the motion. **MSP: Table approving the Budget until the June meeting, and to consider it  
32 for the next workshop so that the treasurer can bring the information gathered, to the  
33 workshop. Carole Garrison / Viola Rose. All members voted in favor.**

34 The Mayor recognized Doug McHatton. Doug suggested using John Day resources to find the  
35 information, they already have guidelines for both positions and also insurance coverages. The  
36 State of Oregon also has guidelines for what they recommend each county employo to have. So  
37 instead of trying to reinvent the wheel. We can drag this thing on forever with workshop, so why  
38 don't we go to the people who have already done that and find out what they are doing and what the  
39 state is doing, and then follow those guidelines. The Mayor thanked Doug and explained we have  
40 been already doing that.

1 **At 7:15 pm: It was moved and seconded to adjourn, all members voted in favor.**

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3 Submitted by:

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Taci Philbrook, City Recorder

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Approved by the City Council this \_\_\_\_  
day of \_\_\_\_\_, 2014 and  
signed by the Mayor.

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