

The City Of Prairie City

City Council Meeting

December 6, 2017

1. **Attendance:**

2. Mayor Jim Hamsher
3. Councilor Georgia Patterson
4. Councilor Carole Garrison
5. Councilor Joe Phippen
6. Councilor Les Church
7. Councilor Frank Primozić

8.

9.

10. **Visitors**

11. Pam Gangler
12. Tom Gangler
13. Deanne Negus
14. Carlos Bortell
15. Luanne Bortell
16. Dan Becker
17. Alan Macmillian
18. Cristy
19. Caleb Sanders
20. Taci Philbrook
21. Melanie Dejong
22. Chantal Desjardin
- 23.

24. Mayor Hamsher opened the regular meeting at 6:00pm, and roll call was taken.

25. All Councilors are present except Councilor Dottie Miller who was absent.

26.

27. **Approval of Minutes**

28. The minutes of November 8, 2017 regular council meeting were considered. **MSP: To approve**
29. **the minutes of November 8, 2017 regular council meeting. Councilor Garrison/Councilor**
30. **Primozić. All members present voted in favor.**

31.

32. The minutes of November 20, 2017 front office workshop were considered. **MSP: To approve**
33. **the minutes of November 20, 2017 front office workshop. Councilor Garrison/Councilor**
34. **Primozić. All members present voted in favor.**

35.

36. The minutes of November 21, 2017 water workshop were considered. **MSP: To approve**
37. **the minutes of November 21, 2017 water workshop. Councilor Garrison/Councilor**
38. **Phippen. All members present voted in favor.**

39.

40. **Recognition of Visitors**

41. Mayor Hamsher recognized Christine Coyne, and her application for a social gaming license.
42. Ms. Coyne was not present during the meeting. In her application, she asked to
43. approve a social gaming license at Prairie Hotel for every Friday and Saturday night of each
44. week from 4pm-9pm. **MSP: To approve Christine Coyne application for a social gaming**
45. **license. Councilor Church/Councilor Primozic. All members present voted in favor.**

46.

47. **Museum Report:**

48. The Museum is closed for the season and will reopen again in the spring. Nothing to report.
49.

50. **Public Works:**

51. Mayor Hamsher called on Public Works Director, Chris Camarena for his report.
52. Chris reported, he is working with ODOT on trading labor for materials straight across. Public
53. Works has already helped the State with some of their projects this year using our equipment.
54. They would trade up to 100 yards of sand and rock for the use of the City's equipment and
55. employee time.

56.

57. Chris advised with the Council, Public Works has been working on finalizing paperwork for
58. the sewer and water projects, and he is getting the documents ready to be sent out for open
59. bid. The sewer project will be ready to go out for open bid on the 18th of December, and the
60. water documents should be ready to go out to open bid in early to mid January. Chris hopes
61. Public Works can start the actual work as early as February, or early March.

62.

63. Councilor Phippen asked, how long it will take to finish the project.

64. Chris replied, that it depended on the size of the company that contracts with the City. A bigger
65. company will be faster at getting the work done compared to a smaller company that may not
66. have as many employees, so it could take a little longer to finish the project.

67.

68. **Payables:**

69. Councilor Phippen had a question about a particular bill and wondered what it was for.
70. Consolidated Supply is a business the City gets water and sewer parts from for maintenance
71. and repair.

72.

73. Chris informed the council that a supply store in Baker City is going out of business, and is
74. selling all their valves and pipes at great discounts. He said, he would like to take a day to
75. see if he could find supplies that would save the City money since the supplies are very
76. expensive.

77.

78. Councilor Phippen asked about the Chevron bill and wondered why it is so high. He also asked,
79. about storing fuel and gasoline.

80. Chris explained that the largest reason for not storing gasoline and fuel is due to the restrictions
81. the State would put on the City, and it would not be cost effective.

82.

83. To ratify the payment of bills. **MSP: To pay the bills. Councilor Patterson/Councilor**

84. **Primozic. All members present voted in favor.**

85.

86. Chantal DesJardin joined the council meeting at 6:30pm

87. **Other Business**

88. Water Source Options:

89. Chris discussed with the council, he has received one bid from Marciel Well Drilling and one
90. bid from Oregon Trail Well Service for projects involving Well #3. The bid from Marciel Well
91. Drilling only included punching Well #3 to a depth of 800 feet. The bid did not include any
92. other services to complete all that needed to be done to Well #3. The bid from Oregon Trail
93. Well Service included drilling the well to 800 feet, and everything that is needs to be done to
94. finalize Well #3 for use.
95.

96. Mayor Hamsher informed the council, He has been working and talking to Scott Fairley on
97. possible grant money the City could receive for its sewer and water projects. He said, the
98. City should be able to get a grant to cover all the cost for the Master Water Plan which is
99. estimated at around \$40,000.00.

100.

101. The council discussed having Anderson Perry & Associates attend a meeting to talk about our
102. well situations. Chris said, he would be willing to set a date and time they could meet with the
103. Council to further discuss options.

104.

105. The council discussed reserving time on Marciel Well Drilling's calendar in early March
106. regarding the well projects.

107.

108. The council set a Special Meeting for Tuesday December 12, 2017 at 5:00pm to meet with
109. Anderson Perry.

110.

111. **Front Office Options:**

112. Councilor Garrison addressed *Option A* and *Option C* that was earlier discussed by the council.
113. *Option A* was to outsource all accounting duties to a professional accountant, and limit clerk's
114. hours to 20-25 a week.

115. *Option C* was to keep everything in-house, and limit the clerk's hours to 20-25 hours a week.

116. Councilor Garrison spoke with Bob Armstrong from Oster Professional Group who sat down
117. and discussed what they would charge the City for their services. Bob figured the City could
118. afford the accounting firm , a full time recorder, and a part-time clerk.

119. Oster would set our utility billing on a different computer program, saving the cost of Chaves
120. Consulting that the City has now. Employees can have their payroll checks direct deposited in
121. their bank accounts which is not offered by the City now. If the city does go with *Option A*,
122. then the City will need to hire a different audit firm which Oster would refer and help the City
123. to obtain.

124. As for *Option C*, everything would stay the same. Between the two options, *Option C* would
125. save the City money, but it would not assure the finances were being handled correctly and
126. efficiently which has been an issues in the past.

127.

128. The council discussed and came to the conclusion that *Option A* would benefit the City better
129. than *Option C*. **MSP: To choose Option A for the front office at City Hall. Councilor**
130. **Patterson/Councilor Primozic. All members present voted in favor.**

131.

132. The council discussed setting a committee to create new job descriptions for Option A. **MSP:**
133. **To set up committee members to create new job descriptions for the front office at City**
134. **Hall. Councilor Church/Councilor Patterson. All members present voted in favor.**

135. Committee members include: Councilor Garrison, Councilor Miller, and Councilor Patterson.

136. At 7:00pm the City Council went into executive session pursuant to ORS 192.660 (2)(i)- to
137. review and evaluate the job performance of the chief executive officer of any public body, a
138. public officer, employee, or staff member who does not request an open hearing.
139.
140.
141. At 7:07pm, Mayor Pro-Tem Georgia Patterson reconvened to the regular council meeting; and
142. the public was invited to return.
143.
144. **MSP: To make Bobbie Brown a permanent employee for the City Of Prairie City.**
145. **Councilor Church/Councilor Phippen. All members present voted in favor except Mayor**
146. **Hamsher who recused himself from voting.**
147.
148. Mayor Hamsher adjourned the regular council meeting at 7:15pm.
149.
150.
151. Submitted By: _____
152. Deputy Recorder, Bobbie Brown
153.
154.
155. Approved by the City Council this 10th day of January, 2018
156. and signed by the Mayor:
157.
158. _____
159. Jim Hamsher, Mayor