

1 City of Prairie City  
2 City Council Meeting  
3 March 12, 2025

4  
5 **Attendance:**

6 Mayor Ed Clark  
7 Councilor Whale-Murphy  
8 Councilor Bradford  
9 Councilor Scott Clark  
10 Councilor McClung  
11 Councilor Davis  
12 Shonalie Oakes, City Recorder  
13 Trish Coburn, City Clerk  
14 Chris Camarena, Public Works Director  
15 Rob Gaslin, CPA  
16 Marvin Rynearson, Fire Chief

17 **Visitors:**

18 Jerry Galland  
19 Frances Preston  
20 Sandy Murray  
21 Colin Kolb  
22 Fran Bunch  
23 Justin, Newspaper  
24 Rebecka Camarena  
25 Camarena's son? (sitting next to Rebecka)  
26 Pam Gangler  
27 Sue Malaney  
28 Mary Brown  
29 Jonathan Cannon  
30 Jerry Galland  
31 Jerry Franklin

32  
33 Mayor Clark called the meeting to order at 6:00 pm, the pledge  
34 of allegiance recited, and roll call taken.

35  
36 **Agenda Additions**

37 Mayor Clark amended the agenda to include four additions:

- 38 1.) Leave accrual of city employees.  
39 2.) Parks Master Plan with Catalyst as the only company providing  
40 an estimate.  
41 3.) Discussion on free water allotment in town.  
42 4.) Law enforcement report.

43 **Minutes:** The minutes of February 12, 2025, meeting were  
44 considered. **MSP: To approve the City Council Meeting Minutes of**  
45 **February 12, 2025, Councilor Davis/Councilor McClung. All**  
46 **Council members present voted yes.**

47 No visitors signed in for public comment.

48

49 **Downtown Beautification Committee Report:**

50 Sandy Murray provided an overview of the Prairie City

51 Beautification Committee's efforts:

52 Over 200 volunteer hours spent on upgrading planters along Front  
53 Street. Discussions with Julia at Better Blooms for purchasing  
54 trees and PH testing of the soil. Working with grant writer  
55 Sharon Fritch for funding from the Ford Family Foundation for  
56 Downtown Beautification. Murray raised questions about the  
57 process of removing old shrubs, dealing with stumps, and non-  
58 working spigots. Murray asked for commitment from the City in  
59 facilitating the work and solidifying a timeframe to ensure the  
60 work takes place to complete the project. Camarena discussed the  
61 use of the City's Vac Truck for hydro irrigation for the removal  
62 of the stumps. Camarena said that it is a process to winterize  
63 the truck and before they use it to remove the stumps, they need  
64 to be sure that it won't need to be winterized again, so they  
65 are waiting for warmer weather.

66 The timing for tree planting was discussed, aiming for mid-  
67 April, Galland recommended that the work be done by Easter.  
68 Murray would like to plant four trees in locations that do not  
69 need stumps removed, if Public Works would get the planters  
70 prepped, cleaned out and the soil amended. Camarena said he  
71 would begin next week in prepping the planters and would attempt  
72 to safely remove the stumps. Jerry Galland(landscaper and  
73 arborist) explained professional planting methods and offered a  
74 maintenance proposal.

75 Mayor Clark called on Frances Preston. Preston wanted to know  
76 how this project could be successful without a water source.  
77 Mayor Clark said they would have to water the trees a couple  
78 times a week, but once the trees are established the water table  
79 is high enough that the trees won't need to be hand watered  
80 anymore.

81 **Landscape Maintenance Proposal**

82 Galland proposed a maintenance agreement for \$3,000 for the  
83 period from April to November.

84 The council had a discussion on monthly billing, versus a one-  
85 time upfront payment. Motion to approve monthly billing for  
86 landscape maintenance services was carried. **MSP: To approve the  
87 monthly billing for landscape maintenance Councilor**

88 **Bradford/Davis**

89 **Councilors Bradford, Davis, Whale-Murphy, and Clark were all YES**  
90 **VOTES: 4 Councilor McClung was a NO Vote: 1**

91

92 **Leave Accrual for City Employees**

93 Mayor Clark led a discussion on managing leave accrual:

94 Proposal to cap leave accrual, comp time is stopped and manage  
95 excess through payout or usage. Asked the council to suggest how  
96 they would like the situation to be handled as all, but two  
97 employees are well over the allotted amount.

98 Councilor Bradford suggested a two-year review process. Review  
99 after the first year to evaluate if it's being used  
100 appropriately and at the end of the second year to pay off the  
101 remaining balance.

102 Councilor McClung would like to put safeguards in place to  
103 ensure this abuse of the leave accrual doesn't happen in the  
104 future and suggested that the council review this quarterly.  
105 Mayor Clark asked the council to give him permission to consult  
106 with the attorney to put together an agreement and a letter of  
107 expectation to the employees. Councilor Whale-Murphy expressed  
108 concerns about putting a timeline on the expenditure of the PTO  
109 that there would be too many people off for the City to operate.  
110 CPA Rob Gaslin said the number of days needing to be used are  
111 282, if they were to use it consistently the City would have one  
112 employee gone for the next 77% of the next year. Gaslin said the  
113 City is obligated to pay out comp time but not vacation. The new  
114 employee handbook would cap it at 160 hours. Mayor Clark  
115 addressed councilor Whale-Murphy's concern, saying it will be up  
116 to the supervisor to manage their employees to make sure they  
117 have the necessary coverage.

118 Council consensus: Cap it. Give employees a set time frame, two  
119 calendar years, will go to use it or lose it. Quarterly review.

120 **MSP: Approval of the attorney writing a letter of expectation to**  
121 **the employees regarding their leave accrual. Councilor**

122 **Bradford/Davis. Unanimous yes votes. YES 5 NO 0**

123 **Parks & Rec Master Plan**

124 In previous months the council was tasked with trying to find a  
125 Planning Company to facilitate the OPRD Master Plan Grant, with  
126 no luck. The City did receive one proposal from Catalyst for the  
127 parks master plan. Mayor Clark said that the City legally only  
128 has to go out for bid if a project is over \$100k and the OPRD  
129 Master Plan Grant is a project well under 50k.

130 Council to review the proposal and decide at next months meeting  
131 in April.

132 **ORDINANCE No. 2025-01: Rally Networks Franchise Agreement,**

133 **ORDINANCE NO. 2025-01 IS AN ORDINANCE GRANTING OREGON TELEPHONE**  
134 **CORPORATION, AN OREGON CORPORATION D/B/A RALLY NETWORKS, THE**  
135 **RIGHT AND PRIVILEGE TO PROVIDE AND OPERATE A TELECOMMUNICATIONS**  
136 **AND INFORMATION SERVICES NETWORK WITHIN CITY OF PRAIRIE CITY,**  
137 **AND TO PLACE, ERECT, LAY, MAINTAIN, AND OPERATE IN, UPON, OVER,**  
138 **AND UNDER THE PUBLIC STREETS, ALLEYS, AVENUES, THOROUGHFARES,**  
139 **HIGHWAYS, PLACES, AND GROUNDS WITHIN CITY OF PRAIRIE CITY,**

140 POLES, WIRES, WIRE CENTERS, CABINETS, AND OTHER APPLIANCES AND  
141 CONDUCTORS FOR A TELECOMMUNICATIONS AND INFORMATION SERVICES  
142 NETWORK.

143 Jonathan from Rally Networks discussed the updated franchise  
144 agreement. The council has agreed to review the franchise  
145 agreement and will vote on it at the next council meeting in  
146 April.

147 **Water Rates and Free Water Allotment**

148 Discussion on the water rate resolution and free water  
149 allotment.

150 Mayor Clark suggested reviewing the free water allotment policy  
151 to ensure fairness. Councilor McClung said we either need to  
152 compensate ALL the employees for the water or do away with it,  
153 because it's unfair treatment. Camarena said that if the City  
154 wants to apply for federal funds that the City cannot give away  
155 water to anyone.

156 Councilor Scott Clark suggested the attorney draft a letter to  
157 those receiving free water explaining to them why it can't  
158 continue. Mayor Clark also suggested the Fire Chief receive a  
159 once-a-year stipend so they are still compensated that the City  
160 can remain in compliance with the USDA.

161 Community Center receives free water based on an informal  
162 agreement allowing the City free use of the facility and  
163 maintaining the city's website.

164 Concerns Raised: No formal agreement exists, and the center  
165 currently does not pay for water usage.

166 Proposed Action: End the current verbal arrangement and consider  
167 a formal written agreement.

168 Council Consensus is to close the gap and end free water.

169 A workshop was scheduled to work on the Water Rate Resolution.

170 **Public Works Report:**

171 Project Timeline for the Small City Allotment Grant: Current  
172 projects will extend over two years, including road patching and  
173 ADA-compliant installations. Budget Considerations: Discussed a  
174 \$250,000 budget for street projects, with additional safety and  
175 ADA compliance needs.

176 Infrastructure Issues: Emphasized the need for sidewalk repairs  
177 and safety enhancements around City Hall.

178 City Infrastructure and Safety Projects

179 Crosswalks and Safety Measures: Plans to improve crosswalks and  
180 install ADA-compliant features.

181 Microplastics and Environmental Concerns: Upcoming requirements  
182 for sampling microplastics and microfibers.

183 Public Works is going to training with ODOT in Heppner to learn  
184 how to manage our Compost Facility better.

185 **City Hall Report:** Recently attended a training through CIS the  
186 City's insurance company.  
187 Computer Issues were plaguing City Hall for a couple weeks  
188 making things difficult, new tech support came and fixed it.  
189 Law Enforcement Funding and Community Feedback. Public  
190 Questionnaire: A survey will be going out in the mail to gather  
191 community input on law enforcement, funding and structure.  
192 Legislative Updates: Discussion on potential state funding to  
193 support county law enforcement.  
194 Billing Adjustments: Bills now routed through Portland,  
195 requiring earlier meter reads to ensure timely delivery.  
196 RCAC Grant: Potential \$75,000 grant for master planning and city  
197 project funding.  
198 RCAC Study Results: Upcoming results to provide insights into  
199 city operations and improvements.  
200 Wildlife Ordinance and Public Concerns of Feeding Wildlife:  
201 Ongoing issues with residents feeding wildlife; potential  
202 ordinance under review.  
203 City Signage and Safety Considerations  
204 Signage Safety: Discussion on whether to repair or replace city  
205 signage, considering safety and costs.  
206 Fireworks Event Discussion  
207 New Year's Eve Fireworks: Council needs to decide on continuing  
208 the event and finding a new location.  
209 **Fire Report:** Fire Chief Marvin Rynearson stated that there are  
210 Radio Tower and Communication Issues.  
211 Power Supply Challenges: Issues with power supply for radio  
212 communications, exploring new solutions.  
213 The department received a donation from OTEC, they plan to use  
214 the money to buy wildland gear. Maintenance for flow testing.  
215 **Accounts Payable:** CPA Rob Gaslin read out loud the financial  
216 overview, walked the council through the appropriations review,  
217 and the City Council reviewed the check detail. Gaslin reminded  
218 the council that we need to get the budget committee organized  
219 and start planning the budget meetings. **MSP: To pay the City's**  
220 **bills Councilor Davis/Councilor McClung. All council members**  
221 **present agreed.5 YES            0 NO**  
222 **Action Items**  
223     • A workshop to discuss the water rate resolution.  
224     • Review and decide on the parks master plan and Rally  
225       Franchise agreement in the next meeting.  
226  
227 The meeting focused on resolving informal agreements, updating  
228 public infrastructure, addressing environmental issues, and  
229 planning for future city events and safety measures. Further  
230 decisions are required on several action items, including

231 formalizing agreements and enhancing community engagement on law  
232 enforcement funding.

233 **Adjourn: MSP: To adjourn the March 12, 2025, Council Meeting at 7:53 pm.**

234 **Councilor McClung/Davis. 5 YES    0 No All present voted unanimously.**

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236 Approved by the City Council on this 9<sup>th</sup> day of April 2025 and signed by the  
237 Mayor.

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241 Ed Clark, Mayor

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243 Attested:

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246 Shonalie Oakes, City Recorder

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