

1 City of Prairie City
2 Council Meeting
3 August 13, 2025

4 **Attendance:**

5 Mayor Clark
6 Councilor McClung
7 Councilor Bradford
8 Councilor Davis
9 Councilor Georgia Patterson
10 Shonalie Oakes, City Recorder
11 Mike Patterson, Public Works
12 Marvin Rynearson, Fire Chief
13 Rob Gaslin, CPA

14 **Visitors:**

15 Gary Jacobson
16 Colin Kolb
17 Wanda Winegar
18 Jessie Christensen, HECO Engineer
19 Joe, HECO Engineer
20 Nathan from ACS
21 Sue Malaney
22 Wanda Paterson
23 Steve Patterson

24
25 Mayor Clark called the meeting to order at 6:01pm, the pledge of
26 allegiance recited, and the roll was called. Councilor Whale-Murphy
27 resigned from her position as of August 1, 2025.

28 Agenda Adjustments

29 Advanced Control Systems (ACS) presentation moved to first.

30 HECO (park master plan) presentation to follow.

31 No objections to agenda change.

32 **Minutes:**

33 The minutes of May 28, 2025, law enforcement workshop meeting were
34 considered. **MSP: To approve the minutes of May 28, 2025, Councilor
35 McClung/Bradford. All members present voted yes.**

36 The city council meeting minutes of June 18, 2025, were considered.

37 MSP: To approve the minutes of June 18, 2025, Councilor

38 McClung/Bradford, all present voted unanimously.

39 **Presentations:**

40 **A.) Advanced Control Systems (ACS):** Carefree SCADA Proposal

41 Presenter: Nathan (ACS)

42 Key Points:

43 ACS supports local water/wastewater control systems; proposing

44 "Carefree SCADA" (Supervisory Control and Data Acquisition).

45 Provides real-time, detailed alarms and remote monitoring via web

46 browser (desktop/mobile).

47 Custom reporting available for additional fee (one-time, not annual).

48 Cloud-hosted, subscription-based system—ACS maintains

49 software/hardware, reducing local IT burden.

50 System is 30-40% cheaper over 10 years compared to traditional on-
51 premises setups.
52 Monthly fee has not increased in 14 years; locked for one year.
53 Integration with existing (aging) PLC hardware; incremental upgrades
54 possible.
55 Local failover option available for data continuity in case of network
56 outages.
57 Proposal cost: \$13,344 one-time migration, \$158/month recurring
58 (failover adds \$175/month).
59 Total 10-year ownership estimate: \$26,060 (with both options).
60 Expansion/integration with well and sewer systems possible in future.
61 Remote access can reduce travel and service costs.
62 Discussion:
63 Comparison with current system, cost savings, and operational
64 benefits.
65 Questions on integration with well, cellular/fiber connectivity, and
66 data reliability.
67 Concerns about the lifespan of current equipment and need for future
68 upgrades.
69 No immediate action; council to revisit after further consideration
70 and pending other upgrades (e.g., power to well).
71 Action:
72 No vote taken. Council to revisit next month; ACS proposal price
73 locked for one year.
74 **B.) HECO Engineers:** Park Master Plan
75 Presenter: Jesse Christensen (HECO Engineers)
76 Key Points:
77 City received Oregon Parks and Recreation grant for park master
78 planning.
79 Plan will be a living document, guiding future park improvements and
80 grant applications.
81 Grants available for implementing the plan for up to \$1M (typically
82 \$750,000), 20% city match required.
83 Community and council input sought; public meetings planned (notice
84 via water bill).
85 Park committee met; topics include trail development, playground
86 upgrades, disc golf, swimming pool, ADA access, water conservation, RV
87 parking, and signage.
88 Boards/maps left for public and council markup; input encouraged.
89 Plan to complete by December, with additional public input meetings.
90 Discussion:
91 Trail design (width, surface, accessibility), property access, and
92 integration with existing/future trails.
93 Emphasis on having a plan to leverage future grant opportunities.
94 "Dark skies" lighting and other community-requested features
95 considered.
96 Action:
97 Ongoing planning process; no vote required at this stage.
98 **Council Business and Action Items:**
99 **A.) Comp Time Pay Down**
100 Discussion: Comp time payout for employees budgeted for current fiscal
101 year.

102 Consideration of splitting payout across two tax years for employee
103 tax benefit.
104 Employees may choose payout schedule.
105 Action:
106 Motion: Pay down comp time accrued, schedule determined by employees'
107 preference.
108 Motion passed unanimously. **MSP: To approve comp time pay-out for FY**
109 **2025-2026 Councilor McClung/Davis. All council members voted**
110 **unanimously.**
111 **B.) Water Meter Grant Administration**
112 Announcement:
113 City awarded \$650,000+ for water meter upgrades.
114 RFP for meter purchase to go out; Mike coordinating.
115 Discussion:
116 Recommendation to hire a professional grant administrator due to
117 complexity and federal funding requirements.
118 Two possible administrators identified (Baker, La Grande).
119 Grant administration cost to be paid from grant (typically ~10%
120 overhead).
121 Action:
122 Motion: Hire an outside entity to manage the water meter grant.
123 Motion passed unanimously. **MSP: to approve hiring an outside entity to**
124 **manage the water meter grant, Councilor Patterson/McClung.**
125 **C.) Water Rate Resolution**
126 Discussion:
127 Deferred to September meeting pending further information and
128 examples.
129 **D.) Employee Certification and Hiring**
130 Mike (Public Works):
131 Passed Waste Collections II certification; receives \$1/hr. raise,
132 effective date of passing (per policy).
133 New Hire:
134 Stephen Harwood selected for public works position, starting Monday.
135 Starting wage set at \$18/hr. (lower end of range due to lack of
136 experience).
137 Motion: Approve starting wage of \$18/hr. **MSP: To approve the new**
138 **hire's starting wage at \$18 per hour, Councilor Bradford/Patterson**
139 **Motion passed unanimously.**
140 **Reports:**
141 **Public Works:**
142 Issues with park irrigation valves post-4th of July; working on
143 repairs.
144 **Fire Department:**
145 Recent incident: High-flying aircraft reported fire; actual location
146 was miles away.
147 Ongoing monitoring and response; generally "things are going pretty
148 good."
149 **City Hall/Administration:**
150 Easement updates:
151 Working to finalize easements for power and water lines (pending
152 attorney review).
153 Priority to resolve longstanding unsigned easements.

154 **Accounts Payable:**
155 **Financial Report:** (Rob Gaslin, CPA)
156 Appropriations reviewed; July only, minimal activity except annual
157 \$53,000 insurance payment (split between funds).
158 Water fund shows 77% remaining in materials/services due to insurance.
159 Cash balances: \$1.775M, slightly declining last 4 months (due to one-
160 time expenses/loan payments).
161 Interest rates stable; no immediate changes expected.
162 Check detail reviewed; duplications and grant-related invoices
163 explained.
164 Council encouraged to question financials and invoices.
165 **MSP: To pay the City's bills except the disputed NAPA bill Councilor**
166 **McClung/Davis, all present voted unanimously.**
167 **Adjournment:**
168 **Motion to adjourn the city council meeting at 7:02pm by Councilor**
169 **Patterson; seconded by Councilor McClung, all voted unanimously.**
170 **Meeting adjourned.**
171
172 Approved by the City Council on this 10th day of September 2025 and
173 signed by the Mayor.
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175
176 _____
177 Ed Clark, Mayor
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180 Attested:
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183 _____
184 Shonalie Oakes, City Recorder
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