

1 City of Prairie City  
2 Council Meeting  
3 October 22, 2025

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5 **Attendance:**

6 Mayor Clark  
7 Councilor Clark  
8 Councilor McClung  
9 Councilor Bradford  
10 Councilor Davis  
11 Councilor Bernard  
12 Shonalie Oakes, City Recorder  
13 Jeremy Green, City Attorney  
14 Rob Gaslin, CPA  
15 Mike Patterson, Public Works  
16 Ben Richardson, Museum  
17 Marvin Rynearson, Fire Chief

18 **Visitors:**

19 Colin Kolb  
20 Stephani Thompson  
21 Ford Tannock  
22 Eric Bernard  
23 Rhonda Bernard  
24 Wanda Patterson  
25 Mary Brown  
26 Sue Malaney  
27 Pam Woodworth  
28 Steve Patterson  
29 Trish Coburn  
30 Ember Conner  
31 Jesse from HECO Engineering

32  
33 Mayor Clark called the council meeting to order at 6:00 p.m. The  
34 pledge of allegiance was recited, and the roll was called.  
35 The agenda was amended to remove the executive sessions from the  
36 agenda. Councilor McClung made a motion to adopt the amended agenda  
37 without the executive sessions. Councilor Davis seconded the motion.

38 **Minutes:** The meeting minutes of September 10, 2025, were considered.

39 **MSP: To approve September 10, 2025, minutes, Councilor McClung/Davis**

40 **Recognitions of Visitors**

41 Pam Woodworth: Mayor deferred her comments to the old business/report  
42 out section.

43 Steve Patterson: Raised concerns about city budget and hiring of City  
44 Manager/Administrator.

45 Question: "What is this going to cost the city to get a city manager  
46 when you already have three, four employees and say you have no  
47 money?"

48 **Save Our Library Committee:** (Stephanie Thompson)

49 Statement presented:

50 Grant County Library faces closure after June 2026 unless new funding  
51 is found.  
52 County court has held public hearings regarding defunding; strong  
53 public support at hearings.  
54 "Save Our Library" committee formed, 785+ petition signatures  
55 gathered.  
56 Consultant engaged to study funding options:  
57 Five-year operating levy  
58 Special library district  
59 County court agreed to wait until January for feasibility study  
60 results.  
61 Request for council support and questions.  
62 **City Manager/Administrator Discussion**  
63 **a.** Legal & Charter Background  
64 Section 33 of 2013 City Charter allows council to create, appoint, and  
65 remove offices such as City Manager/Administrator.  
66 Council must define roles and responsibilities.  
67 **b.** Budget Feasibility  
68 CPA Rob:  
69 Current budget allows up to \$68,000 for salary for a new position.  
70 Additional benefits would be on top of this; **total available for**  
71 **personnel is \$94,000.**  
72 Flexibility exists to move funds between budget categories if needed.  
73 **c.** Role Clarification- City Attorney, Jeremy Green  
74 The city manager/administrator would be the administrative head, with  
75 council retaining policy authority.  
76 Advocates for separating mayor and administrator roles for continuity,  
77 especially during mayoral transitions (recalls, resignations).  
78 **d.** Council & Staff Contributions  
79 Councilors and staff highlighted issues with mayor-as-administrator  
80 model:  
81 Inconsistency for employees when leadership changes every election  
82 cycle.  
83 Administrative workload is significant and difficult for someone with  
84 another full-time job.  
85 Having an administrator would allow more diverse candidates for  
86 mayoral role, not limited to retirees.  
87 **e.** Hiring Process & Next Steps  
88 Suggestion to draft a job description and organizational chart for  
89 council review next meeting.  
90 Research to be done on comparable cities' salary models.  
91 General consensus to proceed with further consideration.  
92 Action Items:  
93 Draft job description and organizational chart (Shonalie & Jeremy).  
94 **AT&T Cell Tower Proposal**  
95 AT&T requested to add a new cell tower in Prairie City.  
96 Need to review zoning, past agreements (60-year exclusive lease with  
97 American Tower).  
98 Proposal is to sell a small parcel for tower installation rather than  
99 entering a new lease.  
100 Potential revenue for city: \$300,000-\$400,000.  
101 Mayor to provide further information at next meeting.

102 **Resolution 2025-09:** Amended Water Rate  
103 Resolution replaces previous water rate resolution (2023-03).  
104 Key changes:  
105 Base rate increased to 7,500 gallons across all categories.  
106 Taxpayer residential overage rates unchanged.  
107 Non-taxpayer residential/commercial overage rates standardized.  
108 Availability charge reduced to \$10 per tax lot (from \$35).  
109 Motion to approve: **MSP: To approve Resolution No. 2025-09 Councilor**  
110 **Bradford/Clark Passed unanimously.**  
111 **Heco Engineering:** Park Master Plan Update  
112 Presentation by Jesse (Eco Engineering):  
113 Park master plan funded by \$40,000 state planning grant.  
114 Goal: Complete plan by end of year; prepare grant application for  
115 amenities (due May).  
116 Possible amenities: walking paths, splash pad, dog park, disc golf,  
117 pickleball courts, pool, land acquisition, bicycle pump track,  
118 motocross track.  
119 Community input is vital; plan is a living document for phased  
120 implementation.  
121 Next step: Schedule public forum at the school, targeting Monday,  
122 December 8th (time TBD).  
123 Kids' input encouraged, possibly via classroom exercises.  
124 Action Items:  
125 Schedule and publicize community forum for park master plan input.  
126 Distribute draft plan for review and comments.  
127 Department Reports  
128 **Public Works:**  
129 Landfill inspection passed; minor reseeding required.  
130 Water meter project ongoing, with grant support.  
131 New staff member working out well.  
132 **Fire Department:**  
133 Regulated fire season ended; open burning permitted with restrictions.  
134 Burning leaves discouraged; compost pile available for disposal.  
135 Burn permits updated to specify leaves cannot be burned.  
136 **Financial Report (Rob, CPA)**  
137 Appropriations review:  
138 75% of year remaining.  
139 Personnel services slightly behind due to comp payout.  
140 Water fund: Insurance and chlorine purchases are major expenses.  
141 \$201,590 contingency available in general fund.  
142 Total cash at month end: \$1.7M.  
143 Water revenue up \$4,500 year-over-year; tracking toward \$18,000  
144 increase (goal is \$35-\$50K).  
145 LGIP interest earned: \$19,000 (first three months).  
146 Museum income: ~\$6,000 (up from \$1,000 last year); currently  
147 profitable.  
148 Bills & Expenditures  
149 All bills reviewed and approved for payment.  
150 MSP: To pay the bills. Councilor McClung/Bradford.  
151 **Old Business & Other Items**  
152 Generator maintenance costs discussed; potential to reduce service

153 frequency.  
154 Additional agenda item: Pay increase for certification (details to be  
155 finalized).  
156 Action Items & Assignments  
157 City Manager/Administrator: Draft job description, research comparable  
158 salaries, present at next meeting.  
159 Park Master Plan: Schedule public meeting, gather community (including  
160 youth) input, finalize plan.  
161 Cell Tower Proposal: Mayor to research zoning/history, report back.  
162 Fire Department: Update burn permits, continue public education.  
163 Public Works: Continue water meter project, landfill follow-up.  
164 Finance: Continue monitoring water revenues, expenditures, museum  
165 operations.  
166 Pam Woodworth: Wanted to know if the City was going to remove the  
167 cherry tree in the alley, Mayor confirmed yes.  
168 **Council Vacancy:** Council reviewed the applications for the vacant city  
169 council position. **MSP: To appoint Trish Coburn to the vacant council**  
170 **seat. Councilor McClung/Councilor Bradford. Unanimously, yes.**  
171 **Chase McClung is Mayor Pro Tempore and takes over on the 29<sup>th</sup> of**  
172 **October.**

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174 **Adjournment: MSP: To adjourn the meeting. Councilor Clark/Bernard.**

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177 Approved by the City Council on this 12<sup>th</sup> day of November 2025 and  
178 signed by the Mayor.

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183 Chase McClung, Mayor Pro Tempore

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185 Attested:

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189 Shonalie Oakes, City Recorder

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