

1 **City of Prairie City**  
2 **Council Meeting**  
3 **December 10, 2025**

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5 **Attendance:**

6 Mayor Pro Tempore, Chase McClung  
7 Councilor Coburn  
8 Councilor Bradford  
9 Councilor Davis  
10 Councilor Bernard  
11 Shonalie Oakes, City Recorder  
12 Mike Patterson, Public Works  
13 Brian Hueckman, Public Works  
14 Ben Richardson, Museum  
15 Marvin Rynearson, Fire Chief

16 **Visitors:**

17 Ed Clark  
18 Ember Conner  
19 Fran Bunch  
20 Steve Patterson  
21 Wanda Patterson  
22 David Kebler  
23 Cheryl Hoefler  
24 Mary Brown  
25 Loreli Clapp  
26 Sue Malaney  
27 David Seacord  
28 Dennis Lynch  
29 Paul Petroski  
30 Colin Kolb

31  
32 The meeting was called to order at 6:02 PM. The role was called and  
33 attendance was taken, and the pledge of allegiance done. Councilor Clark was  
34 not present with an excused absence.

35 **Agenda:**

36 Amendments were made to the agenda as follows:

- 37 • Add approval of November 21, 2025, Special Council Meeting and Workshop
- 38 Minutes
- 39 • Technology Update/Action Plan

40 **Minutes:**

41 **November 12, 2025, Meeting Minutes:** The meeting minutes of November 12, 2025,  
42 were considered. **MSP: To approve the minutes of November 12, 2025, Councilor**  
43 **Coburn/Bradford, all present voted yes.**

44 **November 21, 2025, Workshop/Special Meeting:** Council considered the minutes.  
45 **MSP: To approve the minutes of November 21, 2025, Councilor Davis/Coburn, all**  
46 **present were in favor.**

47 **Technology Action Plan:**

- 48 • Secure prairiecity.gov domain (federal .gov process; requires login.gov
- 49 and signed authorization letter)
- 50 • Build a new city website with public access to agendas, minutes, and
- 51 documents
- 52 • Migrate city email to prairiecity.gov; transition away from
- 53 ortelco.net; set forwards during transition

54 Additional Notes: Previously prairiecity.com was controlled by Community  
55 Association; intent to secure access and redirect .com to .gov when ready  
56 Email reliability concerns with current provider; **plan to run own mail server**  
57 **with .gov domain**

- 58 ● Consolidate internet to one primary connection at City Hall; create
- 59 citywide wireless backhaul via city-owned hill site
- 60 ● Implement city-managed VoIP PBX to eliminate per-number charges;
- 61 potential to reduce monthly telecom costs to under \$200 (requires
- 62 further analysis)

63 Motions Passed Approving the Technology Action Plan:  
64 **MSP: Authorize obtaining prairiecity.gov domain**  
65 **Designate lead counselor to sign required authorization: Councilor Bradford**  
66 **Approve volunteer technologist, David Kebler, to proceed with:**  
67 **Obtaining .gov domain**  
68 **Building a new website**  
69 **Beginning email migration planning, Councilor Coburn/Bernard**  
70 **City Manager Discussion:**  
71 Documents:  
72 Returned draft resolution and organizational chart from attorney; mayor title  
73 not added alongside council as previously discussed  
74 Decisions:  
75 Council to review resolution, organizational chart, and related materials at  
76 home and bring edits next meeting  
77 No vote on adopting city manager position at this meeting  
78 Public Comments & Council Responses:  
79 Why a city manager? Council cited:  
80 Project management, grants, and oversight to prevent items falling through  
81 the cracks  
82 Separation of policy (council/mayor) vs. administration (manager)  
83 Legal, HR, and communication efficiencies; avoidance of serial meetings by  
84 elected officials  
85 Cost/Overtime:  
86 Target budget discussed: approximately \$15-20k/year  
87 Preference for salaried structure to avoid overtime; volunteer time cannot be  
88 required  
89 Hiring vs. Appointment:  
90 Council has authority to appoint; intent stated to use open application and  
91 interview committee with scoring, recommendation to council for appointment  
92 Historical note raised by public: 2013 public rejection of city manager (for  
93 awareness)  
94 Public engagement:  
95 Discussion acknowledged; council expressed willingness to continue public  
96 discussion during regular meetings.  
97 **Council Calendar (2026)**  
98 Discussion:  
99 Create and publish an annual calendar for transparency  
100 Preference to omit December regular meeting due to holidays;  
101 emergency/special meetings can be added as needed  
102 Maintain current days/times for regular meetings; July date may be adjusted  
103 as needed  
104 Action:  
105 Motion to approve January–November 2026 meetings on current schedule and  
106 exclude December; passed (consensus to finalize calendar format next meeting)  
107 **MSP: To remove December’s council meetings from the yearly calendar Councilor**  
108 **Bernard/Coburn, all present in favor.**  
109 **Spending Caps/Purchase Approvals**  
110 Discussion:

111 Consider defining department-level purchase approval thresholds to improve  
112 communication and control  
113 Ensure flexibility for urgent operational needs (e.g., public works emergency  
114 repairs)  
115 Further input needed from departments to propose practical thresholds  
116 Next Steps:  
117 Staff to confer with departments and return with recommendations  
118 Review alignment with policy/handbook  
119 Timekeeping System  
120 Discussion:  
121 Explore implementation of a time clock system (paper punch or digital/mobile  
122 with GPS)  
123 Address on-call exceptions and documentation for Public Works  
124 Benefits: accountability, accurate approvals, audit trail  
125 Consideration for staff comfort/technology access; physical punch clock  
126 option for Public Works  
127 Next Steps:  
128 Review employee handbook and ORS compliance; draft policy if needed  
129 Research options (including school's system experience) and costs;  
130 technologist to advise on solutions  
131 **Public Works Report**  
132 Shop Door: Replacement cost approx. \$3,900; awaiting signed check to order  
133 (motorized door)  
134 Chlorine Supply: Move to tank-based supply at approx. \$850 per tank + ~\$88  
135 shipping per tank. Initial order: ~10 tanks (~\$9.5-10k) Savings: eliminate  
136 ~\$150/month current Napa costs  
137 Water Meters: Quotes in progress; example received: 450 meters ≈ \$166,000  
138 (standard meters only) Vendors: Neptune, Kamstrup, Mueller (via Consolidated,  
139 Core & Main, Ferguson) Budget available: ~\$600-650k; room for parts and  
140 installation materials  
141 Next Step: obtain full quotes (including 1" and 2" meters and accessories)  
142 and recommend vendor  
143 Small City Allotment (Sidewalk/Curb/Gutter):  
144 Project includes curb/gutter at park, sidewalk to 6th, ADA ramps at community  
145 center  
146 Follow-up: contact ODOT/contractor (Joe) on bid status  
147 **Fire Department Report**  
148 Incident: One dryer fire; no structure damage; occupant self-extinguished  
149 before arrival  
150 Equipment:  
151 **City Operations and Parks**  
152 Parks Master Plan:  
153 Town hall held; public input cards distributed; ongoing collection and  
154 submission to engineer  
155 Staffing: Request for consensus to post city clerk position vacancy  
156 Hiring process: standard panel (one city employee, one community member, one  
157 council member); extended posting due to holidays  
158 Street Lighting:  
159 Ongoing outages (approx. 17+ currently)  
160 Fire Dept has been reporting outages periodically; council appreciates  
161 assistance  
162 Need consistent process to report pole numbers to utility  
163 **Accounts Payable:**  
164 The council reviewed the financial overview, appropriations review, budget to  
165 actuals, and the check detail.  
166 The council reviewed the check detail.

167 **MSP: To pay the City's bills. Councilor Bernard/Davis. All present voted yes.**  
168 **Adjourn: MSP: To adjourn the meeting at 7:52pm. Councilor Bernard/Clark. All**  
169 **in favor.**

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171  
172 Approved by the City Council on this 14<sup>th</sup> day of January 2026 and signed by  
173 the Mayor.

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176 \_\_\_\_\_  
177 Chase McClung, Mayor Pro Tempore

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180  
181 Attested  
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184 \_\_\_\_\_  
185 Shonalie Oakes, City Recorder

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