

1 **City of Prairie City**
2 **Council Meeting**
3 **January 14, 2025**

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5 **Attendance:**

6 Chase McClung, Mayor Pro-tempore
7 Councilor Bradford
8 Councilor Scott Clark
9 Councilor Danner Davis
10 Councilor Emily Bernard
11 Mike Patterson, Public Works
12 Brian Heuckman, Public Works
13 Shonalie Oakes, City Recorder
14 Marvin Rynearson, Fire Chief
15 Rob Gaslin, CPA
16 David Kebler, City Technology Volunteer

17 **Visitors:**

18 Wanda Patterson
19 Steve Patterson
20 Dennis Lynch, Park's Committee Chair
21 Sue Malaney
22 Chris, Library
23 Anna Bass
24 Murray Alexander
25 Ember Conner
26 Larry Johnson
27 Mike Rose
28 Paul Petroski
29 Ed Clark
30 Juan Rubio
31 Dustin Phipps
32 Loreli Clapp
33 Fran Bunch
34 Carlos Bortel
35 Colin Kolb
36 Mary Brown

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38 The meeting was called to order at 6pm, roll call taken, and the pledge of
39 allegiance recited. Councilor Coburn was not present with an excused absence.
40 Agenda Amendments:

41 Establishment of a Park Committee and discussion of a digital timecard
42 system. **MSP: To approve the agenda amendments. Councilor Bradford/Clark. All**
43 **in favor.**

44 **Minutes:** The meeting minutes of December 10, 2025, were considered. **MSP: To**
45 **approve the meeting minutes of December 10, 2025, Councilor Davis/Bradford.**
46 **All in favor.**

47 **Public Comment:** Mary Brown: Expressed concern about 2025 community divisions,
48 water/sewer rate increases, and impact on fixed-income residents and
49 businesses.

50 Raised questions about cell tower revenue history (\$20,000/year previously
51 earmarked for water, later moved; asked if council voted on transfer; asked
52 if increases replaced funds; potential city manager funding)
53 Opposed hiring a city manager; suggested town hall before decisions;
54 referenced John Day as cautionary example.
55 Council/Staff Response:
56 Cell tower revenue: Council decided to sell cell tower lease; proceeds
57 (~\$600,000) fully funded the water fund deficit; water/sewer funds should be
58 self-sustaining, and are not to be supplemented.
59 Steve Patterson:
60 Questioned need, scope, and hiring process for a city manager
61 Council: No decision to create position; a draft job description exists; if
62 pursued, position would be advertised with an open application process with a
63 fair hiring committee; not currently an agenda item.
64 **Resolution No. 2025-10:** Countywide Library District. Presenter: Chris,
65 Library Director
66 Background: County budget ends library funding after June 2026
67 Feasibility study favored forming a special library district over a 5-year
68 levy
69 **Resolution Purpose:** Allow Prairie City residents to vote on forming a special
70 library district
71 Key Points: Tax rate not finalized; aim for minimal sustainable rate
72 District tax would be a permanent property tax line (similar scale to
73 cemetery district); does not automatically increase. Library
74 building/foundation funds (501c3) are separate and restricted; district funds
75 would sustain current operations (not new building)
76 **Motion to adopt Resolution 2025-10: MSP: To approve Resolution 2025-10,**
77 **Councilor Davis/Bradford. Approved unanimously.**
78 **Technology and Infrastructure Updates**
79 Website, Email, and IT Security
80 Domain: Approved prairiecityor.gov (federal approval required "or" in domain)
81 City controls prairiecityoregon.com
82 Next Steps (authorized): Proceed with website creation and email migration
83 Set up DNS hosting (estimated \$2-\$4/month) and manage .com domain (~\$15/year;
84 transfer may incur one year charge)
85 Develop City Hall network plan (wiring, secure server cabinet)
86 IT Findings and Actions:
87 Water billing database had no offsite backups; triage implemented with hourly
88 backups and offsite protection.
89 Data collection underway to support wireless network planning; potential
90 collaboration with county for tower placement/use
91 Water Meter Project
92 Approach: Working group to research technology options (drive-by vs cellular,
93 system integration) and procurement steps; present recommendation to council
94 Ensure full compliance with EPA grant requirements and procurement rules (Buy
95 America, etc.)
96 Early Bird (grant administrator, Tricia) reviewing RFP; existing vendor
97 quotes deemed not compliant/valid and will be reissued
98 Working Group Membership (approved)

99 Public Works needs a plan to integrate technology plan for the water system,
100 and getting institutional knowledge of the City's Water System recorded.
101 Public Works- Mike & Brian, volunteers- David Kebler and local plumber Gary
102 Teal, City Recorder- Shonalie, Councilor Colby Bradford. **MSP: To approve**
103 **water meter committee Councilor Davis/Bernard, all in favor.**
104 Notes: Do not use prior quotes; await compliant RFP and bids
105 Coordinate closely with Early Bird (Grant Administrator; consider extension
106 if timeline requires.
107 **MSP: To approve tech plan, Councilor Bradford/Davis, all in favor.**
108 **Parks Committee Formed and Members Appointed:**
109 Chantel Desjardin, Chase McClung, Dennis Lynch, Ed Clark, Kevin Kimberling,
110 Kacee Bloom, Ember Connor, Emily Bernard. **MSP: To form parks and rec**
111 **committee, Councilor Davis/Bradford, all in favor.**
112 **Digital Timecard System:**
113 Proposal: Add digital time clocks to existing payroll provider, cost \$150
114 (mobile punch-in with GPS); cancellable/down gradable.
115 Purpose: Streamline timekeeping for Gaslin Accounting entering payroll.
116 Accountability
117 **MSP: To adopt digital time clock system Councilor Davis/Clark All in favor**
118 **Beautification Committee Request (Informational): Needs:**
119 Approximately 5 additional trees (prior cost ~\$200 each)
120 Remove/grind stumps in planters to ground level
121 Mulch/soil amendments
122 Target: By spring (e.g., March)
123 No action taken; for consideration at next meeting.
124 **Reports**
125 **Public Works (Mike)**
126 Water meter bids: Prior four bids invalid due to RFP issues (will reissue)
127 Annual reports in progress; wastewater report more complex; will contact DEQ
128 Projects:
129 Slide project starting
130 Small City Allotments project pending kickoff; awaiting contractor response
131 Coordination with Kebler on water meter and system integration.
132 **Fire Department (Fire Chief-Marvin Rynearson)**
133 Grant-Harney Training Association Basic Firefighter course:
134 Dustin Phipps enrolled; will make up missed Sundays in-house
135 Using city car for travel to Long Creek
136 Fuel reduction:
137 Final part completed; potential additional funding for other sites
138 Monitoring snowpack and fire season readiness
139 **Parks (Dennis Lynch)**
140 First meeting held with ~6 participants; reviewed 7-9 projects; plan to be
141 iterative.
142 Next meeting planned to prioritize 2-3 projects for council consideration
143 Emphasis on: Multipurpose amenities (e.g., courts adaptable to multiple
144 sports)
145 Grant-funded projects (80/20 with in-kind city match for labor/equipment)
146 Aim for no additional city cash outlay.
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Accounts Payable:

The council reviewed the financial overview, appropriations review, budget to actuals, and the check detail.

The council reviewed the check detail.

MSP: To pay the City's bills. Councilor Davis/Clark. All present in favor.

Old Business: City needs City a boss/manager for day to day. McClung wants to appoint a mayor, council tabled until next meeting to ensure it is on the agenda.

Adjourn: MSP: To adjourn the meeting Councilor Bradford/Bernard. All present in favor.

Approved by the City Council on this 11th day of February 2026 and signed by the Mayor.

Mayor

Attested

Shonalie Oakes, City Recorder