

1 **City of Prairie City**  
2 **Council Meeting**  
3 **February 11, 2025**

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5 **Attendance:**

6 Mayor Pro Tempore, Chase McClung

7 Councilor Bernard

8 Councilor Clark

9 Councilor Coburn

10 Councilor Bradford

11 Mike Patterson, Public Works

12 Brian Heuckman, Public Works

13 Rob Gaslin, CPA

14 Shonalie Oakes, City Recorder

15 Ben Richardson, Museum Director

16 **Visitors:**

17 David Kebler, Technology Volunteer

18 Dennis Lynch, OPRD Committee President

19 Sue Malaney

20 Steve Patterson

21 Wanda Patterson

22 Larry Johnson

23 Ed Clark

24 Sandy Murray, Downtown Beautification Committee

25 Mary Brown

26 Fran Bunch

27 Colin Kolb

28 Ingo Wetty

29 Christine

30 Cheryl Hoefler

31  
32 The meeting was called to order at 6pm, roll call taken, and the pledge of allegiance recited.

33 Councilor Davis was not present with an excused absence. **MSP: To amend the agenda to**  
34 **include the council vacancy, and the employee handbook amendment to the agenda.**

35 **Councilor Bernard/Coburn. All present in favor.**

36 **Minutes:** January 14, 2026, council meeting were considered. **MSP: To approve the council**  
37 **meeting minutes of January 14, 2026, Councilor Bernard/Coburn. All present in favor.**

38 **Public Comment:**

39 Leaderboard (downtown sign) repair:

40 Brian to inspect; target operational by summer

41 Water/sewer rates concerns (Mary):

42 Apartment units billed individually per established policy; correction increased bill for a business  
43 with apartments

44 Voter eligibility: Based on residential address per state rules; non-resident business owners

45 cannot vote in city elections

46 City employment residency: Historical response-time requirement (20 minutes) for certain roles;  
47 current staff meet criteria  
48 Employment and residency policies: Acknowledged past practices and constraints in small-town  
49 hiring.

50 **Downtown Beautification Committee:**

51 Request: City purchase final plant materials to complete tree project by end of March  
52 Needs: 3 trees (incl. 1 for the bank), 2–4 serviceberry shrubs, 4 serviceberry bushes, soil  
53 amendments/compost  
54 Beautification Committee to fund flowers, planters, bark, and volunteer labor  
55 Motion: Approve purchase of 3 trees, 4 shrubs, 4 berry bushes, and compost; City to be billed;  
56 not to exceed \$1,500  
57 Discussion:  
58 Past costs ~ \$150–\$200 per tree; total estimate \$1,000–\$1,500  
59 Nursery timing and stock dependent; weather may affect schedule  
60 Stump grinding: One removed; others pending contractor response  
61 Site prep: Need walk-through with Council/Public Works; remove fill, amend soil, dig holes,  
62 grind stumps to depth  
63 Watering: Jerry unlikely to renew contract; City must hire watering support by April/May;  
64 expanded scope. **MSP: To approve the purchase of the three remaining trees, 4 shrubs, and**  
65 **soil amendments, not exceeding \$1500.00 Councilor Coburn/Bernard. All in favor.**

66 **IT and Infrastructure:**

67 Wireless Backbone and City Network Plan (David Kebler)  
68 Overview:  
69 Proposed wireless backbone with two primary relays: new hilltop tower (on city property near  
70 old tanks) and existing pole by inlet works  
71 Partnerships: County Road Dept. seeks to erect and power a tower; City can co-locate  
72 SCADA network (low-bandwidth control/data) separated from 5 GHz data network  
73 Smart meters to report via city-owned network; potential for live usage data and leak alerts  
74 Resilience: Local network functions without Internet; copper backup line retained  
75 Phasing: City Hall → hilltop → relay → water plant (Phase 1 by early–midsummer); full  
76 buildout by end of year/next year  
77 Benefits: Centralize Internet at City Hall; reduce telecom costs (Rally bill from ~\$1,100 to  
78 ~<\$200/month projected)  
79 Features: VOIP phones at blue nodes; security cameras; event Wi-Fi at park via access points  
80 Maintenance and Continuity:  
81 **Full documentation to be created;** database of assets/configurations  
82 Potential to train local support; plan to identify service pathways/vendors  
83 County Tower Agreement:  
84 Discussion: Seek written agreement (e.g., MOU), 99-year lease concept; county funds erection,  
85 power, road improvements

86 Maintenance: City likely to maintain if acquired; ensure non-charging terms in writing  
87 Timing: County scheduling soon; negotiation by Mayor/City to return for signature  
88 **Website and Communications**  
89 Status:  
90 Domain: test.prairiecity.or.gov operational (served from David's server)  
91 Needs: Local \$300 server; DNS service (~\$5/month); small monthly services  
92 **MSP: Motion to approve Ramp virtual credit card with \$20/month limit; authorize**  
93 **purchase of server up to \$300 to host city website/data locally. Councilor Coburn/Clark. All**  
94 **present in favor.**  
95 **Draft website** before next meeting (focus priority)  
96 Draft at draft.prairiecity.or.gov (login-protected) for review; publish to main when approved  
97 prairiecityoregon.com to forward to .gov; potential separate future use for business focus  
98 Network Procurement and Plans  
99 Consensus from council to continue. David to develop and present:  
100 Cost analysis and phased procurement plan for wireless backbone and Rally replacement  
101 Hardware/software plan for City Hall server room and LAN  
102 Timeline flexible; website delivery prioritized.  
103 **Water Meter Project and RFP (RFP/RFQ)**  
104 Working group completed draft; at City Attorney for sample contract review  
105 EPA/Grant Writer (Tricia) approved RFP content; posting to OregonBuys pending attorney  
106 approval (target early next week)  
107 Open period ~2 weeks; recommendation possible by next council meeting  
108 Build America, Buy America (BABA):  
109 Likely need variance; process 4–6 months; may shift installation to 2027  
110 Grant extension probable; EPA indicated support if variance pursued  
111 Key is documenting efforts to comply  
112 **Potential CIP (Congressional) Funding Application**  
113 Source: Congressional Community Project Funding (via Senator Merkley's office)  
114 Deadline: ~February 25 (prior to next council meeting)  
115 Use Cases:  
116 Water system priorities:  
117 Electrical: Service entrance equipment, controls, VFDs  
118 Mechanical: Booster pumps; Well 2 power line to eliminate costly generator use; avoid reliance  
119 on Well 3 (taste)  
120 Match: Historically waived due to income criteria; waiver not guaranteed but likely  
121 Consensus: Proceed with application; staff/engineer/electrician team preparing; council available  
122 for special meeting if needed.  
123 **Employee Handbook Amendment:**  
124 Subject: Timecard system policy update per attorney  
125 MSP: Approve Employee Handbook Amendment No. 1, Councilor Clark/Bernard.

126 Vote: Unanimous

127 **Accounts Payable & Financial Report:** (Rob Gaslin)

128 Cash: Just under \$2M across accounts; majority in LGIP at 4.1% interest

129 LGIP interest YTD: \$43,000

130 Water Fund Revenues:

131 Up \$15,000 vs prior year (7 months ended Jan 31); annualized +\$26,000

132 Goal: +\$35,000–\$50,000; stronger summer usage may help

133 Museum:

134 Income YTD: \$6,600 vs \$1,500 prior year

135 Sales: \$1,159 vs \$700 prior year (note corrected title)

136 Budget to Date (Appropriations):

137 Target remaining ~42% of annual budget

138 Admin personnel slightly behind; expected to normalize

139 Landfill: Higher due to engineering; watch for additional costs

140 Road Fund: Close to threshold

141 Water Fund materials/services: Over due to chlorine purchases; expected to normalize later

142 Check Run Highlights:

143 Engineering: HECO (parks; grant-funded/mostly); Sixel (~\$40,000, 1.5 years; expectations set

144 for future billing/project process)

145 Large items

146 Lexipol (emergency calling/related)

147 Huffman’s Market: Prior check voided; reissued corrected amount

148 Hotel Prairie: Gift certificates (Fire Department)

149 MSP: To pay the City’s bills. Councilor Bernard/Coburn. All present approved.

150 **OPRD Park Committee:**

151 Status:

152 Recent meetings canceled due to low attendance

153 Plan: Request HECO to send updated plan reflecting committee edits from notes/cards; review

154 prior to in-person meeting

155 HECO onsite cost: Potentially no charge if during council meeting; otherwise travel/meeting fee

156 (~\$2,700)

157 Action: Explore scheduling HECO near/before a council meeting to minimize cost

158 **Council Vacancy**

159 Action: Advertise for applications

160 Motion: Bradford Second: Clark. All in favor

161 **Mayoral Appointment**

162 Action: Appoint Colby as Mayor

163 **Motion: Councilor Bernard**

164 **Second: Councilor Clark**

165 Effective: Immediately following this meeting

166 **Vote: Unanimous; no opposition voiced**  
167 Acknowledgment: Appreciation expressed for service as Mayor Pro Tem; request to continue  
168 assisting  
169 Mayor Pro Tem: No change noted; prior arrangement continues.

170  
171 **Public Works Update**  
172 Winter projects ongoing  
173 Portable generator (sold to Mt. Vernon; borrowed back) being remounted on trailer after service  
174 for return

175 **Adjournment**  
176 **Motion to adjourn: Made and seconded, Councilor Coburn/Clark. All in favor.**

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178 Approved by the City Council on this 11<sup>th</sup> day of March 2026 and signed by the Mayor.

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183 Mayor Bradford

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187 Attested  
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192 Shonalie Oakes, City Recorder

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