

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

**City of Prairie City
Council Meeting
April 8, 2026**

Attendance:

Mayor Bradford
Councilor Coburn
Councilor McClung
Councilor Davis
Councilor Bernard (via phone)
Mike Patterson, Public Works
Shonalie Oakes, City Recorder
Rob Gaslin, CPA
Ben Richardson, Museum

Visitors:

Dennis Lynch, Parks & Rec Committee
Ed Clark
Frances Preston
Steve Patterson
Wanda Patterson
Fran Bunch
Mary Brown
Colin Kolb
Sue Malaney

The meeting was called to order at 6:04 pm, the pledge of allegiance recited, and roll call taken.
Councilor Clark was not present with an excused absence. Councilor Bernard present via phone.

Minutes: March 11, 2026, council meeting minutes were considered. **MSP: To approve March 11, 2026, council meeting minutes. Councilor McClung/Davis. All present voted unanimously.**

OPRD Parks Plan Discussion:

• **Context:**

- o Parks Committee provided a list of potential improvements coordinated with photos
- o Dennis Lynch (Parks Committee Chair) present for Q&A
- o Target: Finalize priorities; engineers to draft plan; funding application prep begins ~1 month prior to June deadline

• **Existing Assets/Notes:**

- o Drinking fountain exists; removed for winter; mounts to bathroom; functional
- o Water lines run just inside current east fence; relocation is needed if sidewalk installed inside fence

• **Committee/Member Priorities Discussed:**

- o High priority: Perimeter fencing (safety concern due to children darting into street)
- o Playground equipment upgrades; ADA improvements for bathrooms
- o Lighting and security cameras (paired to deter vandalism and improve safety)

- 47 o Court markings to support pickleball/badminton in addition to basketball
- 48 o Volleyball net capability (net already donated; need removable, flush-mount posts)
- 49 o Sidewalk/paver path along east side (coordinate with utilities and grant work)
- 50 o Parking organization/stripping considerations
- 51 • **Fencing Discussion:**
- 52 o Strong support for fencing entire park with access gates for vendors/maintenance (prefer south-
- 53 end vehicle access)
- 54 o Consider internal parallel fence to separate play area and grass (not decided)
- 55 o Ensure gate solutions that are functional but unobtrusive
- 56 • **Path/Sidewalk:**
- 57 o Preference for paver walking path vs. formal sidewalk to avoid water line relocation
- 58 o If future sidewalk is chosen, coordinate with small cities allotment project; city would fund if
- 59 added to that scope now
- 60 o Plan to set fence back to allow car doors to open against curb; trim playground matting as needed
- 61 o Cameras and Lighting:
- 62 o Support for citywide camera upgrade starting at park
- 63 o Lighting to complement cameras; also consider building frontage lighting (city hall area is dark)
- 64 o Court Lines and Volleyball:
- 65 o Add pickleball/badminton lines to basketball court (minimal cost)
- 66 o Install removable volleyball net system; research outdoor recessed sleeves/caps
- 67 • **Additional Items:**
- 68 o Cement table tennis table (low priority; idea inspired by Baker City park)
- 69 o Second drinking fountain (not supported; existing fountain adequate)
- 70 o Splash pad remains in master plan but not suitable for this park due to open space needs
- 71 • **Parking:**
- 72 o Explore parallel striping along east side; verify minimum roadway width compliance
- 73 o Angle parking on south end discussed; would require encroaching into park, moving irrigation,
- 74 possibly relocating power pole
- 75 o Concern: Maintain grass area for events
- 76 • **Costs/Grant Match:**
- 77 o Anticipated grant match believed 20%; in-kind allowed
- 78 o Example costs mentioned: fencing ~\$15k; playground equipment expensive (replacement slide
- 79 ~\$12k); lighting/cameras rough placeholders
- 80 • **Next Steps:**
- 81 o Prioritize list for pricing: full-park fencing; security cameras; lighting; pickleball/badminton lines;
- 82 volleyball net posts/mounts
- 83 o Coordinator to ask engineer (HECO) for pricing approach and whether initial assistance is
- 84 covered; clarify costs to prepare estimates
- 85 o If estimate development cost is high, narrow to top priorities; otherwise, get full pricing and
- 86 reconvene to select within budget/match
- 87 o Coordinate east-side fence set-back with forthcoming curb work (small cities grant)
- 88 o Consider ADA and future broader equipment upgrades in future phases

89 **Public Works Equipment Purchase**

- 90 • Previous discussion tabled for evaluation
- 91 • Public Works preference: Equipment trailer (bumper-pull tilt deck) to move equipment (reduce
- 92 dump trailer wear); estimated \$12-\$16k
- 93 • Boom lift: Mill has its own; potential to purchase if local mill abandons current unit
- 94 • Next Step: Staff to compile trailer options/prices; discussion at next meeting

95 **City Plants/Trees Maintenance**

- 96 • Need seasonal contractor (1099) to water/maintain city plantings, including expanded areas (e.g.,
- 97 near motel, additional trees/shrubs)
- 98 • One individual informally inquired; contact to be made; confirm scope and compensation; draft
- 99 contract; ensure city provides water
- 100 • Note: Prior contract did not include certain areas; expand map/scope this year
- 101 • Action: Coordinate with Beautification Committee to define areas/species

102 **Fourth of July Planning**

- 103 • **Goal: County-wide participation; form a volunteer committee**
- 104 • **Flyers prepared to recruit committee; outreach to Chamber for promotion**
- 105 • **Volunteers:**
- 106 ○ Potential: Wanda Patterson (conditional), one additional potential volunteer to be contacted
- 107 ○ Council and staff will support; aim for committee to lead program content
- 108 • **Parade Theme and Prizes:**
- 109 ○ Theme approved: Cheers to 250 Years

110 **Parade prizes approved (City-funded):**

- 111 ■ **1st: \$250**
- 112 ■ **2nd: \$100**
- 113 ■ **3rd: \$50**

114 **MSP: Councilor Coburn/McClung. Vote: Unanimous**

- 115 • **Entertainment and Vendors:**
- 116 ○ Bands to contact: Traveling Jones (Hereford), Redheaded Stepchild, Katie Dunn, Lucas Trepto;
- 117 check availability and book
- 118 ○ Coordinate with 1188 for beer trailer; improve site layout/coordination vs. prior year
- 119 ○ Porta potties: Contact Irons (prior donor) promptly
- 120 ○ Slides: Confirm scheduling/payment status
- 121 ○ Engage local food vendors; coordinate with school groups (FFA, cheer, etc.) for concessions,
- 122 snow cones, cotton candy; avoid duplication; ensure power availability
- 123 • **Activities/Attractions** (ideas to be refined by committee or Council if no committee):
- 124 ○ Marble hunt (source from known makers; receipts for reimbursement)
- 125 ○ Bingo
- 126 ○ Cornhole, horseshoes
- 127 ○ Dunk tank (check availability; contact football program)
- 128 ○ Car show (contact Les Woodworth; coordinate with local car clubs)
- 129 ○ Community Center involvement (church building across park) for possible memorabilia/merch;
- 130 explore local printers (Graphics)
- 131 • **Power/Logistics:**
- 132 ○ New power on south pole (multiple 30A + 50A), power near sign and on building
- 133 available
- 134 ○ Layout planning needed to avoid congestion and ensure access
- 135 • **Communications/Deadlines:**
- 136 ○ If no committee by next meeting, Council to begin making final event decisions and
- 137 publish schedule
- 138 ○ Advertising via radio (Elkhorn Media) and flyers to continue
- 139 ○ School outreach for fundraising participation

140 **Budget Meeting scheduled for April 29:**

- 141 ○ Appointment of Budget Committee members (if any new volunteers)

142 **Council Vacancy**

- 143 • Applications received: Steve Patterson; Ed Clark
- 144

- 145 • Decision: Defer selection to next regular meeting so all councilors (including Scott Clark) can
- 146 review and participate
- 147 • Process:
- 148 o Keep application period closed (no extension)
- 149 o Invite both candidates to attend next meeting for open-session Q&A
- 150 o Each councilor may ask one question; same question posed to both candidates (order
- 151 alternates to ensure fairness)
- 152 o Council to submit questions in advance for coordination
- 153 o Public may attend; selection remains a Council decision

154 **Public Works Report**

- 155 • Water Alley: New water line installation nearly complete (resolves long-standing service issue)
- 156 • Facilities: Lighting upgrades completed at water and sewer plants
- 157 • Parks/Equipment: Seasonal prep ongoing
- 158 • Depot Railcar: Roof replacement planned (materials on hand; labor scheduling pending)
- 159 • Depot Park Bathrooms:
- 160 o Significant issues (floors, coin mechanisms); only one stall per bathroom functional
- 161 o Frequent vehicle strikes on building; consider relocation/setback if replaced
- 162 o Action: Mayor to contact county to explore replacement project and funding roles
- 163 • Traffic Incident:
- 164 o March 31: Semi-truck knocked over a city flower planter; also damaged a stop sign
- 165 o Insurance info obtained; new planter ordered; solar light salvaged; stop sign to be
- 166 properly repaired (sleeve damage)
- 167 o Photos documented for claim

168 **Fire Department Report**

- 169 • Outlook: Low snowpack; forecast suggests spring rain may mitigate severity; human-caused fires
- 170 remain primary concern
- 171 • Maintenance: Engine wiper assembly repaired (approx. \$200+ parts/freight)
- 172 • Regional Work:
- 173 o Forest land reclassification committee work underway (countywide impact)
- 174 o Fire Defense Board meeting in Salem on April 21
- 175 • New ODF App: (People will be able to fill out burn permits online)
- 176 o Provides statewide burn status and info; supports backyard debris and burn barrel permits
- 177 (city may align rules)
- 178 o Proposal: Install answering machine at station line to handle app-directed inquiries and
- 179 reduce city hall call load
- 180 o Council consensus: Proceed with purchasing/using answering machine; Fire to configure
- 181 messaging and manage callbacks
- 182 o Burn Guidance: Backyard burns under 6x6 allowed in open season; larger/ag/industrial
- 183 burns require inspection/permit; burn barrels require permit and compliance (no garbage
- 184 burning)
- 185 • Rural District Funding Concern:
- 186 o Reclassification from grazing to timber (juniper encroachment) could shift ODF
- 187 assessments and reduce rural district tax base (~\$27k current revenue)
- 188 o Potential impacts to city/rural fire capabilities if funding declines
- 189 o Chief advocating for outcomes that avoid negative revenue impacts to local districts

190 **Accounts Payable & Financial Report**

191 Gaslin read out loud the financial overview and went over the appropriations review.

- 192 • Cash Position: Just under \$2M; interest earnings at ~4%; \$55k interest YTD
- 193 • Water Fund:
- 194 o Rate structure changes producing approx. \$47k increase in annual revenue vs. prior year

195 o Operating income currently near break-even after a low prior month

196

197

198

199

200

- Budget Status:

201

- o Overages: Materials & Services for landfill and long-term (to be addressed via year-end budget resolution)

202

- o Admin personnel services tight but expected okay through year-end

203

204

- o Other categories trending within budget

205

- Payables Highlights: Consolidated Supply, OTEC, Zwygert (audit), Fields Tree Service (stump grinding), routine expenses

206

207 Council reviewed the check detail.

208

Ratify payment of the City's bills. MSP: To pay the City's bills. Councilor Davis/McClung. All present in favor.

209

210

Adjourn: MSP: To adjourn the meeting. Councilor Coburn/Davis Vote: Passed unanimously

211

212

Approved by the City Council on this 8th day of April 2026 and signed by the Mayor.

213

214

215

216

Colby Bradford, Mayor

217

218

219

Attested:

220

221

222

223

Shonalie Oakes