



Location: City Hall – Council Chambers
Date: February 13, 2024
Time: 6:00 PM

City Council Meeting Agenda

Mayor Jason Beebe, Council Members Steve Uffelman, Janet Hutchison, Shane Howard, Gail Merritt, Scott Smith, Marv Sumner and City Manager Steve Forrester
ATTEND TELEPHONICALLY BY CALLING 346-248-7799 Meeting ID: 947 5839 2608 Passcode: 123456

Call to Order

Flag Salute

Additions to Agenda

Consent Agenda

- [1.](#) Regular Meeting Brief 1-23-2024
- [2.](#) Chevron Change in Ownership Liquor License

Visitors, Appearances and Requests

3. Jim Band Introduction - Interim Chief Wilson

Council Presentations

4. Public Works Projects Presentation - Casey Kaiser

Council Business

5. Consideration to Negotiate Purchase of Locomotive - Matt Wiederholt

Staff Reports and Requests

- [6.](#) City Manager Report - Steve Forrester

Committee Reports

Ordinances

Resolutions

Visitors, Appearances and Requests

Adjourn

Agenda items maybe added or removed as necessary after publication deadline



CITY OF PRINEVILLE
Regular Meeting Brief
387 NE Third Street – Prineville, OR 97754
541.447.5627 ph 541-447-5628 fax

Full Meeting Recordings Available at:
<http://cityofprineville.com/meetings/>

City Council Meeting Brief
January 23, 2024

Council Members Present:

Marv Sumner
Jason Beebe
Steve Uffelmann
Gail Merritt

Scott Smith
Shane Howard
Janet Hutchison

Council Members Absent

None.

Additions to the Agenda

None.

Consent Agenda

1. Regular Meeting Brief 1-9-2023

Councilor Howard made a motion to approve consent agenda as presented. Motion seconded. No discussion on motion. Councilor Hutchison abstained. Motion carried.

Visitors, Appearances and Requests

No one came forward.

Council Presentations

None.

Council Business

None.

Staff Reports and Requests:

2. **City Manager's Report**– Steve Forrester

Steve Forrester, City Manager read a statement into the record regarding the changes in the Police Department and the steps being taken moving forward.

Shane Wilson, Interim Police Chief came forward and went through a power point presentation that highlighted the new signage on the building, activity of the police department from 2022-2023, calls for service, Prineville Police completing approximately 4,600 hours of training, property and evidence and 911 communications.

Chief Wilson listed all of the community outreach they have made over the last year and provided an update on all accomplishments, upgrades and implementations. He closed with the goals for the department in 2024.

Councilor Hutchison complimented the department on all they were able to accomplish.

There were no questions.

Mr. Forester continued with his City Manager report highlighting all of the recent activity through each department.

Councilor Uffelman gave the snow plowing crew a thank you for all of the work and for not plowing in driveways.

There were no further questions or comments.

Committee Reports

Councilor Uffelman announced that one of their Community Renewable Energy Association (CREA) board members (Les Perkins) has been appointed to the Governor's Public Utility Commission (PUC) board.

Mr. Forrester and Councilor Uffelman discussed Mr. Perkins background and experience in emergency power.

Councilor Uffelman explained that the Road User Fee Task Force (RUFTF) needs to come up with revenue replacement for the declining fossil fuel tax currently in place. With the efficiency of newer hybrid and electric vehicles they cannot sustain funding.

There were no other reports.

Ordinances:

3. Ordinance No. 1288 – FEMA Code Update (SECOND PRESENTATION) – Josh Smith

Josh Smith, Planning Director stated that there is nothing to say on this one and there has been no changes since the first presentation.

There were no questions.

Councilor Merrit made a motion to approve the second presentation of Ordinance No. 1288. Motion seconded. No discussion on motion. All in favor, motion carried.

Resolutions

4. Resolution No. 1587 – Approving Personal Services Agreement with Cascade Geoengineering – Casey Kaiser

Casey Kaiser, Public Works Director illustrated an aerial map outlining the Aquifer Storage Recovery (ASR) facilities.

Mr. Kaiser provided an overview of how the facility works and added that currently we have one injection and recovery well.

Discussions continued regarding capacity, no ability for someone tapping into the aquifer and whether or not electricity could be generated from the water recovery. Mr. Kaiser explained that electricity was looked into a couple of years ago and the costs associated with that and what would be generated didn't pencil out.

There were no further questions.

Councilor Hutchison made a motion to approve Resolution No. 1587. Motion seconded. No discussion on motion. All in favor, motion carried.

5. Resolution No. 1588 – Authorizing Amendment to IGA with Crook County for GIS PSAP Support – Jered Reid

Jered Reid, City Attorney provided the background for the existing agreement in place and added that this just codifies the changes made in the payment format to incorporate the funding changes made by the department of Oregon Emergency Management (OEM).

There were not questions.

Councilor Uffelman made a motion to approve Resolution No. 1588. Motion seconded. No discussion on motion. All in favor, motion carried.

Visitors, Appearances and Requests:

No one came forward.

Adjourn

Councilor Smith made a motion to adjourn the meeting. Motion seconded. No discussion on motion. All in favor, motion carried.

Meeting adjourned at 6:45 P.M.

Motions and Outcomes:

Motion:	Outcome	Beebe	Howard	Hutchison	Merritt	Smith	Sumner	Uffelman
Consent Agenda as presented	PASSED	Y	Y	-	Y	Y	Y	Y
Ordinance No. 1288 – FEMA Code Update (SECOND PRESENTATION)	PASSED	Y	Y	Y	Y	Y	Y	Y
Resolution No. 1587 – Approving Personal Services Agreement with Cascade Geoen지니어ing	PASSED	Y	Y	Y	Y	Y	Y	Y
Resolution No. 1588 – Authorizing Amendment to IGA with Crook County for GIS PSAP Support	PASSED	Y	Y	Y	Y	Y	Y	Y
Adjourn Meeting	PASSED	Y	Y	Y	Y	Y	Y	Y

Public Records Disclosure

Under the Oregon public records law, all meeting information, agenda packets, ordinances, resolutions, audio and meeting briefs are available at the following URL:

<https://www.cityofprineville.com/meetings> .



OREGON LIQUOR & CANNABIS COMMISSION
LIQUOR LICENSE APPLICATION

Instructions

1. **Complete and sign** this application.
2. Prior to submitting this application to the OLCC, send the completed application to **the local government for the premises address** to obtain a recommendation.
 - If the premises street address is within a city’s limits, the local government is the city.
 - If the premises street address is not within a city’s limits, the local government is the county.
3. You can submit the application to the OLCC if:
 1. You have WRITTEN documentation showing the date the local government received the application or;
 2. The local government has provided you their recommendation.

ALL forms and documents must be a PDF attachment

4. **Email the PDF application that contains the local government recommendation or proof of submission** to: OLCC.LiquorLicenseApplication@oregon.gov.
5. **Do not** include any license fees with your application packet (fees will be collected at a later time).
When it’s time to pay the license fee you must pay the full yearly fee for the current license year (the license fee will not be prorated). If you pay in the last quarter of your license year you must also pay the yearly fee for the next license year.

License Request Options - Please see the general definitions of the license request options below:

- **New Outlet:** The licensing of a business that does not currently hold an active liquor license.
- **Change of Ownership:** The request to completely change the licensee of record at a licensed business.
- **Greater Privilege:** The request to change from an Off-Premises to a Limited or Full On-Premises Sales license **OR** from a Limited to Full On-Premises Sales license.
- **Additional Privilege:** The licensee currently holds an active liquor license at the premises and that same licensee would like to request to add an **additional** different liquor license type at that same premises location.

Additional Information

Applicant Identification: Please review [OAR 845-006-0301](#) for the definitions of “applicant” and “licensee” and [OAR 845-005-0311](#) to confirm that all individuals or entities with an ownership interest (other than a waivable ownership interest, per OAR 845-005-0311[6]) in the business have been identified as license applicants on this document. If you have a question about whether an individual or entity needs to be listed as an applicant for the license, discuss this with the OLCC staff person assigned to your application.

Premises Address: This is the physical location of the business and where the liquor license will be posted.

Applicant Signature(s): Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.

If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one member or officer of the entity must sign the application.

Applicant/Licensee Representative(s): In order to make changes to a license or application or to receive information about a license or application by someone other than the applicant/licensee you must:

- #Complete the [Authorized Representative 7](#) and submit with the application.

LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

[New Outlet](#) | [Change of Ownership](#) | [Greater Privilege](#) | [Additional Privilege](#)

Select the license type you are applying for.

More information about all license types is available [online](#).

Full On-Premises

- Commercial
- Caterer
- Public Passenger Carrier
- Other Public Location
- For Profit Private Club
- Nonprofit Private Club

Winery

- Primary location
- Additional locations: 2nd 3rd 4th 5th

Brewery

- Primary location
- Additional locations: 2nd 3rd

Brewery-Public House

- Primary location
- Additional locations: 2nd 3rd

Grower Sales Privilege

- Primary location
- Additional locations: 2nd 3rd

Distillery

- Primary location
- Additional tasting locations: (Use the DISTT form [HERE](#))

Limited On-Premises

Off Premises

Warehouse

Wholesale Malt Beverage and Wine

LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT
After providing your recommendation, return this form to the applicant **WITH** the recommendation marked below

Name of City OR County (not both)

City of Prineville

Please make sure the name of the Local Government is printed legibly or stamped below

Date application received: 2-7-2027

Optional: Date Stamp Received Below

- Recommend this license be granted
- Recommend this license be denied
- No Recommendation/Neutral

Printed Name

Date

Signature

Trade Name

LIQUOR LICENSE APPLICATION

Page 2 of 4

APPLICANT INFORMATION	
Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.	
Name of entity or individual applicant #1: H&S Stations LLC	Name of entity or individual applicant #2:
Name of entity or individual applicant #3:	Name of entity or individual applicant #4:

BUSINESS INFORMATION		
Trade Name of the Business (name customers will see): #5036		
Premises street address (The physical location of the business and where the liquor license will be posted): 398 NW 3rd St		
City: Prineville	Zip Code: 97754	County: Crook
Business phone number: 714-761-5426	Business email: M.haris@hasoil.com	
Business mailing address (where we will send any items by mail as described in OAR 845-004-0065[1]): 398 NW 3rd St		
City: Prineville	State: Oregon	Zip Code: 97754
Does the business address currently have an OLCC liquor license? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

APPLICATION CONTACT INFORMATION – Provide the point of contact for this application. If this individual is <u>not</u> an applicant or licensee, the Authorized Representative Form must be completed and submitted with this application.	
Application Contact Name: Moe Harris	
Phone number: 714-761-5426	Email: M.haris@hasoil.com

LIQUOR LICENSE APPLICATION

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TERMS

- “Real property” means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- “Common area” is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area’s designation as a “common area” is typically identified in the lease or rental agreement.

ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the “Application Information” section of this form has read and understands [OAR 845-005-0311](#) and attests that:
 1. At least one applicant listed in the “Application Information” section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.
 2. No person not listed as an applicant in the “Application Information” section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.
 3. The licensed premises at the premises street address proposed to be licensed either:
 - a. Does not include any common areas; or
 - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
 - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in “common areas” and that this requirement applies at all times, even when the business is closed.
 4. The licensed premises at the premises street address either:
 - a. Has no area on property controlled by a public entity (like a city, county, or state); or
 - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

LIQUOR LICENSE APPLICATION

Applicant Signature(s): Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.

If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one member or officer of the entity must sign the application.

• Each applicant listed in the “Application Information” section of this form has read and understands [OAR 845-006-0362](#) and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

Dakota Pederson	<i>Dakota Pederson</i>	12/29/23
_____ Applicant name	_____ Signature	_____ Date
_____ Applicant name	_____ Signature	_____ Date
_____ Applicant name	_____ Signature	_____ Date
_____ Applicant name	_____ Signature	_____ Date

Applicant/Licensee Representative(s): If you would like to designate a person/entity to act on your behalf you must complete the [Authorized Representative Form](#). You may submit the form with the application or anytime thereafter. The form must be received by the OLCC before the representative can receive or submit information for the applicant.

Please note that applicants/licensees are responsible for all information provided, even if an authorized representative submits additional forms on behalf of the applicant.

City Manager Update to Council

February 13, 2024

Public Safety / Dispatch

Public Safety received the two new hybrid police vehicles and they are on the road. They are reporting that they handle nicely and will begin analyzing the difference in cost & maintenance versus gasoline vehicles.

Kathryn Bottoms has been promoted to Sergeant and sworn in on February 1st. Congratulations to Kathryn!

Training is going very well with the newest dispatcher and has a possible lead on another lateral dispatcher.

Public Works

Casey will be providing an update on all projects following this report.

Railroad

The railroad traffic is holding steady and Matt is working on a potential new user on the railroad and will report on that more in the future.

Meadow Lakes Golf

Meadow Lakes was able to get electricity out to pond # 7 to be able to aerate that pond. Dead trees have been removed from the parking lot and golf course and the front island has been cleaned up. Tyler just came back from a national conference in Arizona and shared that artificial intelligence (AI) is becoming more popular in golf operations. The Superbowl Scramble for February 10 sold completely out. Ron's Comfort Food renewed for two years.

Airport – No Update

Planning

Planning will also have a few updates during the Public Works update following this report.

Human Resources – No Update

Information Technology – No Update

Finance

Finance will be presenting their Quarterly Financial report at the next meeting.

City Recorder/Risk Management –No Update

City Legal – No Update

EDCO

EDCO has a new lead on a renewable energy development from someone located outside of the area.

Public Relations

ShanRae is busy working on the February social media content.

Mayor/Council

The EDCO luncheon for Prineville & Crook County is in March at Brasada. League of Oregon Cities spring conference registration is open, however lodging at the conference facility is already fully booked.

Other

There is a new round of congressional spending that has just opened and Caroline will be applying for some of those funds. The city has been successful in receiving funding two out of the last three years.