



**Location:** City Hall – Council Chambers  
**Date:** August 12, 2025  
**Time:** 6:00 PM

## City Council Meeting Agenda

Mayor Jason Beebe, Council Members Steve Uffelman, Janet Hutchison, Shane Howard, Jerry Brummer, 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

1. Select Presiding Council Member for 8-12-2025 Council Meeting - Jered Reid

### Flag Salute

### Additions to Agenda

### Consent Agenda

- [2.](#) Regular Meeting Brief 7-22-2025
- [3.](#) Dad's Place Change In Ownership Liquor License

### Visitors, Appearances and Requests

4. Limited to Three (3) Minutes Per Person

### Council Presentations

### Council Business

- [5.](#) Intent to Award 2026 Patrol Vehicle Purchase & Equipment Upgrades - Chief Profio
- [6.](#) Intent to Renew GSI Water Rights Consulting Contract for FY 25/26 - Casey Kaiser

### Staff Reports and Requests

- [7.](#) City Manager's Report - Steve Forrester

### Council Reports

### Ordinances

- [8.](#) Ordinance No 1302 - Adopting Changes to Prineville Code Section 93.59 - Parking **(FIRST PRESENTATION)** - Jered Reid
- [9.](#) Ordinance No 1303 - Adding Chapter 74 to the Prineville City Code Towing Ordinance **(FIRST PRESENTATION)** - Jered Reid



## Resolutions

10. Resolution No 1630 - Authorizing Policy for Streaming & Archiving City Meetings - Jered Reid

## Visitors, Appearances and Requests

11. Limited to Three (3) Minutes Per Person

## Adjourn

***Agenda items maybe added or removed as necessary after publication deadline***

Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 48 hours prior to the City Council meeting. To make your request, please contact the City Recorder at 541-447-5627 (voice), or by e-mail to [recorder@cityofprineville.com](mailto:recorder@cityofprineville.com)



**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**  
**July 22, 2025**

**Council Members Present:**

Scott Smith  
Marv Sumner  
Steve Uffelman  
Janet Hutchison

Jason Beebe  
Shane Howard  
Jerry Brummer

**Council Members Absent**

None.

**Additions to the Agenda**

None.

**Consent Agenda**

1. Regular Meeting Brief 6-24-2025
2. Special Meeting Brief 7-2-2025

**Councilor Brummer made a motion to approve the consent agenda as presented. Motion seconded. No discussion on motion. All in favor, motion carried.**

**Visitors, Appearances, and Requests**

Mayor Beebe reminded the audience that each person is limited to three (3) minutes to address the Council.

No one came forward.

**Council Presentations**

None.

**Ordinances:**

None.

**Council Business:****3. Consideration of Council Meetings Video Transmission – Jered Reid**

Jered Reid, City Attorney explained that this topic was asked to be put on the Council agenda with a staff report. We have had a couple of requests over the last couple of months to have video of Council meetings for the public. Staff would like direction from Council and take the discussion to develop a policy and bring back to Council to adopt.

Mr. Reid went through the various options to implement video transmission of Council meetings.

There were discussions regarding the city already being compliant with public meeting law by providing audio and ADA accommodations, video would allow citizens to actually see who is talking and presentations, still allows public testimony for public hearings, addressing council outside of a public hearing should be done in person, and additional storage required for video storage.

Council agreed that they would like to see a policy following option 1 in the staff report.

Mr. Reid summarized that he believes Council wants to move forward with a video transmission policy.

**4. Consideration of ATVs/UTVs/Golf Carts Code – Mayor Beebe**

Mayor Beebe talked about state HB 3155 that would have legalized the use of these vehicles on streets and it didn't pass. Since it didn't pass, he would like Council to discuss the possibility at a local level.

There were discussions regarding safety and adding confusion to the existing traffic in town along with motorcycles and bicycles. Traffic being dangerous enough in town already, e-bikes using sidewalks, busy traffic, DMV not having a registration process in place and having to develop one, and insurance requirements.

Council agreed that they would not be in favor of moving forward with that. Mayor Beebe supports their decision.

**5. Consideration of Towing Code – Jered Reid**

Mr. Reid explained that he wants to see if there is interest in moving forward with amending the towing code in regards to RV and campers parked in the right-of-way (ROW) for long periods of time. Right now, they are basically the same as autos, where there is 72 hours before action can be taken. The city has received many complaints regarding RV's and campers. At the same time, we would update the towing code.

There were discussions regarding the difference in not having on-site parking versus people living in RV's. Living in an RV is actually in the land use code and permitted for 18 months while building a house.

Discussions continued regarding if it would apply to RV's that show up in parking lots which private property, the code would apply to ROW only, if they are there more than 72 hours it being considered a nuisance, and causing problems for street sweepers.

Councilor Hutchison asked Chief Profio if they have a problem responding to the 72 hours as it is, rather than trying to amend it.

Officer Bottoms explained that PD stays pretty up to date with the vehicle portion and provides a little slack for RV's because they don't always have a place to put them. She will respond to it if she receives a call on it. If amended, initially they would be rather busy, and would probably tackle it a section of town at a time.

Mr. Reid said that based on the discussion, he will draft changes and bring it back to Council to consider and make any amendments they wish.

#### **6. Consideration for Notice of Appeal Filed for Planning Commission Decision – Josh Smith**

Josh Smith, Planning Director explained that we have not had an appeal since 2008.

Mr. Smith went through a power point presentation that highlighted the proposal of the development, the location of the Best Care facility and proposed lot, and site plan. There is nothing wrong with the site plan, just the zoning. Public opposition was significant and was concentrated on what the housing was for.

Mr. Smith went through the findings for the Planning Commission's denial of the application.

Mr. Smith went through the Council's options for the appeal and the staff recommendation for Council to decline the appeal.

**Councilor Uffelman made a motion to deny the review of the Planning Commission appeal. Motion seconded. No discussion on motion. All in favor, motion carried.**

#### **Staff Reports and Requests:**

#### **7. City Manager's Report – Steve Forrester**

Mr. Forrester asked Matt Wiederholt, Railroad Manager to come up and provide a quick update.

Mr. Wiederholt went through a power point presentation with photos of the recent derailment of two cars on a portion of the track in a curve, explaining that this portion of track had all been replaced just 7 years ago. The two cars were number 13 and 14 of a string of cars, it was 91

degrees that day which also expanded the ties, and a sharp turn. A contractor was called out for repairs.

There were discussions regarding whether the car was defective, the city being responsible once they accept a car, and the track can still be used at a reduced speed.

Mr. Forrester continued with his manager's report highlighting the activity of each department.

There were no questions.

## **8. Barnes Butte Recreation Area Phase I Update – Casey Kaiser / Caroline Ervin**

Casey Kaiser, Assistant City Manager/Public Works Director explained that it has been about one year since we last talked about Barnes Butte Recreation Area (BBRA), and just wanted to check back with Council to make sure we are still all moving the same direction.

Mr. Kaiser went through a power point presentation summarizing the concept plan from 2020, a visitor center concept design in 2022 and in 2024, Council expressed an interest in exploring an aquatic center.

Mr. Kaiser went through each of the phases and what that would look like. Phase I, is a broad assumption for scope and scale. The city worked with a community focus group that helped work on the Echo of the Butte plan. This is a multi-phased plan and would take a lot of work and right now we are at the very beginning.

The next step would be to do a feasibility study to continue through the rest of the phases. Right now, we have looked at site compatibility and received a green light on that.

Mr. Kaiser stated that staff would like to move into Phase II and what that entails, and would include what a budget would look like based on Council input in the past.

There were discussions regarding the city working with Parks & Recreation and the School District over the years regarding this.

Caroline Ervin, Director of Strategic & Economic Development, continued the power point presentation that highlighted the conceptual site plan, topography, views, and parking. Assumptions were made to establish a starting point. There were some preliminary conceptual exterior designs and artistic rendering that showed another water feature outside the center near roll up doors that wouldn't be a part of it. The conceptual design of the recreation center also blends in with the landscape really well.

Council all gave thumbs up to continue exploring the possibilities.

Discussions continued regarding pools not doing well financially, and the facility would be multi-use.

Mrs. Ervin explained that Phase II would look at funding possibilities.

Mr. Kaiser said that it will take approximately 3-6 months to work on Phase II.

### **Council Reports**

Councilor Uffelman talked about Doug Frasier retiring from the Community Renewable Energy Association (CREA) who served as his back up. Mr. Forrester will be taking over as backup.

No further reports.

### **Resolutions:**

#### **9. Resolution No. 1628 – Authorizing an Amendment to the Existing Traffic Signal Maintenance Agreement with ODOT– Casey Kaiser**

Mr. Kaiser presented the staff report.

There were discussions regarding the state failing to fund ODOT and not knowing at this time however, it has resulted in the staff member that helped with the agreement at ODOT being a part of the reduction.

**Councilor Smith made a motion to approve Resolution No. 1628. Motion seconded. No discussion on motion. All in favor, motion carried.**

#### **10. Resolution No. 1629 – Approving an Agreement with ODOT for Transportation Funding Grant (Cascades East Transit) – Casey Kaiser**

Mr. Kaiser explained that this is funding for the transit provider (CET) and it gets renewed every couple of years.

There were discussions regarding disabled transportation and that there is dial a ride for that.

**Councilor Hutchison made a motion to approve Resolution No. 1629. Motion seconded. No discussion on motion. All in favor, motion carried.**

### **Visitors, Appearances, and Requests:**

Ken Smith, a county resident came to talk about biomass, but it didn't come up. Mr. Smith talked about RV's parking, Best Care has been great in the community. He talked about BBRA and how he discussed a pool back in 2010 and people wanted to contribute to this in the past. Asked when biomass is going to come up again.

Mayor Beebe responded that biomass is off the table at this time.

Justin Alderman, Prineville Review wanted to address Council regarding transparency, video transmission and public comments.

Councilor Uffelman added that he will be out of the country and not be at the next two Council meetings. Mayor Beebe stated that he will be traveling for work and will miss the first meeting in August.

Mr. Reid stated that as long as there is a quorum, we can still conduct business and does not see an issue.

No one else came forward.

### **Adjourn**

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

Meeting adjourned at 7:41 P.M.



**Motions and Outcomes:**

| Motion:   | Outcome | Beebe | Brummer | Howard | Hutchison | Smith | Sumner | Uffelman |
|---|---------|-------|---------|--------|-----------|-------|--------|----------|
| Consent Agenda as Presented   | PASSED  | Y     | Y       | Y      | -         | Y     | Y      | Y        |
| Motion to deny the review of the Planning Commission appeal   | PASSED  | Y     | Y       | Y      | Y         | Y     | Y      | Y        |
| Resolution No. 1628 – Authorizing an Amendment to the Existing Traffic Signal Maintenance Agreement with ODOT   | PASSED  | Y     | Y       | Y      | Y         | Y     | Y      | Y        |
| Resolution No. 1629 – Approving an Agreement with ODOT for Transportation Funding Grant (Cascades East Transit) | 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  
**Local Government Recommendation – Liquor License**

**Section 1 Continued – Submission - To be completed by Applicant:**

Legal Entity/Individual Applicant Name(s): *Henry's in heaven LLC*

Proposed Trade Name: *Dad's Place*

**IMPORTANT:** You MUST submit this form to the local government PRIOR to submitting to OLCC.  
Section 2 must be completed **by the local government** for this form to be accepted  
with your CAMP application.

**Section 2 – Acceptance - To be completed by Local Government:**

**Local Government Recommendation Proof of Acceptance**

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: *City of Prineville*

Optional Date Received Stamp

Date Application Received: *7-28-2025*

Received by: *lm*

**Section 3 – Recommendation - To be completed by Local Government:**

- ☐ **Recommend this license be granted**
- ☐ **Recommend this license be denied** (Please include documentation that meets [OAR 845-005-0308](#))
- ☐ **No Recommendation/Neutral**

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.



OREGON LIQUOR & CANNABIS COMMISSION  
Local Government Recommendation – Liquor License

| Annual Liquor License Types                |                                |
|--|--------------------------------|
| Off-Premises Sales                         | Brewery-Public House           |
| Limited On-Premises Sales                  | Brewery                        |
| Full On-Premises, Caterer                  | Distillery                     |
| <u>Full On-Premises, Commercial</u>        | Grower Sales Privilege         |
| Full On-Premises, For Profit Private Club  | Winery                         |
| Full On-Premises, Non Profit Private Club  | Wholesale Malt Beverage & Wine |
| Full On-Premises, Other Public Location    | Warehouse                      |
| Full On-Premises, Public Passenger Carrier |                                |

| Section 1 – Submission – To be completed by Applicant:  |                      |
|---|----------------------|
| License Information   |                      |
| Legal Entity/Individual Applicant Name(s): <u>Henry's in heaven</u>   |                      |
| Proposed Trade Name: <u>Dads place</u>  |                      |
| Premises Address: <u>229 N. main st</u>   | Unit:                |
| City: <u>Prineville</u>   | County: <u>Brook</u> |
| Zip: <u>97754</u>   |                      |
| Application Type: <input type="radio"/> New License Application <input checked="" type="radio"/> Change of Ownership <input type="radio"/> Change of Location |                      |
| License Type: <u>full on Premises-Commercial</u> <input type="checkbox"/> Additional Location for an Existing License   |                      |

| Application Contact Information              |   |
|--|---|
| Contact Name: <u>Gail Wilkerson</u>          | Phone: <span style="background-color: black; color: black;">[REDACTED]</span> |
| Mailing Address: <u>229 N. main st</u>       |   |
| City: <u>Prineville</u>                      | State: <u>OR</u>  |
| Zip: <u>97754</u>                            |   |
| Email Address: <u>Dadsplace229@gmail.com</u> |   |

| Business Details   |  |
|--|--|
| Please check all that apply to your proposed business operations at this location: |  |
| <input type="checkbox"/> Manufacturing/Production                                  |  |
| <input type="checkbox"/> Retail Off-Premises Sales                                 |  |
| <input checked="" type="checkbox"/> Retail On-Premises Sales & Consumption         |  |
| If there will be On-Premises Consumption at this location:                         |  |
| <input checked="" type="checkbox"/> Indoor Consumption                             | <input type="checkbox"/> Outdoor Consumption |
| <input type="checkbox"/> Proposing to Allow Minors                                 |  |

|                                  |
|----------------------------------|
| Section 1 continued on next page |
|----------------------------------|



OREGON LIQUOR & CANNABIS COMMISSION

## Local Government Recommendation – Liquor License

### Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s):

Proposed Trade Name:

**IMPORTANT:** You MUST submit this form to the local government PRIOR to submitting to OLCC.  
Section 2 must be completed **by the local government** for this form to be accepted  
with your CAMP application.

### Section 2 – Acceptance - To be completed by Local Government:

#### Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name:

Optional Date Received Stamp

Date Application Received:

Received by:

### Section 3 – Recommendation - To be completed by Local Government:

- ☐ Recommend this license be granted
- ☐ Recommend this license be denied (Please include documentation that meets [OAR 845-005-0308](#))
- ☐ No Recommendation/Neutral

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.



## STAFF REPORT

---

|                      |  |                     |                                      |
|----------------------|--|---------------------|--------------------------------------|
| <b>MEETING DATE:</b> | 8/12/2025                                    | <b>PREPARED BY:</b> | Chief Jeff Profio                    |
| <b>SECTION:</b>      | Council Business                             | <b>DEPARTMENT:</b>  | City of Prineville Police Department |
| <b>CITY GOAL:</b>    | Quality Municipal Services & Programs        |                     |                                      |
| <b>SUBJECT:</b>      | Intent to Award 2026 Patrol Vehicle Purchase |                     |                                      |

---

### REASON FOR CONSIDERATION:

The City of Prineville Police Department is proposing to purchase six (6) new patrol vehicles. Two (2) new patrol vehicles will replace two existing 2014 vehicles, and four (4) will supplement the existing vehicle fleet. The City of Prineville Police Department maintains a fleet of patrol vehicles consisting of marked and unmarked SUVs, pickups, and sedans. Our patrol vehicles operate in all conditions and experience high wear and tear due to the nature of the profession. As a result, patrol vehicles have a shorter expected service life than an average personally owned vehicle.

This proposal includes the purchase of 6 new patrol vehicles. Replacing vehicles that have met their expected service life is critical to ensuring officers have safe and mechanically sound vehicles to perform their duties as police officers. Adding to our existing fleet is of high importance due to the increase in patrol staff and to mitigate wear to existing vehicles.

### BACKGROUND:

The City of Prineville Police Department solicited proposals for 6 2026 Ford Interceptor SUVs (Hybrid).

We had 3 responsive bidders:

Gresham Ford – \$291,685.80  
Landmark Ford – \$286,595.88  
Kendall Ford of Bend – \$281,025.06

The apparent Low Bidder was Kendall Ford of Bend with a bid of \$281,025.06 (\$46,837.51 each).

### FISCAL IMPACT:

This patrol vehicle purchase was budgeted for within the current City of Prineville Police Department budget.

### RECOMMENDATION:

After reviewing the bid documents, staff recommends Council approve the Intent to Award for the purchase of 6 2026 patrol vehicles to **Kendall Ford of Bend** in the amount of **\$281,025.06**.



## STAFF REPORT

---

|                      |   |                     |                                      |
|----------------------|---|---------------------|--------------------------------------|
| <b>MEETING DATE:</b> | 8/12/2025                                     | <b>PREPARED BY:</b> | Chief Jeff Profio                    |
| <b>SECTION:</b>      | Council Business                              | <b>DEPARTMENT:</b>  | City of Prineville Police Department |
| <b>CITY GOAL:</b>    | Quality Municipal Services & Programs         |                     |                                      |
| <b>SUBJECT:</b>      | Intent to Award 2026 Patrol Vehicle Upfitting |                     |                                      |

---

### Reason for Consideration

The Police Department requires specialized upfitting for six (6) new 2026 patrol vehicles. The upfitting is necessary to install critical emergency equipment, communications systems, and safety features to prepare the vehicles for operational deployment. City Council approval is required to authorize the expenditure and vendor selection.

### Background

Wireworks LLC has previously completed multiple patrol vehicle upfitting projects for our department and is fully familiar with our operational specifications, preferred equipment, and fleet standards. Because of this established relationship and their proven track record of timely, high-quality service, additional quotes were not solicited. Selecting Wireworks LLC ensures uniformity across our fleet, eliminates the learning curve for a new vendor, and reduces administrative delays.

### Fiscal Impact

The cost to upfit each patrol vehicle is \$27,007.44, for a total project cost of **\$162,055.64**. This expenditure is within the department's existing and approved budget, requiring no additional appropriation. Wireworks LLC will provide all labor, materials, and equipment installation under this contract, consolidating costs and reducing downtime for the vehicles.

### Recommendation

Staff recommends that the City Council approve contracting Wireworks LLC to upfit the six (6) 2026 patrol vehicles for a total of **\$162,055.64**.





# Prineville Police Department

1251 NE ELM STREET ♦ PRINEVILLE, OREGON 97754

THOMAS VOLLMER  
LIEUTENANT

Phone (541) 447-4168 FAX: (541) 447-8619  
tvollmer@prinevillepd.org

**To:** Chief Jeff Profio  
**From:** Lt. Vollmer  
**Date:** 07/24/2025  
**Subject:** 2026 PPD Patrol Vehicle Purchase

I recommend utilizing Wireworks LLC to perform the upfitting of our six (6) 2026 patrol vehicles.

### **Cost and Scope**

Each vehicle upfit will cost \$27,007.44, for a total project cost of \$162,055.64. This project is fully funded and falls within the existing, approved fleet budget for FY2026. The upfit includes installation of all required emergency lighting, communication systems, in-car computers, weapon mounts, and auxiliary equipment to meet our operational standards.

### **Vendor Justification**

Wireworks LLC has successfully completed multiple upfitting projects for our department and is thoroughly familiar with our fleet specifications, preferred equipment, and operational protocols. Due to this established relationship and their demonstrated reliability, we did not solicit additional quotes. Working with a vendor that already understands our standards ensures uniformity across the fleet, minimizes errors, and allows for faster deployment.

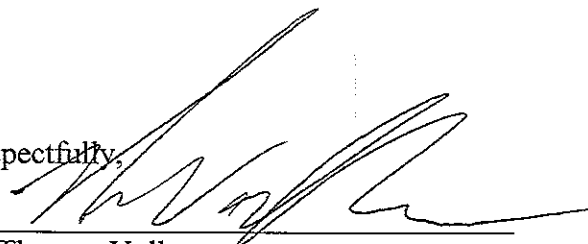
### **Efficiency and Reliability**

Wireworks' in-house capabilities allow them to complete sourcing, installation, and testing without subcontracting, reducing costs and minimizing downtime. Their track record with us and other agencies confirms their ability to deliver quality workmanship on time.

### **Recommendation**

I recommend we approve contracting Wireworks LLC for the upfitting of our 2026 patrol fleet at the total cost of \$162,055.64, which is within the existing budget, ensuring timely deployment and operational readiness.

Respectfully,

  
Lt. Thomas Vollmer



## STAFF REPORT

---

|                      |   |                     |              |
|----------------------|---|---------------------|--------------|
| <b>MEETING DATE:</b> | 8/12/2025                                     | <b>PREPARED BY:</b> | Casey Kaiser |
| <b>SECTION:</b>      | Council Business                              | <b>DEPARTMENT:</b>  | Public Works |
| <b>CITY GOAL:</b>    | Quality Municipal Services & Programs         |                     |              |
| <b>SUBJECT:</b>      | Water Rights Consulting Contract for FY 25/26 |                     |              |

---

### REASON FOR CONSIDERATION:

The City has been very successful in developing and expanding the water rights necessary for meeting the future needs of the City. The City enters into a contract annually with GSI for water rights consulting services. GSI provides the technical support necessary to maintain and continue to develop the City's portfolio of water rights. The proposed contract would allow GSI to continue to provide the water rights Consulting services for fiscal year 2025/2026.

### BACKGROUND:

GSI is instrumental in maintaining our municipal water rights, non-municipal water rights, water right transfers, and mitigation. GSI supports the implementation of the city's WMCP (Water Management and Conservation Plan), water conservation activities and airport aquifer groundwater monitoring program.

GSI also provides on call services and maintains availability to the City for assistance with water rights related issues.

**FISCAL IMPACT:** \$108,000.00

### RECOMMENDATION:

Staff recommends approving the contract with GSI for Water Rights Consulting Services for FY25/26.



## **City Manager Update to Council**

**August 12, 2025**

### **Public Safety / Dispatch**

PD has a lot of community events coming up. August 13<sup>th</sup> there will be a first responders cruise where a group will be visiting first responder locations through town. August 16 & 17<sup>th</sup> is the annual Faith & Blue event at Pioneer Park. The Glade's will be setting up their 9/11 Memorial Display in the plaza again this year starting on September 10-14<sup>th</sup>.

A conditional offer has been made to a lateral officer out of Washington, who also has family here in Prineville. He is scheduled to start on August 25<sup>th</sup>. There are also 8 entry level applicants in the process currently.

### **Public Works**

Public Works summer projects are wrapping up on schedule, with fall projects ready to begin soon. The 2025 crack seal project and paving project of South Main from Third Street to Lynn Boulevard are both out to bid and will be coming to Council.

### **Railroad**

The Railroad had a very good July with over 90 cars. The track in the curve has been fixed. The grant funds that Caroline was able to secure for the railroad should become available this fall. That will allow the purchase of equipment and materials for the railroad staff to take care of maintenance in house, rather than through a contractor.

### **Meadow Lakes Golf**

Meadow Lakes had another record-breaking month for July with over 5,300 rounds of golf played.

Zach was featured in the Oregon Chapter PNWPGA Spotlight with a great article. Zach was elected to PGA membership in 2018.

### **Airport**

Wildfire activity has slowed down fortunately. Development with the building of hangars at the airport remains busy.

### **Planning**

CVI is breaking ground in the industrial area up the hill. They are a manufacturing company moving here from Bend and are looking to hire approximately 50 people.

**Human Resources – No Update**

### **Information Technology**

IT is catching up on service tickets and wrapping up radio upgrades.

### **Finance**

Finance is still busy with audit season. Lori is putting together the financial quarterly report that will be coming to Council soon.

**City Recorder/Risk Management – No Update**

**City Legal – No Update**

**EDCO**

Kelsey remains busy following leads and responding to inquiries for businesses interested in Prineville.

**Public Relations – No Update**

**Mayor/Council**

There is still time to register for the annual LOC conference in Portland next month.

**Economic Development and Strategic – No Update**

**Other**

**JERED REID**  
OSB #112155  
jeredwreid@gmail.com

**LAUREN M. KAUFFMAN**  
OSB #203293  
lkauffmanlaw@gmail.com



**Madras Office**  
35 SE C Street, Suite D  
Madras, Oregon 97741  
541.475.1111

**Prineville Office**  
545 NE 7<sup>th</sup> Street  
Prineville, Oregon 97754  
541.447.3910

To: Prineville City Council  
From: Jered Reid  
Re: Ordinance 1302  
Date: August 12, 2025

Ordinance 1302 updates the City nuisance code to prohibit the parking of trailers, campers, motor homes, boats, trailer homes, on any street, right-of-way, alley, highway, or other public place. There is an exception for loading and/or unloading which is limited to 24 hours. These vehicles are much larger than ordinary automobiles and the City and Police Department receives numerous complaints each year regarding the parking of these vehicles.

The Prineville Police Department has experienced an increase in recreational vehicle parking within the City over the past year. Primarily, these vehicles are being used for living purposes, which is also in violation of the City's Land Use laws.

Currently, trailers, campers, motor homes, boats, and trailer homes, are allowed to park on a public street for 72 hours. This has created a situation in which the police department have been chasing vehicles around the City each 48 hours. It also creates a very unenforceable code.

The purpose of these changes is to allow the Prineville Police Department more effective options in enforcing parking nuisances regarding larger vehicles such as trailers, campers, motor homes, boats, trailer homes.

**ORDINANCE NO. 1302**

**AN ORDINANCE ADOPTING CHANGES TO PRINEVILLE CODE SECTION 93.59**

**WHEREAS**, Chapter II, Section 4 of the City of Prineville Charter provides:

Powers. The city has all powers that the constitutions, statutes and common law of the United States and Oregon expressly or impliedly grant or allow the city, as fully as this charter specifically enumerated each of those powers.

**WHEREAS**, the City of Prineville adopted Ordinance 911 regarding parking as a nuisance as amended by Ordinance 1251, and then again by Ordinance 1285.

**NOW, THEREFORE, THE PEOPLE OF THE CITY OF PRINEVILLE DO ORDAIN AS FOLLOWS:**

1. Section 93.59 is amended to read as shown on Exhibit A attached hereto and by reference made a part hereof.

Presented for the first time at a regular meeting of the City Council held on August 12, 2025, and the City Council finally enacted the foregoing ordinance this \_\_\_\_ day of August, 2025.

---

Rodney J. Beebe  
Mayor

ATTEST:

---

Lisa Morgan, City Recorder

### 93.59 Parking

- A. No person shall cause any vehicle or personal property to be parked or stored in such a way as to obstruct the flow of traffic on a public right-of-way or the movement of pedestrians on a public sidewalk.
- B. No vehicle or personal property located on a public right-of-way, a sidewalk or on public property shall be permitted for more than 72 consecutive hours; provided, that any basketball stand that does not interfere with the flow of traffic or pedestrians, or create a substantial safety hazard, may be located in the right-of-way for more than 72 hours. Movement of a vehicle within a 500-foot radius shall not extend the time limits for parking violations pursuant to this section.
- C. It is prohibited for any person to park or store any trailer, camper, motor home, boat, trailer house, or other recreational vehicle on any street, right-of-way, alley, highway, or other public place. Each personal property described in this Section may be referred to as a “vehicle” for purpose of this Section. Notwithstanding this prohibition, parking for the purposes of loading or unloading shall be permitted but shall not exceed 24 hours.
- D. Within residential neighborhoods, no commercial vehicle which exceeds 8,000 pounds gross weight, 21 feet in length or eight feet in height shall be parked in the street unless it is a vehicle that is routinely on standby and necessary to use under emergency circumstances. Semi-trailers are prohibited.
- E. Whenever a vehicle is placed in a manner or location which constitutes an obstruction to traffic or hazard in public safety or is parked in a manner that violates this chapter, within the City limits of the City of Prineville, the City may cause the vehicle to be towed pursuant to provisions established in ORS 98.805, 98.810, 98.812, and 98.818. The owner of such vehicle is responsible to the City or any private towing and storage operator pursuant to the provisions of ORS 98.812 and 98.818. The City shall also have any remedies available under this chapter including, without limitation, the ability to sell a removed vehicle as abandoned property.
- F. If any vehicle is impounded and stored under the provisions of this chapter or any other provision of the Prineville Municipal Code, or pursuant to any other lawful authority, said vehicle shall not be released by the person to whom possession thereof is delivered until all charges connected with the removal, towing, and storage of such vehicle have been fully paid.
- G. For purposes of this section, vehicle means any device in, upon or by which any person or property is or may be transported or drawn upon a public highway and includes vehicles that are propelled or powered by any means, which includes, but is not limited to boats, trailers, motorhomes, and travel trailers.

**JERED REID**  
OSB #112155  
jeredwreid@gmail.com

**LAUREN M. KAUFFMAN**  
OSB #203293  
lkauffmanlaw@gmail.com



**Madras Office**  
35 SE C Street, Suite D  
Madras, Oregon 97741  
541.475.1111

**Prineville Office**  
545 NE 7<sup>th</sup> Street  
Prineville, Oregon 97754  
541.447.3910

To: Prineville City Council  
From: Jered Reid  
Re: Ordinance 1303  
Date: August 12, 2025

Ordinance 1303 adds a Towing Code within the Prineville City Code. This will be added to the City's Traffic Code. In 2024, the State of Oregon developed the Oregon State Board of Towing. This Board encouraged Cities to review their current towing ordinances and/or to adopt towing ordinances that were consistent with best practices and standards.

The City of Prineville did not have a towing code and hence Ordinance 1300 addresses this issue. This ordinance was drafted in collaboration with the Prineville Police Department.

**ORDINANCE NO. 1303**

**AN ORDINANCE ADDING CHAPTER 74 TO THE PRINEVILLE CITY CODE  
TOWING ORDINANCE FOR THE CITY OF PRINEVILLE**

**WHEREAS**, Chapter II, Section 4 of the City of Prineville Charter provides:

Powers. The city has all powers that the constitutions, statutes and common law of the United States and Oregon expressly or impliedly grant or allow the city, as fully as this charter specifically enumerated each of those powers.

**WHEREAS**, the City of Prineville finds it necessary to establish regulations for the towing of vehicles within the City of Prineville.

**NOW, THEREFORE, THE PEOPLE OF THE CITY OF PRINEVILLE DO  
ORDAIN AS FOLLOWS:**

1. The Council hereby adopts proposed Chapter 74 attached to this Ordinance to the Prineville City Code.

Presented for the first time at a regular meeting of the City Council held on August 12, 2025, and the City Council finally enacted the foregoing ordinance this \_\_\_\_ day of August, 2025.

---

Rodney J. Beebe  
Mayor

ATTEST:

---

Lisa Morgan, City Recorder

## CHAPTER 74 – TOWING

### Sections:

|               |   |
|---------------|---|
| <b>74.010</b> | <b>General Regulations</b>  |
| <b>74.020</b> | <b>Impoundment and Storage by Private Towing Firm</b>             |
| <b>74.030</b> | <b>Post Towing Notice to Owner</b>                                |
| <b>74.040</b> | <b>Reasonable Storage Charge</b>                                  |
| <b>74.050</b> | <b>Hearing Procedures</b>   |
| <b>74.060</b> | <b>Owner Reclaiming Vehicle</b>                                   |
| <b>74.070</b> | <b>Approval of Unclaimed Vehicles</b>                             |
| <b>74.080</b> | <b>Disposition of Motor Vehicle Greater than \$750.00</b>         |
| <b>74.090</b> | <b>Disposition of Motor Vehicle Appraised at \$750.00 or Less</b> |
| <b>74.100</b> | <b>To Be Held at Expense of Owner</b>                             |
| <b>74.110</b> | <b>Vehicle Inventory</b>  |
| <b>74.120</b> | <b>Penalties</b>  |

### **74.010 General Regulations**

- A. Disposition of a vehicle towed and stored under provisions of state law for the removal of hazardous vehicles shall be in accordance with provisions of state law on impoundment and disposition of vehicles constituting a hazard.
- B. The impoundment of a vehicle does not preclude issuance of a citation for violation of a provision of this title.
- C. Whenever a traffic citation is issued or a physical arrest is made for violation of the Oregon Vehicle Code or local traffic ordinance and the driver's license is suspended or revoked, or the vehicle is without liability insurance as required by the Oregon Vehicle, or both, the vehicle shall be impounded and towed, by a towing company at owner's expense and stored at owner's expense.
- D. Stolen vehicles may be towed from public or private property and stored at the expense of the vehicle owner.
- E. A vehicle abandoned in violation of provisions of state law relating to abandoned vehicles is subject to removal and sale in accordance with provisions of state law.
- F. A vehicle which is stored in violation of state law or City ordinance relating to storage of motor vehicles on streets is subject to removal and sale in accordance with provisions of state law on impoundment and disposition of abandoned vehicles (ORS 819.100 through 819.270).
- G. A discarded vehicle, or a vehicle that may be treated as discarded in accordance with City ordinance may be taken into custody, removed, and disposed of after a 48-hour notice, containing all the information required under ORS 819.170(2), is affixed to such vehicle. The owner or person in charge of a vehicle to which a 72-hour notice has been affixed must remove such vehicle from public property within 72 hours of when the notice is affixed. Vehicles not



removed from public property by the vehicles' owner or person in charge of vehicle as required by the 72-hour notice are subject to removal by the City, at the discretion of City officers, as set forth in ORS 819.110.

H. Vehicles removed and impounded shall be taken to a public garage or other suitable place for storage of a vehicle, and kept until released or otherwise disposed of pursuant to this section.

1. The owner of the vehicle, or any person authorized by the owner to act on his/her behalf, may redeem the vehicle pursuant to the procedures of Prineville Municipal Code § 74.060.

2. A motor vehicle so impounded shall be held and, if not lawfully redeemed, shall be disposed of as provided in ORS 819.210 through 819.260. A certificate of sale referenced therein shall contain the following notice:

The City of Prineville makes no warranty as to the condition of title of the above-described vehicle. In the event this sale shall for any reason be invalid, the liability of the City is limited to return of the purchase price.

#### **74.020 Impoundment and Storage by Private Towing Firm**

A. In the enforcement and execution of the provisions of this chapter, the City may contract service of one or more competent service firms for the removal and storage of motor vehicles taken into custody of the City for any reason. The City Council shall by ordinance or resolution establish a schedule of maximum charges for storage of such vehicles, which shall apply to vehicles stored by the City.

B. Where a private business is used, the following conditions shall apply:

1. The City shall not be liable for services rendered by a private towing service from any source other than such amounts as may be collected from the owner on redemption, or from a purchaser upon sale, after the City deducts its expenses, unless the City is the purchaser of the vehicle.

2. The vehicle shall not be released from the private towing service except upon a receipt, signed by the police chief, proffered by the purchaser.

C. A towing service firm which, at the request of the City, takes a vehicle into custody shall have a lien on the vehicle and its contents for just and reasonable towing charges, may retain possession of the vehicle and its contents until charges are paid, and may cause the vehicle and its contents to be sold at public auction pursuant to Prineville Municipal Code § 74.090. If the appraised value of the vehicle is \$750.00 or less, the vehicle and its contents shall be disposed of in the manner provided in Prineville Municipal Code § 74.080.

#### **74.030 Post Towing Notice to Owner**

A. If a motor vehicle is taken into custody of the City, the chief of police, or designee, shall make reasonable efforts to ascertain the names and addresses of the registered owner and the legal owner, if any, and the person entitled to possession.

B. If names and addresses of such owners or persons entitled to possession or either of them can be ascertained, the chief of police, or designee, shall cause notice to be mailed within 48 hours of the date of recovery, addressed to the registered owner of the vehicle and a similar letter addressed to the legal owner, if any. Such notice shall include the following information:

1. The statute or ordinance or rule under which the vehicle has been taken into custody or removed.

2. The location where the vehicle may be redeemed by the owner or persons entitled to possession upon satisfactory proof of ownership or right to possession.

3. That a lien has arisen on the vehicle in favor of the person who towed the vehicle for just and reasonable towing and storage charges.

4. The amount of any impound fee, fines or bail, which must be paid or posted pursuant to Prineville Municipal Code § 74.060.

5. The dates after which the vehicle will be subject to public sale.

6. That a hearing on the validity of the tow and on the creation and amount of the lien may be had if requested within five days of mailing of the notice.

7. That the costs of hearing may be assessed against the vehicle owner.

**74.040 Reasonable Storage Charge.** The maximum charge per day for storage of a motor vehicle towed and stored pursuant to Prineville Municipal Code § 74.010 or Prineville Municipal Code § 74.020 is \$25.00 per day when the vehicle is stored by the City; and \$40.00 per day if a vehicle is over 20' long. For any vehicle that has been stored within the a past year, charges per day may be doubled.

#### **74.050 Hearing Procedures.**

A. Upon written request of the legal owner or the registered owner or any other person who reasonably appears to have an interest in the vehicle, delivered to City Hall, a hearing shall be held before the City Council. The written request shall state the grounds upon which the person requesting the hearing believes that the removal and custody of the vehicle is not justified.

B. The hearing shall be set and conducted at the next Regular Council Meeting provided that the request is made prior to five (5) days of the Regular Council Meeting; otherwise, the hearing

will be set at the following Regular Council Meeting. The hearing can be set for a later date if the owner or person entitled to possession so requests. At the hearing the owner may contest:

1. The validity of the action of the enforcement officer in taking the vehicle into custody.

2. The reasonableness of the charge set for towing and storage of vehicle. Towing and storage charges set by ordinance or by contract entered into pursuant to ordinance are presumed to be reasonable for the purpose of this section.

C. The City shall have the burden of showing the validity of the taking of the vehicle.

D. At any time prior to the requested hearing, the owner or the person entitled to possession of the vehicle may regain the vehicle as provided by Prineville Municipal Code § 74.060 by depositing with the City security in the form of cash in an amount sufficient to cover costs of removing and storage, impound fee and any fines or bail owed pursuant to Prineville Municipal Code § 74.120.

E. If the City Council finds that:

1. The action of the enforcement officer in taking the vehicle into custody was invalid, the Council shall: (a) Order the vehicle released to the owner; (b) Find that the owner is not liable for any towing or storage charges occasioned by the taking; and (c) Order the City to satisfy the towing and storage lien.

F. If the person requesting the hearing does not appear at the scheduled hearing, the City Council may enter an order supporting the removal and assessment of an impound fee, towing and storage costs and apply any security posted against such costs.

G. The action of the City Council pursuant to this section is final.

**74.060 Owner Reclaiming Vehicle.** The legal owner, registered owner, or person entitled to possession of an unclaimed vehicle may reclaim such vehicle any time it is taken into custody, and before it is sold, upon presentation of satisfactory proof of ownership or right of possession to the chief of police and payment of towing and storage charges, impound fee or posting of security required under this chapter.

**74.070 Appraisal of Unclaimed Vehicles.** Within ten (10) days of any motor vehicle coming into custody of the City for any reason, the chief of police, or designee, shall cause such vehicle to be appraised by a person possessing a valid appraiser certificate under state law or through use of Kelly Blue Book.

**74.080 Disposition of Motor Vehicle Valued Greater than \$750.00.** Any motor vehicle appraised at a value greater than \$750.00 under Prineville Municipal Code § 74.070 and not redeemed for a period of 30 days after the date of mailing notice pursuant to Prineville Municipal

Code § 74.030, or the taking of the vehicle into custody of the City, whichever is later, may be disposed of by the chief of police in accordance with ORS 819.210 through ORS 819.260.

**74.090          Disposition of Motor Vehicle Appraised at \$750.00 or Less.** Any motor vehicle appraised at a value of \$750.00 or less under Prineville Municipal Code § 74.070 and which remains unclaimed and unredeemed for a period of 30 days after the date of mailing of notice pursuant to Prineville Municipal Code §74.030 or the taking of the vehicle into custody by the City, whichever is greater, may be disposed of in accordance with ORS 819.210 through 819.260. No such vehicle shall be sold or transferred to any person without first requiring such person to comply with the provisions of an execute the forms required by ORS 819.220.

**74.100          To Be Held at Expense of Owner.** Except as provided in Prineville Municipal Code § 74.050(E), unclaimed motor vehicles which come into the custody, actual or constructive, of the City for any reason shall be held at expense of the owner and any costs incurred by the City in finding, transportation, giving of notice, storage, care, and custody of such property shall be paid by the owner or other person lawfully entitled to possession thereof before such property may be released.

**74.110          Vehicle Inventory.** Any vehicle impounded by direction of the Prineville Police Department, under a provision of this chapter or state law, shall have a written inventory list produced by the Prineville Police Department itemizing all property contained within the impounded vehicle which, in the judgment of the person conducting the inventory, has a value of \$1,000.00 or more. For the purpose of this section, only property not attached to the vehicle must be identified on the inventory list.

**74.120 Penalties.**

A. Violation of any provision of Prineville Municipal Code § 74.010(E) and Prineville Municipal Code § 74.010(F) is an infraction punishable by a forfeiture not to exceed \$100.00.

B. Violation of any provision of Prineville Municipal Code § 74.010(G) is an infraction punishable by forfeiture not to exceed \$75.00.

C. Violation of any provision of Prineville Municipal Code § 74.01(C) is an infraction and punishable by a forfeiture not to exceed the cost of towing and storage bill, \$75.00 City impound fee, and, if the vehicle is stored in City property, a storage fee commencing at 12:01 a.m. on the day following the impoundment of the vehicle. If redemption is not made within 30 days after the vehicle is impounded, such vehicle shall be disposed of in accordance with provisions of state law.

D. Violation of a provision identical to a state statute is punishable by the penalty prescribed by the state statute.

**RESOLUTION NO. 1630  
CITY OF PRINEVILLE, OREGON**

**A RESOLUTION AUTHORIZING A POLICY FOR STREAMING AND ARCHIVING  
CITY MEETINGS**

**Whereas**, the City Council has received feedback from Prineville residents who have requested that the City provide live video streaming, recording, and long-term archiving of City Council meetings.

**Whereas**, the City Council has been advised of best practices and legal guidelines pertaining to recording, streaming, and archiving public meetings, and City Council desires to articulate a consistent policy for each task.

**Whereas**, the City Council has determined that it is in the best interest of the City to select one provider of streaming and archiving services in order to provide for adequate storage capacity, ease of viewing for Prineville residents, and preservation of video integrity and security.

**Now, Therefore**, the City of Prineville resolves that the City Council adopts the following policy for streaming, recording, and archiving of Prineville City Council and Prineville Planning Commission meetings.

**VIDEO STREAMING AND ARCHIVING POLICY**

1. Live Streaming. The City will provide for live streaming of Prineville City Council meetings and Prineville Planning Commission meetings through one City-contacted source that provides for City ownership of all video content.

2. Recording and Archiving. The City shall record and maintain video recordings of the Prineville City Council meetings and Prineville Planning Commission meetings through retention periods as required by the Oregon State Archivist.

3. Subsequent Viewing. The City shall maintain recordings of Prineville City Council meetings and Prineville Planning Commission meetings on the City website through one City-contracted source that provides for City ownership of all video content through retention periods as required by the Oregon State Archivist.

**Be It Further Resolved** that this policy shall go into effect as of the date of passage of this resolution, and the City will enable all tasks as soon as technically feasible.

Approved by the City Council this \_\_\_\_ day of August, 2025.

\_\_\_\_\_  
Rodney J. Beebe, Mayor

ATTEST:

\_\_\_\_\_  
Lisa Morgan, City Recorder