



Location: City Hall – Council Chambers
Date: September 23, 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

<https://us02web.zoom.us/j/89689286592>

Call to Order

Flag Salute

Additions to Agenda

Consent Agenda

- [1.](#) Regular Meeting Brief 9-9-2025
- [2.](#) Annual Liquor License Renewals

Visitors, Appearances, and Requests Limited to Three (3) Minutes Per Person

Council Presentations

- [3.](#) Republic Disposal Update to Council - Erica Haitsma

Council Business

- [4.](#) Reading of Proclamation - Constitution Week - Mayor Beebe

Staff Reports and Requests

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

Council Reports

Ordinances

- [6.](#) Ordinance No 1304 - Adopting the City's 2025 Transportation System Plan, Amending Comprehensive Plan Chapter 6 and Amending Land Use Code (FIRST PRESENTATION) - Josh Smith

Resolutions

- [7.](#) Resolution No 1632 - Approving Appropriation Adjustments to the BN 2025-2027 Budget for the First Quarter of the First Fiscal Year - Lori Hooper Antram

Visitors, Appearances, and Requests Limited to Three (3) Minutes Per Person



8. Executive Session Pursuant to ORS 192.660 (2)(h): to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed, and ORS 192.660 (2)(f): to consider information or records that are exempt by law from public inspection.

Council Business - Continued

9. Consideration of Notice of Appeal Planning Commission Decision of June 23, 2025 regarding applicant, Best Care Treatment, Services.- Josh Smith / Jered Reid

Adjourn

Agenda items may be 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



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
September 9, 2025

Council Members Present:

Scott Smith
Marv Sumner
Steve Uffelman

Janet Hutchison
Shane Howard
Jerry Brummer

Council Members Absent

Jason Beebe

Additions to the Agenda

Consideration of a proclamation for Constitution Week under Council Business.

Consent Agenda

1. Regular Meeting Brief 8-26-2025
2. Annual Liquor License Renewals

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

Visitors, Appearances, and Requests

No one came forward. No one online.

Council Presentations

None.

Council Business:

3. **Intent to Award Purchase of Sewer Vector Truck** – Lori Hooper Antram / Casey Kaiser

Lori Hooper Antram, Finance Director, presented the staff report, adding that this is a budgeted item. There is a six-month wait period to receive from when it is ordered, and it meets the procurement requirements. Future sale of the current vector truck will help offset the cost of the new one and the financing of the truck will come back to Council.

Casey Kaiser, Assistant City Manager / Public Works Director, provided an overview of the many uses for the vactor truck, and that it goes out at least a couple of times a day for various tasks.

There were discussions regarding the value of the current vactor truck at approximately \$150,000, the difference in prices and performance of the two possible new vactor trucks.

Councilor Brummer made a motion to approve the intent to purchase the vactor truck from Enviro-Clean Equipment for \$638,834. Motion seconded. No discussion on the motion. All in favor, motion carried.

4. Adopting the Transportation System Plan (TSP) Update (PUBLIC HEARING)

Council President Uffelman opened the public hearing portion of the meeting.

Josh Smith, Planning Director went through a PowerPoint presentation that summarized what a TSP is, how it is a satellite document to the Comprehensive Plan, being a 20-year vision for transportation projects that should be done for our community, the focus areas when this process was started back in 2022, what is included in a TSP, project timelines, engagement summaries, and public feedback summaries.

Mr. Smith continued with the structure of the TSP.

There were discussions regarding failing intersections and how underperforming intersections and traffic are graded.

Mr. Smith explained that we have a 30% completed design for the West Y and O'Neil Highway to demonstrate that an improvement could fit and function properly.

Mr. Smith continued highlighting street classification changes, proposed intersection improvements, safety improvements, bicycle and pedestrian system plan, and public transportation plan.

Mr. Smith covered the total TSP project costs and possible funding sources.

There were no questions and Mr. Smith continued to Chapter 6 of the Comprehensive Plan.

The Planning Commission recommended approval of the TSP and discussed the Planning Commission's four discussion topics.

The Elm Street extension has been in the TSP for at least 20 years, and was considered that long ago when the hospital was up on Elm Street. A lot has changed since then. We can leave as is for now and reconsider after revisiting this in the future.

No one from the audience came forward, no one was online, and no written comments were received for this public hearing.

Councilor Smith talked about being on the PAC and how we all know the condition and uncertainty of ODOT at this time, and some projects might not get funded by ODOT.

Council President Uffelman closed the public hearing portion of the meeting.

4.5 Consideration of a proclamation – Constitution Week

Council President Uffelman explained that Mayor Beebe is the sponsor of this proclamation.

Councilor Smith made a motion to approve the reading of the proclamation – Constitution Week at the next Council meeting. Motion seconded. No discussion on the motion. All in favor, motion carried.

Staff Reports and Requests:

5. City Manager's Report – Steve Forrester

Mr. Forrester presented his manager's report, highlighting the activity of each department.

Councilor Hutchison asked Katie Kemper, 911 Dispatch Director, about the dispatcher who just graduated and if they could come meet the Council.

Ms. Kemper explained that they are currently developing a plan to have a Dispatch update to Council and meet dispatchers.

There were no further questions.

Council Reports

No reports.

Ordinances:

None.

Resolutions:

None.

Visitors, Appearances, and Requests:

No one came forward, and no one is online.

Council President Uffelman read the executive session script into the record.

Council met in executive session pursuant to ORS 192.660 (2)(h): to consult with counsel concerning the legal rights and duties of the public body with regard to current litigation or litigation likely to be filed, and ORS 192.660 (2)(f): to consider information or records that are exempt by law from public inspection at 6:57 P.M.

Council reconvened to open session at 8:03 P.M.

Adjourn

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

Meeting adjourned at 8:04 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 approve the intent to purchase the vactor truck from Enviro-Clean Equipment for \$638,834	PASSED	-	Y	Y	Y	Y	Y	Y
Motion to approve the reading of the proclamation – Constitution Week at the next Council meeting	PASSED	-	Y	Y	Y	Y	Y	Y
Adjourn Meeting	PASSED	-	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>.

Annual Liquor License Renewals

9-23-2025

R & R Grocery

Ron's Comfort Food

Cross Street Station 76



2025 Mid-Year Report

Prepared for City of Prineville



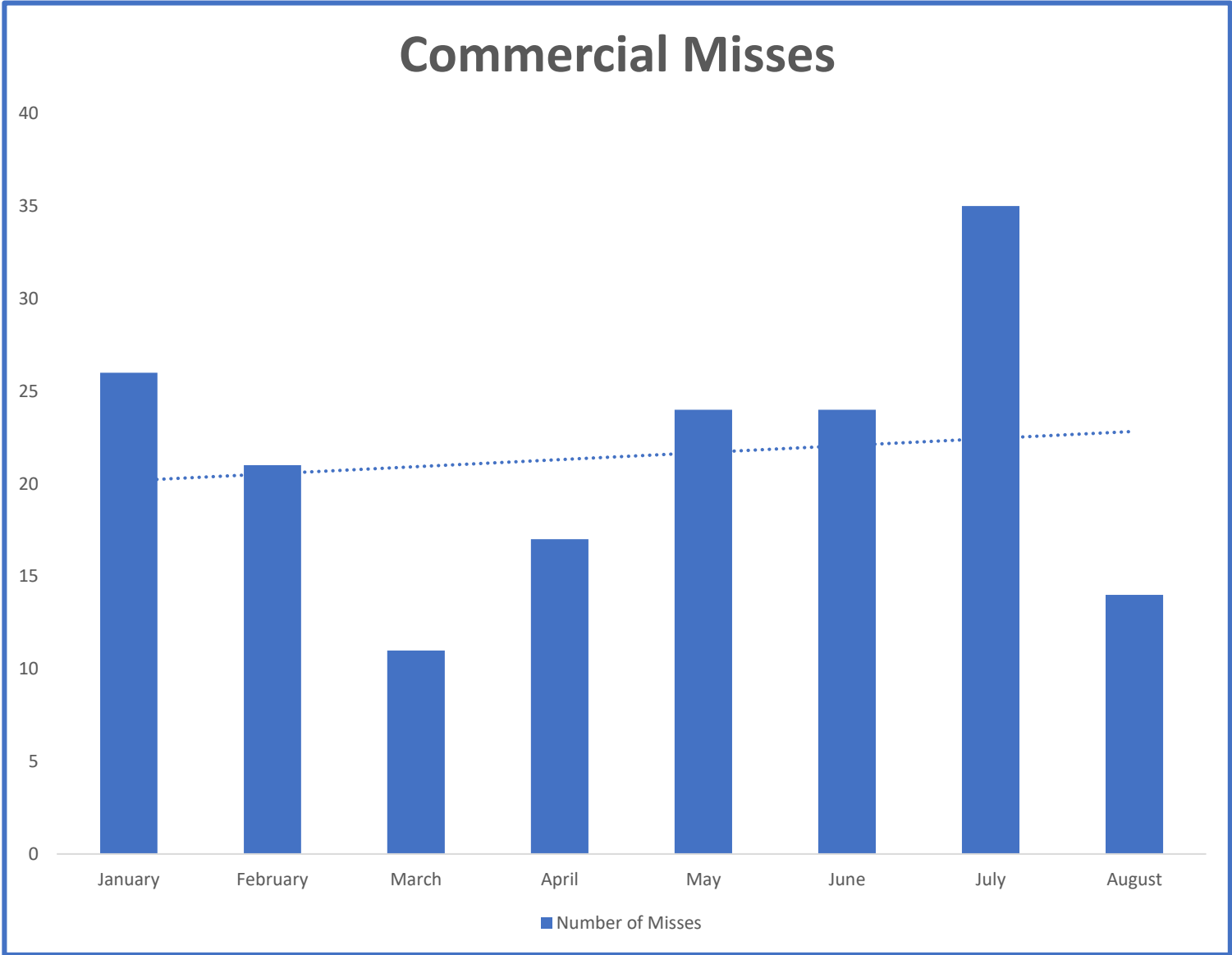
Erica Haitsma – General Manager

Abby Hart – Operations Manager, new to role. With Republic Services for 12 years holding a variety of field and Corporate positions

Franchise Overview

- Franchise Agreement – 6-year rolling contract
 - Exclusive right to collect and haul residential and commercial:
 - Trash
 - Recycling
 - Yard Debris (subscription service)
 - Food Waste (commercial) – City only
 - Annual report submitted by March 31st
 - 3-percent franchise fee paid to the City and the County





Avg per week: 5

Goal per week: 1

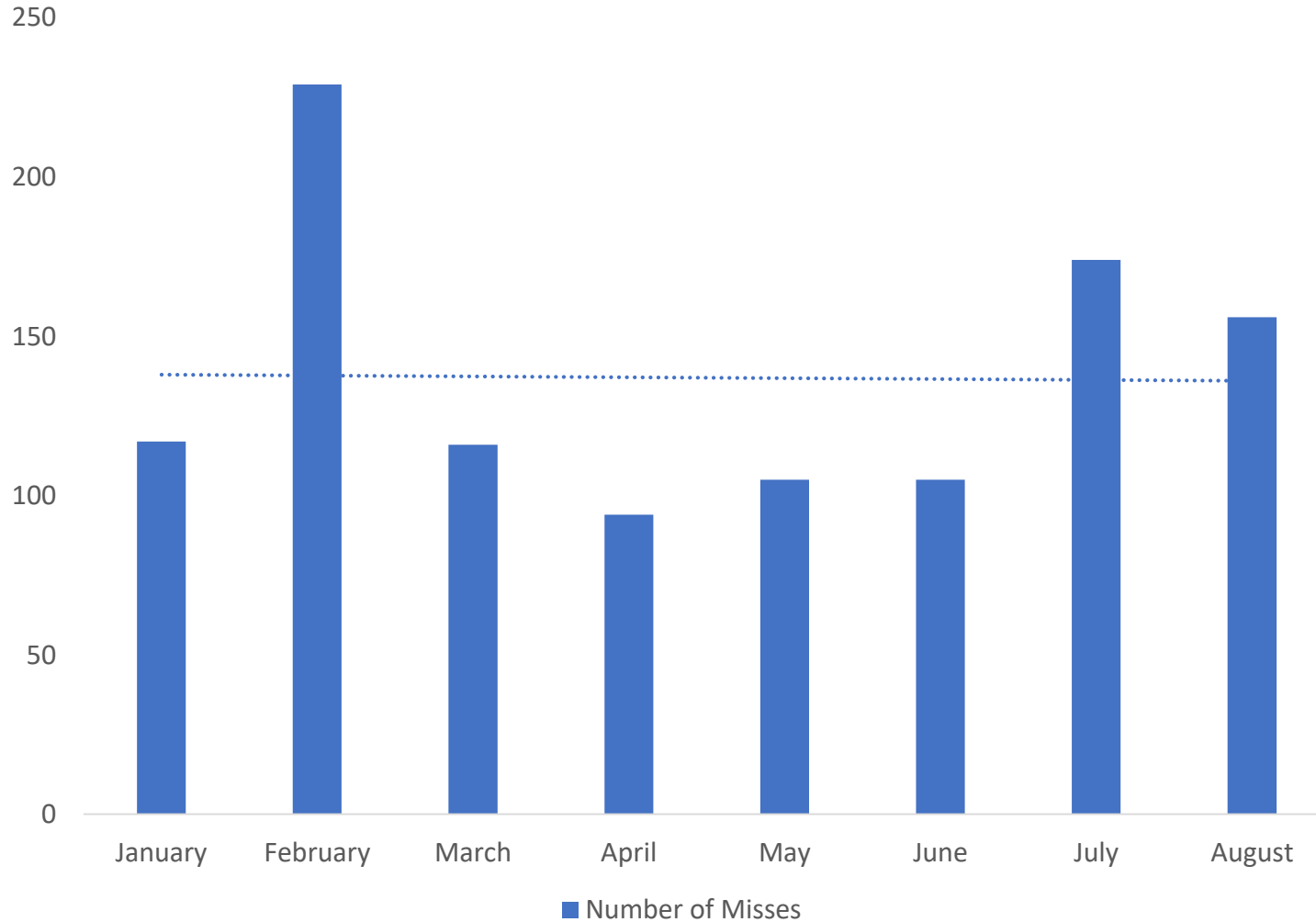
YOY Improvement: 7%

Action Plans to Improve:

- Staffing and Employee Retention
- Customer Communication
- Route optimization
- Leadership Support and reinforcement of expectations

OPERATIONS: Service Statistics - City and County Combined

Residential Misses



Avg per week: 34

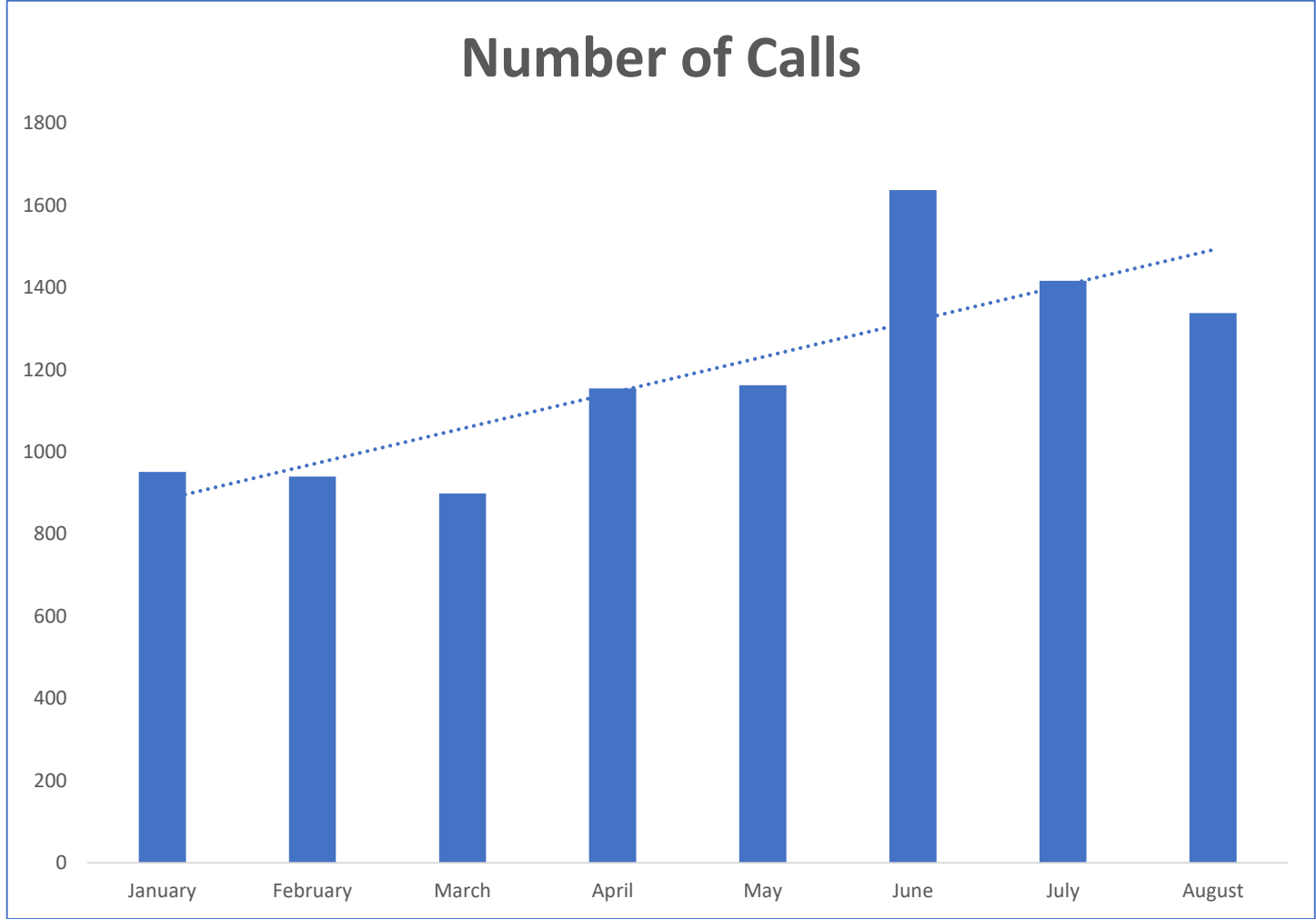
Goal per week: 7

**YOY Improvement:
35%**

Action Plans to Improve:

- Staffing and Employee Retention
- Candidate selection and interview process
- New driver training and resource support
- Customer Communication
- Leadership Support and reinforcement of expectations

Call Center: 2024 Statistics – City and County Combined

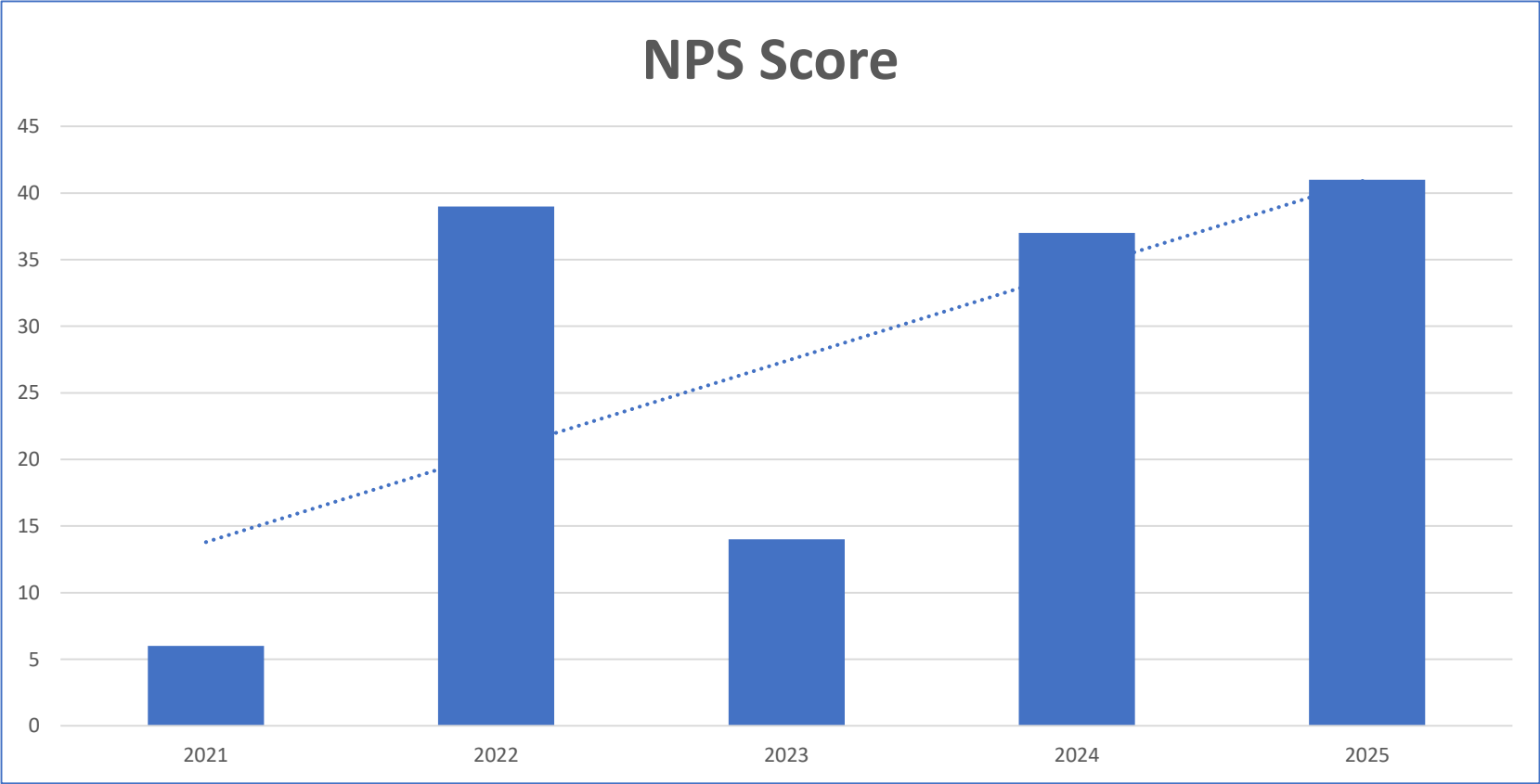


Avg Speed of Answer: 2:23

Avg handle time: 5:30

- Action Plans to Improve:**
- Staffing and Employee Retention
 - Improved service
 - Proactive customer communication

Customer Feedback: NPS Survey Results – City and County Combined



- Improved customer sentiment due to:**
- Better and Consistent Service
 - Open Offices
 - Community Involvement

Community Engagement



- Crooked River Roundup
- Stamped Street Party
- Prineville Fireworks
- Crook County Fair
- Center Foundation
- Prineville Chamber of Commerce



Thank you!

- Erica Haitsma, General Manager – elindberg@republicservices.com
- Dan Strandy, Finance Manager – dstrandy@republicservices.com
- Abby Hart, Operations Manager – ahart3@republicservices.com
- Cheyenne Beauchamp, Contract Administrator – CBeauchamp@republicservices.com



Proclamation

A proclamation designating September 17-23, 2025, as
CONSTITUTION WEEK

WHEREAS, The Constitution of the United States of America, the guardian of our liberties, embodies the principles of limited government in a Republic dedicated to rule by law; and

WHEREAS, September 17, 2025, marks the two hundred and thirty-eighth anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary, and to the patriotic celebrations which will commemorate it; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week.

NOW, THEREFORE BE IT RESOLVED THAT the week of September 17-23, 2025, is hereby designated to be **CONSTITUTION WEEK** in the City of Prineville.

All citizens are urged to study and reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties.

Approved by the City Council and **SIGNED** by the Mayor, this 23rd day of September, in the year of our Lord 2025.



City of Prineville, Oregon

Jason Beebe, Mayor

City Manager Update to Council

September 23, 2025

Public Safety / Dispatch

It's a good time to keep the Shop With a Cop program on everyone's mind with the holiday season coming up.

Two more dispatch applicants have passed CritiCall testing, and three more applicants are in the pipeline. Katie and Karee are doing a great job recruiting.

Public Works

There are three projects taking place at the Wastewater Treatment Plant that will significantly increase efficiencies.

The feasibility study for Barnes Butte Recreation Area (BBRA) is moving forward for a potential recreation and aquatic center.

Public Works staff are still busy preparing for the upcoming winter season, making sure everything gets winterized, and plowing equipment is ready to roll if needed.

Railroad

The Railroad remains busy as anticipated. Matt has hired an environmentalist to take soil and water samples around the area where the tenant's fire occurred. We received a substantial amount of rain right after the fire, and we are getting ahead of this to resolve if needed, in case there was any contamination.

Meadow Lakes Golf

September is off to a great start with a very busy next couple of weeks, including the annual Humane Society of the Ochocos fundraising golf tournament. It will start slowing down for the season in October.

Airport – No Update

Planning

A developer is working on designs for a subdivision south of Barnes Butte Elementary. FEMA is ramping up its BIOP process again. This relates to the Endangered Species Act in the floodplains. If passed as written, it will have a significant negative impact on our city and many other cities nationwide, which would even affect restoration projects in floodplains.

Human Resources

PPOA union negotiations have finally wrapped up for the Police Department.

Information Technology

Cameras are coming online at Barnes Butte Recreation Area for the parking area, which will hopefully curtail negative activities out there.

Finance

Lori has submitted the BN 2025-2027 budget to the Government Finance Officers Association (GFOA) for a review of the budget by nationwide finance associates. We hope to keep the Distinguished Budget Presentation Award going with a 20th consecutive year of awards after their review.

The Budget in Brief has been printed, and copies are available in the lobby. Please grab one on your way out. They explain and summarize the budget and process in the simplest terms. They turned out great again. They will also be inserted into the Central Oregonian, posted on the Central Oregonian's website, and is posted on our website.

City Recorder/Risk Management – No Update

City Legal – No Update

EDCO – No Update

Public Relations – No Update

Mayor/Council

Economic Development and Strategic – No Update

Other

ORDINANCE NO. 1304
AN ORDINANCE ADOPTING THE CITY’S 2025 TRANSPORTATION SYSTEM PLAN
(TSP), AMENDING COMPREHENSIVE PLAN CHAPTER 6 & AMENDING LAND USE
CODE CHAPTER 153

Whereas, City of Prineville (“City”) adopted the previous Transportation Systems Plan (TSP) on November 26th, 2013 by Ordinance 1201; and

Whereas, the Transportation Planning Rule (OAR 660-012-0015) requires jurisdictions throughout Oregon to prepare and adopt regional or local transportation plans.

Whereas, the purpose of a Transportation Plan (“TSP”) is to identify a system of transportation facilities and services adequate to meet identified municipal transportation needs.

Whereas, the City entered into an Intergovernmental Agreement (IGA), with the Oregon Department of Transportation (ODOT), through Resolution 1545, to update the City’s TSP; and

Whereas, Parametrix, (State’s Consultant) was selected to revise and update the Prineville TSP, including all planning, engineering and public involvement; and

Whereas, after required notice to DLCD on June 20th, 2025, the City Planning Commission held a public hearing on August 19th, 2025 and recommended Council approve the proposed TSP, the amended Comprehensive Plan Chapter 6 and Land Use Code updates to Chapter 153 as shown in Exhibits A, B & C attached hereto and by this reference made a part hereof; and

Whereas, pursuant to Section 153.252.020 of the Land Use Code, required notice was published 10 days prior to the City Council hearing of a legislative change scheduled for September 9th, 2025; and

Whereas, the Prineville City Council conducted a public hearing on September 9th, 2025, which consisted of the opportunity of written and oral testimony, review of staff reports, and consideration of the recommendations of the City of Prineville Planning Commission.

NOW, THEREFORE, the people of the City of Prineville ordain as follows:

1. That the Prineville Transportation Systems Plan dated May 2025 is adopted as shown in Exhibit A. The City’s Comprehensive Plan Chapter 6 is hereby amended as shown on Exhibit B and Chapter 153 is amended as shown in Exhibit C.
2. The Ordinance shall be effective 30 days following its passage by the City Council and the City Recorder shall place a certified copy of this Ordinance in the City’s permanent records.

Presented for the first time at a regular meeting of the City Council held on September 23, 2025, and adopted unanimously therein.

ATTEST:

Rodney J. Beebe
Mayor

Lisa Morgan, City Recorder

To Ordinance No. 1304

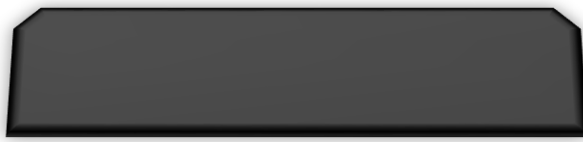
Exhibit “A” – Transportation System Plan – Volume 1

Transportation System Plan – Volume 2

Exhibit “B” – Comprehensive Plan Chapter 6

Exhibit “C” – Chapter 153 – Land Use Amendment

All can be found online on our website under Meetings –
September 23, 2025 @ cityofprineville.com .



STAFF REPORT

MEETING DATE: 9/23/2025

PREPARED BY: Lori Hooper Antram

SECTION: Resolutions

DEPARTMENT: Finance Department

CITY GOAL: Fiscal Responsibility and Position City for the Future

SUBJECT: Airport Budget Appropriation Resolution Transfer

REASON FOR CONSIDERATION: The City has budgeted \$421,200 in BN 27 for personnel Services and \$36,000 for materials and services in the Airport Fund. Managerial services for the Airport will be contracted moving forward as opposed to using an employee, sparking the need for the budget appropriation transfer.

BACKGROUND: The City has an intergovernmental agreement with Crook County that lays out a plan for the airport to be fully funded by the county over the next several years, as the airport is a County capital asset. Operations for the airport were contracted starting in FY 24 to Hood Aero and the City and County have agreed to contract managerial services starting in FY 26.

FISCAL IMPACT: The appropriation transfer, increasing materials and services and decreasing personnel services by \$368,000, has a net zero impact on the budget. Over the long term, contracting managerial services will have financial savings in comparison to using an employee.

RECOMMENDATION: City staff recommends approving Resolution No. 1632. A resolution increasing materials and services and decreasing personnel services by \$368,000.

**RESOLUTION NO. 1632
CITY OF PRINEVILLE, OREGON**

**A RESOLUTUON APPROVING APPROPRIATION ADJUSTMENTS TO THE BN
2025-27 BUDGET FOR THE FIRST QUARTER OF THE FIRST FISCAL YEAR**

Whereas, The following appropriation adjustment to the BN 2025-27 budget for the first quarter of the first fiscal year of the biennium are required to provide for unexpected needs or to expend certain funds not anticipated at the time the budget was adopted, and hereby authorized in accordance with ORS 294.463(2), renumbered from 294.450(2):

Airport Fund	Increase	Decrease
Materials and Services	\$368,000	
Personnel Services		\$368,000
	\$368,000	\$368,000

To provide dollars needed in materials and services due to airport managerial services being contracted, rather than using an employee. A decrease in personnel services will offset the increase in materials and services.

Now, therefore, the City of Prineville Resolves as follows:

1. The Prineville City Council approves the total budget appropriation transfer as set out within this Resolution.

Approved by the City Council this 23rd day of September, 2025.

Rodney J. Beebe, Mayor

ATTEST:

Lisa Morgan, City Recorder