



Location: City Hall – Council Chambers
Date: September 10, 2019
Time: 6:30 PM

City Council Meeting Agenda

Mayor Steve Uffelman, Council Members Jason Beebe, Janet Hutchison, Patricia Jungmann, Gail Merritt, Jeff Papke, Teresa Rodriguez and City Manager Steve Forrester

Call to Order

Flag Salute

Consent Agenda

- [1.](#) Regular Meeting Brief 8-27-19
- [2.](#) Liquor License Renewals

Additions to Agenda

Visitors, Appearances and Requests

3. EDCO Update - Kelsey Lucas & Bryan Iverson

Council Business

Staff Reports and Requests

4. Manager's Report - Steve Forrester
5. Housing Update and Handout - Josh Smith
6. Committee Reports

Ordinances

Resolutions

- [7.](#) Resolution No. 1414 - Authorizing IGA for the Central Oregon Regional Collaborative - Andrew Spreadborough

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
August 27th, 2019

Council Members Present:

Steve Uffelman
Patricia Jungmann
Gail Merritt

Jeff Papke
Janet Hutchison

Council Members Absent

Jason Beebe
Teresa Rodriguez

Additions to the Agenda

None.

Consent Agenda

- A. Regular Meeting Brief 8-13-19
- B. Liquor License Renewals
- C. Police Department Property Conversion

Councilor Jungmann made a motion to approve the Consent Agenda as presented. Motion seconded. No discussion on motion, motion carried.

Visitors, Appearances and Requests:

A. Crook County School District – Dr. Sara Johnson

Dr. Sara Johnson, School Superintendent provided an update on the school's CTE program which 92% of their students are participating in.

Brian Cochran, CTE coordinator explained more about the various programs and played a YouTube video about the program.

Michelle Jonas, CCHS Principal talked about the portable mill recently purchased to teach manufacturing and engineering.

Jason Carr explained his role between the school and Chamber of Commerce for internship opportunities.

Dr. Johnson said on October 7th there will be a very exciting announcement about CTE.

B. Parks Master Plan Update – MIG, John Phaenis

Casey Kaiser, Associate Planner introduced the project manager John Phaenis.

Mr. Phaenis went through a power point presentation that explained the multiple phases of the master planning and what tasks are in each phase, stating that this is the first of several meetings. Mr. Phaenis said that the schools are very involved in this process as well.

C. Senior Citizen Resources

Kelsey Seymour handed out brochures regarding a Friendship Line program for seniors that offers a service to senior citizens to reach out to them 365 days a year.

D. Public Appearances

No one came forward.

Council Business

A. Incidental Take Permit Applications – Eric Klann

Eric Klann, City Engineer provided background information on the Habitat Conservation Plan (HCP) that spans back over 10 years, and the importance of this permit to protect the city during operations.

Councilor Hutchison made a motion to authorize Eric Klann on behalf of the City of Prineville, to sign applications for incidental take permits as provided for under section 10 of the Endangered Species Act. These applications have been prepared pursuant to the proposed Habitat Conservation Plan, Motion seconded. No discussion on motion. All in favor, motion carried.

B. Intent to Award Progressive Design Build Contract for 10th & N. Main Intersection and Railroad Sewer Interceptor Project– Eric Klann

Mr. Klann presented the staff report explaining that we are using the progressive design build method due to the complexity of the project.

Councilor Papke made a motion to approve the intent to award the Progressive Design Build to Taylor Northwest / Parametric. Motion seconded. No discussion on motion. All in favor, motion carried.

Staff Reports and Requests:**A. Manager's Report**

Steve Forrester, City Manager reported: The League of Oregon Cities conference registration deadline is coming up; Tobie Reynolds is retiring and there will be a party Friday; the Shop with a Cop golf tournament was a great success; the splash pad grand opening and ribbon cutting is tomorrow; and all summer public works projects are on schedule.

B. Meadow Lakes Updates – Zach Lampert

Zach Lampert, Facility Manager and Golf Pro went through a power point presentation that highlighted golf activity trends; Ron's Comfort Food Café Update and the upcoming irrigation replacement project.

C. Council Tablets Discussion – Steve Forrester / James Wilson

James Wilson, Public Safety IT Director and Mr. Forrester wanted to get the council's feeling on whether they are ready to get tablets to use for agenda's and other city business.

Discussions continued regarding having council policies readily available on the tablets; being able to get paper copies of the agendas still until they are used to the tablets; and not having to keep them if they do not like them.

Council agreed they are ready to try tablets.

Chief Cummins wanted to give a shout out to Sgt. Peterson for his excellent work and dedication to implement a Shop with a Cop program locally for our kids here in Prineville.

D. Committee Reports

Councilor Hutchison talked about the upcoming Barnes Butte charrette that was talked about in the Barnes Butte Focus Committee meeting that she attended.

Mayor Uffelman attended the Ochoco Forrest Collaboration meeting and Rail Road Committee meeting.

Mayor Uffelman handed out the COCO legislative brain storming sheets and asked councilors to list two or three items and return to Lisa.

Ordinances:**A. Ordinance No. 1253 – Clarify Land Use Process and Procedures (SECOND PRESENTATION) – Josh Smith**

Josh Smith, Planning Director explained that everything remains the same except two grammatical errors.

There were no further discussions.

Councilor Jungmann made a motion to approve Ordinance No. 1253 for its second presentation. Motion seconded. No discussion on motion. All in favor, motion carried.

Resolutions:

None.

Visitors Appearances and Requests:

No one came forward.

Meeting adjourned to Executive Session pursuant to ORS 192.660 (2) (e) – Real Property Negotiations at 8:08 P.M.

Meeting reconvened to open session at 8:58 P.M.

Councilor Jungmann made a motion to move forward with negotiations regarding the railroad. Motion seconded. No discussion on motion. All in favor motion carried.

Councilor Merritt made a motion to purchase property on 5th and Deer Street. Motion seconded. No discussion on motion. All in favor, motion carried.

Adjourn

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

Meeting adjourned at 9:07 P.M.

Motions and Outcomes:

Motion:	Outcome	Beebe	Hutchison	Jungmann	Merritt	Papke	Rodriguez	Uffelman
Consent Agenda as Presented	PASSED	-	Y	Y	Y	Y	-	Y
Motion to authorize Eric Klann on behalf of the City of Prineville, to sign applications for incidental take permits as provided for under section 10 of the Endangered Species Act. These applications have been prepared pursuant to the proposed Habitat Conservation Plan,	PASSED	-	Y	Y	Y	Y	-	Y
Intent to Award Progressive Design Build Contract for 10 th & N. Main Intersection and Railroad Sewer Interceptor Project to Taylor NW / Parametric	PASSED	-	Y	Y	Y	Y	-	Y
Ordinance No. 1253 – Clarify Land Use Process and Procedures (SECOND PRESENTATION)	PASSED	-	Y	Y	Y	Y	-	Y
Motion to move forward with negotiations regarding the railroad	PASSED	-	Y	Y	Y	Y	-	Y
Motion to purchase property on 5 th and Deer Street	PASSED	-	Y	Y	Y	Y	-	Y
Adjourn Meeting	PASSED	-	Y	Y	Y	Y	-	Y

Public Records Disclosure

Under the Oregon public records law, all documents referred to in this session are available at the City’s website. www.cityofprineville.com. An electronic copy of the meeting packet is available for download at www.cityofprineville.com/packets. A full recording of this meeting is available at www.cityofprineville.com/meetings

Liquor License Renewals

September 10, 2019

Ron's Comfort Food

Eagles Lodge # 2555

Sons of Beer

Crooked River Brewing

Ochoco Brewing

**RESOLUTION NO. 1414
CITY OF PRINEVILLE, OREGON**

**A RESOLUTION AUTHORIZING THE CITY OF PRINEVILLE TO ENTER INTO AN
INTERGOVERNMENTAL AGREEMENT FOR THE CENTRAL OREGON
REGIONAL COLLABORATIVE**

Whereas, The City of Prineville (“City”) has agreed to serve as the lead applicant for a 2019 CDBG Housing Rehabilitation Grant; and

Whereas, an application for the grant must be submitted within a region by one jurisdiction as lead applicant on behalf of the collaborative; and

Whereas, the City of La Pine, City of Madras, City of Prineville, City of Sisters, Crook County, Deschutes County, and Jefferson County have all agreed to be part of the Central Oregon Regional Collaborative; and

Whereas, an Intergovernmental Agreement (“Agreement”) has been prepared and is attached to this Resolution and incorporated herein; and

Whereas, City staff believes it is in the best interest of the City to approve and execute the Agreement;

Now, Therefore, the City of Prineville resolves that the Intergovernmental Agreement attached to this Resolution between the City and City of La Pine, City of Madras, City of Sisters, Crook County, Deschutes County, and Jefferson County is hereby approved and that the Mayor is authorized and instructed to sign such Agreement on behalf of the City.

Approved by the City Council this ____ day of August, 2019.

Stephen P. Uffelman, Mayor

ATTEST:

Lisa Morgan, City Recorder



NeighborImpact

Supporting People, Strengthening Communities.

Memo

Date: August 22, 2019

To: Prineville City Council

From: Andrew Spreadborough, Deputy Director, NeighborImpact

Re: Intergovernmental Agreement in Support of Regional Housing Rehabilitation Program

Attached to this memo you will find an IGA that is intended to formalize support for and define the geography of a proposed regional housing rehabilitation loan program. NeighborImpact requests that the City approve and sign the IGA as the grant lead applicant.

The IGA is a requirement for CDBG eligibility. It is intended to express the support of the region's non-metropolitan cities and counties, and it establishes the project service area (which is defined as the entirety of Crook, Deschutes and Jefferson counties outside of Bend, Redmond and the Confederated Tribes of Warm Springs). To date the IGA has been approved by Deschutes and Jefferson counties and the City of La Pine. The City of Madras will review/approve on August 27, City of Sisters on August 28, and Crook County on September 5.

I have attended council meetings in June and July to discuss the regional housing CDBG program, and the Council adopted a resolution on July 23 authorizing the City's submission of the regional housing rehabilitation grant application on behalf of the region. The application will be prepared by NeighborImpact, and will request \$400,000 in CDBG funds for this program. If awarded, NeighborImpact will be a Subrecipient of the funds and will operate the regional housing rehabilitation program on behalf of the City and the IGA signatories. The program will provide loans to low- and moderate-income homeowners for home improvement projects such as health and safety improvements (lead paint abatement, septic projects, sewer connections, well projects, etc.), or construction improvements to address substandard conditions (roof replacement, siding, plumbing, HVAC, electrical, etc.). The loans are low-interest, and are often "deferred" which means the loan does not need to be repaid until the property is sold or transferred. Borrowers are not typically able to secure traditional bank loans due to low incomes or poor credit scores.

NeighborImpact has been certified by Business Oregon as an eligible non-profit Subrecipient of the CDBG grant funds. The certification is based on our nonprofit status, formation documents, experience and lending program policies and procedures. NeighborImpact has over 20 years of experience in managing lending programs intended to help low- and moderate-income Central Oregonians, and has received and administered CDBG grant funds for previous rounds of housing rehabilitation loan funds. We understand that there is significant demand in our region for these lending resources, in part based our current wait list of 41 interested applicants (7 of whom reside in Crook County).

**INTERGOVERNMENTAL AGREEMENT
FOR THE
CENTRAL OREGON REGIONAL COLLABORATIVE**

THIS AGREEMENT between NeighborImpact and the City of La Pine, City of Madras, City of Prineville, and City of Sisters, all municipal corporations, (hereinafter the "Cities") and Crook County, Deschutes County and Jefferson County (hereinafter the "Counties") is entered into on the date last signed below for the purpose of developing a request for funding to address housing rehabilitation needs in Central Oregon through a collaborative partnership of the Cities, Counties and NeighborImpact (hereinafter the "Central Oregon Regional Collaborative").

RECITALS:

WHEREAS, Business Oregon will finance low- and moderate-income owner-occupied, single family housing rehabilitation projects through awards granted to city or county applicants; and

WHEREAS, an application for said grant funds must be submitted within a region by one jurisdiction as lead applicant on behalf of the collaborative and the award is made to the lead applicant within the limits of use set forth in the application; and

WHEREAS, the Central Oregon Regional Collaborative must partner with a 501c (3) non-profit meeting the requirements of 105(a)(15) of the Housing and Community Development Act to carry out the housing rehabilitation program as a sub grantee on behalf of the grant applicant which will result in a grant award being made available to income eligible owner-occupied households in the form of a grant; and

WHEREAS, submission of a CDBG Housing Rehabilitation application to IFA requires documentation of need and the establishment of a partnership between a minimum of three local municipalities and a local 501c(3) non-profit corporation with certified sub-grantee status; and

WHEREAS, the Cities and the Counties are aware of and committed to addressing the serious and ongoing need for housing rehabilitation services with sustainable program action within the project designated service area; and

WHEREAS, the Cities, the Counties, and NeighborImpact desire to cooperate in order to provide for the assessment and documentation of that need, the development of the partnership, and the preparation of the application including all requisite attachments and due diligence; and

WHEREAS, NeighborImpact has achieved certification from the Business Oregon as an eligible 501c3 nonprofit subgrantee meeting the requirements of 105(a)(15) of the Housing and Community Development Act for the Regional Housing Rehabilitation CDBG program.

NOW, Therefore, in consideration of the mutual covenants and agreements hereinafter contained, Cities, Counties and NeighborImpact agree as follows:

SECTION 1. The designated service area for Central Oregon Regional Collaborative activities under this agreement shall include all of Crook, Deschutes and Jefferson counties outside of the

boundaries of the City of Bend, City of Redmond, and Confederated Tribes of Warm Springs.

SECTION 2. The City of Prineville will serve as the lead applicant for a 2019 CDBG Housing Rehabilitation Grant.

SECTION 3. The lead applicant responsibilities will include:

- Provide needed due diligence as required for the application, including (but not limited to) adopting and publishing a Fair Housing Resolution, adopting an Excessive Force Policy and all other such federal overlay requirements.
- Submission of the CDBG application to Business Oregon.
- Compliance with federal, state and program requirements.

SECTION 4. The Cities and the Counties responsibilities will include the following for the completion of the scope of work for this application and project:

- Adherence to the National Objective that 100% of the CDBG Housing Rehabilitation Program funds will serve low-moderate income households.
- Ongoing marketing of the Housing Rehabilitation Program in its community and the region.
- Referral of housing units within its jurisdiction that have been determined by the Cities and Counties to have health, safety, and/or other housing rehabilitation needs.

SECTION 5. NeighborImpact's responsibilities will include providing the following for completion of the scope of work for this application and project:

- Facilitation for the formation and ongoing development of the Central Oregon Regional Collaborative.
- Creation of a waiting list of potential applicants.
- Development and preparation of the grant application and requisite attachments, for submission by the lead applicant.
- Implementation and management of the Regional Housing Rehabilitation Revolving Loan Fund program, upon approval of the grant application by Business Oregon.
- Compliance with all federal, state and program requirements.
- Reporting of program activity to the State of Oregon, Central Oregon Regional Collaborative Members and the community.

SECTION 6. NeighborImpact shall be compensated for grant administration and program management with CDBG grant funds at a level established by Business Oregon within the CDBG contract issued to the lead applicant. The lead applicant and NeighborImpact shall enter into a subgrant agreement prior to the implementation of program activities.

SECTION 7. This IGA may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

SECTION 8. ENTIRE AGREEMENT: This Agreement signed by all parties is the final and entire agreement and supersedes all prior and contemporaneous oral or written communications between the parties, their agents, and representatives.

SECTION 9. AMENDMENTS: This Agreement may be supplemented, amended, or revised only in writing signed by all parties.

Date this _____ of 2019

The City of La Pine

By: _____

Date this _____ of 2019

The City of Madras

By: _____

Date this _____ of 2019

The City of Prineville

By: _____

Date this _____ of 2019

City of Sisters

By: _____

Date this _____ of 2019

Crook County

By: _____

Date this _____ of 2019

Deschutes County

By: _____

Date this _____ of 2019

Jefferson County

By: _____

Date this _____ of 2019

NeighborImpact

By: _____