



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

## City Council Meeting Agenda

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

### Call to Order

### Flag Salute

### Additions to Agenda

### Consent Agenda

1. Regular Meeting Brief 7-23-2024

### Visitors, Appearances and Requests

### Council Presentations

2. Republic Presentation - Courtney Voss

### Council Business

3. Intent to Extend Water & Water Rights Consulting Contract for FY 2024-2025 - Casey Kaiser

### Staff Reports and Requests

4. City Manager's Report - Steve Forrester

### Committee Reports

### Ordinances

5. Ordinance No 1295 - Establishing the Need for an Urban Renewal Agency and Electing a Method for Exercising the Powers of the Urban Renewal Agency (**FIRST & FINAL PRESENTATION**) - Josh Smith

### Resolutions

6. Resolution No 1602 - Approving a Rate Increase for Solid Waste Franchise Services - Steve Forrester

### 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**  
**July 23, 2024**

**Council Members Present:**

Marv Sumner  
Gail Merritt  
Shane Howard  
Jason Beebe

Steve Uffelman  
Scott Smith  
Janet Hutchison

**Council Members Absent**

None.

**Additions to the Agenda**

Add Item 3b Under Visitors, Appearances and Requests – Recognition of Crook County Little League for Playing in the State Championship.

**Consent Agenda**

1. Regular Meeting Brief 7-9-2024
2. Dillon's Change in Ownership Liquor License

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

**Visitors, Appearances and Requests**

3. **Recognition of Nathan Gregory & Marcie Thomas for Public Safety Assist – Interim Chief Shane Wilson**

Interim Chief Wilson began with what it is like to be a police officer in general and some of life's events they miss and some that may not come home to their loved ones.

Interim Chief Wilson explained what happened that day on July 11<sup>th</sup> for Officer Daniel Yanes and a male subject that he recognized as having a warrant out for his arrest and made contact with him. A struggle broke out and the suspect reached for a gun on the seat and Officer Yanes dived into the car to stop him from getting his gun and they both went out the passenger door where the struggle continued and the suspect then tried getting Officer Yanes' gun. Citizen by-

standers Nathan Gregory and Marcie Thomas jumped in to help Officer Yanes disregarding their own safety and by doing so, allowed Officer Yanes to go home to his family that day.

Interim Chief Wilson thanked Mr. Gregory and Ms. Thomas for assisting Officer Yanes and presented them with Citizen's Award for Bravery plaques.

Interim Chief Wilson then invited Officer Yanes and his wife up and presented Officer Yanes with a Medal of Commendation for Valor.

### **3b. Recognition of Crook County Little League for Playing in the State Championship**

Coach Craig Yustat came forward with part of the Senior Little League team.

Mayor Beebe and Council congratulated the team members on doing a great job this year and making it to the State Championships.

Coach Yustat explained that they came close last year and were only one game away and then introduced each of the team members present.

### **Council Presentations**

None.

### **Council Business**

#### **4. Review of Ordinance No. 1295 – Creating an Urban Renewal Agency – Josh Smith**

Josh Smith, Planning Director provided a summary of prior discussions with Council regarding the formation of an Urban Renewal Agency (URA). Once this ordinance is passed it will essentially kick off a series of schedules to take place through the end of the year.

Mr. Smith talked to the Prineville Downtown Association (PDA) and they wouldn't want to be a part of the board.

Discussions continued regarding the different ways the URA could be ran logistically with advisory committee and having the city be the board as well as the extra work the city would be required to do.

Staff recommends option 3 where the Council would be the URA Board and PDA would also prefer option 3.

Council agreed to proceed with option 3.

Mr. Smith said staff would revamp Ordinance No. 1295 to reflect option 3 and bring it back in two weeks.

### 5. Intent to Award 2024 S. Main Waterline Project – Casey Kaiser

Casey Kaiser, Public Works Director/Asst. City Manager presented his staff report explaining that these projects are budgeted for in the \$500,000 - \$700,000 price range annually to maintain our waterline infrastructure.

There were discussions regarding how this is setting us up for helping service growth to the south.

There were no other discussions.

**Councilor Hutchison made a motion to approve the intent to award 2024 S. Main Waterline Project to Bar Seven A in the amount of \$560,380.00. Motion seconded. No discussion on motion. All in favor, motion carried.**

### 6. Intent to Award 2024 Seal Coat Project – Casey Kaiser

Mr. Kaiser presented the staff report stating that this is part of improvements for surface treatments that preserves condition of good asphalt extending the life of the pavement. This year's project is to seal coat the paths at the wetlands and in the north end of town.

There were discussions regarding if this is time sensitive and possible getting more bids and this being one of those things we don't want to fall behind on.

**Councilor Howard made a motion to approve the intent to award 2024 Seal Coat Project to Central Oregon Asphalt and Sealing in the amount of \$114,795.00. Motion seconded. No discussion on motion. All in favor, motion carried.**

### Staff Reports and Requests:

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

Steve Forrester, City Manager went through his report highlighting recent activities in each of the departments and added that the locomotive is being painted are looking to have a community contest to help decide a number for the train.

### Committee Reports

Councilor Hutchison provided an executive Ochoco Forest Collaborative meeting update that talked about environmental assessments, a new weed control chemical they are trying to get approved to use, recent field trips and wildfires. Councilor Hutchison added that at least half of the Forest Service is out fighting fires right now.

There were no other reports.

**Ordinances:**

None.

**Resolutions:**

None.

**Visitors, Appearances and Requests:**

No one came forward.

**Adjourn**

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

Meeting adjourned at 7:01 P.M.

**Motions and Outcomes:**

Motion:	Outcome	Beebe	Howard	Hutchison	Merritt	Smith	Sumner	Uffelman
Consent Agenda as Presented	PASSED	Y	Y	Y	Y	Y	Y	Y
Intent to award 2024 S. Main Waterline Project to Bar Seven A in the amount of \$560,380.00.	PASSED	Y	Y	Y	Y	Y	Y	Y
Intent to award 2024 Seal Coat Project to Central Oregon Asphalt and Sealing in the amount of \$114,795.00.	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> .



# STAFF REPORT

---

---

<b>MEETING DATE:</b>	8/13/2024	<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 & Water Rights Consulting Contract for FY 24/25		

---

---

## REASON FOR CONSIDERATION:

To authorize the annual contract for management and administrative support of the City's water rights for fiscal year 2024/2025.

## BACKGROUND:

The City of Prineville depends on a complex combination of water rights to ensure the current and future water needs of the City are met. GSI is instrumental in maintaining the City's municipal water rights, non-municipal water rights, transfers, leases, and mitigation. GSI also assists the City with the implementation of the city's WMCP (Water Management and Conservation Plan) and water conservation activities. In addition, they provide administrative support for our Aquifer Storage and Recovery (ASR) system including the required groundwater monitoring and state reporting.

The legislative and regulatory environment for water and water rights is extremely complex and is constantly changing. GSI's services are critical for the City's successful management of our water resources. The City has historically entered into an annual contract with GSI for these services. This year's contract will provide a similar scope of service at no cost increase over the previous year's contract.

**FISCAL IMPACT:** The contracted amount is **\$100,000.00** and was both anticipated and budgeted for within the current budget.

## RECOMMENDATION:

Staff recommends approving the annual contract with GSI to provide ongoing water rights consulting services for the City of Prineville.

## **City Manager Update to Council**

**August 13, 2024**

### **Public Safety / Dispatch**

Police Department received another lateral officer application and there are multiple in background including a lateral that has certification in mental health.

Please congratulate Officer Bruce on his graduation from the academy and will be on board Monday the 12<sup>th</sup>.

PD has a booth at the Crook County Fair this year to raise donations for the Shop With A Cop program and will also have a Shop With a Cop poker night event soon to raise more money. A private elk hunting trip has also been donated to this cause with raffle tickets being sold to win the trip.

Keep an eye out for information on this years Faith & Blue event which is becoming quite popular nationwide. There will be vendor booths, activities, food and also a dunk tank!

Training has concluded for Dispatch's recent hire Marlen and she is nearly ready to fly solo.

### **Public Works**

The 2024 paving project got off to a rough start with the grinder breaking down which put paving behind a day, but is now running smoother.

The Combs Flat Road project is well underway and going very well for the biggest project to date in Prineville history.

ODOT's downtown corridor project is moving to the Main Street intersection now, with the Elm Street, Deer Street and Harwood intersections mostly completed.

New decorative street lights have been installed at the new Justice Center.

### **Railroad**

The Rail Road Committee will be meeting this month to discuss the growth and the Rail Road and the next steps that need to be taken for continued growth.

The new locomotive is almost done being painted and should be on the tracks up and running by mid-September.

### **Meadow Lakes Golf**

Meadow Lakes had their Men's Club Championship Tournament with our own Caleb (Asst. Golf Pro) as the winner.

July ended strong in revenue with another record, despite rounds being slightly down due to the smoke and heat.



## **Airport**

The airport as you can imagine, has been very busy with wildfire fighting activity.

## **Planning**

The apartments continue to move forward and development remains busy across the board.

We have received an application for a 61,000 square foot server farm facility and is under review right now.

## **Human Resources**

Karee is busy with policy updates and has the Next-Gen leadership training scheduled for September 2<sup>nd</sup>.

## **Information Technology**

IT continues to have a lot of irons in the fire with multiple projects including the P25 equipment upgrade which is for all communication devices & methods for all emergency responders.

Stearns Butte will have a site for better coverage in the Juniper Canyon area.

The current vacancy in the IT Department is expected to be posted very soon and hope to get some good lateral or entry level applicants.

## **Finance**

The text & automated calls reminder program has been implemented adding yet another notification layer to utility customers prior to being shut off.

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

**City Legal** – No Update

**EDCO** – No Update

## **Public Relations**

ShanRae is reporting that our Facebook activity and involvement continues to increase in the last quarter.

## **Mayor/Council**

League of Oregon Cities fall conference registration is open, though all rooms at the conference location have been booked. The conference is at the Bend Riverside Hotel this year.

## **Other**

Caroline has applied for a carbon reduction grant for electric vehicles. The grant request is for four Lightning trucks which would be two to PD and two to IT. Though it hasn't been formally announced we have received word that the city scored very well and we are hopeful that this will come our way.

**ORDINANCE NO. 1295**

**AN ORDINANCE DECLARING THAT BLIGHTED AREAS EXIST IN CITY OF PRINEVILLE, OREGON, ESTABLISHING THE NEED FOR AN URBAN RENEWAL AGENCY IN THE CITY, AND ELECTING A METHOD FOR EXERCISING THE POWERS OF THE URBAN RENEWAL AGENCY**

**Whereas**, the Prineville City Council (“Council”) finds and declares that blighted areas, as defined under ORS 457.010(1) exist within the City of Prineville (“City”), an Oregon municipal corporation, and that there is a need for an urban renewal agency to function within the City; and

**Whereas**, such blighted areas impair economic values and negatively impact the health, safety, and welfare of the City’s citizens; and

**Whereas**, some portions of the blighted areas may require acquisition and clearance, but other portions of the blighted areas may be susceptible to conservation and/or rehabilitation to eliminate the blight conditions; and

**Whereas**, these acquisition, conservation, rehabilitation, and/or redevelopment activities, and the prevention and reduction of blight, are public purposes for which private property may be acquired and public money spent using the powers granted to an urban renewal agency under applicable Oregon law; and

**Whereas**, ORS 457.035 authorizes City to (a) activate the powers of its urban renewal agency by adoption of a nonemergency ordinance declaring that blight exists and that there is a need for an urban renewal agency to function in City and (b) elect one of three (3) ways to exercise the powers of an urban renewal agency in the City.

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

- 1. Findings.** The above-stated findings are hereby adopted.
- 2. Short Title.** This Ordinance No. 1295 (“Ordinance”) may be referred to and cited as the “City of Prineville Urban Renewal Agency Ordinance.”
- 3. Corporate Name.** The corporate name of the urban renewal agency activated by this Ordinance will be, and the agency will be known as, the “Prineville Urban Renewal Agency.”
- 4. Agency Board.** Pursuant to ORS 457.045(2), all the rights, powers, duties, privileges, and immunities granted to and vested in an urban renewal agency will be exercised by and vested in the Council, which will serve as the Agency’s Board (“Board”). Notwithstanding anything contained in this Ordinance to the contrary, all Board acts and/or omissions will be

deemed the acts and/or omissions of the Prineville Urban Renewal Agency only and not the acts and/or omissions of the City and/or the Council.

**5. Bylaws.** The Board may adopt by resolution, and may from time to time, amend, bylaws governing the administration of the Prineville Urban Renewal Agency.

**6. Budget Committee.** A budget committee will be established to review and recommend a budget to the Board. Members of the budget committee will consist of the Board and an equal number of citizens, who will be consistent with the budget committee members for the City. The budget committee will operate subject to, and in accordance with, applicable Oregon law.

**7. Severability; Corrections.** If any section, subsection, sentence, clause, and/or portions of this Ordinance is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Ordinance. This Ordinance may be corrected by order of the Council to cure editorial and/or clerical errors. City staff and/or its designee may renumber, format, and make all other edits necessary to codify this Ordinance into the Prineville Municipal Code.

Presented for the first time at a regular meeting of the City Council held on August 13, 2024, and passed unanimously therein.

---

Rodney J. Beebe, Mayor

ATTEST:

---

Lisa Morgan, City Recorder

**RESOLUTION NO. 1602  
CITY OF PRINEVILLE, OREGON**

**A RESOLUTION APPROVING A RATE INCREASE FOR SOLID WASTE  
FRANCHISEE SERVICES**

- A. The City of Prineville (“City”) granted Allied Waste Transfer Services of Oregon, LLC, dba Republic Services of Oregon (“Republic”) an exclusive franchise for solid waste services within the city limits of Prineville.
- B. Each year, Republic may file an application for an adjustment in rates.
- C. Republic filed an application for an adjustment to their rates with the City Solid Waste Advisory Committee, and through negotiations, the amount requested was a 10 percent (10%) increase.
- D. The rate increase request was based on several factors including increased costs for labor, truck maintenance, and disposal increases.
- E. Republic made a presentation to the Prineville City Council on June 11, 2024.
- F. A public hearing was held by the Prineville City Council on June 25, 2024.
- G. Republic and the Prineville City Council met on August 13, 2024 to discuss concerns the Prineville City Council had regarding the rate increase request.

NOW, THEREFORE, the City of Prineville resolves that Republic shall be allowed to increase its rate of services, effective October 1, 2024, as set forth on the attached schedule.

Approved by the City Council this \_\_\_\_ day of August, 2024.

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

ATTEST:

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

SERVICE	7/1/2023	7/1/2024
<b>RESIDENTIAL</b>		
35 GALLON TRASH + 95 GALLON RECYCLE WEEKLY	\$17.38	\$19.12
35 GALLON TRASH + 95 GALLON RECYCLE E4W	\$11.70	\$12.87
65 GALLON TRASH + 95 GALLON RECYCLE WEEKLY	\$27.50	\$30.25
65 GALLON TRASH + 95 GALLON RECYCLE E4W	\$16.13	\$17.74
95 GALLON TRASH + 95 GALLON RECYCLE WEEKLY	\$35.65	\$39.22
95 GALLON TRASH + 95 GALLON RECYCLE E4W	\$22.44	\$24.68
ADDITIONAL 95 GALLON RECYCLE CART	\$1.32	\$1.45
95 GALLON YARD DEBRIS EOW	\$18.18	\$20.00
95 GALLON YARD DEBRIS E4W	\$12.12	\$13.33
EXTRA BAG TRASH	\$4.85	\$5.33
BULK PICK UP	\$18.83	\$20.72
EXTRA YARD DEBRIS PER YARD (DO NOT BAG)	\$4.85	\$5.33
CONTAMINATION IN RECYCLE CART	\$13.08	\$14.39
GO BACK FEE	\$9.94	\$10.94
<b>COMMERCIAL</b>		
1 YARD SERVICED ONCE PER WEEK	\$74.56	\$82.01
Each Additional Service Per Week		\$56.72
1.5 YARD SERVICED ONCE PER WEEK	\$94.66	\$104.12
Each Additional Service Per Week		\$76.82
2 YARD SERVICED ONCE PER WEEK	\$119.59	\$131.55
Each Additional Service Per Week		\$111.68
3 YARD SERVICED ONCE PER WEEK	\$155.51	\$171.06
Each Additional Service Per Week		\$154.70
4 YARD SERVICED ONCE PER WEEK	\$189.38	\$208.32
Each Additional Service Per Week		\$176.89
5 YARD SERVICED ONCE PER WEEK	\$234.89	\$258.37
Each Additional Service Per Week		\$222.78
6 YARD SERVICED ONCE PER WEEK	\$280.41	\$308.45
Each Additional Service Per Week		\$264.13
OCC CONTAMINATION FEE (PER YARD)	\$22.27	\$24.50
<b>ADDITIONAL FEES</b>		
LEED Reporting Fee	\$242.46	\$266.71
SERVICE INTERRUPT	\$35.00	\$38.50
CART RENTAL	\$6.79	\$7.47
COMMERCIAL CONTAINER REMOVAL	\$64.74	\$71.21
ROLL CART REPLACEMENT	\$70.62	\$77.68