



**Location:** City Hall – Council Chambers  
**Date:** October 24, 2023  
**Time:** 6:00 PM

## City Council Meeting Agenda

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

### Call to Order

### Flag Salute

### Additions to Agenda

### Consent Agenda

- [1.](#) Regular Meeting Brief 9-26-2023
- [2.](#) Special Meeting Brief 10-6-2023

### Visitors, Appearances and Requests

### Council Presentations

### Council Business

- [3.](#) Intent to Award Water Resiliency Project - Lori Ontko

### Staff Reports and Requests

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

### Committee Reports

### Ordinances

### Resolutions

### Visitors, Appearances and Requests

### Adjourn

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



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

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

**City Council Meeting Brief**  
**September 26, 2023**

**Council Members Present:**

Shane Howard  
Marv Sumner  
Jason Beebe  
Steve Uffelman

Gail Merritt  
Scott Smith  
Janet Hutchison

**Council Members Absent**

**Additions to the Agenda**

None.

**Consent Agenda**

1. Regular Meeting Brief 9-12-2023
2. Annual Liquor License Renewals

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

**Visitors, Appearances and Requests**

No one came forward.

**Council Presentations**

3. **Grant Presentation Update** – Caroline Ervin

Caroline Ervin, Capital Projects Manager went through a power point presentation that highlighted grant money the city has received since 2009 and recent major successes.

Mrs. Ervin continued with the Prineville Renewable Energy Project (PREP) grants received and the significant amount of effort put into receiving these grants.

Councilor Smith talked about other cities that actually have departments that only pursue grants and complimented how our existing staff are successful in getting these kind of grants.

### **Council Business**

#### **4. Intent to Award 5<sup>th</sup> & Claypool Sewer Relocation Project – Casey Kaiser**

Casey Kaiser, Public Works Director showed an aerial of where this project was going to take place and the reason for the project. Mr. Kaiser explained that there was only \$30 difference between the lowest bidder (Taylor NW) and the next lowest bid (SMAF).

**Councilor Howard made a motion to approve the intent to award the sewer relocation project to SMAF to keep it local. Discussion on motion regarding requirements of the city awarding to the lowest bidder. No second on motion, motion failed.**

**Councilor Hutchison made a motion to approve the intent to award the sewer relocation project to Taylor NW. Motion seconded. No discussion on motion. All in favor, motion carried.**

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

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

Steve Forrester, City Manager called Matt Wiederholt, Railroad Manager up to report on the railroad.

Mr. Wiederholt reported that the railroad made a lease with a small pellet company. They have decided to start a small pellet mill and decided to lease from the railroad. They will have two employees to start and it is a year to year lease. Wisewood Energy is an engineering firm and they will do about one ton an hour with hopes of expanding in the future.

Mr. Forrester went through the rest of his report highlighting each department.

Councilor Uffelman added that the folks from Community Renewable Energy Association (CREA) that took the tour were truly impressed with what Prineville has done with renewable energy.

There were no questions.

### **Committee Reports**

Councilor Smith attended a COACT meeting and said that before COACT was able to direct where funding went in the past and that has kind of changed over the years. The Transportation Commission has taken much of that away. All of the ACT's are struggling to determine what the purpose and roles of the ACT's are now. The ACT's need to come up with a workplan to be adopted by the Commission. The Executive Board took the first stab at this workplan identifying

Highway 97 a priority and Jerry Brummer and he talked about safety concerns on Highway 126 as well. The second goal is local collaboration and engagement. The third was climate, resilience and sustainable funding. COACT will be rewording that to be just sustainable.

Councilor Hutchison provided a Ochoco Forest Collaboration update stating that they went on a field trip to Wolf Creek. The Forest Service is still reviewing the environmental analysis. Walton Lake will be treating the trees on October 1<sup>st</sup> depending on if they get on the budget with the potential Federal government shut down. They will be applying for an OWEB grant opportunity that is only offered once every two years.

Councilor Uffelman talked about star watching at Barnes Butte Recreation Area (BBRA) and that Prineville has been identified as a satellite to Sun River. We have received a telescope with an 18” lens. A star gazing group went out the Saturday before last for a star gazing evening where they looked at constellations and saw the Andromeda Constellation which is two million light years away. Councilor Uffelman would like to see star gazing part of the activities at BBRA.

There were no other reports.

### **Ordinances:**

None.

### **Resolutions**

#### **6. Resolution No. 1579 – Approving an Easement Agreement with Crook County – Jered Reid**

Jered Reid, City Attorney asked Mr. Kaiser to talk about the project requiring the easements.

Mr. Kaiser explained that this is for offsite sewer improvements, they are being paid for by Apple and will then become city owned infrastructure. This agreement was approved by the county yesterday.

There were no questions.

**Councilor Sumner made a motion to approve Resolution No. 1579. Motion seconded. No discussion on motion. All in favor, motion carried.**

#### **7. Resolution No. 1580 – Approving an Easement Agreement with Crook County**

Mr. Kaiser explained that this is another utility easement for the waterline resiliency project. This will provide the easements we need to complete the project and it is a reimbursable project.

Discussions continued regarding the temporary construction easement needed for additional room to stage for the project which is typical for projects, and the cost of the easements. There were no further discussions.

**Councilor Smith made a motion to approve Resolution No. 1580. Motion seconded. No discussion on motion. All in favor, motion carried.**

**Visitors, Appearances and Requests:**

No one 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 6:54 P.M.

**Motions and Outcomes:**

Motion:	Outcome	Beebe	Howard	Hutchison	Merritt	Smith	Sumner	Uffelman
Consent Agenda	PASSED	Y	Y	-	Y	Y	Y	Y
Motion to approve the intent to award the sewer relocation project to SMAF to keep it local.	FAILED	-	-	-	-	-	-	-
Motion to approve the intent to award the sewer relocation project to Taylor NW	PASSED	Y	Y	Y	Y	Y	Y	Y
Resolution No. 1579 – Approving an Easement Agreement with Crook County	PASSED	Y	Y	Y	Y	Y	Y	Y
Resolution No. 1580 – Approving an Easement Agreement with Crook County	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:

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**City Council Special Meeting Brief**  
**October 6, 2023**

**Council Members Present:**

Marv Sumner  
Jason Beebe  
Gail Merritt

Scott Smith  
Janet Hutchison

**Council Members Absent**

Shane Howard  
Steve Uffelman

**Additions to the Agenda**

None.

**Consent Agenda**

None.

**Visitors, Appearances and Requests**

No one came forward.

**Council Presentations**

None.

**Council Business**

**1. Consideration Regarding October 10<sup>th</sup> Council Meeting**

Mayor Beebe called the Special Council Meeting to order at 12:00 noon. Since there is no business for the October 10<sup>th</sup> meeting, this special meeting was called to make a motion to cancel the October 10<sup>th</sup> Regular Council meeting.

**Councilor Sumner made a motion to cancel the October 10<sup>th</sup> Council meeting. Motion seconded. No discussion on motion. All in favor, motion carried.**

**Staff Reports and Requests:**

None.

**Committee Reports**

None.

**Ordinances:**

None.

**Resolutions**

None.

**Visitors, Appearances and Requests:**

No one came forward.

**Adjourn**

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

Meeting adjourned at 12:02 P.M.



**Motions and Outcomes:**

Motion:	Outcome	Beebe	Howard	Hutchison	Merritt	Smith	Summer	Uffelman
Motion to cancel the October 10 <sup>th</sup> Council meeting	PASSED	Y	-	Y	Y	Y	Y	-
Adjourn Meeting	PASSED	Y	-	Y	Y	Y	Y	-

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# STAFF REPORT

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**MEETING DATE:** 10/24/2023      **PREPARED BY:** Lori Ontko  
**SECTION:** Council Business      **DEPARTMENT:** Public Works  
**CITY GOAL:** Quality Municipal Services & Programs  
**SUBJECT:** Prineville Resiliency Waterline Project – Intent to Award

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## REASON FOR CONSIDERATION:

To construct the Prineville Resiliency Waterline Project that will improve available water flows and pressure in the industrial area.

## BACKGROUND:

On October 17<sup>th</sup> we received bids for the Prineville Resiliency Waterline Project. There were six responsive bidders for the project with the results as follows:

Taylor NW	\$3,981,672.00
Jaron McKernan Construction	\$4,358,009.29
TAPANI	\$4,675,000.00
JAL Construction	\$4,982,480.00
K & E Excavation	\$5,438,650.00
Rickabaugh Construction	\$5,966,838.00

## FISCAL IMPACT:

This project is budgeted for and is being funded in its entirety by Meta and Apple. The City is receiving a 10% administration fee for the project.

## RECOMMENDATION:

After reviewing the bid documents and bid bonds, staff recommends Council approve the Intent to Award of the Prineville Resiliency Waterline Project to Taylor NW, LLC., in the amount of **\$3,981,672.**

## **City Manager Update to Council**

**October 24, 2023**

### **Public Safety / Dispatch**

Officer Coffman, Jr. has graduated the academy and Officer Jeff Coffman has returned after a brief retirement. Two more lateral police officers were interviewed making that three lateral officers in background right now. We are projecting that PD will be fully staffed by January 1<sup>st</sup>. The Crook County School District approved three School Resource Officers in their budget. Firearms are being upgraded.

Dispatch is still recruiting. Discussions continue regarding Prineville Dispatch taking over dispatch services for Jefferson, Gilliam, Sherman and Wasco counties. This has been discussed for at least the last 10 years.

### **Public Works**

The 30” waterline resiliency project bids were opened and came in significantly lower than estimated. This makes the third project that has come in under the estimate indicating there is a slow down in construction, which is good for our projects but questionable for the economy.

The sewer line relocation and water line replacement projects are completed, and staff continues to gear up for the winter months.

Meetings continue with the Downtown Association for the downtown sidewalk projects.

### **Railroad**

The Railroad Committee met on the 10<sup>th</sup> and had a really good meeting with a lot of great brain storming for the future. Bill Anderson is proving to be a valuable member of the committee and brings a lot to the table.

Track maintenance is underway this month.

### **Meadow Lakes Golf**

Meadow Lakes is enjoying strong play with the warmer October weather. There is a new Assistant Superintendent coming on board and will hopefully be starting soon.

### **Airport**

The fixed based operator (FBO) has taken over a couple of weeks ago with the fueling operations and is working out good. There is a big runway project coming up and is currently in the design phase and they will be applying for grant funding. The T-hanger project bids came in too high, so it is not going to be happening now and they are looking at other options.

Kelly has been working on new leases for two of the hangars that have sold recently.

There will be four corporate jets operating from the Prineville airport within the next year. There is also a new large business that is showing interest in the airport.

### **Planning**

Josh is working on FEMA stuff. Tasha is settling in great in her new position.

The Master Plans are still moving along.

There is some industrial development happening with residential almost completely non-existent, along with the already approved apartments stalling.

**Human Resources** – Nothing to Report

### **Information Technology**

We have a new IT team member on board! Please welcome Scott Beeh!

### **Finance**

Finance is in the middle of the annual audit and it is going well.

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

**City Legal** – No Update

**EDCO** – No Update

### **Public Relations**

ShanRae is putting together the November social media content.

### **Mayor/Council**

We will likely have November & December meetings on the next agenda to consider canceling the second meetings for those two months due to the holidays.

### **Other**