



Location: City Hall – Council Chambers
Date: October 28, 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/85824178532>

Call to Order

Flag Salute

Additions to Agenda

Consent Agenda

- [1.](#) Regular Meeting Brief 9-23-2025
- [2.](#) Regular Meeting Brief 10-14-2025
- [3.](#) Club Pioneer - Change in Ownership Liquor License
- [4.](#) Annual Liquor License Renewals
- [5.](#) Response to Formal Grievance from Prineville Review

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

Council Presentations

Council Business

- [6.](#) Intent to Award Expansion of P25 First Responder Digital Radio System Coverage - James Wilson/Katie Kemper
- [7.](#) Consideration to Approve a Grant Support Letter Regarding Technical Assistance for Updating Statewide Planning Goals 5, 6 & 7 - Josh Smith
- [8.](#) Consideration to Approve a Grant Support Letter to do a Land Use Code Audit - Josh Smith

Staff Reports and Requests

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

Council Reports

Ordinances



Resolutions

- [10.](#) Resolution No 1633 Authorizing a Personal Services Agreement with David Evans & Assoc. for Engineering & Environmental Permitting for ASR Source Well - Casey Kaiser
- [11.](#) Resolution No 1634 - Authorizing the Sale of Interest in Real Property to Cascade Natural Gas - Josh Smith

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

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 23, 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

None.

Consent Agenda

1. Regular Meeting Brief 9-9-2025
2. Annual Liquor License Renewals

Councilor Howard 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

3. **Republic Disposal Update to Council** – Erica Haitsma

Ms. Haitsma introduced the new Operations Manager, Abby Hart.

Ms. Haitsma and Ms. Hart went through a PowerPoint presentation that highlighted a franchise overview and service improvement plans.

There were discussions regarding the drivers all having tablets and logging everything that happens with time stamps, as well as being able to take pictures of whatever prevents them from making a pick up.

Ms. Haitsma continued with the presentation, explaining that they had 216,000 residential pickups year to date, with 363 missed pick ups, showing a year-over-year improvement.

Ms. Hart talked about their continued plans to improve and stated that most residential pick ups have newer drivers. Everything is documented by them, and they are focused on what they can control.

There were discussions regarding customers forgetting to put their can out for pick up being counted as a missed pickup, and Republic will go back out and pick up.

Ms. Haitsma went over call center numbers and statistics, stating that June is higher due to questions regarding their switch to bi-monthly billing. They still do not have the infrastructure brought in yet to call directly to the Prineville office. There is a Central Oregon call center pod staffed with Oregon residents.

There were discussions regarding their community involvement this year, and all staff members live locally.

There were no further questions.

Council Business:

4. Reading of a Proclamation – Constitution Week – Council President Uffelman

Council President Uffelman read the proclamation into the record and presented it to Ms. Douthit of the Bend Chapter NSDAR.

Staff Reports and Requests:

5. City Manager's Report – Steve Forrester

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

There were discussions regarding CritiCall being the first phase of testing for potential dispatchers, which simulates situations and scenarios.

There were no further questions.

Council Reports

Councilor Smith attended a Central Oregon Area Commission on Transportation (COACT) meeting. Scott Aycock has left COIC and went to work for the Governor's office. COACT meetings are being moved from COIC to the Bend ODOT headquarters office. The cooperation they had in past meetings is fading away. The ODOT staff that was there are disappointed that a bill hasn't passed for transportation funding. Phil Chang said that this budget issue they are experiencing isn't due to operations, but rather because HB2017 was passed for projects without

providing additional funding for these projects. ODOT was told no more training or traveling due to the budget. The frequency of COACT meetings is now only four times a year.

There were no other reports.

Ordinances:

6. Ordinance No. 1304 – Adopting the City’s 2025 Transportation System Plan, Amending Comprehensive Plan Chapter 6 and Land Use Code (FIRST PRESENTATION)

Josh Smith, Planning Director, explained that we had the public hearing and presentation at our last Council meeting, and nothing has changed since then.

Jered Reid, City Attorney, added that this ordinance has been available for over a week, and if the ordinance passes unanimously, there will not be a second presentation, and it will take effect in 30 days.

There were no questions.

Councilor Hutchison made a motion to approve Ordinance No. 1304. Motion seconded. No discussion on motion. All in favor, motion carried.

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

Lori Hooper Antram, Finance Director, presented the staff report.

There were no questions.

Councilor Smith made a motion to approve Resolution No. 1632. Motion seconded. No discussion on motion. All in favor, motion carried.

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 6:48 P.M. A five minute break to set up will be taken and executive session will begin at 6:55 P.M.

Council reconvened to open session at 7:53 P.M.

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

Councilor Hutchison made a motion to hold a *De novo* Public Hearing Regarding Best Care Treatment Services Application. Motion seconded. No discussion on motion. Motion carried.

Mr. Reid stated there will be a special meeting in November for this public hearing.

Adjourn

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

Meeting adjourned at 7:57 P.M.

Motions and Outcomes:

Motion:	Outcome	Beebe	Brummer	Howard	Hutchison	Smith	Sumner	Uffelmann
Consent Agenda as Presented	PASSED	-	Y	Y	Y	Y	Y	Y
Ordinance No. 1304 – Adopting the City’s 2025 Transportation System Plan, Amending Comprehensive Plan Chapter 6 and Land Use Code (FIRST & FINAL PRESENTATION)	PASSED	-	Y	Y	Y	Y	Y	Y
Resolution No. 1632 – Approving Appropriation Adjustments to the BN 2025-2027 Budget for the First Quarter of the First Fiscal Year	PASSED	-	Y	Y	Y	Y	Y	Y
Motion to hold a <i>De novo</i> Public Hearing Regarding Best Care Treatment Services Application	PASSED	-	Y	Y	Y	Y	Y	N
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>.



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City Council Meeting Brief
October 14, 2025

Council Members Present:

Jason Beebe
Scott Smith
Marv Sumner

Steve Uffelman
Janet Hutchison
Jerry Brummer

Council Members Absent

Shane Howard

Additions to the Agenda

None.

Consent Agenda

None.

Visitors, Appearances, and Requests

No one came forward. No one online raised a hand.

Council Presentations

None.

Council Business:

- 1. Intent to Award AXON Body and In-Car Camera Contract** – Interim Chief Shane Wilson

Interim Chief Wilson presented his staff report and went through a PowerPoint presentation explaining how important this is for transparency, accountability, and officer safety.

The additional services this contract will provide will also reduce officer time in collecting evidence and connecting outside evidence to a case, which currently requires numerous manual steps to do.

There were no questions.

Councilor Uffelman made a motion to approve the intent to award the purchase and implementation of Axon body-worn and fleet camera systems to AXON Enterprises for \$590,377.50 over a five (5) year term. Motion seconded. No discussion on motion. All in favor, motion carried.

2. PUBLIC HEARING – Sale of Real Property for Cascade Gas Easement – Josh Smith

Mayor Beebe opened the public hearing portion of the meeting.

Josh Smith, Planning Director, presented the staff report and illustrated where the current line is to be upgraded.

Mr. Smith went through the steps in the process that the staff went through with Cascade Gas, Mike Warren, Realtor of Record, and Jered Reid, City Attorney.

There were discussions regarding the term of the easement.

Mr. Warren, Crook County Properties, explained how he broke the estimated value of the property down to the square foot price range. Mr. Warren stated he did go out to the property, and there is a property pin there, making it easy to determine.

There were discussions regarding surveying and if that would be necessary, who would incur the expense of a survey, and that Cascade Gas would be responsible for a survey if needed. Though, because of the existing property pin, a survey likely would not be needed.

There were no further questions from the Council.

Mr. Reid outlined the public hearing and why it is required. If the Council finds this sale to be reasonable, a resolution would be brought back to the Council on October 28th.

No one came forward to testify, no one online offered testimony, and no written testimony was received.

Mayor Beebe closed the public hearing portion of the meeting.

Councilor Brummer made a motion to find it convenient and necessary to move forward with the sale to Cascade Gas. Motion seconded. No discussion on the motion. All in favor, motion carried.

3. November Council Meetings Discussion (Nov. 11th – Veteran's Day & Nov. 25th – Thanksgiving Week) – Jered Reid

Mr. Reid explained that there will not be a regular meeting on November 11th since that is a holiday. The second meeting in November is usually canceled since it falls during Thanksgiving week, when it is often difficult to have a quorum that week.

November 4th, there will be a Special Council meeting for the Best Care land use application *De Nova* public hearing only, so the regular Planning Commission meeting on November 18th can be canceled for a Special Council meeting for regular Council business.

Councilor Smith made a motion to schedule a Special Council meeting on November 18th. Motion seconded. Discussion on the motion. All in favor, motion carried.

Councilor Brummer made a motion to cancel the November 25th regular Council meeting. Motion seconded. No discussion on the motion. All in favor, motion carried.

Staff Reports and Requests:

4. City Manager's Report – Steve Forrester

Mr. Forrester asked Interim Chief Wilson to come forward to answer any questions that may come up.

Mr. Forrester presented his manager's report, beginning with Public Safety, and talked about the CIS audit they recently went through. He then read the conclusion of the audit report to the Council.

Mr. Forrester talked about the correspondence he received from Kari Hathorn, District Attorney, that complimented the Public Safety team on their level of professionalism she has experienced during her interactions with them.

The Council applauded the Public Safety team.

Casey Kaiser, Assistant City Manager / Public Works Director, came forward and talked about the ASR injection process, explaining that about 400 million gallons are currently stored in the aquifer, and they hope to have added another 200 million gallons by the end of injection season.

Councilor Uffelman asked about Zach Lampert's PGA Golf Pro of the Year award. Mr. Forrester explained that the staff is working on getting that recognized and out on social media.

Councilor Sumner asked Interim Chief Wilson to explain what a pepper ball is. Interim Chief Wilson and Captain Vollmer went through some of the specifics of what a pepper ball is, the range of a pepper ball, and that it is classified as a non-lethal tool.

Councilor Uffelman clarified that the electricity to the telescope site at Barnes Butte Recreation Area (BBRA) was paid for from outside resources and not city funds.

There were no further questions.

Council Reports

Councilor Uffelman talked about the LOC conference, explaining that it was a very productive program that covered topics like AI and was very interesting. The programs were very well presented and worthwhile.

Councilor Uffelman was also able to get in front of ODOT leaders while at the conference and shared Prineville's traffic safety concerns with them.

There were no other reports.

Ordinances:

None.

Resolutions:

None.

Visitors, Appearances, and Requests:

No one came forward, and no one online raised a hand.

Adjourn

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

Meeting adjourned at 6:41 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 approve the intent to award the purchase and implementation of Axon body-worn and fleet camera systems to AXON Enterprises for \$590,377.50 over a five (5) year term	PASSED	Y	Y	-	Y	Y	Y	Y
Motion to find it convenient and necessary to move forward with the sale to Cascade Gas	PASSED	Y	Y	-	Y	Y	Y	Y
Motion to schedule a Special Council meeting on November 18 th	PASSED	Y	Y	-	Y	Y	Y	Y
Motion to cancel the November 25 th regular Council meeting	PASSED	Y	Y	-	Y	Y	Y	Y
Adjourn Meeting	PASSED	Y	Y	-	Y	Y	Y	Y

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<https://www.cityofprineville.com/meetings>.



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
Full On-Premises, Commercial	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:

Legal Entity/Individual Applicant Name(s): HEART & HUSTLE LLC

Proposed Trade Name: CLUB PIONEER

Premises Address: 1851 NE THIRD ST

Unit:

City: PRINEVILLE

County: CROOK

Zip: 97754

Application Type: ☐ New License Application ☒ Change of Ownership ☐ Change of LocationLicense Type: FULL ON & OFF PREMISES ☐ Additional Location for an Existing License

Contact Name: MARSHALL BECKENHAUER Phone: [REDACTED]

Mailing Address: [REDACTED]

City: KUNA

State: IDAHO

Zip: 83634

Email Address: [REDACTED]

Please check all that apply to your proposed business operations at this location:

☐ Manufacturing/Production☒ Retail Off-Premises Sales☒ Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

☒ Indoor Consumption☒ Outdoor Consumption☐ Proposing to Allow Minors

Section 1 continued on next page



Local Government Recommendation – Liquor License

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

Legal Entity/Individual Applicant Name(s): *HEART & MUSTER LLC*

Proposed Trade Name: *CLUB PIONEER*

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 [Oregon Revised Statutes](#))
- ☐ **No Recommendation/Neutral**

Name of Reviewing Official:

Title:

Date:

Signature:

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

Annual Liquor License Renewals

10-28-2025

Mi Tiendita

Towne Pump

Lucky 7

Wagner's Market

Prineville Quick Stop

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 7th Street
Prineville, Oregon 97754
541.447.3910

October 28, 2025

Justin Alderman
jalderman@prinevillereview.com

**Re: City of Prineville
Formal Grievance under Oregon Public Meetings Law (ORS 192.705/HB 2805)**

Dear Mr. Alderman:

This office represents the City of Prineville. On behalf of the City of Prineville ("City"), the following is the City's written response to your October 14, 2025, formal grievance per ORS 192.705.

The City denies each of your allegations. Notices of the Regular Meeting, its agenda, and that an Executive Session were part of the Regular Meeting were posted on the City's website on September 18, 2025, for the September 23, 2025, meeting, and October 9, 2025, for the October 14, 2025, meeting. Moreover, as you're subscribed to receive notifications from the City, you were provided a message that each agenda had been posted on the day it was. See attached. In both agendas, the executive session was announced. Attached are both agendas.

Regarding the notice of the executive session that was directly sent to you; this was to ensure that you could participate virtually at the executive session if you wished to do so. Since members of the public body would be participating virtually, you, as a member of the press, are allowed to do so as well. OAR 199-050-005(4). Hence the notice. The meeting ID number for the Executive Session is different from our regular session to ensure that the public are not part of our Executive Session. So again, this notice was meant as a courtesy to you as a member of the press who has been recognized pursuant to Prineville Resolution 1609.

Jered Reid
City Attorney

Enclosures (per text)

cc: Client
Oregon Government Ethics Commission

cityofprineville.com/admin/people/simplenews/users/edit/1328

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- ☒ Public Notices
- ☒ Press Releases
- ☒ Finance Documents

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Location: City Hall – Council Chambers
Date: October 14, 2025
Time: 6:00 PM

City Council Meeting Agenda - Amended

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/81186661895>

Call to Order

Flag Salute

Additions to Agenda

Consent Agenda

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

Council Presentations

Council Business

1. Intent to Award AXON Body and In-Car Camera Contract
2. **PUBLIC HEARING** - Sale of Real Property for Cascade Gas Easement - Josh Smith
3. November Council Meetings Discussion (Nov. 11th - Veteran's Day & Nov. 25 - Thanksgiving Week) - Jered Reid

Staff Reports and Requests

4. City Manager's Report - Steve Forrester

Council Reports

Ordinances

Resolutions

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

Adjourn

5. Executive Session - Pursuant to ORS 192.660 (2)(e) - To conduct deliberations with designee on real property transaction negotiations.

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recorder@cityofprineville.com



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

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Additions to Agenda

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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

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PRINEVILLE REVIEW

October 14th, 2025

Via email to jbeebe@cityofprineville.com & lmorgan@cityofprineville.com

Prineville City Council
City of Prineville
387 NE 3rd Street
Prineville, OR 97754

Subject: Formal Grievance under Oregon Public Meetings Law

Dear City of Prineville Council,

Please consider this a formal grievance pursuant to ORS 192.705 and the process laid out in Oregon Public Meetings Law ("OPML"). The City of Prineville ("City") is an Oregon municipality and its council a "governing body" as defined in ORS 192.610(3) and subject to the provisions of the OPML. Pursuant to ORS 192.705, the Prineville Review hereby requests a response from the City for the following alleged violations of ORS 192.610 to 192.705 within 21 days of this notice:

1) Failure to provide required notice to the Prineville Review - Sep 23rd

The City Council failed to provide specific notice to the Prineville Review as required pursuant to ORS 192.640(1) for the September 23rd, 2025, meeting. While the City gave notice related to an executive session (which was not required had we been given notice of the entire meeting, which included an executive session), the notice did not comply with the provisions of this statute and OAR 199-050-0040(2)(b) and (c), as it was sent on September 22nd, and did not address anything beyond the executive session principle subjects, and was a different reported meeting link from the public portion of the regular meeting. We suspect the City also has failed to make notice via its mailing lists to other interested persons in violation of this provision.

However, that executive session notice additionally failed to comply with the requirements as it was not provided until September 22nd, well within the 48-hour timeline of the regular meeting, which included the executive session.

2) Failure to provide required notice to the Prineville Review - Oct 14th

The City Council failed to provide specific notice to the Prineville Review as required pursuant to ORS 192.640(1) for its October 14th, 2025, meeting, despite also being aware in advance of ineffective notice. While the City gave notice related to an executive session (which was not required had we been given notice of the entire meeting, which included an executive session), no notice complied with the provisions of this statute and OAR 199-050-0040(2)(b) and (c). We suspect the City also has failed to make notice via its mailing lists to other interested persons in violation of this provision.

Should the council not proceed with the meeting, this item is rescinded.

3) Failure to provide timely notice of the executive session portion of the Sep 23rd meeting**

Should the City claim the executive session was not part of the public meeting, the notice timeline did not comply with the provisions ORS 192.640 to be considered reasonable notice calculated to provide actual notice. However, it appears that it is part of a regular meeting (or adjacent if determined it could somehow be

considered separate); it also did not comply with the timeline requirements as outlined in OAR 199-050-0040(4)(a), as the council clearly was aware of the executive session based on details that were shared in the normal regular meetings agenda/notice, thus both being a facie violation being within 48 hours, as well as not giving "as much advance notice as reasonably possible".

** This only applies should the council's Oct 14th public meeting be held. This notice is provided to the City Council prior to the meeting, so it would be aware in advance of the failure.

4) City Council has engaged in a continuing failure to comply with the requirements related to facilitating public meeting grievances despite past notice

Despite being outlined in past grievances and other mention to the City Council and staff, the City Council has yet to comply with the requirements of OAR 199-050-0070(3). This is a continuing violation that is still effective as of the date of this grievance. Specifically, the requirement to conspicuously post on its website.

OAR 199-050-0070 says in part: "A public body shall post on its website the person and contact information to whom a grievance may be submitted and the regular business hours during which in-person grievances will be accepted."

Additional Notes:

The violations outlined in items 1 & 2 also began shortly after numerous stories reported by the Prineville Review, in which council members expressed was unfair, with councilors even making remarks critical of this publication without directly naming the Prineville Review. This grievance does not include any failure to notice for the September 9th meeting as it is more than 30 days from the date of this grievance, but we at least would note for potential investigatory purposes that no notice for that meeting was made, the first of several.

As I could not locate the required notice on your website, as required by Oregon Administrative Rules to submit a grievance, I am sending a copy to the Mayor (Council Chair) as well as the City Recorder.

Respectfully,

/s/ Justin Alderman

Justin Alderman, Managing Editor
(541) 241-2074 | jalderman@prinevillereview.com
Prineville Review | prinevillereview.com
A publication of Western Media Group



STAFF REPORT

MEETING DATE: 10/28/2025

PREPARED BY: Katie Kemper/
James Wilson

SECTION: Staff Reports and Requests

DEPARTMENT: 911 Dispatch

CITY GOAL:

SUBJECT: Expansion of P25 First Responder Digital Radio System Coverage

REASON FOR CONSIDERATION: Through its Emergency Communications division, the City of Prineville is constructing a P25 compliant digital radio system for all Crook County public safety entities. This project funds the expansion of that system from 2 digital sites to 6 digital sites to increase coverage in the Juniper Canyon area, and parts East of Prineville following Highway 26 past Ochoco Reservoir.

BACKGROUND: Public Safety agencies within Crook County are still utilizing a conventional VHF radio system. This system is prone to interference and does not offer modern features such as encryption, unified coverage, or the capacity for multiple channels to be used simultaneously. The City of Prineville has been building a replacement radio system in a phased approach to construct an inlay of 7/800mhz P25 digital coverage. The first phase of this upgrade was to refresh all end-user equipment across all agencies to support digital multi-band technology. All agencies have completed this upgrade for their primary fleets and employees. The second phase of this system established 2 infrastructure sites that carried digital coverage which provides digital coverage throughout the urban growth boundary of Prineville, Powell Butte, and areas West along highway 26 towards Madras. In March of 2025, agencies began utilizing this system, however, units were having to switch off the system when responding to areas out of the designed coverage. Specifically, the areas of Juniper Canyon and areas East of Prineville were identified as areas having frequent calls for service that were outside of the designed coverage of the initial digital inlay. Switching between the two systems is problematic for responders and dispatchers, as they are operating on two different channel resources which could allow for field units to miss radio messages, or for a single dispatcher to become overwhelmed.

Staff worked with the system provider to identify coverage expansion which would expand the initial inlay to encompass areas identified as needing additional coverage, so that first responders would not have to switch off of the digital system as frequently. The engineering

design identifies 4 additional sites to carry digital coverage which will expand the footprint of coverage substantially. Upon completion it is estimated that this expanded coverage will allow first responders to stay within the digital inlay for approximately 90% of their calls for service. The City intends to retain the VHF system for the more sparsely populated eastern portion of Crook County as this band is less prone to interference in these areas, and provides the best long-range coverage in rural terrain.

FISCAL IMPACT: The expansion and retooling of the existing 2 site system to a 6 site system has been proposed utilizing the NASPO master agreement #00318 and Oregon state participating addendum 10700-00004731. National Association of State Procurement Officials (NASPO), facilitates national cooperative public procurement solicitations utilizing a lead state model which is a permitted method of procurement through the Oregon Public Contracting Code and Prineville Contract Review Board.

Costs for this expansion have been spread over a 5-year period and include manufacturer support, CODAN Care including software updates, extended warranty and advance replacement for failed parts throughout this term. Yearly payments are scheduled at \$278,848.04 per fiscal year, for a total contract value of \$1,394,240.20. The emergency communications fund is forecasted to have cost savings within the personnel category to fund the costs of this expansion with no additional resources being requested from 911 users, or additional transfers being needed into the emergency communications fund. A budget adjustment is anticipated to move costs associated with this upgrade from personnel services to capital outlay.

RECOMMENDATION: Staff recommends City Council approves the intent to award for the purchase of the digital radio coverage expansion to Codan Communications in the amount of \$1,394,240.20 over a five (5) year term.



City of Prineville

387 NE THIRD STREET ♦ PRINEVILLE, OREGON 97754

COMMUNITY DEVELOPMENT

Phone: (541)447-2367

FAX: (541) 447-5628

EMAIL: jsmith@cityofprineville.com

Web Site: www.cityofprineville.com

10/28/2025

Department of Land Conservation and Development
635 Capitol Street NE Suite 150
Salem, OR 97301

RE: Technical Assistance Grant Application support letter – Goal 5

Grant Committee:

The Prineville City Council at its October 28th, 2025 meeting voted in support of the City's application for updating its Goal 5, 6 & 7 inventory and code criteria. This assistance is intended to guide the City through statutory requirements, regulatory streamlining, and changes in local conditions since the last plan update. This support letter should not be construed as final support for adoption for regulations that are unknown at this time.

Thank you for your consideration.

Sincerely,

Jason Beebe
Mayor City of Prineville

Date: _____



City of Prineville

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10/28/2025

Department of Land Conservation and Development
635 Capitol Street NE Suite 150
Salem, OR 97301

RE: Technical Assistance Grant Application support letter – Land use code Audit

Grant Committee:

The Prineville City Council at its October 28th, 2025 meeting voted in support of the City's application for land use code audit. This assistance is intended to guide the City through numerous statutory requirements that have significantly altered the City land use code, particularly with regard to housing development. This support letter should not be construed as final support for adoption for regulations that are unknown at this time.

Thank you for your consideration.

Sincerely,

Jason Beebe
Mayor City of Prineville

Date: _____

City Manager Update to Council

October 28, 2025

Public Safety / Dispatch

Recruitment continues for both Dispatch and Public Safety. Dispatch still has a candidate in the background process.

A conditional offer was made to a Public Safety officer, pending medical and psych evaluations.

Officer Kathryn Bottoms recently hit a 20-year milestone of service with the city. Please join us in celebrating her many achievements with us!

Public Safety will soon begin its defense tactics training.

The “No Kings” protest went pretty well, with only one minor incident.

Public Works

The Wastewater Treatment Plant is in the middle of three improvement projects to increase efficiencies and delivery of treated water to Meadow Lakes during the summer months.

Robert Katzenberger, on our Streets team, will be retiring in December. Robert started with us in 1986, providing 39 years of hard work and service. We wish him the best in starting the next chapter of his journey.

Jordan Ridenour has accepted the opportunity to assume Robert’s position on the Streets team, and we will begin the recruitment process to fill Jordan’s current position as a utility worker.

Casey and the team continue to evaluate backup generator power options for their facilities due to PP & L’s new required enhanced safety program to extend power shutdowns due to various elements.

Railroad

As expected, the Railroad remains extremely busy. They are so busy that we had to bring in some temporary help from Mid Oregon Employment Agency to assist.

The Railroad continues proving what a valuable asset it is to our community and region.

Meadow Lakes Golf

The annual Humane Society of the Ochocos golf tournament was a huge success. All 36 teams were filled, with two teams playing at each hole. Fun was had by all with five hours of golf, followed by awards and auctions.

Airport – No Update

Planning

Planning counter inquiries remains steady even though actual development has slowed for the season.

Just a reminder, we will be having the *De Nova* public hearing on November 4th at 6:00 P.M. for the Council to review the Best Care land use application due to the Governor’s state land use codes for housing.

Human Resources

Karee and Corina in payroll have been busy providing presentations to team members regarding the passage of President Trump's Big Beautiful Bill. This has created much confusion for everyone regarding overtime, and will cause an enormous amount of additional record-keeping.

Information Technology – No update

Finance

The annual audit continues, but should be wrapping up soon. Lori is putting together the quarterly financial report to present at the November 18th Special Council meeting.

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

Caroline met with the City of Madras staff to share our economic development experience and success, and what we have learned from it.

Other communities have shown interest in Prineville over the years in how we have successfully positioned our community with infrastructure and resources for growth and development. This team is always looking to the future to secure possibilities in all aspects for our community.



STAFF REPORT

MEETING DATE:	10/28/2025	PREPARED BY:	Casey Kaiser
SECTION:	Resolutions	DEPARTMENT:	Public Works
CITY GOAL:	Quality Municipal Services & Programs		
SUBJECT:	Res 1633 authorizing a Personal Services Agreement with David Evans & Assoc for Engineering & Environmental Permitting for ASR Source Well		

REASON FOR CONSIDERATION:

The ASR Source Well is a significant piece of infrastructure in the development of the City's Aquifer Storage and Recovery (ASR) System. This contract allows for the necessary environmental permits to modify an existing groundwater well near the bank of the Crooked River. The permitting for the project will require sign-off from multiple state and federal agencies and will be both challenging and time-consuming. David Evans and Associates has extensive experience navigating this complex process and will be a critical partner in securing the permits that will allow the project to move forward. The complex permitting process requires archaeological/cultural investigations, wetland delineation, wetland/waterway impacts study, and ultimately combining the field data with archival data to produce the reports that will be included with the permit applications. Most significantly, the DEA team would prepare and submit the Joint Permit Application (JPA) needed for the proposed temporary and permanent wetland and waterway impacts from the project.

BACKGROUND:

The city's ability to access groundwater in the area is limited due to a clay lens that lines the current portion of the bank. The city proposes modifications of the existing permitted well that require the replacement of the clay soils along the bank line with engineered soils and rip rap that will improve the hydrologic connection to the shallow aquifer in the current location. This will provide an increased and consistently available capacity of source water for the Aquifer Storage and Recovery system. This source well will increase the City's ability to pull water from the valley floor during times of high stream flows and low demand in the winter, so it may be utilized to meet the peak demands in the warmer summer months.

FISCAL IMPACT:

The contract amount is \$223,473.00 and will be funded by agreement with Meta.

RECOMMENDATION:

City staff recommends Council approve resolution 1633 authorizing the personal Services Agreement with David Evans & Associates for Engineering & Environmental Permitting for ASR Source Well in the amount of **\$223,473.00**.

**RESOLUTION NO. 1633
CITY OF PRINEVILLE, OREGON**

**A RESOLUTION APPROVING A PERSONAL SERVICES AGREEMENT WITH
DAVID EVANS AND ASSOCIATES FOR ENGINEERING SERVICES FOR
PERMITTING FOR THE CITY OF PRINEVILLE'S ASR SOURCE WELL**

Whereas, the City of Prineville ("City") is seeking to modify an existing groundwater well near the bank of the Crooked River, for which it has a groundwater right from the Oregon Water Resources Department.

Whereas, the City's ability to access groundwater in this location is limited due to a clay lens that lines this portion of the bank. The City requires modification to the existing well that require the replacement of the clay soils along the backline with engineered soils and rip rap that will improve the hydrologic connection to the shallow aquifer in this location.

Whereas, as part of the Crooked River Collaborative Water Security and Jobs Act of 2014, the City secured and released 5,100-acre feet of stored water from Prineville Reservoir to mitigate for the use of groundwater. Mitigation for modification of the existing groundwater well is required by the City's release of stored water through an existing mitigation agreement.

Whereas, the City must acquire environmental permits to make the necessary modifications to the ASR Source Well.

Whereas, City requires engineering services to complete the aforementioned services.

Whereas, City's Council serves as the Local Contract Review Board for the City and pursuant to City Resolution 1266 Section 8(C), may award personal services contracts according to specific criteria that are applicable to the services provided.

Whereas, Engineering services are considered personal services pursuant to City Resolution 1266.

Whereas, David Evans and Associates has provided the attached material marked as Exhibit A and incorporated herein.

Whereas, City Counsel finds that David Evans and Associates meets the following applicable criteria as set out in City Resolution 1266, Section 8(C): (1) total costs to the City for delivery of services; (2) expertise of the contractor in the required area of specialty; (3) references regarding prior work done by the Contractor; (4) capacity and capability to perform the work, including any specialized services within the time limitations for the work; (5) educational and professional records; (6) availability to perform the assignment and familiarity with the area in which the specific work is located; (7) timeliness of delivery of service; (8) experience in working with the City; and (9) knowledge of City's needs and desires related to the contract.

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

1. That the City Council, serving in its role as the Local Contract Review Board for the City, hereby approves the City entering into a personal services contract with David Evans and Associates, to provide engineering services related to the federal and state wetland and waterways permitting for the City of Prineville's ASR Source Well and authorizes the City Manager to execute, on behalf of the City, such contract and any other related documents.

Approved by the City Council this ____ day of October, 2025.

Rodney J. Beebe, Mayor

ATTEST:

Lisa Morgan, City Recorder



Federal & State Wetland & Waterways Permitting for the City of Prineville's ASR Source Well

Scope of Services

Introduction and Project Background

The City of Prineville (City, Owner) is seeking to modify an existing groundwater well near the bank of the Crooked River, for which they have a groundwater right from the Oregon Water Resources Department (OWRD). The City's ability to access groundwater in this location is limited due to a clay lens that lines this portion of the bank. The City proposes modifications to the existing well that require the replacement of the clay soils along the bankline with engineered soils and rip rap that will improve the hydrologic connection to the shallow aquifer in this location (the project).

As part of the Crooked River Collaborative Water Security and Jobs Act of 2014, the City secured and releases 5,100 acre feet of stored water from Prineville Reservoir to mitigate for the use of groundwater. Mitigation for modification of the existing groundwater well addressed in this Scope of Services is covered, in large part, by the City's release of stored water through this existing mitigation agreement.

This Scope of Services addresses the tasks necessary to acquire the environmental permits required to make these modifications. We have included the following subconsultants on our team:

- HRA – Cultural Resources
- Central Geotechnical – Contaminated Materials Evaluation

General Assumptions

- Contract period will extend 12 months from Notice to Proceed
- Owner to provide maps and study area boundaries for the project
- Owner to provide design drawings (plan and profile), construction sequencing, removal-fill quantities, and a description of operations necessary for application submittal
- Terrestrial sensitive species surveys will not be required
- Stormwater Management Plan will not be required
- Clean Water Act Section 408 review will not be required
- Oregon Department of State Lands (DSL) aquatic lands lease or easement will not be required
- Restoration and mitigation will be done on-site, on property secured by the City
- Owner will arrange and authorize all necessary property access
- No project-specific safety trainings will be necessary prior to accessing the site
- Final deliverables will be based on one round of consolidated comments from Owner
- This Scope of Services assumes environmental permitting services through the submittal of environmental permit applications. Additional services to facilitate permit approvals, advance project designs to 100% design, incorporate erosion and sediment controls,

and/or provide environmental compliance during construction will require an amendment to the contract

- All permit-related fees to be paid by Owner

Task 1 – Project Administration and Team Coordination

DEA will provide thorough and up-to-date information on the project’s progress, budget and schedule. DEA will work with the City to facilitate consistent communication and the flow of information needed for permitting. DEA will coordinate the team’s quality management practices and implement quality review of project deliverables prior to submittal.

DEA will attend regular project meetings with the City to provide permit-related updates project progress. In addition to regular project check-in meetings, DEA will attend other project-related meetings, including coordination meetings with the project’s design consultant and meetings with the permitting agencies. DEA will also attend regular internal DEA consultant team meetings to provide project updates and facilitate the completion of project deliverables.

Prior to the submittal of environmental permit applications, DEA will review relevant documents and agreements and incorporate relevant information into environmental permit applications.

Deliverables

- Monthly project invoices and progress reports
- Agendas and meeting notes

Assumptions

- Up to twelve (12) virtual one (1)-hour project check-in meetings with the City attended by up to three (3) DEA staff during the development of permit application material. Assumes 0.5 hours of preparatory time for each meeting.
- Up to six (6) one (1)-hour internal DEA progress meetings attended by up to six (6) DEA staff

Task 2 – Wetland and Waters Delineation and Functional Assessment

Wetland Delineation

DEA will conduct wetland delineation fieldwork within the areas of proposed and potential land disturbance associated with the proposed new well site and a single mitigation site (see assumptions below regarding study area). DEA will delineate wetland boundaries using the “routine” method established by the 1987 U.S. Army Corps of Engineers (USACE) Wetlands Delineation Manual, (Manual) and the Regional Supplement to that document (Supplement), as required by the USACE and the DSL. DEA will locate sample data plots according to the Manual and Supplement in appropriate areas to document the presence and extent of wetlands and waters of the state. Where wetlands or waters of the state are present, the boundaries will be collected using resource grade Global Positioning System (GPS) receivers with typical horizontal accuracy of three feet or better. This data will be overlain onto the project survey base map if available, or an aerial photo and GIS based Lidar contours if a project survey grade base map is not available. DEA will prepare a wetland delineation report according to the format requirements

established by DSL documenting the presence of wetlands within the study area. The report will include a signed delineation review request cover form as required by the DSL, which will be signed by the City.

Wetland and/or Stream Functional Assessments

The DEA team will coordinate with the design team to identify the wetlands and waters that may be impacted by the Project. For impacted wetlands, the DEA team will conduct a functional assessment following the Oregon Rapid Wetland Assessment Protocol (ORWAP). For stream and river impacts, DEA will follow the framework described in the Oregon Stream Functional Assessment Method (SFAM). Results will be documented in a Wetland and Waters Functional Assessment Memorandum submitted as an attachment to the Joint Permit Application (JPA), the Compensatory Aquatic Resources Mitigation Plan, and the BA. The assessments will cover the proposed impact and mitigation sites, both pre- and post-project scenarios.

Deliverables

- Draft and Final Wetland and Waters Delineation Report
- Draft and Final Wetland and Stream Functional Assessments Memorandum

Assumptions

- The delineation will cover an approximate 400 ft total length (study area) along the bank of the Crooked River in Crooked River Park. The 400 ft length would likely be broken into two separate sections based on where well modifications are proposed and where wetland and/or stream mitigation would occur.
- The study area will be defined prior to field work for both the wetland and waters delineation and the functional assessments.
- Functional assessments may be adjusted to allow for a simpler best professional judgement approach if allowed by DSL rules (e.g., wetland impacts less than 0.2 of an acre, Crooked River is not safely wadable).
- Wetland delineation and functional assessment field work can occur any time of year and can occur concurrently. Stream functional assessment needs to occur during low water, presuming low water conditions are wadable. Therefore, separate site visits have been budgeted for wetland versus stream work.
- The stream functional assessment methods require access to both sides of the river and potentially to the river reaches just upstream and downstream of the park property. City will work to obtain rights of entries to these properties if necessary. However, if access is not granted, then methods can be adjusted accordingly.

Task 3 – Cultural Resources

Background Research and Permitting

HRA will conduct background research on applicable State Historic Preservation Office (SHPO) site and survey databases and within the HRA library. HRA staff will also review historic General Land Office (GLO), U.S. Geological Survey (USGS), and Sanborn maps; Tax Assessor data; soils and

wetland data; and any other pertinent literature, records, documents, maps, and reports related to the project area's natural and cultural history.

Per Oregon Revised Statutes (ORS) 390.235 and 358.920, subsurface archaeological explorations on public lands must be conducted under an Archaeology Permit issued by the SHPO. HRA will prepare and submit a permit application and research design for the project. Permits generally take 35–45 days to issue.

Fieldwork

The field investigations will take place after issuance of archaeological permits, completion of appropriate utility locates, and following property access coordination. All work will be supervised by staff who meet the Secretary of Interior's Professional Qualifications Standards for their respective field (36 CFR Part 61).

Prior to initiating fieldwork, an HRA Health and Safety Manager will prepare a Health and Safety Plan (HASP) to be followed by HRA employees while in the field. The HASP will include reference to HRA's established protocols that meet or exceed local, state, and federal guidelines.

The archaeological survey will consist of a pedestrian survey supplemented by shovel probe excavations. HRA will conduct a pedestrian survey of the entirety of the survey area. Archaeologists will walk transects spaced at intervals of 20 meters or less. During this survey, archaeologists will seek out and examine ground exposures (e.g., ditches, cut banks, plowed fields, rodent hole back-dirt piles, other erosional exposures) looking for exposed archaeological materials. The HRA crew will record their observations on standardized field forms and in field notebooks. Survey areas will be marked on field maps, recorded with GPS technology, and photo-documented using a standardized photographic log. Upon encountering evidence of archaeological artifacts and/or features within the survey area, HRA field personnel will document the archaeological resource(s) in a manner that meets SHPO standards. To the extent possible, they will be identified as to type, material, function, and cultural and chronological association. Diagnostic materials will be photographed. Site boundary polygons and the locations of all features will be recorded using GPS technology and on a site sketch map.

HRA will excavate shovel probes in high probability areas where there may be project impacts and to delineate archaeological resources identified during the survey. (As noted, prior to excavations, HRA will coordinate utility locates as required.) Shovel probes will be 30 centimeters (cm) in diameter; at least 50 cm in depth and, assuming there is potential for archaeological deposits to be deeper, to the depth of proposed project disturbances as feasible; and terminated after two culturally sterile 10-cm levels. No probes will be dug intentionally within site boundaries. Select shovel probes may be extended in depth with an auger. Soils will be screened through 1/4-inch or 1/8-inch hardware mesh at the discretion of the field director and based on SHPO guidelines. Shovel probes will be backfilled and plotted using a GPS instrument. HRA will take general survey notes (locations, setting, disturbances, etc.), as well detailed notes about shovel probes and identified cultural resources. HRA assumes no more than 4 probes will be excavated.

Because the fee estimate for this Scope of Services assumes that no archaeological resource(s) will be identified, HRA will contact the client within 24 hours of the identification of resources and

negotiate a change order prior to the completion of any analysis and reporting of archaeological materials.

Draft Report

HRA will combine the results of its field and archival research to prepare a draft technical report including a project description, study area definition, regulatory context, methods, background research results, an environmental context, a cultural context, a summary of the survey, and recommendations for any additional work, as warranted. The report will specifically include a section with figures/photos which describe the nature of the stratigraphic profile of soils below the surface, with particular attention to identification of the depths of disturbed and undisturbed (native) soils within the project area.

Should archaeological resources be identified, it will be necessary to collect, analyze, and curate them with the state museum per permitting requirements. Additionally, it may be necessary to conduct further studies to fully evaluate such resources for the National Register of Historic Places (NRHP) if they cannot be avoided by future improvements to the park. Recommendations for such studies will be included in the report, as warranted. A contract modification will be required for all collection, analysis, and curation of artifacts during the survey, as well as the evaluation to the NRHP of resources, which would require an additional modification.

Final Report

Upon the Client's review and comment, HRA will make revisions, as needed, to finalize its cultural resources report. HRA will prepare the report, associated cover sheets, and GIS shapefiles to the SHPO per the Go Digital process. Since the project has a federal nexus, the lead federal agency (likely USACE) will prepare a cover letter for submittal as well. HRA will coordinate with the Client to determine whether they or the Client will submit all deliverables to the SHPO.

Deliverables

- Draft and Final technical report

Assumptions

- Study area is approximately one-acre.
- If archaeological resources are identified, it may be necessary to conduct a Phase II evaluation of them for the NRHP if they cannot be avoided by future improvements to the park, including the erosion stabilization efforts. Such studies, if they are needed, will require a contract modification for additional fieldwork, artifact collection, analysis, reporting, and curation. A permit modification will not be required, however, because language related to such studies will be included in the permit application's research design. The cost for a Phase II evaluation varies depending on the resource but typically costs between \$35,000 and \$50,000.
- HRA's non-contingency cost estimate assumes no archaeological materials will be encountered. In the interest of efficiency, however, the archaeological permit application will include the level of effort necessary to evaluate archaeological resources, should they be encountered. If archaeological materials are encountered, HRA will provide a Scope of Services and cost estimate to complete additional work as needed.

- The project will be completed in 2025 using current 2025 labor rates. If the project extends into the 2026 calendar year, a cost modification may be required. HRA rates will automatically adjust each calendar year.
- This cost estimate and schedule is valid for up to 30 days. Any delays in accepting the bid and executing a contract could result in changes to the cost estimate and schedule.
- HRA will inform the appropriate Tribes of our schedule, invite them to participate in the survey, and submit our technical report to them per permit conditions. HRA's tribal notifications do not constitute consultation under 36 CFR Part 800 and/or GO 21-02; consultation is the responsibility of the lead agency.
- The client will provide access to the property, coordinate safe access to the project area, clear any modern debris that obscures the ground surface, and provide a line of communication with safety personnel while HRA conducts field efforts, as needed and appropriate.
- Field investigations associated with shovel probes will require utility locates. HRA will coordinate public utility locates only. Should private locates be advisable, a scope modification may be required.
- Field investigations may necessitate special accommodation to ensure the health and safety of our staff, including requiring staff to travel in separate vehicles, providing appropriate cleaning supplies for equipment, and enacting protocols and procedures by the Field Director and HRA's Health and Safety Manager. HRA reserves the right to delay field investigations for a reasonable amount of time due to health and safety-related impediments beyond our control, for example, extreme weather, mandates restricting travel, or outbreaks of contagion in the project area that put our staff at elevated health and safety risks. HRA will remain in close contact with DEA and the City throughout the fieldwork planning and execution stages to ensure any potential delays are communicated early, thoroughly, and with complete transparency.

Task 4 – Joint Permit Application

The DEA team will prepare and submit a Joint Permit Application (JPA) for proposed temporary and permanent wetland and waterway impacts resulting from the project, as required by Oregon's Removal-Fill Law and federal CWA. The permit application will be based on a single and complete proposed project, which includes the proposed well improvements along the bank of the Crooked River, associated bank restoration, and mitigation. The JPA will include a detailed description of the Project's planned construction, including areas of disturbance and work area boundaries, removal-fill quantities, in-water work, and construction sequencing, as well as a description of planned operations. The JPA will be based on approximately 30 percent design.

Attachments to the JPA will include the following (all prepared by DEA team, except as noted):

- Relevant project well system design sheets (e.g., plan and profile drawings required but internal mechanical or electrical plans not needed) – to be provided by City
- Site restoration and mitigation design sheets
- Cultural Resource report
- Compensatory Wetland and/or Aquatic Resources Mitigation Plan report

- Alternatives Analysis
- Biological Assessment report
- Wetland and Waters Delineation report
- Stream Functional Assessment memo

Deliverables

- Draft and Final JPA package

Assumptions

- Up to two 1-hour agency coordination meetings are included in the project budget
- Agency site visit is not included
- This scope assumes environmental permitting services through the submittal of environmental permit applications. Additional services to facilitate permit approvals will require an amendment to the contract

Task 5 – 401 Water Quality Certification

DEA will coordinate with the Oregon Department of Environmental Quality (DEQ) to facilitate the issuance of a CWA Section 401 Water Quality Certification (WQC) for the Project, as part of the CWA Section 404 permitting process. DEA will prepare a 401 WQC application addressing the potential water quality impacts from the project and the avoidance, minimization and mitigation measures that will be implemented to address these impacts. The application will be submitted to DEQ following a required pre-application meeting.

Deliverables

- Draft and Final 401 WQC application form

Assumptions

- Attendance at one (1) pre-application meeting with DEQ by up to two (2) DEA staff. Assumes up to two (2) hours of preparatory work ahead of the meeting
- Thermal modeling and a Thermal Trading Plan will not be required by DEQ as part of the 401 WQC

Task 6 – ESA Consultation and Biological Assessment

The DEA team will prepare a biological assessment (BA) that documents the effects of the proposed action on species and critical habitats protected under the federal Endangered Species Act (ESA). We anticipate the affected species are likely to be aquatic- Oregon spotted frog, bull trout, and Mid-Columbia River steelhead. The team will determine the project's aquatic Action Area in coordination with National Marine Fisheries Service (NMFS) and U.S. Fish and Wildlife Service (USFWS), and research the Oregon Department of Fish and Wildlife (ODFW), NMFS, and USFWS databases, as well as the data received from the Oregon Biodiversity Information Center (ORBIC) in 2025, to determine the potential presence of other candidate, proposed, threatened, or endangered species. For scoping purposes, the team anticipates that the aquatic Action Area will include the Crooked River from the project site downstream to the extent of construction-

related impacts. The DEA team will research and document the type of species life stage use (spawning, rearing, migration, etc.) and habitat conditions within the Action Area.

In addition, the DEA team will establish a provisional terrestrial Action Area to evaluate any potential impacts to ESA-listed bird, insect and plant species from the project. Based on preliminary research conducted by the DEA team in September 2025, the discovery of non-aquatic ESA-listed species within the Project footprint is not anticipated. As such, this Scope of Services does not include additional species-specific surveys for terrestrial or avian wildlife; however, the DEA team will conduct opportunistic surveys for terrestrial wildlife species during wetland delineation fieldwork at the project site.

DEA will incorporate information collected on baseline conditions into the BA to evaluate the potential direct and indirect effects to ESA species and critical habitat from the Project. The BA will also include an evaluation of Essential Fish Habitat (EFH). The DEA team will identify conservation measures to avoid, minimize, or mitigate for potential effects on protected species. In addition, effect determinations will be made for EFH, as required by NMFS.

Deliverables

- Draft and Final BA

Assumptions

- Attendance at four (4) one (1)-hour virtual meetings with USFWS and NMFS by up to four (4) DEA staff. Assumes up to two (2) hours of preparatory work ahead of meetings
- One comprehensive BA will be prepared to address ESA-listed species and critical habitat managed by both NMFS and USFWS
- The Project's water withdrawal impacts on Oregon spotted frog, bull trout, and Mid-Columbia River steelhead are addressed by the Deschutes River Basin Habitat Conservation Plan. Since these impacts are part of the environmental baseline, they will not be assessed as effects of the action in the BA.
- The western ridged mussel will not be included in ESA consultation. The USFWS may list the western ridged mussel under the ESA. If this occurs, any required water-related conservation measures needed for this species will be established during reinitiation of consultation on the Deschutes River Basin Habitat Conservation Plan rather than during consultation on this project.
- Species presence within the Project footprint will be determined based on the results of an ORBIC data request, accessing resource agency databases, prior studies conducted within the Deschutes River basin, fish habitat surveys, plant surveys conducted during the flowering season, and opportunistic terrestrial wildlife species surveys conducted during wetland delineation fieldwork
- Species-specific wildlife surveys are not included in this Scope of Services. Analysis will use best available information and prior studies conducted within the Deschutes River Basin.

Task 7 – Compensatory Aquatic Resources Mitigation Plan

The DEA team will prepare a Compensatory Aquatic Resources Mitigation Plan based on an assessment of impact areas, and aquatic resource functions and values affected by the Project for

USACE and DSL compliance. The DEA team will evaluate the potential to offset losses through a combination of on-site restoration measures for temporary wetland and waterway impacts, and off-site mitigation opportunities for permanent impacts, which could include the purchase of wetland mitigation bank credits. The plan will use Oregon's Aquatic Resource Mitigation Framework tools to demonstrate adequate mitigation is provided and satisfy the requirements of the USACE's and Environmental Protection Agency's Final Mitigation Rule. The JPA submittal to DSL and USACE will include the Compensatory Mitigation Plan as an attachment. Work in support of the Compensatory Aquatic Resources Mitigation Plan will primarily be related to temporary and/or permanent impacts resulting from the removal or filling of wetlands and waterways within the project footprint.

Deliverables

- Draft and Final Compensatory Aquatic Resources Mitigation Report

Assumptions

- Mitigation will occur on-site, along the bank of the Crooked River within Crooked River Park
- The following required attachments are covered under separate tasks:
 - Design drawings (Task 8)
- Wetland and waters delineation and functional assessments (Task 2)

Task 8 – Restoration Plans for Temporary and Permanent Impacts

Stream Grading and Large Woody Material Plans

The DEA team will design and prepare river grading and large woody material restoration plans for onsite project impacts for the temporary and permanent wetlands and waterway impacts to the Crooked River bank. The plans will include a 30% design plan set including conceptual grading, large wood placement, and typical cross section figures suitable for agency approval along with a concept level cost estimate.

Deliverables

- 30% plan set will be developed in AutoCAD Civil 3D and prepared for printing as 22"x34" pdf, 1"=20' scale. Anticipated sheets include:
 - River Grading and Large Woody Material Plan (4 sheets)
 - Typical Sections (2 sheets)
- Conceptual level engineers cost estimate for 30%

Assumptions

- The 30% deliverable will be used for permitting applications. No separate plan submittal will be prepared for permitting.

River Planting and Bank Stabilization Plans

DEA will prepare planting and bank stabilization plans for both areas of temporary impacts and as mitigation for permanent impacts. Plans will include native riparian plant layout, plant schedule and notes, soil preparation, planting details, bio-engineering treatment for permanent bank

stabilization features (as needed) and related details. 30% plans will include proposed plant schedule.

Deliverables

- 30% plan set will be developed in AutoCAD Civil 3D and prepared for printing as 22x34 pdf, 1"=20' scale. Anticipated sheets include:
 - Planting Plan (4 sheets)
 - Planting Schedule and Details (2 sheets)

Assumptions

- Temporary irrigation plans are not included.

Task 9 - Contaminated Materials Evaluation

Central Geotech will conduct an Environmental Evaluation to identify potential hazardous materials issues at the Subject Property that may impact the project where ground disturbances are planned. The Environmental Evaluation will provide a general summary of potential environmental conditions identified at the Subject Property. The Environmental Evaluation is not intended to meet the ASTM International Standard E1527-21, *Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process* (ASTM E1527-21) for "all appropriate inquiry" into the previous ownership, uses, and environmental conditions of a property consistent with good commercial or customary practices, as defined in Section 9601(35)(B) of Title 42 of the U.S. Code.

The scope of services will be conducted under the following tasks:

ENVIRONMENTAL EVALUATION

Records Review

Central will obtain and review the following standard environmental record source lists:

<u>Federal and State Records</u>	Approximate Search Distance in miles from Subject Property
National Priority List (NPL)	1.0
Resource Conservation and Recovery Act (RCRA) Corrective Action Treatment, Storage, and Disposal (TSD)	1.0
State-Equivalent NPL/Comprehensive Environmental Response, Compensation, and Liability Information System (CERCLIS)	0.5
SPILLS	Subject Property only
Non-RCRA Corrective Action Report	0.5
National CERCLIS/No Further Remedial Action Planned	0.5

<u>Federal and State Records</u>	Approximate Search Distance in miles from Subject Property
RCRA-Permitted TSD	0.5
Leaking Underground Storage Tanks (LUST)	0.5
Landfills	0.5
Institutional/Engineering Controls	0.5
Tribal Lands	0.5
Voluntary Cleanup Program	0.5
Brownfields	0.5
Registered Underground Storage Tanks	Subject Property and adjacent properties only
RCRA Generators – Small Quantity and Large Quantity Generators	Subject Property and adjacent properties only
Federal Emergency Response Notification System	Subject Property only

Central is unable to determine at the time of this proposal whether a regulatory file review is needed for the Subject Property and/or adjoining properties. If the Subject Property and/or adjoining properties are listed on regulatory databases reviewed, regulatory files will be reviewed within the time and cost constraints of this Environmental Evaluation.

Local Records

Information obtained from the above federal and state sources will be enhanced and supplemented by a review of pertinent information from local sources, which may include:

- The fire department;
- The health department;
- The regional pollution control agency(ies); and/or
- Utility companies (for records relating to polychlorinated biphenyls [PCBs]).

Physical Settings Evaluation

A current U.S. Geological Survey (USGS) 7.5-minute topographic map will be reviewed in evaluating the physical setting of the Subject Property. In addition, the physical setting will be further evaluated through use of the following additional sources, as available:

- USGS or state geological survey groundwater maps;
- USGS or state geological survey bedrock geology maps;
- State geological survey surficial geology maps; and/or
- Soil Conservation Service soil maps.

Historical Review

Previous occupancy and/or uses of the Subject Property will be evaluated from 1940 to the present (and prior to 1940 if readily available) by reviewing one or more of the following standard historical information sources:

- Aerial photographs
- Building department records
- City directories
- Fire insurance maps
- Property tax files
- Recorded land title records
- Zoning land use records

The actual records or sources reviewed may vary, depending on whether they are reasonably ascertainable, practically reviewable, useful, and/or within imposed cost and/or time constraints. If information sources do not identify uses back to 1940, uses back to the earliest date of identified development will be evaluated.

Site Reconnaissance

A site reconnaissance will be conducted at the Subject Property to obtain information pertaining to the likelihood of potential hazardous materials associated with the Subject Property. The site reconnaissance will consist of systematically traversing the Subject Property to provide an overlapping field of view. Adjacent properties will be observed from the public access areas. Conditions such as snow, heavy vegetation, or property size that limit visibility or access will be noted in the Environmental Evaluation. Central is not responsible for removing physical obstructions encountered during the reconnaissance.

Where appropriate, observations and notes concerning the following areas will be made during the site reconnaissance:

- The Subject Property setting and current uses;
- Adjacent property observations and current uses;
- Improvements (e.g., structures, roads, utilities);
- Topographic, geologic, hydrogeologic, and hydrologic conditions;
- Odors;
- Drains and sumps;
- Stains and corrosion;
- Storage tanks, vents, fill pipes, and access ways;
- Drums and other containers of hazardous substances, petroleum products, and unknown substances;
- Hazardous materials and petroleum products;
- Hazardous waste;
- Potential PCB-containing items;
- Pits, ponds, and lagoons;
- Stressed vegetation; and

- Solid waste, wastewater, water wells, and septic systems.

Visual observations of current Subject Property uses and environmental conditions will be made where apparent. Where possible, photographs will be taken to document observations. Adjoining properties will be observed from the Subject Property and public rights-of-way, but will not be traversed.

Reporting

Central will prepare a draft and final Environmental Evaluation report documenting their findings and observations. The report will include figures showing the Subject Property and locations of identified potential sources of hazardous materials (if any), historical aerial photographs, Subject Property photo documentation, and recommendations for supplemental assessments or investigations (e.g., Level 2 Assessment), if warranted.

Deliverables

- Draft and final Environmental Evaluation report

Task 10 - No-Rise Hydraulic Analysis

The DEA team will prepare a no-rise analysis of the intake site and mitigation site in support of the City of Prineville Floodplain Development Application. Results will be provided within a Draft Hydraulic Analysis Report summarizing the hydrologic and hydraulic analysis for the proposed bank modifications and restoration and mitigation design. The analysis will be based on the 30% design and field observations.

Deliverables

- Draft Hydraulic Analysis Report (as a Word document and pdf file)
- City of Prineville Floodplain Development Application form

Assumptions

- The analysis will consist of a single site visit to estimate Manning's "n" values for the main channel and floodplain overbanks and document with a photolog, note hydraulic controls from channel constrictions, and note apparent or observed high water marks and evidence of debris. The site visit is assumed to be limited to Crooked River Park property.
- Hydrologic flow data will use flows listed in the Crook County Flood Insurance Study (FIS) for the Crooked River.
- Hydraulic analysis will be completed in a 1-dimensional Hydrologic Engineering Center's – River Analysis System (1-D HEC-RAS) model. An existing and proposed conditions analysis will be completed for the intake and mitigation site for the 10- through 500-year flood events.
- Create one alternative to simulate proposed floodplain impacts to determine water surface elevations, velocities, depths, and flow areas for the various design flows and provide recommendations on meeting the no-rise conditions. If a no-rise condition isn't feasible, a Conditional Letter of Map Revision (CLOMR) is required through a contract amendment.

- Hydraulic analysis coordination will include a single coordination meeting with the County Floodplain Manager and up to three DEA staff.
- The Draft Hydraulic Report will summarize the hydraulic findings and be no more than 10 pages in length plus hydraulic calculations included within an appendix.

FEE

Prineville ASR Source Well	Jennifer Miller (Project Manager)	Sarah Betz (401 WQ Lead)	Eric Murray (ESA Lead)	Shawna Hale (Deputy Project Manager)	Ethan Rosenthal (Removal/Fill & Restoration Lead)	Josh Smith (Wetland Scientist)	Dave Dekrey (Biologist)	Jon Gage (Landscape Architect)	Julia Wood (Landscape Designer)	Atalia Raskin (Water Resources Engineer)	Will McDonald (Engineering Designer)	Sara Gilbert (GIS Specialist)	Christine Immoth (Technical Editor)	Corie Peters (Project Coordinator)	Accounting	DEA Total Hours	DEA Labor	DEA Expenses	Subcontractor Costs	Total
Employee Name																				
Billing Rate	\$ 316.13	\$ 271.91	\$ 252.25	\$ 194.92	\$ 196.89	\$ 128.42	\$ 183.46	\$ 235.87	\$ 108.76	\$ 260.11	\$ 174.94	\$ 180.18	\$ 130.19	\$ 134.32	\$ 132.09					
Task 1. Project Admin & Team Coord.	43	0	25	57	19	0	0	6	0	6	0	0	0	14	12	182	\$ 41,193	\$ -	\$ -	\$ 41,193
Invoicing/PM	24		6	38										14	12	94	\$ 19,973	\$ -	\$ -	\$ 19,973
Meetings w/ City and Team	13		13	13	13											52	\$ 12,483	\$ -	\$ -	\$ 12,483
Internal Progress Meetings	6		6	6	6			6		6						36	\$ 8,737	\$ -	\$ -	\$ 8,737
Task 2a. Wetland Delineation	2	0	0	4	26	54	0	0	0	0	0	8	2	4	0	100	\$ 15,705	\$ 1,300	\$ -	\$ 17,005
Wetland Delineation					20	20						2				42	\$ 6,866	\$ 1,300	\$ -	\$ 8,166
Draft Report	1			2	4	30						4	2	2		45	\$ 6,596	\$ -	\$ -	\$ 6,596
Final Report	1			2	2	4						2		2		13	\$ 2,242	\$ -	\$ -	\$ 2,242
Task 2b. Stream Functional Assessment	2	0	0	4	3	30	38	0	0	0	0	4	2	3	0	86	\$ 14,211	\$ 1,300	\$ -	\$ 15,511
Functional Assessment						20	20					2				42	\$ 6,598	\$ 1,300	\$ -	\$ 7,898
Draft Report	1			2	2	8	16					1	2	2		34	\$ 5,772	\$ -	\$ -	\$ 5,772
Final Report	1			2	1	2	2					1		1		10	\$ 1,841	\$ -	\$ -	\$ 1,841
Task 3. Cultural Resources	2	0	0	3	0	0	0	0	0	0	0	0	0	0	0	5	\$ 1,217	\$ -	\$ 18,828	\$ 20,045
Cultural Research, Invest, Testing, Rptg (HRA)																0	\$ -	\$ -	\$ 18,828	\$ 18,828
Coordination and report review (DEA)	2			3												5	\$ 1,217	\$ -	\$ -	\$ 1,217
Task 4. Joint Removal Fill Application	5	4	6	7	24	50	0	0	0	0	0	6	6	4	0	112	\$ 19,092	\$ -	\$ -	\$ 19,092
Agency Meetings	4	2	4	4	4	2										20	\$ 4,641	\$ -	\$ -	\$ 4,641
Draft Application	1	2	2	2	16	40						4	4	2		73	\$ 11,551	\$ -	\$ -	\$ 11,551
Final Application				1	4	8						2	2	2		19	\$ 2,899	\$ -	\$ -	\$ 2,899
Task 5. Water Quality Certification	4	20	3	5	5	0	3	0	0	0	0	6	2	2	0	50	\$ 11,579	\$ -	\$ -	\$ 11,579
Agency Meetings	2	8		2	4							2				18	\$ 4,345	\$ -	\$ -	\$ 4,345
Draft Application	1	8	2	2			2					2	2	1		20	\$ 4,508	\$ -	\$ -	\$ 4,508
Final Application	1	4	1	1	1		1					2		1		12	\$ 2,726	\$ -	\$ -	\$ 2,726
Task 6. Federal ESA	8	0	26	9	0	0	46	0	0	0	0	8	16	8	0	121	\$ 23,880	\$ -	\$ -	\$ 23,880
Biological Assessment	2		20	3			40					8	16	8		97	\$ 18,199	\$ -	\$ -	\$ 18,199
Agency Meetings	6		6	6			6									24	\$ 5,681	\$ -	\$ -	\$ 5,681
Task 7. Compensatory Mitigation Plan	2	0	3	2	44	4	0	6	0	0	0	6	3	3	0	73	\$ 14,245	\$ -	\$ -	\$ 14,245
Draft Plan	1		2	2	40	4		4				4	2	2		61	\$ 11,793	\$ -	\$ -	\$ 11,793
Final Plan	1		1		4			2				2	1	1		12	\$ 2,453	\$ -	\$ -	\$ 2,453
Task 8. Restoration Plans for Temporary and Permanent Impacts	0	0	0	0	2	0	0	26	53	13	63	0	0	0	0	157	\$ 26,694	\$ -	\$ -	\$ 26,694
30% River Grading and Large Woody Material Plan (6 sheets)					2			6		12	60					80	\$ 15,427	\$ -	\$ -	\$ 15,427
30% River Planting & Bank Stabilization Plan (6 sheets)								18	50							68	\$ 9,684	\$ -	\$ -	\$ 9,684
30% Estimate								2	3	1	3					9	\$ 1,583	\$ -	\$ -	\$ 1,583
Task 9. Sediment and Hazardous Materials Evaluation	2	0	0	3	0	0	0	0	0	0	0	0	0	0	0	5	\$ 1,217	\$ -	\$ 10,822	\$ 12,039
Sediment and Hazardous Materials Evaluation (Central)																0	\$ -	\$ -	\$ 10,822	\$ 10,822
Sediment and Hazardous Materials Evaluation Coord (DEA)	2			3												5	\$ 1,217	\$ -	\$ -	\$ 1,217
Task 10. Hydraulic Floodplain No-Rise Analysis	0	1	0	2	0	0	0	0	0	32	74	0	2	0	0	111	\$ 22,191	\$ -	\$ -	\$ 22,191
Hydraulic Analysis										20	50					70	\$ 13,949	\$ -	\$ -	\$ 13,949
Hydraulic Report and No-Rise Certification		1		2						12	24		2			41	\$ 8,242	\$ -	\$ -	\$ 8,242
Totals	70	25	63	96	123	138	87	38	53	51	137	38	33	38	12	1,002	191,223	2,600	29,650	223,473

RESOLUTION NO. 1634

**A RESOLUTION AUTHORIZING THE SALE OF INTEREST IN REAL PROPERTY
TO CASCADE NATURAL GAS**

WHEREAS, the City of Prineville (“City”) owns property within the City of Prineville, County of Crook, described on the Crook County Tax Assessor’s Map as 1416321DA00500 (“Property”); and

WHEREAS, the City considered it convenient to sell and interest in the Property; and

WHEREAS, on October 7, 2025, the City published in the Central Oregonian newspaper the notice required by ORS 221.725 that set October 14, 2025 at 6:00 p.m. as the date and time and provided the phone number and Meeting ID as the place for a public hearing concerning the sale of the Property. The notice also contained a description of the Property, the proposed uses of the Property and the reasons why the City Council considered it convenient to sell the Property; and

WHEREAS, on October 14, 2025, as the City Council meeting beginning at 6:00 p.m. a public hearing concerning the sale of the Property was held and as part of such public hearing the nature of the proposed sale, the general terms of the sale, and the value of the Property were fully disclosed and residents of the City were given an opportunity to present written or oral testimony at the hearing; and

WHEREAS, after the public hearing the City Council authorized City staff to move forward with the sale of an easement on the Property to Cascade Natural Gas, and to prepare this Resolution;

NOW, THEREFORE, the City of Prineville resolves as follows:

1. The City of Prineville shall sell an interest in the Property for a perpetual easement subject to a reversionary clause for consideration of \$7,900.00 and installation of black vinyl fencing for aesthetic purposes to Cascade Natural Gas.
2. The Mayor and City Manager shall execute the necessary documents to complete the sale.

Approved by the City Council this ____ day of October, 2025.

Rodny J. Beebe, Mayor

ATTEST:

Lisa Morgan, City Recorder