



Location: City Hall – Council Chambers  
Date: June 11, 2024  
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 5-28-2024

### Visitors, Appearances and Requests

### Council Presentations

### Council Business

2. Republic Disposal Rate Increase Request - Courtney Voss
- [3.](#) Intent to Award 2024 Street Rehabilitation Project
- [4.](#) Intent to Award NE Combs Flat Road Extension/OID Ironhorse Piping Project

### Staff Reports and Requests

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

### Committee Reports

### Ordinances

- [6.](#) Ordinance No 1291 - Amending the Prineville Zoning Map and the Comprehensive Plan Map to Reconcile Discrepancies Between the Two Maps and Existing Land Use (**FIRST PRESENTATION**) - Josh Smith

### 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

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

**City Council Meeting Brief**  
**May 28, 2024**

**Council Members Present:**

Marv Sumner  
Gail Merritt  
Shane Howard

Steve Uffelman  
Janet Hutchison

**Council Members Absent**

Scott Smith  
Jason Beebe

**Additions to the Agenda**

None.

**Consent Agenda**

1. Regular Meeting Brief 5-14-2024
2. 2<sup>nd</sup> Street Junction Liquor License Application

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

**Visitors, Appearances and Requests**

3. **Crook County High School Cowboys Track Team Recognition** – Council President Uffelman

Council President Uffelman congratulated the Boys Track and Field teammates that were in the audience for winning the 2024 State Championship and for breaking a 4A state record with 96 points.

Coach Ernie Brooks came forward and talked about how hard the team worked while maintaining outstanding GPA's. Not only did the team break the 4A state record with 96 points, it was 50 points more than the second-place team.

**4. Reading of a Proclamation – Stroke Awareness Month – Council President Uffelman**

Council President Uffelman read the proclamation into the record and presented it to Carol Stiles, Executive Director of Stroke Awareness Oregon.

Mrs. Stiles shared an inspirational story of a friend who had suffered a stroke that had changed the friend’s life who went on to make a significant difference in stroke awareness.

No one else came forward.

**Council Presentations**

None.

**Council Business**

**5. Comprehensive Map & Zone Map Amendment Review – Josh Smith**

Josh Smith, Planning Director provided the background information explaining that the Planning Commission had considered this matter and recommended approval. This is just to see if the Council would like to review it also, or accept the Planning Commission’s recommendation.

Council agreed that they accept the Planning Commission’s recommendation and see no need for their review.

Mr. Smith said an ordinance will be coming to the next Council meeting to approve.

**Staff Reports and Requests:**

**6. City Manager’s Report– Steve Forrester**

Steve Forrester, City Manager presented his Managers report highlighting activity in each department.

There were no questions or comments.

**Committee Reports**

Councilor Hutchison provided an Ochoco Forest Collaboration update. The meeting covered topics such as Western Juniper Ecology and average junipers per acre. Andy Gallagher received \$850M to improve lands above the reservoirs. They had a shaded fuel break presentation. Other discussions included projects, environmental analysis’, hazard trees and the BLM participating in the meeting.

There were no other reports.

**Ordinances:**

None.

**Resolutions****7. Resolution No. 1595 – Approving a Personal Services Agreement with EcoNorthwest for Economic Opportunities and Urban Growth Boundary (UGB) Expansion Analysis – Josh Smith**

Mr. Smith presented the staff report explaining that the word efficiency should be sufficiency and that will be corrected.

There were discussions regarding going out for an RFP in the future even though it is a personal services agreement, the need to go this route to speed up the UGB process due to the PREP project and wanting to take the railroad into consideration during the analysis.

Mr. Smith added that this is just the analysis process and it would come back to Council for a public hearing.

**Councilor Merritt made a motion to approve Resolution No 1595. Motion seconded. No discussion on motion. Motion carried.**

**8. Resolution No. 1596 – Approving Amendment to Personal Services Agreement with TRM Energy Solutions – Caroline Ervin**

Caroline Ervin, Director of Strategy and Economic Development presented the staff report explaining that this is to amend the scope of work for TRM to add the operations plan and agreement to the scope. Mrs. Ervin went through everything that this resolution would accomplish and talked about the immense overall economic and environmental benefits PREP will provide.

There were no questions.

Council President Uffelman added that he anticipates this to be the biggest project the city has ever taken on.

**Councilor Sumner made a motion to approve Resolution No. 1596. Motion seconded. No discussion on motion. All in favor, motion carried.**

**Visitors, Appearances and Requests:**

Rick Steber came forward and handed out a folder to each of the Councilors that contained flyers for his business Makers Showroom and correspondence that highlighted his timeline of events regarding a claim he had against the city in 2020 that the insurance company denied twice.

There were no questions.

**Adjourn**

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

Meeting adjourned at 6:48 P.M.

**Motions and Outcomes:**

Motion:	Outcome	Beebe	Howard	Hutchison	Merritt	Smith	Summer	Uffelman
Consent Agenda as Presented	PASSED	-	Y	Y	-	-	Y	Y
Resolution No. 1595 – Approving a Personal Services Agreement with EcoNorthwest for Economic Opportunities and Urban Growth Boundary (UGB) Expansion Analysis	PASSED	-	Y	N	Y	-	Y	Y
Resolution No. 1596 – Approving Amendment to Personal Services Agreement with TRM Energy Solutions	PASSED	-	Y	Y	Y	-	Y	Y
Adjourn Meeting	PASSED	-	Y	Y	Y	-	Y	Y

Public Records Disclosure

Under the Oregon public records law, all meeting information, agenda packets, ordinances, resolutions, audio and meeting briefs are available at the following URL:  
<https://www.cityofprineville.com/meetings> .



# STAFF REPORT

---

**MEETING DATE:** 6/11/2024                      **PREPARED BY:** Casey Kaiser  
**SECTION:** Council Business                      **DEPARTMENT:** Public Works  
**CITY GOAL:** Quality Municipal Services & Programs  
**SUBJECT:** Intent to Award 2024 Street Rehabilitation Project

---

**REASON FOR CONSIDERATION:**

To award the contract for our 2024 annual streets improvement project. This year’s project is for the rehabilitation of approximately 361,080 square feet (sq. ft.) of city streets.

**BACKGROUND:**

The City of Prineville received proposals June 4, 2024 for the 2024 Street Rehabilitation Project that consists of rehabilitating approximately 361,080 sq. ft. of city streets. The following streets will receive a surface grind and asphalt inlay of 2” at curb line and 3” at centerline.

- Deer St from 3<sup>rd</sup> to SW 5<sup>th</sup> Place
- SW Ewen St. from 1<sup>st</sup> Place to 5<sup>th</sup> Place
- SW 1<sup>st</sup> Place from Deer to Ewen St
- SW 5<sup>th</sup> Place from Deer to Ewen St
- SW 4<sup>th</sup> St. from Deer to Main St
- SW Claypool from 2<sup>nd</sup> to 4<sup>th</sup>
- SW Beaver from 2<sup>nd</sup> to 4<sup>th</sup>
- SW 3<sup>rd</sup> from Deer to Claypool
- SW 2<sup>nd</sup> from Deer to Claypool
- SW 3<sup>rd</sup> from Claypool to Beaver
- SW 2<sup>nd</sup> from Claypool to Beaver
- NW Maple Ave from 3<sup>rd</sup> to 2<sup>nd</sup>
- NW Harwood from 3<sup>rd</sup> to 2<sup>nd</sup>
- W 1<sup>st</sup> St. from Deer to Main St

We had four responsive bidders on the project.

7 Peaks Paving	\$565,328.00
Bartlett Excavation	\$612,203.62
Owens Asphalt	\$618,968.06
Tri-County Paving	\$711,000.00

**FISCAL IMPACT:** This annual street improvement project was anticipated and budgeted for in the current City budget.

**RECOMMENDATION:** After reviewing the bid documents and bid bonds, staff recommends Council approve the Intent to Award for the 2024 Street rehabilitation Project to **7 Peaks Paving in the amount of \$565,328.00**



# STAFF REPORT

---

---

<b>MEETING DATE:</b>	6/11/2024	<b>PREPARED BY:</b>	Casey Kaiser
<b>SECTION:</b>	Council Business	<b>DEPARTMENT:</b>	Public Works
<b>CITY GOAL:</b>	Quality Municipal Services & Programs		
<b>SUBJECT:</b>	Intent to Award NE Combs Flat Road Extension/OID Ironhorse Piping Project		

---

---

## REASON FOR CONSIDERATION:

To award the contract for the construction of the Combs Flat to Peters Rd. Extension project and the OID Canal Piping project. The Combs Flat Rd. extension has been identified in the City's Transportation System Plans as a critically needed second route connecting the northern part of the City to the commercial center. Piping the currently open section of the OID canal through the City's Barnes Butte property has numerous benefits to the city including reducing costs of constructing the roadway, increasing efficiency of water delivery, and eliminating safety hazards.

## BACKGROUND:

The City of Prineville received Requests for Proposals May 30, 2024 that were reviewed and scored, the price proposal bid opening occurred June 6, 2024 the total accumulative scores are provided below:

There were three responsive bidders on the project.

Taylor Northwest	\$13,580,212.53
K&E Excavating	\$15,187,469.50
Marcum & Sons	\$16,963,174.50

**FISCAL IMPACT:** The project is being funded from several grant sources procured by both the City and OID.

## RECOMMENDATION:

After reviewing the bid documents and bid bonds, staff recommends Council approve the Intent to Award for the NE Combs Flat Road Extension/OID Ironhorse Piping Project to **Taylor Northwest** in the amount of **\$13,580,212.53**



## **City Manager Update to Council**

**June 11, 2024**

### **Public Safety / Dispatch**

The entry level interviews were held Friday, May 31<sup>st</sup> and three candidates were selected to move on to background. The background is completed and hiring of a new Evidence Tech is moving forward.

The last new patrol car has had all of the special equipment installed and is now on the road.

The annual chili feed cookoff competition will be held Wednesday, June 19<sup>th</sup> during the annual Stampede Street Party with all proceeds raised going to the Shop With a Cop program. The Rodeo operations plan is out and we will have the Sheriff's Mounted Patrol participating in the cattle drive and the rodeo along with OSP having a presence in town to assist.

Dispatch has two new candidates to consider and hopefully move through the process.

### **Public Works**

Progress is coming along nicely on the new sidewalk project on Peters Road between Mariposa and Yellowpine. There previously was not a sidewalk along this stretch.

The 30" waterline project is buttoning up and completion is expected the second week of June.

The Heliport Well upgrade project is wrapping up and will significantly increase capacity of this well which is our ASR injection and recovery well. The increased capacity of this well will strengthen our ability to meet our peak summertime demands.

### **Railroad**

The railroad has cement cars coming for reload. The cement is a new commodity for the Rail Road. Also, the Railroad has another new commodity with their first barley car for the brewers in Central Oregon. Facebook is currently working on replacing roofs and has had 400,000 sq. ft. of roofing material being reloaded at the Freight Depot driving a steady parade of semi's.

### **Meadow Lakes Golf**

Meadow Lakes finished May strong and remains busy as it kicks off June. Seasonal employees are on board for the season and doing good. Ron's Comfort Food is also staying very busy with all the activity at the golf course.

**Airport – No Update**

## **Planning**

The multi-family housing project across from Ray's is moving right along and a project is in the works on an industrial lot that just sold.

Josh attended the Crook County High School graduation ceremony along with Kevin Isley from Anderson Perry to present a scholarship to Madison Fall. The scholarship was provided by Anderson Perry on behalf of the city.

## **Human Resources**

As you can imagine Karee has been very busy with details for the police chief candidate interviews as well as recruitment for other positions from PD, Meadow Lakes & Dispatch.

## **Information Technology**

IT will be opening a recruitment for an IT Tech person in the upcoming weeks.

IT has been busy rolling out projects such as radio programming, camera refresh and the new Justice Center technology installs.

## **Finance**

Auditors will be on site June 10, 11<sup>th</sup> and possibly 12<sup>th</sup> for the mid-year audit process.

## **City Recorder/Risk Management**

Filing for the upcoming November 5th election opened on June 5<sup>th</sup> and will continue through August 27<sup>th</sup>.

**City Legal** – No Update

## **EDCO**

Kelsey has been working with an AI center that is showing interest to develop in Prineville.

A couple of leads also came in from Business Oregon for a data center and a distribution center that would also utilize rail.

EDCO opened recruitment to fill the Jefferson County EDCO position on June 4<sup>th</sup> and hopes to have someone on board by August.

## **Public Relations**

The social media content for June is ready to roll out through the month and will highlight all the events that come to life in our community during the summer, water conservation, and fireworks safety.

## **Mayor/Council**

The workshop that was scheduled for June 11<sup>th</sup> is being rescheduled to before the July 23<sup>rd</sup> meeting due to June being a very busy month for most of Council.

**Other**

Caroline has been busy working many different grant opportunities for a couple of different departments. Keeping our fingers crossed that some and preferably all of them come through.

ORDINANCE NO. 1291

**AN ORDINANCE AMENDING THE CITY OF PRINEVILLE ZONING MAP AND COMPREHENSIVE PLAN MAP, TO RECONCILE DISCREPANCIES BETWEEN THE TWO MAPS & EXISTING LAND USE**

**WHEREAS**, the City of Prineville desires to reconcile discrepancies between its Zoning map, Comprehensive Plan map and existing land use; and

**WHEREAS**, Prineville Code establishes the policy and procedure allowing the Planning Commission to initiate amendments to the zoning and Comprehensive Plan Maps; and

**WHEREAS**, all required notice was provided in accordance with state law and city ordinance, including notice to the State Department of Land Conservation and Development, newspaper notice and notice to neighboring property owners; and

**WHEREAS**, the City Planning Commission reviewed the proposal on January 30<sup>th</sup>, 2024 with a final review on March 19<sup>th</sup> 2024 and a noticed public workshop on April 16<sup>th</sup>, 2024 in order to solicit comments from property owners; and

**WHEREAS**, the City Planning Commission held a public hearing on May 21<sup>st</sup>, 2024 in order to solicit comments from property owners, neighbors and other members of the community; and

**WHEREAS**, after hearing no citizen opposition at the hearing and considering the staff report and all items in the record of planning application AM-2024-102, the Planning Commission voted unanimously to recommend the City Council approve the proposed amendments; and

**WHEREAS**, the City Council reviewed the Planning Commission's recommendation on May 28<sup>th</sup>, 2024 and accepted their recommendation.

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

1. The City zoning map and Comprehensive Plan map shall be amended as shown on Exhibit A, B, C & D and described in the Planning Commission's Recommendation on Exhibit E.

Presented for the first time at a regular meeting of the City Council held on June 11, 2024, and the City Council finally enacted the foregoing ordinance this \_\_\_\_ day of June, 25 2024.

---

Jason Beebe  
Mayor

ATTEST:

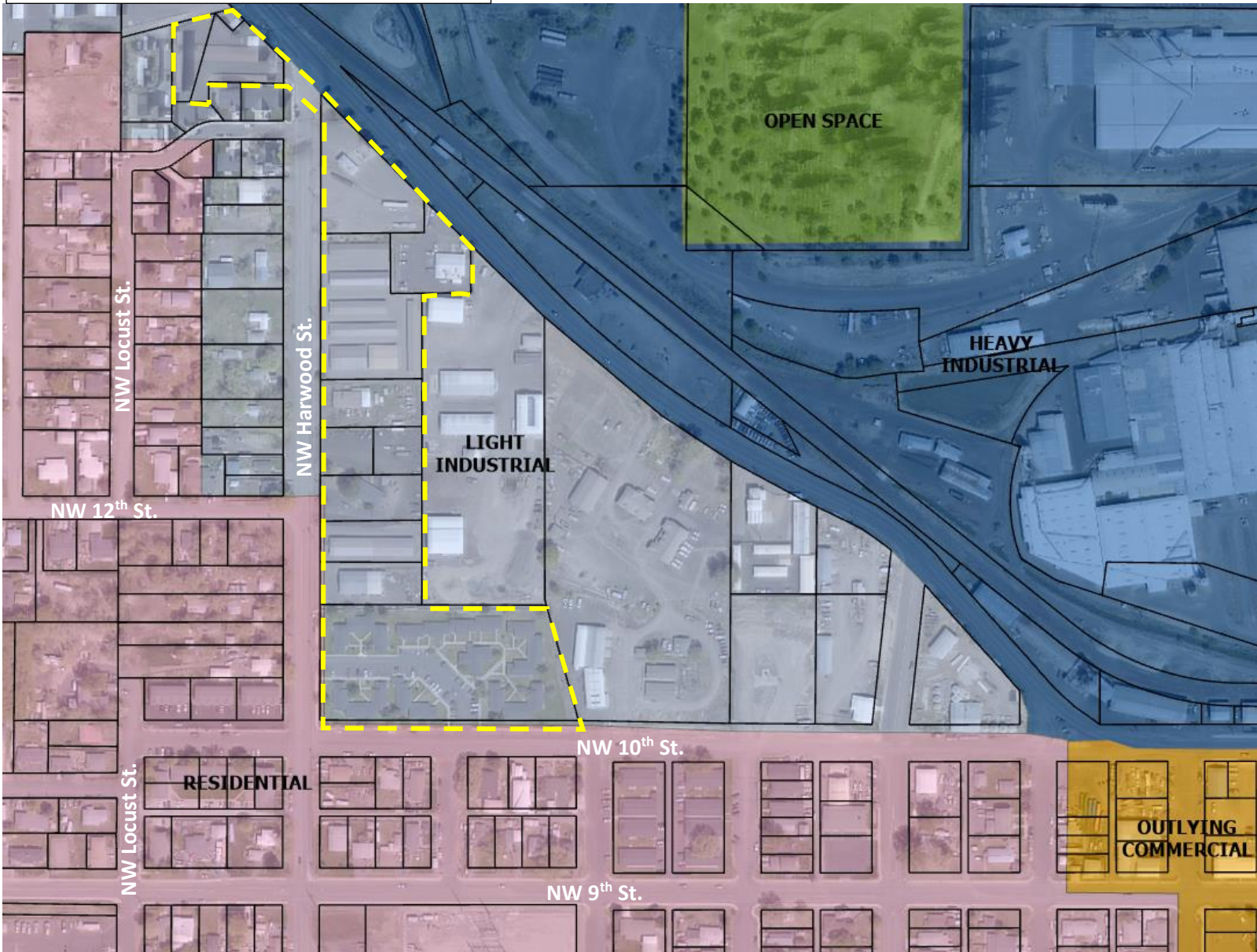
---

Lisa Morgan, City Recorder

Map & Tax lots: 141631DB00200, 300, 305 – 308, 310, 311, 401 & 402  
141631A001100 & 1300

**Comprehensive Plan Designation:** Light Industrial change to Outlying Commercial

Comprehensive Plan Map **prior** to Amendment

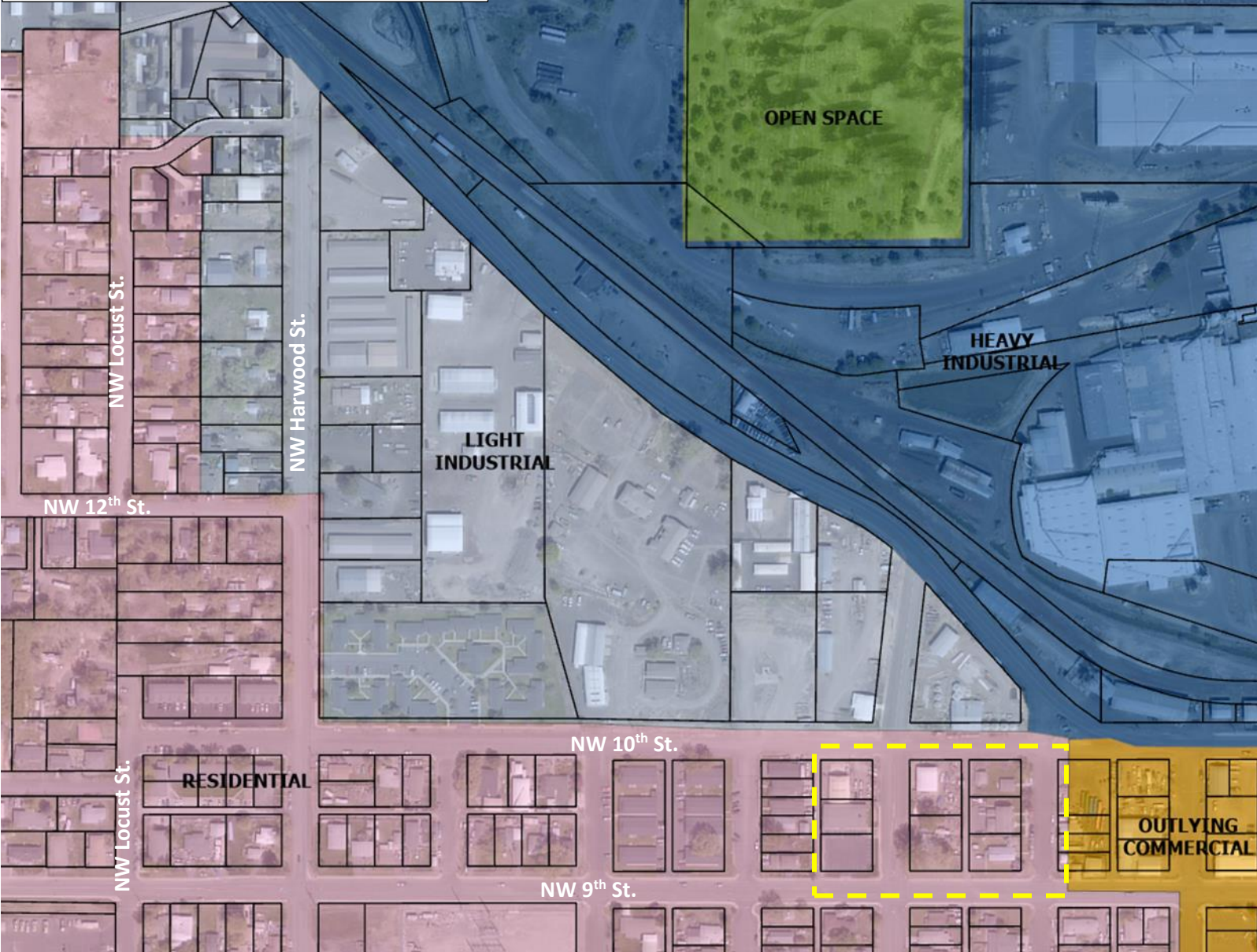




Map & Tax lots: 141631DD06200 – 6400, 800, 900, 901, 1000 & 1100

**Comprehensive Plan Designation:** Residential *change to* Outlying Commercial

Comprehensive Plan Map **prior** to Amendment

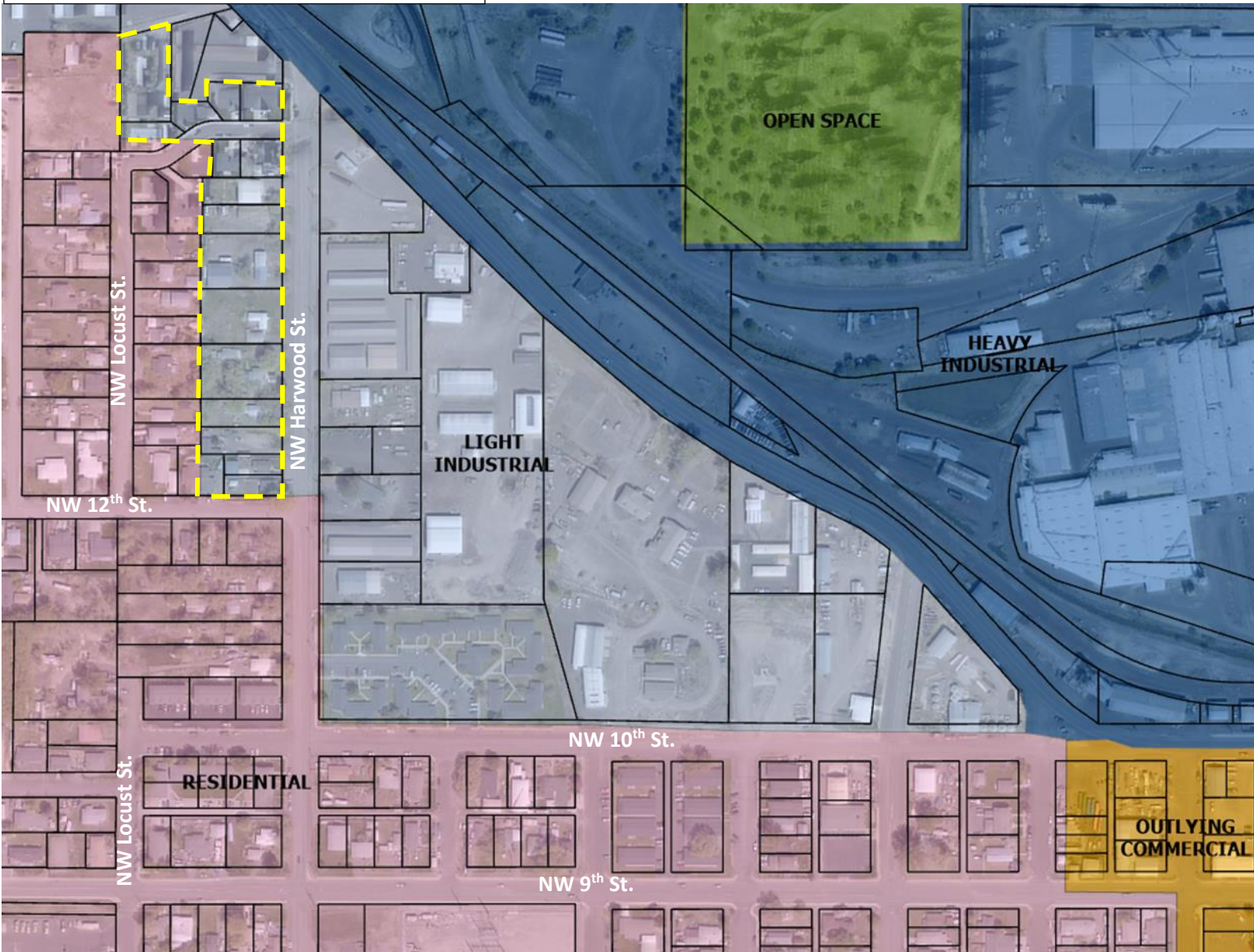




Map & Tax lots: 141631DB00900, 901, 1000, 1100, 1200, 1300, 1401, 1500, 1600 & 2301  
141631A001000, 1500 – 1504 & 1506

**Comprehensive Plan Designation:** Light Industrial *change to* Residential

Comprehensive Plan Map **prior** to Amendment

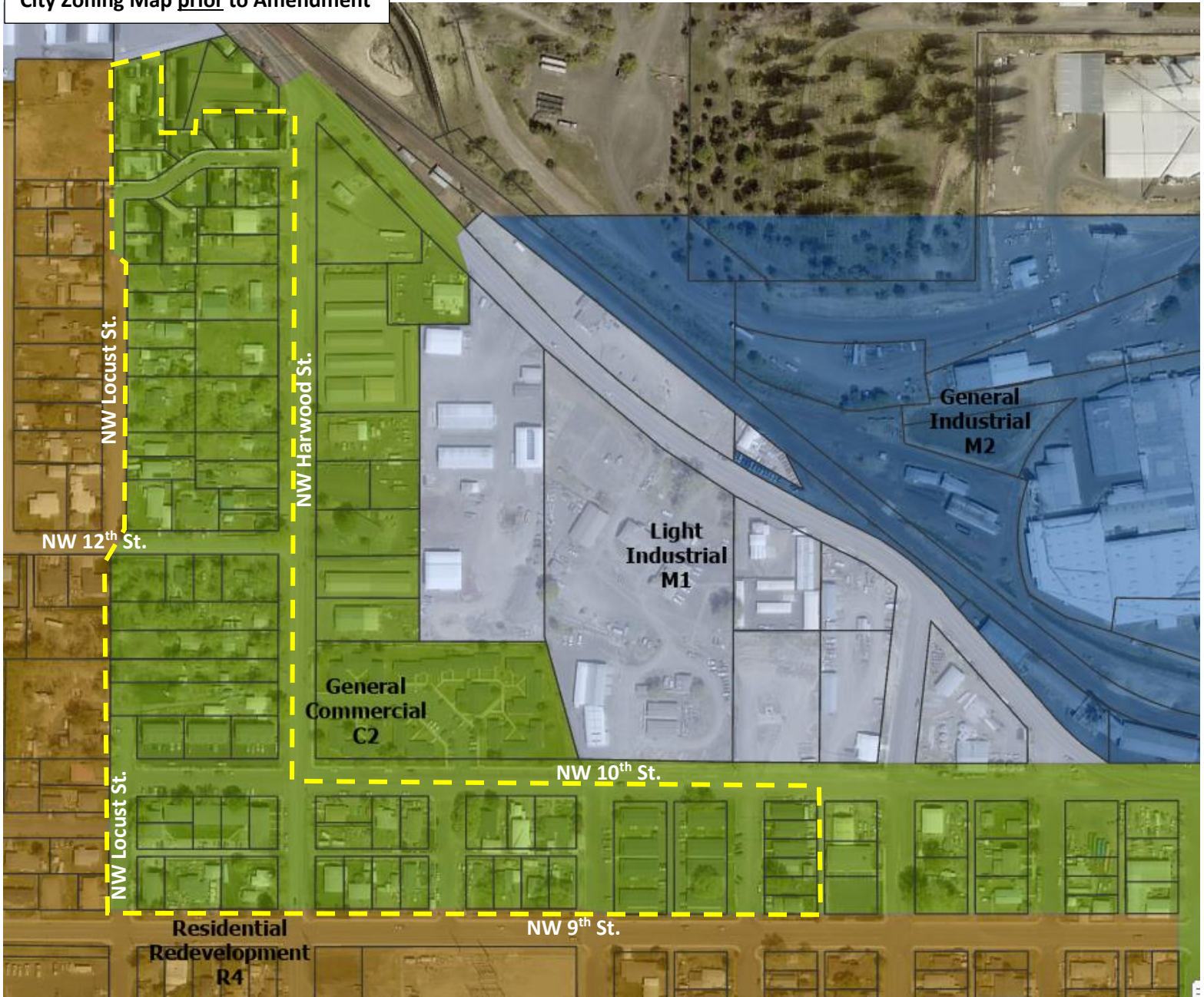




Map# & Tax lots: 141631DB00800 – 802, 900, 901, 1000 - 1300, 1401, 1500, 1600, 2301, 2500, 2501 & 2600 – 3100  
141631A001000, 1500 – 1504 & 1506  
141631DC00100, 200, 2900, 2901, 3200 – 5300  
141631DD06500 - 6900

**Zoning Map: General Commercial (C2) *change to* Residential Redevelopment (R4)**

City Zoning Map prior to Amendment







**City of Prineville**  
**DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT**  
**PLANNING COMMISSION RECOMMENDATION**

<b>File No.:</b>	AM-2024-102
<b>Applicant:</b>	City of Prineville
<b>Notice to DLCD:</b>	4/23/2024
<b>PC Review:</b>	Initial review 1/30/2024, Final review 3/19/2024
<b>PC Public Workshop:</b>	4/16/2024
<b>Public Notice:</b>	Newspaper Notice – 5/7/2024 Mailed Notice – 4/25/2024
<b>Public Hearing:</b>	Planning Commission – 5/21/2024
<b>Staff:</b>	Joshua Smith, Planning Director
<b>Proposal:</b>	Legislative Amendments to amend the City’s Comprehensive Plan Map and Zoning Map. The primary purpose of these amendments is to reconcile discrepancies between the Comprehensive Plan Map designations, the Zoning Map and existing uses of multiple properties within City limits.
<b>Applicable Criteria:</b>	ORS – 227 & 197, OAR – 660-015 (Goal 2 & 10), City Comprehensive Plan, Land use Code Chapter 153 sections 153.230 – 153.236 & 153.252, 153.256.030

**Background:**

City zoning works on a two-map system, the Comprehensive Plan Map (Comp Plan) and a Zone Map. The Comprehensive Plan Map provides basic zone designations (base zone) of residential, commercial, industrial and open space. The zoning map refines these designations into multiple zones within each designation. In 2007 the City adopted its first Comprehensive plan and map, separating itself from the County. At that time an existing County map from 1984 was used as the base map for the plan, with the zoning map at the time filling in the rest of the Urban Growth Boundary. This created discrepancies where not all zones align with their Comprehensive Plan designations. This was a known issue. At the time a zone error map was also created to identify zones that may need to change. The intent was to amend these errors as they became necessary or appropriate. Many of the areas have already been amended. This proposal focuses on an area with conflicting designations and zones where the current residential and commercial uses of the properties are clear.

**Findings:**

The following addresses goal 10 and describes each exhibit and the reason for the change.

**Statewide Planning Goal 10, *To provide for the housing needs of citizens of the state.*** These proposed changes will have a positive impact on the housing capacity of the City. The purpose of these changes is to reconcile discrepancies between the comprehensive plan designation, zoning and existing uses. These discrepancies have created problems with lending, primarily for residential uses. The amendments will have little effect on the City’s Housing needs analysis. The changes are on properties with existing residential or commercial developments. The amendment on Exhibit C, will allow additional residential development where the current designation prohibits it.

AM-2024-102

Amending Zoning and Comp Plan maps

**Exhibit A** – The properties outlined in yellow on this exhibit, are currently designated as “Light Industrial” on the Comprehensive Plan Map. The area is currently zoned Commercial (C2) and is almost entirely developed as commercial with a multi-family development on the south end. The Comprehensive Plan designation, is proposed to change from “Light Industrial” to “Outlying Commercial”. This change in designation aligns with the current Commercial (C2) zoning. The current zoning of this area is not proposed to change. Changing the designation will help maintain a commercial zoning buffer between the light industrial zoning to the east and proposed residential zoning to the west as shown on Exhibit D.

**Exhibit B** – The properties outlined in yellow on this exhibit, are currently designated “Residential” on the Comprehensive Plan Map. The area is currently zoned Commercial (C2) with half of the area consisting of commercial uses. At the workshop on April 16<sup>th</sup>, it was requested that this area remain commercially zoned. The Planning Commission acknowledged this request as a natural extension of the commercial zoning to the east. The Comprehensive plan designation, is proposed to change from “Residential” to “Outlying Commercial”. This change in designation aligns with the current Commercial (C2) zoning. The current zoning of this area is not proposed to change.

**Exhibit C** – The properties outlined in yellow on this exhibit, are currently designated “Light Industrial” on the Comprehensive Plan Map. The area is entirely residential and currently zoned Commercial (C2). The Comprehensive plan designation, is proposed to change from “Light Industrial” to “Residential”. The Zoning is proposed to change from “Commercial (C2)” to “Residential (R4)” as shown on Exhibit D.

**Exhibit D** – The properties outlined in yellow on this exhibit, are currently zoned “Commercial (C2)”, but are entirely developed as residential. The Comprehensive Plan designation, is proposed to change as described in Exhibit C. The Zoning is proposed to change from “Commercial (C2)” to “Residential (R4)”, to align with the current and proposed Comprehensive Plan designation and current residential uses.

**Planning Commission Conclusions and Recommendation:**

Based on the findings stated above, the Planning Commission finds these changes to be necessary to preserve the integrity of our zoning maps and to prevent any unnecessary hardships for property owners. The Planning Commission recommends adoption of these zone changes as presented.

**EXHIBITS**

Exhibit A, B, C & D showing existing plan designations and zoning and stating the proposed change.

Marty Bailey:

  
Planning Commission Chair

Date:

5-21-24