



**Location:** City Hall – Council Chambers  
**Date:** December 09, 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/85961016133>

### Call to Order

### Flag Salute

### Additions to Agenda

### Consent Agenda

- [1.](#) Special Meeting Brief 11-18-2025
- [2.](#) Recommendation to Reappoint Planning Commissioners
- [3.](#) Creekside Beer Garden Liquor License Application

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

### Council Presentations

4. Amplified Life - Presentation of Study of City Needs, Community Perceptions, Future Planning & Leadership - Carmen Ohling

### Council Business

- [5.](#) Intent to Award design services contract for Water & Wastewater Infrastructure Expansion project - Casey Kaiser

### Staff Reports and Requests

- [6.](#) City Manager's Report - Steve Forrester
7. State & Regional Economic Environment Update - Steve Forrester

### Council Reports

### Ordinances

### Resolutions

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

8. Executive Session Pursuant to ORS 192.660 (2)(e) - To conduct deliberations with persons that have been designated to negotiate real property transactions, and ORS 192.660 (2)(i) & ORS 192.660 (8) - To evaluate the performance of an officer, employee, or staff member.



## Adjourn

***Agenda items may be added or removed as necessary after publication deadline***

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

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

**City Council Meeting Brief**  
**November 18, 2025**

**Council Members Present:**

Jason Beebe  
Scott Smith  
Marv Sumner  
Steve Uffelman

Janet Hutchison  
Jerry Brummer  
Shane Howard

**Council Members Absent**

None.

**Additions to the Agenda**

Add Item 7a – Under Council Business – Consideration of Cancelling December 23<sup>rd</sup> Council Meeting.

**Consent Agenda**

1. Regular Meeting Brief 10-28-2025
2. Special Council Meeting Brief 11-4-2025
3. Best Care Final Findings
4. Wild Rooster Bar & Grill Liquor License
5. McCall Crossing Liquor License

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

**Visitors, Appearances, and Requests**

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

**Council Presentations**

None.

**Council Business:****6. Consideration of Council Contribution for St. Vincent de Paul – Sponsor Mayor Beebe**

Rita McLean Malone, St. Vincent de Paul President, provided background information on the services St. Vincent de Paul provides. She explained that they have seen an increase in visitors, how often they have had to move in the past, and provided statistics for the annual people served.

Councilor Sumner said he appreciates the work that they do and asked if the funds would be used for food and assistance or operations.

Ms. Malone stated that the funds would be used for food and assistance.

Mayor Beebe explained that he wanted to sponsor and reached out to Steve Forrester, City Manager, to see what the city could do to help. This is for people in our community who need food due to the failure of our Federal government.

Lori Hooper Antram, Finance Director, talked about St. Vincent de Paul receiving money from the city in the past for utility assistance. This is the first time they have requested funds for food. Mrs. Hooper Antram explained that the Council could make a contribution from the general fund for \$20,000 without draining the Council Contribution account.

Councilor Hutchison talked about food insecurities and feels it is best to consider Lori's recommendation.

There were no more questions.

**Councilor Hutchison made a motion to approve funding of \$20,000 to St. Vincent de Paul from the general fund. Motion seconded. No discussion on the motion. All in favor, motion carried.**

**7. Intent to Award the Purchase of Meadow Lakes Carpet Replacement – Zach Lampert**

Zach Lampert, Golf Pro, presented the staff report, explaining that the carpet at the clubhouse is in pretty bad shape. This is the same type of carpet installed at City Hall and the Police Department. The carpet is in tiles, so if one gets damaged, it can be pulled up and replaced more easily than rolled carpet.

There were discussions regarding golf shoes, tiled carpet, and longevity. Meadow Lakes piggybacked on a contract that Eugene has to save city administration time. The replacement timing will be during the golf course's slow time and will be a phased approach to reduce impact.

**Councilor Sumner made a motion to approve the intent to award the purchase of the carpet replacement to Rubenstein's Contract Carpet in the amount of \$82,155. Motion seconded. No discussion on the motion. All in favor, motion carried.**

**7a. Consideration of Cancelling December 23, 2025 Council Meeting**

Jered Reid, City Attorney, explained that we typically cancel the second meeting in December, but could certainly hold a special meeting if any business comes up.

There were no questions.

**Councilor Hutchison made a motion to cancel the December 23, 2025 Council meeting. Motion seconded. No discussion on the motion. All in favor, motion carried.**

**Staff Reports and Requests:**

**8. City Manager's Report – Casey Kaiser**

Casey Kaiser, Assistant City Manager / Public Works Director, went through the Manager's report highlighting activities in each department.

The Council thanked Lori Hooper Antram on the budget award.

There were no questions.

**Council Reports**

Councilor Uffelman said that he attended the Community Renewable Energy Association (CREA) meeting and was elected to the board for another 3 years.

Councilor Uffelman talked about discussions that CREA had regarding additional demands for power from PP & L, and we can anticipate that there are going to be brownouts in the future. There is not enough power to meet all of the requests, and we can expect a 60% increase in the next ten years. We need to continue to determine how we can best position Prineville moving forward to minimize the effect on Prineville.

**Staff Reports and Requests (continued):**

**9. Quarterly Financial Report – Lori Hooper Antram**

Mrs. Hooper Antram explained that this was a fun report to make with all of the ribbon cuttings, the new Verticart at Meadow Lakes, the Humane Society grand opening, and the Combs Flat Road expansion project.

Mrs. Hooper Antram continued with her PowerPoint presentation that went through each of the funds, fund balance trends, property taxes, franchise fees, and transient lodging tax.

Mrs. Hooper Antram concluded her report with the annual audit update, stating that it is going really well and should be completed on time.

There were discussions regarding Meadow Lakes' trends.

Councilor Uffelman added to his Council Report that a Lake County Commissioner attended the CREA meeting, who lost power to his home, and when he called the power company was told to purchase a generator.

Councilor Sumner said they are trying to put in this new power line in which is coming in from a coal power plant in Utah.

**Ordinances:**

None.

**Resolutions:**

None.

**Visitors, Appearances, and Requests:**

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

**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 6:49 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	Y
Motion to approve funding of \$20,000 to St. Vincent de Paul from the general fund	PASSED	Y	Y	Y	Y	Y	Y	Y
Motion to cancel the December 23, 2025, Council meeting	PASSED	Y	Y	Y	Y	Y	Y	Y
Adjourn Meeting	PASSED	Y	Y	Y	Y	Y	Y	Y

**Public Records Disclosure**

Under the Oregon public records law, all meeting information, agenda packets, ordinances, resolutions, audio, and meeting briefs are available at the following URL:

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



## STAFF REPORT

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**MEETING DATE:** 12/9/2025

**PREPARED BY:** Joshua Smith

**SECTION:** Consent

**DEPARTMENT:** Planning

**CITY GOAL(S):** Position the City for the Future, Provide Quality Municipal Services

**SUBJECT:** Recommendation to Reappoint Planning Commissioners

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**REASON FOR CONSIDERATION:** The terms of three (3) of our current Planning Commissioners; Erika Montgomery, Brian Samp and Joe Becker, will expire on December 31, 2025. All three Commissioners have expressed the desire to continue their service on the Commission. There have been no objections to their service among the public, staff or the other serving Planning Commissioners.

**BACKGROUND:** The City has seven (7) Planning Commissioners that serve 4-year terms. These terms are staggered so not all terms end in a single year. The historical purpose of the term limits is to provide a natural break in service to where an individual can step down, or to allow the City Council to appoint someone else for various reasons. Typically, a Commissioner in good standing that is willing to continue service has always been re-appointed. This maintains good continuity among the Commission, retains institutional knowledge and doesn't drain the pool of applicants.

**FISCAL IMPACT:** Re-appointment saves staff time in searching for new members when a valuable candidate is already serving. Positions generally open up naturally every few years.

**RECOMMENDATION:** City Staff supports the re-appointment of all three (3) Commissioners, as they add valuable perspective to the Commission and are reliable contributors to this body. The Planning Director formally recommends the City Council reappoint Erika Montgomery, Brian Samp and Joe Becker to four-year terms as Planning Commissioners, which will expire on December 31, 2029.

**Local Government Recommendation – Liquor License****Section 1 – Submission - To be completed by Applicant:****License Information**

Legal Entity/Individual Applicant Name(s): Creekside Beer Garden LLC

Proposed Trade Name: Creekside Beer Garden

Premises Address: 1245 NE 3rd St

Ste:

City: Prineville

County: Crook

Zip: 97754

Application Type: ☒ New License Application ☐ Change of Ownership ☐ Change of Location

License Type: Limited On-Premises Sales

☐ Additional Location for an Existing License**Application Contact Information**

Contact Name: Mesa Davis

Phone: [REDACTED]

Mailing Address: [REDACTED]

City: Prineville

State: OR

Zip: 97754

Email Address: Creeksidebeerllc@gmail.com

**Business Details**

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

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

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

- ☐ Indoor Consumption ☒ Outdoor Consumption
- ☒ Malt Beverage/Wine/Cider Consumption ☐ Distilled Spirits 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): Creekside Beer Garden LLC

Proposed Trade Name: Creekside Beer Garden

After completing section 1, please submit your application to the local government for recommendation

### 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: Prineville

Optional Date Received Stamp

Date Application Received: 11/20/25

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 [OAR 845-005-0308](#))
- ☐ No Recommendation/Neutral

Name of Reviewing Official:

Title:

Date:

Signature:

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



# STAFF REPORT

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<b>MEETING DATE:</b>	12/9/2025	<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 design services contract for Water & Wastewater Infrastructure Expansion project		

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## REASON FOR CONSIDERATION:

Council identified providing reliable and safe City water and wastewater service to the currently unconnected residences within the City Limits and Urban Growth Boundary as a priority. The proposed design contract is the first step in developing the infrastructure to provide water and wastewater service to these residences. This project is in the adopted Water System Master Plan and adopted Wastewater Facilities Plan.

## BACKGROUND:

There are approximately 330 homes within the City limits, and an additional 250 within the urban growth boundary that are not currently connected to City water and/or wastewater services. These areas are densely populated with a large concentration of smaller lots. In many cases these homes are served by shallow wells and aging septic systems that have limited options for repair and/or replacement. Ultimately the benefits of this project include providing safe, reliable drinking water and wastewater disposal services for the homes in the targeted areas.

Recently the City was successful in securing Congressionally Directed Spending funds to design the water and wastewater infrastructure to provide services to the unconnected residences. With project funding secured, staff put out an RFP (Request for Proposals) to select a contractor to provide the design services.

There were 4 firms that submitted qualifying proposals. Three reviewers scored all 4 proposals based on predetermined criteria. The 4 companies who submitted qualifying proposals are listed below.

Anderson Perry & Associates, Inc.  
Parametrix  
AKS Engineering & Forestry  
Keller Associates

The proposal from Anderson Perry & Associates received the highest score.

**FISCAL IMPACT:**

The contract amount is \$900,000.00 and is being funded by Congressionally Directed Spending dollars administered through the EPA to support water and wastewater projects.

**RECOMMENDATION:**

City staff recommends Council approve the intent to award authorizing the design contract with Anderson Perry & Associates for the design of the Water and Wastewater Infrastructure Expansion project.

**ATTACHMENT(S):**

City of Prineville Utility Extension Project Overview



# City of Prineville Utility Extension

Addressing Human Health & Safety Concerns in a Rural, Underserved Community

## Description:

This project will extend water and wastewater services to underserved areas inside and within close proximity to city limits. There is an immediate need for these services due to human health and safety concerns resulting from shallow wells and their close proximity to septic systems, particularly as aging septic systems fail. Additionally, these wells are often lacking necessary grade and/or a sanitary seal to protect from contamination. The small lot sizes in the area and high concentration of homes does not allow for new septic systems to be safely installed while meeting the well and septic setback requirement. These issues have already resulted in the condemnation of some homes in the area and will be exacerbated as further septic systems fail.

Recognizing the human health and safety concerns resulting from these issues, it is critical that the City of Prineville move quickly to provide an opportunity for all residents to have access to basic water/wastewater services to ensure safe drinking water and sanitary wastewater disposal. It is the mission of the City of Prineville “to improve our quality of life through... investment in essential infrastructure... while staying within the constraints of fiscally responsible government.” This project embodies and helps achieve that mission.

## Number of Homes Needing Connection:

Water	
Inside City Limits	330
Outside City Limits	250
Total	580

Wastewater	
Inside City Limits	210
Outside City Limits	250
Total	460

## Benefits:

- Safe drinking water
- Sanitary wastewater disposal
- Eliminate additional condemnations
- Eliminate groundwater contamination due to failing/failed septic systems

## Readiness:

This project is in the adopted Water System Master Plan and adopted Wastewater Facilities Plan. Work has been done to identify all areas in need of city services now or in the near future and the costs for these services inside and outside of city limits have been determined (cost figures are as of March 2022).

## Cost:

Total cost water:	\$27,627,850
Total cost wastewater:	<u>\$26,018,950</u>
<b>Total for both areas:</b>	<b>\$53,062,700</b>

## **City Manager Update to Council**

**December 9, 2025**

### **Public Safety / Dispatch**

The Christmas parade was a success and had city, county, and state officers on hand to assist. We have a new officer starting in a couple of weeks and is slated to attend the academy in January. Interim Chief Wilson applied for a grant that, if successful, would provide PD with drug-detecting equipment that can identify what type of drugs they are dealing with, so that officers don't have to handle the drugs to identify them.

PD is wrapping up annual DPSST training requirements, which have been met or exceeded.

PD is busy actively working drug cases, which ultimately lead to most other crimes.

Dispatch conducted interviews with five call-taker applicants last week, with hopes to have someone on board by the end of February.

### **Public Works**

Jason Wood, who has been managing the water treatment plant and Barnes Butte Recreation Area has accepted a position with the City of La Pine as their Public Works Director. We wish him well on his new journey.

The Public Works team is ready to respond to any winter events.

The winter aquifer injection process is running smoothly now. Work on the second injection well continues, and we just recently had the pump installed. The next phase is to put in the pad and well house.

### **Railroad**

Barley activity will be slowing down somewhat for the next couple of months due to a decline in beer sales. Other activities can help fill the gaps.

### **Meadow Lakes Golf**

November was a good month, revenue-wise for Meadow Lakes with the warmer weather. 2026 golf certificates are now on sale. The golf shop will have it's annual holiday sale on December 13<sup>th</sup>.

### **Airport**

The T-hangar project that can house 10 airplanes is completed with one tenant in already. Erickson Air Crane was sold to another company and now does its training operations in Texas. There is a similar company that could be interested in utilizing the training pad.

### **Planning**

The Planning Commission will be considering a zone change this month so Grocery Bandit can do an expansion. Next year, Planning is expecting several code updates and will be doing a housing analysis.

The old Horseshoe Tavern will become Cadillac and is undergoing renovations that will also include a food truck area.

### **Human Resources**

Karee remains busy with recruitment efforts across various departments for vacancies and retirements.

**Information Technology – No Update**

**Finance**

The utility payment process is coming in-house. This will speed up the payment process not using lockbox.

Lori is currently reviewing the numbers provided by the auditors and so far is looking pretty solid.

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

**City Legal – No Update**

**EDCO – No Update**

**Public Relations**

The city has launched Instagram to add to its existing social media platforms. On Facebook, followers have increased 1.2% in the last month, which is more than our population. Views on our Facebook posts are up by 17.4%.

**Mayor/Council**

**Economic Development and Strategic**

The Railroad Crisi grant has been obligated and we hope to have the funds by the end of the year.

**Other**

The Fire Department concluded its Fire Prevention month in October, and it was a success working with Crook County students of all ages.