



Location: City Hall – Council Chambers
Date: September 24, 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 9-10-2024
- [2.](#) Annual Liquor License Renewals

Visitors, Appearances and Requests

Council Presentations

Council Business

3. High Desert Christian Academy / BTI Presentation - Maggie Hale (Principal) & Doug Dalton (Baker Institute)
- [4.](#) League of Oregon Cities (LOC) 2025 Legislative Priorities - Mayor Beebe

Staff Reports and Requests

5. FEMA Pre-Implementation Discussion - Josh Smith / Jered Reid
6. Barnes Butte Update - Casey Kaiser

Council Reports

Ordinances

- [7.](#) Ordinance No. 1296 - Amending Chapter 73 of the Prineville Municipal Code (**FIRST PRESENTATION**) - Jered Reid

Resolutions

- [8.](#) Resolution No. 1604 - Approving Appropriation Adjusts to the BN 23-25 Budget for the First Quarter of the Second Fiscal Year - Lori Hooper Antram
- [9.](#) Resolution No. 1605 - Adopting a Supplemental Budget & Making Budget Appropriations for BN2023-2025 (**PUBLIC HEARING**) - Lori Hooper Antram



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
September 10, 2024

Council Members Present:

Gail Merritt
Shane Howard
Steve Uffelmann

Scott Smith
Janet Hutchison
Marv Sumner

Council Members Absent

Jason Beebe

Additions to the Agenda

None.

Consent Agenda

1. Regular Meeting Brief 8-27-2024
2. Coral Tap Room Change in Ownership Liquor Application
3. Annual Liquor License Renewals

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

Visitors, Appearances and Requests

No one came forward.

Council Presentations

None.

Council Business

4. **Reading of a Proclamation – Constitution Week** – Sponsor Mayor Beebe

Councilor Merritt read the proclamation into the record.

5. Intent to Award 2024 Madras Highway Sewer & Water Extension Project – Casey Kaiser

Casey Kaiser, Public Works Director/Asst. City Manager presented the staff report, noting that this is one of four infrastructure projects identified to be completed with funds received from SB 1530.

There were discussion regarding the city using McKernan before on other projects and they were completed on time and on budget.

Councilor Sumner made a motion to approve the intent to award to McKernan in the amount of \$277,252.00. Motion seconded. No discussion on motion. All in favor, motion carried.

Staff Reports and Requests:

6. City Manager's Report– Steve Forrester

Steve Forrester, City Manager asked Matt Weiderholt, Railroad Manager to provide an update on the Railroad.

Mr. Weiderholt went through a power point presentation that illustrated the recent damage caused to the railroad bridge over Madras Highway. A semitruck and trailer carrying a piece of equipment that was to be used on fighting the wildfires hit the bridge causing damage to one of the support columns.

Mr. Weiderholt has been working with an engineer and increasing weight of loads every day, noting how the bridge did and reporting that information back to the engineer.

There were discussions regarding possibility of a redesign of the height of the bridge and correcting blind spots, lighting the bridge and starting to work with ODOT again regarding these improvements.

We should be able to go through a regular bid process depending on what the final extent of damage is.

Mr. Weiderholt continued his report on railroad business and having three new barley businesses.

He is working with the school district that involves multiple classes for graphic design, manufacturing and mechanics for the new locomotive design. The new locomotive should be in operation starting next week.

Zach Lampert provided a Meadow Lakes update reporting that the PGA Jr. Championship went well and he went through a power point presentation with pictures of the event.

Mr. Lampert said there were 16 teams from the Northwest participating. Tony Finau, PGA Tour player had a son in the championship who was with the Utah group. Mr. Finau took time to sign about 200 autographs while on site.

Mr. Forrester continued with his manager’s report going through each of the other departments.

Councilor Hutchison asked if there were times that the fire fighting planes couldn’t fly because of the smoke or even find the airport to return because of visibility. Mr. Forrester said there were times that was the case.

There were no other questions.

Council Reports

There were no Council reports.

Ordinances:

None.

Resolutions:

7. Resolution No. 1603 – Authorizing a Sublease Agreement – James Wilson

James Wilson, Public Safety IT Manager provided a verbal staff report explaining that this is a sublease to co-locate communications equipment in the Juniper Canyon region to improve emergency communications availability in that area.

There were no questions.

Councilor Howard made a motion to approve Resolution No. 1603. Motion seconded. No discussion on motion. All in favor, motion carried.

Visitors, Appearances and Requests:

No one came forward.

Adjourn

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

Meeting adjourned at 6:39 P.M.

Motions and Outcomes:

Motion:	Outcome	Beebe	Howard	Hutchison	Merritt	Smith	Sumner	Uffelman
Consent Agenda as Presented	PASSED	-	Y	Y	Y	Y	Y	Y
Intent to Award 2024 Madras Highway Sewer & Water Extension to McKernan in the Amount of \$ 277,252.00	PASSED	-	Y	Y	Y	Y	Y	Y
Resolution No. 1603 – Authorizing a Sublease Agreement	PASSED	-	Y	Y	Y	Y	Y	Y
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> .

Annual Liquor License Renewals

9-24-2024

Abby's Pizza

Ray's

Prineville Elk's

Cross Street Station

Prineville Quick Stop



STAFF REPORT

MEETING DATE: 9/24/2024

PREPARED BY: Lisa Morgan

SECTION: Council Business

DEPARTMENT: Administration

CITY GOAL: Provide Quality Municipal Service & Programs, Transparency & Effective Communication, Position the City for the Future

SUBJECT: League of Oregon Cities (LOC) 2025 Legislative Priorities

REASON FOR CONSIDERATION:

To take the opportunity for Prineville's legislative priorities to be considered with other cities in the state.

BACKGROUND:

Every legislative session the LOC committees take a look at possible upcoming legislative priorities to track and take action on. Each year the various LOC committees identify these priorities lists, provide background information on and ask each Oregon city to submit their legislative priorities to LOC. The City of Prineville's priorities are combined with the other Oregon cities. The top five priorities of all cities combined will become LOC's priorities for the next session.

LOC's 2024 LOC Member Voter Guide was distributed to City Council and department heads to review and submit their top five priorities to administration. They were compiled, and the top four priorities were identified for the city, with a tie resulting for the fifth top priority.

We ask that Council look at the two that tied for fifth place and make a decision for the fifth priority. Additional information to consider is: the shift from a gas tax to a road user fee had a vote cast as a priority because they were opposed to the gas tax to road user fee, while LOC supports the shift to a user fee.

FISCAL IMPACT:

None.

RECOMMENDATION:

The results of Prineville’s priorities are listed below. Any results under a score of three are not included.

1. Infrastructure Funding (10)
2. 2025 Transportation Funding (9)
3. Restoring Recreational Immunity (6)
4. Address Energy Affordability (5)

Tied:

5. Gas Tax to Road User Fee (3)
Community Safety & Neighborhood Livability (3)

Staff recommends Council determine the fifth priority and the results to be submitted to LOC by the September 27, 2024 deadline.

ORDINANCE NO. 1296

AN ORDINANCE AMENDING CHAPTER 73 OF THE PRINEVILLE MUNICIPAL CODE

THE PEOPLE OF THE CITY OF PRINEVILLE DO ORDAIN AS FOLLOWS:

1. Chapter 73 of the Prineville Municipal Code is hereby amended as follows:

CHAPTER 73: BICYCLES AND MICROMOBILITY DEVICES

Section

73.01	Definitions
73.02	Registration
73.03	Bicycle Operating Rules
73.04	Unlawful Use of Motorized Transportation Device or Micromobility Device
74.05	Impoundment

73.01 Definitions. In addition to those definitions contained in ORS Chapters 801 to 825, and Chapter 153, the following words or phrase, except where the contexts clearly indicates a different meaning shall mean:

“Bicycle” shall mean a vehicle that (1) is designed to be operated on the ground on wheels; (2) has a seat or saddle for use of the rider; (3) is designed to travel with not more than three wheels in contact with the ground; and (4) is propelled exclusively by human power.

“Micromobility device” shall mean a lightweight, human or electric-powered vehicle that is no more than 3-feet wide and that, when operating with electric propulsion, is capable of traveling at no more than 20 miles per hour, including but not limited to bicycles, electric bicycles, scooters, e-scooters, skateboards, and/or e-skateboards.

“Motorized transportation device” shall mean any vehicle that is not propelled exclusively by human power and that is not a micromobility device, including but not limited to an electric mobility device that is more than three-feet wide and a gas powered moped, motor assisted scooter, motor vehicle, motorcycle, or motorized skateboard.

73.02 Registration. The Police Department may provide a bicycle and/or micromobility device registering service for the purpose of returning lost or stolen bicycles and/or micromobility devices.

73.03 Operating and Parking Rules. In addition to observing all other applicable provisions of this chapter and state law, no person shall do the following:

A. Ride a bicycle or micromobility device on a sidewalk adjacent to the following streets:

1. 1st Street between Main and Court Streets.
2. 2nd Street between Deer and Fairview Streets.
3. 3rd Street between Locust and Fairview Streets.
4. 4th Street between Deer and Court Streets.
5. Deer Street between 2nd and 4th Streets.
6. Claypool between 2nd and 4th Streets.
7. Beaver Street between 2nd and 4th Streets.
8. Main Street between 1st and 10th Streets.
9. Belknap Street between 1st and 4th Street.
10. Court Street between 1st and 4th Street.
11. Dunham between 2nd and 3rd Street.
12. Elm Street between 2nd and 3rd Street.
13. Fairview Street between 2nd and 3rd Street.

B. Park a bicycle or micromobility device upon a street or a sidewalk, except in a bicycle rack or against a building or at the curb and in a manner as to afford the least obstruction to pedestrian traffic.

73.04 Unlawful Use of Motorized Transportation Device or Micromobility Device.

A. No motorized transportation device may be operated on any off-street bicycle or pedestrian path or trail, unless exempt. A motorized transportation device is exempt from this provision if it is used as a mobility aid by a person with a mobility impairment, used by a person with express permission from the City, or used by a City employee or agent in the course of City business.

B. No person shall operate a motorized transportation device in a manner causing excessive, unnecessary, or offensive noise which disturbs the peace and quiet of any neighborhood or which causes discomfort or annoyance to a reasonable person of normal sensitivity.

C. No person may operate a micromobility device (when not being operated by human propulsion) on any off-street bicycle or pedestrian path or trail.

73.05 Impoundment of Bicycles, Motorized Transportation Device, or Micromobility Device.

A. A bicycle, motorized transportation device, or micromobility device left on public property for a period in excess of 72 hours may be impounded by the Police Department.

B. If a bicycle, motorized transportation device, or micromobility device impounded under this chapter is licensed or other means of determining its ownership exist, the Police Department shall make reasonable efforts to notify the owner.

C. A bicycle, motorized transportation device, or micromobility device impounded under this chapter that remains unclaimed shall be disposed of in accordance with the City’s procedures for disposal of abandoned or lost personal property.

Presented for the first time at a regular meeting of the City Council held on September 24, 2024, and the City Council finally enacted the foregoing ordinance this _____ day of October, 2024.

Rodney J. Beebe, Mayor

ATTEST:

Lisa Morgan, City Recorder

**RESOLUTION NO. 1604
CITY OF PRINEVILLE, OREGON**

**A RESOLUTUON APPROVING APPROPRIATION ADJUSTMENTS TO THE BN
2023-25 BUDGET FOR THE FIRST QUARTER OF THE SECOND FISCAL
YEAR**

Whereas, The following appropriation adjustment to the BN 2023-25 budget for the first quarter of the second fiscal year of the biennium are required to provide for unexpected needs or to expend certain funds not anticipated at the time the budget was adopted, and hereby authorized in accordance with ORS 294.463(2), renumbered from 294.450(2):

Airport Fund	Increase	Decrease
Personnel Services	\$39,400	
Contingency		\$39,400
	\$39,400	\$39,400

To provide additional dollars needed in personnel services associated with salary and accrued leave adjustments unanticipated at the time of budgeting. These costs will come out of contingency.

Water Fund	Increase	Decrease
Materials and Services	\$622,500	
Contingency		\$622,500
	\$622,500	\$622,500

To provide additional dollars needed in materials and services largely associated with ASR operational support, increases in chemicals, electricity, water rights support and a utility rate study unanticipated at the time of budgeting. These costs will come out of contingency.

Public Works Support Services Fund	Increase	Decrease
Public Works Support Services	\$223,700	
Public Works Fleet and Vehicles	\$296,000	
Contingency		\$519,700
	\$519,700	\$519,700

To provide additional dollars needed in the Public Works Support Services Department due to a personnel restructuring and adding an FTE and in the Public Works

Fleet and Vehicles Department due to the timing in which a dump truck that was budgeted in the previous biennium was paid for and delivered. These were unanticipated at the time of budgeting and these costs will come out of contingency.

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

1. The Prineville City Council approves the total budget appropriation adjustments of \$1,181,600.00 as set out within this Resolution.

Approved by the City Council this 24th day of September, 2024.

Rodney J. Beebe, Mayor

ATTEST:

Lisa Morgan, City Recorder

**RESOLUTION NO. 1605
CITY OF PRINEVILLE, OREGON**

**A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET AND MAKING
APPROPRIATIONS FOR BN 2023-25**

Whereas, the City of Prineville is in need of a supplemental budget for the biennial budget 2023-25, commencing July 1, 2023, and

Whereas, discussion to adopt the supplemental budget was held before the City Council on September 24th, 2024; and

Whereas, now is the proper time to pass a resolution adopting the supplemental budget and making appropriations.

Now, therefore, the City of Prineville resolves as follows:

1. That the City of Prineville does hereby adopt the supplemental budget in the sum total of \$3,215,950.
2. That the additional amounts for the biennial budget beginning July 1, 2023, and for the purposes shown below are hereby appropriated as follows:

Summary of Supplemental Budget BN 2023-25

Amounts shown are revised appropriation totals in those funds being modified.

General Fund

Expenditures (proposed changes)		
Police Department	\$	16,326,300
Non-Departmental	\$	5,174,500
Revised Total Fund Expenditures	\$	23,009,731
Resources (proposed changes)		
Franchise Fees	\$	10,491,750
Revised Total Fund Resources	\$	23,009,731

To adjust the Police Department to allow for staffing changes, including adding 3 full time positions and upgrades to police equipment. To adjust Non-departmental to allow for unanticipated biomass project expenditures and additional support through transfers to the Planning Fund for flood plain and urban growth boundary expansion work and the Administration Fund largely for personnel changes in the Administration / Team Services Department and cost increases in the Finance and IT Departments. These expenditures were not anticipated at the time the budget was adopted and are largely being reimbursed through grants and franchise fees.

Planning Fund

Expenditures (proposed changes)		
Materials and Services	\$	314,700
Revised Total Fund Expenditures	\$	1,298,751
Resources (proposed changes)		
Transfers	\$	850,000
Revised Total Fund Resources	\$	1,298,751

To adjust materials and services to cover costs associated with the urban growth boundary expansion. These costs will be covered by a transfer from the General Fund.

Transportation SDC Fund

Expenditures (proposed changes)	
Capital Outlay	\$ 14,490,000
Transfers	\$ 95,000
Contingency	\$ 11,514,372
Revised Total Fund Expenditures (no change)	\$ 26,129,372
Resources	
Revised Total Fund Resources (no change)	\$ 26,129,372

To adjust expenditures in capital outlay due the Combs Flat to Peters Rd project expecting to be completed sooner than originally projected and an adjustment for transfers to capture the five percent administration fee. These costs will be covered from additional revenue collected from SDC's and contingency.

Administration Fund

Expenditures (proposed changes)	
Administration / Team Services	\$ 2,592,000
Financial services	\$ 2,571,000
Information Technology	\$ 3,603,500
Contingency /Other requirements	\$ 75,099
Revised Total Fund Expenditures	\$ 9,034,799
Resources (proposed changes)	
Charges for Services	\$ 7,575,100
Transfers from Other Funds	\$ 800,000
Revised Total Fund Resources	\$ 9,034,799

To adjust expenditures to cover additional costs not anticipated at budget time in the Administration / Team Services, Finance and Information Technology Departments largely associated with staffing changes including 2 new positions, 911 user equipment and infrastructure upgrades and increases in costs for merchant services and banking. These costs will be covered by contingency, an increase in charges for services for the reimbursement of 911 user equipment and transfers.

TOTAL SUPPLEMENTAL BUDGET	\$ 3,215,950
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Approved and Adopted by the City Council this 24th day of September, 2024.

Rodney J. Beebe, Mayor

ATTEST:

Lisa Morgan, City Recorder