



Location: City Hall – Council Chambers
Date: October 22, 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 10-08-2024
- [2.](#) Annual Liquor License Renewals

Visitors, Appearances and Requests

3. Officer Woodward Ceremonial Swear In - Interim Chief Shane Wilson

Council Presentations

Council Business

- [4.](#) Approval of High Desert Christian Academy Support Letter - Steve Forrester
- [5.](#) Notice of Intent to Award Third Party Appraiser - Caroline Ervin
- [6.](#) Intent to Award 2024 PPD Rifle Upgrade - Interim Chief Shane Wilson

Staff Reports and Requests

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

Committee Reports

Ordinances

Resolutions

Visitors, Appearances and Requests

Adjourn

Agenda items maybe added or removed as necessary after publication deadline



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

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

City Council Meeting Brief
October 8, 2024

Council Members Present:

Jason Beebe
Gail Merritt

Shane Howard
Scott Smith

Council Members Absent

Janet Hutchison
Steve Uffelman
Marv Sumner

Additions to the Agenda

Remove items No. 5 and No. 6 from the agenda to revisit at next Council meeting.

Consent Agenda

1. Regular Meeting Brief 9-24-2024
2. Crooked River Tap House – New Liquor License
3. Annual Liquor License Renewals

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

Visitors, Appearances and Requests

No one came forward.

Council Presentations

4. **Heart of Oregon Update – Madi Cunningham**

Ms. Cunningham, Summer Programs Manager went through a power point presentation that highlighted their program achievements such as projects completed, hours worked, college day, career day and awards day and what their plans for 2025 are.

Ms. Cunningham also provided feedback received from the youth on how the program was a positive experience for them in learning new skills and preparing them for future employment.

Ms. Cunningham thanked the Council for their support of the program earlier in the year with their contribution.

There were discussions regarding how the wildfires affected the crews.

Council thanked Ms. Cunningham for the good report and agreed that the program is a great opportunity for the youth.

Council Business

5. Notice of Intent to Award Third Party Appraiser – Caroline Ervin

Item removed to revisit at next Council meeting.

6. Approval of High Dessert Christian Academy Support Letter – Steve Forrester

Item removed to revisit at next Council meeting.

7. Approval of FEMA Concern Letter to Congressman Cliff Bentz – Josh Smith

Josh Smith, Planning Director explained that Congressman Bentz is now aware of this concern and this letter is to put our hat in the ring to say we have the same position as the other cities in the state as discussed at the previous Council meeting.

Councilor Merritt made a motion to approve the FEMA concern letter. Motion seconded. No discussion on motion. All in favor, motion carried.

Staff Reports and Requests:

8. City Manager’s Report – Steve Forrester

Mr. Forrester went through his City Manager report that highlighted recent activity in each of the departments.

There were no questions.

Council Reports

There were no Council reports.

Ordinances:

9. Ordinance No 1296 – Amending Chapter 73 of the Prineville Municipal Code (SECOND PRESENTATION) – Jered Reid

Mr. Reid stated this is the second presentation and no comments have been received since the first presentation.

Councilor Howard made a motion to approve the second presentation of Ordinance No. 1296. Motion seconded. No discussion on motion. All in favor, motion carried.

Resolutions:

None.

Visitors, Appearances and Requests:

No one came forward.

Adjourn

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

Meeting adjourned at 6:14 P.M.

Motions and Outcomes:

Motion:	Outcome	Beebe	Howard	Hutchison	Merritt	Smith	Summer	Uffelman
Consent Agenda as Presented	PASSED	Y	Y	-	Y	Y	-	-
Approval of FEMA Concern Letter to Congressman Cliff Bentz	PASSED	Y	Y	-	Y	Y	-	-
Ordinance No 1296 – Amending Chapter 73 of the Prineville Municipal Code (SECOND PRESENTATION)	PASSED	Y	Y	-	Y	Y	-	-
Adjourn Meeting	PASSED	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

10-22-2024

Towne & Pump Pantry

Lucky 7



OFFICE OF THE MAYOR
387 NE Third Street – Prineville, OR 97754
EMAIL: jbeebe@cityofprineville.com
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October 22, 2024

To Whom it May Concern,

RE: High Desert Christian Academy (HDCA) Educational Hub

HDCA (a 501(c)(3) non-profit organization) has over 30 years of proven educational service to the Crook County Community. They have recently acquired property located at 1201 NE Elm Street in Prineville. This central location in our community was formerly the Pioneer Memorial Hospital and consists of nearly 13 acres along with 92,000 square feet of usable building space.

HDCA has a vision to build capacity that addresses the educational and family support needs of our community for all ages. Our community has identified needs such as additional classrooms, meeting areas, career and trade skills opportunities, sporting facilities, clubs, activities, childcare and early education options.

HDCA's mission to revitalize and transform the HDCA property from a hospital into a central educational hub for childcare, preschool, K-12 education, trade schools, extra-curricular activities, gymnasium and family support services for Crook County would fill a much needed gap in our community.

On behalf of the Prineville City Council, we are committed to collaborating in support of HDCA's mission to achieve this vision consistent with City ordinances and are excited for the possibilities and opportunities a facility like this could provide our community.

Sincerely,

Rodney J. Beebe
City of Prineville Mayor



STAFF REPORT

MEETING DATE: 10/22/2024 **PREPARED BY:** Caroline Ervin

SECTION: Staff Reports and Requests **DEPARTMENT:** Administration

CITY GOAL: Fiscal Responsibility

SUBJECT: Intent to Award Appraisal Services to CBRE

REASON FOR CONSIDERATION:

To contract with an independent professional service to perform a comprehensive appraisal of data center buildings and facilities located in Prineville. A third party appraisal will inform the City of the current valuation of data center facilities in our community and help the City to better understand potential future tax revenue implications when property tax exemptions end.

BACKGROUND:

The City of Prineville received three responses on September 27, 2024 that were reviewed and scored. The total average scores are provided below:

- CBRE 95 points
- JLL 90 points
- Cushman and Wakefield 83 points

Selection is based on the following criteria:

- | | |
|---------------------------------------|------------|
| 1. Cover letter- pass/fail | |
| 2. Project understanding and approach | 35 points |
| 3. Team qualifications and experience | 20 points |
| 4. Level of effort | 20 points |
| 5. Other factors | 25 points |
| Total | 100 points |

FISCAL IMPACT:

Not to exceed \$150,000.

RECOMMENDATION:

After reviewing the firms' qualifications, staff recommend Council approve the intent to award appraisal services to CBRE with a cost not to exceed \$150,000.



STAFF REPORT

MEETING DATE:	10/22/2024	PREPARED BY:	Shane Wilson
SECTION:	Council Business	DEPARTMENT:	Prineville Police Department
CITY GOAL:	Quality Municipal Services & Programs		
SUBJECT:	Intent to Award 2024 PPD Rifle Upgrade		

REASON FOR CONSIDERATION:

To replace and upgrade the City of Prineville Police Department patrol rifles with a safer and more compact option. The Prineville Police Department rifle inventory consists of 24 patrol rifles and optics. This proposal would include the purchase of 24 short-barreled rifle systems and suppressors.

A short-barreled rifle allows for the use of a suppressor while keeping the overall size to that of a standard rifle. A suppressor is used to reduce the sound emitted from a firearm. This is especially important when inside a building or in a confined space. The use of suppressors is intended to protect the hearing of the user and other people in the immediate area. The goal is to mitigate the risk of hearing loss for PPD staff both in a controlled and uncontrolled environment.

BACKGROUND:

The City of Prineville Police Department received proposals to replace and upgrade our current patrol rifles. The upgrade consists of new short-barreled rifles, optics, backup sights, and suppressors.

We had three responsive bidders on the project.

Oregon Rifleworks	\$65,843.00
Mazama Sporting Goods	\$67,154.40
Black Flag Armory	\$82,025.28

FISCAL IMPACT:

This rifle purchase and upgrade was anticipated and budgeted for in the current City budget.

RECOMMENDATION: After reviewing the bids, staff recommends Council approve the Intent to Award 2024 PPD Rifle Upgrade to **Oregon Rifleworks in the amount of \$65,843.00**

City Manager Update to Council

October 22, 2024

Public Safety / Dispatch

Lt. Vollmer has completed restoration of the speeder trailer and will be training a few officers on how it works to deploy at various locations throughout town where frequent speeding complaints have been received.

911 continues with hiring and has one more in background. Katie our 911 Supervisor has been invited to be a guest speaker at a COCO criminal justice class. The city is extremely proud of this and Katie.

Mary Dethman, who came out of retirement to give PD a hand, is busy helping in training staff in getting ready to put the next biennial budget together. She is also helping with PD's turn to renew their accreditation. Thank you Mary, we appreciate you coming back to help!

The Shop with a Cop poker night fund raiser went very smoothly and was fairly well attended. They were able to raise over \$3,000 for the holiday Shop with a Cop program.

Public Works

All the crack sealing and seal coat projects are wrapped up for the year. The S. Main St. waterline project is all installed and connected. The final phase is to patch in asphalt which is proving to be a bit of a challenge with everyone trying to get their asphalt projects completed before winter hits and the asphalt plants close for the winter. The Madras Highway water and sewer line project is almost completed already.

Railroad

The Railroad remains busy and is preparing the facility with food grade equipment and pest control for the barley businesses.

We expect to go out to bid for the railroad bridge repair project with a bid closing of November 14th. This is expected to come to Council for the intent to award on December 10th.

Meadow Lakes Golf

Meadow Lakes remains busy with many golfers trying to jam in games with the nicer weather before the colder temperatures arrive.

Ron's Comfort Food has implemented their off season hours from 7:00 AM to 3 PM.

Airport

Kelly highlighted that our Prineville airport now has 3 corporate jets up there now and is expecting a 4th that will be residing there in the future. They also have 130 aircraft in the field stationed there as well. With Bend's airport upgrades & tower, it is anticipated that there will be some smaller guys at the Bend airport needing to relocate and hopefully will come to Prineville too.

Planning

The Planning Commission approved a Conditional Use application for 20 multi-family townhome style units to be built behind Ray's. The developer expects to have the project completed by this time next year.

Industrial development is going like gang busters and showing no signs of slowing anytime soon.

Human Resources

Railroad interviews for another person at the railroad were held on Wednesday, October 16th. The Public Works entry level position has been re-opened with more interviews to take place on October 29th.

Information Technology

The Justice Center move is wrapping up the final loose ends and should be completed very soon.

Finance

The auditor was on-site October 15th and reported to Steve that Lori and staff does a great job with the budget. Nice work team! The auditor also reported that he has never seen a community our size so successful in obtaining grants for the kind of projects we are completing. Again, nice work Caroline and all involved in acquiring these grants!

When the audit is officially wrapped up, Finance will immediately begin to focus on preparing the next biennial budget.

Updating the fiscal policies is almost completed and will be coming to Council for a public hearing soon.

City Recorder/Risk Management – No Update

City Legal – No Update

EDCO

Kelsey is busy with a very large project that has selected Prineville as a possible location along with a couple of other cities in our region.

Bonneville Power Administration (BPA) has identified 13 power transmission stations to upgrade which would increase our power capacity.

Public Relations

ShanRae reported that our Facebook page continues to show steady growth in all areas such as followers and engagement to our posts.

Mayor/Council

Just a reminder to please complete the required Oregon Government Ethics Commission “Public Meetings” class. This will be a requirement for Council members, Planning Commission and Budget Committee to complete every term of their position.

Economic Development and Strategic

Caroline and EDCO have had three different groups from across the US that have asked to meet with them to learn more about Prineville’s success in attracting business other than timber, to keep our community strong and vibrant. The last group of approximately 20 came from Virginia.

Other

With the holiday season quickly approaching, we will be considering the need for a second Council meeting in November and December.

We will be appointing and re-appointing Planning Commissioners and Budget Committee members at our December meeting.