



Location: City Hall – Council Chambers
Date: September 12, 2023
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 8-22-2023
- [2.](#) Annual Liquor License Renewals
- [3.](#) The Patio Tap Room Liquor License Application
- [4.](#) Shearers Beer & Smokes Liquor License Application

Visitors, Appearances and Requests

Council Presentations

Council Business

- [5.](#) Reading of Proclamation - Constitution Week - Mayor Beebe
- [6.](#) Amendment to Fairmont Waterline Project - Casey Kaiser

Staff Reports and Requests

- [7.](#) City Manager's Report - Steve Forrester
8. Meadow Lakes Project Update - Zach Lampert

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
August 22, 2023

Council Members Present:

Shane Howard
Marv Sumner
Janet Hutchison
Jason Beebe
Steve Uffelman
Gail Merritt

Council Members Absent

Scott Smith

Additions to the Agenda

None.

Consent Agenda

1. Regular Meeting Brief 8-08-2023
2. Annual Liquor License Renewals
3. Abby's Legendary Pizza Liquor Application

Councilor Hutchison 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

4. **Prineville / Crook County Chamber Update** – Kim Molnar

Kim Molnar, Chamber Executive Director provided an update to Council that highlighted successes, and the Stampede Street Party being the biggest party of the year.

The Chamber has been working with Travel Oregon for ideas that sponsored the street event. They will have a graduate student joining them that will be here focusing on tourism and will do a meet and greet with the person filling that new position in the near future.

The Chamber is working on a new event which will be the big event for Prineville and will be far reaching. It will involve working with tour guides and one will focus on dark skies for star viewing.

The update continued with highlights of the Chamber contributing to the street beautification project, increasing membership, new city and county maps being created, and a weekend getaway promotion that targeted outside areas to come to Prineville.

The Chamber is continuing to develop relationships with Travel Oregon and Prineville is now on the map. In the past Travel Oregon's focus for Central Oregon has been Bend and now they are starting to promote the entire area.

Discussions continued regarding booked motel rooms and camping opportunities increasing partially due to the reservoirs being full this year.

Council Business

5. Reading of a Proclamation – Vietnamese Heritage & Freedom Flag – Mayor Beene

Mayor Beebe provided his experience with a Vietnamese family he grew up with in Prineville and background information on the purpose of the Vietnamese Heritage & Freedom Flag.

Mayor Beebe read the proclamation into the record and presented Mr. Thao Tu with the proclamation.

Mr. Tu presented a framed certificate of appreciation and a Vietnamese Heritage & Freedom Flag to the city in return.

6. Intent to Award Fairmont Area Waterline Project – Mike Kasberger

Mike Kasberger, Assistant City Engineer presented the staff report explaining that this is a budgeted project and SMAF's bid came in at less than the engineers bid.

Councilor Uffelman made motion to approve the intent to award to SMAF Construction LLC in the amount of \$475,436.50 for the Fairmont Waterline Project. Motion seconded. No discussion on motion. All in favor, motion carried.

Staff Reports and Requests:

7. City Manager's Report– Steve Forrester

Steve Forrester, City Manager presented his report highlighting recent activities in all departments.

There were no questions.

8. Floodplain Feasibility Study – Josh Smith

Josh Smith Planning Director provided an update stating that Anderson Perry will be doing the feasibility study since they have worked with the city in the past on floodplain areas in the city. The feasibility study will provide a preliminary evaluation of the current floodplain areas identified by Federal Emergency Management Agency (FEMA).

Discussions continued regarding Anderson Perry working in tandem with FEMA and all of the other agencies and having skin in the game will help moving forward, rather than going into this blind without background.

Councilor Uffelman said he appreciates having the analysis done and is grateful to be moving forward.

Hearing no opposition, staff will continue to move forward.

9. Quarterly Financial Report – Lori Hooper Antram

Lori Hooper Antram presented the 4th quarter update for all city funds explaining that all city funds have increased revenues.

There were no questions following each of the fund's updates.

Committee Reports

Councilor Hutchison provided an Ochoco Forest Collaboration update explaining that the Forest Service prevailed in court regarding removal of diseased trees from the Walton Lake area. The wild horse environmental assessment is still out. Paper mills are shutting down and the closest one will be in Washington. John Shelk has also given 60 days notice for the Elgin Boise mill to shut down.

There were no other reports.

Ordinances:

None.

Resolutions

10. Resolution No. 1573 – Authorizing Development Agreement Between City and Apple Inc. – Jered Reid

Casey Kaiser, Public Works Director provided the background information explaining that this project is being paid for by Apple and Meta. We now have the final agreement signed and can move forward with putting this project out to bid.

There were no questions.

Councilor Merritt made a motion to approve Resolution No. 1573. Motion seconded. No discussion on motion. All in favor, motion carried.

11. Resolution No. 1574 – Approving a Cooperative Improvement Agreement with the State of Oregon Department of Transportation – Casey Kaiser

Mr. Kaiser explained that the presentation for this project was brought to Council at the last meeting and tonight we are back with the agreement and resolution. Mr. Kaiser recapped the benefits to the city of having ODOT's contractor removing the city's conflicts.

There were no questions.

Councilor Hutchison made a motion to approve Resolution No. 1574. Motion seconded. No discussion on motion. All in favor, motion carried.

12. Resolution No. 1575 – Adopting Rate Schedule Correction for Resolution No. 1569 – Jered Reid

Jered Reid, City Attorney explained that is to correct the previous rate schedule and is removing the county rates that was in the last one. Also, on page 78 of the Council packet the language April-November under yard debris will be removed so they can provide the service year-round.

There were no questions.

Councilor Sumner made a motion to approve Resolution No. 1575. Motion seconded. No discussion on motion. All in favor, motion carried.

13. Resolution No. 1576 – Approving First Amendment to Subgrant Agreement with Crook County for Coronavirus State Fiscal Recovery Fund Grant Agreement No. PO73000-00006939 – Jered Reid

Mr. Reid provided the background information.

There were no questions.

Councilor Sumner made a motion to approve Resolution No. 1576. Motion seconded. No discussion on motion. All in favor, motion carried.

14. Resolution No. 1577 – Authorizing an Amendment to an Intergovernmental Agreement for the Central Oregon Regional Collaborative – Lisa Morgan

Lisa Morgan, City Recorder/Risk Manager provided the background information explaining that this is to amend the agreement approved a couple of years ago for the Community Development Block Grant (CDBG) on the regional housing rehabilitation grant. This amendment replaces City of Prineville with Deschutes County as the applicant for this next round.

There were no questions.

Councilor Hutchison made a motion to approve Resolution No. 1577. Motion seconded. No discussion on motion. All in favor, motion carried.

15. Resolution No. 1578 – Annexing Certain Real Property Into the City of Prineville – Josh Smith

Josh Smith, Planning Director provided the background information adding that he also included the city property that has the Stearns well in with this annexation. The property owner applicant needed a sewer connection and that is why he is annexing.

There were no questions.

Councilor Hutchison made a motion to approve Resolution No. 1578. Motion seconded. No discussion on motion. All in favor, motion carried.

Visitors, Appearances and Requests:

No one came forward.

Adjourn

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

Meeting adjourned at 7:07 P.M.

Motions and Outcomes:

Motion:	Outcome	Beebe	Howard	Hutchison	Merritt	Smith	Sumner	Uffelman
Consent Agenda	PASSED	Y	Y	Y	-	-	Y	Y
Motion to approve the intent to award to SMAF Construction LLC in the amount of \$475,436.50 for the Fairmont Waterline Project	PASSED	Y	Y	Y	Y	-	Y	Y
Resolution No. 1573 – Authorizing Development Agreement Between City and Apple Inc.	PASSED	Y	Y	Y	Y	-	Y	Y
Resolution No. 1574 – Approving a Cooperative Improvement Agreement with the State of Oregon Department of Transportation	PASSED	Y	Y	Y	Y	-	Y	Y
Resolution No. 1575 – Adopting Rate Schedule Correction for Resolution No. 1569	PASSED	Y	Y	Y	Y	-	Y	Y
Resolution No. 1576 – Approving First Amendment to Subgrant Agreement with Crook County for Coronavirus State Fiscal Recovery Fund Grant Agreement No. PO73000-00006939	PASSED	Y	Y	Y	Y	-	Y	Y
Resolution No. 1577 – Authorizing an Amendment to an Intergovernmental Agreement for the Central Oregon Regional Collaborative	PASSED	Y	Y	Y	Y	-	Y	Y
Resolution No. 1578 – Annexing Certain Real Property Into the City of Prineville	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

Ron's Comfort Food

R & R Grocery & Sporting

Lucky 7

Town Pump & Pantry

Wagner's Price Slasher

Erickson's

Crossroads BBQ

Sora Sush

Cowboy Market

Cross Street Station 76

LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

☐ New Outlet | ☒ Change of Ownership | ☐ Greater Privilege | ☐ Additional Privilege

Select the license type you are applying for.

More information about all license types is available [online](#).

Full On-Premises

- ☒ Commercial
- ☐ Caterer
- ☐ Public Passenger Carrier
- ☐ Other Public Location
- ☐ For Profit Private Club
- ☐ Nonprofit Private Club

Winery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th

Brewery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Brewery-Public House

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Grower Sales Privilege

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Distillery

- ☐ Primary location
- Additional tasting locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th

☐ Limited On-Premises

☐ Off Premises

☐ Warehouse

☐ Wholesale Malt Beverage and Wine

LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT:

After providing your recommendation, return this application to the applicant WITH the recommendation marked below

City/County name:

(Please specify city or county)

Date application received:

Optional: Date Stamp Received Below

- ☐ Recommend this license be granted
- ☐ Recommend this license be denied

Printed Name

Date

The Patio Taphouse

Trade Name

LIQUOR LICENSE APPLICATION

Page 2 of 4

APPLICANT INFORMATION

Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.

Name of entity or individual applicant #1:

Outdoor Entertainment, LLC

Name of entity or individual applicant #2:

Name of entity or individual applicant #3:

Name of entity or individual applicant #4:

BUSINESS INFORMATION

Trade Name of the Business (name customers will see):

The Patio Taphouse

Premises street address (The physical location of the business and where the liquor license will be posted):

420 N. Main St.

City:

Prineville

Zip Code:

97754

County:

Crook

Business phone number:

949-205-0604

Business email:

jrate@hotmail.com

Business mailing address (where we will send any items by mail as described in [OAR 845-004-0065\[1\]](#)):

1393 NW Newport Ave

City:

Bend

State:

OR

Zip Code:

97703

Does the business address currently have an OLCC liquor license? ☒ Yes ☐ No

Does the business address currently have an OLCC marijuana license? ☐ Yes ☐ No

AUTHORIZED REPRESENTATIVE – A liquor applicant or licensee may give a representative authorization to make changes to the license or application on behalf of the licensee or to receive information about a license or application.

I give permission for the below named representative to:

☒ Make changes regarding this license/application on my behalf.

☒ Sign application forms regarding this license/application on my behalf.

☒ Receive information about the status of this application, including information about pending compliance action or communications between OLCC and the licensee/applicant.

Representative Name:

Jason Rate

Phone number:

949-205-0604

Email:

jrate@hotmail.com

Mailing address:

1393 NW Newport Ave

City:

Bend

State:

OR

Zip Code:

97703

LIQUOR LICENSE APPLICATION

Page 3 of 4

APPLICATION CONTACT INFORMATION – Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative section must be filled in and the appropriate permission(s) must be selected.

Application Contact Name:

Jason Rate

Phone number:

949-205-0604

Email:

jrate@hotmail.com

TERMS

- “Real property” means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- “Common area” is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area’s designation as a “common area” is typically identified in the lease or rental agreement.

ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the “Application Information” section of this form has read and understands OAR 845-005-0311 and attests that:
 1. At least one applicant listed in the “Application Information” section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.
 2. No person not listed as an applicant in the “Application Information” section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.
 3. The licensed premises at the premises street address proposed to be licensed either:
 - a. Does not include any common areas; or
 - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
 - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in “common areas” and that this requirement applies at all times, even when the business is closed.
 4. The licensed premises at the premises street address either:
 - a. Has no area on property controlled by a public entity (like a city, county, or state); or
 - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

The Patio Taphouse

LIQUOR LICENSE APPLICATION

Page 4 of 4

The Patio Taphouse

- Each applicant listed in the "Application Information" section of this form has read and understands OAR 845-006-0362 and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

Jason Rate

Print name

Jason Rate

Signature

Digitally signed by Jason
Rate
Date: 2023.06.13
09:52:56 -07'00'

6/13/2023

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

☒ New Outlet | ☐ Change of Ownership | ☐ Greater Privilege | ☐ Additional Privilege

Select the license type you are applying for.

More information about all license types is available [online](#).

Full On-Premises

- ☒ Commercial
☐ Caterer
☐ Public Passenger Carrier
☐ Other Public Location
☐ For Profit Private Club
☐ Nonprofit Private Club

Winery

- ☒ Primary location
Additional locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th

Brewery

- ☐ Primary location
Additional locations: ☐ 2nd ☐ 3rd

Brewery-Public House

- ☐ Primary location
Additional locations: ☐ 2nd ☐ 3rd

Grower Sales Privilege

- ☐ Primary location
Additional locations: ☐ 2nd ☐ 3rd

Distillery

- ☐ Primary location
Additional tasting locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th

☐ Limited On-Premises

☒ Off Premises

- ☐ Warehouse
☐ Wholesale Malt Beverage and Wine

LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT:

After providing your recommendation, return this application to the applicant WITH the recommendation marked below

City/County name:

Prineville, Crook County

(Please specify city or county)

Date application received:

Optional: Date Stamp Received Below

☐ Recommend this license be granted

☐ Recommend this license be denied

Printed Name

Date

Shearers Beer & Smokes

Trade Name

LIQUOR LICENSE APPLICATION

Page 2 of 4

APPLICANT INFORMATION

Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.

Name of entity or individual applicant #1:

Kelly Ann Shearer

Name of entity or individual applicant #2:

Craig Michael Shearer

Name of entity or individual applicant #3:

Name of entity or individual applicant #4:

BUSINESS INFORMATION

Trade Name of the Business (name customers will see):

Shearers Beer & Smokes

Premises street address (The physical location of the business and where the liquor license will be posted):

1350 NE 3rd St

City:

Prineville

Zip Code:

97754

County:

Crook

Business phone number:

541-420-7662

Business email:

kellyannshearer@gmail.com

Business mailing address (where we will send any items by mail as described in [OAR 845-004-0065\(1\)](#)):

1350 NE 3rd St

City:

Prineville

State:

OR

Zip Code:

97754

Does the business address currently have an OLCC liquor license? ☐ Yes ☐ No

Does the business address currently have an OLCC marijuana license? ☐ Yes ☒ No

AUTHORIZED REPRESENTATIVE – A liquor applicant or licensee may give a representative authorization to make changes to the license or application on behalf of the licensee or to receive information about a license or application.

I give permission for the below named representative to:

- ☐ Make changes regarding this license/application on my behalf.
- ☐ Sign application forms regarding this license/application on my behalf.
- ☐ Receive information about the status of this application, including information about pending compliance action or communications between OLCC and the licensee/applicant.

Representative Name:

Phone number:

Email:

Mailing address:

City:

State:

Zip Code:

LIQUOR LICENSE APPLICATION

Page 3 of 4

APPLICATION CONTACT INFORMATION – Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative section must be filled in and the appropriate permission(s) must be selected.

Application Contact Name:

Kelly Ann Shearer

Phone number:

541-420-1865

Email:

kellyannshearer@gmail.com

TERMS

- “Real property” means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- “Common area” is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area’s designation as a “common area” is typically identified in the lease or rental agreement.

ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

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 1. At least one applicant listed in the “Application Information” section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.
 2. No person not listed as an applicant in the “Application Information” section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.
 3. The licensed premises at the premises street address proposed to be licensed either:
 - a. Does not include any common areas; or
 - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
 - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in “common areas” and that this requirement applies at all times, even when the business is closed.
 4. The licensed premises at the premises street address either:
 - a. Has no area on property controlled by a public entity (like a city, county, or state); or
 - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

Shearers Beer & Smokes

OLCC Liquor License Application (Rev. 6.1.23)

LIQUOR LICENSE APPLICATION

Shearers Beer & Smokes

Page 4 of 4

- Each applicant listed in the "Application Information" section of this form has read and understands OAR 845-006-0362 and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed **premises**, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

Kelly Ann Shearer

Print name

Signature

08/24/2023

Date

Atty. Bar Info (if applicable)

Craig Michael Shearer

Print name

Signature

08/24/2023

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

PROCLAMATION

Whereas: It is the privilege and duty of the American people to commemorate the two hundred and thirty-sixth anniversary of the drafting of the Constitution of the United States of America with appropriate ceremonies and activities; and

Whereas: Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of American designating September 17 through 23 as Constitution Week,

Now therefore, I Jason R. Beebe by virtue of the authority vested in me as Mayor of the City of Prineville, Oregon

Do hereby proclaim the week of September 17 through 23 as

CONSTITUTION WEEK

And urge all citizens to study the Constitution and reflect on the privilege of being an American with all the rights and responsibilities which that privilege involves.

IN WITNESS WHEREOF, I have hereunto set my hand and cause the Seal of the City of Prineville, Oregon to be affixed this 12th day of September of the year of our Lord two thousand twenty-three.



Jason R. Beebe, Mayor



STAFF REPORT

MEETING DATE:	8/12/2023	PREPARED BY:	Casey Kaiser
SECTION:	Council Business	DEPARTMENT:	Public Works
CITY GOAL:	Quality Municipal Services & Programs		
SUBJECT:	Council Motion to amend contract for the 2023 Fairmont St Waterline Project adding an additional section of waterline replacement to the project.		

REASON FOR CONSIDERATION:

A section of wood stave waterline on Ewen Street developed 2 significant leaks within the past week, is in fragile condition, and is at risk of developing further leaks that would be difficult to repair. SMAF is currently in the area completing the work on the City's Fairmont Area Waterline Replacement project and would be able to replace the compromised Ewen Street waterline as well if awarded the additional work.

Adding the replacement of approximately 1 block of leaking waterline on Ewen Street to SMAF construction's existing contract will be the least expensive, most timely way for the City to get the work completed. SMAF Construction crews and equipment are already on site for the Fairmont Street Waterline Project and are able to complete the work without any additional mobilization charges and in the same time frame as their currently underway project.

BACKGROUND:

On August 15th we received bids to complete the Fairmont Street Waterline Project. We have since awarded that project to SMAF Construction and they have begun work on the project. Since that time two significant leaks have developed in a section of waterline that is adjacent to and connects to the Fairmont Street Waterline Project that SMAF is currently replacing. The leaking section of line is the last section of old wood stave waterline in the City that we are aware of.

Our Capital Improvements list shows this section of waterline to be replaced next year. With the development of the leaks, the age and fragile condition of this line, and the difficulty in repair it is necessary to replace this section as quickly as possible. For that reason, we are proposing to extend a couple of the bid items on the Fairview Waterline Project and add this work onto the existing contract with SMAF.

FISCAL IMPACT:

SMAF is willing to install the 254 lf of 8" C-900 pipe, 6 additional services, and an extra valve utilizing their bid item prices. This work will cost the City an estimated additional \$55,966.00.

RECOMMENDATION:

Staff recommends a Council Motion in favor of authorizing the additional work to be added to the existing Fairmont Street Waterline Project contract with SMAF Construction.

ADDITIONAL DOCUMENTS: None

JERED REID
OSB #112155
jeredwreid@gmail.com

LAUREN M. GARCIA
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

September 12, 2023

Re: Amendment to 2023 Fairmont Street Waterline Project

Dear Council:

City staff has requested Council to approve a \$55,966.00 amendment to the Fairmont Street Waterline Project Agreement with SMAF Construction, LLC. This Agreement was awarded to SMAF by Council on August 22, 2023 after SMAF Construction, LLC was the lowest responsive bidder after a public Invitation to Bid process.

Resolution 1266(F) authorizes Amendments at the Solicitation Agent's discretion if the contract was made in accordance with public contracting regulations. As this Amendment is over \$50,000.00, Council is considered the Solicitation Agent. An Invitation to Bid is in accordance with the public contacting regulations.

Finally, it should be noted that even with the additional work performed, SMAF's bid would still be considered the lowest bid from the three responsive bidders received on August 15, 2023 regarding the project.

Very Truly Yours,

Jered Reid
City Attorney

City Manager Update to Council

September 12, 2023

Public Safety / Dispatch

On Sept 10th, we will be testing new recruits with ORPAT (physical agility test) and oral boards (for those who pass ORPAT). All that will be running the ORPAT have already successfully completed the NTN exam (initial testing). I think we have 8 that have qualified that we will be running through.

Officer Michael Dunn has completed his FTEP (field training) and is now a solo officer and has been assigned to a patrol team.

Field training officers (FTO's) and supervisors will all be training on the new field training software (Tracwire) in the coming weeks which means we will go to a digital system that provides better oversight and documentation of new officers in training. This will benefit the recruit officer by providing consistent feedback as well as additional training opportunities during their field training. This should occur in the next couple of weeks.

Public Works

Public Works is Finalizing the rosters for the Technical Advisory/Public Advisory Committee for our upcoming Transportation System Plan update. The travel demand model of the roadways effecting our City is being finalized and we are anticipating starting the TSP work in October.

Coordinated with Baker Technical Institute to utilize a section of City sidewalk for them to replace as part of their Heavy Construction course they are teaching locally. We designated a location for them and our street crew did the grading and prepping. BTI is a great addition to our community providing technical educational programs.

We had another very successful Inter Scholastic Mountain Biking tournament out at Barnes Butte this year. Had over 500 school age riders in the event over the weekend, plus their family and friends.

Started the replacement of the Golf Course Irrigation control cabinet, jockey pump, and control systems. Anticipating completing that project this week. The project involves moving a 1700 lb. cabinet into the existing Golf Course Irrigation pump building.

Our annual waterline replacement projects are scheduled to begin this week in the Fairmont area. There will be some minor local traffic interruptions.

We have begun insulating meter boxes with sawdust in preparation for the upcoming winter cold.

Rail Road

The railroad is gearing up for their winter maintenance and bridge projects and Matt will have an update following this report.

Meadow Lakes Golf

Meadow Lakes had another record-breaking month! So far for July & August of the new budget, Zach is up \$28,257 in revenue projections. Zach likes to get a little ahead this early in case winter is bad.

Airport

Activity continues at the airport with hangar construction and fuel sales are holding steady.

Planning

Please welcome our new Associate Planner Tasha Brackin who has joined the team first of September!

Human Resources – Nothing to Report

Information Technology

IT is also gearing up for winter communication site preparation as well as various equipment upgrade projects.

Finance

The city concluded the USDA audit and received word that they have done very well compared to others who have received federal funding.

The budget will be submitted for the GFOA Distinguished Budget Award on September 11th and will likely hear back in about 6 months if we get the award again or not. Finance remains super busy.

City Recorder/Risk Management –No Update

City Legal – No Update

EDCO

EDCO is hosting a Prineville / Crook County mixer Thursday, September 14th for current members to get together with new members and get an update on the Redmond Municipal Airport recent updates on commercial air service. It is a casual setting to network with other business leaders and stakeholders and will be held quarterly. Let us know if you would like more information if needed.

Public Relations

The back to school safety campaign has started on our Facebook page.

Mayor/Council – Nothing to report.

Other

The Governor's visit with staff went very well and having her support for the PREP project seems promising.