



Location: City Hall – Council Chambers
Date: November 10, 2020
Time: 6:30 PM

City Council Meeting Agenda

Mayor Steve Uffelman, Council Members Jason Beebe, Janet Hutchison,

Patricia Jungmann, Gail Merritt, Jeff Papke, Teresa Rumble and City Manager Steve Forrester

This meeting will be open to the public by telephonic communications due to commitment to eliminate the exposure and spread of COVID-19. This meeting can be attended by calling 346-248-7799 Meeting ID 947 5839 2608. Please visit our website for additional meeting information.

Call to Order

Flag Salute

Additions to Agenda

Consent Agenda

- [1.](#) Regular Meeting Brief 10-27-2020

Visitors, Appearances and Requests

Council Business

Staff Reports and Requests

2. City Manager's Report - Steve Forrester
- [3.](#) Crestcom Training Update - Steve Forrester /Cale Pearson / Manuel Martinez
4. Habitat Conservation Plan (HCP) Update - Eric Klann
5. Bowman Dam Update - Steve Forrester / Eric Klann

Committee Reports

Ordinances

Resolutions

- [6.](#) Resolution No. 1463 - Authorization to Efficiently Minimize or Mitigate the Effects of COVID-19

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 27th, 2020

Council Members Present:

Steve Uffelman
Janet Hutchison
Patricia Jungmann
Jason Beebe

Gail Merritt
Jeff Papke

Council Members Absent

Teresa Rumble

Additions to the Agenda

Jered Reid, City Attorney will be appearing virtually and Sgt. Peterson is present with Chief Dale Cummins on vacation.

Consent Agenda

- 1. Regular Meeting Brief 10-13-2020**
- 2. The Waterhole Tavern Liquor License Addition**
- 3. Prineville Produce Liquor Application**

Councilor Beebe 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:

None.

Public Appearances

There were no written comments to be included in the record.

Council Business**4. Crook County Health Department – COVID-19 Update**

Vicky Ryan, Crook County Public Information Officer provided an update that included: an uptick in cases to 111; we stand at 82 active cases, and are up to 8 already this week. Last week we had 22 cases, with 13 the week before. They are monitoring contact cases daily, and they take measures to get them tested if needed. There have been a couple of cases at a senior housing facility. Individuals are starting to relax and that shows in the uptick in cases and it has finally reached Crook County. One person is currently hospitalized and is not doing well.

The largest percentage of positive cases is between the ages of 30-50, which is about 45% of our community. Surprisingly not as much in the senior community as expected. We have not seen any community spread cases and all have been contacted cases. There are 9 people on staff working on tracing. Today there were only 2 new cases which is good compared what we have seen the last couple weeks. The Health Department has PPE available to hand out to community. We are in the process of starting a drive through clinic as well as drive through testing for COVID. The reason we want to keep testing is contain this virus so we do not lose the testing ability.

There will be a drive through clinic on the 14th at fairgrounds for COVID-19 testing, there is no criteria to meet and it is open to the entire community. It will operate until they run out of the tests. They are trying to condition community to have a mindset for drive through vaccines since they are trying to continue on the drive through format.

Discussions continued as to whether there will be high dose flu vaccine for seniors, which they won't know yet since they haven't received the flu vaccines yet.

As far as when COVID vaccines will be available, the Health Department is hearing same thing others are hearing. It could be by next week or next month but want to be sure they are safe before county will endorse. There are preliminary reports coming out of Asia that early vaccine wasn't as effective as they had hoped.

The flu shot is free if you don't have insurance, if you have insurance private insurance will be billed.

The State is working with schools regarding re-opening matrix, however they are unsure of the outcome yet. They hope to hear an answer soon, and there are no active cases identified in the schools.

The Health Department will be receiving grant funds to push out PPE to businesses and they are starting to work with local organizations on how to do fund raising etc. while staying as safe as they can.

Staff Reports and Requests:**5. Manager's Report**

Steve Forrester, City Manager reported: the irrigation project at Meadow Lakes is about 1/3 completed and golf play continues to be strong; Liz Schuette, Finance Director and he had an exit interview with the auditors and there were no issues other than a few recommendations, and we received a good report. Mrs. Schuette and the Finance team received the GFOA CAFR award for our quality of financial reporting. Pacific Crest homes and Rob Roy from the Iron Horse senior housing approached the city regarding some HUD funding that went unused in the Bend market and it looks as though we will get a significant revenue stream that could last 20 years. This funding will limit existing senior residents rent to 30% of income. Staff and JEDI committee continue professional training in JEDI that staff has been working on since last January. We will continue training that is set up with Crestcom who will be providing a report of training received this year so far. There was low utility billing error which will result in some adjustments on the October billing cycle.

Scott Smith, Street Superintendent announced after two and a half years, we are finally moving forward with the Rails to Trails project. This is an ODOT project and they are currently working with Knife River to get the contract signed. The path will be 10' wide from Juniper Street to Combs Flat Road. There will be a new pedestrian crossing with a refuge island on Third Street. The pricing for the project came in lower than expected so the project is being expanded to include electrical conduit for future lighting and security projects.

The utility line project on Court Street is also underway.

Mayor Uffelman would like maps of the Rails to Trails project area that can be included on our Facebook and website pages.

There were no further questions.

Committee Reports

Councilor Beebe stated there have been a lot of emails going back and forth from the Crooked River Watershed Council and he will report on that later.

Mayor Uffelman said that he attended the annual chili cook off that was a good event with COVID restrictions in place, and good use of the park. Sgt. Peterson added that it was a good event where there ended up being nine (9) different chili's to judge.

Mayor Uffelman announced that the CREA Board did hire a replacement for the retiring CEO of the organization and they are hoping to have greater participation with AOC and LOC.

Scott Smith added that this Saturday from noon to 6:00 P.M. there will be street closures to accommodate the annual Candy Crawl. Sgt. Peterson explained that it is tough during COVID and kids have been cooped up for so long that the goal is to try and make it as safe as possible.

No other reports.

Ordinances:

None.

Resolutions:

6. Resolution No. 1462 – Authorization to Efficiently Minimize or Mitigate the Effects of COVID-19

Mr. Reid provided the background and added that Governor Brown renewed the state emergency declaration to January, 2021.

There were no questions.

Councilor Hutchison made motion to approve Resolution No. 1462. Motion seconded. No discussion on motion. All in favor motion carried.

Visitors Appearances and Requests:

None.

Adjourn

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

Meeting adjourned at 7:11 P.M.

Motions and Outcomes:

Motion:	Outcome	Beebe	Hutchison	Jungmann	Merritt	Papke	Rumble	Uffelman
Consent Agenda as Presented	PASSED	Y	Y	Y	Y	Y	-	Y
Resolution No. 1462 – Authorization to Efficiently Minimize or Mitigate the Effects of COVID-19	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 documents referred to in this session are available at the City’s website. www.cityofprineville.com. An electronic copy of the meeting packet is available for download at www.cityofprineville.com/packets. A full recording of this meeting is available at www.cityofprineville.com/meetings

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Equity and Social Justice Training Initiative

Items to be addressed:

JEDI

- Justice
- Equity
- Diversity
- Inclusion

Two Year Agreement:

The City of Prineville has struck an agreement for an additional two years with Crestcom to provide JEDI and leadership development training. Crestcom will provide six trainings per calendar year on JEDI and leadership topics that will put the city at the forefront of understanding how to navigate a changing world. Crestcom has provided training since November of 2017 to the City of Prineville. During this time the City of Prineville recognized the value of JEDI training as well and started this program with another out of the area training group in January, 2020. The city wanted to continue this training on a regular basis and found it difficult to schedule with an out of the area group and then discovered Crestcom also provides training focused in this area. They immediately incorporated this into their existing leadership training program with Crestcom. Under Steve Forrester's leadership and guidance, they continue to stay on the forefront of change and be a

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beacon of light for other cities and organizations to follow.

About Crestcom:

Crestcom International is a trusted leadership training partner for firms ranging from small and medium-sized businesses to Fortune 500 enterprises. Over the last 30+ years we've worked with more than 1 million executives in 60 countries, helping them develop new leadership skills, make more thoughtful decisions, and hone their managerial acumen. Our leadership development training programs are both accredited and award-winning.

We take a proven approach to develop results-driven leadership competencies in management teams worldwide. Participants learn and apply skills over time, report progress to their management training facilitators, and share their experiences with their peers. Crestcom participant graduates have the opportunity to participate in continuing education initiatives to reinforce their skills and ensure success.

The City of Prineville partnered with Crestcom beginning November of 2017, and we have facilitated workshops and coaching sessions across all departments. At each training, City managers participate in relevant leadership and managerial topics which foster continuous innovation and enhances their ability to serve the great City of Prineville and its citizens.

Past Training Topics for the City of Prineville:

Strategic Thinking and Emotional Intelligence – November 2017

Strategic Thinking Learning Objectives:

- Understand what strategic thinking is and its value to leaders
- Recognize strategic thinking as a daily process
- Demonstrate five qualities and apply five skills for future based thinking

Emotional Intelligence Learning Objectives:


- Develop individuals and teams to respond with reason rather than react when triggered
- Apply emotional intelligence to enhance professional and personal performance
- Prepare leaders to mobilize people around a compelling vision through influence rather than by exercising authority

Dealing with Dissatisfied Customers – June 2018

Learning Objectives:

- Create a service recovery plan for recurring problems
- Positively engage dissatisfied customers by treating the person, then the problem
- Implement alternatives to diffuse potential arguments with customers

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Change How You Manage Change – October 2018

Learning Objectives:

- Explain foundational aspects of change management and the critical role managers play in the change process
- Apply a practical framework for processing the many changes that impact teams
- Recognize resistance to change and the tools available to address resistance

Talent Management and Multigenerational Workplace

Part 1 – January 2019, Part 2 – July 2019

Talent Management Learning Objectives:

- Recognize the importance of recruiting, interviewing, hiring, and retention in through a comprehensive talent management program
- Apply the big picture perspective of recruiting and hiring a diverse workforce
- Employ an effective, structured vision for a workforce that focuses on both immediate and future needs for expanding team success

Multigenerational Workplace Learning Objectives:

- Identify generational stereotypes to utilize and the synergize your team's skills
- Illustrate how multigenerational communication and skills can bridge gaps and provide better connectivity
- Develop approaches to attract, retain, and lead multigenerational teams

Innovation – January 2020

Learning Objectives:

- Identify business areas to focus an organization's innovation efforts
- Apply the most efficient way to innovate
- Utilize a strategic model to solve innovation challenges

Break Away from Bias-August 2020

Learning Objectives


- Describe three unconscious biases and how they affect your team
- Identify appropriate solutions for mitigating three unconscious biases
- Explain the model for identifying and mitigating any unconscious bias

Conflict Resolution-October 2020

Learning Objectives

- Understand the five common myths of conflict
- Identify the three primary types of conflict
- Overcome the six barriers to conflict resolution
- Apply the Dialogue Method of conflict resolution

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Managing Time for Maximum Results-November 2020

Learning Objectives

- Maintain focus on the time and expertise of yourself and others
- Improve your ability to avoid and manage distractions
- Apply the six principles of time management
- Identify and concentrate your efforts on MVP activities

JEDI topic-January 2021 coming soon!

About the Facilitator, Manny Martinez:

Manny Martinez is the President of Relentless Leadership LLC., a Crestcom International authorized agent. In October 2018, Manny completed a 30-year career in the United States Air Force, reaching the summit of leadership as Chief Master Sergeant and Senior Enlisted Leader. He served military tours in the U.S., Germany, Italy and Turkey, and deployed to military operations in Kuwait, United Arab Emirates and Afghanistan.

Manny is a sought-out speaker and presenter. He's provided leadership workshops in areas such as communications, leading change, and stress management for the Washington Interagency Committee of State Employed Women (ICSEW), Tacoma Community College's William Factory small business incubator, and the Nourish Food Bank team. Additionally, Manny shared insights as guest speaker at Tacoma's Lean In chapter, and is a male champion for the Redefining You Foundation, an organization focused on military women's issues.

Moreover, he's passionate about community: he's the Chief Enchanting Educator of Olympia Washington's Dawn Talkers Toastmasters, mentored students at Centro Integral Educativo Latino de Olympia (CIELO), volunteered for the Thurston County Food Bank, and sings in his church choir.

Manny is married to his bride, Barbara, and has two children: Laura, a senior attending Washington State University (Go Cougs!) and Alessandro, who is a high school sophomore.

About the Facilitator, Cale Pearson:

Cale Pearson is the president of Elite Management Training LLC., a Crestcom international authorized agent and a Crestcom Area Representative for Oregon and Washington. Cale has held this role since 2016. He has helped numerous businesses and organizations in Oregon to develop their leadership teams. Prior to joining Crestcom, Cale was president and a shareholder of Central Oregon Truck

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Company. He joined the trucking company in 2003 and worked his way up the ladder using many of the skills he teaches to clients today.

Using his ability to think strategically and his passion for creating great work environments, Cale loves helping his clients be more successful. He is a shareholder and the general manager of B2B Transportation located in Medford, OR. This position allows him to practice what he preaches using the Crestcom program. He is a huge sports fan and has coached basketball and soccer for the past ten years. Business and sports are both team sports and he has learned how to harness the unique strengths of each team member to maximize their job satisfaction while helping produce a diverse team.

Future trainings will occur every two months rotating between a JEDI topic and overall leadership development. This approach will allow us to educate the staff on current events and trends while providing them the leadership skills to lead their teams on a daily basis. We believe that the City of Prineville is ahead of its time in ensuring its staff has the tools and resources to compete against any city across the United States.

Sincerely,

Cale Pearson and Manny Martinez

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**RESOLUTION NO. 1463
CITY OF PRINEVILLE, OREGON**

**A RESOLUTION PROVIDING THE CITY OF PRINEVILLE AUTHORIZATION TO
EFFICIENTLY MINIMIZE OR MITIGATE THE EFFECTS OF THE COVID-19 PANDEMIC**

Whereas, COVID-19 was declared a pandemic by the World Health Organization on March 11, 2020; and

Whereas, COVID-19 are a group of viruses that can cause respiratory disease, with the potential to cause serious illness or loss of life for individuals with underlying health conditions; and

Whereas, COVID-19 requires a significant amount of resources at the local level to keep the public and community informed and as safe as possible; and

Whereas, on March 8, 2020, Oregon Governor Kate Brown declared a state of emergency due to the COVID-19 outbreak in Oregon (Executive Order 20-03), finding that COVID-19 has created a threat to public health and safety, and constitutes a statewide emergency under ORS 401.025(1); and

Whereas, on March 13, 2020, the President of the United States, Donald J. Trump, declared the COVID-19 outbreak a national emergency; and

Whereas, on March 13, 2020, the Crook County Court declared a state of emergency relating to COVID-19 in Crook County, Oregon; and

Whereas, on March 13, 2020, the City Council of Prineville declared a state of emergency as a result of the COVID-19 pandemic per Resolution 1429; and

Whereas, on April 7, 2020, the City Council of Prineville continued the State of Emergency as a result of the COVID-19 pandemic per Resolution 1433, which expired on April 30, 2020 at 11:59 p.m.;

Whereas, on April 28, 2020, the City Council of Prineville continued the State of Emergency as a result of the COVID-19 pandemic per Resolution 1434, which expired on May 31, 2020 at 11:59 p.m.; and

Whereas, on May 26, 2020, the City Council of Prineville continued the State of Emergency as a result of the COVID-19 pandemic per Resolution 1440, which expired on June 30, 2020 at 11:59 p.m.

Whereas, on June 23, 2020, the City Council of Prineville continued the State of Emergency as a result of the COVID-19 pandemic per Resolution 1449, which expired on July 31, 2020 at 11:59 p.m.

Whereas, on July 28, 2020, the City Council of Prineville continued the State of Emergency as a result of the COVID-19 pandemic per Resolution 1454, which expired on August 31, 2020 at 11:59 p.m.

Whereas, on August 25, 2020, the City Council of Prineville continued the State of Emergency as a result of the COVID-19 pandemic per Resolution 1455, which expires on September 30, 2020 at 11:59 p.m.

Whereas, On September 22, 2020, the City Council of Prineville continued the State of Emergency as a result of the COVID-19 pandemic per Resolution 1458, which expires on October 31, 2020 at 11:59 p.m.

Whereas, On October 27, 2020, the City Council of Prineville continued the State of Emergency as a result of the COVID-19 pandemic per Resolution 1462, which expires on November 30, 2020 at 11:59 p.m.

Whereas, the unknown duration of the COVID-19 pandemic will have significant financial impact to the community; and

Whereas, pursuant to ORS 401.309(1), the governing body of a city may declare, by ordinance or resolution, that a state of emergency exists within the city; and

Whereas, pursuant to Prineville City Code 31.05, the City of Prineville City Council may declare a state of emergency and may redirect city funds for emergency use or order such other measures as are found to be immediately necessary for the protection of life and/or property.

NOW, THEREFORE, the City of Prineville resolves and declares the following:

1. A State of Emergency continues to exist in the City of Prineville (City) encompassing all of the areas within city limits.

2. That the City and its officials shall continue to be authorized to take such actions and issue such orders as are determined to be necessary to protect the public and property and to efficiently conduct activities that minimize or mitigate the effect of the emergency as described in Prineville City Code 31.05.

3. The City shall continue to take all necessary steps authorized by law to coordinate response and recovery from this emergency, including, but not limited to, requesting assistance and potential reimbursements from the State of Oregon and the appropriate federal agencies.

4. That emergency procurements of goods and services are authorized pursuant to ORS 279B.080, ORS 279C.335(6), Prineville City Code 31.05, and all other applicable rules.

5. This Resolution and Declaration is effective December 1, 2020 at 12:00 a.m. and shall remain in effect until December 31, 2020 at 11:59 p.m. unless sooner superseded.

Approved by the City Council this ____ day of November, 2020.

Stephen P. Uffelman, Mayor

ATTEST:

Lisa Morgan, City Recorder