



Location: City Hall – Council Chambers
Date: July 09, 2019
Time: 6:30 PM

City Council Meeting Agenda

Mayor Steve Uffelman, Council Members Jason Beebe, Janet Hutchison, Patricia Jungmann, Gail Merritt, Jeff Papke, Teresa Rodriguez and City Manager Steve Forrester

Call to Order

Flag Salute

Additions to Agenda

Consent Agenda

- [1.](#) Regular Meeting Brief 6-25-19

Visitors, Appearances and Requests

2. Crook County Health Dept. Youth Prevention Presentation - Olivia Cooper

Council Business

- [3.](#) Intent to Award 2019 Paving Project - Scott Smith
- [4.](#) Intent to Award 2019 Waterline Improvement Project

Staff Reports and Requests

Ordinances

Resolutions

Visitors, Appearances and Requests

Adjourn

Agenda items maybe added or removed as necessary after publication deadline





CITY OF PRINEVILLE
Regular Meeting Brief

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

City Council Meeting Brief
June 25th, 2019

Council Members Present:

Steve Uffelman
Patricia Jungmann
Janet Hutchison

Gail Merritt
Jason Beebe

Council Members Absent

Teresa Rodriguez
Jeff Papke

Additions to the Agenda

Mayor Uffelman added insurance for property owner's service lines discussion to Council Business.

Consent Agenda

A. Regular Meeting Brief 6-11-19

Councilor Jungmann made a motion to approve the Consent Agenda as presented. Motion seconded. No discussion on motion, motion carried.

Visitors, Appearances and Requests:

A. Public Appearances

No one came forward.

Council Business

Mayor Uffelman stated that he had been contacted by a representative of NLC Service Line Warranty that offers homeowners insurance for water and sewer lines on their property in the event something backed up or broke. Mayor Uffelman explained that they would like to come do a marketing presentation to Council about their service in hopes that they could receive Council endorsement of their program to market it in Prineville. Mayor Uffelman wanted to

know if Council would be interested in having the representative come do a marketing presentation to them at the company's own expense.

Discussions continued and Council agreed unanimously that they were not interested or comfortable with this request.

Staff Reports and Requests:

A. Manager's Report – Steve Forrester

Mr. Forrester reported: United States Forest Service, Crook County and the City received finalized notice to proceed for the build out of the airport; the Habitat Conservation Plan (HCP) group met last week and good progress was made to move the plan forward; Crooked River Roundup Rodeo starts tomorrow with the cattle drive and stampede party; this year there will be a hayride float in the parade on Saturday that will have County, City, Fair Board, and Roundup Board members and encouraged council to participate in riding on the float.

B. Committee Reports

Councilor Hutchison attended the Chamber Board meeting where topics such as: the high school internship program they now have; the Chamber budget; increased advertising to include popular magazines; the stampede party events; and the Storm King celebrations.

Councilor Merritt attended COIC's monthly meeting; the Senior Awards on behalf of the Crook County Foundation; and the Barnes Butte Elementary culmination at the Barnes Butte Recreation Area, and received many letters from the students regarding Barnes Butte Recreation Area.

Mayor Uffelman attended an Ochoco Forest Collaborative meeting which talked about the Walton Lake tree project.

Mayor Uffelman asked councilors to please take a look at their biography's on the city web page to make sure they are current and to forward any changes that need to be made.

There were no other committee reports.

Ordinances:

A. Ordinance No. 1252 – Vacation of Unimproved Portion of Right Way of NE Buckboard Lane in the Buckhorn Acres Subdivision (SECOND PRESENTATION) – Josh Smith

Jered Reid, City Attorney provided a summary of the history for the ordinance.

There were no questions.

Councilor Hutchison made a motion to approve the second presentation of Ordinance No. 1252. Motion seconded. No discussion on motion. All in favor, motion carried.

Resolutions:

A. Resolution No. 1398– Adopting a Supplemental Budget FY 2018-2019 (PUBLIC HEARING) – Liz Schuette

Liz Schuette, Finance Director went through the need for the supplemental budget and which funds it is for.

There were no questions.

Mayor Uffelman opened the public hearing portion of the meeting.

No one came forward.

Mayor Uffelman closed the public hearing portion of the meeting.

Councilor Beebe made a motion to approve Resolution No. 1398. Motion seconded. No discussion on motion. All in favor, motion carried.

B. Resolution No. 1399 – Making Appropriations Adjustments to FY 2018-2019 – Liz Schuette

Mrs. Schuette explained that these funds did not require a supplemental budget, just an adjustment and provided background information on the adjustments.

There were no questions.

Councilor Merritt made a motion to approve Resolution No. 1399. Motion seconded. No discussion on motion. All in favor, motion carried.

C. Resolution No. 1400 – Adopting BN 2021 Budget and Making Budget Appropriations – Liz Schuette

Mrs. Schuette provided the background information on this resolution explaining that this is the budget that was approved by the Budget Committee on June 3rd.

There were no questions.

Councilor Jungmann made a motion to approve Resolution No. 1400. Motion seconded. No discussion on motion. All in favor, motion carried.

D. Resolution No. 1401 – Imposing and Categorizing Taxes First Year of BN 21 – Liz Schuette

Mrs. Schuette explained that this resolution is for the first year of the biennium budget and that each year has to be passed separately so there are two resolutions, one for each year.

There were discussions regarding if this rate ever changed and Mrs. Schuette explained that only if the city were to go out for a bond.

Councilor Hutchison made a motion to approve Resolution No. 1401. Motion seconded. No discussion on motion. All in favor, motion carried.

E. Resolution No. 1402 – Imposing and Categorizing Taxes Second Year of BN 21 – Liz Schuette

There were no questions.

Councilor Beebe made a motion to approve Resolution No. 1402. Motion seconded. No discussion on motion. All in favor, motion carried.

F. Resolution No. 1403 – Declaring the City of Prineville Election to Receive State Revenue Sharing First Year of BN 21 (PUBLIC HEARING) – Liz Schuette

Mrs. Schuette stated that the first public hearing for this was held on June 3rd with the Budget Committee. A separate resolution for the second year of the biennium will come before council next year.

There were discussions regarding the revenue sharing going into the transportation fund every year because that is where it is most needed.

Mayor Uffelman opened the public hearing portion of the meeting.

No one came forward.

Mayor Uffelman closed the public hearing portion of the meeting.

Councilor Merritt made a motion to approve Resolution No. 1403. Motion seconded. No discussion on motion. All in favor, motion carried.

G. Resolution No. 1404 – Establishing Fees and Charges for the City of Prineville First Year of BN 21 (PUBLIC HEARING) – Liz Schuette

Mrs. Schuette explained that this resolution is for the first year of BN 21, and the overnight camping fee under 1.16 on the first page of fee schedule has been removed since it is not needed.

Councilor Hutchison talked about her conversation with Josh Smith, Planning Director regarding the planning fee under 2.8.3 *Other Applications – Revision / Amendment* being 75% of new application fee when the others are 50%, and that Mr. Smith is okay to put it between 50-75%.

Mr. Forrester suggested to change it up to 75% so that there is flexibility in the fee depending on the complexity of each application.

Jered Reid, City Attorney provided a breakdown of different scenarios and applications and how they vary in degrees of complexity, especially if an applicant didn't get the application completed accurately the first time and would require a full review again.

Councilor Hutchison made a motion to amend the fee schedule for 2.8.3 to read up to 75% of the original fee. Motion seconded. Discussions regarding whether or not a policy should be in place to guide staff was needed prior to adopting resolution, how it would affect staff today and the resolution could be passed now with a policy coming to council in near future since this fee category is rarely use. All in favor, motion carried.

Mayor Uffelmann opened the public hearing portion of the meeting.

No one came forward.

Mayor Uffelmann closed the public hearing portion of the meeting.

Councilor Jungmann made a motion to approve Resolution No. 1404 as amended. Motion seconded. No discussion on motion. All in favor, motion carried.

H. Resolution No. 1405 – Amending IGA with Crook County Regarding GIS Support – James Wilson

James Wilson, Public Safety IT Director presented the staff report, explaining that this is a renewal of an existing agreement that is funded by the state, and that the renewal period for this agreement coincides with the state funding cycle.

Councilor Hutchison made a motion to approve Resolution No. 1405. Motion seconded. No discussion on motion. All in favor, motion carried.

Visitors Appearances and Requests:

No one came forward.

Adjourn

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

Meeting adjourned at 7:45 P.M.

Motions and Outcomes:

Motion:	Outcome	Beebe	Hutchison	Jungmann	Merritt	Papke	Rodriguez	Uffelman
Consent Agenda as Presented	PASSED	-	Y	Y	-	-	-	Y
Ordinance No. 1252 – Vacation of Unimproved Portion of Right Way of NE Buckboard Lane in the Buckhorn Acres Subdivision (SECOND PRESENTATION)	PASSED	Y	Y	Y	Y	-	-	Y
Resolution No. 1398– Adopting a Supplemental Budget FY 2018-2019 (PUBLIC HEARING)	PASSED	Y	Y	Y	Y	-	-	Y
Resolution No. 1399 – Making Appropriations Adjustments to FY 2018-2019	PASSED	Y	Y	Y	Y	-	-	Y
Resolution No. 1400 – Adopting BN 2021 Budget and Making Budget Appropriations	PASSED	Y	Y	Y	Y	-	-	Y
Resolution No. 1401 – Imposing and Categorizing Taxes First Year of BN 21	PASSED	Y	Y	Y	Y	-	-	Y
Resolution No. 1402 – Imposing and Categorizing Taxes Second Year of BN 21	PASSED	Y	Y	Y	Y	-	-	Y
Resolution No. 1403 – Declaring the City of Prineville Election to Receive State Revenue Sharing First Year of BN 21 (PUBLIC HEARING)	PASSED	Y	Y	Y	Y	-	-	Y
Amend the Fee Schedule for 2.8.3 to Read up to 75% of the Original Fee	PASSED	Y	Y	Y	Y	-	-	Y
Resolution No. 1404 – Establishing Fees and Charges for the City of Prineville First Year of BN 21 As Amended (PUBLIC HEARING)	PASSED	Y	Y	Y	Y	-	-	Y
Resolution No. 1405 – Amending IGA with Crook County Regarding GIS Support	PASSED	Y	Y	Y	Y	-	-	Y
Adjourn Meeting	PASSED	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



STAFF REPORT

MEETING DATE: 7/9/2019 **PREPARED BY:** Scott Smith
SECTION: Council Business **DEPARTMENT:** Public Works
CITY GOAL: Quality Municipal Services & Programs
SUBJECT: Intent to Award 2019 Paving Project

REASON FOR CONSIDERATION:

Maintain street infrastructure.

BACKGROUND:

The City of Prineville received bids June 20, 2019 for the rehabilitation of approximately 762,000 square feet (sq. ft.) of City Streets. The following streets shall have the existing asphalt wearing surface overlaid with a 2" lift of asphalt pavement

- NE Laughlin Rd. from the intersection of Hudspeth to E3rd St/Hwy26. (PCI of 68)
- NW Lamonta Rd. from N Main to NW Gardner Rd. (PCI of 67)
- SW Cessna Dr. from High Desert to Baldwin Rd. (PCI of 72)

The Following streets will be ground and inlayed 2" at curblin 3" at centerline

- NW 4th from Deer to Main (PCI of 47)
- NW 5th from NW Locust to Main (PCI of 54)
- SE 5th from Fairview to the East end of the St.,(football stadium) (PCI of 50)

The start date for this project shall be no sooner than the 5th of August, 2019 with a completion date of no later than October 15th 2019. A mandatory pre-bid conference was held June 11, 2019, attended by 4 contractors. There were 4 qualified bidders submitting bids ranging from a high of \$971,012.00 to a low of \$744,830.00 as shown below.

1. Knife River Corporation NW	\$971,012.00
2. 7 Peaks Paving	\$867,530.09
3. Tri-County Paving	\$779,308.00
4. High Desert Aggregate and Paving	\$744,830.00

The Engineer's estimate for this project was \$780,000.00

FISCAL IMPACT: See Below.

RECOMMENDATION:

After reviewing the bid documents, bonds and first tier subcontractor lists, staff recommends Council approve the Intent to Award of the contract for the 2019 Paving Project to High Desert Aggregate & Paving of Redmond Oregon in the amount of \$744,830.00



STAFF REPORT

MEETING DATE: 7/9/2019 **PREPARED BY:** Lori Ontko
SECTION: Council Business **DEPARTMENT:** Public Works
CITY GOAL: Quality Municipal Services & Programs
SUBJECT: Intent to Award 2019 Waterline Improvement Project

REASON FOR CONSIDERATION:

Improving waterline infrastructure.

BACKGROUND:

The City of Prineville received proposals July 3, 2019 for the 2019 Waterline Improvement Project that will consists of improving water lines in 4 locations in the City of Prineville. We will install 635 LF of 8" C-900 waterline in NE 4th street from Court to Elm. We will install 595 LF of 12" C-900 waterline in Elm from NE 3rd to NE 6th streets. We will install 1490 LF of 8" C-900 waterline in NE 6th street from Main to Fairview. We will install 1072 LF of 12" C-900 waterline in Court from NE 6th to NE 10th streets. We will connect 54 services to the new waterlines and will install 7 new fire hydrants. The start date of this project shall be no sooner than the 17th of July, 2019 with a completion date of no later than October 31, 2019.

We had four companies bid on the project.

The results are as follows:

SMAF Construction	\$508,906.34
Bar Seven A	\$604,574.00
Robinson & Owen	\$673,719.90
Taylor NW	\$684,684.84

The engineers estimate for the project was **\$570,000.00**

FISCAL IMPACT: See Below.

RECOMMENDATION:

After reviewing the bid documents, first tier subcontractors lists and bid bonds, staff recommends Council approve the Intent to Award of the contract for the 2019 Waterline Improvement Project to SMAF Construction of Prineville in the amount of \$508,906.34