



Location: City Hall – Council Chambers  
Date: March 11, 2025  
Time: 6:00 PM

## City Council Meeting Agenda

Mayor Jason Beebe, Council Members Steve Uffelman, Janet Hutchison, Shane Howard, Jerry Brummer, 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 2-25-2025

### Visitors, Appearances and Requests

### Council Presentations

### Council Business

### Staff Reports and Requests

2. City Manager Report - Steve Forrester

### Council Reports

### Ordinances

3. Ordinance No. 1299 - Adding Chapter 99 to the Prineville City Code Regarding Park Rules and Regulations (**FIRST PRESENTATION**) - Jered Reid

### Resolutions

4. Resolution No. 1615 - Establishing Council Liaisons and Terminating Certain Committees - Jered Reid

### Visitors, Appearances and Requests

### Adjourn

***Agenda items maybe added or removed as necessary after publication deadline***

Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 48 hours prior to the City Council meeting. To make your request, please contact the City Recorder at 541-447-5627 (voice), or by e-mail to [lmorgan@cityofprineville.com](mailto:lmorgan@cityofprineville.com).



**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**  
**February 25, 2025**

**Council Members Present:**

Jason Beebe  
Scott Smith  
Shane Howard

Janet Hutchison  
Marv Sumner  
Steve Uffelman

**Council Members Absent**

Jerry Brummer

**Additions to the Agenda**

None.

**Consent Agenda**

1. Regular Meeting Brief 2-11-2025

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

**Visitors, Appearances and Requests**

2. Courtney Voss - Republic

Courtney Voss came forward and handed out some reports that she had been working on to Council. The report contained service level statistics for the last couple of years and asked for feedback once Council had a chance to review them.

Ms. Voss explained that they heard the Council and Republic wants to demonstrate that they want to be responsive.

No one else came forward and there was not anyone on the phone.

**Council Presentations**

None.

**Council Business****3. Adoption of Council Goals – Steve Forrester**

Steve Forrester, City Manager explained that during the Council Goals workshop, Council wanted to see two things. Amending the language under “Transparency and Effective Communication” and wanted to know if removing Justice, Equity, Diversity and Inclusion would jeopardize any grants we currently have. Which it would not jeopardize them.

Discussions continued whether to remove Justice, Equity, Diversity and Inclusion from the language and to just say “committed to practicing inclusion to serve all citizens” or to keep the goals as they are.

**Councilor Uffelman made a motion to adopt the Council Goals as they are currently stated. Motion seconded. No discussion on motion. Motion carried.**

**4. Intent to Award 2025 Spring Paving Project – Casey Kaiser**

Casey Kaiser, Asst. City Manager/Public Works Director presented the staff report and went through the areas that would be completed with this project.

There were discussions regarding the current pavement condition index (PCI) being 75, the PCI increasing 1 point since last assessment, and looking into whether it is worth it to borrow the money to bring the PCI up to an 83 or 84 at this point.

**Councilor Uffelman made a motion to approve the intent to award the 2025 Spring Paving Project to 7 Peaks Paving in the amount of \$199,199.00. Motion seconded. No discussion on motion. All in favor, motion carried.**

**5. Intent to Award Street Striping Project – Casey Kaiser**

Mr. Kaiser presented the staff report stating that there were three responsive bidders.

There were discussions regarding different types of paint, that the paint must be DOT approved and water based, and costs of reflective paints costing significantly more.

Discussions continued regarding the big differences in the bids due to two of the companies doing everything by hand rather than a line truck, if it was worth buying a line truck for the city, a line truck being a specialized piece of equipment and there being only one line truck in Central Oregon.

More discussion included reflective paint and if it would be worth it in some areas of town and how cinders are really hard on the paint.

**Councilor Smith made a motion to approve the intent to award the Street Striping Project to Specialized Pavement Marking with a bid of \$74,506.00. Motion seconded. No discussion on motion. All in favor, motion carried.**

**Staff Reports and Requests:**

**6. City Manager’s Report – Steve Forrester**

Mr. Forrester went through activities in some of the departments.

Mr. Forrester included an update on the reservoir’s current capacities before continuing with the rest of his report.

There were discussions regarding Trump’s pledge for data centers, Apple making more big investments into existing foot prints across the United States.

Discussions continued regarding power and transmission lines, Prineville Renewable Energy Project (PREP), and the recent sewer and waterline projects awards being paid for by grants that Caroline Ervin, Strategic and Economic Development Director has secured.

There were no further questions.

**Council Reports**

Councilor Uffelmann talked about his meeting with Chief Profio and is wanting to start a community Public Safety group to keep a pulse on the community.

Councilor Hutchison provided an Ochoco Forest Collaboration meeting update where they talked about wildlife and an update on projects coming up and changes. The Ochoco Forest has lost 25 employees with the federal cutbacks.

Councilor Smith announced that he was asked to serve on Central Oregon Area Commission on Transportation (COACT) Executive Board.

Mayor Beebe talked about the recent OGEC training he attended that was hosted by the city and thought it was really good training. Everyone should take it and it is actually required to take it each term of office.

There were no further reports.

**Ordinances:**

None.

**Resolutions:**

- 7. Resolution No. 1614 – Adopting the 2024 System Development Charge Methodology Report & Amend Water and Wastewater System Development Charges – Casey Kaiser**

Mr. Kaiser presented the staff report and talked about the public hearing that was held, and public notices being published. There were no comments received.

There were discussions regarding how the SDC charges could have been much higher and hindered growth if the city went with a mechanical treatment plant versus the wetland treatment process. There was also a difference of multiple millions of dollars to construct a mechanical plant versus the wetland treatment plant.

Mr. Kaiser added that the projects that we are doing and how all of the successful grants we have received helped in keeping our SDC's lower and rates stable.

Discussions continued regarding CPI updates to rates, biosolid removal, the ponds being very efficient and that another sludge survey will be conducted in five years.

**Councilor Hutchison made a motion to adopt Resolution No. 1614. Motion seconded. No discussion on motion. All in favor, motion carried.**

**Visitors, Appearances and Requests:**

No one came forward and no one was on the phone.

**Adjourn**

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

Meeting adjourned at 7:03 P.M.

**Motions and Outcomes:**

Motion:	Outcome	Beebe	Brummer	Howard	Hutchison	Smith	Sumner	Uffelman
Consent Agenda as Presented Corrected	PASSED	Y	-	-	-	-	Y	Y
Adoption of Council Goals	PASSED	N	-	N	Y	Y	Y	Y
Approve the intent to award the 2025 Spring Paving Project to 7 Peaks Paving in the amount of \$199,199.00	PASSED	Y	-	Y	Y	Y	Y	Y
Approve the intent to award the Street Striping Project to Specialized Pavement Marking with a bid of \$74,506.00	PASSED	Y	-	Y	Y	Y	Y	Y
Resolution No. 1614 – Adopting the 2024 System Development Charge Methodology Report & Amend Water and Wastewater System Development Charges	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> .

# City Manager Update to Council

March 11, 2025

## **Public Safety / Dispatch**

Interviews for the Evidence Tech position have concluded and there is a candidate in the background process.

We have another candidate for dispatch that has passed background with another round of candidates for interviewing. Interest for applicants has increased significantly after removing the word “officer” from the position title. Testing participation has also increased.

We have a new lateral officer Richard Guffey, from Sunriver who is joining the PD team on March 17<sup>th</sup>, please welcome Officer Guffey to the team! There is another lateral currently in the background process.

## **Public Works**

Combs Flat still continues to move forward on time and on budget.

We are in our third month of receiving septic water from the county as per our agreement with them. It is generating a little extra revenue for the sewer fund.

Casey and team are busy putting together numbers for the upcoming budget for capital improvement projects. He has noted a difference of how far money is going to fund these projects due to rising costs.

## **Railroad**

The bridge repair is finally underway. More to follow as the project progresses.

Springtime maintenance projects are underway.

February ended very well for the railroad due to the increase in cars.

## **Meadow Lakes Golf**

February was not too good for Meadow Lakes, however was anticipated. It was a snowy / frosty month.

Meadow Lakes is still able to function with the high levels of the Crooked River, though a few re-routes were needed. The tournament went on and did well.

High School golf has started up and Zach is still the head coach for these lucky future golfers.

## **Airport**

The T-Hangar project has started, with a pause on the runway extension project due to heavy mud.

## **Planning**

The Planning Commission will be having a public hearing on the proposed UGB expansion at their next meeting before coming to Council on April 8<sup>th</sup> for another public hearing.

Construction on the hill is going gang busters still with new roads being punched in for more development.

The Planning Department has 2 more potential subdivisions which is good to get more lots out there.

The Transportation System Plan (TSP) is progressing and expected to come to Council in the next couple of months to adopt.

**Human Resources**

Karee is working on never ending policy updates to keep us in compliance.

**Information Technology**

There was a global Microsoft outage over the first weekend in March which caused some issues with emails for some.

**Finance**

Lori and Jennifer attended the annual GFOA conference and came back with all kinds of good information.

**City Recorder/Risk Management**

Just the usual reminders for upcoming events:

COCO will be having a COCO Day at the capital on March 20<sup>th</sup>. If any Council members would like to attend, let us know. March 20<sup>th</sup> is also Water Caucus Day at the Capital.

LOC Annual Spring Conference is coming up May 1-2<sup>nd</sup> in North Bend this year. Registration is now open.

Annual property and liability insurance renewals are coming up quick and will be starting to work on all of the schedules in April.

**City Legal – No Update**

**EDCO – No Update**

**Public Relations**

Our city Facebook page now has 22,000 followers and growing. Water conservation tips have started rolling out.

**Mayor/Council – No Update**

**Economic Development and Strategic**

Caroline is starting to close out the PREP Forest Service grant the city received which is great and helping that project move forward.

**Other – No Update**



**ORDINANCE NO. 1299**

**AN ORDINANCE ADDING CHAPTER 99 TO THE PRINEVILLE CITY CODE  
REGARDING PARK RULES AND REGULATIONS**

**Whereas**, Chapter II, section 4 of the City of Prineville Code provides:

Powers. The city has all powers that the constitutions, statutes and common law of the United States and Oregon expressly or impliedly grant or allow the city, as fully as this charter specifically enumerated each of those powers.

**Whereas**, the Crook County Parks and Recreation District requested that the City Council of Prineville (“Council”) adopt a formal Park Rules and Regulations Ordinance to be enforceable within the City of Prineville.

**Whereas**, the Council declares that the health, safety and welfare of citizens are promoted by adopting said Ordinance.

**NOW, THEREFORE, THE PEOPLE OF THE CITY OF PRINEVILLE DO  
ORDAIN AS FOLLOWS:**

1. The Council hereby adopts proposed Chapter 99 attached to this Ordinance to the Prineville City Code.

Presented for the first time at a regular meeting of the City Council held on March 11, 2025, and the City Council finally enacted the foregoing ordinance this \_\_\_\_ day of March, 2025.

---

Rodney J. Beebe, Mayor

ATTEST:

---

Lisa Morgan, City Recorder

## CHAPTER 99 – PARK RULES AND REGULATIONS

### Sections:

- 99.10**        **Policy**
- 99.20**        **Short Title**
- 99.30**        **Definitions**
- 99.40**        **General Rules and Regulations**
- 99.50**        **Prohibited Conduct**
- 99.60**        **Hunting, Fishing, Firearms & Fireworks**
- 99.70**        **Animals**
- 99.80**        **Vehicles**
- 99.90**        **Special Use Permits**
- 99.100**       **Closures.**
- 99.110**       **Enforcement of Rules and Regulations**

### **99.10**        **Policy**

The City may develop, construct, improve, operate and maintain park and recreation facilities in a manner which will best afford the public with necessary conveniences and accommodations. In order to protect such areas, protect the health, safety and well-being of the public, and ensure the greatest use and enjoyment for all park users of the benefits from such areas, it is necessary to make regulations and provisions the City Council deems necessary.

### **99.20**        **Short Title**

This chapter shall be known and may be cited as the Prineville Park Rules.

### **99.30**        **Definitions**

As used in this chapter:

“Park” or “park area” means the City’s or District’s community parks, area parks and other park classifications, the buildings and other facilities located within such areas, public bike paths and pedestrian ways (but not sidewalks along City streets), recreation facilities, which have been placed under City or District jurisdiction, either by deed or dedication, regardless of whether such areas have been opened up for public use.

“City” means the City of Prineville

“District” means the Crook County Parks and Recreation District.

“Council” means the Prineville City Council.

“Park employee” means any regular employee of the City or District who has been assigned to supervision of the parks.

“Parks and recreation director” or “director” means the Executive director of the District.

“Special event” means the use of a park or park area which constitutes one or more of the following:

1. Large or special use of an area or facility;
2. Creates a special demand for park services such as parking, cleaning, power or water;
3. Requires coordination so that other users can co-exist without disruption; and/or
4. Which constitutes a commercial use.

“Alcohol” or “alcoholic beverage” means any form of alcohol containing more than one-half of one percent alcohol by volume, including but not limited to malt and fermented beverages, whether licensed for sale in the state or not.

#### **99.40 General Rules and Regulations**

The general rules and regulations for parks and park areas shall be as provided in this chapter. Unless otherwise provided, although an offense defined under this chapter requires no culpable mental state with respect to one or more of its material elements, the culpable commission of the offense may be alleged and proved, in which case criminal negligence constitutes sufficient culpability. The parent or parents of an unemancipated minor child, other than a parent who is not entitled to legal custody of such child, shall be liable for any damage to persons or property and responsible for the acts committed by such child.

#### **99.50 Prohibited Conduct**

The following acts shall be prohibited within parks or park areas:

1. No person shall engage in a criminal activity. All criminal activity shall be reported to the Prineville Police Department.
2. No person shall disturb, injure, or endanger the comfort, health, peace, or safety of others.
3. No unauthorized person shall cut, remove, or damage vegetation.
4. No person shall build a fire in any area not specifically designated for that use. Portable propane camp stoves and barbeques in safe operating condition may be used.
5. No person shall camp unless it is specifically designated for that purpose.
6. No person shall damage or deface City or District property.

7. No person shall sell merchandise or services or operate a concession without valid authorization and shall possess, on their person, evidence of such approval.
8. No person shall litter. Garbage and refuse shall be deposited in proper receptacles provided for this purpose or carried off site for disposal. Garbage and refuse shall not be brought in for disposal.
9. No person shall use airborne projectiles such as golf equipment, archery equipment, discus, javelin, or shot-put that may harm property or person except as authorized by the Director or designee.
10. No person shall possess a firearm except those persons authorized to carry firearms under Oregon law.
11. No person shall dig up, deface, or remove dirt, stones, rock or other substances nor make any excavation.
12. No person shall place signs, markers, or instructions without authorization of the Director or designee.
13. No person shall wash clothes or material or clean fish in streams, ponds, or restrooms.
14. The use of any device that amplifies sound shall be regulated in accordance with City code.
15. No person shall use any rolling device such as a bicycle, skateboard, scooter, inline skates, etc., in a manner that may cause potential harm to other people, pets, and wildlife.
16. No bicycles or pets, except service animals are allowed in restrooms.
17. No person shall operate a metal detector without a permit in their possession.
18. No person shall drink or being in possession of an open container of an alcoholic beverage without obtaining an alcohol consumption permit issued by the City of Prineville.
19. No person shall use a cell phone, camera, or other photographic equipment inside a restroom facility, dressing room or changing area.
20. No person shall organize, conduct, or participate in any tournament, camp or scheduled activity without prior authorization from the Director or designee. Any scheduled activity has priority within facilities.
21. Sexually explicit material, as defined by Oregon law, shall not be displayed in view of minors. No person or group engaging in an authorized event may display sexually explicit artwork or similar displays or performances.

22. No person shall tether, launch, or land a hot air balloon without authorization from the Director or designee.
23. No person shall jump, dive, or launch themselves from bridges.
24. The use of any tobacco product or any device that produces smoke or vape is prohibited. This includes, but is not limited to, tobacco products, cannabis products, hemp, e-cigarette, cigar, or pipe tobacco.
25. No person shall urinate or defecate except in restrooms or portable toilets provided for that purpose.

#### **99.60 Hunting, Firearms and Fireworks**

1. No person shall discharge a firearm or use a weapon within a park or park area. Weapons include spring or air-activated weapons that propel projectiles by use of a bow or sling, explosives, or jet or rocket propulsion. Only persons authorized by the State of Oregon in accordance with their official duties, or in writing by the Director or designee, shall be authorized to fire or discharge any firearm or weapon.
2. No person shall hunt on any district property, except as authorized by the Director or designee and/or the Oregon Department of Fish and Wildlife.
3. No person shall discharge any fireworks or explosives on district property, except as authorized by the Director or designee.

#### **99.70 Animals**

1. Domestic animals must be on a leash within a park or park area. Dogs are allowed off-leash only in designated areas. Dog owners must comply with applicable City Code.
2. A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animals sale, effective performance of work or tasks, In which case the service animal must be otherwise under the handler's control (e.g. voice control, signals, or other effective means).
3. Owners or keepers must not allow a dog or animal to engage in fighting with other dogs, animals or persons nor shall allow a dog or animal to harass, threaten, or injure any person or other animal.
4. Owners or keepers must not allow a dog or animal to damage property or property belonging to persons other than the owner or keeper of the animal.
5. Animal waste must be removed by the owner or keeper before leaving the area.

6. An animal must not be left unsupervised or fixed to any stationary object in a manner that may allow the animal to charge, become free or lunge causing injury to humans or other animals.
7. Owners or keepers must not ride or lead a horse or other stock animal within a park or park area except in designated areas or with a special permit.
8. While using designated off-leash areas, dogs must be always under verbal control of an owner or keeper.
9. While using designated off-leash areas, owners or keepers must always carry a dog leash with them.
10. Owners or keepers may not have more than 3 dogs in an off-leash area at one time.
11. Owners or keepers must obey posted times of use in off-leash areas.
12. Children under the age of 12 may not be in the off-leash area without adult supervision.

#### **99.80 Vehicles**

1. Motorized vehicles may be operated:
  - a. On roadways and parking areas specifically designated for motorized vehicles;
  - b. By special permit; or
  - c. For public safety purposes.
2. No vehicle shall be parked in a loading zone within a park or park area for more than 30 minutes.
3. Use of parking areas within a park or park area is restricted to users of those sites.
4. No person shall block the flow of traffic in a parking lot, or prevent emergency vehicles access, by double parking or blocking a fire hydrant, driveway or entry gate.
5. No vehicle may be parked within a park or park area between 10:00 p.m. and 5:00 a.m., except by:
  - a. Special permit; or
  - b. When pre-approved in writing by the Executive Director.
6. Vehicles left within a park or park area for twenty-four hours or more may be considered abandoned.

7. Vehicles may be towed in accordance with the requirements of Oregon law at the owner's expense.

### **99.90 Special Use Permits**

Persons issued special use permits must abide by all park rules and regulations, and all applicable ordinances. The permit holder shall be liable for any loss, damage or injury sustained by any person using park facilities pursuant to the permit. The Director or designee shall have the authority to revoke a permit upon finding violation of any rule, regulations or ordinance, or for other cause. If the permit holder charges for permission to use a specific part of a park or park area for recreational purposes and the Director or designee provides notice with a description of that part of the land the immunities provided by Oregon apply to the remainder of any City or District land

### **99.100 Closures**

1. Parks not designated for camping are closed from 10:00 p.m. to 5:00 a.m. unless otherwise posted. It shall be unlawful to enter or remain in a park or park area during closed hours except:

a. A person may enter and remain in a closed area for a reasonable amount of time to retrieve their personal property or vehicle;

b. A pedestrian may travel through a park or park area to travel outside of City or District property;

c. District staff and emergency responders may enter closed areas in the course of executing their duties; or

d. By special permit.

2. Park or park areas may be closed or its use limited by the Director or designee to ensure the safety and security of the public or District or City property when fire hazards or other hazards exist.

3. No person shall refuse an order to evacuate any park or park area in time of an emergency.

### **99.110 Enforcement of Rules and Regulations**

1. The Director or designee, as well as any peace officer, as defined in Oregon law, are vested with the authority to enforce these rules and regulations and may:

a. Issue a citation as provided by Oregon law to any person who violates any provision of this chapter;

b. When authorized by law, seize from any persons' property that is being used or left in violation of this chapter;

c. Refuse entrance to a City or District facility or program, or to require a person to leave City or District property, facility, or program.

2. No person shall refuse to leave any City or District property, facility or program after being directed to leave by a peace officer, the Director, or designee.

3. No person shall interfere with any City or District personnel enforcing this chapter.

4. The Director or designee shall have the authority to issue special use permits, or to grant exceptions or waivers to any of the terms of this chapter for authorized events and activities.

5. Violations of this chapter may be considered a nuisance under Prineville City Code.

6. Should any word, sentence, paragraph, clause, or phrase of this chapter be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of this chapter, which shall remain in full force and effect.



**RESOLUTION NO. 1615  
CITY OF PRINEVILLE, OREGON**

**A RESOLUTION ESTABLISHING COUNCIL LIAISONS AND TERMINATING  
CERTAIN COMMITTEES**

**Whereas,** The City of Prineville City Council (“Council”) has an interest in the efficient governance of the City.

**Whereas,** City of Prineville (“City”) has the following committees that are not being utilized: (1) Finance Committee; (2) Public Works Committee; (3) Transportation Committee; (4) Solid Waste Advisory Committee; (5) Downtown Revitalization Committee; (6) Franchise Fee Committee; (7) Barnes Butte Focus Committee; (8) Air Quality Committee; and (9) Public Safety Funding Committee.

**Whereas,** the Council believes that the establishment of liaison positions for individual departments will create greater interconnectivity between Council and departments allowing for greater research and understanding on behalf of Council and a point of contact for complaints or concerns of the citizenry within certain departments.

**NOW, THEREFORE,** the City of Prineville resolves:

1. The following Committees are hereby dissolved: (1) Finance Committee; (2) Public Works Committee; (3) Transportation Committee; (4) Solid Waste Advisory Committee; (5) Downtown Revitalization Committee; (6) Franchise Fee Committee; (7) Barnes Butte Focus Committee; (8) Air Quality Committee; and (9) Public Safety Funding Committee.
2. The following liaison positions are hereby established: (1) Finance; (2) Public Safety; (3) Public Works (Utilities); (4) Public Works (Streets); (5) Public Facilities; and (6) Solid Waste.
3. The Mayor shall have the authority to appoint one City Councilor to each liaison position.

Approved by the City Council this \_\_\_\_ day of March, 2025. .

---

Rodney J. Beebe, Mayor

ATTEST:

---

Lisa Morgan, City Recorder