
City of Florence
City Council Minutes
February 16, 2010

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Mayor Brubaker opened the regular council meeting at 7:00 p.m. with the pledge of allegiance. Other members present included Council President Nola Xavier, Council Vice President Alan Burns, and Councilors Suzanne Roberts and Dave Franzen. Staff in attendance included City Manager Robert Willoughby, Assistant City Manager Jacque Morgan, Public Works Director Mike Miller, Community Development Director Sandra Belson, Finance Director David Armstrong, FEC Director Kevin Rhodes, Police Chief Maurice Sanders, Senior Planner Wendy Farley, and City Recorder Pat Heinze.

APPROVAL OF AGENDA

Mayor Brubaker asked if there were any changes to the agenda, hearing none, the agenda was approved as published.

PUBLIC COMMENTS

Mayor Brubaker explained the purpose of this portion of the meeting and offered an opportunity for members of the audience to address the council regarding any matter not already on the agenda for that evening. With no one coming forward, he moved on with the Consent Agenda.

CONSENT AGENDA

MINUTES

Consider approval of minutes from January 19 and February 1, 2010 regular council meetings.

Mayor Brubaker asked if there were any corrections to the minutes of January 19, 2010, hearing none he called for approval of the minutes. Councilor Franzen noted that he had not attended either meeting and would not vote on the approval of the minutes. Councilor Burns moved for approval of the minutes of January 19, 2010, second by Councilor Xavier, by voice 4-1 motion carried, with Councilor Franzen abstaining.

Mayor Brubaker noted for the record that he did not attend the meeting of February 1, 2010. Mayor Brubaker asked if there were any corrections to the minutes of February 1, 2010, hearing none he called for approval of the minutes. Councilor Burns moved for approval of the minutes of February 1, 2010, second by Councilor Roberts by voice 4-2 motion carried, with Mayor Brubaker and Councilor Franzen abstaining

PUBLIC HEARING

FLORENCE SENIOR CENTER INC., BUILDING USE AND RENTAL POLICY

Consider testimony on the approval of the Building Use and Rental Policy proposed by the Florence Senior Booster Center, Inc.

Mayor Brubaker said the public hearing before the council that evening was to consider testimony on the approval of the building use and rental policy for the Florence Senior Center.

CM Willoughby said the city recently entered into a management agreement for the new Senior Center with the Senior Boosters. He said the agreement requires that the Senior Boosters present a rental policy to the city council for approval. He said staff's recommendation is for approval of the policy so there will be one in place for the operation of the new facility. He noted that the president of the Senior Boosters, Paul Culy was in attendance and available to answer questions that evening.

Councilor Roberts said she understood that the Senior Center had an extensive dance floor and if a group (like a square dance group) wanted to rent it; would there be a charge for that? CM Willoughby said he would let Mr. Culy answer that; but added that under the policy, all of the members of the square dance group would have to be over age 60.

Paul Culy, President of the Senior Booster: Mr. Culy said we are saddled with the fact that any participant coming to the center must be 60 years of age or older; even for events such as was mentioned a "dance group". He said the only way they can rent to an individual is if that individual is age 60 or older, the event has to be of their doing or a celebration of that person. He said then all of the attendees need not be 60 years, they could be of any age and that was the only case where the age limit did not apply.

Councilor Roberts said she didn't understand the rental of the kitchen. Mr. Culy said in the event that someone wanted to use the kitchen for their event (such as the dance group) then the kitchen fee would apply.

Mr. Culy said it was the main dining room and if we had dance and if it were sponsored by a group other than ourselves then the above 60 age requirement would apply; therefore anyone they invited in would have to meet the age requirement. CM Willoughby said, according to the rental policy, the fee would be \$150.00.

Mr. Culy then provided the operating statements for 2009 to the city recorder for the council and staff.

Mayor Brubaker asked Mr. Culy about the fee for card and game room and if that charge would be \$75.00 for each one. Mr. Culy replied that the charge for the card and the game room would be \$75.00 for both.

Councilor Roberts asked if there were pool tables in the game room; Mr. Culy replied that they had one pool table and they will also have a couple of board tables, and a ping pong table.

Mayor Brubaker opened the public hearing for anyone who would like to address this agenda item of adopting a building fee and rental policy for the Senior Center.

Karen Mason – Florence: Ms. Mason said she had questions on the age 60 limitation. She asked if this was an arbitrary age that was set, and what was the age limit based on. Mayor Brubaker said normally they don't answer questions until the public hearing was closed, but because this was such a "key" question it should be explained. He said this age limitation is a requirement of the federal government as a "string" attached to the Community Development Block Grant. He said the city had first thought that perhaps there would be a 5% waiver cushion in there, but it was thrown out, and because it's a poster child project, the CDBG administrators are being very firm about the age requirement. He said the direct answer is; the age requirement is a "string" attached to the \$800,000 grant funds that the city received to build the senior center.

Ms. Mason asked if there was anything in writing, available to the public that explained the requirements. Mayor Brubaker replied, we do, we have an agreement that we've entered into for the receipt and use of the block grant funds. He suggested that Ms. Mason contact Assistant City Manager Jacque Morgan who is the city's point person, to obtain that copy.

Mayor Brubaker explained that this age requirement was only for 5 years, and then those younger than 60 would be allowed to use the building. He said on the other hand the fundraising was done along with the building of this facility for a Senior Center.

Ms. Mason said she had heard that volunteers are allowed to volunteer there under age 60 and asked why one could volunteer there under the age 60 but not participate in the activities. Mayor Brubaker said when they were finished with the public hearing they would asked that question as he did not know the answer to that himself.

With no one further coming forward to testify, Mayor Brubaker closed the public hearing at 7:14 p.m.

Mayor Brubaker asked for clarification on the age of the volunteers. ACM Morgan said the volunteers that operate the Senior Center have to be 60 or older but the volunteers that operate the Alzheimer's unit and those that volunteer for the Meals on Wheels do not have to be 60 or older, because they provide a service, they do not participate in the activities. She said the Senior Boosters made a whole list of questions and scenarios of "what if" and the CDBG administrator came down and went through those and ACM Morgan said she would be glad to provide Ms. Mason a copy of the answers and questions that came out of that meeting.

Consider approval of the Building Use and Rental Policy proposal submitted by Florence Senior Center Inc.

Mayor Brubaker said he was ready to call for approval of the policy with the correction of the typo of “Dinning” room to Dining Room. Councilor Burns moved to approve the Building Use and Rental Policy for the Florence Senior Center Inc. with the correction as mentioned above. Second by Councilor Roberts, by voice all ayes, motion carried unanimously.

Mayor Brubaker said that the city had received reports that the project was 5-6 weeks ahead of schedule. He said he wasn’t sure if they had a move in date yet, but the celebration involving the new Center was planned for Friday of Rhody weekend. He noted that the open house would be held well over a month after it had opened, but the city had received state approval to open the building up to everyone regardless of age, for the open house.

ACTION ITEMS

CITY OF FLORENCE YARD DEBRIS MONTHLY PROGRAM

Consider approval of Resolution No. 6, Series 2010 a resolution establishing and setting a fee for the yard debris disposal at the Florence Airport.

Mayor Brubaker said that this agenda item was an establishment of a yard debris disposal fee. CM Willoughby said he appreciated all the energy and imaginative work that PWD Miller had done with this project.

PWD Miller said this is a concept for expanding the yard debris program that was discussed in October 2009. He said we’re looking at the third Saturday of each month from March through November of 2010. He said the proposal is for the city council to open it up to not only city residents but residents within the UGB and charging a \$5.00 fee for a standard pickup load (yard of materials). He said we would have two free yard debris days per calendar year; in May and October. He said we have two goals:

1. Looking at expanding the program for biosolids, we would need more woody debris. He said this eliminates the yard debris from going into the waste stream as a lot of it gets mixed into the regular trash containers. He said county staff has indicated that the Short Mountain landfill is limited to organic matters.
2. Offset some of the costs. He said the cost for grinding the material at the airport, depending upon the amount of material, can cost as low as \$1,400 for a years worth of grinding to as much as \$3,400 last year, two years ago we did 2 years worth and it was \$8,900.

He said the \$5.00 fee would help to offset the costs, but noted that if the city collected a fee we would have to pay staff for their time and that would be a consideration.

Councilor Roberts asked about the cost of \$468/hour to chip the yard debris and questioned if this was the rental of Ray Well’s equipment. PWD Miller

replied, yes, it was for their trackhoe and their tub grinder. Councilor Roberts said that price was horrendous and wondered if this cost was included in this year's budget and asked if we had considered purchasing our own mulch machine.

PWD Miller said we haven't quite gotten there but we will be pricing them. He said part of the issue of the program is funding, and when they get to the 2010 goals they would talk more about the progress we've made with biosolids. He said the ultimate goal was to have the city purchase the equipment but said that a tub grinder can cost as much as \$250,000 (brand new), and of course much less for used equipment. He said if the city obtained a grant for \$3.7 million then they would purchase a new piece of equipment, as always it depends on the funding level and how we want to start the program. Councilor Roberts said we could then rent our machine out to Ray Wells; she didn't want to pay the \$468/hour.

Mayor Brubaker said he had the same question and said this dollar amount was for 8 hours so that's 8 hours per year. PWD Miller said this is how much it costs for them to come in and grind the amount of material that we've been seeing at the airport. He said that Ray Well's equipment is very fast and very efficient in mulching the amount of the material that we pick up. He said if we look at the cost two years ago, it was \$3,400 and a couple of years before that \$1,400 - it depends upon the amount of material on site. He said Ray Wells doesn't charge a move in fee and they can get it done in a day if we have the typical amount of material on hand. PWD Miller said the grinder was very large and we can take care of trees that come down in a wind storm and into the right of way; most of them are rather large - 12" or larger in diameter. He said the tub grinder is very efficient as the materials are picked up with a backhoe or tractor and dumped into the grinder rather than have someone feed it in a smaller grinder after trying to break it apart and man handle it.

Councilor Roberts asked about extending the services to those in the UGB; and noted that even those within the city who pay taxes would have to pay the \$5.00 fee. She said she understood that it was difficult to get identification, but it bothered her that those in the UGB could use the services during the free days and she didn't like that; it seemed to her that the city loses control during those days and she said when people find out something is free it is amazing who comes to these events; even from out of town like Reedsport, Veneta, etc.

PWD Miller said we do need quite a bit of material and extending the program will not put that much of a dent in our need if we went to 100% biosolids composting. He said the good news for our biosolids composting is that Lane County still operates its daily yard debris program at the transfer site and the amount of material that is generated will fill the gap for our needs in the long term. He said the idea behind the fee for the yard disposal day was to strike a balance with the free days. He said city residents are used to bringing material out for free so it was his suggestion to have the free drop off day two times a year; typically the program runs from 9-1 and we would extend it until 2:00 for an extra hour of operation, it's pretty limited as far as the time; but it's entirely up to council how they want staff to proceed.

CM Willoughby said if we're going to compost our biosolids according to the study that was done for us; we're going to need more carbon for the composting and that is what we're getting with our free program. He said the yard debris that is going into the county landfill is probably from those who live in the UGB and outside the city and don't have the free program available. He said at some point if we're going to move forward with a composting program we have to divert that carbon source to the city's program and that is one of the objectives of the program.

Councilor Roberts said we don't know how much we need yet or how much we're going to get from the city and UGB might be sufficient. PWD Miller said he thought between the two we'll still be quite a bit short.

Councilor Burns said he did not care for the two free days either and asked what the county charged. PWD Miller said \$13.50/cubic yard of material; he said if he loaded up his pickup it would be about a 1½ yards.

Mayor Brubaker asked what funds pay for this project. PWD Miller responded that we've been paying for the program through streets, stormwater and recently through wastewater with the idea that it would go to biosolids.

Mayor Brubaker said he agreed with councilors regarding the free day, but he would also like to discuss opening it up to everyone with a \$5.00 charge; no free days; this would make sure we get the program off the ground right away. He said with his proposal anyone living up the North Fork or on Siltcoos or Woahink could bring their yard debris for \$5.00 a load. He said to open this up universally would help everyone; and he would be interested in the issues of getting hit with a lot of volume on a free day and wondered about traffic control. Mayor Brubaker suggested a trial period for a year. He said the county needed to be available for commercial or landscape maintenance people, if they don't have a place on site, and they would pay the larger fee. He said this could pay for itself and it's another way to keep from raising our garbage fees.

Councilor Franzen moved to open the yard debris days up to the general public with a fee of \$5.00. (for the record this was no second to his motion).

Councilor Roberts said the problem is monitoring and she said she thought \$5.00 was too cheap and would like to put on a \$1.00 surcharge and make it \$6.00 with a dollar going towards the new chipper.

Mayor Brubaker said his recommendation was to keep it at \$5.00 and try it for a year and see where it goes rather than an odd dollar amount. He said when everyone pays you don't have to show an ID at the gate. Councilor Roberts said she would go with that, but wanted to modify it by adding \$1.00 more to pay for the chipper.

Mayor Brubaker asked for anyone in the audience to offer any comments.

Karen Mason: Ms. Mason said she thought \$5.00 was fine because if you have a \$5.00 bill in your pocket you're fine, but if you need another \$1.00 and don't have it you have to leave to get more money. She said another \$1.00 toward buying an expensive machine was not that much.

Janice Willoughby: Ms. Willoughby said she was a member of the EMAC committee and the committee was really behind getting the biosolids program going. She said whatever the city can do to get more material was great; and if the council wanted a \$1.00 to go into the equipment pot, they could take it out of the \$5.00.

CM Willoughby said not to disagreed with his wife, but if you're losing a dollar on each sale you can't make up for it with volume. He agreed that we need to run the program to see how much material we get and how much it costs and whether we can afford a new chipper.

Councilor Xavier said PWD Miller had indicated that he had only begun to research what type of machine would be appropriate and the cost of that could be from a small amount to a larger amount. She agreed that if we're going to run the program that at some point we're going to have to purchase a machine, but she thought the discussion on what kind and how we pay for it should be left to PWD Miller to do the research and that's a discussion that should be taken up during budget.

Mayor Brubaker moved to adopt this program as recommended by staff on a trial basis for 2010, modifying it by having no free days and charging anyone who wants to come \$5.00 pickup truck load. Second by Councilor Burns, by voice all ayes, motion carried unanimously. (It is noted for the record that this motion adopted Resolution No. 6, Series 2010, a resolution establishing and setting a fee of \$5.00 for yard debris disposal at the Florence Airport.)

**CITY OF FLORENCE
RESOLUTION NO. 6, SERIES 2010
A RESOLUTION ESTABLISHING AND SETTING A FEE
FOR YARD DEBRIS DISPOSAL AT THE FLORENCE AIRPORT**

WHEREAS, the Florence City Council in an effort to improve air quality approved Ord. No. 3, Series 2005 banning most burning in the Florence City limits; and

WHEREAS, the city in collaboration with the garbage haulers established a free yard debris drop-off program available at the Florence Airport; and

WHEREAS, the yard debris drop-off program has been available since 2005 generating processing costs to the city for chipping; and

WHEREAS, staff has recommended expanding the yard debris drop-off program to include residents outside the City limits to prepare for the bio-solids composting program; and

WHEREAS, the Council wants to recoup some the City's cost for processing the yard debris by setting a nominal fee by resolution.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Florence, as follows:

Section 1. Yard Debris Drop-Off Fee. The City Council for the City of Florence hereby establishes a yard debris drop-off fee of \$5.00 per cubic yard or less of vegetation to cover some the City's costs associated with processing the yard debris.

This resolution will become effective immediately upon adoption.

PWD Miller added for clarification that if they have a pickup load and a utility trailer they would be charged \$5.00/cubic yard.

Mayor Brubaker reported that the city's first yard debris day would be March 20th.

LETTER OF SUPPORT FOR THE ICE MACHINE PROJECT

Consider authorizing the Mayor to sign a letter to the Lane County Board of Commissioners in support of the Port's request for \$79,000 from the Lane County Industrial Development Revolving Fund to complete the ice machine project.

Mayor Brubaker said this item would give publicity to something that was going to have tremendous results if we can collectively pull it off. He said this is a request for an endorsement for the fishermen to receive funds for the ice machine out of the county's Industrial Development Revolving Fund. He went on to say that by endorsing this request from the fishermen for the ice machine, the City of Florence would not be in a position to ask for other things for its own use for this year out of this fund. He said as a practical matter, what we're really saying, is if the council is so inclined to proceed with this, it's with the knowledge that it's for a very important project, but we won't be requesting funds from the county for the next 12 months out of this fund. He said the fishermen are asking for a letter of support to complete the project in hopes that the county can award money out of their Industrial Development fund. He said we're suggesting that it be a grant rather than a loan, but that would be up to the county commissioners to make that decision.

Mayor Brubaker asked for those in the audience that were in support of this measure to raise their hand; he thanked everyone who did. He then asked for those who were against this to then raise their hand and thanked them for the input. Councilor Burns moved to authorize the Mayor to sign a letter to the Lane County Board of Commissioners in support of the Port of Siuslaw's request. Second by Councilor Franzen, by voice, motion carried 4-1 with Councilor Roberts casting the dissenting vote.

FLORENCE EVENT CENTER SURVEILLANCE EQUIPMENT

Consider accepting the donation of surveillance equipment for the FEC from the Friends of the FEC.

Mayor Brubaker said this agenda item was requesting acceptance of a donated gift for the FEC in the form of a surveillance camera system.

FEC Director Rhodes said the FEC had sustained various types of vandalism over the years and to address this issue the Friends of the FEC and the Advisory Committee had offered to fund the installation of the surveillance

system. He said in the past council had requested that if there was anything of significance that was going to be added to the building that they be informed.

He said staff had looked into various types of systems and after some research staff recommended going with the DVR system as it has the possibility of doing a monthly monitoring in future; and he wanted the council to know that it was something we could do at a later time and it wouldn't have an impact on the FEC budget. He said by adding a surveillance system to the FEC it would be an asset to the community regarding security, but it will also have an impact on the community by trying to clean up any negative activity that was going on.

Councilor Xavier asked for clarification that staff was not proposing to do live monitoring at this point so there would not be a monthly fee; staff was only looking for permission to install it, and FEC Director Rhodes replied correct. Councilor Xavier asked if the DVD's were saved. FEC Director Rhodes said it was a digital recording system and this particular one has a tera byte of recording so it can record up to 3 months, but we would not need to retain the recording for that long. He said we would have a recording of any activity, so if there was any vandalism or theft we could go back and review the tapes. He said if there is an increase in activity where we feel monitoring would be a better way to go, we would address it at that time and it would be a \$35-\$40/month fee for a local business to monitor that. He went on to say that the system gives staff the capability to go online (with a password) and see what the cameras were viewing at that time. He said for example, if he received a call or an alarm was going off, he could go on line immediately and see what the camera was projecting. He said at this time they were looking at just doing 5-6 exterior cameras, but noted that the system had the capability of handling up to 16 cameras.

Councilor Roberts said she had no problem with this, but expressed that it saddened her that it had to come to this and indicated that she had not been made aware of any vandalism at the FEC.

FEC Director Rhodes said most recently in Dec. and Jan. the outside kitchen storage was hit where they cut the bolt off of Red Rose Catering's storage that contained a walk-in cooler. He said there was also a fenced in area that contained a refrigerator and that was also broken into. He said the total damage came to a little over \$1,000 with those two incidents.

He said they have had cars broken into and things stolen out of them during events. He said there is occasional vandalism to the building; at times they have broken or rearranged the letters on the sign, and someone attempted to throw blocks through the front window which was a little more serious. He said they thought this would be a good method to deter some of this. He added that we do live in a great community and although this is not huge, it's enough to warrant some protection.

Councilor Roberts said she would appreciate being made aware of any vandalism in the monthly report if it didn't add too much work for Kevin.

CM Willoughby asked if she would like the same type of report from public works if there was something happening in the parks. Councilor Roberts said she had seen some listed in the monthly reports and that she did appreciate being informed when those things happened.

Mayor Brubaker thanked the Friends of the FEC for their terrific generosity, not only for this donation but for their support over the years and he asked FEC Director Rhodes to relay the appreciation of the council to the Friends.

Mayor Brubaker moved that the council gladly accept this donation. Second by Councilor Xavier, by voice all ayes, motion carried unanimously.

REPORTS

IMPLEMENTATION OF THE 2010 COUNCIL GOALS

City Manager and Department Heads will discuss strategy to achieve the 2010 Council Goals

Mayor Brubaker said this item is a follow through of the implementation of the 2010 goals that the council had adopted and he referred to the format in the agenda packet which noted the responsibility of each department for the implementation of the goals in red.

1. Sustainable revenue for the city fire services

CM Willoughby said this goal was his and it was timely since the city had over the last couple of years been developing options for long term sustainable financing for fire services inside the city. He said the city was put on notice from the fire district that they cannot continue to provide services under the current IGA that was signed in 1999. He said a Task Force had been formed and they had been developing options which would be presented the next evening at a Town Hall meeting at the FEC. He the Task Force commissioned a survey to determine the community's level of satisfaction of the current level of fire services and the community's willingness to pay additional taxes to sustain the current level of fire services and the results of that survey would also be presented at that meeting. He said there may be a joint meeting on February 24th to implement whatever direction may come from the council and the fire district board.

Councilor Roberts asked if staff was going to be able to hand out current figures or costs to the council before the meeting. CM Willoughby said there would be a PowerPoint presentation available at the meeting.

2. Establish a water service plan for north Florence by Dec. 2010

PWD Miller said this goal largely depends on the ongoing talks on an IGA with Heceta Water District which includes fire flow capacity but the city is ready to move forward and provide water service if needed. He said the consulting engineer Murray Smith and Associates were working on the Water Master Plan and they were just wrapping up that planning effort. He said with the hydraulic model of the system so they are well poised to address whatever areas that needs attention for them to begin. He said the city has the capacity and they can easily accommodate any movement in that direction.

Mayor Brubaker asked if the IGA would be the end work product. PWD Miller said the IGA would ultimately spell out the service territories or a change in service territories; this depends on how the city moves forward either with or without the agreement with Heceta Water District over future water supplies for areas within the city. CM Willoughby said the achievement or no achievement of an IGA would not affect this timeline. He said staff would be coming to the council with recommendations prior to the end of the year regardless of whether staff is able to negotiate an IGA with Heceta Water. He said he and PWD Miller had been working diligently to achieve that, but there were constant roadblocks, but at some point that will come to an end and the city will move forward based on the information that we have. He said he may be coming to the council at the next meeting with comments and requests for direction involving the issue of the IGA with Heceta Water District.

Councilor Burns asked for clarification, if the city was planning on moving forward if we did not get an IGA. CM Willoughby said we're going to do what we have to do to accomplish this goal by the end of the year and we're not going to be held hostage in terms of what we need to accomplish for our rate payers by any other organization outside of the city that wants to use negotiations over an IGA or co-adoption of the Comp Plan or anything else to derail what the city is trying to accomplish for the citizens of Florence. He thought things were coming to a head in a number of these areas so that he would be in a position to have this conversation with the council in 2 weeks.

Mayor Brubaker said Councilor Burns had raised a good point; we've touched on it but let's tie into the discussion with this item with number 10.

Item 10: County co-adoption of 2020 Comp Plan

Mayor Brubaker said we've set out a goal of having the county co-adoption of our 2020 Comp Plan and suggested that the council take up item number ten at this time. He said there is a hearing tomorrow on this matter where the county commission will address the co-adoption and asked staff for an update on that process. He said the city has adopted it and sent it to the county and he asked what happens next.

CDD Belson said on December 21st the city council adopted amendments to the city's Realization 2020 Comp Plan to address concerns that had been raised by the county commissioners, Lane County planning commission and the general public. She said those concerns were mainly around our annexation policies and the testing program for the aquifer. She said at the meeting the council agreed to language for an IGA with Lane County to specifically implement that program. She said since that time the Lane County planning commission held a public hearing on the whole Florence Realization 2020 Comp Plan, the amendments that the council had passed in December, and the code amendments that Lane County would be required to adopt to their Lane Code to implement the Plan and the planning commission recommended approval of all of that.

She said subsequent to the council's meeting on December 21st she incorporated additional language into the IGA that tied the county's EPA funding into the agreement. She said the agreement was serving two purposes; it's serving the purpose of implementing the Comp Plan and also the county's role in participating in a grant funded Siuslaw Partnership project. She said tomorrow (Wed 17th) the Lane County commissioners will be holding a public hearing on the co-adoption of the Comp Plan, and the amendments that the council had adopted. She said the IGA had been scheduled for their following meeting on the consent agenda.

Councilor Roberts asked if she was correct that when the Lane County Planning Commission approved this, that the one of the members that voted against it was the representative from this area; Mr. Goldstein, staff replied that was correct. Councilor Roberts said she wanted that on the record.

3. Secure Hwy 101 bottleneck sewer project funding by Feb 2010

PWD Miller said the council approved the loan agreement with DEQ through the Clean Water Revolving Fund; the loan documents were at the state and we're waiting for their signatures to move forward with the project. He said we're anticipating a bid in March on Phase I.

4. Fireworks Code - Consider banning fireworks in Old Town by Feb 2010

Chief Sanders said this item would be coming before the council at the next council meeting. He said the prohibition of all fireworks in Old Town would be approached as a code enforcement issue with education as the primary motivation to get voluntary compliance. He said the code amendment would allow law enforcement to enforce the council's will in this area. He said there is no real law enforcement interest in a ban one way or the other, the interest comes from public safety because of the crowds that we have had in the Port area during the July 4th celebration and from a fire safety perspective with Old Town being at the highest risk to burn if something went wrong.

He said the goal was to deal with those two objectives. He said the agenda item will give the council a couple of options and one of those would be to hold a public workshop to get input from the community especially those that would be impacted in Old Town, because if there was a fireworks ban it would be in that area and not a city wide ban. He said it would include the area from the Bay Street condos all the way to the Port property and up to the old baseball field. He said we're at a point where we're going to give this to the council to make the decision and then make adjustments to implement it.

ACM Morgan said she wanted council to know that Chief had requested to have this item on the agenda in February, but due to the amount of items on the month's agenda staff moved it to March 1st.

Mayor Brubaker clarified that we're not talking about banning the public funded fireworks display on the barge, but personal fireworks. Chief Sanders replied that was correct and went on to say that in the fireworks ordinance there will be an exemption for any properly licensed or permitted commercial

display of fireworks. He said whatever the state fire marshal brings to the fire chief and him to sign off on; would be exempt from this ordinance.

5. Biosolids/Yard Debris Program

PWD Miller said last week staff had met with representatives of Cedar Grove, which is the company out of Everett, WA that does composting with their gore material; the material we talked about to council several months ago. He said they do the in floor aeration/static aeration pile for composting. He said they came down and looked at the city's site and discussed the pilot project with staff. He said we're looking at how we can come up \$25,000 to do the small pilot project; that would include all the equipment; the 15 meter length of gore material which is 8 meters wide, 6 meters tall. He said we have the location at the wastewater treatment plant where we can meet all the DEQ requirements; it is a paved area that slopes down to a catch basin. He said the next step is to talk to DEQ and see if staff can get the pilot project authorized.

PWD Miller said to begin the process there would be a demonstration at the wastewater treatment plant using the technology. He said it looks very favorable and Cedar Grove is about 2-4 months away from getting EPA approval for their methodology because it is an alternative to the aerated static pile which is actually covered. He said the project is moving forward and staff is looking to the county for some seed money to help offset some of the startup costs and in the long term staff would be looking at the \$7million investment to do a full blown project that would take the city out 10-15 years.

Mayor Brubaker asked if that would be located at a different site; PWD Miller replied yes, but that a lot of the pilot work could be done at the treatment plant that would produce a product for people to see. He said they could hold it, smell it, and even use it. He said that way we could get community buy in and be able to switch to a full blown project at a different site with the proper permitting.

6. Employment Policy: "Upon retirement or termination, City Manager will analyze whether replacing the employee is absolutely necessary before doing so. City Manager to report to the City Council on the decision. The goal is to economize and lower costs whenever possible by January 2010."

CM Willoughby said he had implemented this policy by telling the department heads that they cannot replace any regular or contract employees if there is separation from employment; until the manager has done an analysis as to whether they need to replace the employee. He said the understanding going into the budget this year is that every department, including the city manager's office needs to find a way to reduce personal services costs. He said the message is out, although he was leaving a lot of flexibility to the department heads on how to implement that.

He said we would see the results of the savings of that during the budget process this year. He said at this point it is affecting two departments; public works had a retirement and PWD Miller is putting together an analysis and looking for ways that he can get what he needs done in the street department

with the street fund while at the same time reducing costs in terms of the street department and it has challenges to their revenues.

He said it is also impacting the Municipal Court where a cardinal contract employee moved out of the area and staff is not replacing that employee until we look at ways that we can meet that need and at the same time reduce costs in the general fund. He said this goal is underway and he couldn't say where it was going in terms of our costs for personal services as a percentage of our total revenues; that relationship will be changing and declining.

7. Review of Development Fees (Res. 11, Series 2005)

CDD Belson said the planning department staff had been tracking their time in terms of processing development applications. She said with that information and along with a comparative study of other comparable communities we will bring a proposed fee schedule for planning applications for the council's review at a future council meeting. She said it would be helpful if the council would give staff their policy or philosophy about how much we should be charging applicants in terms of the cost of processing their application. She said currently it varies because we have different rates of recovery for different types of applications that are around 30-40% cost in terms of staff's processing time.

Mayor Brubaker said he thought it had been about six years since there was a discussion about this and at that time he recalled a discussion that we had (Councilor Braley was involved) easing our way up to a certain amount over 5-10% a year so that the increase was not all at once; but he could not remember what the final figure was and wondered if it could be retrieved from the minutes. He said if we're recovering 50% is that half as much as it would cost to recover 100% and staff replied, yes.

Mayor Brubaker then asked staff to provide council with a schedule and they would take it from there. CDD Belson said it may be with different types of applications you might have different cost recovery. She said when she was in Junction City they decided they would try a higher percentage on subdivisions and PUD's those types of applications where the applicant generally makes their living on the development, versus a variance application from someone who comes to the planning commission once in their life for a setback for an addition to their house. She said it was her experience that for developers who are in business it was more important for them to get fast service and some of them had expressed their amazement at the low cost of the city fees. She went on to say that others were shocked at the cost.

Mayor Brubaker asked staff to provide all the costs and then they would make the decision. CDD Belson said she would hope this could be adopted by the end of June 2010.

8. Continuing Code Update Process

- a. Pacific View Business Park
- b. Affordable Housing
Realistic completion Line
- c. Design Review/Administration

- d. Subdivisions/PUD
- e. Lighting

CDD Belson reported that the planning commission was scheduled to hold a public hearing on the amendments for the Pacific View Business Park which now also included the Industrial Park and the Port's 40 acres. She said the public hearing is scheduled for March 9th so we're looking at scheduling a public hearing before the council sometime in April with adoption soon thereafter. She said per the grant requirements we need to have adoption by the end of June. She said we plan to have a draft of the Affordable Housing section ready at the staff level by the end of April; we would convene the Housing Committee to review that draft and provide recommendations and expect that would be initiated either by the planning commission or council (that's at the council's discretion if they wanted to initiate the amendments or have it done by the planning commission) in June, so the planning commission would be scheduled for a hearing in August and council a possible hearing in September or October; we could have adoption by the end of the year.

Mayor Brubaker said that was above the realistic completion line and he asked staff if they were forecasting the prospect of being able to do any of those below the line. CDD Belson said it was possible depending on the staff levels for next year, that they could get started some of them, but she didn't think they could have any of them finished.

Councilor Burns asked about those below the line and wondered where staff was with the sign code. CDD Belson said we are scheduled to provide a report to the council at the March 1st meeting; and when Councilor Burns asked about lighting she replied that staff was not looking at lighting at this time.

Councilor Roberts said she didn't know if there was a problem with the sign code, because since Chief Sanders had taken a personal interest in the problem, Hwy 101 were looking better than it has in a long time. She said it's possible that our regulations are very close to being okay, they just weren't being enforced. She thanked the Chief for all his work on this matter.

9. Emergency Generator for the FEC

FEC Director Rhodes said staff is getting a better understanding on what we need as far as a generator. He said staff had contacted an electrician out of Coos Bay who had extensive experience with these types of installations and he evaluated the FEC's power requirement. He said through that visit it was established that the FEC needs a 230 kilowatt minimum generator to heat the entire building, except for the stage lights. He said they were given a quote of a little over \$100,000 and then PWD Miller recommended that we budget for housing for the unit to protect it from the elements. He said the total cost would come to about \$120,000 for a generator and housing to meet the needs of the FEC.

Mayor Brubaker asked if it would operate the kitchen; FEC Director Rhodes replied, yes, the kitchen, heat and lighting and if we wanted to have the show go on, we would have to go up to about 300 kilowatts. Mayor Brubaker said

obviously this was an emergency generator for our community shelter and said the funding was a matter of state and federal priorities.

10. This item was completed above.

11. Three Year Financial Plan

FD Armstrong said the plan for the three year financial plan would start with this year's budget committee and budget process. He said he plans to talk to the budget committee about what they would like to see in the three year plan and then the budget would be prepared with that in mind. He said the three year financial plan would come after this year's budget process and would be developed in the second half of this calendar year. He said he plans to have a draft back to the budget committee by the end of the year or before.

He said he plans to have this year's budget committee set the budget calendar for next year so everyone is aware of the schedule.

He said there will be several drafts of the three year financial plan before it is finalized and he wanted the budget committee to work on a schedule that is good for them.

Mayor Brubaker asked if the budget committee's first meeting was the 25th; staff replied yes, it was the budget committee's orientation meeting. Mayor Brubaker said we could potentially have three new members on the council this next year and it could be a fast learning curve for anyone to understand our long term finances. He said he hoped that staff could hold a worksession sometime in December (before the 31st). FD Armstrong said he thought that was reasonable and after meeting with the budget committee and getting their input, staff would set some firm dates.

12. Develop and Implement a document scanning/retention program

CR Pat Heinze said she would be contacting vendors who have products with this type of document scanning and retention program. She said she would get various quotes for the type of programs that would work best for the city. Mayor Brubaker asked if we would have this information for the budget season and CR Heinze replied, yes.

Councilor Burns asked staff if this would be one that could be implemented for the entire city. CR Heinze replied that there were several different ways to do this and costs will determine some of it. She said this would be more document scanning and retention as far as having a program that you can scan files into so they could be organized like in a filing cabinet.

CM Willoughby added that there were two different parts to this, starting now for the future. He said this is an ongoing project and we will pick a time to begin implementing the program and everything we do from that time forward will be filed into the scanning program and that would allow staff to retrieve the document two years from now. He said the harder part will be to go back to existing files that may be 50 years old and scan them into the program; that will take more time. He said depending on the equipment ability and staffing;

Pat will put together a program to start capturing the data as we move forward and then we'll move backwards.

Mayor Brubaker thanked staff for their presentations and pointed out to the public that the implementation of the council goals is only part of what staff does during their day. He said these are the 12 goals enumerated by the council that are of particular importance, but this in no way reflects the whole package of what the staff is doing daily.

CM Willoughby said staff is also working on our carry over goals from 2009, there is quite a list of those and what the council had asked staff do is give them a quarterly report on our progress. He said CR Heinze had given all of the department heads a form that lists all of those goals and it is several pages long in addition to the 2010 goals. He said staff will give the council an update for both 2010 and 2009 quarterly.

BUSINESS LICENSE RENEWAL REPORT

CR Heinze said 865 business license renewals were sent out; we heard from over 700 businesses and that leaves 151 businesses that have not responded to that request. She said each of those businesses will be contacted by telephone to verify that they are still in business. She said she had been working with Code Enforcement Officer Ott on a letter to be sent out to all the businesses that will give them a shorter time line for them to comply and the next step would be for the Code Enforcement Officer to give them a citation.

Mayor Brubaker asked staff to remind everyone of the charge for a business license and do we vary the fee by the size of the business. CR Heinze replied, retail businesses are charged \$80.00 for a calendar year; if someone applies after July 1st for a license it is \$45.00. She said the city also has seasonal, temporary or one time businesses licenses available for up to six months and those are \$45.00/year.

CM Willoughby said he was sure that many of those businesses have been meaning to get their license. He encouraged anyone listening that evening if they had not renewed their business license to do it before the late filing fee and penalty was imposed.

Mayor Brubaker asked what type of data was available on the delinquency rate or percentage of total licensees. CM Willoughby said he wasn't sure if there was data on that, but this year as a part of looking at business licenses and beginning to add that to the enforcement efforts of the police department we are doing some research in the yellow pages and the internet; we're not just relying on our prior records as to who has filed for business licenses in the past. He said we're going to have some data for the first time in terms of how many business licenses do we have, compared to how many businesses there are that should be applying.

Mayor Brubaker said he didn't recall anything in the code that talked about delinquencies. CR Heinze replied, there was something in the code and it is half of the annual fee. She said renewals were sent out the last week of

November they were due January 1, 2010 and after January 20th they are delinquent. She said the amount due is \$80.00 and if they ignore the second notice it would be the \$125.00. She said we have identified 312 other businesses through the yellow pages and internet and it is staffs intent to begin calling these to see if they are still in business and move forward from there.

Mayor Brubaker asked if we could encourage our delinquent businesses to pay by March 1st to void a 50% penalty and asked if anyone objected to that. He said we all have friends with small businesses who have had a difficult time financially; the business license renewal fee is an easy piece of paper to put at the bottom of the "in basket." He said we need to encourage our business owners to pay those fees. He asked the council for their consensus making March 1st the deadline before the 50% penalty was imposed on delinquent business licenses. Council agreed.

MONTHLY REPORTS

Mayor Brubaker gave each councilor an opportunity to ask questions or make comments on each department's monthly report.

Assistant City Manager

Urban Renewal

Councilor Roberts said she knew when Urban Renewal first came to the city we emphasized it was for the infrastructure and we're talking now about using \$100,000 of this program to enhance the appearance and commercial viability of the district, she went on to say that didn't look like infrastructure to her.

ACM Morgan said it was a combination of programs, beautification, infrastructure, and cathodic improvement. She said the infrastructure piece is going to come after the Agency is able to bond. She said we have about one more year of increment financing that needs to come in before the Agency is able to bond. She said there is money set aside in the Urban Renewal budget for infrastructure. She said we also have an infrastructure committee (two of those members are on the council) who have identified with the assistance of our public works director our first big infrastructure project and that is the replacement of water lines and that is for over \$1million.

PWD Miller said this project will go from Hwy 126 to Quince down the Quince Street alignment through 2nd Street over Hwy 101 back down Kingwood to Bay Street, down Bay Street and loop back in. He said what this provides is much needed fire suppression water for the Old Town District.

Councilor Roberts asked who approves the bonding for the city. ACM Morgan said the Directors of the Agency; we've already had an election, so we don't have to vote every time we want to bond. Councilor Xavier added because those projects will be paid with the tax increment money and that was all approved when the voters approved the Agency.

Business Guide

Councilor Roberts referred to the guide in the packet provided by ACM Morgan and asked if she had help or input from anyone else in putting this together, or

was it prepared by city staff. ACM Morgan said it was a complete city project and when Councilor Roberts asked if she had help from the Chamber, ACM Morgan replied, no.

Business Expo

Mayor Brubaker said it was a great business guide and they would be available at the Business Expo that would be held this Thursday at the Pier Point from 3:00-7:00 p.m. He said the Business Expo was organized and hosted by the Chamber and it's part of the economic stimulus package to get people thinking about opening or going back into business.

Community Development

Job Training

Councilor Roberts asked if the city would lose Sarah (Hayhurst) who was working at the city in a job training program. CDD Belson replied, yes, unless there becomes a vacancy at the city because there are no more extensions of time with her program. Councilor Roberts said that she had noticed her work habits and they were certainly commendable; every time she goes into the office Sarah seems to be producing at the maximum.

Siuslaw Estuary Partnership Grant

Mayor Brubaker said we have a stakeholder group and the elected officials group and he had sent out requests to various agencies requesting that they designate a participant for the project. He said there was an agency that the city missed and that was the Soil and Water Conservation District. CDD Belson said the District had come to her and indicated that they had elected officials and asked if would be appropriate for them to have a representative on the elected official's stakeholders group. She told them that she would ask the council to send a letter to the District and ask them if they would like to select one of their Board members to serve on the committee. She went on to say that there were six board members; they have three by zones and a few at large. She said the Florence zone was generally Zone 1 and Noland Huntington was the official from that zone. Mayor Brubaker added that the Soil and Water Conservation District covers the Florence area.

Mayor Brubaker asked the council if there was any objection to adding an official from the District to the elected stakeholders committee and this would be a 7th participant on the committee.

Councilor Burns asked if they did not have an IGA with the participants on that Board why were they on the committee. Mayor Brubaker replied, because they are stakeholders in a larger sense involving water in the water shed.

Councilor Roberts stated her concern that participants on the elected officials group should be an elected official and not a staff designee. She said she wanted to make sure that the designated person from Lane County was not an assistant, but an elected official who was appointed to the committee. Councilor Burns agreed and said it should be an elected official.

Mayor Brubaker asked staff what the grant guidelines were on that. CDD Belson said we did not stipulate guidelines for appointees and in fact and we didn't even have to have an elected official stakeholder group for the EPA requirement; it was up to the council. Mayor Brubaker said he agreed with the two councilors and he hoped that they appointed an elected official along with everyone else.

Oregon Pacific Banking Lot Line Request

Councilor Roberts said she was curious about the Oregon Pacific Bank lot line adjustments for the Lotus property and wanted to make sure that they were not interfering with our street. CDD Belson said it was a zig zag line and they wanted to make it straight and they were not interfering in the city street. She went on to say that there was an internal property line that jogs in between the property line to the east and west and they wanted to straighten it. She said it would require an easement across the other piece providing that property access to the marina.

Parks and Rec Master Plan

Councilor Roberts asked about the Parks and Recreation Master Plan and noted that staff was not doing anything more with the Parks and Rec Commission because we told them we're holding off on that until the Master Plan was done and she noticed in the report that the committee last met on September 29th. CDD Belson replied that was correct and said she told Senior Planner Farley that they could have one more master planning meeting because we needed to get that wrapped up. She said SP Farley was working on incorporating the amendments that they had given to her, into the draft and once that was accomplished she will reconvene that committee for one last meeting to give their final recommendation before the plan goes for adoption.

Police

Homeless Meeting

Councilor Roberts noticed that the Chief attended a meeting regarding the homeless at SOS. She said knowing the budget is coming up and it is not in the mission of the city to care for the homeless because we don't have any money; she wondered what the meeting entailed. Chief Sanders said it was about the agenda item that was heard 4 weeks ago and he said that the city had not been committed to anything by his attendance at this meeting.

Transit Room Tax

Councilor Roberts referred to the report on the transit room tax meeting and asked what came about from that meeting. Chief Sanders said they had developed a strategy between FD Armstrong, Code Enforcement Officer Ott and himself of how they were going to approach the issue.

FD Armstrong said there was going to be a couple of different actions taken as a result of the meeting. He said now that they have a list from the county, staff is going to be putting together a plan to contact all of the people who should be paying and are not. He said he is getting an updated list from Kathy Alexander from the City of Eugene who runs the transit room tax piece so they have up-to-date numbers on who has paid. He said they are also going to

work on how they might audit anyone who might be paying but possibly not paying the proper amount. He said he had been put in contact with those who do the audits in Eugene and he would get information from them on their program and adapt it to the city's situation.

Councilor Roberts said they had been talking for a long time in relation to non-compliance and she wondered how much longer this process was going to go on before we start put something in the bank.

FD Armstrong said it appeared to him that the problem was very small with those who are paying; we need to determine who is not paying. He said staff will be working with the code enforcement officer who will do an investigation to determine who is not paying. Councilor Roberts asked if staff was close to any specifics and FD Armstrong said we were planning on meeting again in March.

Mayor Brubaker suggested that staff start investigating those who are not paying at all; FD Armstrong replied that was staff intention. FD Armstrong said we will have to generate a list of those who are not paying by comparing who we know is paying (the county has that list).

CM Willoughby said this is similar to the business license discussion we had, it takes some time (because this is done in someone's spare time) when you go through the yellow pages, you check the ads in the newspaper for rentals and from that staff can generate the "list." Chief Sanders added that there would be a slight learning curve on the law enforcement side, because no code enforcement officer that we're aware of in the State of Oregon does transit room tax enforcement. Councilor Burns said the law is very clear that they must pay room tax and noted that the Shilo Inn is renting out rooms and asked if a letter had been sent out to them.

CM Willoughby said if he remembered correctly that a letter had gone out to the people who rent vacation homes and to the condo's and he was under the impression that the code enforcement officer had sent that letter out; he was sure that they had been put on notice that there was an ordinance that requires them to pay transit room tax and who to contact. Councilor Burns said if they had been given notice and they have not complied, it was his opinion that they should be cited into court.

Mayor Brubaker asked for an oral report on this item at this next meeting. Councilor Roberts suggested that it be put on the meeting after that due to the work load. Mayor Brubaker said we could at least be updated if a letter has gone out, who has sent it and if we had gotten responses back.

Public Works

Crosswalks

Mayor Brubaker stated his unhappiness that the city would not be able to get their crosswalks until 2011. PWD Miller said unfortunately there are strings attached due to the federal funding through ODOT. Mayor Brubaker asked how confident staff was of the January 2011 date; PWD Miller said when we

had our kick off meeting with ODOT and they had given the green light to go ahead and begin the process of acquiring the right-of-way which takes 6-8 months, he said we should be okay with the 2011 date.

Water Master Plan

Councilor Roberts asked about the comment in the report that staff “finally found the detailed contoured map of the City and asked about the difference in the size of the contours on the maps. PWD Miller said the 2’ contours is more refined and detailed than the 40’ contours which has a lot of missing information. He said for the calibration of the hydraulic model for the water system it is very important to have more refined detailed, to know where pressure boundaries are located rather than a coarser look at the city.

Biosolids Program

Councilor Roberts said staff indicated that they met with the Lane County Economic development Director and some consultants. She said staff also indicated that they discussed new incentives for green energy alternatives and asked what that meant. PWD Miller said there are good incentives for developing green energy; the State of Oregon has developed incentives which has been approved by the legislature and have also gone before the Oregon PUC for adoption, making very favorable incentives that the city could be paid within 5 years, upward of \$.25/kilowatt hour which is substantially higher than today’s’ rate of \$.03/kilowatt hour. He said the incentives are there to develop green energy and the goal of the State of Oregon is to have 25% of all the energy met by green renewal energy and there is a lot of money that will be available.

PWD Miller said Michael McKenzie Barr who is the Lane County Economic Development Director talked about what the state of California did for their incentives. He said back in December they increased the tariffs to provide more incentives for green energy development. He said within 30 days they had \$400 million infused into the State of CA to develop renewal energy projects. He said it’s looking like a good avenue if one had a viable green energy project and there are partners available to assist with these projects.

Councilor Roberts asked if there was anything applicable to the city. PWD Miller said, yes, one project would be converting our remaining waste methane that isn’t used to heat the boilers and the digester at the wastewater treatment plant. He said we can capture that energy and turn the turbine to produce electricity; this will take waste disposal of the waste stream. He said the aerobic digester will convert that into methane and food waste is very high in methane production for turning the turbine and producing electricity.

Skatepark

Councilor Roberts noted the vandalism in the skatepark and the removal of cap stones from the retaining wall and stated that the city cannot afford this type of thing to go on.

Flexible Delineators on 35th Street

Councilor Roberts noted that staff had to replace damaged delineators on 35th Street and stated her frustration regarding drivers who continually try to make that left hand turn and damage the delineators.

Emergency Generators

Councilor Roberts referred to the portion of the report about the need for more emergency generators for our wastewater pumping stations. PWD Miller said we're trying to outfit the pumping stations so they will accept the portable generators. He said we've updated 25 of the 37 of the stations so they will accept the receptacle off of the generator. He said we've made good strides having permanent stand by power at the regional facilities so if they go down we can get them back up and running. He said at a lot of the smaller stations (for instance Florentine Estates) there are only a few homes that feed into it and we have enough emergency storage available because of the wet well, we can come over and empty it with the vac truck or in a power emergency we can go around to each station with at a generator, power them up, get the wet wells shut down and then go onto the next station.

Councilor Roberts said she didn't realize there were alarm systems on these stations, she thought this was great and asked what happened when the alarm went off. PWD Miller replied there is a telemetry unit down at the wastewater treatment plant that receives the signals from all of the wastewater stations and generates an alarm, it automatically autodial staff for them to check on the problem. CM Willoughby added that the 911 dispatchers are also on the list, so if no one from public works answers their phone, the 911 operators can start looking for the public works director.

Soil and Water Conservation District

Councilor Xavier asked if there needed to be a motion to include the Soil and Water Conservation District into the elected official's stakeholders list; and Mayor Brubaker suggested there be a motion.

Councilor Xavier moved to include the Soil and Water Conservation District with the elected official's stakeholders committee for the EPA Grant. Second by Mayor Brubaker, by voice all ayes, motion carried unanimously.

CITY MANAGER REPORT

CM Willoughby said the things he had to add were already discussed in the department monthly reports.

MAYOR AND COUNCIL REPORTS

Appoint a council representative to the Siuslaw Estuary Elected Official Stakeholders Group.

Mayor Brubaker offered to take on the responsibility of being the representative to the Siuslaw Estuary Elected Official Stakeholders Group. Councilor Burns moved for that appointment, second by Councilor Xavier, by voice all ayes,

motion carried unanimously. Councilor Roberts was appointed as the alternate to the committee.

Appoint a council representative to the Transportation Advisory Committee (for the TSP Update)

Mayor Brubaker appointed Councilor Xavier as the representative to the Transportation Advisory Committee with consensus of the council.

Census Questionnaire

Mayor Brubaker said the Census Bureau is requesting a definitive report from the city on how our citizens are going to get a census questionnaire if they don't receive one at home. He said there was talk about a paid census worker setting up a card table in the lobby of city hall so people could come and get a questionnaire if they had not received theirs by April 1st. He noted that many citizens who have a post office box did not get their questionnaires during the last census and he didn't want that to happen again this time.

Mayor Brubaker asked staff for a definitive report so the media could publicize this information. CM Willoughby said there would be a report on the next agenda.

Fire Annexation Town Hall Meeting

Mayor Brubaker reminded everyone of the meeting the next evening at the FEC at 7:00 p.m. to discuss fire service in the greater Florence area.

With no further business, Mayor Brubaker adjourned the meeting at 9:16 p.m.

Phil Brubaker
Mayor

ATTEST:

Pat Heinze
City Recorder