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**City of Florence
City Council Regular Session
Florence City Hall
250 Hwy 101, Florence, Oregon
Final Action Minutes
October 17, 2022**

Councilors Present: Mayor Joe Henry, Councilors Woody Woodbury, Sally Wantz, Bill Meyer, and Rob Ward.

Councilors Absent: None.

Staff Present: City Manager Erin Reynolds, City Recorder Lindsey White, Administrative Services Director Anne Baker, Assistant City Manager Megan Messmer, Public Works Director Mike Miller, Police Chief John Pitcher, Planning Director Wendy FarleyCampbell, Human Resources Manager Alex Ferguson, and Administrative Assistant Peighton Allen.
(In person)

Guests Present: Florence Area Chamber of Commerce Representatives Bettina Hannigan, Mitzi Hathaway, Bonnie Welch, Liz Dietz, and Jo Beaudreau.
(In Person & Videoconference)

Handout: 10.17.22 City Council Meeting Base Presentation

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Meeting called to order at 5:30 p.m.

PRESENTATIONS & ANNOUNCEMENTS

- Support Your Local Chamber of Commerce Day Proclamation
- Employee Recognitions
 - Years of Service Recognitions
 - Eric Rines (Building) – 30 years
 - Wendy FarleyCampbell (Community Development) – 20 years
 - Brandon Ott (Police) – 15 years
 - Larry Jensen (Public Works) – 15 years
 - Jake Krieger (Public Works) – 10 years
 - Justin Heacock (Public Works) – 10 years

- Employee Introductions
 - Shirley Gray (City Manager's Office)
 - Chris Wheeler (Public Works)
 - Clare Kurth (Planning)
 - Chris Wohl (Public Works)
 - Tim Mendiola (Florence Events Center)
 - Katy Berry (Florence Events Center)
 - Andrew Rainwater (Public Works)
 - Jeremy Austin (Building)
- Retirements
 - Dewayne Barkemeyer (Public Works) – 6 years
 - Mark Durbin (Public Works) – 12 years
 - Yolanda Ross (Police) – 27 years

Start Time: 5:30 p.m.

1. **PUBLIC COMMENTS**

This is an opportunity for members of the public to bring to the Council's attention any item not otherwise listed on the agenda.

Start Time: 6:04 p.m.

Commenter 1: Mr. John Raleigh – Florence, OR

Handout: Speaker's Card and Written Comments

Discussion: Mr. Raleigh discussed...

- The worsening issue of street camping and how it impacts his business Edwin K Bed & Breakfast.

Commenter 2: Mr. Michael Allen – Florence, OR

Handout: Speaker's Card and Written Comments

Discussion: Mr. Allen discussed...

- Green City Partnerships.

Commenter 3: Ms. Jo Beaudreau – Florence, OR

Handout: Speaker's Card and Written Comments

Discussion: Ms. Beaudreau discussed...

- Recent Public Art installations and public invitation to Public Arts Committee Walking Tour on October 24, 2022.

Commenter 4: Ms. Maggie Bagon – Florence, OR

Handout: Speaker's Card and Written Comments

Discussion: Ms. Bagon discussed...

- Gratitude to City of Florence for supporting Public Art.
- The Public Art 'Art Exposed.'

ACTION ITEMS

2. INTERNAL CONTROL POLICY

Consider approval of **Resolution No. 32, Series 2022**, a resolution adopting the City of Florence's Internal Control Policy.

Start Time: 6:17 p.m.

Discussion: Administrative Services Director Anne Baker presented the staff presentation.

Handouts: Staff Presentation

Discussion: The City Council discussed...

- No discussion.

Action: Approve **Resolution No. 32, Series 2022** as presented.

Motion: Councilor Wantz

Second: Councilor Ward

Roll Call Vote: Councilor Ward, 'Aye'

Councilor Wantz, 'Aye'

Councilor Meyer, 'Aye'

Councilor Woodbury, 'Aye'

Mayor Henry, 'Aye'

Motion passes Unanimously

3. ALLOWABLE COSTS POLICY

Consider approval of **Resolution No. 33, Series 2022**, a Resolution adopting the City of Florence's Allowable Costs Policy.

Start Time: 6:22 p.m.

Discussion: Administrative Services Director Anne Baker presented the staff presentation.

Handouts: Staff Presentation

Discussion: The City Council discussed...

- No discussion.

Action: Approve **Resolution No. 33, Series 2022** as presented.

Motion: Councilor Wantz

Second: Councilor Meyer

Roll Call Vote: Councilor Meyer, 'Aye'

Councilor Woodbury, 'Aye'

Councilor Wantz, 'Aye'

Councilor Ward, 'Aye'

Mayor Henry, 'Aye'

Motion passes Unanimously

4. ROLLING DUNES PARK IMPROVEMENTS PROJECT GRANT ACCEPTANCE

Consider approval of **Resolution No. 34, Series 2022**, a Resolution authorizing the City of Florence, Oregon to accept a land and water conservation grant in the amount of \$156,500 from the Oregon Parks and Recreation Department for the Rolling Dunes Park Improvements Project.

Start Time: 6:25 p.m.

Discussion: Public Works Director Mike Miller presented the staff presentation.

Handouts: Staff Presentation

Discussion: The City Council discussed...

- Does project fall under prevailing wage requirement?
- Additional cost due to prevailing wage?
- Where do City funds come from?
- Do residents want this project?

Comments: Councilors Meyer, Ward, and Wantz.

Discussion: Staff discussed...

- Prevailing wage is required.
- Prevailing wage projects generally add about 20% to projects.
- City funds come from general funds - Parks.

Comments: PW Director Mike Miller.

Action: Approve **Resolution No. 34, Series 2022** as presented.

Motion: Councilor Meyer

Second: Councilor Woodbury

Roll Call Vote: Councilor Meyer, 'Aye'

Councilor Woodbury, 'Aye'

Councilor Wantz, 'Aye'

Councilor Ward, 'Aye'

Mayor Henry, 'Aye'

Motion passes Unanimously

CONSENT AGENDA

5. ANNUAL CITY MANAGER EVALUATION PROCESS AND TIMELINE

Consider approval of the annual evaluation process and timeline for City for City Manager Erin Reynolds.

6. THE GREEN ROOM AND THE PLAYHOUSE LIQUOR LICENSE

Consider recommendation of approval to the Oregon Liquor Control

Commission (OLCC) for a liquor license for Sapp's Express, LLC doing business as The Green Room and The Playhouse located at 308 Laurel Street.

7. CITY COUNCIL MEETING MINUTES

Consider approval of the meeting minutes for the September 12, 2022 Regular Session and October 3, 2022. Regular Session.

Start Time: 6:35 p.m.

Discussion: The City Council discussed...

- No discussion.

Action: Approve the consent agenda as presented.
Motion: Councilor Woodbury
Second: Councilor Ward
Roll Call Vote: Councilor Ward, 'Aye'
Councilor Wantz, 'Aye'
Councilor Woodbury, 'Aye'
Councilor Meyer, 'Aye'
Mayor Henry, 'Aye'
Motion unanimously

REPORT & DISCUSSION ITEMS

8. QUARTERLY FINANCIAL STATEMENTS

Start Time: 6:36 p.m.

Discussion: Administrative Services Director Anne Baker presented the staff presentation.

Handouts: Staff Presentation

Discussion: The City Council discussed...

- Average property tax increase collected.

Comments: Councilor Meyer.

Discussion: Staff discussed...

- City is guaranteed annual 3%.
- The increase has been averaging 4-4.5% over the past five years.

Comments: ASD Anne Baker

9. GENERAL REPORTS

- September Committee, Commission and Volunteer Reports

Start Time: 6:43 p.m.

10. DEPARTMENT DIRECTOR UPDATES

Start Time: 6:43 p.m.

Discussion: The Department Directors discussed...

- Upcoming Volunteer Appreciation luncheon for Florence Events Center volunteers.
- Upcoming events at the Florence Events Center.
- New officer has returned from State training and is now training with Training Officer.
- Radio repeaters will be live October 27, 2022.
- Two officers sent to Drone Training.
- Last yard debris collection for season has happened.
- FloGro sales events happen on Tuesdays.
- Delays in receiving ordered vehicles. Seven vehicles have been ordered – all are hybrid gas/electric vehicles and one electric vehicle.
- Great Pumpkin Scare-Venger Hunt continues.
- Deadline for completing Housing Survey.
- Housing survey results will be released November 10th at the Florence Housing Implementation Plan Open House.
- Upcoming Florence Transportation System Plan Open House on November 3rd.
- Human Resources review for year 2022.

Comments: ACM Megan Messmer, Police Chief John Pitcher, PW Director Mike Miller, Planning Director Wendy FarleyCampbell, and Human Resources Manager Alex Ferguson.

11. CITY MANAGER REPORT & DISCUSSION ITEMS

Start Time: 7:09 p.m.

Discussion: The City Council discussed...

- Upcoming City Meetings and Events.
- Upcoming November election and ballot drop box location.

12. CITY COUNCIL REPORT & DISCUSSION ITEMS

Start Time: 7:13 p.m.

Discussion: The City Council discussed...


- Attending League of Oregon Cities conference in Bend.
 - Touring homeless shelter projects.
 - Touring affordable housing projects.

- Touring housing projects for Veterans.
 - Presentation for Deschutes Water Project.
 - Options for Committee appointments.
 - Viewing of new art installation.
 - Misinformation from social media.
- Comments: All Councilors present

Meeting adjourned at 7:27 p.m.

ATTEST:


Lindsey White, City Recorder


Joe Henry, Mayor