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**City of Florence  
City Council Regular Session  
Florence City Hall  
250 Hwy 101, Florence, Oregon  
Final Action Minutes  
November 20, 2023**

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Councilors Present: Mayor Ward, Councilors Sally Wantz, Bill Meyer, Jo Beaudreau, and Robert Carp.  
*(In person)*

Councilors Absent: None.

Staff Present: City Manager Erin Reynolds, City Recorder Lindsey White, Assistant City Manager Megan Messmer, Administrative Services Director Anne Baker, Public Works Director Mike Miller, Community Development Director Wendy FarleyCampbell, Police Chief John Pitcher, Information Technology Manager Les Cardwell, Economic Development and Communications Analyst Chantelle Meyer, and Management Analyst Peighton Allen.  
*(In person and via videoconference)*

Guests Present: PeaceHealth's Chief Administrative Officer Jason Hawkins and Chief Medical Officer Dr. Heather McArthur and Florence Warming Center (FWC) Representative Kate McClellan.  
*(In person)*

Handout: 11.20.23 City Council Meeting Base Presentation

**CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE**

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

Councilor Wantz offered her heartfelt condolences to the Confederated Tribes of Coos, Lower Umpqua, Siuslaw Tribes and to the family for the loss of Chief Donald "Doc" Slyter.

**PRESENTATIONS & ANNOUNCEMENTS**

- PeaceHealth Peace Harbor Presentation
- Florence Urban Renewal Agency Board Appointment

Start Time: 5:33 p.m.  
Discussion: PeaceHealth’s CAO Hawkins and CMO Dr. McArthur presented the Peacehealth Peace Harbor presentation.

Discussion: The City Council discussed...

- Number of people on physician waitlist.
- Barriers to obtaining two additional physicians.
- Possibility of offering medical residencies.

Comments: Councilors Carp, Wantz, and Beaudreau

Discussion: PeaceHealth’s CAO Hawkins and CMO Dr. McArthur discussed...

- Waitlist in year 2000 during the height of Covid was 3000 people; currently 300 people are waitlisted.
- Addressing rural pay scale and loan reimbursement.
- Candidates concerns about school opportunities and job opportunities for spouses.
- Looking for providers that want to practice in rural areas.
- Offering mentoring to staff.
- Housing challenges.

Start Time: 5:56 p.m.  
Discussion: Mayor Ward appointed Ken Henderson to the Florence Urban Renewal Agency Board.

**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: 5:57 p.m.  
Handout: Written comments received from...

- Michael Allen

Discussion: No Speaker’s Cards were received.

**ACTION ITEMS**

**2. MANAGED INFORMATION TECHNOLOGY (IT) SERVICE CONTRACTS**

Consider authorizing the City Manager to enter into contracts with Ancero and Hyak for managed IT services and approve **Resolution No. 24, Series 2023**, a resolution transferring \$120,000 in appropriations for increased managed information technology (IT) service costs.

Start Time: 5:57 p.m.

Discussion: ASD Baker and IT Manager Cardwell presented the staff presentation.

Handouts: Staff Presentation

Discussion: The City Council discussed...

- Understanding costs for cancelling services with StepUp.
- Examples of shortcomings with existing services
- Reasoning for selecting original company.
- Information Technology is vital to the City.

Comments: Councilors Wantz and Beaudreau

Discussion: Staff discussed...

- New employees not being able to access computers.
- Current company has staffing issues.
- Obtaining quicker service with a local company.
- Factoring in cost with original offerings.

Comments: ASD Baker and IT Manager Cardwell

Action: Approve Resolution No. 24, Series 2023.

Motion: Councilor Meyer

Second: Councilor Beaudreau

Roll Call: Councilor Beaudreau, 'Aye'

Councilor Meyer, 'Aye'

Councilor Wantz, 'Aye'

Councilor Carp, 'Aye'

Mayor Ward, 'Aye'

Motion passes 'unanimously'

Action: Authorize City Manager to enter into contracts with Ancero and Hyak for managed IT services.

Motion: Councilor Wantz

Second: Councilor Carp

Roll Call: Councilor Carp, 'Aye'

Councilor Wantz, 'Aye'

Councilor Meyer, 'Aye'

Councilor Beaudreau, 'Aye'

Mayor Ward, 'Aye'

Motion passes 'unanimously'

### **3. PUBLIC WORKS FLEET PURCHASES**

Consider approving the purchase of two new 2024 Ford F-150 4x4 full hybrid pickup trucks and one 2024 Ford F150 4x4 full electric pickup truck for Public Works for a total purchase price of \$192,998.08.

Start Time: 6:12 p.m.  
Discussion: PWD Miller presented the staff presentation.  
Handouts: Staff Presentation  
Discussion: The City Council discussed...

- Clarifying expected mileage range for 2024 Ford F150 Super Crew Cab Lightning electric vehicle.
- Thanking PWD Miller for buying economical vehicles.
- Location of Lehr upfitting packages.
- Shopping local dealership for vehicle purchases.
- Increasing vehicle fleet or replacing vehicles.

Comments: Mayor Ward, Councilors Wantz, Beaudreau

Discussion: Staff discussed...

- Mileage range is 300-325 miles on one charge.
- Gas electric hybrid mileage averages 24 miles per gallon.
- Vehicles to be transported to Salem for Lehr package installation.
- These will be replacing vehicles in current fleet

Comments: PWD Miller

Action: Approve purchase of two new 2024 Ford F150 4x4 full hybrid pickup trucks and one 2024 Ford F150 4x4 full electric pickup truck for the Public Works Department.

Motion: Councilor Meyer  
Second: Councilor Wantz  
Roll Call: Councilor Carp, 'Aye'  
Councilor Wantz, 'Aye'  
Councilor Meyer, 'Aye'  
Councilor Beaudreau, 'Aye'  
Mayor Ward, 'Aye'  
Motion passes 'unanimously'

#### 4. **FLORENCE WARMING CENTER REQUEST**

Consider approving the request to operate a warming center as proposed and presented by the Florence Emergency Cold Weather Shelter nonprofit agency (FECWS) in accordance with FCC 10-2-9-B allowing an emergency shelter when low temperatures and adverse weather conditions endanger human life for the 2023-2024 winter season.

Start Time: 6:27 p.m.  
Discussion: CM Reynolds and FWC Representative McClellan presented the staff presentation.  
Handouts: Staff Presentation  
Discussion: City Council discussed...

- Understanding purpose of notifying Senior Center when FWC is open.
- Making organizations aware that FWC is available.
- Naming host churches.
- Clarifying position on homeless shelters.
- Appreciating learning about the background of warming centers.
- Possibility of more than one site?

Comments: Councilors Carp, Wantz, and Beaudreau.

Discussion: Staff discussed...

- Senior Center has contact with individuals who may need services.
- Notifying communities organizations that FWC will be open and directing individuals who may need services.
- Hosting churches have not made final decision at this time.
- Hoping for multiple sites in case one church needs to have block-out dates and not be available.

Comments: CM Reynolds and FWC Representative McClellan.

Discussion: Public commenter withdrew his Speaker's Card.

Action: Approve request to operate a warming center as proposed and presented by the FECWS for the 2023-2024 winter season.

Motion: Councilor Wantz  
 Second: Councilor Meyer  
 Roll Call: Councilor Beaudreau, 'Aye'  
 Councilor Meyer, 'Aye'  
 Councilor Wantz, 'Aye'  
 Councilor Carp, 'Aye'  
 Mayor Ward, 'Aye'  
 Motion passes 'unanimously'

Council took a break from 6:46 p.m. to 6:53 p.m.

## 5. 2024 CITY COUNCIL MEETING CALENDAR

Review and consider approval of the 2024 City Council meeting calendar.

Start Time: 6:53 p.m.  
 Discussion: CR White presented the staff presentation.  
 Handouts: Staff Presentation  
 Discussion: City Council discussed...

- Starting Work Sessions at 8:45 a.m.
- Comments: Councilor Wantz

Action: Approve the 2024 City Council meeting calendar as presented.

Motion: Councilor Wantz

Second: Councilor Beaudreau

Roll Call: Councilor Carp, 'Aye'  
 Councilor Wantz, 'Aye'  
 Councilor Meyer, 'Aye'  
 Councilor Beaudreau, 'Aye'  
 Mayor Ward, 'Aye'  
 Motion passes 'unanimously'

**REPORT & DISCUSSION ITEMS**

**6. CITY COUNCIL COMMITMENTS AND SIGN-UPS**

Consider updates to the City Council Commitments including the Municipal Court Judge supervision, City Committee Ex-Officio assignments, etc. with the intent to adopt amendments at a future Council meeting.

Start Time: 7:07 p.m.

Discussion: CR White presented the staff presentation.

Handouts: Staff Presentation

Discussion: City Council discussed...
 

- Filling in for absent councilors on various committees and experiencing different committee members.

 Comments: Councilor Beaudreau.

**7. GENERAL REPORTS**

- October Committee, Commission and Volunteer Reports.

Start Time: 7:23 p.m.

Discussion: The City Council discussed...
 

- Updating report to include committee inactivity.

 Comments: Councilor Beaudreau.

**8. DEPARTMENT DIRECTOR UPDATES**

Start Time: 7:25 p.m.

Discussion: The Department Directors discussed...
 

- First annual "Kindergarten Balloon Parade over Siuslaw" with officers monitoring traffic and keeping children safe.
- Refresher ALICE training at Siuslaw Middle School.

- Greentrees West Master Meter Modifications project is out to bid.
- Rhododendron Drive Roadway Realignment project is out to bid.
- Installing new precast concrete benches at Miller Park the week of December 4<sup>th</sup>.
- Public Works staff working hard to install holiday lights at various City buildings and in Old Town including Old Town Park (gazebo park) and Maple Street Plaza. Lighting being turned on Friday after Thanksgiving.
- Using new online application for business license renewals.
- Supporting local businesses through “Shop Small Saturday.”
- Sponsoring holiday business networking event in partnership with RAIN.
- Call for art through “Art Exposed.”
- Transportation Systems Plan 2023 is in effect as of November 14<sup>th</sup> with projects and codes being updated.
- Upcoming City Council and Planning Commission Joint Work Session on December 4<sup>th</sup> on proposed housing code updates.
- Upcoming events at the Florence Events Center.
- League of Oregon Cities magazine highlighting Florence playground project at Miller Park.
- Installing holiday mailbox for letters to Santa in Old Town.

Comments: Police Chief Pitcher, PWD Miller, ASD Baker, EDCA Meyer, CDD FarleyCampbell, and ACM Messmer.

## **9. CITY MANAGER REPORT & DISCUSSION ITEMS**

Start Time: 7:42 p.m.

Discussion: The City Council discussed...

- Upcoming City Meetings and Events.
- Upcoming City Manager evaluation.
- Locating Emergency Shelter applications on the City website.

Comments: All Councilors present.

**10. CITY COUNCIL REPORT & DISCUSSION ITEMS**

Start Time: 7:54 p.m.

Discussion: The City Council discussed...

- Encouraging citizens to complete West Lane Emergency Preparedness survey.
- Attending Lane County Act meeting.
- Supporting Chamber sponsored events.
- Upcoming tree lighting event at City Hall.

Comments: All Councilors present.

Meeting adjourned at 8:01 p.m.

**ATTEST:**

  
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Lindsey White, City Recorder

  
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Rob Ward, Mayor