



City of Florence Council Executive & Regular Session

In Person & Videoconference
250 Hwy 101
Florence, OR 97439
541-997-3437
www.ci.florence.or.us

- Meeting materials including information on each agenda item are published at least 24 hours prior to the meeting, and can be found on the City of Florence website at www.ci.florence.or.us/council.
- Items distributed during the meeting, meeting minutes, and a link to the meeting video are posted to the City's website at www.ci.florence.or.us/council after the meeting.
- To be notified of City Council meetings via email, please visit the City's website at <http://www.ci.florence.or.us/newsletter/subscriptions>.

December 11, 2023

AGENDA

Councillors:

Rob Ward, Mayor

Sally Wantz, Council President
Jo Beaudreau, Councilor

Bill Meyer, Council Vice-President
Robert Carp, Councilor

With 48-hour prior notice, an interpreter and/or TTY: 541-997-3437, can be provided for the hearing impaired.
Meeting is wheelchair accessible.

Proceedings will be shown live and for rebroadcast on Cable Channel 191 and online at www.ci.florence.or.us/citymanager/public-meetings-live and will be available after the meeting on the City's Vimeo Site.

3:00 p.m.

Executive Session per ORS 192.660(2)(i)

Performance Evaluation of Public Officers & Employees – City Manager Evaluation

The Florence City Council meeting will be held in person at Florence City Hall.

In addition, members of the public can listen and view the meeting through the 'GoToWebinar' platform at the following link: <https://attendee.gotowebinar.com/register/8640961163306024024>

Meetings are also shown live on Cable Channel 191 and online at <https://www.ci.florence.or.us/citymanager/public-meetings-live>.

Citizens wishing to express their views may submit comments in writing or verbally. For more information, please see the end of this agenda or visit the [City of Florence website](http://www.ci.florence.or.us).

CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE

5:30 p.m.

PRESENTATIONS & ANNOUNCEMENTS

- New Employee Introduction

Mayor Ward

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. *Please see the end of this agenda for methods to provide comments on items that are not on the agenda.*

ACTION ITEMS

Please see the end of this agenda for methods to provide comments on action items.

2. GREENTREES WATER METER CONTRACT AWARD

Consider accepting the bid proposal as submitted by Ray Wells, Inc. for the Greentrees Village Water Service Modification Project in the amount of \$207,412.

Mike Miller
Public Works
Director

3. RHODODENDRON DRIVE CONSTRUCTION AWARD

Consider accepting the low bid as submitted by K&E Excavating, Inc. for the Rhododendron Drive Realignment Project in the amount of \$7,346,982.75.

Mike Miller
Public Works
Director

4. COMMERCIAL USE CONVERSION SDC POLICY

Consider approval of **Resolution No. 25, Series 2023**, a resolution adopting a policy to continue requiring the payment of system development charges when a building or portion of a building is converted from commercial use to residential use.

Mike Miller
Public Works
Director

5. CITY MANAGER EVALUATION

Consider approval of the annual evaluation for City Manager Erin Reynolds and the Employment Agreement amendments, including salary adjustments beginning January 1, 2024.

City Council

CONSENT AGENDA

6. ARTS GRANT REQUEST

Consider approval of **Resolution No. 26, Series 2023**, a resolution establishing approval to apply for a grant from the Oregon Department of Transportation for All Roads Transportation Safety (ARTS) program and delegating authority to the City Manager or designee to sign the application.

Mike Miller
Public Works
Director

7. AIRPORT GROUND LEASES

Consider approval of **Resolution No. 27, Series 2023**, a resolution declaring certain areas of the Florence Municipal Airport available for long term lease and delegating authority to the City Manager or designee to enter into ground leases at the Airport.

Mike Miller
Public Works
Director

8. PROFESSIONAL GEOTECHNICAL AND WATER RIGHTS SERVICES FOR WELL 14

Consider accepting fee proposal from GSI Water Solutions of \$77,954 for professional geotechnical and water rights services for Well 14.

Mike Miller
Public Works
Director

9. MAPLE STREET BISTRO LIQUOR LICENSE

Consider recommendation of approval to the Oregon Liquor & Cannabis Commission (OLCC) for a Limited On-Premises Liquor License for Maple Street Bistro located at 165 Maple Street.

Lezlea Purcell
Finance Manager

REPORT & DISCUSSION ITEMS

10. DEPARTMENT DIRECTOR UPDATES

Management
Team

11. CITY MANAGER REPORT & DISCUSSION ITEM

Erin
Reynolds
City Manager

12. CITY COUNCIL REPORTS & DISCUSSION ITEMS

City Council

COUNCIL CALENDAR		
<i>All meetings are held in person with a virtual option unless otherwise indicated</i>		
Date	Time	Description
December 14, 2023	8:45 a.m.	City Council Work Session
January 8, 2024	5:30 p.m.	City Council Meeting
January 11, 2024	8:45 a.m.	City Council Work Session
January 22, 2024	5:30 p.m.	City Council Meeting
February 5, 2024	5:30 p.m.	City Council Meeting
February 8, 2024	8:45 a.m.	City Council Work Session

PUBLIC MEETINGS PROCEDURES

The December 11, 2023 City Council meeting will be held in person, with the option to view / listen to the meeting virtually through the GotoWebinar platform.

Expressing Views to the City Council: Citizens wishing to express their views to the City Council may do so in both written and verbal formats.

1. Written Testimony: Citizens wishing to express their views to the City Council are encouraged to submit written testimony in one of the following ways:
 - a. Submit written comments via email to City Recorder at cityrecorder@ci.florence.or.us;
 - b. Mail written comments to Florence City Hall, Attn: City Council, 250 Hwy 101, Florence, OR 97439
 - c. Drop off written comments at Florence City Hall (250 Hwy 101) during regular office hours (Monday through Friday 8 a.m. – Noon and 1:00 p.m. – 4 p.m.) or at the City of Florence drop box located at Florence City Hall to the right of the main entrance.

**** Note:** Written comments received at least 2 hours prior to the meeting (December 11, 2023 at 3:30 p.m.) will be distributed to the City Council, posted to the City of Florence website, and made part of the record.

2. Verbal Testimony: Citizens wishing to express their views to the City Council may participate in the meeting at Florence City Hall or via GoToWebinar. To do so, please complete a speaker's card online at www.ci.florence.or.us/council/request-address-city-council-speakers-card at least 1 hour prior to the meeting (December 11, 2023 at 4:30 p.m.). City staff will then contact the speaker to let them know the process to participate in the meeting.
 - a. Public Comments on items not on the agenda: General public comments (on items not on the City Council agenda) will be allowed at each City Council meeting during the public comment agenda item. Comments will be limited to three (3) minutes per person, with a maximum of 15 minutes for all items. In practicality, this means no more than five individuals will be allowed to comment verbally. There is no limit on written public comments.
 - b. Public Hearing Testimony: Testimony on public hearing items will be allowed when a public hearing is held. Verbal comments will be allowed on public hearing items after staff has given their report and have allowed time for initial Council questions. In general (with some exceptions for Land Use hearings), comments are limited to five minutes per person with no limit on the number of speakers.
 - c. Public Comments on Action Items: Public Comments will be allowed on each action item on the City Council agenda. Verbal comments will be allowed on action items after staff has given their report and have allowed time for initial Council questions. Comments will be limited to three (3) minutes per person, with a maximum of 15 minutes for all comments on each action item. In practicality, this means no more than five (5) individuals will be allowed to comment verbally. There is no limit on written public comments.

For more information on the City of Florence's Public Meeting Policies, visit the City of Florence website at <https://www.ci.florence.or.us/council/rules-procedure>.