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**City of Florence  
City Council Regular Session  
Florence City Hall  
250 Hwy 101, Florence, Oregon  
Final Action Minutes  
December 11, 2023**

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Councilors Present: Mayor Ward, Councilors Sally Wantz, Bill Meyer, Jo Beaudreau, and Robert Carp.

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, Finance Manager Lezlea Purcell, and Human Resources Director Alex Ferguson.

Guests Present: None.

Handout: 12.11.23 City Council Meeting Base Presentation

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

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

**PRESENTATIONS & ANNOUNCEMENTS**

- New Employee Introduction

Start Time: 5:31 p.m.

Discussion: HRD Ferguson introduced new employees...

- Utility Worker I Don Matthews
- Communications Officer Joey Carso

**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: 5:33 p.m.  
Commenter 1: Michael Allen  
Handout: Speaker’s Card and Written Comments  
Discussion: Mr. Allen discussed...  
• Importance of tracking CO2 found in the atmosphere.

**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.

Start Time: 5:36 p.m.  
Discussion: PWD Miller presented the staff presentation.  
Handouts: Staff Presentation  
Discussion: The City Council discussed...  
• Construction timeline.  
• Project communications from Greentrees management to residents.  
Comments: Councilors Wantz and Beaudreau

Discussion: Staff discussed...  
• Project established to take one month and water shutoff for one day.  
Comments: PWD Miller

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

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

**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.

Start Time: 5:44 p.m.  
Discussion: PWD Miller presented the staff presentation.  
Handouts: Staff Presentation  
Discussion: The City Council discussed...

- Disposal of removed vegetation.
- Erosion issues with removal of retaining wall.
- Difficulties of repairing retaining wall and associated costs.
- Using surplus funds from other projects to supplement project funds.

Comments: Mayor Ward and Councilors Beaudreau and Meyer

Discussion: Staff discussed...

- Vegetation will be brought to airport to be ground up and utilized in Flo-Gro.
- Reducing height of retaining wall from 6 feet to 3 feet.
- Replacement wall will be large concrete blocks. Collision with wall will cause more damage to vehicle and not to wall with the ability to patch wall if necessary.

Comments: PWD Miller

Action: Accept low bid as submitted by K&E Excavating, Inc. for the Rhododendron Drive Realignment Project in the amount of \$7,346,982.75 as presented.  
Motion: Councilor Beaudreau  
Second: Councilor Meyer  
Roll Call: Councilor Beaudreau, 'Aye'  
Councilor Meyer, 'Aye'  
Councilor Wantz, 'Aye'  
Councilor Carp, 'Aye'  
Mayor Ward, 'Aye'  
Motion passes 'unanimously'

**4. COMMERCIAL USE CONVERSION SDC POLICY**

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

Start Time: 6:02 p.m.  
 Discussion: PWD Miller presented the staff presentation.  
 Handouts: Staff Presentation  
 Discussion: City Council discussed...
 

- Understanding covered areas within the Urban Growth Boundary.

 Comments: Councilor Beaudreau

Discussion: Staff discussed...
 

- Adopting policy prior to attaining population of 10,000 or more.
- Gratitude to City Attorney Ross Williams for bringing this matter to the City's attention.

 Comments: PWD Miller and CM Reynolds

Action: Approve Resolution No. 25, Series 2023 as presented.  
 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'

## 5. CITY MANAGER EVALUATION

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

Start Time: 6:15 p.m.  
 Discussion: HRD Ferguson presented the staff presentation on behalf of the Quality Review Team (Mayor and Council President).  
 Handouts: Staff Presentation  
 Discussion: City Council discussed...
 

- Appreciation for the work, leadership, and length of service of CM Reynolds.
- Privilege to work with CM Reynolds and the professionalism she provides.

 Comments: All Councilors present.

Action: Approve the 2023 City Manager evaluation, including the City Manager amendments, and allow Mayor Ward to sign the amendments on behalf of the City Council.  
 Motion: Councilor Beaudreau

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

## **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.

### **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.

### **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.

### **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.

Start Time: 6:25 p.m.

Discussion: The City Council discussed...

- No discussion.

Action: Approve the consent agenda as presented,  
Motion: Councilor Wantz  
Second: Councilor Carp  
Roll Call Vote: Councilor Carp, 'Aye'  
Councilor Wantz, 'Aye'

Councilor Meyer, 'Aye'  
Councilor Beaudreau, 'Aye'  
Mayor Ward, 'Aye'  
Motion passes 'unanimously'

Council took a break from 6:27 p.m. to 6:32 p.m.

## **REPORT & DISCUSSION ITEMS**

### **10. DEPARTMENT DIRECTOR UPDATES**

Start Time: 6:32 p.m.

Discussion: The Department Directors discussed...

- November rainfall was 7.92 inches. For the first 11 days of December, the rainfall reached as high as 14.22 inches depending on the area. Expecting King Tides from December 13-15.
- The new precast concrete benches have been installed at Miller Park.
- Shoutout to City staff who helped make this one of the brightest holiday lighting events since the City has taken on a larger role in placing lights in Old Town and City facilities.
- Dispatcher Ashley Dickson receiving an award from Western Lane Fire and EMS Service (WLFEA) for her work on a very serious auto accident.
- Receiving large gifts of toys from Three Rivers Casino, Florence Catholic Church, and Greentrees Village residents for gift distribution.
- Working with Western Lane Mobile Crisis Response to reach individuals who have repeated calls for help.
- Upcoming City Council Work Session learning about the Collective Bargaining Process.
- Recruitment update on Police Department vacancies.
- Proposed changes to housing code updates,
- Upcoming Planning Commission agenda items.
- Upcoming Siuslaw Watershed plant giveaway.
- Upcoming Rhody Express route changes with addition of a new bus.
- Change of start time for upcoming City Council Work Session.
- Upcoming events at the Florence Events Center.

Comments: PWD Miller, Police Chief Pitcher, HRD Ferguson, CDD FarleyCampbell, CR White, and ACM Messmer.

## 11. CITY MANAGER REPORT & DISCUSSION ITEMS

Start Time: 6:46 p.m.

Discussion: The City Council discussed...

- Showing Rhododendron Drive Realignment Project on City website.
- Highlighting Holiday Tree Lighting event.
- Finding information on City social media.
- Upcoming City Meetings and Events.

Comments: All Councilors present.

## 12. CITY COUNCIL REPORT & DISCUSSION ITEMS

Start Time: 6:54 p.m.

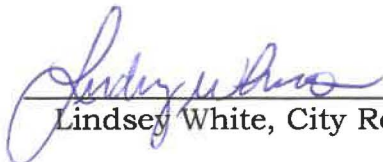
Discussion: The City Council discussed...


- Shopping 'Small and Local.'
- Being appointed to League of Oregon Cities Energy and Environmental Policy Committee.
- Upcoming open house at Heceta Lighthouse.
- Upcoming annual meeting of the Siuslaw Watershed Council on January 20, 2024.
- Attending upcoming Lane County Act meeting.
- Appreciating EMAC crew picking up trash on Kingwood Street.

Comments: All Councilors present.

Meeting adjourned at 7:01 p.m.

**ATTEST:**

  
Lindsey White, City Recorder

  
Rob Ward, Mayor