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**City of Florence  
City Council Regular Session  
Florence City Hall  
250 Hwy 101, Florence, Oregon  
Final Action Minutes  
March 18, 2024**

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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, Community Development Director Wendy FarleyCampbell, Police Chief John Pitcher, Human Resources Director Alex Ferguson, and Associate Planner Clare Kurth.  
*(in person)*

Guests Present: Oregon Dunes Chapter DAR representative Jacquie Beveridge and SingerLewak LLP representatives Brad Bingenheimer and Orlando Torres.  
*(in person and via videoconference)*

Handout: 3.18.24 City Council Meeting Base Presentation

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

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

**PRESENTATIONS & ANNOUNCEMENTS**

- 2024 If I Were Mayor Contest Winners

Start Time: 5:31 p.m.

Discussion: Mayor Ward presented the If I Were Mayor contest winners to Dean Wells (Kindergarten), 1<sup>st</sup> – Carter Jo Gauderman (1<sup>st</sup> Grade), 2<sup>nd</sup> - Maren Ferguson (1<sup>st</sup> Grade), Easton Merz (2<sup>nd</sup> Grade), 1<sup>st</sup> – Mia Moore (3<sup>rd</sup> Grade). 2<sup>nd</sup> – Ava Lilienthal (3<sup>rd</sup> Grade), 1<sup>st</sup> – Caitlin Grant (4<sup>th</sup> Grade), 2<sup>nd</sup> – Maddox Chance (4<sup>th</sup> Grade), and Abby Trimm (5<sup>th</sup> Grade).

- Proclamations for Military Child, Vietnam Veterans Day, and Women’s History Month
  - Start Time: 5:44 p.m.
  - Discussion: Mayor Ward presented the Military Child Day proclamation.
  
  - Start Time: 5:55 p.m.
  - Discussion: Mayor Ward presented the Vietnam Veterans Day proclamation.
  
  - Start Time: 6:05 p.m.
  - Discussion: Mayor Ward presented the Women’s History Month proclamation.
  
- Employee Recognitions by Human Resources Director Alex Ferguson.
  - Start Time: 6:08 p.m.
  - Discussion: HRD Ferguson introduced CDD FarleyCampbell and PWD Miller who recognized recent employee promotions.
    - Clare Kurth – Associate Planner
    - Stephen Hatler – Utility Supervisor
    - Jason Price – Facilities Lead Worker
    - Tracey David – Facilities Lead Worker
  
- Senior Center Annual Report
  - Start Time: 6:16 p.m.
  - Discussion: Florence Senior Center President Ron Borge discussed 4500 volunteer hours in 2023 and availability of meals at the Florence Senior Center.

**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: 6:20 p.m.
- Commenter 1: Mr. Michael Allen and Mrs. Pat Allen – Florence, OR
- Handout: Speaker’s Card and Written Comments
- Discussion: Mr. and Mrs. Allen discussed...
  - Climate petition as of March 18, 2024 with 1900 signatories.
  - Forming an ad hoc task force to develop a climate action plan.

**City Council/Local Contract Review Board**

The Florence City Council serves as the Local Contract Review Board. The City Council shall be acting as both the Local Contract Review Board and the City Council for Action Item #2.

## **LOCAL CONTRACT REVIEW BOARD ACTION**

### **2. PUBLIC CONTRACTING RULES**

#### **A. CITY OF FLORENCE PURCHASING AND PUBLIC IMPROVEMENT CONTRACTS POLICIES**

Consider approval of Resolution No. 4, Series 2024, a joint resolution of the City Council and the Local Contract Review Board amending the public contracting rules for the City of Florence.

Start Time: 6:23 p.m.

Process Reading: CR White read the Public Contracting Rules and officiated the procedures.

Local Contract Review Board meeting called to order at 6:24 p.m.

Start Time: 6:24 p.m.

Discussion: ACM Messmer presented the staff presentation.

Handouts: Staff Presentation

Discussion: The City Council discussed...

- No discussion.

Action: Approve Resolution No. 4, Series 2024 amending the public contracting rules for the City of Florence.

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'

Local Contract Review Board meeting closed at 6:32 p.m.

## **ACTION ITEMS**

### **3. SAFE ROUTES TO SCHOOL**

Consider approval of **Resolution No. 5, Series 2024**, a resolution establishing approval to apply for a grant from the Oregon Department of Transportation (ODOT) for Safe Routes to School (SRTS) Program and delegating authority to the City Manager or designee to sign the application.

Start Time: 6:32 p.m.

Discussion: PWD Miller presented the staff presentation.

Handouts: Staff Presentation

Discussion:

- Councilor Wantz - Understanding “Priority Safety Corridor” definition. **PWD Miller discussed the necessity of meeting two of the four items to achieve a further match reduction which we do not have.**
- Councilor Carp - Understanding reducing match of 40% to 10%. **PWD Miller discussed City qualifies for the 10.27% match which is \$109,889. In order to reduce match to zero, would need to meet two of the four conditions if project is in a “Priority Safety Corridor” which we do not.**
- Mayor Ward - Effect on current annual budget. **PWD Miller discussed program takes place 2025-2027. If selected, would need to be placed in the next budget cycle.**
- Councilor Carp – Understanding project is strictly for sidewalks on 35<sup>th</sup> Street from Kingwood to Siano Loop. Requesting another grant for sidewalks on Oak St? **PWD Miller confirmed that is correct.**
- Councilor Beaudreau - Being able to do arts project grant and this project at the same time to save on costs. **PWD Miller discussed arts grant submission is 2027-2030.**
- Councilor Beaudreau - Understanding that people drive faster than posted speed limit on 35<sup>th</sup> Street. **PWD Miller answered data from police enforcement doesn’t support that. CM Reynolds discussed data from Transportation System Plan that helped support information for grant applications.**

Action: Approve Resolution No. 5, Series 2024 as presented.

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’

#### 4. REIMBURSEMENT DISTRICT

Receive Public Works Director’s recommendation regarding the establishment of a reimbursement district for the construction of the 35<sup>th</sup> and Rhododendron Drive intersection improvements and the Rhododendron Drive multi-use path and consider initiating the public hearing process.

Start Time: 6:51 p.m.

Discussion: PWD Miller presented the staff presentation.

Handouts: Staff Presentation

Discussion:

- Councilor Wantz - Understanding location of planned multi-use path on east side of Rhododendron Drive which eventually will extend to Heceta Beach Road, if delayed, will RID be required at that time? **PWD Miller discussed thinking of multi-use path as a sidewalk. Future development could install path which could cause project to be disjointed. CM Reynolds discussed there have been grant opportunities. When project was originally put together, it was dependent on 35<sup>th</sup> Street/Rhododendron development which has expired. This is another tool to be considered for this part of the project.**
- Councilor Beaudreau - Possibility of property owner paying their share to avoid inflated amount in 10 years from now before applying for land use approval? **PWD Miller answered that yes, property owner could pay ahead, depends on property owner's situation.**
- Councilor Carp – There is a 15-year period for Reimbursement District, if it expires and nothing is developed, is RID reestablished? **PWD Miller confirmed that it would be the end of it.**
- Mayor Ward - Confirming that if this is approved, it is to move forward with the process for a Public Hearing.
- Councilor Beaudreau - Possibility of making changes to term such as to 20 years or 5 years. **CM Reynolds discussed maximum term is 15 years or less per City code.**

Action: Direct that a public hearing to be held for the formation of the Reimbursement District as proposed for the Rhododendron Realignment and Improvement project for the 35<sup>th</sup> and Rhododendron Drive intersection improvements and multi-use path extending north of the 35<sup>th</sup> Street intersection.

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'

Council took a break from 7:11 p.m. to 7:17 p.m.

**5. AUDITED FINANCIAL STATEMENTS FOR FISCAL YEAR 2023**

Consider acknowledging the receipt of the audited financial statement for the fiscal year ending June 30, 2023.

Start Time: 7:17 p.m.  
 Discussion: ASD Baker introduced Auditors Orlando Torres and Brad Bingenheimer, SingerLewak LLP.

Discussion: Auditors Orlando Torres and Brad Bingenheimer presented the audited financial statement presentation.  
 Handouts: Auditor Presentation  
 Discussion: The City Council discussed...
 

- No discussion.

Action: Acknowledge the receipt of the audited financial statement for the fiscal year ending June 30, 2023.  
 Motion: Councilor Wantz  
 Second: Councilor Beaudreau  
 Roll Call: Councilor Beaudreau, 'Aye'  
 Councilor Meyer, 'Aye'  
 Councilor Wantz, 'Aye'  
 Councilor Carp, 'Aye'  
 Mayor Ward, 'Aye'  
 Motion passes 'unanimously'

**CONSENT AGENDA**

**6. FLORENCE STOP AND GO MARKET OFF-PREMISE LIQUOR LICENSE**  
 Consider recommendation of approval to the Oregon Liquor & Cannabis Commission (OLCC) for an off-premise liquor license for Florence Stop and Go Market LLC located at 3375 Highway 101.

**7. APPROVAL OF MEETING MINUTES**  
 Consider approval of the February 5, 2024 City Council Regular Session, February 22, 2024 City Council Work Session, and March 7, 2024 City Council Work Session meeting minutes.

Start Time: 7:32 p.m.  
 Discussion: City Council...
 

- No discussion.

Action: Approve the consent agenda as presented.  
 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’

## **REPORT & DISCUSSION ITEMS**

### **8. QUARTERLY FINACIAL STATEMENTS**

Report on the City of Florence financials for the period ending December 31, 2023.

Start Time: 7:33 p.m.

Discussion: ASD Baker presented the staff presentation.

Handouts: Staff Presentation

Discussion:

- Councilor Carp – Is the 2023-2024 City Debt Schedule showing how we are paying down debt? **ASD Baker answered yes.**

### **9. RHODY EXPRESS RIDERSHIP SURVEY 2024**

Associate Planner Clare Kurth will present on the Rhody Express Ridership Survey.

Start Time: 7:41 p.m.

Discussion: AP Kurth presented the staff presentation.

Handouts: Staff Presentation

Discussion:

- Councilor Wantz – Suggesting adding if a Florence area rider or a visitor to ridership survey and adding an end date for survey. **AP Kurth discussed the end date is important and will make a note.**
- Councilor Carp - Recommending making survey two sided instead of two separate pages.
- Councilor Beaudreau - Availability of digital survey or QR code? **AP Kurth discussed that this survey is to target riders. Riders may not be tech savvy so paper form is best. ACM Messmer added will look into adding survey to City website and see if able to add QR code to bus. AP Kurth added that LTD is working to adding another bus to increase the frequency of rides.**

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

Start Time: 7:53 p.m.

Discussion: The Department Directors discussed...

- Update on ERP implementation, will be going live with payroll and timekeeping plan.
- Finally with sunshine and dry weather, FloGro will be available March 26<sup>th</sup>.

- Two unfortunate instances of underground directional bore strike by contractors at 21<sup>st</sup> St near Highway 101 and 6<sup>th</sup> and Juniper Streets which necessitated repairs.
- Major construction has been completed on Heceta Beach Road. Next steps will be grind/inlay of west bound travel lane.
- Discovered 35–40-year-old inter-tie between the City and Heceta Water PUD at 35<sup>th</sup> and Rhododendron Drive. Crews doing proper abandonment procedure. Soil spoils are being delivered to 10<sup>th</sup> and Kingwood (at the airport) and bringing vegetation to airport to be mulched.
- Purchased “Flock” automated license plate reading camera for Police Department, being installed on Highway 101.
- Update on reform of Oregon Measure 110 and outlining Oregon Drug Intervention Plan.
- Recent land use approval for Estuary Trail by Planning Commission.
- Planning for Arbor Day event by EMAC.
- Upcoming EMAC project planting a pollinator garden at 18<sup>th</sup> Street pocket park on Earth Day.
- Upcoming City Council Work Session discussing proposed code updates related to temporarily sheltering on both public and private property and event-based emergency shelters.
- Gratitude to the three councilors who attended the Career Fair. Update on current recruitments.
- Upcoming FURA and City Council Work Session meetings.
- Upcoming events at the Florence Events Center.
- Hiring of new Lane County Emergency manager.

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

## 11. CITY MANAGER REPORT & DISCUSSION ITEMS

Start Time: 8:21 p.m.

Discussion: Staff discussed...

- Upcoming City Council meetings and agenda items.
- Tentatively planning Town Hall for April 29<sup>th</sup>.
- Extending thank you to staff for attending Rhody Express open house and other events.



Comments: CM Reynolds

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

Start Time: 8:24 p.m.


Discussion: The City Council discussed...

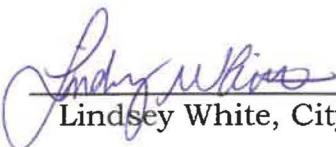
- Shout out to Steve Hatler in Public Works who always has a happy face and lots of energy.
- Safety tip about driving into water – roll down window as quickly as possible, undo seat belt, and get out of vehicle.
- Attending meeting with area representative of ODOT with CM Reynolds, CDD FarleyCampbell, PWD Miller.
- Attending meeting at Lane ACT with presentation by Port of Coos Bay about their future goals.
- ODOT exploring options for flooding in Cushman.
- Meeting with Lane Arts Council during their staff retreat.
- City receiving \$1.9 million for infrastructure being sponsored by State Representative Boomer Wright.
- Attending LCOG appreciation dinner.

Comments: All Councilors present.

Meeting adjourned at 8:32 p.m.

**ATTEST:**

  
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Rob Ward, Mayor

  
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Lindsey White, City Recorder