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**City of Florence  
City Council Meeting  
250 Hwy 101, Florence, Oregon  
Final Action Minutes  
December 18, 2017**

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

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

Councilors Present: Mayor Joe Henry, Councilors Ron Preisler, Susy Lacer and George Lyddon. Councilor Joshua Greene was available via phone and left the meeting at 7:36 p.m.

Councilors Absent: None

Staff Present: City Manager Erin Reynolds, Public Works Director Mike Miller, Chief of Police Tom Turner, Planning Director Wendy FarleyCampbell, City Recorder / Economic Development Coordinator Kelli Weese, City Project Manager Megan Messmer and Finance Director Andy Parks.

**PRESENTATIONS & ANNOUNCEMENTS**

- Employee Introductions
  - Alex Ferguson – Human Resources Analyst
  - Joshua Severy – Parks Maintenance Worker
  - Mark Asghari – Water Treatment Plant Operator 1
- Certified Municipal Clerk (CMC) Designation

Start Time: 5:30 p.m.

Discussion: Mr. Ferguson, Severy and Asghari were introduced to the City Council. CR / Eco. Devo. Weese was presented her CMC Designation.

## **1. APPROVAL OF AGENDA**

Start Time: 5:36 p.m.

Action: Amend the agenda to move Agenda Items #4 and #5 concerning the City Hall Construction Agreement and Budget Adjustment, to the end of the action items. Agenda approved as amended.

## **2. PUBLIC COMMENTS**

This is an opportunity for members of the audience to bring to the Council's attention any item not otherwise listed on the Agenda. Comments will be limited to three (3) minutes per person, with a maximum time of 15 minutes for all items. Speakers may not yield their time to others.

Start Time: 5:36 p.m.

Comments: None

## **CONSENT AGENDA**

### **3. APPROVAL OF MINUTES**

Consider approval of the November 15, 2017 City Council Work Session Minutes.

Start Time: 5:38 p.m.

Action: Approve the consent agenda items as shown in the meeting materials.

Motion: Councilor Lacer

Second: Councilor Preisler

Vote: Unanimous

## **ACTION ITEMS**

### **6. HARBOR VISTA CAMPGROUND SEWER IMPROVEMENTS**

Consider accepting the proposal from Ray Wells, Inc. in the amount of \$638,526 to complete the sewer improvements to the Harbor Vista Campground located at 87658 Harbor Vista Road.

Start Time: 5:39 p.m.

Discussion: The City Council discussed...

- Timeline for Lane County to establish additional units within the development
- Potential to reduce the amount of debt the City would establish given the uncertainty of development
- Revenue generation potential for campground improvements
- Construction revenue for the project completion

Comments: Councilor Preisler and Mayor Henry

Commenter 1: Michael Allen – Florence, OR

- Support for the investment
- Ability to allow people to stay in the park longer

Action: Accept the proposal from Ray Wells, Inc. and authorize the City Manager to proceed with a construction contract.

Motion: Councilor Preisler

Second: Councilor Lyddon

Vote: Unanimous

## **7. CITY MANAGER EVALUATION**

Consider approval of the annual evaluation for City Manager Erin Reynolds and consider salary adjustments beginning January 1, 2018.

Start Time: 6:51 p.m.

Discussion: The City Council discussed...

- Overview of evaluation process
- Performance rating of outstanding – 3.92 / 4.00
- Appreciation for role of City Manager, Staff and City Council
- Reasons for salary increase including team building and community outreach

Comments: Councilors Preisler, Greene and Mayor Henry

Commenter 1: Michael Allen – Florence, OR

- Appreciation for work of City Manager

Action: Approve the City Manager's performance evaluation and the outstanding ratings given by the Council and authorize the City Manager's salary be increased by 5% to \$126,934 annually.

Motion: Councilor Lyddon

Second: Councilor Lacer

Vote: Unanimous

## **8. CITY COUNCIL RESIGNATION & RECRUITMENT PROCESS**

Consider acceptance of the resignation of Councilor George Lyddon and consider approval of the City Council vacancy recruitment and appointment process.

Start Time: 5:56 p.m.

Handout: PowerPoint Presentation

Discussion: The City Council discussed...

- Need to review interview questions and potential timeline to review them at a later meeting
- Determining how to interview each of the candidates and how many interviews to do
- Ensuring the Councilor applicants are a team player and how to determine that
- Changes to the public outreach advertisements to ensure that applicants understand the job description

Comments: Councilors Lacer, Preisler, Lyddon and Mayor Henry

Action: Accept the resignation of Councilor George Lyddon.  
 Motion: Councilor Lacer  
 Second: Councilor Preisler  
 Vote: Unanimous – Councilor Lyddon abstained

Action: Approve the City Councilor recruitment process timeline, application and interview questions as amended.  
 Motion: Councilor Lacer  
 Second: Councilor Lyddon  
 Vote: Unanimous

#### **4. CITY HALL CONSTRUCTION AGREEMENT**

Consider accepting the proposal from Par-Tech Construction for the base and alternate bids in the amount of \$2,460,900 for construction of the City Hall remodel and addition project.

Start Time: 6:28 p.m.  
 Handout: PowerPoint Presentation  
 Example of wood ceiling proposed for Council Chambers

Commenter 1: Joe Slack – HGE, Inc.  

- Overview of background and references completed on low-bidder, Par-Tech Construction

Discussion: The City Council discussed...  

- Value engineering option for roof, composite vs. metal and how roof awning would be included in either scenario
- Colored concrete vs. standard concrete
- Clarification on value engineering and alternate bid items
- Potential to put off basement offices to a later time
- Construction cost increases over the past few years

- Increases in budget estimates for the project over the planning period
- Clarification on proposed types of improvements to the basement
- Council chambers wood ceiling possibilities
- Potential to find additional savings throughout the project

Comments: All Councilors

Commenter 2: Dan Lofy – Florence, OR

- Recommendation to utilize a metal roofing due to the longevity of the material which would most likely save the City money in the long term

Commenter 3: Nancy Rickard – Florence, OR

- Construction cost increases over the past few years and the continuance of increases
- Recommendation to not delay on the construction project if monies were available

Discussion: The City Council discussed...

- Overview of financial implications of the project for the variety of options presented
- Utilization of budget contingencies and timeline for supplemental budget if necessary
- Hesitation to go to the voters for a bond measure and potential to afford project within the City's current budget
- Acquiring Ocean Woods property from Lane County and how that would play into overall city budget objectives
- Clarification on how contingency is included within the construction bid and the definition of 'hard' bid
- Overview of change order process
- Overview of the differences between the base bid, alternate bids, and value engineering options
- How the City Hall remodel plays into the City's overall goals and objective to be Oregon's Premier Coastal Community

Comments: Councilor Preisler, Lacer and Mayor Henry

Action: Motion to:

- Accept the proposal from Par-Tech Construction for the base bid of \$2,134,000 and the alternate bids totaling \$326,900, resulting in a contingency contract amount of \$2,460,900 with Par-Tech Construction.
- Authorize a contingency budget of a not to exceed amount of \$100,000 to address change orders that may occur due to the unknowns of the remodel construction.

Motion: Councilor Lacer  
Second: Councilor Greene  
Vote: Councilors Greene, Lacer, Lyddon and Mayor Henry voted 'Aye'; Councilor Preisler voted 'Nay'. Motion passed 4-1.

Discussion: The City Council discussed...

- Next steps and timeline for the process moving forward
- Cost savings potential for the project

Comments: Mayor Henry

## **5. BUDGET ADJUSTMENT**

Consider approval of Resolution No. 25, Series 2017, a resolution transferring and adjusting appropriations for the 2017-19 biennial budget in order to complete the city hall remodel and purchase property.

Start Time: 7:35 p.m.  
Discussion: None

Action: Approve Resolution No. 25, Series 2017  
Motion: Councilor Lyddon  
Second: Councilor Lacer  
Vote: Unanimous

Councilor Greene left the meeting at 7:36 p.m.

## **REPORT ITEMS**

### **9. BOARD AND COMMITTEE REPORTS**

Report on the workings of the City's boards and committees for the month of November 2017.

Start Time: 7:36 p.m.  
Discussion: The City Council discussed...

- Applications received for board and committee vacancies
- Overall board & committee update process

## 10. CITY MANAGER REPORT

Start Time: 7:44 p.m.

Discussion: The City Council discussed...

- City Council and other city upcoming meetings
- Appreciation for work toward City Hall expansion and remodel
- Main Street Small Business Revolution
- Overall City Hall moving strategy

## 11. CITY COUNCIL REPORTS


Start Time: 7:47 p.m.

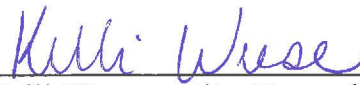
Discussion: The City Council discussed...

- Council activities in the community and community announcements
- Appreciation for Councilor Lyddon's service

Meeting adjourned at 7:52 p.m.

**ATTEST:**

  
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Joe Henry, Mayor

  
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Kelli Weese, City Recorder