



City of Florence Council 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 of 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>.

January 8, 2024

AGENDA

5:30 p.m.

Councilors:

Rob Ward, Mayor

Sally Wantz, Council President

Bill Meyer, Council Vice-President

Jo Beaudreau, Councilor

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.

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/3119634882187472985>

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

PRESENTATIONS & ANNOUNCEMENTS

- Martin Luther King Jr. National Day of Service Proclamation

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. STREET SWEEPER PURCHASE

Consider approving the purchase of a new Schwarze A7 Tornado Street Sweeper for the purchase price of \$425,548.00

Mike Miller
Public Works
Director

CONSENT AGENDA

3. BRIDGEPORT MARKET CHANGE OF OWNERSHIP REQUEST

Consider recommendation of approval to the Oregon Liquor & Cannabis Commission (OLCC) for a change of ownership liquor license for the Bridgeport Market located at 75 Harbor Street Suite 100.

Lezlea Purcell
Finance Manager

4. APPROVAL OF MEETING MINUTES

Consider approval of the November 6, 2023 City Council Regular Session, November 16, 2023 City Council Work Session, November 20, 2023 City Council Regular Session, December 4, 2023 City Council & Planning Commission Joint Work Session, December 7, 2023 City Council Work Session, December 11, 2023 City Council Regular Session, and December 14, 2023 City Council Work Session meeting minutes.

Lindsey White
City Recorder

REPORT & DISCUSSION ITEMS

5. DEPARTMENT DIRECTOR UPDATES

Management
Team

6. CITY MANAGER REPORT & DISCUSSION ITEM

Erin Reynolds
City Manager

7. 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
January 11, 2024	8:45 a.m.	City Council Work Session
January 15, 2024	---	Martin Luther King Day Holiday <i>City Offices Closed</i>
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
February 19, 2024	---	President's Day Holiday <i>City Offices Closed</i>
February 22, 2024	8:45 a.m.	City Council Work Session
February 26, 2024	<i>Save the Date</i>	State of the City

PUBLIC MEETINGS PROCEDURES

The January 8, 2024 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 (January 8, 2024 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 (January 8, 2024 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>.

PROCLAMATION

Office of the Mayor, City of Florence

Martin Luther King Jr. National Day of Service

WHEREAS, Whereas, on November 2, 1983 President Ronald Reagan signed Public Law 98-144, which designated the third Monday in January as a federal holiday honoring Dr. Martin Luther King, Jr., and,

WHEREAS, during President Regan's 1988 proclamation designating January 16, 1989 as Martin Luther King Jr., day, President Reagan reminded us of the following, and I quote:

"That we shall honor his birthday in memory of a man who asked to be recalled by his countrymen not for any earthly honors he had won, but as a "drum major for Justice" -- a titled he deemed greater than any other because earning it would mean he had not lived his life in vain, and

"That Dr. Matin Luther King, Jr. gave eloquent voice and powerful leadership to the long-cherished hopes of millions as he headed a crusade to end bigotry, segregation, and discrimination in our land; to foster equal opportunity; and to make universal America's promise of liberty and justice for all, and

"That Dr. King urged us to love and befriend one another, to live in brotherhood and reconciliation, to nourish each and every individual's dignity and self-respect, and finally

"That we reaffirm in every generation the lessons of Justice and charity that Dr. King taught with his unflinching determination, his complete confidence in the redeeming power of love, and his utter willingness to suffer, to sacrifice, and to serve. We must, and we can, all be drum majors for Justice. That is our duty and our glory as Americans."

NOW, THEREFORE, Therefore, as Mayor of Florence I, Rob Ward, do proclaim January 15, 2024 as Martin Luther King, Jr. Day and ask our citizens to honor his legacy by making our community one that stands for liberty and justice for all.

Rob Ward, Mayor



AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 1
Meeting Date: January 8, 2024
Department: Mayor & Council

ITEM TITLE: Public Comments – *Items Not on the Agenda*

DISCUSSION/ISSUE:

This is an opportunity for members of the audience to bring to the Council's attention any item not otherwise listed on the Agenda. *Please see end of the agenda for methods to provide comments on items not on the City Council agenda.*

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 2

Meeting Date: January 8, 2024

Department: Public Works

ITEM TITLE: Approve the purchase of a new Schwarze A7 Tornado Street Sweeper for the purchase price of \$425,548

DISCUSSION/ISSUE:

During the FY 2023-2025 budget process, the Budget Committee and City Council approved the FY 2023-25 Capital Improvement Plan, which included the purchase of a new street sweeper.

The existing Elgin Crosswind sweeper was purchased new in 2007 under a lease to own program. With the establishment of the Stormwater Utility in 2006, street sweeping which was once a contracted service within the Street Division, street sweeping operations and expenses were transferred to the Stormwater Division. In 2007 the contracted street sweeping services was evaluated for its cost effectiveness and ability to perform basic street sweeping operations. From the evaluation, it was determined that the City could provide street sweeping operations in house with existing staff at a lower cost than that of the contracted service while providing superior service. The City started in house street sweeping operations in August 2007.



Existing 2007 Elgn Crosswind

Street sweeping is a recognized Best Management Practice (BMP) to remove harmful metals (from automotive brakes) such as copper and zinc, as well as hydrocarbons, oils, greases, fuels, chemicals and litter from the roadways before they can get into the stormwater system which ultimately leads to our local waterways and groundwater resources. With sixteen years of service, our street sweeper has logged 5,781 hours sweeping our streets covering 59,434 miles in the process. While it has provided us with exceptional service over this time, the last several years we have seen more than \$60,000 in repairs. Typically, street sweepers have a 12-15 year service life. With our existing street sweeper, the repairs and down time have become such that we are in need of a total replacement.

During our selection process, Public Works staff received a number of proposals from several qualified suppliers representing equipment such as Schwarze, Elgin, and TYMCO. Staff had the opportunity to operate the Schwarze A7 Tornado first hand and found it to have features and functionality that suited our operations and coastal environment.

Public Works staff have asked these manufacturers to supply a chassis that is “cab over” or cab forward design with a Peterbilt 220 chassis which provides the operator better vision of their surroundings since street sweeping is always in very close proximity to obstacles such as mailboxes, trees, parked vehicles, bicycles and even pedestrians.

One of the more important safety factors concerning a “cab over” design for a commercial truck chassis is the ability to operate in extremely tight spaces on our local streets and it allows operators to navigate intersections with low impact to surrounding traffic. This is how Public Works can provide this critical service and promote a safe environment to motorists as they encounter our machines.

This type of equipment is very specialized with the quality of many features varying greatly between manufacturers. Some features such as stainless components that are in very corrosive environments and systems that use less motors, electronics, and wear items to provide longer life cycles are key decisions that Public Works staff have to make when selecting the right equipment for our community. Other operator focused features such as extra-large telescoping side brooms for reaching around obstacles and dual steering (both left hand and right hand steer) to allow an operator to sweep a median from the left hand side and safer to drive when not being operated as a sweeper are key considerations that staff also has to determine.

For this purchase, City staff developed a minimum list of desired specifications for the equipment. The base equipment and features that were selected were determined based on the daily needs of Stormwater Division and the desire to accomplish daily tasks with increased efficiency and effectiveness. The selected features will also allow additional safety and flexibility in how the daily tasks are completed.

Below are the quotes for the various models as specified for a new street sweeper.

<u>Equipment Name</u>	<u>Amount</u>
Schwarze A7 Tornado	\$425,548.00
Elgin Crosswind1	\$393,059.52
TYMCO model 600	\$383,240.00

Although the Schwarze A7 Tornado is the highest price listed above, the value is in the desired specifications that we requested which is not represented by Elgin or TYMCO. These include:

- Left hand steering (Elgin and TYMCO are right hand steering only – a \$20,000 add)
 - Larger pony engine which equals more suction and less time on the road. The Elgin Crosswind1 does not have a separate engine to operate the vacuum head.
-

- Ability to move the side broom laterally without moving in the truck is a safety feature to keep the operator out of traffic.
- Independent and variable speed brooms
- Largest sweeping head to move more volume of material
- Suction and pressure tubes access at ground level in case of blockage
- Sawtooth screens have more surface area and will not clog up as fast due to the design
- 3CR12 stainless steel is stronger than 304 stainless steel
- Stainless steel debris box
- Deluge saves a time on clean up

Since the cost proposal for Schwarze A7 Tornado is exactly as specified, staff is recommending the purchase of this high-quality machine as it meets the highest functionality and safety factor for our employees and the public.



Schwarze A7 Tornado Cab Over

The cost quoted from SWS Equipment company for the purchase of the Schwarze sweeper utilizes Sourcewell Contract #093021-SWZ and the City of Florence realizes significant savings due to the purchasing power of this contract. Sourcewell is a national competitively solicited cooperative contract and the City is a member of Sourcewell.

FISCAL IMPACT:

During the 2023-25 biennium budget process \$420,000 was budgeted in the Stormwater Division fund for the purchase of a new street sweeper in the first year of the biennium. The proposal submitted by SWS Equipment in Portland OR for a new Schwarze A7 Tornado Street Sweeper equipped as specified is a total cost of \$425,548.00. This is \$5,548.00 more than the budgeted amount. In review of our other projects in the first year of the biennium we have additional Stormwater Capital Outlay funding to fill the gap between what is budgeted and what is in the proposal.

Specific Available Funds	Budget
Street sweeper purchase	\$420,000
Munsel Creek Culvert Slip Lining	\$150,000
Capital Funds Available	\$570,000

Fund	Funds Available	Bid	Bid over/(under) available funds
Stormwater	\$570,000	\$425,548	(\$144,452)

Again, SWS Equipment of Portland, Oregon is providing the equipment that best fits our operational needs, provides the highest safety factors (sight vision, operator safety, and traffic impact minimization) and is specified as required. The funding for this equipment is included in the FY2023-25 biennium Stormwater capital improvement budget and this purchase is fully funded.

RELEVANCE TO ADOPTED CITY WORK PLAN:

The purchase of a street sweeper is related to the following work plan objectives:

- Infrastructure and Capital Improvements
- Plan for replacement of the 2007 Elgin Crosswind Street Sweeper

The purchase of a new street sweeper is also related to the following overarching City Goals:

- City Service Delivery - efficient and cost-effective city services by maintaining and enhancing infrastructure as feasible.
- Livability & Quality of Life – being responsive to our community’s needs with efficient, effective and sustainable service delivery.
- Financial & Organizational Sustainability – purchasing equipment that supports current and future needs.

ALTERNATIVES:

1. Authorize the purchase of a new Schwarze A7 Tornado Street Sweeper from the SWS Equipment Company of Portland, Oregon in the amount of \$425,548.00
2. Direct staff to change the specifications of the request and obtain alternative costs for a new street sweeper.
3. Do not authorize the purchase of the new Schwarze street sweeper.

RECOMMENDATION:

Staff recommends that the City Council authorize the City Manager to sign the purchase agreement with SWS Equipment Company for a 2024 Peterbilt model 220 chassis and Schwarze A7 Tornado Street Sweeper for a total purchase price of \$425,548.

AIS PREPARED BY: Mike Miller, Public Works Director

**CITY MANAGER'S
RECOMMENDATION:**



Approve



Disapprove



Other

Comments:

ER Reynolds

ITEM'S ATTACHED:

None

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 3
Meeting Date: January 8, 2024
Department: Finance

ITEM TITLE: Bridgeport Market Change of Ownership Liquor License

DISCUSSION/ISSUE:

This is a request for a recommendation of a change of ownership liquor license to the Oregon Liquor Control Commission (OLCC) for Evan Rose LLC doing business as Bridgeport Market. OLCC allows the City Council the opportunity to review the liquor license before making a recommendation of approval.

The new owners/management of the business have been checked and approved by the Florence Police Department for noise and/or altercations. The Planning Department has checked the place of business for zoning or code violations. Both departments have signed recommending approval.

FISCAL IMPACT:

The fee for a change of ownership liquor license is \$93. This fee includes the cost of staff time to review the application and place a recommendation before the City Council. The fee was waived for this particular license as the license was previously approved in October 2023 under a different LLC. Ownership and management remain the same only the LLC members changed.

RELEVANCE TO ADOPTED COUNCIL GOALS:

Goal 1: Deliver efficient and cost-effective city services.

ALTERNATIVES:

1. Recommend ratification for the liquor license approval
2. Recommend denial to OLCC for the liquor license
3. Request staff research further and bring back additional information to a future Council meeting

RECOMMENDATION:

Recommend ratification for the liquor license approval

AIS PREPARED BY: Lezlea Purcell, Finance Manager

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other
Comments: *ER Reynolds*

ITEM'S ATTACHED: Attachment 1 – Liquor License Application



OREGON LIQUOR & CANNABIS COMMISSION LIQUOR LICENSE APPLICATION



Instructions

1. **Complete and sign** this application.
2. Prior to submitting this application to the OLCC, send the completed application to **the local government for the premises address** to obtain a recommendation.
 - If the premises street address is within a city's limits, the local government is the city.
 - If the premises street address is not within a city's limits, the local government is the county.
3. You can submit the application to the OLCC if:
 1. You have WRITTEN documentation showing the date the local government received the application or;
 2. The local government has provided you their recommendation.

ALL forms and documents must be a PDF attachment

4. **Email the PDF application that contains the local government recommendation or proof of submission** to: OLCC.LiquorLicenseApplication@oregon.gov.
5. **Do not** include any license fees with your application packet (fees will be collected at a later time). *When it's time to pay the license fee you must pay the full yearly fee for the current license year (the license fee will not be prorated). If you pay in the last quarter of your license year you must also pay the yearly fee for the next license year.*

License Request Options - Please see the general definitions of the license request options below:

- **New Outlet:** The licensing of a business that does not currently hold an active liquor license.
- **Change of Ownership:** The request to completely change the licensee of record at a licensed business.
- **Greater Privilege:** The request to change from an Off-Premises to a Limited or Full On-Premises Sales license **OR** from a Limited to Full On-Premises Sales license.
- **Additional Privilege:** The licensee currently holds an active liquor license at the premises and that same licensee would like to request to add an **additional** different liquor license type at that same premises location.

Additional Information

Applicant Identification: Please review [OAR 845-006-0301](#) for the definitions of "applicant" and "licensee" and [OAR 845-005-0311](#) to confirm that all individuals or entities with an ownership interest (other than a waivable ownership interest, per [OAR 845-005-0311\(6\)](#)) in the business have been identified as license applicants on this document. If you have a question about whether an individual or entity needs to be listed as an applicant for the license, discuss this with the OLCC staff person assigned to your application.

Premises Address: This is the physical location of the business and where the liquor license will be posted.

Applicant Signature(s): Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.

If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one member or officer of the entity must sign the application.

Applicant/Licensee Representative(s): In order to make changes to a license or application or to receive information about a license or application by someone other than the applicant/licensee you must:

- Complete the [Authorized Representative Form](#) designating a person/entity to act on your behalf and submit with the application.

LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

New Outlet | Change of Ownership | Greater Privilege | Additional Privilege

Select the license type you are applying for.

More information about all license types is available [online](#).

Full On-Premises

- Commercial
 - Caterer
 - Public Passenger Carrier
 - Other Public Location
 - For Profit Private Club
 - Nonprofit Private Club

Winery

- Primary location
- Additional locations: 2nd 3rd 4th 5th

Brewery

- Primary location
- Additional locations: 2nd 3rd

Brewery-Public House

- Primary location
- Additional locations: 2nd 3rd

Grower Sales Privilege

- Primary location
- Additional locations: 2nd 3rd

Distillery

- Primary location
- Additional tasting locations: (Use the DISTT form [HERE](#))

Limited On-Premises

- Off Premises
- Warehouse
- Wholesale Malt Beverage and Wine

LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT
After providing your recommendation, return this form to the applicant **WITH** the recommendation marked below

Name of City OR County (not both)

Please make sure the name of the Local Government is printed legibly or stamped below

Date application received:

Optional: Date Stamp Received Below



- Recommend this license be granted
- Recommend this license be denied
- No Recommendation/Neutral

Printed Name

Date


Signature

Trade Name

LIQUOR LICENSE APPLICATION

APPLICANT INFORMATION	
Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.	
Name of entity or individual applicant #1: <i>Evan Rose LLC</i>	Name of entity or individual applicant #2:
Name of entity or individual applicant #3:	Name of entity or individual applicant #4:

BUSINESS INFORMATION		
Trade Name of the Business (name customers will see): <i>Bridgeport Market</i>		
Premises street address (The physical location of the business and where the liquor license will be posted): <i>75 Harbor St., Suite 100</i>		
City: <i>Florence</i>	Zip Code: <i>97439</i>	County: <i>Lane</i>
Business phone number: <i>741 992 5088</i>	Business email: <i>75Harbor@gmail.com</i>	
Business mailing address (where we will send any items by mail as described in OAR 845-004-0065[1]): <i>75 Harbor St., Suite 100</i>		
City: <i>Florence</i>	State: <i>OR</i>	Zip Code: <i>97439</i>
Does the business address currently have an OLCC liquor license? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

APPLICATION CONTACT INFORMATION – Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative Form must be completed and submitted with this application.	
Application Contact Name: <i>Karl Engel</i>	
Phone number: 	Email: <i>75Harbor@gmail.com</i>

LIQUOR LICENSE APPLICATION

Page 3 of 4

TERMS

- “Real property” means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- “Common area” is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area’s designation as a “common area” is typically identified in the lease or rental agreement.

ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the “Application Information” section of this form has read and understands [OAR 845-005-0311](#) and attests that:
 1. At least one applicant listed in the “Application Information” section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.
 2. No person not listed as an applicant in the “Application Information” section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.
 3. The licensed premises at the premises street address proposed to be licensed either:
 - a. Does not include any common areas; or
 - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
 - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in “common areas” and that this requirement applies at all times, even when the business is closed.
 4. The licensed premises at the premises street address either:
 - a. Has no area on property controlled by a public entity (like a city, county, or state); or
 - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

LIQUOR LICENSE APPLICATION

Page 4 of 4

Applicant Signature(s): Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.

If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one member or officer of the entity must sign the application.

• Each applicant listed in the "Application Information" section of this form has read and understands OAR 845-006-0362 and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

<u>Karl Engel</u> Applicant name	<u>Karl Engel</u> Signature	<u>12/19/23</u> Date
_____ Applicant name	_____ Signature	_____ Date
_____ Applicant name	_____ Signature	_____ Date
_____ Applicant name	_____ Signature	_____ Date

Applicant/Licensee Representative(s): If you would like to designate a person/entity to act on your behalf you must complete the Authorized Representative Form. You may submit the form with the application or anytime thereafter. The form must be received by the OLCC before the representative can receive or submit information for the applicant.

Please note that applicants/licensees are responsible for all information provided, even if an authorized representative submits additional forms on behalf of the applicant.



OREGON LIQUOR & CANNABIS COMMISSION

LIMITED ON-PREMISES SALES Primary License Privileges

Introduction

Oregon Revised Statute (ORS) 471.178 authorizes the limited on-premises sales license and its license privileges.

Limited On-Premises Sales

- The OLCC license fee is \$400 per year.
- On-premises. May sell and serve by the drink at retail to consumers for consumption on your licensed premises:
 - * Malt beverages (beer), wine, and cider.
- Off-Premises: May sell at retail to consumers for consumption off your licensed premises:
 - * Malt beverages, wine, and cider in factory-sealed containers. There is no minimum or maximum container size or volume limit to sell, but there are delivery limits (see the delivery rules).
 - * Malt beverages, wine, and cider in a securely covered container (growler). The container may not hold more than two gallons; however, there is no minimum container size limit. There are delivery limits (see the delivery rules).
- May deliver factory-sealed containers and securely covered containers (growlers) of malt beverages (beer), wine, and cider direct to consumer for consumption off your licensed premises; however, must follow the delivery rules at OAR 845-006-0392 and 845-006-0396.
- Food service is not a requirement of this license; however, offering legitimate food service will likely allow minor customers (people age 20 and under) on the premises.
- Eligible to apply to get pre-approved to cater some events off of the licensed premises (events that are small, usually closed to the general public, and where food service is the primary activity).
- Eligible to apply for a "special event" license: Temporary Use of an Annual License (TUAL).

Obtaining Alcoholic Beverages for Sale and Service

All limited on-premises sales licenses must obtain their alcoholic beverages as follows:

- Malt beverages (beer)
 - * Must obtain malt beverages (beer) only from manufacturers and wholesalers within Oregon. These are the following license types: brewery, brewery-public house, and wholesale malt beverage and wine.
- Wine and cider
 - * May obtain wine and cider from manufacturers and wholesalers within Oregon. These are the following license types: grower sales privilege, wholesale malt beverage and wine, and winery.
 - * May obtain wine and cider directly from businesses outside of Oregon only if:
 - The business outside of Oregon holds an OLCC-issued wine self-distribution permit; and
 - The limited on-premises sales licensee has received an endorsement to receive from the OLCC and follows OAR 845-006-0401.

Some Links

- Temporary Use of an Annual license (TUAL) application: [TUAL application](#)
- Alcoholic liquor laws: [ORS 471](#)
- Wine and cider delivery to consumer: [OAR 845-006-0392](#)
- Malt beverage delivery to a consumer: [OAR 845-006-0396](#)
- For alcohol service permit questions: olcc.servicepermits@oregon.gov
- For general liquor licensing questions: olcc.liquorlicenseapplication@oregon.gov
- For liquor license renewal inquiries: olcc.renewals@oregon.gov
- For liquor compliance or enforcement inquiries: alcohol@oregon.gov

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 4

Meeting Date: January 8, 2024
Department: City Council

ITEM TITLE: City Council Meeting Minutes

DISCUSSION/ISSUE:

Consider approval of the draft minutes listed below.

Materials distributed during City Council meetings can be found on the City of Florence's website at www.ci.florence.or.us under the calendar date for each particular meeting. In addition, all items pertaining to the meeting including the meeting agenda, materials and items distributed, as well as electronic audio/video recordings of the meeting, are referenced at the top of each set of approved minutes, and can be referenced either on the City's website or upon request of the City Recorder.

FISCAL IMPACT:

Minutes incur staff time for compilation / retention and have no other fiscal impacts.

RELEVANCE TO ADOPTED COUNCIL GOALS:

Goal 1: Deliver efficient and cost-effective city services.

ALTERNATIVES:

1. Approve the minutes as presented
2. Review and approve the minutes with modifications

RECOMMENDATION: Approve the minutes as presented

AIS PREPARED BY: Lindsey White, City Recorder

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other

Comments:

ER Reynolds

ITEM'S ATTACHED:

- Attachment 1** – Draft Nov. 6, 2023 City Council Regular Session
- Attachment 2** – Draft Nov. 16, 2023 City Council Work Session
- Attachment 3** – Draft Nov. 20, 2023 City Council Regular Session
- Attachment 4** – Draft Dec. 4, 2023 CC & PC Joint Work Session
- Attachment 5** – Draft Dec. 7, 2023 City Council Work Session
- Attachment 6** – Draft Dec. 11, 2023 City Council Regular Session
- Attachment 7** – Draft Dec. 14, 2023 City Council Work Session

This document is supplemented by agenda packet materials, meeting materials distributed and electronic audio / video recordings of the meeting and may be reviewed upon request to the City Recorder.

**City of Florence
City Council Regular Session
Florence City Hall
250 Hwy 101, Florence, Oregon
Final Action Minutes
November 6, 2023**

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, Public Works Director Mike Miller, Community Development Director Wendy FarleyCampbell, Police Chief John Pitcher, Administrative Services Anne Baker, Finance Manager Lezlea Purcell, and Management Analyst Peighton Allen.
(In person and via videoconference)

Guests Present: 53rd Anniversary of the Exploding Whale Event Organizer Terry Hankins.
(In person)

Handout: 11.6.23 City Council Meeting Base Presentation

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

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

PRESENTATIONS & ANNOUNCEMENTS

- 53rd Anniversary of the Exploding Whale Proclamation

Start Time: 5:31 p.m.

Discussion: Mayor Ward presented...

- 53rd Anniversary of the Exploding Whale Proclamation

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: 5:38 p.m.
Commenter 1: Mr. Michael Allen – Florence, OR
Handout: Speaker’s Card and Written Comments
Discussion: Mr. Allen discussed...

- Rescinding a previous restriction on posting signs along the edge of the road during our climate strikes in front of City Hall.

ACTION ITEMS

2. CERTIFICATE OF DEPOSITS WITH BANNER BANK

Consider approval of **Resolution No. 22, Series 2023**, a resolution allowing the purchase of \$3 million in certificates of deposit.

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

- Availability of purchase card services offered at other banking institutions. Bank of America is not local to Florence.
- Understanding reasoning for three million amount and not higher amounts.
- Understanding terms when certificates of deposit mature.

Comments: Councilors Carp, Wantz, and Beaudreau

Discussion: Staff discussed...

- Bank of America has programs for municipalities.
- Current Bank of America offering has safeguards that Banner Bank does not offer.
- Not wanting to tie up addition liquids funds.
- Contractual agreement to move all banking services (including credit cards) to Banner Bank when entering into a long-term loan agreement in order to receive a competitive interest rate.
- Banner Bank credit card terms do not meet the needs of the City.
- Reevaluating terms at certificate maturity.
- Compromise solution for deficiencies in bank card program and moving funds to deposit at Banner Bank.

Comments: ASD Baker and CM Reynolds

Action: Approve Resolution No. 22, Series 2023.

Motion: Councilor Meyer
Second: Councilor Wantz
Roll Call: Councilor Carp, 'Aye'
Councilor Wantz, 'Aye'
Councilor Meyer, 'Aye'
Councilor Beaudreau, 'Nay'
Mayor Ward, 'Aye'
Motion passes 4-1

3. **POLICE VEHICLE PURCHASE**

Consider approving the purchase of two new 2024 Ford F150 4x4 full hybrid pickup trucks for the Police Department for a total purchase of \$148,024.50.

Start Time: 6:06 p.m.

Discussion: PWD Miller presented the staff presentation.

Handouts: Staff Presentation

Discussion: The City Council discussed...

- Vehicles having adequate horsepower for police needs.

Comments: Councilor Meyer

Discussion: Staff discussed...

- Officers have test driven Public Works truck and it meets police needs.

Comments: Police Chief Pitcher

Action: Approve purchase of two new 2024 Ford F150 4x4 full hybrid pickup trucks for the Police Department.

Motion: Councilor Carp

Second: Councilor Beaudreau

Roll Call: Councilor Beaudreau, 'Aye'

Councilor Meyer, 'Aye'

Councilor Wantz, 'Aye'

Councilor Carp, 'Aye'

Mayor Ward, 'Aye'

Motion passes 'unanimously'

4. **2023-2028 LANE COUNTY MULTI-JURISDICTIONAL NATURAL HAZARD MITIGATION PLAN (NHMP) ADOPTION**

Consider approval of **Resolution No. 23, Series 23**, a resolution adopting the 2023-2028 Lane County Multi-Jurisdiction Hazard Mitigation Plan and Annex 4 – City of Florence, in support of the Florence Realization 2020 Comprehensive Plan, and repealing Resolution No. 10, Series 2019.

Start Time: 6:18 p.m.

Discussion: ACM Messmer presented the staff presentation.

Handouts: Staff Presentation

Start Time: 6:40 p.m.

Commenter 1: Mr. Michael Allen discussed...

- Reasons for supporting City of Florence in adopting the Lane County Multi-Jurisdictional Natural Hazard Mitigation Plan.

Discussion: The City Council discussed...

- After reviewing document, interesting that climate change was not referenced as a requirement to be part of this plan.
- Appreciating the work committee has done in putting this plan together.

Comments: Mayor Ward and Councilor Wantz

Discussion: Staff discussed...

- Clarifying that this is not the Climate Action Plan; focusing that this is the Multi-Jurisdictional Natural Hazard Mitigation Plan.

Comments: CM Reynolds

Action: Approve Resolution No. 23, Series 2023.

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’

CONSENT AGENDA

5. APPROVAL OF MEETING MINUTES

Consider approval of the September 25, 2023 City Council Regular Session, September 28, 2023 City Council Work Session, October 16, 2023 City Council Regular Session, and October 19, 2023 City Council Work Session meeting minutes.

Start Time: 6:48 p.m.

Action: Approve the consent agenda 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'

REPORT & DISCUSSION ITEMS

6. DEPARTMENT DIRECTOR UPDATES

Start Time: 6:49 p.m.

Discussion: The Department Directors discussed...

- Recognizing graduation of two officers from academy.
- October rainfall was 5.1 inches which is slightly above average.
- Thunder and lightning rolled through Florence today with one lightning strike disabling control of one gate at the airport.
- New precast concrete benches will be arriving soon to be installed at Miller Park.
- Flo-Gro is available and for sale on Tuesdays between 10:00 a.m. to 12:00 p.m.
- Upcoming installation of holiday lights at various City buildings and in Old Town. Lights will be on for the Friday after Thanksgiving.
- Update on new business license renewal process.
- Upcoming EMAC and Florence Housing Implementation Plan Stakeholder Advisory Team meetings.
- 420 participants in the recent household hazardous waste collection event hosted by Lane County. Previous participation averaged 230-250 participants.
- Gratitude to City Council for attending the Florence Events Center luncheon for volunteers.
- Publishing City newsletter and FEC newsletter highlighting holiday events.
- Upcoming events at the Florence Events Center.

Comments: Police Chief Pitcher, PWD Miller, FM Purcell, CDD FarleyCampbell, and ACM Messmer.

7. CITY MANAGER REPORT & DISCUSSION ITEMS

Start Time: 7:06 p.m.

Discussion: The City Council discussed...

- Upcoming City Meetings and Events.

- Posting City Council quorum notices during the holiday season.
- Thanking ACM Messmer along with other City staff members for participation and collaboration with the Lane County Multi-Jurisdiction Hazard Mitigation Plan.
- Providing information on Mr. Allen’s request for placement of signs in the City’s right-of-way.

Comments: All Councilors present.

8. CITY COUNCIL REPORT & DISCUSSION ITEMS

Start Time: 7:15 p.m.

Discussion: The City Council discussed...

- Understanding the usage of Siuslaw Fire Station #2 and its history as a city owned facility.
- Representing City and City Council at Lane County Act meeting.
- Attending Rhododendron conference as official ‘welcome to Florence.’
- Gratitude to Mayor Ward for having individual meetings with Councilors.
- Upcoming Veteran’s Day activities in Florence.

Comments: All Councilors present.

Meeting adjourned at 7:22 p.m.

ATTEST:

Rob Ward, Mayor

Lindsey White, City Recorder

This document is supplemented by agenda packet materials, meeting materials distributed and electronic audio / video recordings of the meeting and may be reviewed upon request to the City Recorder.

**City of Florence
City Council Work Session
Florence City Hall
250 Highway 101, Florence, Oregon
Final Action Minutes
November 16, 2023**

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 Megam Messmer, Public Works Director Mike Miller, Police Chief John Pitcher, and Economic Development and Communications Analyst Chantelle Meyer.
(In person)

Guests Present: Mike McCann and Steve and Eddie Rockholtz

Handout: 11.16.23 City Council Meeting Base Presentation

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Meeting called to order at 8:30 a.m.

1. WORK SESSION TOPICS

- **AIRPORT MASTER PLAN:** Public Works Director Mike Miller will give a presentation on the history of the airport; projects completed since the 2010 Airport Master Plan was adopted; discuss the improvements within the Airport Master Plan and the 5-year Airport Capital Improvement Plan. There will also be a facilitated discussion regarding the on-field airport properties available for lease (for the development of aircraft hangars).

Start Time: 8:31 a.m.

Topic: The City Council participated in the introductions and agenda overview and held no additional discussions.

Start Time: 8:35 a.m.
Topic: Airport Master Plan
Discussion: PWD Miller presented the staff presentation.
Handouts: Staff Presentation
Discussion: The City Council discussed...

- Understanding usage requirements and costs for an onsite airport manager.
- Increasing airport revenue.
- Marketing Pacific View Business Park lots.

Comments: All Councilors present.

Council took a break from 9:52 a.m. to 10: 00 a.m.

Start Time: 10:00 a.m.
Topic: Airport Master Plan
Discussion: PWD Miller continued presenting the staff presentation.
Handouts: Staff Presentation
Discussion: The City Council discussed...

- Understanding grass landings.
- Appreciating airport volunteers.
- Usage of airport courtesy car.
- Advertising Florence Municipal Airport.

Comments: All Councilors present.

Meeting adjourned at 10:22 a.m.

ATTEST:

Rob Ward, Mayor

Lindsey White, City Recorder

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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**

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 4th.
- 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 14th with projects and codes being updated.
- Upcoming City Council and Planning Commission Joint Work Session on December 4th 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:

Rob Ward, Mayor

Lindsey White, City Recorder

This document is supplemented by meeting agenda, materials and items distributed as well as electronic audio / video recordings of the meeting and which may be reviewed upon request to the City

**City of Florence
City Council & Planning Commission
Joint Work Session
Florence Events Center
715 Quince Street, Florence, Oregon
Final Action Minutes
December 4, 2023**

CALL TO ORDER - ROLL CALL – PLEDGE OF ALLEGIANCE

City Council Work Session called to order at 5:30 p.m.

Planning Commission Work Session called to order at 5:30 p.m.

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

Councilors Absent: None

Commissioners Present: Planning Commission Chairperson Sandi Young,
(In person) Commissioners, Laurie Green, Eric Hauptman. Wendy Krause, and Renee LoPilato.

Commissioners Absent: Commissioners Kevin Harris and Debbie Ubnoske.

Florence Staff Present: City Manager Erin Reynolds, City Recorder Lindsey
(In person) White, Community Development Director Wendy FarleyCampbell, Public Works Director Mike Miller, Management Analyst Peighton Allen, Assistant City Manager Megan Messmer, Assistant Planner Clare Kurth, and Police Chief John Pitcher.

Guests Present: Siuslaw Outreach Services (SOS) Executive Director
(In Person & Videoconference) Bob Teter and Florence Emergency Cold Weather Shelter Representatives Kate McClellan and Pat Burke.

1. WORK SESSION DISCUSSION TOPICS

Housing Implementation Plan Project: Receive a staff presentation and discuss the project, proposed work products, and public outreach related to transitional housing, emergency housing, camping, and residential district development standards.

- Review and discuss Housing Implementation Plan Community (HIP) recommendations.
- Results and feedback from community.

Start Time: 5:34 p.m.
Topic: Introductions and Agenda Overview
Discussion: The City Council and Planning Commission participated in the introductions and agenda overview and held no additional discussions.

Start Time: 5:37 p.m.
Discussion: CDD FarleyCampbell presented the staff presentation.
Handouts: Staff presentation.
Discussion: The City Council and Planning Commission reviewed a PowerPoint presentation and discussed...

- Recommending expanding buffer to 500 feet and including churches by providing a safety buffer.
- If a church applied to offer facilities, would the buffer apply?
- Clarifying setback requirements.
- Defining 'public' places.
- Reviewing churches located in residential zoning districts.
- Reviewing length of stay standards.
- Changing 'Mission' length of stays to 14 days per 30-day period.
- Allowing Missions to regulate the length of stay and not having restriction requirement in City code.

Comments: All Councilors and Commissioners present.

Discussion: Guests discussed...

- Length of stay verbiage coming from state definitions of length of stay.
- Differences between 'Mission' and 'Emergency Shelter.'
- Tracking individuals' length of stay.
- Missions usually offer night time stays only.

Comments: SOS Executive Director Teter and FECWS Representative McClellan.

Discussion: Staff discussed...

- Eugene Mission offers stays up to 14 days.
- City attorney recommending striking number of days for length of stay.

Comments: CM Reynolds.

The City Council and Planning Commission took a break from approximately 6:48 p.m. to 6:58 p.m.

Start Time: 6:58 p.m.

Discussion: CDD FarleyCampbell continued presenting the staff presentation.

Handouts: Staff presentation.

Discussion: The City Council and Planning Commission continued to review a PowerPoint presentation and discussed...

- Defining emergency shelter siting.
- Location of designated emergency shelter.
- Consistent setback requirements between proposed residential and commercial codes.
- Showing data to back up changes such as code enforcement calls.
- Map showing areas where camping is allowed.
- Concerns about maps showing camping; areas being targeted and being overwhelmed.
- Defining public right of ways abutting a church and distance requirement and changing distance to 400-500 feet from a church.
- Understanding Medium-Density Residential designation.
- Continuing discussion at a January 2024 City Council Work Session and inviting Planning Commission to attend.

Comments: All Councilors and Commissioners present.

Discussion: Staff discussed...

- City attorney will review any proposed language and code changes to make sure any changes are defensible in court and reasonable.
- Newport code shows prohibited camping areas and a map showing where camping is allowed.

Comments: CM Reynolds and CDD FarleyCampbell.

Florence City Council and Planning Commission Joint meeting adjourned at 8:10 p.m.

Sally Wantz, Council President

ATTEST:

Lindsey White
City Recorder

DRAFT

This document is supplemented by agenda packet materials, meeting materials distributed and electronic audio / video recordings of the meeting and may be reviewed upon request to the City Recorder.

**City of Florence
City Council Work Session
Florence City Hall
250 Highway 101, Florence, Oregon
Final Action Minutes
December 7, 2023**

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

Councilors Absent: Councilor Jo Beaudreau.

Staff Present: City Manager Erin Reynolds, City Recorder Lindsey White, Mike Miller, Police Chief John Pitcher, and Community Development Director Wendy FarleyCampbell, and Human Resources Director Alex Ferguson.
(In person)

Guests Present: Siuslaw Outreach Services (SOS) Executive Director Bob Teter.

Handout: 12.7.23 City Council Meeting Base Presentation

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Meeting called to order at 8:31 a.m.

1. WORK SESSION TOPICS

- **FLORENCE HOUSING & RESOURCE TEAM PRESENTATION:** The Florence Housing & Resource Team (FHRT) will update the City Council on the team's comprehensive strategies for the unhoused members of our community to help them overcome barrier to secure stable housing.

Start Time: 8:32 a.m.

Topic: The City Council participated in the introductions and agenda overview and held no additional discussions.

Start Time: 8:32 a.m.

Topic: Florence Housing & Resource Team Presentation

Discussion: SOS Executive Director Teter presented the staff presentation.

Handouts: Staff Presentation

Discussion: The City Council discussed...

- Understanding how unhoused individuals receive SSI benefits without a mailing address.
- Understanding how new apartments in Florence are helping unhoused individuals.
- Understanding shortage of mental health providers.

Comments: All Councilors present.

Council took a break from 9:37 a.m. to 9:47 a.m.

Start Time: 9:47 a.m.

Topic: Youth Development

Discussion: The City Council discussed...

- Developing a Youth Advisory Commission/Committee.
- Listening to youth to see what they see.
- Conducting a City Council meeting at the high school to show students how city government is run.
- Encouraging youth to participate on City committees.
- Researching ideas from cities that have developed a program such as Oregon City and Cottage Grove.
- Using the League of Oregon Cities as a resource.

Comments: All Councilors present.

Discussion: Staff discussed...

- Reviewing School Board packets to view Admin reports showing census updates.
- Thanking Mayor Ward and Councilors for participating in the Christmas Tree lighting ceremony.
- Thanking Public Works for their work on the holiday lights and decorations.
- Thanking Assistant City Manager Megan Messmer for her work on the 'Letters to Santa' program.
- Introducing Country Media Editor Tony Reed to City Council.
- Upcoming City Council meetings.

Comments: CM Reynolds.

Meeting adjourned at 10:30 a.m.

ATTEST:

Rob Ward, Mayor

Lindsey White, City Recorder

DRAFT

This document is supplemented by agenda packet materials, meeting materials distributed and electronic audio / video recordings of the meeting and may be reviewed upon request to the City Recorder.

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

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 continue 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 RQUEST

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 Drove 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:

Rob Ward, Mayor

Lindsey White, City Recorder

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City of Florence
City Council Work Session
Florence City Hall
250 Highway 101, Florence, Oregon
Final Action Minutes
December 14, 2023

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, Police Chief John Pitcher, Administrative Services Director Anne Baker, Community Development Director Wendy FarleyCampbell, Sargeant Len Larson, Assistant City Manager Megan Messmer, and Human Resources Director Alex Ferguson.

Guests Present: Local Government Law Group labor lawyer Mark Wolf

Handout: 12.14.23 City Council Meeting Base Presentation

CALL TO ORDER - ROLL CALL – PLEDGE OF ALLEGIANCE

Meeting called to order at 8:46 a.m.

1. WORK SESSION TOPICS

- **COLLECTIVE BARGAINING PROCESS:** Mark Wolf from Local Government Law Group is presenting on the Public Employee Collective Bargaining Act (PECBA). The City and Florence Police Employees’ Association (FPEA) will begin the collective bargaining process in early 2024 as the current agreement is set to expire June 30, 2024. This presentation will cover the process of collective bargaining, employment relations, roles, unfair practices, and other related topics.

Start Time: 8:47 a.m.

Topic: The City Council participated in the introductions and agenda overview and held no additional discussions.

Start Time: 8:48 a.m.
Topic: Public Employee Collective Bargaining Act
Discussion: Labor Lawyer Mark Wolf presented the staff presentation.
Handouts: Staff Presentation
Discussion: The City Council discussed...

- Understanding composition of the bargaining team.
- Understanding Unfair Labor Practices.
- Understanding Council not being part of the bargaining team.
- Scheduling Executive Sessions for Council discussions.
- Parameters for offers.

Comments: All Councilors present.

Meeting adjourned at 10:09 a.m.

ATTEST:

Rob Ward, Mayor

Lindsey White, City Recorder

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 5

Meeting Date: January 8, 2024

Department: City Manager

ITEM TITLE: Department Director Updates

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 6

Meeting Date: January 8, 2024

Department: City Manager

ITEM TITLE: City Manager Report & Discussion Items

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 7
Meeting Date: January 8, 2024
Department: City Council

ITEM TITLE: City Council Reports & Discussion Items
