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**City of Florence
City Council Regular Session
Florence City Hall
250 Hwy 101, Florence, Oregon
Final Action Minutes
March 21, 2022**

Councilors Present: Mayor Joe Henry, Councilors Woody Woodbury, Sally Wantz, Bill Meyer, and Rob Ward.

Councilors Absent: None

Staff Present: City Manager Erin Reynolds, City Recorder Lindsey White, Administrative Services Director Anne Baker, Public Works Director Mike Miller, Senior Economic Development Analyst Sarah Moehrke, Assistant City Manager Megan Messmer, Planning Director Wendy FarleyCampbell, and Commander John Pitcher.
(In person and via Videoconference)

Guests Present: None
(Videoconference)

Handout: 3.21.22 City Council Meeting Base Presentation

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

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

1. OATH OF OFFICE

- Councilor Rob Ward

Start Time: 5:31 p.m.

Action: City Recorder Lindsey White performed the oath of office for newly appointed Councilor Robert (Rob) B. Ward, Jr.

2. 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: Mr. Michael Allen – Florence, OR
Handout: Speaker's Card and Handout
Discussion: Mr. Allen discussed...

- Recommendation to remove Hawaiian styled shirt from City website.

PUBLIC HEARING & ACTION ITEMS

3. TRANSIENT ROOM (TRT) COLLECTION

A. PUBLIC HEARING

Hear and consider written or oral testimony on the proposed amendment to Florence City Code (FCC) Title 3, Chapter 7 regarding the City's Transient Room Tax.

Start Time: 5:37 p.m.
Process Reading: City Recorder Lindsey White read the Public Hearing Script and officiated the procedures.
Handouts: Public Hearing Script
Staff Presentation

Public Hearing: Opened at 5:39 p.m.

Discussion: Administrative Services Director Anne Baker presented the staff presentation.
Handout: Staff Presentation

Discussion: The City Council discussed...

- State handling enforcement of collection of lodging tax by Airbnb and VRBO.
- Requirement for City business license for Airbnb and VRBO rentals.

Comments: Councilors Meyer and Ward.

Discussion: Staff discussed...

- Airbnb and VRBO platforms are required to collect lodging tax at time of bookings.
- Business license requirement for transient lodging businesses.

Public Hearing: Closed at 5:53 p.m.

Discussion: The City Council discussed...

- No discussion.

B. TRANSIENT ROOM TAX (TRT) COLLECTION

Consider approval of **Ordinance No. 6, Series 2022**, amending the Florence City Code (FCC) Title 3, Chapter 7 regarding the City's Transient Room Tax and directing the City Manager to enter into an IGA with the State of Oregon to collect the City's lodging tax on behalf of the City.

Action: First Reading of Ordinance No. 6, Series 2022
Vote: Unanimous

Action: Approve Ordinance No. 6, Series 2022
Motion: Mayor Henry
Second: Councilor Woodbury
Roll Call Vote: Councilor Ward, 'Aye'
Councilor Meyer, 'Aye'
Councilor Woodbury, 'Aye'
Councilor Wantz, 'Aye'
Mayor Henry, 'Aye'
Motion passes 'Unanimously'

4. SYSTEM DEVELOPMENT CHARGES (SDC) EXEMPT DISCOUNT

Consider approval of **Ordinance No. 5, Series 2022**, and ordinance amending City of Florence Code Title 9, Chapter 1, related to System Development Charges to continue to make available a process for waiving and deferring the collection of certain system development charges to encourage development of affordable housing.

Start Time: 5:57 p.m.

Discussion: Public Works Director Mike Miller presented the staff presentation.

Handout: Staff Presentation

Discussion: The City Council discussed...

- Understanding the development cost of a well.

Comments: Councilor Meyer

Action: First Reading of Ordinance No. 5, Series 2022
Vote: Unanimous

Action: Approve Ordinance No. 5, Series 2022
Motion: Mayor Henry
Second: Councilor Wantz
Roll Call Vote: Councilor Meyer, 'Aye'
Councilor Wantz, 'Aye'
Councilor Ward, 'Aye'

Councilor Woodbury, 'Aye'
Mayor Henry, 'Aye'
Motion passes 'Unanimously'

5. XYLO STREET ROAD IMPROVEMENTS

Award bid for road improvements on Xylo Street near the intersection of the undeveloped 12th Street Right-of-Way from Ray Wells Inc. in the amount of \$49,990.

Start Time: 6:14 p.m.

Discussion: Public Works Director Mike Miller presented the staff presentation.

Handout: Staff Presentation

Discussion: The City Council discussed...

- Appreciation for staff presentation slide showing relevance to City workplan.
- Providing additional access to Hwy. 126 for Coastal Highlands residents.

Comments: Councilors Wantz and Ward

Discussion: Staff discussed...

- Barricade will remain and access to remain closed to Hwy. 126

Action: Award bid for road improvements to Ray Wells Inc in the amount of \$49,990.

Motion: Councilor Woodbury

Second: Councilor Wantz

Roll Call Vote: Councilor Ward, 'Aye'

Councilor Wantz, 'Aye'

Councilor Meyer, 'Aye'

Councilor Woodbury, 'Aye'

Mayor Henry, 'Aye'

Motion passes 'Unanimously'

6. PUBLIC MEETING RULES OF PROCEDURE

Consider approval of **Resolution No. 11, Series 2022**, a resolution amending the Council Rules of Procedure.

Start Time: 6:23 p.m.

Discussion: City Recorder Lindsey White presented the staff presentation.

Handout: Staff Presentation

Discussion: The City Council discussed...

- Clarification on speaker's card received at beginning of a meeting and not one hour in advance being allowed to speak.
- Clarification on submitting speaker's card electronically.
- Allowing exceptions to policy is not fair to those who follow the Rules of Procedure.

Comments: Mayor Henry, Councilors Wantz and Meyer.

Discussion: Staff discussed...

- These are how the Rules of Procedure are written and would defer to presiding officer on how to proceed if speaker's card is received at last minute.

Action: Approve Resolution No. 11, Series 2022
Motion: Councilor Meyer
Second: Councilor Ward
Roll Call Vote: Councilor Meyer, 'Aye'
Councilor Ward, 'Aye'
Councilor Wantz, 'Aye'
Councilor Woodbury, 'Aye'
Mayor Henry, 'Aye'
Motion passes 'Unanimously'

CONSENT AGENDA

7. WELL REHAB

Consider approval of **Resolution No. 10, Series 2022**, a resolution authorizing the City of Florence to enter into a Single Source Purchase Agreement in the amount of \$41,075 with Schneider Water Services to Rehabilitate Wells 1 and 13.

8. CITY COUNCIL MEETING MINUTES

Consider approval of the meeting minutes for the January 24, 2022 Work Session and February 7, 2022 Work Session.

Start Time: 6:34 p.m.
Discussion: The City Council discussed...

- No discussion.

Action: Approve the Consent Agenda as presented.
Motion: Councilor Wantz
Second: Councilor Meyer

Roll Call Vote: Councilor Wantz, 'Aye'
Councilor Meyer, 'Aye'
Councilor Woodbury, 'Aye'
Councilor Ward, 'Aye'
Mayor Henry, 'Aye'
Motion passes 'Unanimously'

REPORT & DISCUSSION ITEMS

9. GENERAL REPORTS

February Committee, Commission and Volunteer Reports.

Start Time: 6:35 p.m.
Discussion: The City Council discussed...

- No discussion.

10. DEPARTMENT DIRECTOR UPDATES

Start Time: 6:36 p.m.
Discussion: Commander John Pitcher discussed...

- Former officer donated a bicycle to give away, School Resource Officer conducted a raffle at the school and awarded the bicycle to a second-grade student who was very happy to receive it.

Comments: All Councilors present

Discussion: PD Wendy FarleyCampbell discussed...

- Received notice from State of Oregon Land and Conservation Development Department to proceed with Transportation Systems Plan update.
- Florence Housing Implementation Plan Stakeholder Advisory Team will hold their first meeting April 28, 2022.

Comments: All Councilors present

Discussion: ASD Anne Baker discussed...

- On-boarding with StepUp is ongoing and will go live April 1, 2022.

Comments: All Councilors present

Discussion: PWD Mike Miller discussed ...

- Adopt-a-Street program now has seven adopted streets including...
 - Rhododendron Drive between 35th and Sebastian Streets.

- 9th Street between Hwy. 101 and Rhododendron Drive
- 35th Street between Hwy. 101 and Rhododendron Drive.
- 43rd Street between Hwy. 101 and Oak Street
- Oak Street between 20th and 35th Streets.
- Rhododendron Drive between 9th and 35th Streets
- Travel island on Kingwood Drive near airport entrance
- Starting process with play structure designers for replacing the play structure nicknamed “Fort Miller” at Miller Park.

Comments: All Councilors present

Discussion: SEDA Sarah Moehrke discussed...

- Update on Housing Rehabilitation Program.

Comments: All Councilors present

Discussion: ACM Megan Messmer discussed...

- Upcoming events at Florence Events Center.
- Upcoming Covid-19 vaccine clinics.
- Return of the FACE Indoor Yard Sale.

Comments: All Councilors present

11. CITY MANAGER REPORT & DISCUSSION ITEMS

Start Time: 6:47 p.m.

Discussion: The City Council discussed...

- Upcoming City Meetings and Events.
- Welcoming City Councilor Rob Ward.
- Commencing in-person meetings April 4, 2022 at the Florence Events Center.
- During a May City Council meeting, the City Recorder will present an overview of the election process and how potential candidates can run for office.
- Upcoming Rhododendron Festival information through the Chamber of Commerce.

12. CITY COUNCIL REPORT & DISCUSSION ITEMS

Start Time: 6:53 p.m.

Discussion: The City Council discussed...

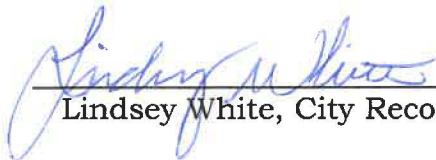
- Appreciation to Councilor Rob Ward for his volunteer work.


- Attending charging station seminar sponsored by Central Lincoln PUD.
 - Upcoming Arbor Day celebration and Peace Tree dedication on April 30, 2022.
 - Gratitude to the City of Florence street sweepers.
 - Update on court appearances and failure to appear.
- Comments: All Councilors present

Announcement: Mayor Henry announced he would not be running for re-election in 2022.

Meeting adjourned at 7:01 p.m.

ATTEST:


Lindsey White, City Recorder


Joe Henry, Mayor