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**City of Florence  
City Council Regular Session  
Florence City Hall  
250 Hwy 101, Florence, Oregon  
Final Action Minutes  
October 7, 2024**

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

Councilors Absent: None.

Staff Present: City Manager Erin Reynolds, City Recorder Lindsey White, Assistant City Manager Megan Messmer, Community Development Director Wendy FarleyCampbell, Police Chief John Pitcher, Public Works Director Mike Miller, and Human Resources Director Alex Ferguson.

Guests Present: Public Arts Committee (PAC) Chairperson Maggie Bagon and other PAC members, Siuslaw Outreach Services (SOS) Director Bob Teter, Planning Commission (PC) Chairperson Kevin Harris and PC Commissioners Eric Hauptman, Sandi Young, Laurie Green, Wendy Krause, and Renee LoPilato, Travel Lane County CEO Samara Phelps, and Travel Lane County Vice President of Stakeholder Relations Andy Vobora.

Handout: 10.7.24 City Council Meeting Base Presentation

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

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

Mayor Ward recognized former Port Commissioner Nancy Rickard who was in the audience.

**PRESENTATIONS & ANNOUNCEMENTS**

- Arts and Humanities Month Proclamation
- Domestic Violence Awareness Month Proclamation

- Community Planning Month Proclamation
- New Employee Recognition
- Travel Lane County Annual Report

Start Time: 5:31 p.m.

Discussion: Mayor Ward presented the Arts and Humanities Month Proclamation.

Start Time: 5:36 p.m.

Discussion: Mayor Ward presented Domestic Violence Awareness Month Proclamation.

Start Time: 5:40 p.m.

Discussion: Mayor Ward presented Community Planning Month Proclamation.

Start Time: 5:43 p.m.

Discussion: HRD Ferguson introduced new employees Communications Officers Kaden McQuitty and Sandra Holstien.

Start Time: 5:46 p.m.

Discussion: Travel Lane County CEO Samara Phelps the presented the Travel Lane County Annual Report.

Handout: Staff Presentation

Discussion: The City Council discussed...

- Bringing new visitors, that may have never traveled to Oregon, to Eugene and the region due to the demise of the PAC 12 and attracting a whole new clientele.
- Contributing to the culinary program in Florence.

Comments: Councilors Meyer and Carp.

Discussion: Travel Lane County discussed...

- Great opportunity to roll out the welcome mat in our communities in the first year or two.
- Partnering with communities to create a “passport.”
- Supporting the Culinary Academy in Florence.

Comments: Travel Lane County CEO Phelps and Travel Lane County VP of Stakeholder Relations Vobora.

## 1. PUBLIC COMMENTS

This is an opportunity for members of the public to bring to the Council’s attention any item not otherwise listed on the agenda.

Start Time: 6:10 p.m.

Commenter 1: Ms. Megan White – Florence, OR  
Handout: Speaker’s Card and Written Comments  
Discussion: Ms. White discussed...

- Being chronically homeless and the need for housing.

Start Time: 6:16 p.m.  
Commenter 2: Ms. Kate McClellan – Florence, OR  
Handout: Speaker’s Card and Written Comments  
Discussion: Ms. McClellan discussed...

- Needing affordable housing in Florence.
- Virtually no regular rental housing for regular working families.

Start Time: 6:19 p.m.  
Commenter 3: Mr. Michael Allen – Florence, OR  
Handout: Speaker’s Card and Written Comments  
Discussion: Mr. Allen discussed...

- Founding the Friends of Three Mile Prairie Park.
- Friends of Three Mile Prairie Park partnering with the Oregon Dunes Restoration Collaborative and Lane County Parks on Saturday October 26<sup>th</sup> to remove invasive Scotch Broom and small trees from the park.
- Extending to the City of Florence the opportunity to collaborate with the Friends of Three Mile Prairie Park to make the park more accessible.

## **ACTION ITEMS**

### **2. 2024-2025 CRITICAL OREGON AIRPORT RELIEF (COAR) GRANT PROGRAM APPLICATION**

Consider approval of **Resolution No. 22, Series 2024**, a resolution establishing approval to apply for a grant from the Oregon Department of Aviation for improvements at the Airport, and delegating authority to the City Manager or designee to sign the application.

Start Time: 6:22 p.m.  
Discussion: PWD Miller presented the staff presentation.  
Handouts: Staff Presentation  
Discussion: The City Council discussed...

- Understanding the engineering cost of the beacon and wind cone replacement.
- Is there a chance we won’t be approved for the grant?

Comments: Mayor Ward and Councilor Wantz.

Discussion: Staff discussed...

- There are environmental clearances that have to be redone, new requirements such as electrical design elements, and it is very expensive to do anything through the FAA as far as engineering work.
- We have been very successful at obtaining COAR grants. FAA grant in place for 90% of the costs and if we do not obtain the COAR grant, we would cover 10% of the cost.

Comments: PWD Miller.

Start Time: 6:30 p.m.  
 Action: Approve Resolution No. 22, Series 2024.  
 Motion: Councilor Meyer  
 Second: Councilor Wantz  
 Roll Call Vote: Councilor Carp, 'Aye'  
 Councilor Wantz, 'Aye'  
 Councilor Meyer, 'Aye'  
 Councilor Beaudreau, 'Aye'  
 Mayor Ward, 'Aye'  
 Motion passes 'Unanimously'

**3. INTERGOVERNMENTAL AGREEMENT WITH LANE COUNTY FOR NEW HOPE LANE IMPROVEMENTS**

Consider approval of **Resolution No. 23, Series. 2024**, a resolution authorizing the City Manager to enter into an intergovernmental agreement with Lane County for improvements in the amount of \$338,000 to New Hope Lane.

Start Time: 6:31 p.m.  
 Discussion: PWD Miller presented the staff presentation.  
 Handouts: Staff Presentation  
 Discussion: The City Council discussed...
 

- Understanding if New Hope Lane will remain a county road.

 Comments: Councilor Beaudreau.

Discussion: Staff discussed...
 

- New Hope Lane is private land and will always remain a private road.

 Comments: PWD Miller.

Start Time: 6:36 p.m.  
 Action: Approve Resolution No. 23, Series 2024.  
 Motion: Councilor Wantz  
 Second: Councilor Meyer

Roll Call Vote: Councilor Beaudreau, 'Aye'  
Councilor Meyer, 'Aye'  
Councilor Wantz, 'Aye'  
Councilor Carp, 'Aye'  
Mayor Ward, 'Aye'  
Motion passes 'Unanimously'

Council took a break from 6:37 p.m. to 6:42 p.m.

Start Time: 6:43 p.m.  
Topic: Rhody Drive Realignment & Improvement Project 2024-2025  
Construction Update  
Discussion: PWD Miller presented the staff presentation.  
Handouts: Staff Presentation  
Discussion: The City Council discussed...

- Seeing person fishing from the bank, please do not interfere with the ongoing construction.
- Estimating completion date of project.
- Informing public this project is ahead of schedule.

Comments: Councilor Carp and Mayor Ward.

Discussion: Staff discussed...

- Site is closed to all activities.
- Site will be available for fishing once project is completed; at this time no fishing is allowed.
- Area along the river is unstable and no parking is for safety.
- Looking at November for ribbon-cutting event.

Comments: CM Reynolds, ACM Messmer, and PWD Miller.

## **CONSENT AGENDA**

### **4. ANNUAL CITY MANAGER EVALUATION PROCESS AND TIMELINE**

Consider approval of the annual evaluation process and timeline for City Manager Erin Reynolds.

### **5. COMMUNITY ORIENTED POLICING SERVICES (COPS) GRANT ACCEPTANCE**

Consider accepting the Community Oriented Policing Services (COPS) grant in the amount of \$125,000 from the U.S. Department of Justice for a school resource officer.

### **6. SAFEWAY LIQUOR LICENSE**

Consider recommendation of approval to the Oregon Liquor Control Commission (OLCC) for a for a change of ownership commercial license for Safeway located at 700 Highway 101.

**7. RAMBLING ROSE RESTURANT AND LOUNGE LIQUOR LICENSE**

Consider recommendation of approval to the Oregon Liquor Control Commission (OLCC) for a new full on-premise commercial liquor license for Weathers & Brisbane, LLC doing business at Rambling Rose Restaurant & Lounge.

**8. CITY COUNCIL MINUTES**

Consider approval of the meeting minutes for the August 5, 2024 Regular Session, August 8, 2024 Work Session, August 19, 2024 Regular Session, August 22, 2024 Work Session, September 12, 2024 Work Session, and September 16, 2024 Regular Session.

Start Time: 6:53 p.m.

Discussion: City Council discussed...

- Removing agenda item number 4 from the Consent Agenda – Annual City Manager Evaluation Process and Timeline.

Comments: Councilor Carp.

Action: Approve the consent agenda without agenda item number 4.

Motion: Councilor Meyer

Second: Councilor Wantz

Roll Call: Councilor Beaudreau, 'Aye'

Councilor Meyer, 'Aye'

Councilor Wantz, 'Aye'

Councilor Carp, 'Aye'

Mayor Ward, 'Aye'

Motion passes 'unanimously'

Start Time: 6:54 p.m.

Discussion: Staff discussed...

- Providing an outline and overall process on the Annual City Manager Evaluation Process and Timeline.

Comments: HRD Ferguson.

Start Time: 6:56 p.m.

Discussion: City Council discussed...

- Recommending that Quality Review Team be composed of the entire City Council.
- Recommending evaluation include a salary survey of what other municipalities pay, just like City Council received when reviewing the pay increase for the remaining city staff.

- Quality Review Team makes a recommendation to the Council, the Council as a whole has a discussion about what took place and the ultimate outcome.
  - Having full confidence in Mayor Ward and Councilor Wantz with their communications.
  - Respecting Councilor Carp’s willingness to think outside the box. Currently in support of the current process.
  - Agreeing with comment to review what other cities are paying.
  - Process is conducted in Executive Session with the ability to discuss salary survey in confidential setting.
- Comments: Councilors Carp, Beaudreau, and Meyer and Mayor Ward.

Discussion: Staff discussed...

- Part of the process of the Quality Review Team is working with the Human Resources Director.
- 2021 included a study for the City Manager compensation.

Comments: HRD Ferguson.

Action: Approve evaluation process and timeline.  
 Motion: Councilor Wantz  
 Second: Councilor Beaudreau  
 Roll Call: Councilor Carp, ‘Nay’  
 Councilor Wantz, ‘Aye’  
 Councilor Meyer, ‘Aye’  
 Councilor Beaudreau, ‘Aye’  
 Mayor Ward, ‘Aye’  
 Motion passes 4-1

**REPORT & DISCUSSION ITEMS**

**9. 2023-2025 WORK PLAN MID-BIENNUM STATUS REPORT**

Staff will review the 2023-2025 Work Plan with the City Council to provide status updates on the work plan items, as well as discuss the development of the 2025-2024 Work Plan.

Start Time: 7:05 p.m.  
 Discussion: ACM Messmer presented the staff presentation.  
 Handouts: Staff Presentation  
 Discussion: The City Council discussed...
 

- Understanding the “not started” items and their priorities.

- Appreciating the simpler format of the Work Plan.
- Comments: Councilors Meyer and Beaudreau.

Start Time: 8:00 p.m.

Discussion: Staff discussed...

- The “not started” items should start by the end of the biennium.
- Appreciating HRD Ferguson’s assistance with researching other communities.

Comments: ACM Messmer.

**10. GENERAL REPORTS – Council Question and Answer Only – No Presentations**

- September Committee, Commission, and Volunteer Reports

Start Time: 7:45 p.m.

Discussion: The City Council discussed...

- No discussion.

Comments: All Councilors present.

**11. DEPARTMENT DIRECTOR UPDATES**

Start Time: 7:46 p.m.

Discussion: The Department Directors discussed...

- Appreciating Community Planning Month proclamation. Thanking many volunteers who have participated in the Planning process in the last five years.
- Upcoming Planning Commission meeting.
- Confirming that Dollar General has withdrawn their Land Use application.
- September precipitation was 3.22” which is 1.1” above the 2.12” September average.
- Update on Rolling Dunes Park.
- Campsite cleanup on Siuslaw Estuary Trail project area.
- Update on the storage of masks that were located at Rolling Dunes Parks during construction.
- Inviting FLOCK camera representative to be available for the December 9<sup>th</sup> City Council meeting for questions from the City Council.
- Placing two new Police trucks in service.
- Upcoming events at the Florence Events Center.

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



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

Start Time: 8:00 p.m.  
Discussion: The City Council discussed...

- Sharing information via the monthly City newsletter.
- Upcoming City meetings and events.

Comments: All Councilors present.

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

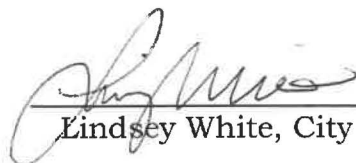
Start Time: 8:05 p.m.  
Discussion: The City Council discussed...


- Congratulating ASD Baker for her excellence in accounting award.
- Sharing Coos Bay newspaper article on the Deveraux Center. Requesting report on any impacts on Florence services with the 24-hour shelter located in Florence.
- Thanking participants in the Coast Busters cancer walk.
- Inviting public to upcoming Odd-ums gallery reception on October 14<sup>th</sup> at the Florence Events Center.
- Upcoming Soroptimists rose delivery fundraiser.
- Possibility of changing residential construction start time of 7:00 a.m. to a later time.
- Bringing to the Council’s attention a complaint about fluoride in water.
- Citizens enjoying the river and the Port due to a good coho run.
- Attending the Florence Forward event at Three Rivers Casino organizing a young professional’s group in Florence.

Comments: All Councilors present.

Meeting adjourned at 8:19 p.m.

**ATTEST:**

  
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Lindsey White, City Recorder

  
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Rob Ward, Mayor