ASHLAND CITY COUNCIL
BUSINESS MEETING MINUTES
Tuesday, February 18, 2025

3:30 p.m.

I. CALL TO ORDER/ ADOPTION OF HIRING PROCEDURE

Dahle called the meeting to order at 3:32.

ROLL CALL

Decision:

I move that the City Council adopt the Regular Hiring Procedures as outlined here for the recruitment process for the City Attorney position.

Motion: Hansen Second: Bloom

Roll Call Vote: Councilor Knauer, Dahle, Bloom, Kaplan, DuQuenne, and Hansen. YES.
Motion passed.

II. 3:35 P.M. Executive Session

Mayor Graham (arrived 4:10 pm) and Councilors DuQuenne, Bloom, Dahle, Kaplan, Knauer, and Hansen were present. Heather Renschler from Ralph Andersen & Associates, City Manager Sabrina Cotta, Human Resources Director Molly Taylor, and City Recorder Alissa Kolodzinski, were present.

a. To consider the employment of a public officer, employee, staff member, or individual agent pursuant to ORS 192.660 (2)(a).

6:00 PM Business Meeting

Council Present: Mayor Graham, Councilors Knauer, Dahle, DuQuenne, Bloom, Kaplan, and Hansen.
Council Absent: None
Staff Present:

Sabrina Cotta	City Manager
Doug McGeary	Acting City Attorney
Alissa Kolodzinski	City Recorder
Carmel Zahran	Assistant City Attorney
Marianne Berry	Finance Director
Chad Woodward	Climate & Energy Analyst
Brandon Goldman	Community Development Director

III. CALL TO ORDER

Mayor Graham called the meeting to order at 6:03 p.m.

a. Land Acknowledgement**

Councilor Kaplan read the land acknowledgement.

IV. PLEDGE OF ALLEGIANCE

Councilor Hansen led the pledge of allegiance.

V. ROLL CALL

Motion made to add a topic to the agenda due to timeliness about the City Attorney recruitment.

Motion: Dahle Second: Kaplan
Roll Call Vote: Councilor Knauer, Dahle, Bloom, DuQuenne, Kaplan, and Hansen. YES. Motion passed.

Motion made to appoint Johan Pietila as the City Attorney and authorize the Mayor and Council Chair working with appropriate City staff, to negotiate a contingent employment agreement with Johan for future Council consideration.
Motion: Dahle Second: Bloom
Roll Call Vote: Councilor Knauer, Dahle, Bloom, DuQuenne, Kaplan, and Hansen. YES. Motion passed.

VI. MAYOR'S/ CHAIR OF THE COUNCIL ANNOUNCEMENT

a. Black History Month Proclamation – Graham read the proclamation

VII. APPROVAL OF MINUTES

a. Minutes of January 21, 2025 - Business Meeting

Motion made to accept the minutes.
Motion: Kaplan Second: Knauer
Roll Call Vote: Councilor Knauer, Dahle, Bloom, DuQuenne, Kaplan, and Hansen. YES. Motion passed.

VIII. CONSENT AGENDA

a. Ad Hoc Committee on Affordable Childcare & Early Childhood Development Appointment
b. Approval of Liquor License for Nous Hospitality
c. Approval of Liquor License for AJ Smoke & Grocery Store
d. Liquor License for Southern Oregon Growlers
e. Approval of Liquor License for Vida Baking Co

Request to remove item a. from Consent Agenda
Motion made to accept the consent agenda minus agenda item a.
Motion: DuQuenne Second: Hansen
Roll Call Vote: Councilor Knauer, Dahle, Bloom, DuQuenne, Kaplan, and Hansen. YES. Motion passed.

Motion made to approve the appointment of Paula Hyatt and Lynn Ransford to the Ad Hoc Committee on Affordable Childcare and Early Childhood Development.
Discussion: Council thanked the applicants and highlighted the importance of community participation on committees.
Motion: Bloom Second: Dahle
Roll Call Vote: Councilor Knauer, Dahle, Bloom, DuQuenne, Kaplan, and Hansen. YES. Motion passed.

IX. SPECIAL PRESENTATIONS

a. Finance Update - First Quarter FY25 Results (see agenda packet)
Discussion: Berry presented the agenda item.

- Berry clarified changes in the LGIP (Local Government Investment Pool) and long-term investments
- Berry explained that Public Works expenditures appear to be higher than other departments to date due to timing differences related to invoicing and offered to return with more detail.

- Berry clarified the City's investment strategy in general and restrictions related to the Tourism Fund in particular.

X. PUBLIC FORUM –

Citizens Mozina, Brooks, Neiswander, and Holman spoke about potential conflicts of interest, concerns for the unhoused, concerns over expulsions, and fire safety concerns related to smart meters.

XI. PUBLIC HEARING

a. *First Reading – ORD 3256 An Ordinance Amendment to AMC 2.30 Uniform Administrative Appeals Process Designating the Municipal Court as the Administrative Appeal Body*

Zahran reviewed the reason for this proposed change to the AMC to promote a clear separation of duties within the branches of the local municipal government in allowing the Municipal Court Judge to serve as the hearings officer on administrative appeals.

<u>Discussion</u>

- Zahran clarified with that a non-exhaustive list of potential hearings includes utility appeals, abatement hearings, transient occupancy tax, marijuana products, business license, dangerous buildings, park and civil expulsions, camping, noise permit appeals, and public work denial appeals. Telecommunication appeals would not change as they are related to land use code and treated distinctly. Cotta clarified the City Manager would continue to be aware of all contexts surrounding any appeals under the new process.

Public Hearing Open

Neiswander requested a form be created to assist the homeless population with the appeal process.

Public Hearing Closed

<u>Decision:</u>

Motion made to approve the first reading of Ordinance No. 3256 with the following change: To 2.30.020 Section C to state 'Appeals Fee will set by Resolution by the City Council.'

Motion: Dahle **Second**: Bloom

Roll Call Vote: Councilor Dahle, Bloom, DuQuenne, Kaplan, and Hansen. YES. Knauer, NO. Motion passed.

Direction given to staff to review the various appeals processes to ensure they are clear and accessible to the unhoused population; and to ask the municipal court judge to include any appeals in his regular monthly report.

XII. ORDINANCES, RESOLUTIONS AND CONTRACTS

a. *Second Reading – ORD 3245 An Ordinance Terminating Specified Commission and Re-establishing AMC Chapter 2.13 to create Advisory Committees*

McGeary reviewed changes from first reading that include the correction to format, ex-officio definition moved to provide an overarching definition, and PAAC language corrected as reflected in the packet.

<u>Decision:</u>

Motion made to adopt Ordinance No. 3245, as revised and stated an ordinance terminating specified commissions, renaming the Municipal Audit Commission to the Municipal Audit

Committee, and re-establishing AMC Chapter 2.13 to create City Council and Management Advisory Committees.

Motion: Bloom Second: Hansen

Roll Call Vote: Councilor Dahle, Bloom, DuQuenne, Knauer, Kaplan, and Hansen. YES. Motion passed.

b. *Second Reading – ORD 3248 An Ordinance to Establish and Clarify the Structure and Governance of the Parks and Recreation Department*

McGeary reviewed changes made from the first reading: adding under 2.28.630 Section D. to include discussion between the Parks Commission Chair and City Manager for any potential disagreements between the Parks Director and City Manager; corrections to the referenced names of the department, commission, and director throughout the ordinance; and moving termination of Parks Director from 2.28.640 Section B and incorporated in Section 2 as listed in the packet.

Discussion:

- McGeary clarified final authority is the City Council for termination of the Parks Director and is delegated to the Parks Commission if terminated in a public meeting.

Public Comment

Mike Gardiner – requested a question be asked regarding APRC's requested changes to 2.28.650 Section D regarding the budget authority.

- Council discussed and McGeary provided clarification on the language included and/or excluded in the ordinance specifically related to the Commission's budget making authority.

Decision:

Motion made approve second reading of Ordinance No 3248 An Ordinance to Establish and Clarify the Structure and Governance of the Parks and Recreation Department as read by the City Attorney.

Motion: Hansen Second: Bloom

Roll Call Vote: Councilor Dahle, Bloom, DuQuenne, Knauer, Kaplan, and Hansen. YES. Motion passed.

Mayor Graham called for a 7 minute break – meeting resumed at 7:40pm

c. *Second Reading – ORD 3254 An Ordinance Amending AMC Title 9 Health and Sanitation Creating Chapter 9.45 Carbon Pollution Impact Fee and Establishing Standards for a Carbon Pollution Impact Fee for New Residential Structures in the City of Ashland*

Cotta spoke that there are no substantive changes since the first reading. Cotta and Woodward were available for questions.

Public Comment

The following individuals spoke in support of passing Ordinance 3254.

Alan Journet	Susie Garcia on behalf of Senator Golden.	Aidan Larcombe
Bryan Sohl	Caleb Heeringa	Diane Ware
Anne Pernick	Asa Oaks	Flavia Franco
Eli Spevak	Jess Grady	Jackson Bangs
Kiera Retiz	Shayne Hayes	Caren Caldwell

Maroun Aguero on behalf of Mark Knox	Erin O'Kelley Muck	Rook Howes
Piper Banks	Laura Lawrence	Lilli Mailan
Princess Franks	Charlie Zimmermann	Ann Gaffney
Leah Samelson	Sophie Schnubbe	
Norah Doyle	Stella Sigalove	

The following individuals spoke in opposition of the passing Ordinance 3254.

Steve Vincent	Albert Nicholsen	Rob Bates
Mark Culp	Brad Archuleta	Paul Mozina
Bryan Oguri	Lucretia Smith	

Ben Carrier, Timothy Dolan, Amy Brown, and Russell Phillips did not speak

Discussion:

- Council clarified this ordinance was developed from years of lengthy public discourse, and is applicable to new construction only, and does not ban gas.

Decision:

Motion made to adopt Ordinance No. ORD 3254 An Ordinance Amending AMC Title 9 Health and Sanitation Creating Chapter 9.45 Carbon Pollution Impact Fee and Establishing Standards for a Carbon Pollution Impact Fee for New Residential Structures in the City of Ashland and direct staff to allocate any and all revenue generated from this ordinance to the Ashland Low Income Energy Assistance Program within the Electric Fund.

- Hansen spoke that he owns a local Solar Company which could be perceived as a conflict of interest, but he can vote without prejudice.
- Council discussed the language of the ordinance related to the motion made to ensure fees would be able to be applied as intended.

Motion: Dahle Second: Kaplan

Roll Call Vote: Councilor Dahle, Bloom, DuQuenne, Knauer, Kaplan, and Hansen. YES. Motion passed.

XIII. UNFINISHED BUSINESS

a. 2200 Ashland Street Facility Plan Ad Hoc Committee

Cotta clarified this is about a new ad hoc committee distinct from the previous one of similar name.

Discussion:

- The committee would meet once a month for about six months with a fixed goal
- Staff are working on a Design/Build Request for Proposals (RFP) for the Building Plan to include council-directed features such as shower, laundry, storage, expanded restrooms, etc. with construction to be completed by November to be ready for the winter season
- The intended use of the building is as a severe weather shelter
- Concern about staff ability to support an additional committee with additional staff liaison
- Committee would assist the city with the creation of a code of conduct, site rules, and policies among other outcomes as outlined in the agenda packet
- The committee start date was discussed related to staffing and current projects

- Discussion on what aspects of the building and/or site plan that the committee would be involved in and the risk of slowing down the process to get the upgrades to the building as directed by Council
- Cotta clarified that a Management Advisory Committee (MAC) could function more quickly with individuals who are experts in their area along with community members
- Discussion on who may comprise the committee and how it would run

Public Comment

Neisewander – spoke of her experience on the original 2200 Ad Hoc Committee and the $26,000 spent on that committee. She would not like to see that much spent again given all the other funds requests.

Decision:

Motion made for the creation of an additional ad hoc for 2200 Ashland Street to develop a site plan for the property.

Motion: Bloom Second: DuQuenne

Roll Call Vote: Councilor DuQuenne, Knauer, Kaplan, and Hansen YES. Dahle NO. Motion passed.

b. *Request to Withdraw Affordable Housing Trust Fund RFP to Allow for Strategic Discussion Regarding How Best to Invest the Funding*

Discussion:

Graham spoke about her reasons for bringing this item forward

- The meeting stated in the proposed motion would be to discuss this at the Council retreat
- Opportunity to review the process that has not been reviewed in a number of years
- Once a strategy has been developed, the funding process (RFP) may or may not change
- Council discussed benefits of staff involvement to develop this strategy to be an item at the March 1 Council retreat.

Public Comment

Rich Rohde – spoke on the history of the Housing Trust Fund developed in coordination with a specialist designed to take the City Council out of the discussion and leave it to the community through committee to determine the best use. Urged Council to keep the current RPF process.

Decision:

Motion made to direct staff to withdraw the 2025 Affordable Housing Trust Fund Request for Proposals and schedule a meeting process that allows the City Council to develop a focused strategy for investment of these funds consistent with the Affordable Housing Trust Fund Policy

Motion: Bloom Second: Knauer

Roll Call Vote: Councilor Dahle, Bloom, DuQuenne, Knauer, Kaplan, and Hansen YES. Motion passed.

XIV. NEW BUSINESS

a. Grandview Terrace Annexation and Site Review Fee Waiver Request

Discussion:

Goldman introduced the topic as laid out in the agenda packet.

Public Comment

Bob Kendrick of Casita Development explained the reason for requesting this fee waiver for this development due to fees previously paid.

Decision:

Motion made to approve a fee waiver in the amount of $26,876 for the Grandview Terrace development at 1511 Highway 99, recognizing that this amount corresponds to the full fees previously paid for the prior applications.

Motion: Hansen Second: DuQuenne

Roll Call Vote: Councilor Knauer, Bloom, DuQuenne, Dahle, Kaplan, and Hansen: YES. Motion passed.

b. *Affordable Housing RFP Issuance Approval-Beach Creek Properties*

Discussion:

Goldman introduced the topic. Council discussed ensuring the alignment objectives and evaluation criteria are consistent through the RFP to properly encourage affordability.

- Would like to see added to the requirements of the proposal if the developer intends to purchase one or more lots, or seeks the property to be granted or provided at a reduced cost.
- Appreciation expressed to staff for their work on this

Decision:

Motion made to direct the City Manager to approve and issue a final Request for Proposals (RFP) for the development of six City-owned residential lots within the Beach Creek Subdivision as affordable housing, following review and amendments by the Ashland Legal Department as necessary, and to proceed according to the proposed timeline outlined in the RFP.

Motion: Bloom Second: Dahle

Roll Call Vote: Councilor Dahle, Bloom, Kaplan, DuQuenne, Knauer and Hansen. YES. Motion passed.

Amendment: Direct staff to include in the requirements of the proposal and in the evaluation criteria appropriate handling of costs that the developer intends to pay for the property.

Motion: Kaplan Second: Dahle

Roll Call Vote: Councilor Dahle, Bloom, Kaplan, Hansen, DuQuenne and Knauer. YES, Motion passed.

XV. CITY MANAGER REPORT

XVI. OTHER BUSINESS FROM COUNCIL MEMBERS/REPORTS FROM COUNCIL LIAISONS

XVII. ADJOURNMENT

The meeting was adjourned at 9:35 p.m.

City Recorder Alissa Kolodzinski

Mayor Tonya Graham