

**ASHLAND CITY COUNCIL
BUSINESS MEETING MINUTES
Tuesday, August 19, 2025**

6:00 PM Business Meeting

Council Present: Mayor Graham, Councilors Bloom, Dahle, DuQuenne, Hansen, Kaplan, and Sherrell.

Council Absent: None

Staff Present:

Sabrina Cotta	City Manager
Johan Pietila	City Attorney
Alissa Kolodzinski	City Recorder
Scott Fleury	Public Works Director
Chris Chambers	Forestry Officer

I. CALL TO ORDER

Graham called the meeting to order at 6:02 p.m.

- a. Land Acknowledgement**

DuQuenne read the land acknowledgement.

- b. Pledge of Allegiance

Dahle led the pledge of allegiance.

II. ROLL CALL

III. MAYOR'S/ CHAIR OF THE COUNCIL ANNOUNCEMENT

Mayor Graham announced two changes on the agenda:

1. The public hearing and first reading of Ordinance 3272 (annexing property and withdrawing an annexed area from Jackson County Fire District #5) would be continued at the applicant's request to September 16, 2025 at 6:00 PM.
2. The second reading and adoption of findings for a Legislative Amendment to the Southern Oregon University Facilities Master Plan (implementing Ordinances 3267, 3268, and 3269) is being amended and will return for a new first reading with those amendments on October 7, 2025.

Graham commented on the enjoyable summer concert series in the park from the previous evening and encouraged residents to check the calendar for upcoming events.

IV. APPROVAL OF MINUTES

- a. Minutes of the August 4, 2025 – Study Session Meeting
- b. Minutes of the August 5, 2025 – Business Meeting

Bloom moved to approve the minutes. Kaplan seconded the motion.

Roll Call Vote: Sherrell, Dahle, Bloom, DuQuenne, Kaplan, and Hansen – YES. Motion passed.

V. CONSENT AGENDA

- a. OLCC Permit Approval
- b. Resolution 2025-25 Supporting the Submission of an Application for a Housing Planning

- Assistance Grant by the Rogue Valley Council of Governments*
- c. *2200 Ashland St. Facility Ad Hoc, Historic Preservation, and Housing and Human Services Advisory Committee Appointments*

Dahle moved to approve the consent agenda as is. Councilor Bloom seconded the motion.

Roll Call Vote: Dahle, Bloom, DuQuenne, Kaplan, Sherrell and Hansen – YES. Motion passed.

Gratitude was expressed to community members who have stepped forward to serve on the Housing and Human Services Advisory Committee, the Historic Preservation Advisory Committee, and the new Ad Hoc Committee developing a facilities plan for the 2200 Ashland Street project.

VI. SPECIAL PRESENTATIONS

a. Mayor Graham's Visit to Sister City Sviatohirsk, Ukraine

Graham presented an account of her trip to Ukraine in early June to the Cities and Regions Summit in Kyiv (see attached.) Graham described meeting and exchanging gifts with Mayor Volodymyr Rybalkin of Sviatohirsk, Ashland's sister city in the Donetsk Oblast, and the international summit which included President Zelensky's presentation of awards to cities and regions that had been helping Ukraine.

Images were shown of Kyiv's recovery from invasion, noting they had repaired or rebuilt 22,000 out of 30,000 damaged structures in the city. A map of Sviatohirsk's location near Russian-held territory was referred to, explaining the choice not to travel to the sister city due to security concerns. During Graham's stay in Kyiv, she experienced air raid sirens along with witnessing a military funeral procession. Visits were made to war memorials and areas where remnants of the invasion had been preserved as reminders. A Ukrainian flag, given by Mayor Rybalkin, was displayed, which had lined the streets of Sviatohirsk and had remained standing despite Russian attempts to remove them during occupation. The Council plans to display the flag at City Hall.

Representatives from the [Ashland Sviatohirsk Aid Project \(ASAP\)](#) spoke about their efforts. Jim Nagle, president of ASAP, and Ben Stott described the work they had done over the past two years, including fundraising for:

- A dump truck to clear rubble
- A water reprocessing center for drinking water
- A wood pellet machine to create fuel from debris
- Chainsaws to address forest fire damage
- A water truck to transport water
- Efforts to secure an armored vehicle for safer transport of supplies

Councilors expressed appreciation for ASAP's work and Graham's trip, noting how the sister city relationship demonstrates Ashland's commitment to supporting communities in crisis.

VII. PUBLIC FORUM –

Citizens expressed concern regarding the proposed Enhanced Law Enforcement Area (ELEA) ordinance changes, fire safety in the Kestrel Park subdivision, and potential evacuation challenges for vulnerable populations. A citizen claimed the Council violated the City Charter during the budget

process by amending the Citizens Budget Committee's approved budget without a proper public vote. After suspending the rules to allow the City Attorney to respond, Pietila explained how he had responded to the citizen and how the budget process followed proper legal procedures according to state law, budget law and the City's municipal code.

VIII. PUBLIC HEARING

- a. Public Hearing and First Reading of Ordinance 3272: "An ordinance annexing property and withdrawing an annexed area from Jackson County Fire District no. 5. and also repealing ordinances 3215 and 3194 which were the previous annexation approvals in Casita 1 and Casita 2." (1511 Highway 99 - Planning Action #PA-T3-2024-00011)*

(Postponed to September 16 at the applicant's request)

IX. ORDINANCES, RESOLUTIONS AND CONTRACTS

- a. Second Reading and Adoption of Findings for a Legislative Amendment to the Southern Oregon University Facilities Masterplan and Implementing Ordinances #3267, #3268, and #3269 (#PA-L- 2025-00016)*

(Postponed to October for a first reading to address changes)

- b. Emergency Shelter Contract Amendment – Phase 2 Guaranteed Maximum Construction Price*

Cotta introduced the topic, explaining that according to the Council direction, the changes would include features to make it structurally usable as a severe weather shelter and to also include showers, laundry, and storage. The goal is to finish construction in time to open in November for winter weather.

Fleury presented the contract with Outlier Construction Company for the emergency shelter upgrades (see attached presentation). He outlined the timeline from the shelter's acquisition in 2023 through the development of a master plan and design process. The progressive design-build project would upgrade the shelter to meet building code requirements with:

- New restroom facilities with shower
- Laundry facilities
- Fire sprinklers throughout the facility
- ADA access improvements

The design would accommodate 32 overnight occupants plus staff in the main space, with two overflow areas for an additional 22 occupants. Options included a base guaranteed maximum price of about \$856,500, with alternatives for adding new HVAC systems (\$60,600) and/or an underground utility connection for potential future laundry, shower, and restroom hookups (\$30,700).

The council discussed concerns about committing to renovations without a clear operational budget and whether to specify electric rather than natural gas for new HVAC and water heating equipment to comply with the city's climate policies. Councilors also discussed concerns about potential outdoor facilities and questioned how the building would fulfill requirements for opioid settlement funds.

Pietila clarified that the building's use for social services and training would qualify under the opioid settlement fund requirements. After extended discussion, the Council passed guidelines for the facility's operation:

Bloom moved to direct staff to do the following before the building becomes operational: that no shower or laundry trailer will be allowed unless in the event of a citywide emergency; that there will be no camping or outdoor lodging unless with the express permission of the city council; that the selection of service providers for the building must be approved by council; that all access to services will be by appointment only; that property should be fenced and well maintained with additional trees, fire safe landscaping, continuous weed abatement, and routine maintenance to keep the site visually in line with other city facilities; and that before the building is operational, there is a clear operational budget for the expenses the city would be responsible for. DuQuenne seconded the motion.

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

Then the Council voted on the construction contract:

Hansen moved to approve the contract amendment with Outlier Construction Company for the Emergency Shelter Upgrade Project including alternates #1 & 2 in an amount not to exceed \$947,936. Sherrell seconded the motion.

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

Recess taken until 8:39

X. UNFINISHED BUSINESS

XI. NEW BUSINESS

a. 2025 Ashland Community Wildfire Protection Plan (CWPP)

Cotta introduced the topic which was previously discussed in a July study session. Chris Chambers and Charisse Sydoriak were present to respond to Councilor questions:

- The plan does not include clearcutting as claimed by some community members; the City is committed to the ecological integrity of the Ashland watershed.
- The "climate smart plan" is a planning framework for natural landscapes, likely requiring a future federal administration for implementation.
- The cost estimate of \$80-100 million over 10 years can leverage funds from state, federal, and foundation sources, relying on the wildfire risk reduction fee as a "down payment."
- The original CWPP from 2004 required \$10-12 million but ultimately attracted \$33 million in funding.
- The plan focuses on equity, ensuring socially vulnerable populations have access to assistance for home hardening.
- Addressing potential conflicts between wildfire safety requirements and housing density goals, Ashland's adoption of state building code R327 ensures all new residential construction meets the highest standards for wildfire protection.

During public testimony, citizens urged creative thinking to generate enthusiasm and community support for fire safety and expressed concerns about high-density infill developments creating evacuation challenges. The Executive Director of the Ashland Climate Collaborative expressed support for the plan and announced that the organization was applying for a grant to establish an Ashland Wildfire Resilience Partnership to help implement the CWPP.

The Council discussed the importance of the plan, emphasizing that intelligent housing density can coexist with wildfire protection and that implementation of the CWPP would require community involvement and partnerships.

Bloom moved to approve adoption of the 2025 Ashland Community Wildfire Protection Plan.

Kaplan seconded the motion.

Roll Call Vote: Dahle, Bloom, DuQuenne, Kaplan, Sherrell and Hansen –YES. Motion passed.

CITY MANAGER REPORT – Cotta shared several updates:

- A free webinar on wildfire prepared homes would be held on August 21, 2025
- Culvert work was in progress on Granite Street with temporary bridges in place for trail access
- The city had switched to an e-newsletter format which already had over 900 subscribers in just three weeks
- Planter work was underway downtown, with sidewalks remaining open

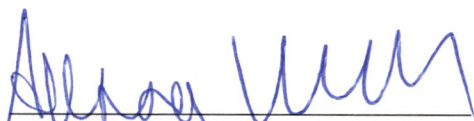
XII. OTHER BUSINESS FROM COUNCIL MEMBERS/REPORTS FROM COUNCIL LIAISONS

XIII. ADJOURNMENT

Bloom moved to adjourn. Seconded by DuQuenne

All Ayes. Motion passed.

The meeting was adjourned at 9:29 p.m.


City Recorder Alissa Kolodzinski


Mayor Tonya Graham



Sister City SVIATOHIRSK

Mayor Tonya Graham's visit to Ukraine – 2025



Kyiv, Ukraine – 2025



Kyiv, Ukraine – 2025

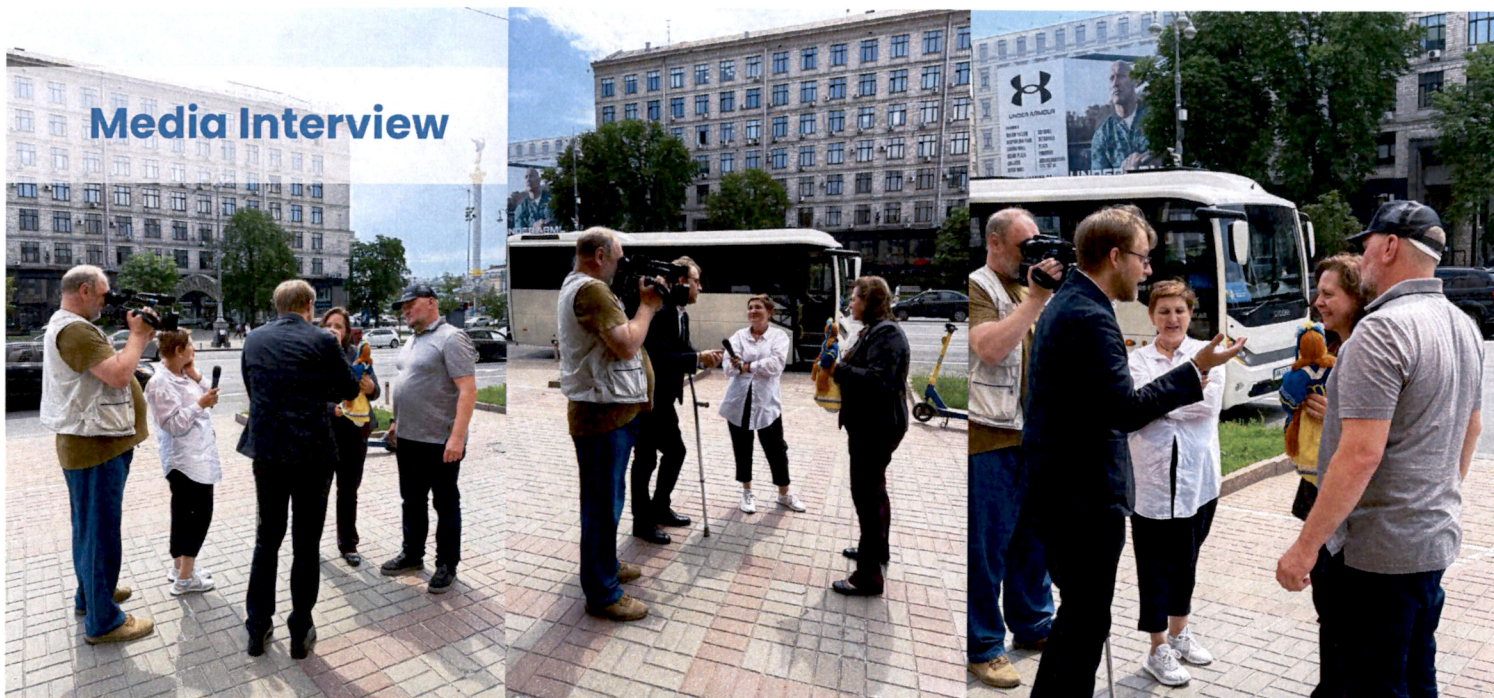
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Kyiv, Ukraine – 2025

4

Media Interview



Kyiv, Ukraine – 2025

5



Kyiv, Ukraine – 2025

6





Cities & Regions Summit



Kyiv, Ukraine – 2025

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Sister City Signing Ceremony



Kyiv, Ukraine – 2025

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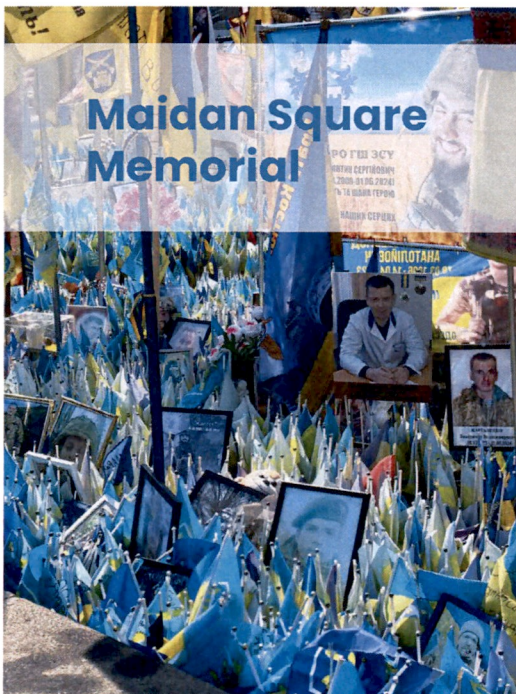
Maidan Square Memorial



Kyiv, Ukraine – 2025

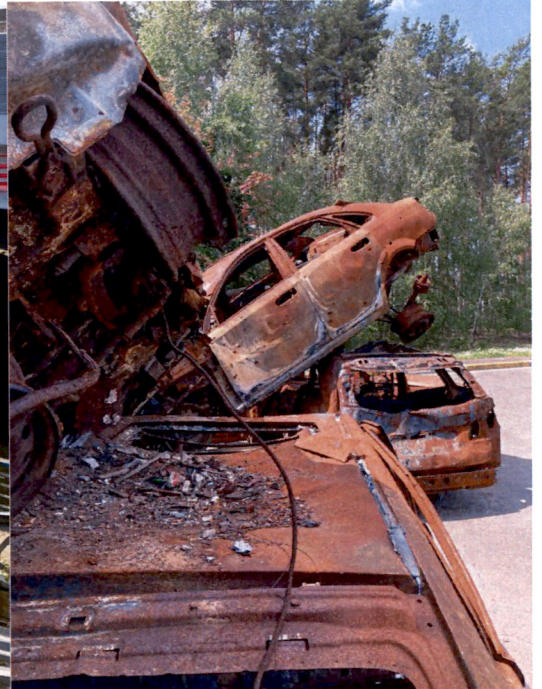
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Maidan Square Memorial



Kyiv, Ukraine

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Kyiv, Ukraine – 2025

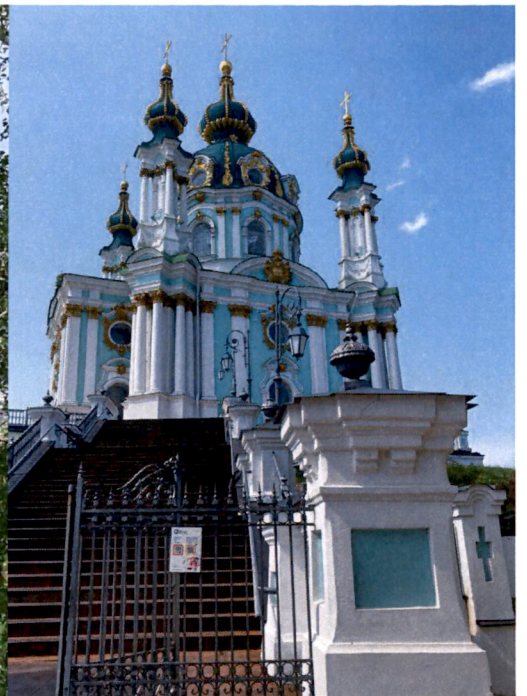
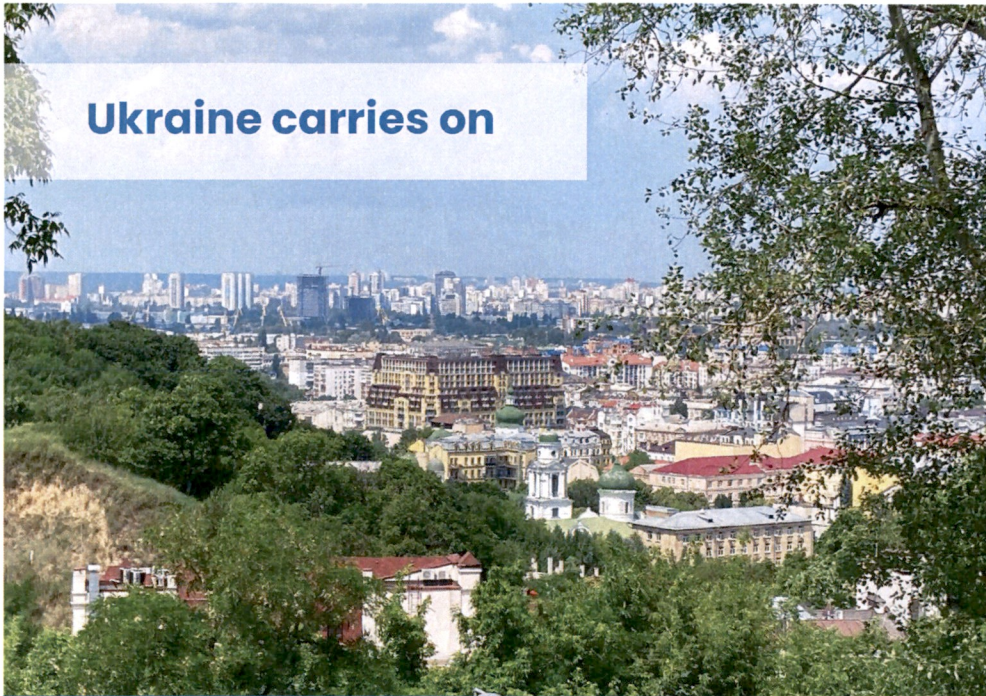
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Kyiv, Ukraine

16

Ukraine carries on



Kyiv, Ukraine – 2025

17

Ukraine carries on



СТО
РОКІВ ТОМУ
ВПЕРЕД
TIMELESS
UKRAINIAN CUISINE



Kyiv, Ukraine – 2025

18

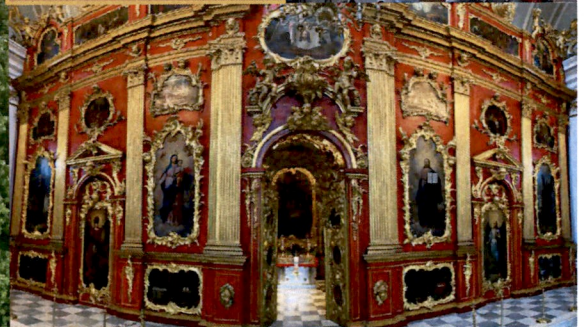
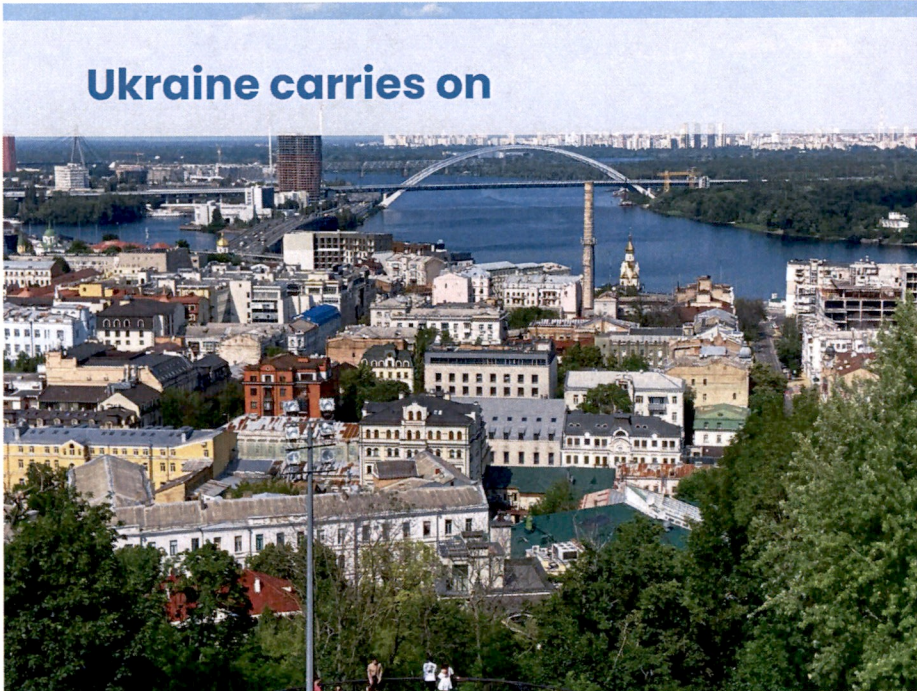
Ukraine carries on



Kyiv, Ukraine – 2025

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Ukraine carries on



Kyiv, Ukraine – 2025

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Kyiv, Ukraine – 2025

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Kyiv, Ukraine – 2025

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Ukraine carries on



Kyiv, Ukraine – 2025

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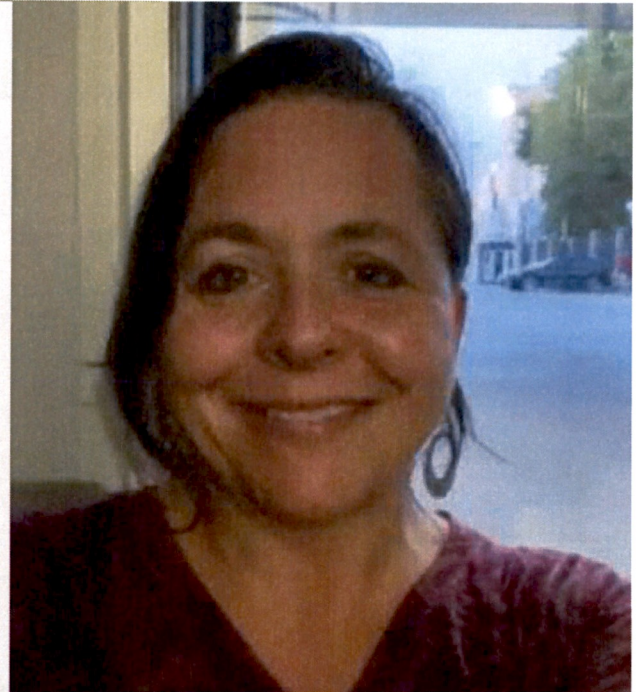
Friendship



Kyiv, Ukraine – 2025

24

Leaving Kyiv



Kyiv, Ukraine – 2025

Heading home



Kyiv, Ukraine – 2025



City Council Meeting

2200 Ashland Street – Emergency Shelter Upgrades August 19, 2025

X. Ordinances, Resolutions, Contracts

Emergency Shelter Contract Amendment – Phase 2 Guaranteed Maximum Construction Price

Summary

Before the Council is a request to approve a contract amendment with Outlier Construction that exceeds \$250k.

The amendment outlines the guaranteed maximum construction price for construction improvements to 2200 Ashland Street.

Outlier Construction and subconsultant Arkitek have completed the design development and construction documentation phases under a previously awarded contract and amendment.



X. Ordinances, Resolutions, Contracts

Emergency Shelter Contract Amendment – Phase 2 Guaranteed Maximum Construction Price

Timeline

August 15, 2023 – City Council approves purchase of 2200 Ashland St for use as emergency shelter

April 2, 2024 – Ad Hoc Committee established to provide recommendations for site use

November 18, 2024 – Ad Hoc Committee presents 2200 Ashland St Master Plan recommendations

January 21, 2025 – City Council adopts the 2200 Ashland St Master Plan

March 4, 2025 – Emergency Shelter Upgrade project for 2200 Ashland St. Advertised

April 3, 2025 – Public bidding closes

April 9, 2025 – Intent to Award to Outlier Construction posted

May 21, 2025 – City enters Design-Build contract with Outlier Construction for up to \$43,640 for Phase I Schematic Design and Code Evaluation

July 29, 2025 – City amends Design-Build contract to include up to \$42,020 for Phase I Construction Documents

August 8, 2025 – City receives GMP Budget Estimate for Phase 2 construction



X. Ordinances, Resolutions, Contracts

Emergency Shelter Contract Amendment – Phase 2 Guaranteed Maximum Construction Price

Summary – Bidding Process

As established in the Ashland Municipal Code (AMC) (2.50), the City Council acts as the local contract review board ensuring proper procurement procedures are utilized by staff in procuring services for the City of Ashland.

- Design Build Solicitation – approved by the Legal Department
- Solicitation posted on Oregonbuys – March 4, 2025
 - Advertised in the Daily Journal of Commerce
- Four Responses Received – April 3, 2025
- Review deemed Outlier Construction and Arkitek as most qualified design build team



X. Ordinances, Resolutions, Contracts

Emergency Shelter Contract Amendment – Phase 2 Guaranteed Maximum Construction Price

Building Layout

- New restroom, shower and laundry in east section
- New restroom layout (3) with shower facilities and laundry in main section of building
- Occupancy of east section (32) plus (2) staff – inclement weather shelter
 - Overflow occupancy (54) plus (4) staff
- New HVAC system
 - Alternate #1 additional system for heat/cooling of weather shelter area
- New fire sprinkler system throughout
- New fire wall
- New ADA Access and parking

Permitting

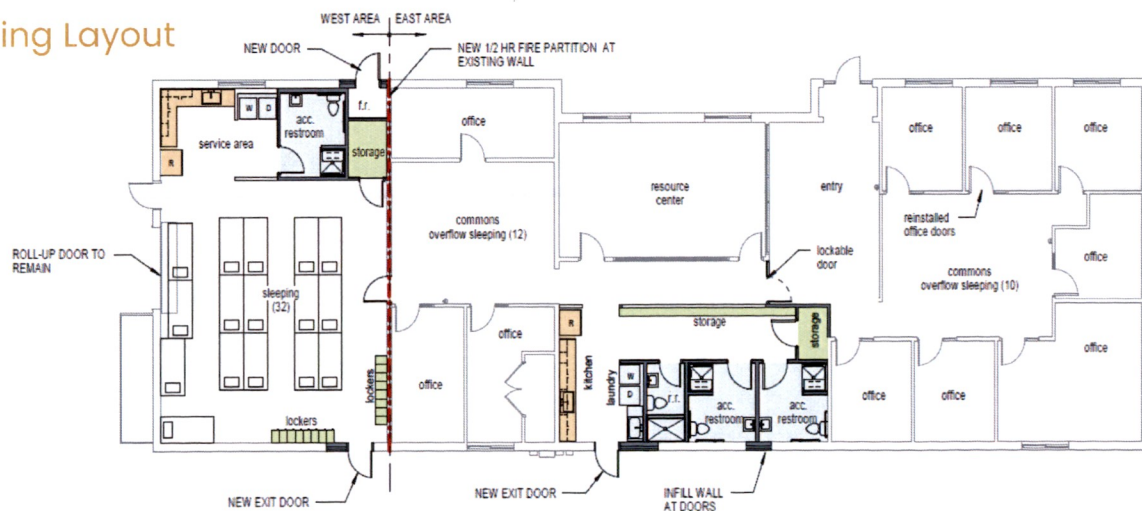
- Code and occupancy review complete
- Building permit approved



X. Ordinances, Resolutions, Contracts

Emergency Shelter Contract Amendment – Phase 2 Guaranteed Maximum Construction Price

Building Layout



X. Ordinances, Resolutions, Contracts

Emergency Shelter Contract Amendment – Phase 2 Guaranteed Maximum Construction Price

Potential Motions

I move to approve the contract amendment with Outlier Construction Company for the Emergency Shelter Upgrade Project in an amount not to exceed \$856,593.

I move to approve the contract amendment with Outlier Construction Company for the Emergency Shelter Upgrade Project including alternate #1 in an amount not to exceed \$917,215.

I move to approve the contract amendment with Outlier Construction Company for the Emergency Shelter Upgrade Project including alternates #1 & 2 in an amount not to exceed \$947,936.



QUESTIONS?

