



Council Business Meeting Agenda

ASHLAND CITY COUNCIL COUNCIL CALLED SPECIAL MEETING AGENDA

Friday, March 27, 2026

Council Chambers, 1175 E Main Street

Live stream via RVTV Prime at rvtv.sou.edu
2:00 p.m. Special Meeting under AMC2.04.020(B)

I. CALL TO ORDER

- a. Land Acknowledgement**

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. NEW BUSINESS

- a. Update on City Hall Repair Requirements
- b. Discussion on Use of Community Center

V. ADJOURNMENT

If you need special assistance to participate in this meeting, please contact Alissa Kolodzinski at recorder@ashlandoregon.gov or 541.488.5307 (TTY phone number 1.800.735.2900). Notification at least three business days before the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting in compliance with the Americans with Disabilities Act.

* Items on the Agenda not considered due to time constraints are automatically continued to the next regularly scheduled Council meeting [AMC 2.04.030.(D)(3)]

** LAND ACKNOWLEDGEMENT

We acknowledge and honor the aboriginal people on whose ancestral homelands we work—the Ikirakutsum Band of the Shasta Nation, as well as the diverse and vibrant Native communities who make their home here today. We honor the first stewards in the Rogue Valley and the lands we love and depend on: Tribes with ancestral lands in and surrounding the geography of the Ashland Watershed include the original past, present and future indigenous inhabitants of the Shasta, Takelma, and Athabaskan people. We also recognize and acknowledge the Shasta village of K'wakhakha - "Where the Crow Lights" - that is now the Ashland City Plaza.

***Agendas and minutes for City of Ashland Council, Commission and Committee meetings may be found at the City website, ashlandoregon.gov.





Council Business Meeting

Date: March 27, 2026

Agenda Item	Update on City Hall Repair Requirements
Department	Mayor and Council
From	Jordan Rooklyn

TIME ESTIMATE

15 minutes

CATEGORY

Informational - this is to inform the body on a particular topic. No motion or direction needed.

SUMMARY

A summary of the recommended repairs to City Hall

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

Ashland City Hall, located at 20 East Main Street, has served the community for more than a century. Originally constructed in 1891, the building has undergone two major additions, one in 1913 and another in 1995, resulting in a total building size of 7,745 square feet. Over time, City Hall has experienced increasing wear and deferred maintenance. As of February 17, 2026, staff have been relocated to other city facilities due to safety concerns at City Hall.

Identified Building Issues & Cost Estimates

City Hall has been identified as being in critical condition in the recent Facilities Master Plan. The attached table details the recommended repairs, the cost estimates associated with those repairs, and those cost estimates in today's dollars. The repairs have been classified into three categories:

- Immediate Concerns - Repairs that are necessary for basic occupation
- Primary Concerns - Repairs that are recommended for life safety, but do not immediately prohibit occupation
- Secondary Concerns - Repairs that are recommended, but do not immediately prohibit occupation

Scheduled Rafter Repair

Access to City Hall is currently limited due to a fractured rafter supporting the roof. Staff have initiated the process to repair the rafter and address exposed wiring in the attic. The associated Engineer's Structure Assessment is attached.

- On-site visit by a structural engineer (occurred February 18th)
- On-site visit by insurance (occurred March 2nd)
- Insurance report (received March 24th)
- Receive quotes (initiated March 24th, ends April 6th)
- Accept a bid, sign contract, and notice to proceed (by April 20th)
- Repair (by May 4th)

FISCAL IMPACTS

The estimated cost of the rafter repair is \$5,000-\$7,500. This will be expensed to the Public Works Facilities budget. Funding has not been identified for any other repairs.





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SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

None

REFERENCES & ATTACHMENTS

1. City Hall Repair Estimates Table
2. Ashland City Hall - Engineers Assessment Report



City Hall Repair Recommendations and Costing Estimates*

As of March 25, 2026

	Original Construction Estimate**	Construction Estimate in 2026 dollars***	Source of Recommendation/Estimate
Immediate Concerns			
Rafter Repair (Safety)	\$ 6,000	\$ 6,000	Staff Estimate
Roofing (Life Cycle)	\$ 260,000	\$ 260,000	Commercial Inspection (2026)
Water Heater (Life Cycle)	\$ 4,680	\$ 4,973	McKinstry (2024)
Electrical (Safety)	\$ 37,000	\$ 37,000	Commercial Inspection (2026)
HVAC (Life Cycle)	\$ 191,625	\$ 203,640	McKinstry (2024)
Pest Control	\$ 5,000	\$ 5,000	Commercial Inspection (2026)
Immediate Total	\$ 504,305	\$ 516,613	
Primary Concerns			
Seismic Structural Updates	\$ 1,363,757	\$ 2,472,355	Miller 2015 Estimate
Elevator Phone	\$ 6,000	\$ 6,000	Commercial Inspection (2026)
Exit Signage	\$ 4,000	\$ 4,000	Commercial Inspection (2026)
Fire Sprinkler System	\$ 14,235	\$ 15,128	McKinstry (2024)
Life Safety Total	\$ 1,387,992	\$ 2,497,483	
Secondary Concerns			
Masonry Repairs	\$ 20,000	\$ 20,000	Commercial Inspection (2026)
Windows (Life Cycle)	\$ 110,730	\$ 117,673	McKinstry (2024)
Backup Generator	\$ 31,275	\$ 33,236	McKinstry (2024)
Lighting (LED Conversion)	\$ 20,835	\$ 22,141	McKinstry (2024)
Doors (Life Cycle)	\$ 49,770	\$ 52,891	McKinstry (2024)
Drainage	\$ 12,000	\$ 12,000	Commercial Inspection (2026)
Interior Finishes (water damage)	\$ 20,000	\$ 20,000	Commercial Inspection (2026)
Electrical (arc flash and upgrades)	\$ 80,000	\$ 80,000	Commercial Inspection (2026)
Exterior Envelope	\$ 40,000	\$ 40,000	Commercial Inspection (2026)
Secondary Total	\$ 384,610	\$ 397,941	
City Hall Totals	\$ 2,276,907	\$ 3,412,037	

*These recommendations do not take into consideration ADA accommodation improvements or asbestos planning and mitigation.

**Does not include any additional engineering or permitting required for improvements

***Calculated by applying the Construction Cost Index (CCI) Seattle to original estimates

March 02, 2026

Attn: Scott Fleury
City of Ashland | Public Works Director
51 Winburn Way
Ashland, OR 97520

Reference: Ashland City Hall

Subject: Structure Assessment

Objective:

ZCS is providing the City of Ashland (City) with a structural assessment of the Ashland City Hall Building (City Hall) roof framing in relation to recently discovered damage. City Hall is located at 20 E Main Street, Ashland, OR. This observation report is intended to summarize current conditions of readily accessible and observable roof framing elements of City Hall.

It is our understanding Ashland Fire & Rescue Fire Marshal Mark Shay deemed the building unsafe for occupancy due to findings from a recent property inspection performed by Oregon Commercial Property Inspections noting signs of water intrusion and a ‘split roof rafter’ at the roof. Stephen Chase and Joey Gipner of ZCS were on site Wednesday February 18, 2026, to observe accessible roof framing elements.

Observations:

The original City Hall building is a 2-story unreinforced masonry (URM) structure with wood framed roof and second floor. An addition to the north consists of URM with a cast-in-place concrete northern exterior wall with wood framed roof and second floor. A second distinct addition is located along the east and consists of cast-in-place concrete exterior walls with wood framed roof and second floor.

Attic spaces of City Hall were accessed from two locations at the second floor. Signs of previous water intrusion were observed within the attic space of the original building; no active water intrusion was observed. Two openings in the east exterior URM wall between the original building and addition were observed, these openings allowed visual observation of the east addition roof framing but not access to that attic. A damaged roof rafter was observed within the east addition roof framing through one of the openings in the shared east URM wall. Roof joists immediately to each side on the damaged rafter were observed to be intact. At the time of inspection, no additional damaged roof rafters were observed in readily accessible and observable areas of the attic spaces.

Conclusion and Recommendations:

The observed damaged roof joist located within the eastern addition roof framing requires repair, we recommend the City enlist licensed professionals to develop repair documents to address the damaged roof rafter. Once the damaged rafter has been repaired the building may be occupied. The remaining observable roof framing was found to be in generally good condition for a structure of this age. It should be noted the existing framing is likely deficient for current snow loads. It is our recommendation that the structure is not occupied during a snow event and a re-inspection be performed after a snow event has occurred. Snow events are defined as the potential for snow accumulation.



Where observable the existing URM and cast-in-place concrete walls supporting roof framing were found to be in generally good condition during the time of observations. Several seismic deficiencies were observed during our site visit which is not uncommon for a building of this age and construction type. It is our opinion that the existing lateral force resisting system is not adequate for current code wind and seismic events. It is our recommendation that the building is not occupied when a wind advisory is in the forecast. In addition, we recommend a re-inspection be performed after a wind advisory or seismic event to evaluate for potential damage.

It should be noted that no formal structural analysis of City Hall has been performed. The structure was found to be in generally good condition and in our opinion not at risk of imminent collapse based on our observations during the time of inspection. Therefore, it is our opinion that once the damaged roof rafter is repaired the building may be occupied, except when snow accumulation or wind advisory are forecasted. In the event of snow accumulation or a wind advisory occurs a re-inspection should be performed to re-evaluate the structure.

Thank you,

Matthew R. Smith, PE, SE
Principal



EXPIRES: 06-30-26



LIMITATIONS & EXCLUSIONS

This inspection was performed for the purpose of providing information regarding major and obvious structural deficiencies specifically identified by the Client as referenced in the above scope and excludes the following:

- General exterior: including exterior envelopes (paint, siding and weather proofing, etc.), drainage systems, grading, roofing, gutters, downspouts, retaining structures, and chimneys
- General interior: including insulation, ventilation, windows, ceilings, wall coverings, and floor coverings
- All mechanical systems: including plumbing, fixtures and piping, hot water heater, heating, ventilation, and air-conditioning
- All electrical systems: including all panels, low voltage, and high voltage circuitry and fixtures
- Pests and other wood destroying organisms
- Wells, fire sprinkler and detection systems

Maintenance and other items not specifically identified in the scope of our assignment may have been discussed, but they are not part of this inspection and report.

The inspection is not a code compliance inspection or certification based on past or present municipal codes of any kind.

This report is for the sole, confidential and exclusive use of the Client.

This inspection took place within the readily accessible areas of the building and is limited to visual observations of evident conditions existing at the time of the inspection only. No structural analysis was performed to substantiate the structure's performance during prescribed code loading events.

Concealed and latent defects and deficiencies are excluded from this inspection.

Systems were not dismantled to provide inspection access.

Destructive investigation and testing was not performed.

This inspection and report does not address and is not intended to address the possible presence of or danger from any potentially harmful substances and environmental hazards including but not limited to radon gas, asbestos, lead paint, mold, urea formaldehyde, flammable or toxic chemicals, and water and airborne hazards.

It is understood that ZCS Engineering, Inc. is not an insurer and that this inspection and report are not intended or to be construed as an express or implied guarantee or warranty of adequacy, performance, or condition of the structure at the inspected property address. No guarantee or warranty of the structure's performance outside the loading observed at the time of inspection can be made.

The Client hereby releases and exempts ZCS Engineering, Inc. and its agents and employees of and from all claims of responsibility and liability for the cost of repairing or replacing any unreported deficiency or defect and for any consequential harm, property damage, personal injury of any nature, and/or legal fees.

In the event that ZCS Engineering Inc. and/or its agents or employees are found liable due to breach of contract, negligence, breach of warranty, negligent, or misrepresentation, then the liability of ZCS Engineering, Inc. and its agents and/or employees shall be limited to the amount of the fee paid by the Client for the inspection and report.



Council Business Meeting

Date: March 27, 2026

Agenda Item	Discussion on Use of Community Center
Department	Mayor and Council
From	Jordan Rooklyn

TIME ESTIMATE

45 minutes

CATEGORY

Informational - this is to inform the body on a particular topic. No motion or direction needed.

SUMMARY

A summary of the historic use, rehabilitation, and current staff use of the Community Center.

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

Historic Use of the Community Center

The Community Center (59 Winburn Way) was built in 1922 for the Ashland Women's Civic Improvement Club. It was used for meetings, banquets, shows and tourist events until it became a USO headquarters during World War II. After the War, it served as the home of the Ashland Parks and Recreation Department for a number of years. In 1985, the City rehabilitated the building and used it as a blend of Parks office space and community rental space. From 2016-2018, the center was rented 36% of the available rental hours, or roughly 2,160 hours per year ([Ashland Parks and Recreation Commission 2019 Comprehensive Annual Financial Report](#)). After a structural investigation in April 2019, the Community Center was closed to public access due to safety concerns.

Rehabilitation of the Community Center

In April 2024, the City of Ashland completed a plan to address the Community Center's known structural issues and improve Americans with Disabilities (ADA) access. In July 2024, Outlier Construction began construction to implement the improvements. During demolition, additional structural issues were identified which would increase the cost of rehabilitation. In October 2024, City Council directed staff to form a Management Advisory Committee to provide input and a recommendation. In December 2024, City Council voted to continue with the rehabilitation under the original design intent. Major construction was completed November 2025, and final improvements are anticipated to be completed in May 2026. The cost of the Community Center rehabilitation project to date is \$1.4 million.

Relocation of Staff to the Community Center

Prior to February 2026, City Hall housed 13 administrative employees from the City Manager's Office, Human Resources, and the Legal Department. Due to safety concerns identified during a [Commercial Building Code inspection](#) and the [Fire Marshal's General Fire Inspection report](#), all City Hall staff vacated City Hall, effective February 17, 2026.

Effective February 27, 2026, the Legal Department relocated to the Finance building at 2245 Ashland Street. Effective March 16, 2026, the City Manager's Office and Human Resource relocated to the Community Center at 59 Winburn Way.

The plan to place the Legal Department in the Finance building and administrative staff in the Community Center was shared via email with City Council on February 17th, February 20th, Feb 27th, March 6th, and March 13th. New staff locations and office hours are scheduled to be announced in the March 27th e-newsletter.





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The table below summarizes the written communication that has occurred regarding the relocation of staff.

Date	Communication	Contents
Feb 16, 2026	City Manager email to City Hall staff and City Council	Fire Marshal has recommended vacating City Hall; staff are directed to work remotely until further notice.
Feb 17, 2026	City Manager email to City Council	Additional details about City Hall access restrictions.
Feb 17, 2026	City Manager email to City Council	Shares plan that Legal Department will be relocated to the Finance building and all other staff to the Community Center. Informs Council that Community Center will not be available for public rentals given the circumstances, but that Pioneer Hall will remain available for rentals.
Feb 18, 2026	Facebook & Instagram Post	City Hall vacated by staff
Feb 18, 2026	News Release	City Hall vacated by staff
Feb 20, 2026	City Manager Weekly Update (all staff and City Council)	Legal Department will be located at the Finance Building; HR and Admin will be at the Community Center; Emergency Management will be at Fire Station 2; Councilor office hours will be at the Grove. Community Center will not be available for rentals, but Pioneer Hall will remain available for public use.
Feb 27, 2026	City Manager Weekly Update (all staff and City Council)	CMO and HR are remote; Legal Department has relocated to Finance building. Council Office Hours relocated to the Grove.
Mar 6, 2026	City Manager Weekly Update (all staff and City Council)	Legal Department will be located at the Finance Building and HR and Admin will be at the Community Center.
March 13, 2026	City Manager Weekly Update (all staff and City Council)	HR and Admin will be at the Community Center starting Monday. Legal continues to be located at the Finance building. We have open hours at our new location. Details coming soon.

FISCAL IMPACTS

Expense Impact: The primary expenses for relocating offices to the Community Center are the Facilities and IT staff time required to move office furniture and equipment. Project-specific expenses are applied to the Public Works Facilities budget.

Revenue Impact: The BN25-27 budget estimates \$9,000 per year in revenue from Pioneer Hall and Community Center rentals combined. Actual revenue may be different based on usage rate.

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

None

REFERENCES & ATTACHMENTS

None





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