

**DRAFT MINUTES  
CITY COUNCIL  
REGULAR BUSINESS MEETING AGENDA  
Tuesday, February 2, 2021**

Held Electronically; View on Channel 9 or Channels 180 and 181 (Charter Communications) or live stream via [rvtv.sou.edu](http://rvtv.sou.edu) select RVTV Prime.

Written and oral testimony will be accepted for public input. For written testimony, email [public-testimony@ashland.or.us](mailto:public-testimony@ashland.or.us) using the subject line: February 2 Business Meeting Testimony.

For oral testimony, fill out a Speaker Request Form at [ashland.or.us/speakerrequest](http://ashland.or.us/speakerrequest) and return it to the City Recorder. The deadline for submitting written testimony or speaker request forms will be on Monday, February 1 at 10 a.m. and must comply with Council Rules to be accepted.

Note: Items on the Agenda not considered due to time constraints are automatically continued to the next regularly scheduled Council meeting [AMC 2.04.030.E.]

**6:00 PM REGULAR BUSINESS MEETING**

**I. CALL TO ORDER**

Mayor Akins called the meeting to Order at 6:00 PM

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

Councilors' Hyatt, Graham, Moran, Seffinger, DuQuenne and Jensen were present.

**IV. MAYOR'S ANNOUNCEMENTS**

Mayor Akins introduced Senator Jeff Golden. He spoke regarding Wildfire Recovery.

Council discussed Mobile Home Park options.

Council thanked Senator Golden.

**V. APPROVAL OF MINUTES**

1. Business Meeting of January 19, 2021

Hyatt/Seffinger moved to approve the minutes. Discussion: None. All Ayes. Motion passed unanimously.

**VI. SPECIAL PRESENTATIONS & AWARDS**

1. Proclamation for Formal Land Acknowledgement

Mayor Akins read the Proclamation into the record (*see attached*).

2. Proclamation for Transit Equity Day

Hyatt read the Proclamation into the record (*see attached*).

3. Annual Presentation by the Transportation Commission.

Public Works Director Scott Fleury introduced Transportation Chair Linda Adams.

Adams presented Council with the annual update.

## **VII. MINUTES OF BOARDS, COMMISSIONS, AND COMMITTEES**

[Airport](#)

[Budget](#)

[Conservation](#)

[Historic](#)

[Housing and Human Svcs.](#)

[Parks & Recreation](#)

[Forest Lands](#)

[Climate Policy](#)

[Cost Review](#)

[Planning](#)

[Public Arts](#)

[Transportation](#)

[Tree](#)

[Wildfire Mitigation](#)

## **VIII. PUBLIC FORUM**

Business from the audience not included on the agenda. The Mayor will set time limits to enable all people wishing to speak to complete their testimony. [15 minutes maximum]

*See note above for how to submit testimony for Public Forum.*

Karolina Lavagnino spoke regarding how this pandemic has impacted Neuman Hotel Group and the entire hospitality industry in Ashland.

Emily Simon spoke regarding concerns regarding the status of the Social Equity & Racial Justice Resolution and the Commission (*see attached*).

## **IX. CITY MANAGER REPORT**

Hanks presented Council with the Managers Report (*see attached*). Items discussed were:

- Management recruitments.
- City Recorder being sworn in as Region 5 Director of the Oregon Association of Municipal Recorders (OAMR).
- Look Ahead.

Council discussed supporting small businesses. Hanks explained he would like direction from Council to as to what they want to and will work on getting this added to the Look Ahead. He explained that Staff would need to know where the suggested funding sources would come from. DuQuenne suggested to direct Staff to look into possible funding sources.

Council discussed to set a date for the Goal Setting.

**Jensen/Hyatt moved to add reviving the Pledge of Allegiance to the Council Business Meetings; and to rescind the direction to Staff at last night's meeting regarding directing staff to prioritize an analysis of wastewater system. Discussion:** Jensen spoke in support of the motion. Hyatt spoke that this is a parliamentary issue. She asked for clarification from Staff regarding this issue. City Attorney David Lohman gave an overview of the process. Hyatt spoke that she would be in support to have this item added to the Agenda. **Roll Call Vote: Jensen, Graham, Hyatt, Seffinger, Moran and DuQuenne: YES. Motion passed unanimously.**

## **X. CONSENT AGENDA**

1. East Main Street Banner Request for the Oregon Fringe Festival

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Manager's office at (541) 488-6002 (TTY phone number 1-800-735-2900). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title I).*

2. Approval of Liquor License for Morning Glory

**Graham/Seffinger moved to approve the Consent Agenda. Discussion: None. All Ayes. Motion passed unanimously.**

**XI. PUBLIC HEARINGS**

Persons wishing to speak are to submit a “speaker request form” prior to the commencement of the public hearing. Public hearings conclude at 8:00 p.m. and are continued to a future date to be set by the Council, unless the Council, by a two-thirds vote of those present, extends the hearing(s) until up to 9:30 p.m. at which time the Council shall set a date for continuance and shall proceed with the balance of the agenda.

**XII. UNFINISHED BUSINESS**

1. Review of Approved Financial Policies

Finance Director Melanie Purcell gave a Staff report. Purcell went over a PowerPoint presentation (*see attached*).

Items discussed were:

- Background and schedule.
- Financial policies update.
- Significant changes to prior policies.
- Next steps.

Council discussed combing the General Fund to the Central Fund. Purcell explained that this is transparent and efficient.

2. Wildfire Forum Discussion and Schedule

Hanks gave a brief Staff report.

**Jensen/Graham moved to direct staff to develop a Wildfire Public Forum utilizing the agenda topics above with an event date of March 10th 2021. Discussion: None. Roll Call**

3. Council Liaison Appointments

Council approved the suggested Council Liaisons; Adding Councilor Seffinger to the Libaralive Ashland Commission.

4. Update on Citizen’s Budget Committee Vacancies and Appointment Process

Hanks gave a brief Staff report.

Council discussed the process.

**XIII. NEW AND MISCELLANEOUS BUSINESS**

1. Workplan Special Session Discussion and Schedule

**Hyatt/Graham moved to approve a special council work plan session and request Staff to**

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send a Doodle Poll for availability between the dates of February 17<sup>th</sup> - March 5<sup>th</sup> 2021. All Ayes. Motion passed unanimously.

**Items added to the agenda Regarding Rogue Valley Sewer Service Presentation:**

**Jensen/Hyatt move to rescind the thumbs up direction to staff at last night's study session to prioritize a deep dive analysis into the COA wastewater operation including the invitation for a Rogue Valley Sewer Services presentation. As part of this motion, it is further moved that such an analysis not be considered by City Council until after current city budget is approved by council.**

**Discussion:** Council discussed the process of what was approved at the 02/01/21 Study Session. Council discussed options of bringing an RVSS presentation back to Council. Moran spoke that this subject should be brought up after the budget and before the Fall. Seffinger spoke regarding living wage for all groups. DuQuenne spoke regarding livable Ashland and that discussions need to be had. Graham spoke to the importance of these conversations. She spoke to use of City Council and Staff time. She also discussed utility rates and a comparison to others.

**Roll Call Vote: Graham, Hyatt, Moran, DuQuenne, Jensen and Seffinger: YES. Motion passed unanimously.**

**Item added regarding the Pledge of Allegiance:**

Council discussed options on how to add the Pledge of Allegiance virtually.

**Jensen/Graham moved to bring back the Council Pledge of Allegiance done virtually at Council Business Meetings. Discussion:** DuQuenne spoke that she would take a knee during the pledge until there is justice for all. Mayor Akins spoke that she will lead the pledge but not state "Under God". Seffinger spoke she will also not say "Under God". Jensen suggested that in Akins absents to have Graham have to take over. He also suggested that those who do not want to say "under god" do not have to. **Roll Call Vote: Graham, Seffinger, Moran, Jensen, Hyatt: YES. DuQuenne: NO. Motion passed 5-1.**

**ORDINANCES, RESOLUTIONS AND CONTRACTS**

**XIV. OTHER BUSINESS FROM COUNCIL MEMBERS/REPORTS FROM COUNCIL LIAISONS**

**XV. ADJOURNMENT OF BUSINESS MEETING**

**The Council Business Meeting was adjourned at 9:05 PM**

**Respectfully submitted by:**

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**City Recorder Melissa Huhtala**

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**Attest:**

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**Mayor Akins**

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## PROCLAMATION

- Whereas, we acknowledge the legacy of the Shasta people, who are the original inhabitants of the lands in what is now called Ashland; and
- Whereas, we recognize that the indigenous people of Ashland and the Rogue Valley were forcibly removed from their homeland, in 1856; and
- Whereas, we recognize that our country was built on aboriginal land and we pay tribute to the tribal sovereign nations who have and continue to maintain the health and beauty of these lands, in and surrounding Ashland, through the careful stewardship of forest, watersheds and wildlife; and
- Whereas, we recognize that Land Acknowledgment is morally and ethically correct and a necessary step toward honoring Native communities and enacting the much larger intention of healing and reconciliation — also recognizing that the first people, their tribal governments and traditional communities are still here; including the present and future descendants of the Shasta, as well as the diverse Inter-Tribal communities who make their home here today; and
- Now, Therefore Let It Be Resolved, The Ashland City Council, by consensus, hereby declares to codify a formal land acknowledgement of the Shasta Nation, the Ikirakutsum Band from the village of K'wakhakha (Ashland City Plaza). “Where the crow lights”
- Let It Therefore Further Be Resolved, The Ashland City Council, though this proclamation will hereinafter state the following land acknowledgement prior to Ashland City Council Meetings:  
*We acknowledge and honor the aboriginal people on whose ancestral homelands we live, —the Ikirakutsum Band of the Shasta Nation, including the original past indigenous inhabitants, as well as the diverse Native communities who make their home here today. We also recognize and acknowledge the Shasta village of K'wakhakha — “Where the Crow lights”—that is now the Ashland City Plaza.*
- NOW, THEREFORE, I, Julie Anne Akins, Mayor of Ashland, do hereby proclaim that Land Acknowledgement, will be part of our City Council Meetings hereafter as

Dated this day February 2, 2021

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Julie Akins, Mayor

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Melissa Huhtala, City Recorder

## PROCLAMATION

Whereas, February 4, 2021, is the fourth annual Transit Equity Day; and

Whereas, Transit Equity Day is celebrated on February 4 because it marks the 108th birthday of Rosa Parks; and

Whereas, Rosa Parks helped to lead a movement to oppose injustice in the Montgomery bus system; and

Whereas, work continues today to ensure that public transportation is accessible and affordable to all; and

Whereas, Transit Equity Day calls attention to disparities in transit access and air quality; and

Whereas, Transit Equity Day in Ashland is hosted by the Ashland Climate Action Project of Southern Oregon Climate Action Now.

Now, therefore, I, Julie Akins, Mayor of Ashland, Oregon do hereby recognize February 4, 2021, as

**Transit Equity Day**

in the City of Ashland.

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Julie Akins, Mayor

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Melissa Huhtala, City Recorder

Public Forum:

Emily Simon

The purpose of this testimony is to make a number of observations regarding the status of both the resolution as well as the commission. I would like to start by thanking the mayor and the council for all of your efforts in both regards. I know that time was running short at the last meeting, and that the racial justice resolution is not scheduled for further discussion until February 16, and the commission is not scheduled for further discussion until March 16,

But, in the spirit of Dr. Martin Luther King, I can not wait until these items are on the agenda to raise the following points:

1. Resolution 2021-01, replaced the prior resolution by adding two new provisions in section 2 L and M. There was not a councillor assigned to either of those provisions. Nor were they included on councillor Graham's spreadsheet, because they were newly added. I would request that a councillor be assigned to both of those items now rather than waiting until February 16 to do so. I believe that this is important so that the citizens of Ashland are getting regular public transparent feedback as to what is happening on all of the issues. That is the beauty of the recurring nature of the resolution on the calendar and I am very appreciative of the efforts to keep it there.

2. I was quite concerned by the conversation right at the end of the meeting regarding the commission. I would request that there be a public and transparent update prior to March 16. I think it would be helpful to the citizens of Ashland to know the true status of the commission and what needs to occur prior to it actually starting work. As Dr. Martin Luther King said, we cannot wait for these issues to be addressed, and it would grieve me if the efforts to work systemically in this regard was lost in bureaucratic functions. Or if the citizens of Ashland question the commitment to the commission, based upon the fact that it was discussed on January 4 and there has been nothing official, of which I am aware, regarding the progress of the commission. Perhaps the city manager could give an update as to the status of the formation of the commission as part of the report that is given during every council meeting?

Thank you again for considering my testimony and please do not hesitate to contact me at the phone number below if there are any aspects of these issues that you would like to discuss in advance of the meeting.

# City of Ashland Financial Policies Update

CITY COUNCIL STUDY SESSION

FEBRUARY 2, 2021

# Background and Schedule

- ▶ November 16, 2020: Presentation to City Council
- ▶ December 2, 2020: Adoption by City Council
- ▶ December 9, 2020: Presentation to Parks Commission
- ▶ December 2020: MUNIS coded to include new accounts; reconciled for transfers, payroll, and operations
- ▶ January 2021: Workforce and OpenGov coded for department budget entry; reconciled for transfers, payroll, and operations
- ▶ February 1-19, 2021: Department budget entry
- ▶ February 22- March 12, 2021: Internal budget balancing, reconciliation
- ▶ March 15-29, 2021: Budget preparation and release to Budget Committee
- ▶ March 30, 2021: City Manager's Recommended Budget presented to Budget Committee

# Financial Policies Update

- ▶ Financial policies provide the backbone of the financial management system and long-term guidance for financial resiliency.
- ▶ Financial policies are the foundation for the budget process and management.
- ▶ Financial policies include:
  - ▶ Structure
  - ▶ Management
  - ▶ Operations
- ▶ Financial policies are implemented through Administrative Procedures.

# Significant Changes to Prior Policies

- ▶ Minimum fund balances increased across all funds
  - ▶ Increase stability and future resilience
- ▶ Maximum fund balance installed for General Fund
  - ▶ Avoid overaccumulation of cash without a specific plan; increase transparency
- ▶ Changed calculation for fund balance policies to expenditure based
  - ▶ Increase responsiveness to influencing factors
- ▶ Parameters for Reserve Fund strengthened including sources and uses
  - ▶ Increase transparency; build future resilience
- ▶ Established policy for allocation of unbudgeted surpluses and sale of assets

# Significant Changes to Prior Policies

- ▶ Separate of Storm Drain from Streets Funds
  - ▶ Account for enterprise separate from governmental fund; increase transparency of separate functions
- ▶ Consolidation of Central Services into the General Fund
  - ▶ Increase flexibility for grants management, increase transparency, reduce transfers between funds

# Next Steps

- ▶ Provide Feedback on proposed changes
- ▶ Adopt updated Financial Policies- December 15, 2020
- ▶ Review and modify, if needed, during BN2021-2023 budget process