

MINUTES FOR THE ad hoc AFN GOVERNANCE STRUCTURE COMMITTEE
Thursday, July 2, 2015
Siskiyou Room, 51 Winburn Way

1. Call to Order

Chair Pam Marsh called the meeting to order at 3:06 p.m. in the Siskiyou Room.

Committee members Jim Teece, Dennis Slattery, Rich Rosenthal, Mathew Beers, and Vicki Griesinger were present. Staff member Dave Kanner was present. Committee members Bryan Almquist and Susan Alderson were absent.

2. Public Input

None.

3. Review of Minutes

Rosenthal/Slattery m/s to approve the minutes of June 18. Voice Vote: All Ayes. Motion passes.

4. AFN restructured as a utility

Kanner gave an overview of what restructuring AFN as utility would entail. The downside is that this would continue to have political decision making. Additionally, the legality of this model is not certain at this time. He stated IT Director Holden believes that the style of AFN means it is legal. Kanner suggested that if the committee wants to pursue this option they hire legal counsel to do a strong review in order to avoid lawsuits.

Kanner stated the real challenge is that if AFN is turned into a utility, the Council would need to be willing to shut off service (not just for AFN but for all utilities) for non-payment. Group discussed how the City currently handles non-payment shut-offs and how this could be different as it's not a necessity like electricity or water.

Group discussed the problems associated with the utility option - there are big challenges with this model with this including legal and political concerns and financial costs associated with scaling up to provide service to every residence.

Group discussed a modified utility model, similar to the Medford Water Commission, wherein there would be a separate board to manage the utility (established by ordinance). The board would be given independent authority and would need to support itself by revenues from the utility. Kanner stated that there are many similar models to this around the state. This is challenging due to current debt of the system.

Group discussed another option of utility model more like the City's Airport Commission, wherein they would have some independence but would still need to get final approval on budget or large projects from the Council. This model may not make AFN any more nimble or responsive, as they still have to abide by public meetings laws. The bonus is that the board or commission would be made up of people with knowledge and direct interest in AFN unlike the Council who may not have the same level of knowledge or interest.

Group discussed the possibility of being more nimble by getting away from public meetings laws. This would require AFN to be spun off AFN into a separate entity like the Hospital Board.

Group asked if the Water Commission model would be free to do business with anyone (i.e. not just be restricted by Ashland City limits). Teece stated yes, residents of Talent do request service and nothing technically prevents AFN from providing that service, but keeping to a specific, Ashland only location was previous Council's decision. Additionally, in 2010 it was determined that going outside of Ashland could cost about a \$.5 million in infrastructure, without enough profit to cover that cost. This cost estimate might no longer be accurate, with new technologies.

David Hand stated that the option for growth outside of Ashland is an interesting topic but the options for growth within Ashland is actually more important. Currently of the roughly 10,000 homes in Ashland, only 3,000 are served by AFN. We have huge growth potential to be gained in the homes not using the service. Group discussed the challenges of providing a high enough level service at a low enough cost to appeal to those homes. Teece explained the prohibitive group are the younger, wireless customers because they use every bit of bandwidth given them thanks to streaming. Modem customers, on the other hand, don't use anywhere near what is available to them.

5. Evaluation Criteria

Marsh stated she wants the group to brainstorm potential criteria for evaluating any option. She hopes the SWAT analysis from last meeting will give the group focus. Additionally, using the evaluation criteria from March 7, 2006, Council Communication may help start the process.

Criteria

Any option considered must ...

1. Have high reliability (i.e. always be on) and be customer focused
2. Enable AFN to be nimble in a competitive environment
3. Be governed by stable, dedicated, and knowledgeable leadership
4. Have positive financial impact (be as well run financially as possible) (investments justified as short- or long-term benefit)
5. Allow AFN long-term viability (maintaining choice in community) to provide competitive environment and support economic development (goal is to sustain the system over time to serve the community)
6. Be resistant to political change or whims

Group discussed whether public ownership of the assets was important. They acknowledged that the City owns the debt so owning the assets helps to guarantee no defaulting on the debt. Group wondered if it would ever be possible to sell enough to cover enough of the debt would owning it still be a priority. They decided that public ownership wasn't a high enough priority right now to be on the criteria list but that it could be a secondary criteria for consideration.

Group discussed whether having an open ISP structure should be a requirement. They determined that at this stage this would pigeon-hole the options. Additionally, the group has already acknowledged the importance of providing long-term options for community in some of

the other criteria.

Group reviewed the criteria to see if changes or additions to each should be made.

Group discussed what they considered timeframes for short- and long-term goals. They discussed whether nine years, which is the time left on the debt payment, is a short-term, mid-term, or long-term target. Group decided that nine years is too long to be short-term, particularly considering how rapidly things change in the tech world. Short-term should be closer to one or two years. Nine years should be the long-term goal, with the hope that the principles established in this process and during those nine years will carry beyond for future success.

6. Identification/ initial analysis of alternative organizational models

Group brainstormed the types of models they want to study further or consider.

Models

1. *As-is (status quo) model* – could actually go several ways
 - a) leave in Council control entirely,
 - b) appoint a separate quasi-governmental commission (like the Airport Commission)
 - c) rework the ISP control to change where the city/ISP divide sits.
2. *Utility model*– in its raw form this is just a way to distribute costs (debt) equally. Group has concerns about the legality. This has the highest possibility of having a transformational impact on how the City does business.
3. *Public model* – concessionaire (golf-course model). The City maintains the infrastructure but it is managed separately. In other words the City is the wholesaler and the concessionaire is the retailer. This could theoretically lower the operating costs to the City by reducing employee costs. This model could also include multiple concessionaires and the dividing line between where the City operates and where concessionaires operate is flexible (for example: concessionaires could take over running the head end or they could have control later in the pipeline)
4. *Spin-off model* – similar to the former hospital board model. The board would lease the assets from the City and have a full operating, self-perpetuating board.
5. *Sold entirely (divestment) model*

Group discussed that models 1 and 3 (as-is and public) have lots of overlap, and can be picked and parsed or combined in lots of different ways.

Group discussed the desire to add to the Criteria list “minimize impacts on City operations, both to staff roles or operation and to central service fee charges.”

7. Next steps/ meeting schedule

Marsh stated that at the next meeting she would like to work on creating a grid of how the model options lay out with the criteria on a fundamental level.

Rosenthal requested the group also work on a statement of purpose/mission statement. This would be helpful for future groups to analyze how decisions were made and also would help to explain why AFN is important overall. Group agreed this should be added to the next agenda.

The next meetings will be July 15 and July 27, from 3:00 – 5:00 p.m. in the Sikiyou Room.

8. Adjournment

Meeting adjourned at 4:56 p.m.

Respectfully submitted,
Diana Shiplet
Executive Assistant

ASHLAND HISTORIC COMMISSION
Meeting Minutes

June 3, 2015

Community Development/Engineering Services Building – 51 Winburn Way – Siskiyou Room

REGULAR MEETING - CALL TO ORDER 6:02 p.m. – SISKIYOU ROOM in the Community Development/Engineering Services Building, located at 51 Winburn Way

Historic Commissioners Present: Mr. Skibby, Mr. Whitford, Mr. Giordano, Ms. Kencairn, Mr. Ladygo, Mr. Emery, Ms. Renwick, Mr. Swink

Commission Members Absent: Mr. Shostrom (E)

Council Liaison : Carol Voisin, absent

Staff Present: Staff Liaison: Amy Gunter, Clerk: Regan Trapp

APPROVAL OF MINUTES:

Ms. Renwick motioned to approve minutes from May 6, 2015 and Ms. Kencairn seconded Mr. Swink abstained, no one opposed.

PUBLIC FORUM:

There was no one in the audience wishing to speak.

COUNCIL LIAISON REPORT:

The Council Liaison was not present so no report was given.

Mr. Skibby read aloud the procedures for public hearings

PLANNING ACTION REVIEW:

PLANNING ACTION: PA-2015-00680

SUBJECT PROPERTY: 237 N. First St.

OWNER: Ashland Food Cooperative

APPLICANT: KenCairn Landscape Architecture (*agent for owner*)

DESCRIPTION: A request for Site Review approval to reconfigure the landscape and patio areas along A Street to provide more water-efficient landscaping, improve the employee break area, and provide secure employee bicycle parking for the Ashland Community Food Store located at 237 N First Street. The application includes requests for a Tree Removal Permit to remove two trees. (*The property is located within the Ashland Railroad Addition Historic District and the Detail Site Review Zone, and because of the building size is also subject to additional standards for large scale projects.*)

COMPREHENSIVE PLAN DESIGNATION: Employment; **ZONING:** E-1;

ASSESSOR'S MAP: 39 1E 09BA; **TAX LOT:** 13401

Ms. Gunter gave the staff report on PA-2015-00680.

Mr. Skibby opened the public hearing to the applicants.

Ms. Kencairn had conflict of interest and ex-parte contact but wanted to present PA-2015-00680. Ms. Gunter checked to make sure this was appropriate to do. After some research Ms. Kencairn presented as requested.

Ms. Kerry Kencairn, Landscape Architect at 545 A Street Suite 3, presented to the Commission. She said the biggest change that people will see when walking up will be an elaborate ornamental landscape screen with an entry arbor creating a sense of welcome for customers. This structure will give employees a place to be without being in view of the public. The bikes will be secured by individual bike loops behind the wall and the break area will be shielded by hog fencing, shrubs, and a wooden fence that is 3 ft tall. There will be only one access point for employees as the set of stairs on First Street will be taken out.

Mr. Skibby closed the public hearing and opened to the Commission.

Mr. Giordano motioned to approve as presented PA-2015 00680 and Mr. Swink seconded, no one opposed.

PLANNING ACTION: PA-2015-00878

SUBJECT PROPERTY: 35 S. Pioneer St.

OWNER: City of Ashland

APPLICANT: Oregon Shakespeare Festival

DESCRIPTION: A request for Site Review approval to allow exterior modifications to the Oregon Shakespeare Festival's Bowmer Theater for the property located at 35 S. Pioneer St. These modifications are associated with adding an elevator to the Bowmer Theater building as part of broader accessibility improvements and will involve an approximately 202 square foot addition to the theater building. The application also includes a request for a Tree Removal Permit to remove a 16-inch diameter maple tree. **COMPREHENSIVE PLAN DESIGNATION:** Commercial Downtown; **ZONING:** C-1-D; **ASSESSOR'S MAP:** 39 1E 09; **TAX LOT:** 100

Ms. Gunter gave the staff report on PA-2015-00878.

Mr. Skibby opened the public hearing to the applicants.

George Cramer of 386 N. Laurel, representative of the Oregon Shakespeare Festival, spoke about the project. Mr. Cramer stated that the only exterior change is the loss of one of the exterior windows. This project is a compatible addition that will minimize the visual impact of the Historic Bowmer Theater. The portion of the lobby windows will project into the bricks but the roofline will not change. The entire addition sits under the eaves of the existing building.

Mr. Skibby closed the public hearing and opened to the Commission.

Mr. Whitford motioned to approve as presented PA-2015-00878 and Ms. Kencairn seconded. No one opposed.

PLANNING ACTION: PA-2015-00821

SUBJECT PROPERTY: 315 High Street

OWNER/APPLICANT: Kenneth & Sara Pearson

DESCRIPTION: A request for Site Review approval to convert the existing 922 square foot guest house with attached garage into an Accessory Residential Unit. **COMPREHENSIVE PLAN DESIGNATION:** Single Family Residential; **ZONING:** R-1-7.5; **ASSESSOR'S MAP:** 39 1E 05DD **TAX LOT:** 7300;

Ms. Kencairn recused herself from discussion as she worked on this project.

Ms. Gunter gave the staff report on PA-2015-00821

Mr. Skibby opened the public hearing, since there was no one wishing to speak, he closed to the applicant and opened to the Commission.

Mr. Giordano motioned to approved as presented PA-2015-00821 and Mr. Swink seconded. No one opposed.

OLD BUSINESS:

There was no old business to discuss.

NEW ITEMS:

- A. Review Board schedule.
- B. Project Assignments for planning actions.
- C. Historic Preservation Week wrap up

Mr. Skibby spoke about the tour and said that he had 19 people. He spoke about the fact that he would like to do weekly tours that could be advertised. These could happen mid-June through August. Parks and Recreation and the different hotels could be notified. Railroad Park would be the meeting spot for the walking tour that would happen every Friday at 10am starting on June 19, 2015. An advertisement will be placed in the city source and as well as on the city website.

DISCUSSION ITEMS:

- A. Butler-Perozzi Fountain – Commissioner Skibby

Mr. Skibby talked to Jim Lewis on the parks commission and he said that they are not going to discuss what to do with the Butler-Perozzi Fountain for about 2 years. Mr. Skibby thought it would be nice to have someone from the Parks Commission come and speak about it. Ms. Kencairn spoke that her firm is looking into the restoration of the fountain. Ms. Gunter suggested that someone from Historic attend the Parks Commission meeting and discuss the fountain project with them at the June 22 meeting. Mr. Ladygo volunteered to attend the meeting and represent for the Historic Commission. Mr. Ladygo will report back to the Commission during the July meeting.

COMMISSION ITEMS NOT ON AGENDA:

Ms. Gunter reported that the red painted asphalt in front of Pioneer Hall is temporary and Public Works is working on a plan of action for repair. Once the plan is devised, the proposal will be brought before the commission.

Ms. Gunter announced to the Commission that she will be leaving the City of Ashland and that this is her last meeting with the Historic Commission. At this time, it is unknown who will be taking over as staff liaison.

Review Board Schedule

June 4th	Terry, Kerry, Andrew
June 11 th	Terry, Tom, Bill
June 18 th	Terry, Andrew, Allison
June 25 th	Terry, Sam, Bill
July 2 nd	Terry, Keith, Kerry

Project Assignments for Planning Actions

PA-2014-01956	Lithia & First	All
PA-2014-00710/711	143/135 Nutley	Swink & Whitford
PA-2014-01283	172 Skidmore	Shostrom
PA-2014-00251	30 S. First St	Whitford
BD-2013-00813	374 Hargadine	Swink
PA-2013-01828	310 Oak St. (Thompson)	Shostrom
PA-2014-02206	485 A Street	Renwick
PA-2015-00178	156 Van Ness Ave	Kencairn
PA -2015-00374	160 Lithia Way	Emery
PA-2015-00541	345 Lithia Way	Giordano & Renwick
PA-2015-00493	37 N. Main	Skibby
PA-2015-00878	35 S. Pioneer	Ladygo

ANNOUNCEMENTS & INFORMATIONAL ITEMS:

Next meeting is scheduled for July 8, 2015, 6:00 pm.

There being no other items to discuss, the meeting adjourned at 7:15 pm

Respectfully submitted by Regan Trapp

CITY OF ASHLAND

Ashland Housing and Human Services Commission
Minutes June 25, 2015

CALL TO ORDER

Chair Boettiger called the meeting to order at 4:30 pm in the Siskiyou Room at the Community Development and Engineering Offices located at 51 Winburn Way, Ashland OR 97520.

Commissioners Present:	Council Liaison
Joshua Boettiger	Pam Marsh
Rich Rohde	
Heidi Parker	SOU Liaison
Sue Crader	Vacant
Regina Ayars	
	Staff Present:
Commissioners Absent:	Linda Reid, Housing Specialist
Gina DuQuenne	Carolyn Schwendener, Admin Assistant
Coriann Matthews	
Connie Saldana	

Approval of Minutes

Rohde/Parker m/s approval of minutes of the May 28, 2015 Housing and Human Services Commission meeting with one adjustment. Voice Vote: motion passed unanimously; minutes were approved as presented.

Public Forum

Huelz Gutchen, who lives at Ashland Wellsprings, introduced himself. He handed out his prospectus to the Commissioners. See Exhibit A at the end of the minutes. Huelz shared he would like to have Bill Molnar the Community Development Director's job. Huelz read to the Commissioners a portion of his prospectus explaining the importance of understanding the transportation safety index.

Evan Peck introduced himself and is interested in the vacancy on the Housing & Human Services Commission. He was present to observe the meeting.

July 20th Housing Trust Fund Study Session Discussion

Reid included in the packet a memo with information the subcommittee had put together regarding the Housing Trust Fund. The Commissioners made a few changes to the document and Reid will forward it on to the City Administrator who is putting together the Study Session Communication. The City Council meeting is scheduled for July 20, 2015 and Boettiger confirmed he is available to speak to the Council at that meeting. Some of the other Commissioners will also be able to attend. Reid will make the changes and email it out to the Commissioners along with the original Housing Trust Fund Ordinance.

Rental Registry Discussion

Ayars explained that after receiving the solicitation from the City to register her rental units she went into the City Business office to do so. It appeared to her that the staff was not familiar with the form and the form itself did not speak to people that have Single Family homes as rentals. The form seems designed more for property owners with apartments, stated Ayars. Consequently she had trouble filling it out.

Ayars proposed a few questions to the Commissioners; "Where is the information we are collecting? Where is it going and what are we going to do with the information?" Reid explained that the regular business license stays with the utility billing department. The supplemental piece gets scanned along with the business license and is given to Reid. Reid enters the information into the spreadsheet she included in the Commissioners packet. The

information provided gives us an idea of how many units, how many bedrooms and contact information, said Reid. This gives the City the ability to do a mail merge with any educational information we might have to offer. Reid made the observation that most of the forms she received were renewals very few were new people with two to four units.

Ayars asked "How do we raise visibility of this process being it's new to the City? It's not touching the new people". Reid commented that the Finance Department is working with the City's Geographical Information Systems (GIS) department to do a targeted mailing to those property owners who have more than one unit. This is a little challenging since this does not guarantee their units are rentals. It was suggested to get a mailing out to the rental property managers informing them of the change with the registry to include two to four units.

Election of New Officers

The Commissioners expressed their desire to keep the current leadership of the Commission for the coming year. Rohde/Crader m/s to nominate our current officers for another one year term. Voice Vote: All ayes motion passed.

Social Services Grant Debrief and Next Steps

Reid thanked Marsh for her kind words about the Commission and their grant evaluation process at the City Council meeting. Marsh reviewed the Council's decision for the disbursement of funds for the Social Service Grant Money. The Council made a motion to take \$3,000 from the Resource Center and put it towards the Rose Circle. This motion passed. Another motion was made to take \$12,000 from the Resource Center and St. Vincent DePaul and put towards the Health Center. This motion failed.

Marsh thought the Commission did a great job focusing on the priority areas in which they had designated. Marsh recognized the Commissions accomplishments over the last year commenting they have laid a great foundation for the coming year.

The Commissioners briefly discussed the Social Service Grant process and expressed their satisfaction in how it all turned out. They did acknowledge that changes could take place in the coming years and would like to put this topic on their retreat or at the August meeting. It was suggested to have sub committees to work on four key elements and bring a report back to the full Commission. Those key elements are; timeline, application, questions, and reporting requirements.

One of the concerns surrounding the process was the possibility that some of the Commissioners would have to recuse themselves due to a conflict of interest and there wouldn't be enough voting members. Reid offered to speak with City Recorder Barbara Christensen and invite her to the next meeting. Ms. Christensen would be able to explain the City's Municipal Code of Ethics. This would help the Commission be clear on when and who must recuse themselves when a motion is being made.

Student Fair Housing Issue Next Steps

This agenda item was moved to the August meeting. Reid will be meeting with Megan, the potential student liaison, and invite her to attend a future meeting.

Liaison Reports

Marsh reported on the property located at 321 Clay Street. The application was for the removal of a Cottonwood Tree in order for an affordable housing complex to be built by the Housing Authority of Jackson County. Both the Tree Commission and the Planning Commission recommended denial to the Council. This application will be on the August Council Agenda. The Commissioners expressed their concern that with all the publicity surrounding the tree no one approached the Housing Commission inquiring about their thoughts on the need for affordable housing within our City. The Commissioners recognized this shows what little visibility they have in the Community. Put this topic on next month's meeting to discuss drafting a potential statement in support of affordable housing that highlight the communities housing needs. Also discuss ways on how to educate and offer outreach to the Community.

July 23, 2015 Meeting Agenda Items

Boettiger received a call from Lee Madsen, Director of the Ashland Community Resource Center, he is concerned about the police issuing citations around overnight car camping. Parker remarked that the Homeless Steering Committee has discussed the need for an area for car camping as many people sleep in their car. Put on next month's agenda and Reid will invite someone from the Police Department to attend next month's meeting to discuss this issue.

Quorum Check:

Next Housing Commission Meeting – 4:30-6:30 PM; July 23, 2015

Adjournment

The meeting was adjourned at 6:15 p.m.

Respectfully submitted by Carolyn Schwendener