1. **(6:00) - Call to Order**

2. **Consent Agenda (5 min)**
   2.1. July 24, 2019 Meeting Minutes

3. **(6:05) Announcements (10 min)**
   3.1. Next Regular Meeting: September 25, 2019
   3.2. Upcoming Sub-committee meetings
   3.3. Other Announcements from Commissioners

4. **(6:15) - Public Forum to be evenly divided by public wishing to speak (10 min)**

5. **(6:25) - Reports/Presentations (20 min)**
   5.1 Council Liaison Update (5 min)
   5.2 City Operations/Administration Update (15 min)
      - Plastic Wrap of Marketing Materials
      - 10 by 20 Ordinance
      - Idling Ordinance
      - DEQ Materials Management Grants

6. **(6:45) Old Business (45 min)**
   6.1. Commission Monthly Column in Sneak Preview (10 min)
      6.1.1. Review Calendar
      6.1.2. Discussion on Continuing Published Articles Assigned To Due for Packet Due to Sneak Preview (staff) Approved?
      August
      September
      October
      November
      December
      TBD – Rogue to Go, Straws on Demand, Juicebox Electric Car Charger, and Addressing Consumption Emissions
   6.2. Sub-committee updates (25 min)
      6.2.1 Water (6 min)
      6.2.2 Waste Prevention (6 min)
      6.2.3 Air Quality (6 min)
      6.2.4 Marketing and Outreach (6 min)
   6.3 Public Meeting Law (10 min)

7. **(7:30) - New Business (25 min)**
   7.1. Annual Report to Council (10 min)
   7.2. Climate Stories Script Approval (10 min)
   7.3. Conservation Commission Website Update Discussion (5 min)

8. **(7:55) - Wrap Up (5 min)**
   8.1. Items to be added to next agenda
      - Debrief on State Laws after legal review
1. **Call to Order**

Chair James McGinnis called the meeting to order at 6 p.m. Commissioners Risa Buck, Larry Cooper, Marion Moore, Jamie Rosenthal, and Bryan Sohl and staff member Stu Green were present. Absent were Commissioner David Sommer, staff liaison Adam Hanks, and Council liaison Julie Akins. Moore volunteered to be an action item recorder.

2. **Consent Agenda**

   2.1. June 26, 2019 Meeting Minutes

   Cooper/Sohl moved/seconded approval of June minutes. Voice vote: All ayes. Motion passed unanimously.

3. **Announcements**

   3.1. Next Regular Meeting: August 28, 2019

   McGinnis announced the next meeting. Sohl will be absent and Rosenthal might also be absent.

   3.2. Upcoming Sub-committee meetings

   Moore announced that the Marketing and Outreach Subcommittee is meeting every two weeks. The next meeting will be held at 3 p.m. on Thursday, July 25 at the Geos Institute, 84 4th street. Buck stated that the Waste Prevention Subcommittee is not officially meeting, but has split into two groups to work on their current projects.

   3.3. Other Announcements from Commissioners

   Buck announced the Laundry to Landscape Graywater workshop on Saturday July 27 at Southern Oregon University. McGinnis announced that the Climate Policy Advisory Commission’s (CPAC) appointments has been moved to the August 6 Council meeting.

4. **Public Forum**

   Huelz Gutcheon, Ashland, OR - spoke to the CPAC appointment list from the July 16 Council meeting. He also spoke to land use codes and the Comprehensive Plan regarding new constructions being cost effective.

5. **Reports/Presentations**

   5.1. CEAP Marketing and Outreach Priorities (including reaching out to SOU, RCC, AHS and Rogue Action Center), plus discussion of Marketing and Outreach Sub-committee progress. (Green)

   Issues and suggestions discussed included:
   - No current consolidated effort on climate issues with entities listed above;
   - Adding outreach or education language to second reading of amended Conservation Commission;
   - Time sensitivity of climate plan and moving forward;
   - Using Commission monthly meeting to update on the work groups/sub committees work done in between monthly meetings;
   - Pilot programs helping with the climate, but not directly related to Climate and Energy and Action Plan (CEAP); and
   - Using CEAP and Empower Ashland plans for work group/subcommittee tasks.
Green gave recommendations for the Commission:
- Continue with same topics the Conservation Commission has been dealing with and connect them back to CEAP;
- Move away from Subcommittees and identify tasks and deadlines for work groups or individuals; and
- Begin with neighborhood identification, citizen consumption manual, and underrepresented populations identification.

5.2. Council Liaison Update
None. It was requested that staff update the Commission on potential Council items of interest to the Commission with either a verbal or written report each meeting.

5.3. City Operations/Administration Update
Green informed the Commission of his current projects including:
- Creating a new website for CEAP to be utilized as an outreach tool;
- Finalizing a generic climate outreach presentation;
- Compiling transportation emissions data;
- Refining the GHG inventory update;
- Creating a new electric vehicle (EV) incentive for business EV chargers; and
- Installing more public and City fleet EV chargers.

The Commission expressed interest in having space on the new website for Conservation Commission to list activities and the Conservation Corner articles. Staff stated that the Conservation Commission can edit their current webpage on the City website.

6. (6:57) Old Business
- September – Climate Equity (Koopman/co-author from community – July 15)
- October – Rogue to Go Box Pilot Program (Buck – August 19)
- November – Leaves and Composting Options (Rosenthal – September 16)
- December – CPAC Joint Commission article (McGinnis/CPAC members – October 14)
- TBD – pilot program for Straws on Demand, Juicebox Electric Car Charger, and addressing consumption emissions articles.

Koopman wrote the article “Closing the Climate Gap”. Buck/Moore moved/seconded the approval of the article as written. Voice vote: all ayes. Motion passed unanimously.

6.2. Sub-committee updates
6.2.1 Water
Stated above under other announcements.

6.2.2 Waste Prevention
Rosenthal and Koopman have been working on communication for the continuation of the Straws on Demand program. They will be informing businesses about the passing of State Senate Bill 90 which bans plastic straws as of January 1, 2020.

Buck and Green are finalizing the Rogue to Go reusable to go containers program. They hope to order the containers in August and launch an external website for the program.
6.2.3 Air Quality
None. The Commission expressed interest in having the Subcommittee reach out to ACE hardware for a demo or sale on electric landscaping equipment.

6.2.4 Marketing and Outreach
Moore announced that the Subcommittee has had two meetings. The first included:
- Discussing action items presented by Green (see item 5.1 above);
- Setting up a possible communication website, potentially with an external sponsor; and
- Utilizing SharePoint documents for the Subcommittee to update.

Some discussion surrounded if the SharePoint documents should be shared with the entire Commission for everyone to view and edit. The conclusion is that individual or small groups should be assigned to different documents (no more than four Commissioners on one document) to avoid having an illegal public meeting. The documents in a draft form can be brought to the entire Commission at the regularly scheduled meeting for approval.

The second meeting focused on what projects Subcommittee members wanted to start. Cooper working on the climate stories video project and will have a script for approval at the next meeting. McGinnis and Moore are focusing on outreach in the form of presentations to neighborhoods in the hopes that the neighborhoods would set up work groups of their own.

7. (7:37) - New Business
7.1. Task Teams/Sub Committees – what is more appropriate and when?
Discussed above.

7.2. What are the rules that govern both (a topic for Public meeting law)?
Discussed above.

8. (7:39) - Wrap Up
8.1. Items to be added to next agenda
- Debrief on State Laws after legal review
- August: Plastic Wrap, Public Meeting Law, 10 by 20, Idling Ordinance

Rosenthal updated the Commission on the most recent conference with the Association of Oregon Recyclers. Hot topics from the conference included:
- New legislation on bans. Portland is enacting a ban on certain single use items as of October 1;
- Communities are dealing with recycling changes by limiting items that can be recycled, enacting rate increases, or both;
- The excess of plastic items and the extended producer responsibility (EPR); and
- A legislative plan to propose a bill for nationwide bottle redemption, ban on single use products, carry out bag fees, and labeling for recyclable or disposable products.

Rosenthal also mentioned the Fourth of July celebration Green Committee. The Committee sets standards for parade participants, such as not handing out excess flyers, and setting up bottle and can recycling containers around downtown.

Chair McGinnis adjourned the meeting at 7:51 p.m.

Respectfully submitted,
Elizabeth Taylor, Executive Assistant
# Ashland City Council

## Future Meeting Schedule

***** DRAFT AND SUBJECT TO CHANGE*****

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Meeting Topic</th>
<th>Departments Responsible</th>
<th>Lead Staff</th>
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</thead>
<tbody>
<tr>
<td>9/2</td>
<td>No Study Session - Closed for Labor Day</td>
<td>Administration</td>
<td>Mayor Stromberg</td>
</tr>
<tr>
<td>9/3</td>
<td>Regular Council Meeting</td>
<td>Administration</td>
<td>Mayor Stromberg</td>
</tr>
<tr>
<td>1</td>
<td>Proclamation for Home Inventory Week</td>
<td>Administration</td>
<td>Adam Hanks</td>
</tr>
<tr>
<td>2</td>
<td>Proclamation for Pain Awareness Month</td>
<td>Administration</td>
<td>Adam Hanks</td>
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<tr>
<td>3</td>
<td>Annual Presentation by the Conservation Commission</td>
<td>Administration</td>
<td>Adam Hanks</td>
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<tr>
<td>4</td>
<td>ITB - North Mountain Park Nature Play Area</td>
<td>Parks</td>
<td>Michael Black</td>
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<tr>
<td>5</td>
<td>TAP Master Plan Intergovernmental Agreement</td>
<td>Public Works</td>
<td>Scott Fleury</td>
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<tr>
<td>6</td>
<td>TAP Master Plan Special Procurement</td>
<td>Public Works</td>
<td>Scott Fleury</td>
</tr>
<tr>
<td>7</td>
<td>Approval of Purchasing Rogue to Go Reusable Take Out Box</td>
<td>Administration</td>
<td>Adam Hanks</td>
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<tr>
<td>8</td>
<td>Water Quality Temperature Trading Program Contract</td>
<td>Public Works</td>
<td>Paula Brown</td>
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<tr>
<td>9</td>
<td>Appeal of Housing Authority's Snowberry Project</td>
<td>Comm Dev</td>
<td>Bill Molnar</td>
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<tr>
<td>10</td>
<td>Camera at Velocity</td>
<td>Administration</td>
<td>Kelly Madding</td>
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<tr>
<td>11</td>
<td>Special Procurement for Repairs</td>
<td>Public Works</td>
<td>Paula Brown</td>
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<tr>
<td>12</td>
<td>Ashland Canal Project</td>
<td>Public Works</td>
<td>Paula Brown</td>
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<tr>
<td>9/16</td>
<td>Study Session</td>
<td>Public Works</td>
<td>Paula Brown</td>
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<tr>
<td>13</td>
<td>City Hall Discussion</td>
<td>Public Works</td>
<td>Paula Brown</td>
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<tr>
<td>9/17</td>
<td>Regular Council Meeting</td>
<td>Public Works</td>
<td>Scott Fleury</td>
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<tr>
<td>14</td>
<td>Annual Presentation by the Airport Commission</td>
<td>Public Works</td>
<td>Scott Fleury</td>
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<tr>
<td>15</td>
<td>Presentation by Options for Helping Residents of Ashland</td>
<td>Administration</td>
<td>Kelly Madding</td>
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<tr>
<td>16</td>
<td>Presentation by the Ashland Culture of Peace Commission</td>
<td>Administration</td>
<td>Kelly Madding</td>
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<tr>
<td>17</td>
<td>Contract Approval for Water Treatment Plant Final Engineering</td>
<td>Public Works</td>
<td>Paula Brown</td>
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<tr>
<td>18</td>
<td>Amendment to AMC 2.04.020, Extending Council Meeting Time</td>
<td>Administration</td>
<td>Kelly Madding</td>
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<tr>
<td>9/30</td>
<td>Study Session</td>
<td>Comm Dev</td>
<td>Bill Molnar</td>
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<tr>
<td>19</td>
<td>Building Permit Fee Scheduled - Proposed Changes</td>
<td>Comm Dev</td>
<td>Bill Molnar</td>
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</tbody>
</table>

8/21/2019
<table>
<thead>
<tr>
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<th>Meeting Topic</th>
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<th>Lead Staff</th>
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<tr>
<td>10/1</td>
<td>Regular Council Meeting</td>
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<tr>
<td>10/2</td>
<td>Proclamation for Indigenous People's Day</td>
<td>Administration</td>
<td>Mayor Stromberg</td>
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<td>10/21</td>
<td>Annual Presentation by the Public Arts Commission</td>
<td>Comm Dev</td>
<td>Fotini Kaufman</td>
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<td>10/22</td>
<td>City Hall Discussion</td>
<td>Public Works</td>
<td>Paula Brown</td>
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<td>10/23</td>
<td>Amendment to AMC 2.04.020, Extending Council Meeting Time</td>
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<td>Kelly Madding</td>
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<td>10/14</td>
<td>Study Session</td>
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<td>10/15</td>
<td>Vertical Housing Tax Credit</td>
<td>Comm Dev</td>
<td>Bill Molnar</td>
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<td>11/4</td>
<td>Study Session</td>
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<td>11/5</td>
<td>Regular Council Meeting</td>
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<td>11/25</td>
<td>Annual Presentation by the Housing and Human Services Commission</td>
<td>Comm Dev</td>
<td>Linda Reid</td>
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<td>11/18</td>
<td>Study Session</td>
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<td>11/19</td>
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<td>12/2</td>
<td>Study Session</td>
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<td>12/3</td>
<td>Regular Council Meeting</td>
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<td>12/26</td>
<td>Annual Presentation by the Planning Commission</td>
<td>Comm Dev</td>
<td>Bill Molnar</td>
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<td>12/27</td>
<td>Statistical Transparency of Policing (STOP) Data Review</td>
<td>Police</td>
<td>Tighe O'Meara</td>
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<tr>
<td>12/16</td>
<td>Study Session</td>
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<tr>
<td>12/17</td>
<td>Regular Council Meeting</td>
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<td>1/6</td>
<td>Study Session</td>
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<td>1/7</td>
<td>Regular Council Meeting</td>
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<tr>
<td>1/20</td>
<td>No Study Session - Closed for MLK Jr. Day</td>
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<tr>
<td>1/21</td>
<td>Regular Council Meeting</td>
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Memo

TO: Conservation Commission
FROM: Adam Hanks, Asst to City Administrator
DATE: February 22, 2019
RE: Follow-up Items from January Commission Meeting

At the January 2019 Commission meeting, it was requested that Staff provide information/background/options on several topics. Below is a summary of each item to assist with Commission discussion.

Unsolicited Advertising Distribution
A member of the public testified at the January meeting requesting the Commission/City take action to reduce/eliminate the practice of Rosebud Media (Mail Tribune) unsolicited distribution of a weekly advertisement that is thrown from a vehicle onto private property (sometimes not making it and landing on public right of way), typically contained within a yellow plastic bag to protect the contents from the weather.

In consultation with the City Attorney, there are several sections of the Ashland Municipal Code (AMC) that are applicable to this situation and can be utilized to affect change.

9.08.110 Scattering Rubbish

A. No person shall deposit upon public or private property any kind of rubbish, trash, debris, refuse, or any substance that would mar the appearance, create a stench or fire hazard, detract from the cleanliness or safety of the property, or would be likely to injure a person, animal, or vehicle traveling upon a public way.

B. Any violation of this section is punishable as provided under 9.08.990. (Ord. 3137, amended, 2017; Ord. 3025, amended, 08/03/2010)

To balance the opportunity for those residents and businesses that find value in the materials being distributed, but also comply with this code section for those properties that do not want the materials, the City will contact Rosebud Media and inform them that they must create, maintain and adhere to an opt-out list for Ashland residents and businesses who request that the materials not be delivered on or near...
their property. Failure to comply with the opt-out requirement will be considered a violation of AMC and will be subject to enforcement action.

**Idling Ordinance Expansion**

Commissioners expressed interest in exploring potential expansion to the existing codes regulating idling. Below is the existing AMC relating to idling. Note: The ordinance applies only to public rights of way and City owned parking lots.

**AMC 11.26.020 Parking Prohibitions**

14. Park, stand or stop a truck or bus on a public street or in a public parking area with its engine running, if such engine emits exhaust fumes into the air. Vehicle engines shall be turned off when loading and unloading passengers or merchandise. This subsection shall not apply to:

a. An engine running for less than five minutes;

b. A vehicle in the moving traffic lane waiting to move with the normal flow of traffic;

c. An engine needed to operate equipment used to load or unload merchandise; or

d. Emergency vehicles, utility company vehicles, or any construction and maintenance vehicles which have engines that must run to perform needed work

**BPA Update**

Staff presented an update on BPA related impacts to the implementation of the 10 by 20 Ordinance at the February 19, 2019 Council meeting. A link to the packet materials is provided below and staff will be available to summarize and respond to any questions the Commission may have.

[https://www.ashland.or.us/SIB/files/021919_10by20_RFP_CCfinal.pdf](https://www.ashland.or.us/SIB/files/021919_10by20_RFP_CCfinal.pdf)

**Outreach and Marketing Discussion**

The Commission indicated an interest in further discussion of its evolution to having a more involved role with the Empower Ashland Outreach plan that was developed by Staff with input from the CEAP 2 ad-hoc committee. At its February 19, 2019 meeting, Council accepted the recommendations of the CEAP 2 final report, which included the creation of a new CEAP related Commission (likely the Climate Policy Advisory Commission) and modifications to the Conservation Commission to better connect its work to the outreach/education function of the Climate and Energy Action Plan. Packet materials from the CEAP 2 Report presentation, which includes the Empower Ashland plan is provided in the link below:

[https://www.ashland.or.us/SIB/files/021919_CEAP_2_Update_CCfinal2.pdf](https://www.ashland.or.us/SIB/files/021919_CEAP_2_Update_CCfinal2.pdf)
Reduce, Reuse, Recycle Grants

Funding from the Oregon Department of Environmental Quality is now available for projects and plans that reduce our impact on the planet. Apply today! Deadline is Oct. 4.

What do we fund?

Plans and projects that reduce waste, promote reuse or recover waste through recycling, composting or anaerobic digestion are eligible. Some recent examples include projects that:

- Prevent food waste
- Support reuse and repair
- Strengthen recycling infrastructure and education
- Reduce impacts of housing and building materials
- Educate people about Reduce, Reuse, Recycle
- Foster new partnerships with community-based organizations to protect our planet

Help us protect the environment

DEQ’s Materials Management Grants program is designed to protect human and environmental health by reducing the negative impacts from the materials and products we use every day. This year DEQ is raising the bar and funding programs that foster new partnerships with community-based organizations.

To apply for a grant, participate in a Q&A webinar or simply learn more, visit www.oregon.gov/deq/mm/Pages/Grants.aspx

Applications accepted from July 19 to October 4.

Up to $600,000 in funding will be awarded this year.

For more information, contact Marie Diodati 503-229-5446 Diodati.Marie-Helene@deq.state.or.us
Meeting of Outreach Subcommittee, Conservation Commission

July 25, 3 pm at Geos Institute, 84 4th St, Ashland, OR

Commission Members Attending: Larry Cooper, James McGinnis, Marion Moore

Members of public attending: Heulz

Status of individual projects:

Larry – He will be meeting with Howard Schreiber July 26, then plans to meet with Risa (his first video subject). Howard and Larry will write a script for the video, to be completed by 8/19 for the packet for the next commission meeting. At the commission meeting they will ask for approval of the script. Once approved, Larry will create a task description (aka project plan). He plans to copyright the videos in such a way that anyone can use the video. Community solar in Ashland was suggested as another video topic. One issue is how to publicize the videos, once they are created.

Marion and James: Marion got a map of firewise neighborhoods in Ashland, and found the map of Ashland solar installations that was passed out at a previous commission meeting. This information can be helpful in setting up neighborhood presentations and groups. First step, though, is to complete the 25-point list of “what can YOU do?” Two or more lists may need to be created to use for various neighborhoods (low income, high income, etc.). Marion took an action to check with Adam to see if the Conservation Commission can get our 25-point list designed and printed by the city, or if there are funds to get this done outside the city administration.

Larry took an action to look at Google documents, to use rather than Sharepoint. What is the storage limit for free use of Google docs?
PUBLIC MEETING LAW
PUBLIC RECORDS LAW
OREGON ETHICS LAW
What is the law?

ORS 192.620: “The Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which such decisions were made. It is the intent of ORS 192.610 to 192.690 that decisions of governing bodies be arrived at openly.”

‘A quorum of a governing body may not meet in private for the purpose of deciding on or deliberating toward a decision on any matter except as otherwise provided by ORS 192.610 to 192.690”

Note: Public Participation does not always mean public conversation
What is a meeting?

- Any instance where a quorum (4 or more) members are discussing / deliberating toward a decision

- This includes:
  - Standard meetings where a quorum is present (4 or more)
  - Electronic meetings (Emails, IMs, Texts, Social Media)
  - Serial discussions
  - Hub discussions

- Does NOT include Social Gatherings
Procedural requirements for meetings

- Public notice at least 72 hours in advance *(Agenda)*
- Space, location, accessibility and attendance *(Meeting location must be accessible to all public)*
- Voting *(Decisions must be made and recorded)*
- Records *(Minutes, audio or video recording)*
Executive Sessions

- No final decisions; tentative decisions OK

- Examples:
  - Consultation on labor negotiations
  - Consultation on litigation
  - Real property transactions
  - Performance evaluations
Practical Tips for Meetings

- Avoid exchanges of opinions with more than two other Councilmembers on items the Council may vote on.
- Avoid conversations (in person or via email) between Councilors where the views of fellow Councilors are shared.
- Think before replying to emails when City business information is shared.
  - Use BCC
  - To request more information on item, ask Staff who will prepare for all agency members.
Public Records Law

- Regulated by State of Oregon - Department of Justice

- **Crime of tampering with public records:** Knowingly and without authority destroying, mutilating, concealing, removing, or making a false entry in or falsely altering any public record. ORS 162.305.
What Is A Public Record?

- Any document that contains public business information that is prepared, owned, used or retained by a public body regardless of physical form or characteristics.

- Emails, formal letters, photos, handwritten notes taken during meetings, napkin drawings, etc.
  
  - Generally, all emails you send or receive, all documents you create or receive in the course of your official position, and all calendar entries and notes.
  
  - Emails relating to City business sent from or to a personal/home email are considered public records.
What Do I Need To Keep?

- Generally, all records, electronic or hard copy, relating to public business.

- You do not need to keep:
  - Multiple copies of records
  - Copies of records which are unquestionably retained in City storage systems
  - Messages on voicemail or in other telephone message storage and retrieval systems.
Practical Tips on Public Records

- Avoid using personal email or personal computer for City-related electronic communications.

- If using personal email or personal computer for City-related communications, always CC or BCC pertinent City staff person, so that the City electronic file system retains the communication.
Oregon Government Ethics Law

- ORS Chapter 244
- Administered by Oregon Government Ethics Commission
Underlying Principles

- Public officials should not be receiving any significant economic benefit by virtue of their position beyond what is available to the general public.

- Individuals, corporations or others cannot entice public officials with free goods or services.
Who Is Considered A Public Official?

- ORS 244.020(14): “Any person who, when an alleged violation of this chapter occurs, is serving the State of Oregon or any of its political subdivisions or any other public body as defined in ORS 174.109 as an elected official, appointed official, employee or agent, irrespective of whether the person is compensated for their services.”

- Includes elected & appointed officials, employees, members of boards and committees and volunteers
Prohibited Use of Office (ORS 244.040(1))

- A public official may not use or attempt to use official position or office for:
  - Personal gain, financial gain or avoidance of financial detriment

- Applies to?:
  - You, a relative, or a member of your household ("MOH") and any business with which you a relative or a MOH is associated

- Exclusion:
  - When the financial gain or avoidance of financial detriment would be available even if you were not a Councilmember
Financial Gain: General Rule

ORS 244.040(1)

- Prohibits use or attempted use of position or office to obtain financial gain that would not otherwise be available, but for the position or office

- Avoidance of financial detriment is also “financial gain”

- Use of equipment/resources owned by government for personal purposes is prohibited by this provision
  - Examples: computers, vehicles, tools, equipment, discounts
Gift Definition and Rule

Definition

- Something of economic value;
- Offered to you, your relative or your MOH;
- Without cost or at discount or as forgiven debt;
- The same offer is not made or available to the general public.

Rule

- You (as well as your relative or household member) cannot ask for or receive gifts over $50 in value from any single source in a calendar year...
- When the source has a “legislative or administrative interest,” distinct from that of the general public, in any matter subject to your decision or vote.
Conflict of interest
ORS 244.020(1) Definition:

- Any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private financial benefit or detriment of the person or the person’s relative or any business with which the person or relative of the person is associated.
Conflict of Interest: General Rule

- Elected public officials and members of boards or commissions
  - Must publicly announce potential conflicts of interest before taking action
  - Must publicly announce actual conflicts of interest and refrain from discussion, debate, or voting on the issue out of which the actual conflict arises and refrain from participation
  - In either case, you must provide a brief explanation of the source of the conflict. (Just stating that you have a potential or actual conflict is not sufficient.)
Two Types Of Conflicts - State

- Actual Conflicts
  - Would result in financial benefit or detriment

- Potential Conflicts
  - Could result in financial benefit or detriment
Two Types Of Conflicts - City

- Actual Conflicts
  - Would impair your independence of judgment due to personal interests, whether they are financial in nature or not.

- Potential Conflicts
  - Could impair your independence of judgment due to personal interests, whether they are financial in nature or not.
How to deal with an actual & potential conflict

When in doubt: Shout it Out!

- State the nature of your conflict
- Do it **before** voting or discussing the manner
- Do it **on the record**
- Do it **each meeting** the issue is discussed
If **Actual** Conflict of Interest

In addition to declaring and explaining the conflict:

- **No** participating in discussion and **No** voting
- It is recommended you leave the room during agenda item
For discussion at August Commission meeting

Video pilot outline for community education tool:

What can you do to reduce greenhouse gases?

Problem: GHG building up and moving us to irreversible climate crisis
   This effects all of our lives. (Stock footage montage with voice over/music showing examples)
   maybe use Stu Green in this....about 30 sec

International initiatives such as (global climate accord? carbon tax? ) but what What can we do locally, here in Ashland to reduce GHG's?

Risa Buck designed a lifestyle emphasizing a sustainable home: collection of rainwater, use on trees; generation of electricity; sustainable food production, composting; simple living, using less.

   Risa explains rain water capture and grey water use: freeze frame and bullet points of ghg impacts;right water right use, natural temperature control via shade arbors and appropriate building orientation, etc.
   pictures of people line drying clothes

   conclusion sequence.... (work with Stu on this so that it ties into City website that he demonstrated last meeting)

(The above outline would inform the 4-5 minute video, first in a series that would be used to provide information via web links, direct presentation in public meetings and City kiosk. Future videos in the series would present other ways that Ashlanders could live, work, and play with a reduced carbon footprint. Also include business initiatives toward reducing carbon footprint.)