



Parks & Recreation Commission Meeting Agenda

ASHLAND PARKS & RECREATION COMMISSION

REGULAR BUSINESS MEETING AGENDA

Wednesday, March 12, 2025

Council Chamber 1175 E Main Street 6:00 PM

To attend the meeting or to provide public input, see public participation instructions at the end of the agenda.

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

1. Park Commission Minutes

IV. ADDITIONS OR DELETIONS TO THE AGENDA

V. PUBLIC FORUM

VI. CONSENT AGENDA

VII. DIRECTORS REPORT

VIII. BUSINESS

1. FY 26 - 27 Department Work Plan (Action)
2. FY 26 - 27 Department Budget Recommendation (Action)
3. Recreation Division Advisory Committee Appointments (Action)
4. Trails Advisory Committee Charge (Action)
5. Subcommittee for Winburn Way - Travel Management Project (Action)

IX. ITEMS FROM COMMISSIONERS/STAFF

1. Liaison Report

X. UPCOMING MEETING DATES

1. 1. Park Commission Study Session April 2, Council Chamber, 6:00 PM
2. PROS Plan Kickoff Meeting April 8, Senior Center, 5:30 PM
3. Park Commission Regular Business Meeting, April 9 Council Chamber, 6:00 PM
4. Park Commission Study Session, May 7 Council Chamber 6:00 PM

XI. ADJOURNMENT

If you need special assistance to participate in this meeting, please email [Nancy Mero](#) or call her at 541.552.2256 (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. Park Commission regular business meetings are broadcast live on Channel 9, or on CHARTER CABLE CHANNEL 180. Visit the City of Ashland's [website](#).

Public Participation Instructions

This meeting will be held in-person in Council Chamber, 1175 E. Main St. Those who wish to provide oral testimony must attend the meeting, fill out a speaker request card, and give it to staff before the meeting begins. The public can view on Channel 9 or Channels 180 and 181 (for Charter Communications customers) or live stream via rvtv.sou.edu - select RVTV Prime.



Parks & Recreation Commission Meeting Agenda

Written testimony will be accepted via email sent to [Nancy Mero](#). Please include “**Public Testimony**” in the subject line. Written testimony submitted by 11:00 AM the day before the meeting will be made available to the Park Commissioners before the meeting. All testimony will be included in the meeting minutes.



MINUTES FOR REGULAR BUSINESS MEETING

PARK COMMISSION

December 4, 2024

Council Chamber, 1175 E Main – 6:00 PM

Commissioners Present: Adams, Bachman (Chair), Landt (Vice Chair), Lewis, Seffinger

Staff Present: Assistant City Attorney Zahran, Director Houston, Deputy Director Dials,
Senior Services Superintendent Mettler, Executive Assistant Mero

Absent: None

- I. **CALL TO ORDER** – Bachman called the meeting to order at 6:00 PM
- II. **APPROVAL OF MINUTES** – Bachman asked for unanimous consent for the approval of the October 2, 2024, APRC Study Session minutes. No objections, minutes approved.
- III. **ADDITIONS OR DELETIONS TO THE AGENDA** – None
- IV. **PUBLIC FORUM** – None
- V. **CONSENT AGENDA** – Bachman asked for unanimous consent to acknowledge the September 9, 2024, ASAC meeting minutes. No objections, minutes acknowledged.
- VI. **DIRECTORS REPORT** – Director Houston [presentation](#)

VII. BUSINESS

a. 2025 APRC Meeting Schedule

Director Houston presented the APRC meeting schedule for 2025. Would like to return to practice of Study Sessions being held in Chamber. Bachman concurred.

Motion: Landt moved to approve the 2025 APRC meeting schedule as presented. Adams seconded.

Vote: Adams, Bachman, Lewis, Landt, Seffinger all yes. Motion passes.

b. Ashland Parks Foundation (APF) Annual Report – Mike Gardiner, Chair of APF

- In 2023-2024, APF formed a steering committee and raised \$800,000 in private donations/grants for the restoration of the 109-year-old Butler-Perozzi fountain. The restoration project will be managed by Park's operations division with support from a small working group from APF.

- Japanese Garden incurred some planned/unplanned expenses which were covered by APF.
- Shared a list of grants provided to Parks by APF.

c. Senior Services Division Annual Report – Sr. Services Division Superintendent Mettler [presentation](#)

In 2018 the Senior Program was redesigned as the Senior Services Division to better meet the growing needs of seniors in Ashland.

- Two FTE staff, one nearly full-time temporary staff
- Center open four days a week; Food and Friends offers lunch five days a week
- Long list of services including recreation and social activities, programs, referrals
- Almost 1,700 visits per month through Oct 2024, largest number since 2018
- Well supported by great volunteers and many partner organizations

Questions

If the request for an FTE office asst. is granted, will the temp position be eliminated? Yes. What is the additional cost of an FTE? With benefit package the cost will double.

d. Lithia Park Master Plan (LPMP) Project Priorities – Director Houston [presentation](#)

Process: Recommendations (37) from LPMP were categorized into project types: Operations, Maintenance, Park Enhancement, and Planning. Developed a list of projects, determined if they were Capital or Maintenance projects, culled the list down to nine priority projects for FY 26-27.

Questions

- Will the Environmental Education Manager do programming outside of the Nature Center/North Mountain Park? Yes.
- Is the sidewalk on Winburn Way included in the project list? Yes.
- Are the nine priorities what staff think are the most important or most doable? Some are projects staff are already working on, some are most important based on LPMP recommendations, some are more doable than others.
- Is a solution for the traffic speed and road design on Winburn Way in Lithia a CIP item? Potentially. This current fiscal year will see staff researching possible solutions. If needed the CIP for 26 – 27 could be updated with a project for Winburn Way.

Motion: Landt – I move that we approve the LPMP project work list as presented. Adams seconded.

Vote: Seffinger, Adams, Bachman, Lewis, Landt all yes. Motion passes.

Motion: Landt – I move that we direct staff to make the traffic speed and road design for Winburn Way a priority from the list we just approved. Adams seconded.

Vote: Seffinger, Adams, Bachman, Lewis, Landt all yes. Motion passes.

e. Capital Improvement Plan (CIP) Public Comment – Chair Bachman invited the two people present to give their testimony.

John Maurer: Spoke to the meals tax sundowning in 2031, no mention of golf in the draft CIP, importance of running the golf course as a business/making it excellent and revenue producing.

Rebecca Kay: Spoke in support of the draft CIP, particularly the \$12,000,000 earmarked for the rehabilitation of the pool, favors extending the food and beverage tax. Spoke to the benefits of community pools, listed various users, noted producing revenue is not in Park's Mission Statement.

VIII. ITEMS FROM COMMISSIONERS/STAFF

a. Liaison Report

IX. LOOKAHEAD REVIEW

Director Houston went over the lookahead (included in the packet)

X. UPCOMING MEETING DATES

- a. APRC Regular Business Meeting January 8, in Council Chamber, 6:00 PM
- b. ASAC Meeting January 13, at the Senior Center, 3:30 PM
- c. RDAC Meeting January 16, at the Lithia Park Cabin, 4:00 PM
- d. APRC Study Session, February 5, in Council Chamber, 6:00 PM

XI. ADJOURNMENT – Bachman adjourned the meeting at 7:49 PM

Respectfully submitted by Nancy Mero, Executive Assistant



REGULAR BUSINESS MEETING MINUTES

PARK COMMISSION

January 8, 2025

1175 E Main Street, Council Chamber – 6:00 PM

Present: Commissioners Bachman (Chair), Landt (Vice Chair), Gardiner, Adams, Weiner, Assistant City Attorney Zahran, Director Houston, Deputy Director Dials, Senior Services Division Superintendent Mettler, Environmental Education Manager Came, Volunteer and Events Manager Shelton, Executive Assistant Mero

Absent: None

I. CALL TO ORDER

Bachman called the meeting to order at 6:04 PM. Roll call taken.

II. APPROVAL OF MINUTES

1. APCR Regular Business Meeting October 9, 2024
2. APCR Study Session November 6, 2024
3. APCR Regular Business Meeting November 13, 2024

Commissioners approved the minutes by unanimous consent

III. ADDITIONS OR DELETIONS TO THE AGENDA

Commissioner Landt asked for the Consent Agenda item to be made an Agenda item.

IV. PUBLIC FORUM

Jack Methot, Ashland: Spoke to the importance of Pickleball

Cori Frank, Ashland: Spoke to the importance of Pickleball

Carlyle Stout, Ashland: Spoke to the importance of Pickleball

Ron Owen, Ashland: Spoke to the Ashland Oregon Pickleball Club wants to have a tournament in June 2025

Randall Maple, Ashland: Spoke to the importance of community via Pickleball

John Lane, Ashland: Spoke to a PowerPoint presentation he created on potential pickleball sites/costs

Don McClure, Ashland: Spoke to the importance of not using herbicides and pesticides

Joanne Lescher, Ashland: Spoke to the importance of the community Pickleball creates

Jimmy Kolker, Ashland: Tennis player, turned Pickleball player, praised the Pickleball community, suggested double lining a court at Hunter Park

James Dietz, Ashland: Thanked the Parks Department for all that we do – supporting Pickleball is a beautiful thing.

V. CONSENT AGENDA – None

VI. DIRECTORS REPORT– Director Houston [Presentation](#)

VII. BUSINESS

1. IPM Exemption – Volunteer and Events Manager Shelton

Note: *This item was pulled from the consent agenda to provide an opportunity for Park Commissioners to ask questions.*

Situation Pine and fir trees within the Ashland Japanese Garden are suffering from damage caused by beetles and scale. Without treatment, the pests could spread and cause major die off within the garden.

Staff requests an exemption to the APRC IPM policy to treat pine and fir trees within, and directly around the Ashland Japanese Garden in spring 2025.

Background

In spring of 2024, four (4) black pines and the install cost were donated to APRC by Solid Ground Landscaping and members of the Rogue Valley community. The total value of this donation was \$31,000. These pines were to replace 4 original black pines that were installed a few years before during the Japanese Garden redesign process, and were from the garden designer, Toru Tanaka's, personal nursery. Steps were taken to ensure that the trees did not fail for the same reason the original trees failed, not having adequate drainage. When signs of stress began to appear on one of the replacement trees in October, staff brought in experts from Solid Ground Landscaping, and Canopy Arbor Care. The consensus amongst these groups was the stress was due to beetle damage, pine needle scale, and blue stain fungus. Without treatment these issues will spread to the many other susceptible pines within the garden.

In addition to multiple pines showing signs of affliction, a Douglas fir is slated for removal within the garden. This fir showed signs of beetle infection as well. There remain two prominent Douglas firs within the Japanese Garden, and 8 more directly outside the garden walls.

Assessment The black pines within the garden are decades old, and the Douglas firs are over 100. Protecting these trees with a recommended dose of insecticide in the upcoming spring will give them the greatest chance of survival. Canopy Arbor Care

would administer treatment of Safari, active ingredient, dinotefuran, to treat the pines within the garden. This would be a lower bark spray, without the need for a wider foliage spray application. Canopy would treat the Douglas firs with Boxer, active ingredient, Emamectin benzoate. This would be an injection into the tree vascular system without the use of any spray application. These treatments would be done when the weather begins to warm and beetle activity starts up again in the afflicted trees for the greatest chance of success.

Recommendation Staff recommends the approval of an exemption to the IPM policy to allow for the treatment of pines and firs within, and directly adjacent to the Ashland Japanese Garden in spring 2025.

Questions/Discussion:

The Park Commissioners asked questions about the application, number of trees, precautions taken during the application, cost of the application, and efficacy of the treatment.

Motion: To approve an exemption from the Integrated Pest Management policy to treat the pine and fir trees within, and directly around the Lithia Park Japanese Garden in the spring of 2025.

Motion: Gardiner

Second: Adams

Vote:

<u>Gardiner</u>	<u>Yes</u>	<u>Bachman</u>	<u>Yes</u>	<u>Landt</u>	<u>Yes</u>
<u>Weiner</u>	<u>Yes</u>	<u>Adams</u>	<u>Yes</u>		

2. Election of Chair/Vice Chair – Chair Bachman

BACKGROUND The Ashland Parks and Recreation Commission (APRC) elects officers at the first regular business meeting of the calendar year. Commissioners will nominate APRC members for the positions of Chair and Vice Chair. A vote for each position will be conducted by the current Chair. Upon conclusion of the voting, the chair elect will take over the remainder of the meeting.

POLICIES & PLANS City Charter XIX.

GOALS SUPPORTED N/A

FINANCIAL CONSIDERATIONS N/A

Questions/Discussion: None

Motion: I nominate Commissioner Jim Bachman as Chair.

Motion: Landt

Second: Adams

Vote:

<u>Gardiner</u>	<u>Yes</u>	<u>Bachman</u>	<u>Yes</u>	<u>Landt</u>	<u>Yes</u>
<u>Weiner</u>	<u>Yes</u>	<u>Adams</u>	<u>Yes</u>		

Motion: I nominate Commissioner Rick Landt as Vice-Chair.

Motion: Gardiner

Second: Adams

Vote:

<u>Gardiner</u>	<u>Yes</u>	<u>Bachman</u>	<u>Yes</u>	<u>Landt</u>	<u>Yes</u>
<u>Weiner</u>	<u>Yes</u>	<u>Adams</u>	<u>Yes</u>		

1. **Commissioner Liaison Assignments** – Chair Bachman

BACKGROUND The Ashland Parks & Recreation Commission reviews liaison needs and makes appointments annually at the first regular business meeting of the calendar year.

POLICIES & PLANS City Charter XIX

GOALS SUPPORTED N/A

FINANCIAL CONSIDERATIONS N/A

Motion: To adopt the 2025 APRC Liaison Assignments as follows:

Advisory Committees

- Ashland Senior Advisory Committee (ASAC) – Commissioner Gardiner
- Recreation Division Advisory Committee (RDAC) – Commissioner Bachman
- Trails Advisory Committee (TAC) – Commissioner Adams

Management Advisory Committees

- Bee City USA – Commissioner Bachman
- Current Parks, Conservation and Maintenance – Commissioner Bachman
- Oak Knoll Golf Course – Commissioner Landt
- Ashland Japanese Garden – Commissioner Landt

2025 APRC Representation on Non-APRC Committees and Boards

- Ashland Parks Foundation Board (501(c)3) – Commissioner Gardiner
- Forest Lands Management Advisory Committee (City MAC) – Commissioner Weiner
- Joint Powers Committee (Bear Creek Greenway) – Commissioner Landt
- Public Arts Advisory Committee (City MAC) – Commissioner Gardiner

Motion: Landt

Second: Adams

Vote:

<u>Gardiner</u>	<u>Yes</u>	<u>Bachman</u>	<u>Yes</u>	<u>Landt</u>	<u>Yes</u>
<u>Weiner</u>	<u>Yes</u>	<u>Adams</u>	<u>Yes</u>		

2. Capital Improvement Plan Adoption – Director Houston – [Presentation](#)

BACKGROUND The Department develops a capital improvement plan (CIP) every two years to enable the Department to expend capital funds. At the October 9, 2024, APRC regular business meeting the APRC approved piloting a CIP process that develops a capital budget (two year) and capital program (four year) and associated process for reviewing and adopting the CIP.

The draft CIP was presented at the November 13, 2024, APRC regular business meeting, the culmination of the CIP process. The CIP identifies the six types of projects, the funding source(s), and fiscal years planned to complete the projects. The plan also identifies that it is resource restricted and there are more projects than resources available.

The public comment period began on November 15, 2024, and ended on December 15, 2024. At the December 4th, 2024, APRC regular business meeting, public comments were taken as well. There were two (2) public comments heard at the APRC meeting, and thirty-three (33) public comments received via mail or email. Over 50% of the comments were on the Daniel Meyer Memorial Pool major maintenance project.

Staff has reviewed all of the public comments and prepared the final CIP for review and adoption. Key changes to the draft CIP vs the final CIP are the addition of funding for the East Main Park Phase I project and the addition of a Lithia Park Master Plan work plan project to ensure capital funding is available (if needed) to complete the work identified.

The adopted CIP will be used to inform the FY26-27 budget and the citywide CIP. Staff recommends adoption of the FY26-31 Capital Improvement Plan by the APRC.

POLICIES & PLANS Biannual budget process

GOALS SUPPORTED BN 23 – 25 APRC Goal #7 – Perform a system-wide master plan for Ashland Parks and Recreation Commission to include the following sections, at least (sections may be completed together or independently), specifically:

c. Park system maintenance and improvements

FINANCIAL CONSIDERATIONS

The CIP has identified \$6.23 million in capital projects for the FY26-27 budget. These projects have identified funding sources with resources secured or forecasted. The six-year CIP has identified \$25.4 million in projects, with about \$14 million in other funds that will need to be secured in the future. The remaining \$11.4 million is secured or forecasted. The Parks Department works closely with the Finance Department to ensure resources are available for any capital work.

Questions/Discussion:

A discussion around pickleball, Hunter Park project, and the pool's importance. A study session item was suggested to review pickleball data.

Motion: I move to approve the Capital Improvement Plan for FY26-31 as presented.

Motion: Landt

Second: Adams

Vote:

<u>Gardiner</u>	<u>Yes</u>	<u>Bachman</u>	<u>Yes</u>	<u>Landt</u>	<u>Yes</u>
<u>Weiner</u>	<u>Yes</u>	<u>Adams</u>	<u>Yes</u>		

3. Ordinance 3248 to Create a Parks & Recreation Department – Chair Bachman

BACKGROUND

In an effort to clarify and strengthen the relationship between the Ashland City Council and the Ashland Parks and Recreation Commission (APRC), two members from each body (Mayor Graham, APRC Chair Jim Bachman, Council Chair Hyatt, and Commissioner Justin Adams) met informally to discuss improved alignment of processes and procedures related to our shared resources and operational systems. These conversations aimed to identify the intersections of our work and develop the general outline of a proposed framework to the respective bodies regarding how to optimize our interactions for future success in serving the residents of Ashland.

These efforts resulted in a new city ordinance that creates a Parks Department and outlines the responsibilities for the elected officials and city staff to operate and manage a Parks Department. The first reading of the ordinance occurred at the December 17, 2024, City Council meeting. The second reading is scheduled for January 21, 2025.

This agenda item is to provide an opportunity for APRC members to discuss the ordinance and identify if any comments, proposed amendments, or a resolution are warranted.

POLICIES & PLANS AMC 2.28.600 – Parks And Recreation Department

GOALS SUPPORTED APRC FY23-25 Goals:

- #1 – Employ best management practices to strengthen relationships
- #8 – Ensure long-term financial sustainability of Department

FINANCIAL CONSIDERATIONS N/A

Questions/Discussion:

Commissioners discussed changes Legal made to the proposed ordinance from the original proposal. The Commissioners reviewed and discussed changes they would like made to the ordinance before it goes to Council for second reading (see below).

Motion: The Park Commission supports the creation of the Ashland Park and Recreation Department outlined in Ordinance 3248 as revised by City Council December 17, 2024, with the following changes:

- Section 2.28.600
 - Adds Park Commission in addition to Department for who are protected if legal action
 - Changed wording for clarity
- Section 2.28.610.B.2
 - Added “written” for clarity. A professional organization would not expect employees to be held responsible for unwritten policies.
- Section 2.28.630.D
 - If differences arise related to the respective authority of the Department Director and the City Manager over operational or administrative compliance matters,
 - Corrects typo.
 - Limiting operational and administrative to “compliance matters” is consistent with the intent of the ordinance.
- Section 2.28.630.E
 - “Temporary” authority accurately clarifies the emergency transfer of authority.
 - Deleting “all” doesn’t change the intent but makes clear there is a time limit.
- Section 2.28.640.A.5.
 - Reciprocity in Hiring
 - The Parks and Recreation Director shall participate in the hiring process for the City Manager, with the same rights and responsibilities as other department heads. The Parks Director may provide input into skill set requirements, sit on the interview panel, and offer recommendations from the perspective of Parks and Recreation operations.
 - Deleted: Since this ordinance defines the entity as a department, then the Park Director, as a department head, would by definition have the same rights and

responsibilities as other department heads. Therefore, does not add anything and can be deleted.

- Section 640.B.2.c
 - With “may” replacing “shall,” per post City Council first reading, ordinance would not require public meeting vote to terminate if that was the determination of Park Commission made in executive session, contrary to state public meeting law. On the other hand, if the determination in executive session was that termination was not warranted, the ordinance language would have allowed for public announcing of the decision not to terminate, violating the employee’s confidentiality. Why would a Director be publicly called out as not terminated, potentially leading to unwarranted speculation? The revised language is consistent with state law and human resources best practices.
- Section 2.28.640.B.2.d
 - Language is added to ensure collaboration between the City Council and the Park Commission by including Park Commission Chair input when this most serious of decisions is being contemplated.
- Section 2.28.650.A
 - Typo omission? Added “human resources.”
- Section 2.28.650 D
 - “The City Council shall maintain authority over the approval of all financial matters related to Parks and Recreation Department.” (Emphasis added)
 - This could in the future be interpreted to mean all purchases, no matter the amount, would have to be approved by City Council. Changed to encompass just the areas required by the apparent intent of the ordinance.
- Section 2.28.650.F
 - Adds Park Commission to who “shall work to develop long-term financial strategies and forecasts for the maintenance and expansion of parks and recreation services.”
- Throughout Document
 - Changed from Parks & Recreation Department to Ashland Parks & Recreation Department and APRC to Park Commission because:
 - Much of branding on Park and Recreation vehicles, logos, letterhead, etc. is “Ashland Parks & Recreation.” Adding Ashland would minimize needed changes, saving money.
 - Other departments like Ashland Fire & Rescue and Ashland Fiber Network use “Ashland” in their branding. (Show picture of Park Cabin in Lithia Park)
 - The Department is commonly known as APRD.
 - The name Ashland Parks and Recreation Commission (APRC) was created for branding of the entity and was not intended to refer to the Park Commissioners. But it has over time been used to mean both, creating

continuing confusion. In the two instances where APRC is referenced in the City Charter, one instance refers to the Commissioners and the other instance refers to the organization/department. This ordinance is an opportunity to reduce the confusion.

- Most Charter references to the Department refer to the elected body as Park Commission with later amendments adding Recreation Commission but clarifying that it is the same body as the Park Commission. Thus, by Charter, the Park Commission encompasses the Recreation Commission.
- Park Commission is the most common name of the elected body, both in official documents as well as in common usage.

Motion: Landt

Second: Adams

Vote:

<u>Gardiner</u>	<u>Yes</u>	<u>Bachman</u>	<u>Yes</u>	<u>Landt</u>	<u>Yes</u>
<u>Weiner</u>	<u>Yes</u>	<u>Adams</u>	<u>Yes</u>		

4. **Budget – Park Operations Data** – Director Houston – [Presentation](#)

BACKGROUND The City of Ashland follows a biennium budget. The FY26-27 budgeting process has begun. This process begins in January and will conclude in June 2025 after the budget committee holds public hearings and the City Council adopts the budget.

On January 20th, 2025, the Parks Department will be provided with a budget template. This draft budget will be required to be submitted to the budget office on February 13, 2025. The department was provided with the following budget direction: No increase in budget for FY24-25 and no increase in staff.

The department plans to break out the budget engagement with the APRC over the next 30 days. This will be as follows:

- Review of current budget
- Review of operational needs/challenges
- Review of potential budget request items
- Review of draft budget
- Adoption of proposed budget

The FY 24-25 adopted budget was for \$31 million. This was divided into \$14.4 million for operations and \$16.6 million for capital projects. Based on the draft Capital Improvement Plan, our capital projects budget is projected to be \$6.23 million for FY 26-27. Assuming we have a similar sized operations budget of \$14.4 million, the department's total budget will be around \$20.63 million. This is a reduction of about 40%. The presentation will

review the current budget and identify some key changes in how the budget will be prepared for the next biennium.

The Department's operational needs have been assessed via historical staffing allocations since 2000 and assessing the park operational maintenance standards established in 2012 via a maintenance management plan (MMP). An MMP reviews routine maintenance needs for a park system. It begins with identifying the number of assets per park.

The frequency of routine maintenance is established by the level of service identified for the park. A level of service (or service level) is determined by the development level and/or park classification. For example, Lithia Park is a highly developed park with ornamental gardens, 7 different restrooms, and hundreds of thousands of users every year. In contrast, Evergreen Park is a small green space with a bench and a gravel trail connecting two neighborhoods. The use level and development level require different frequencies of routine maintenance.

The MMP was developed based on the 2012 maintenance standards, not on what our staff is actually doing. The MMP breaks down the hours per task, per day, per month, per year, per park. These hours are then turned into a full-time equivalent to assist in determining how many staff are needed to meet the maintenance standard.

This assessment is currently only possible for park operations. We have searched for a similar model to assess our staffing needs for recreational programming and senior services. A consistent model has not been identified and is therefore a task we will address in our strategic planning this year.

The presentation will review the MMP findings and what we are doing currently to address the maintenance standards and discuss how we will prioritize maintenance work to ensure our park patrons have a safe and enjoyable experience.

POLICIES & PLANS City Charter – Article XIX, Section 3

GOALS SUPPORTED BN 23 – 25 APRC Goal #7 – Perform a system-wide master plan for Ashland Parks and Recreation Commission to include the following sections, at least (sections may be completed together or independently), specifically:

c. Park system maintenance and improvements

FINANCIAL CONSIDERATIONS This agenda item does not have a financial action item associated with it; however, it will lead to a request for a recommendation to move forward a proposed budget for the department for the FY 26-27 biennium.

Questions/Discussion:

The Commissioners communicated that they liked the data and analysis, and that the Department is on the right track.

VIII. **ITEMS FROM COMMISSIONERS/STAFF** None

IX. **UPCOMING MEETING DATES**

1. ASAC Meeting January 13, at the Senior Center, 3:30 PM
2. RDAC Meeting January 16, at the Lithia Park Cabin, 4:00 PM
3. APRC Work Plan Retreat January 17, at the Lithia Park Cabin, 10:00 AM
4. APRC Study Session February 5, in Council Chamber, 6:00 PM

X. **ADJOURNMENT**

Bachman adjourned the meeting at 8:30 PM

Respectfully submitted by Nancy Mero, Executive Assistant



MINUTES FOR WORK PLAN RETREAT

PARK COMMISSION

January 17, 2025

Lithia Cabin 340 S Pioneer, 10:00 AM

Commissioners Present: Adams, Bachman (Chair), Gardiner, Landt (Vice Chair), Weiner

Staff Present: Director Houston, Deputy Director Dials, Senior Services Superintendent

Mettler, Sr Administrative Analyst Terry, Executive Assistant Mero

Absent: None

I. **CALL TO ORDER** – Chair Bachman called the meeting to order at 10:00 AM

II. **ROLL CALL** – Chair Bachman took roll call attendance of Commissioners

III. **ADDITIONS OR DELETIONS TO THE AGENDA**

None

IV. **CONSENT AGENDA**

None

V. **BUSINESS**

1. FY 26 – 27 Commission Priorities – Director Houston

[BN 23-25 Commissioner goals](#) were reviewed/discussed. Staff reviewed the status of each goal. Discussion on Goal 8 occurred as a long-term goal vs a biennial goal.

Parks and Recreation Department FY 26 – 27 Work Plan

- Complete projects identified in the adopted CIP for FY 26 – 27
- Complete prioritized work plan for Lithia Park Master Plan
- Update/establish policies, procedures, and protocols for the Department
- Complete the strategic plan (PROS: Parks, Recreation, Open Space, and Seniors)
- Develop strategy to address implementation of CIP FY 28 – 29
 - Pool funding
 - East Main Park Phase II
- Update employee training, onboarding, and safety program
- Events
- Trails

- Madrone Ridge

Questions/Discussion

Included Commissioner request for the opportunity to inform the Work Plan and a request to choose a word other than 'priorities' when referring to items on the Work Plan.

2. FY 26 – 27 Budget Request Review – Director Houston

Reviewed potential budget item requests and discussed the upcoming budget process. Budget requests will be finalized by staff and reviewed at the February 5, Park Commission Study Session. At the February 12 Park Commission Business Meeting, the Commissioners will approve a budget request that will then go to Finance.

VI. **ITEMS FROM COMMISSIONERS/STAFF** None

VII. **UPCOMING MEETING DATES**

1. City of Ashland Town Hall Gathering January 22, at SOU, 5:30 PM
2. APRC Study Session February 5, in Council Chamber, 6:00 PM
3. APRC Regular Business Meeting February 12, in Council Chamber, 6:00 PM

VIII. **ADJOURNMENT** – Chair Bachman adjourned the meeting at 1:03 PM

Respectfully submitted by Nancy Mero, Executive Assistant

**MINUTES FOR STUDY SESSION****PARK COMMISSION**

February 5, 2025

Electronic via Zoom – 6:00 PM

Commissioners Present: Adams, Bachman (Chair), Gardiner, Landt (Vice Chair), Weiner

Staff Present: Director Houston, Deputy Director Dials, Senior Services Division

Superintendent Mettler, Executive Assistant Mero

Absent: None

- I. **CALL TO ORDER** – Bachman called the meeting to order at 6:00 PM
- II. **ROLL CALL** – Bachman reported the attendance of all five Commissioners
- III. **PUBLIC FORUM** – None
- IV. **DEPARTMENT POLICY FORMAT** – Director Houston

BACKGROUND In reviewing Department records, it appears that three (3) methods have been or are being used to track and manage policies and procedures. This has led to inconsistencies, an inability to find specific policies or procedures, and no consistent review of policies and procedures to ensure they are compliant with Oregon Law and City Code.

To ensure that the public and staff have access to and can review the Department's policies and procedures, a system needs to be implemented.

ASSESSMENT The Department needs three (3) types of policies and procedures: a policy that is approved by the Commission, a policy that is approved by the Director, and procedures to implement all policies. Staff have reviewed several other jurisdiction policies and developed the following categories to address the business need:

- **Policy** – a policy that impacts the Department as a whole and/or impacts the public's engagement with the Department's programs. This policy would require Commission approval. Examples include a policy on park hours, a policy on park planning requirements, etc.

- **Protocol** – a policy that impacts Department staff and/or has an operational impact. This policy would require Director approval. Examples include a policy on refunds for park programs, a policy on vacation requests, etc.
- **Procedure** – an outline of the process staff follows to accomplish a policy or protocol. Procedures would require the Director’s approval, as they are operational. Examples include a procedure on how to complete a refund, a procedure on how to clean a restroom, etc.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS Staff have provided examples of what the forms would look like for policies, protocols, and procedures. In addition, staff have provided a list of the identified existing policies, categories, or chapters in which the new policies, protocols, and procedures would be organized and new policies, protocols, and procedures that are needed.

Staff is seeking input from the Commission to assist in implementing the new policies, protocols, and procedures. Key questions are:

- Do the chapters/categories reflect the work we do?
- Are there additional policies, protocols, or procedures that are needed?
- Are there any policies, protocols, or procedures that are of higher priority?

Staff will use the input from Commission to begin developing new policies for review by the Commission. A policy on policies, protocols, and procedures is the first policy proposed for adoption.

POLICIES, PLANS & GOALS SUPPORTED This would align with the FY 23-25 APRC Goal #1 – Employ best management practices.

FINANCIAL CONSIDERATIONS This will not create an additional cost to the Department. It will be a part of the existing administrative duties. Workloads will be managed based on Department priorities.

Questions/Discussion:

It was suggested that a date line be added adjacent to the signature line on each document. Noted that there are some policies missing from the list Director Houston shared with the Commissioners.

V. **PICKLEBALL DISCUSSION** – Director Houston

SITUATION Pickleball Users have requested to use Hunter Park tennis courts for a fundraising tournament and would like additional pickleball courts.

BACKGROUND Pickleball has been available at multiple non-City managed sites, but over the past decade several of those sites have eliminated that use for a variety of reasons. In parks managed sites, pickleball has only been permitted at Lithia Park. As I understand it, initially there was co-mingled tennis and pickleball on the Lithia Park courts. This led to conflicts among the users and a request for more dedicated pickleball courts.

To address the need and reduce user conflicts, the Commission made a policy decision to re-develop the Lithia Park courts to be used for pickleball only and the Hunter Courts to be used only for tennis. Staff have interpreted the policy decision to mean that even with a special use permit no pickleball is allowed at the Hunter Park courts.

ASSESSMENT Pickleball has been a growing sport since its inception in the mid-1980s on Whidbey Island, WA. A key demographic for users is that they are over the age of 50. While younger age groups are growing, the key demographic remains over the age of 50. The City of Ashland has 28.6% of the population over the age of 65. This is compared to the state average of 19.6%. The Ashland Oregon Pickleball Club (AOPC) has reported having over 300 members.

The National Recreation and Parks Performance Review identified that 42% of park and recreation agencies have pickleball courts. For all agencies, the average is one pickleball court for 12,597 residents. In comparable sized communities, the average is one pickleball court for 7,737 residents. Ashland has one pickleball court for every 2,670 residents. Ashland has 290% more pickleball courts than comparable communities in America.

Staff identified 10 communities in southern Oregon and key communities in western and central Oregon. A review of all public and private courts was made. An analysis of the number of public pickleball courts was conducted utilizing a level of service model where the population was divided by number of courts and assessed at a per 1,000 level of residents. The analysis identified that the community of Ashland ranked #5 in number of courts per 1,000 residents. When school courts were removed from the analysis, since they are not open to the general public a majority of the year, Ashland rose to the #3 spot. Comparable to key communities in Oregon, Ashland is providing a level of service higher than many communities.

On March 14, 2024, John and Rebecca Lane, of the AOPC, did an analysis of nine (9) potential pickleball court locations in Ashland. The Department received a copy of this evaluation on January 10, 2025. Nine (9) sites were reviewed. Two of the sites were not managed by the City. Of the seven (7) remaining sites, only two sites are consistent with potential future park capital development plans. Those parks are East Main Community Park and Hunter Community Park. The other five (5) sites have significant impacts with existing uses, size of the park or parking limitations.

Pickleball is a destination activity. This means that the park must be able to accommodate vehicles and have restroom facilities for those users coming to use the facilities. The Lane's evaluation identified a rough cost of \$50,000 per pickleball site to develop the courts. This number is not consistent with our project cost estimate for Hunter Park. For each court, typically they are constructed in 2's or 4's, the cost would be \$50,000 to \$150,000. Parking, restrooms, etc. are additional considerations that would increase the cost per court.

The Department completed a survey in the fall of 2024 that reviewed the recreational experience for pickleball users. There were 112 respondents. A majority of respondents (56%) play in the morning. The majority (79.46%) have to wait less than 30 minutes for a pickleball court. 63.4% are unlikely to pay for reserved court space. This survey suggests that there is sufficient supply of pickleball courts to meet the demand. The introduction of a reservation fee for a couple of courts could address the concern over waiting less than 30 minutes to get on a court.

Staff's assessment is that the Department is meeting the recreational needs of pickleball users. Statistically, we are providing a higher level of service than comparable communities. Ashland has a higher population of people over 65 than comparable communities. Further investigation of the community's recreational needs is recommended as part of the Parks, Recreation, Open space, and Senior services (PROS) strategic plan. This will be occurring during 2025.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS Staff is asking for Commissioner input on one critical question to address the event planning needs for the pickleball community:

- When the Commission stated no pickleball at Hunter Park Tennis Courts, did that include special events?
 - Typically, special event permitting processes are designed to allow non-conforming or not allowed activities for a specific event or date.

The pickleball community has requested that a portion of the Hunter Park tennis courts be striped to permit pickleball use. The addition of pickleball lines and portable nets is a lower cost item and not critical to the capital project delivery currently planned. They can be added at any time in the future when and if the Commission makes a policy decision.

Staff recommends no policy decision be considered until the completion of the PROS Plan. During the planning process, staff will be engaging with many groups and collecting more data on what the community, as a whole, has prioritized for all recreational amenities within our parks. Staff is concerned that if a decision is made now, future information may contradict the service level need and have unforeseen impacts

in meeting those recreational needs. Staff is seeking direction regarding the following question:

- Would the Commission like to have pickleball included in the PROS plan analysis or make a policy decision prior to the completion of the PROS plan?

POLICIES, PLANS & GOALS SUPPORTED This aligns with the draft FY 26-27 department work plan to complete the PROS plan and to complete the Hunter Park tennis court rehabilitation capital project.

FINANCIAL CONSIDERATIONS There is no action requested, hence no financial consideration impact. However, if a change in use requires capital improvements, that would have a fiscal impact. In addition, if the level of service recommends more pickleball courts, each court would require capital funds.

ATTACHMENTS Lane Evaluation, Pickleball Survey, Pickleball Level of Service comparison (see meeting packet)

Questions/Discussion:

The Hunter Park tennis courts may be used for a pickleball tournament with a special use permit. Any policy decisions on pickleball courts will be deferred until completion of the PROS plan.

VI. FY 26 – 27 DEPARTMENT WORK PLAN – Director Houston

SITUATION The Commission adopts Department goals or a work plan on a biennial basis. Staff needs feedback on the draft FY26-27 Department Work Plan

BACKGROUND Historically, the Commission approves APRC goals to assist in providing strategic direction to the operations of the Department. These goals are transitioning to a department work plan. The change is due to the future strategic plan, which will identify long-range goals.

At the January 17, 2025, Park Commission Work Plan Retreat, the Commission reviewed the FY 23 – 25 Commissioners biennial goals. The prior goals were a combination of short-term and long-term goals. The review of the goals is attached.

At the retreat, staff presented a list of work plan items. The Commissioners discussed the items and prioritization.

ASSESSMENT The proposed FY 26-27 Department Work Plan, prioritized, is as follows:

1. Complete projects identified in the adopted Capital Improvement Plan for FY26-27

2. Complete the Parks, Recreation, Open space, & Senior services strategic plan (PROS)
3. Establish a policy on department policies, protocols, and procedures
4. Update employee onboarding, training, and safety program
5. Complete work plan items identified for FY26-27 to implement the Lithia Park Master Plan
6. Develop funding strategy for capital projects, specifically:
 - Pool replacement project
 - East Main future development phase(s)

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS Staff is seeking Commission input on the Work Plan to assist in its development to be considered for adoption at the February 12, 2025, Business Meeting.

POLICIES, PLANS, & GOALS SUPPORTED This aligns with the draft Department Work Plan adoption.

FINANCIAL CONSIDERATIONS N/A

ATTACHMENTS FY23-25 APRC Goals Review (see meeting packet)

VII. PARK CLASSIFICATIONS – Director Houston

SITUATION The Parks, Recreation, Open space, and Senior services (PROS) strategic plan includes development of a level of service model for park acreage by park type. In order to do this, the Commission needs to confirm the park types to be used, and the parks associated with each park type.

BACKGROUND Historically, the Department has used two measurements for the level of service of parks. The 2005 City Comprehensive Plan identified there were parks and open spaces. Each type identified an acreage per 1,000 residents. In addition, a goal of having a park within walking distance (generally quantified as 0.75 mile) was identified.

Information on this was presented by staff at the September 4, 2024, Study Session.

ASSESSMENT Several years ago, the Oregon State Comprehensive Outdoor Recreation Plan (SCORP) developed a model park planning resource entitled *A Guide to Community Park and Recreation Planning for Oregon Communities*. That document identified several park classifications, with a working definition, typical park amenities, and example parks. The document also developed a model level of service (acres per 1,000 residents) and through their inventory identified the current average for the state of Oregon for each park classification.

The City of Ashland does not have all of the park classifications, nor is that necessary. The following park classifications were identified to address current and future parks in Ashland:

- **Regional Park** – Provide a unique natural or cultural feature and regional-scale recreation facilities. Typically, 100 acres or more in size, a regional park serves areas within 45 minutes driving time. Regional parks can be large natural reserves or developed for large group activities. They can support large events, festivals, and other revenue-generating events to enhance the City’s economic vitality and identity. Recreational amenities vary widely, but off-street parking, restrooms, reservable shelters, amphitheaters, etc. are typically available.
- **Community Park** – Provide a destination experience with a service area of 3 miles. The parks are generally larger (10 to 100 acres) and provide active and passive recreation opportunities. They generally have restrooms and off-street parking to accommodate larger numbers of people. Recreational amenities include sport courts, organized sport fields, playgrounds, reservable shelters, swimming pools and splash pads, community gardens, and extensive trail systems.
- **Neighborhood Park** – Provide close-to-home recreation opportunities with a service area of 0.25 to 0.5 miles. Generally, 2 to 20 acres in size they provide playgrounds, non-organized sport fields, picnic tables, non-reservable shelters, open spaces, and trails. They generally do not have restrooms or off-street parking, except for ADA parking stalls.
- **Pocket Park** – Smallest park classification, providing basic recreation opportunities on less than 2 acres. Provide limited recreation amenities, such as benches, picnic tables, and playgrounds. Generally, they do not have restrooms or off-street parking.
- **Nature Park** – Land set aside for preservation of significant natural resources, remnant landscapes, open space, and visual aesthetics/buffering. They may preserve or protect environmentally sensitive areas, such as wildlife habitats, riparian corridors, or unique and/or endangered species. They vary in size from less than 10 acres to more than 200 acres. Development is limited to passive recreation and amenities to support the passive recreation. These could include trailheads (pedestrian and vehicular), trails, interpretive displays, benches, and structures that support the preservation of the site.
- **Trails** – Trails can include natural surface (soft) and improved (hard) surface trails. They can be referred to as pathways, bikeways, or active transportation routes. They can accommodate a variety of uses including walking, running, biking, dog walking, roller blading, skateboarding, and horseback riding. Trails can be located within parks, along road rights-of-way or on public easements. Trails are generally linear in nature and provide wayfinding signs, benches, drinking fountains, lighting, informational kiosks and interpretive signs.

Attached is a list of all park parcels and staff's proposed park classification for each. The park classification per parcel/park is needed to complete a comprehensive review of the park system and make recommendations for a level of service for each park classification in the PROS plan.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS Staff is seeking Commission input on the identified park classification list and a determination if this input is sufficient to direct staff in completing the PROS plan or if the Commission should act on this item at a future Commission business meeting.

POLICIES, PLANS & GOALS SUPPORTED This aligns with the draft department workplan item to complete the PROS plan.

FINANCIAL CONSIDERATIONS There is no financial impact to this agenda item or direction from the Commission.

ATTACHMENTS SCORP – Park Master Planning; Park Classification List (see meeting packet)

Discussion:

Several Commissioners suggested changing some of the specific Ashland park classifications. Director Houston clarified the park *categories* will be up for adoption at the February 12 Business Meeting. How specific parks are classified will be dynamic. A request was made to add 'Single Use Parks' to the categories.

VIII. BIENNIUM BUDGET

SITUATION The Department is preparing a budget for FY 26–27. This item will review the operations budget allocation of \$14,005,502.

BACKGROUND The City engages a biennial budgeting process. The Department is provided with budget instructions from the Finance Department. These instructions are used to create a draft budget for the Department. The draft budget is then recommended by the Park Commission.

The Department forwards the recommended budget to the Finance Department and then the City Manager develops a city budget. This budget is reviewed by the budget committee at three (3) public hearings. In June 2025, the City Council approves the budget for FY 26–27.

The Commission adopted the Capital Improvement Plan in January 2025. It identified a capital budget for FY 26–27 of \$6,228,000. This will be the proposed capital budget for the Department.

The operations budget is a combination of all park programs personnel, services, and supplies for the Department. In prior years, these were broken down into program budgets.

The Department is working with the Finance Department to utilize location spending in lieu of program budgeting to provide better reporting on where park funds are spent.

ASSESSMENT In order to meet the operational needs of the department, staff is assessing budget requests from the divisions. These budget requests could result in a budget proposal that would be larger than the operations budget earlier identified. The items include:

- Personnel, materials, and supplies to operate East Main Park in 2027
- Personnel, materials, and supplies to manage the addition of the Community Center, Pioneer Hall, and refill a portion of the COVID-19 maintenance staff reductions
- Equipment repair and replacement funding for new equipment acquired in prior biennium
- Support staff for Senior Services program to replace COVID-19 staff reductions and address increased program utilization
- Recreation Program Coordinator to replace COVID-19 staff reductions and to meet program needs
- Personnel, materials, and supplies to manage landscaping requirements for other city properties

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS Staff's presentation may result in questions from Commissioners. The next step is to present a draft department budget for recommendation for action at the February 12, 2025, business meeting.

POLICIES, PLANS & GOALS SUPPORTED This aligns with City budgeting policies.

FINANCIAL CONSIDERATIONS This item will establish the financial resources to meet the mission of the department. The level of funding will impact levels of service and programming for the department and for the community.

IX. **LOOKAHEAD REVIEW** – Director Houston reviewed the lookahead.

X. **ADJOURNMENT** – Bachman adjourned the meeting at 7:52 PM

Respectfully submitted by Nancy Mero, Executive Assistant



MINUTES FOR REGULAR BUSINESS MEETING

PARK COMMISSION

February 12, 2025

Council Chamber, 1175 E Main – 6:00 PM

Commissioners Present: Gardiner, Weiner, Bachman (Chair), Adams, Landt (Vice Chair)

Staff Present: Director Houston, Deputy Director Dials, Parks Superintendent Caldwell, Golf Manager Weaver, Event and Volunteer Manager Shelton, Environmental Education Manager Came, Recreation Manager Flora, Executive Assistant Mero

Absent: None

I. **CALL TO ORDER** – Bachman called the meeting to order at 6:01 PM

II. **ROLL CALL** – All five Commissioners in attendance

III. **APPROVAL OF MINUTES** – None

IV. **ADDITIONS OR DELETIONS TO THE AGENDA**

Bachman asked the Commission for unanimous consent to pull (table) Business Item #6 FY 26–27 Department Work Plan, from the agenda. Unanimous consent given.

V. **PUBLIC FORUM**

Jane Ferguson: Spoke to the importance of keeping Hunter Courts for tennis only.

Ward “Andy” Anderson: Spoke to the importance of keeping Hunter Courts for tennis only.

Cori Frank: Spoke to the importance of adding more Pickleball Courts. Doesn’t want animosity between tennis and pickleball.

John Spitzly: Spoke to the importance of more pickleball courts. Recommended discussion between Commissioners and court users.

VI. **CONSENT AGENDA**

1. Acknowledgement of minutes from November 18, 2025, ASAC meeting.

2. Acknowledgement of minutes from September 9, 2025, RDAC meeting.

Commissioners acknowledged the minutes by unanimous consent.

VII. **DIRECTORS REPORT** – Director Houston [presentation](#)

Questions: Concern expressed about PROS survey: too long, too broad. Survey won't let user advance unless every question is answered.

VIII. **BUSINESS**

1. **Golf Program Annual Report** – Golf Manager Weaver and Superintendent Caldwell [presentation](#)

SUMMARY This report provides operational and maintenance updates for Oak Knoll Golf Course (GC), as well as discussion on needed improvements. In 2024, the APRC instructed staff to review the option of having a concessionaire manage the GC program operations. This would have reduced the department's role in the customer engagement side of the program but kept the operation and maintenance of the course under department management. That review did not produce any viable concessionaires, so in spring 2024 a decision was made to consolidate GC programming and operations under a single person, the Golf Program Manager.

After a robust recruiting process, the department hired Brian Weaver in September 2024. During his five months with the organization, Brian has proven to be a critical hire in implementing the strategic direction for the GC. The first objective was to address the development of a "business plan" for the course. Brian is working with senior leadership on the development of the plan for the GC. The plan will be integrated into the Parks, Recreation, Open space, and Senior services strategic plan to ensure engagement with the community on the outcomes and align the GC strategy with the department's goals and objectives.

Working with the Water Department we have completed the installation of a secondary irrigation connection to help maximize efficiency when using potable water. Staff is working with consultants on an irrigation study to evaluate our irrigation usage, how our usage compares to our water rights, legalities for storing additional irrigation water onsite, and recommendations for water storage structures/locations if applicable. We continue to improve the playing conditions on the course, working with agronomy experts from within the golf industry. We have adjusted clubhouse operational procedures and are working on a staff handbook including standard operational procedures. Brian has increased the GC golf programming to include golf camps/clinics, outdoor concerts, and PGA certified golf instruction. We're currently working on driving range improvements including a new grass "tee" area, new hitting mats, new range balls, a new sod nursery, and we plan to paint all GC buildings this spring. Staff has cleaned and organized the grill area in anticipation of opening sometime in March/April for the upcoming golf season. To maximize golf revenues, staff recommends that we operate the grill internally with a small, limited menu that we can expand as sales increase over

time. We plan to staff the grill primarily with seasonal employees, some of whom will serve double duty receiving green and range fees at the customer service counter.

POLICIES, PLANS & GOALS SUPPORTED The summary of actions and plans support APRC's FY23-25 goal #4. This includes the hiring of the GC manager, working to identify and rectify the water needs, improving playing conditions, and working on cost recovery methods for the GC.

FINANCIAL CONSIDERATIONS This item is only informational.

PROPOSED ACTIONS OR MOTION(s) N/A

Questions/Discussion:

What one improvement would have the biggest impact at the GC? Consistency, in the product (course) and service. Clarification requested on the graph shared in presentation. The information depicted on the graph is all revenue.

- 2. Recreation Division Annual Report** – Deputy Director Dials, Volunteer and Event Manager Shelton, Environmental Education Manager Came, Recreation Manager Flora [presentation](#)

SUMMARY This report will summarize the progress of the Recreation Division during the 2024 calendar year. Staff will review the Volunteer Program, Ice Rink and Daniel Meyer Pool, Environmental Education Initiatives, Events, and more.

POLICIES, PLANS & GOALS SUPPORTED Not applicable to Division Annual Review.

FINANCIAL CONSIDERATIONS This item is only informational.

PROPOSED ACTIONS OR MOTION(s) N/A.

Questions/Discussion – None

- 3. Calle Guanajuato Lease Agreements (Action)** – Deputy Director Dials
The Calle Guanajuato (Calle) is a part of Parks. The Department oversees the leasing of space to artists and restaurants using the Calle for sales.

SUMMARY The following applicants have submitted requests for Commercial Space on the Calle Guanajuato for the 2025 season. Staff is seeking approval of these applications.

Requests

- Skout
- Café Lumina
- Little Tokyo
- Louie’s Bar and Grill
- Bar Juillet
- Oberon’s
- Greenleaf
- Mix Bake Shop
- Lithia Artisans Market

Draft 2025 Boundary Map Location

R-6, R-6a, S-2c
A-5, A-3
A-4, S-1, R-5
Part of R-4a, R-4b & A-2
Part of R-3
Part of R-3
R-2 & S-3
R-1a & R-1b
A-10, A-9, A-8, S-2a, S-2b, A-7, A-6, A-3, A-1, A-1b

Each year, restaurants adjacent to Calle Guanajuato and the Lithia Artisans Market can request rental space for seating and artisan booth placement. In 2023, the Commission approved a three-year fee schedule for the Restaurants and Artisans. Restaurants will be charged for either five or seven days per week, based on their selected season of operation and square footage. The Lithia Artisans Market is charged for two days per week. This is a one-time payment that covers the entire rental period, which historically has lasted from mid-March through mid-November (eight months). Once the agreements are approved, APRD staff, restaurant owners, and the manager of the Lithia Artisans Market will collaboratively address any issues or concerns prior to the season opening.

The 2025 draft boundary map of rental spaces on Calle Guanajuato is included in the packet to illustrate generally where Restaurants and Artisans will be located for the 2025 season. Each Restaurant and the Lithia Artisans Market have submitted a request and a site plan in accordance with the Calle Policy. A map of the front of Lithia Park and the surrounding area, depicting where the Lithia Artisans Market spaces are generally located, is included in the packet.

Season of Operation

Over the years, the season of operation for the Lithia Artisans Market and restaurants has increased:

- The current Calle Guanajuato policy states: “The default season of operation is Memorial Day through Labor Day.”
- Once the Calle Guanajuato was reconstructed in 2014, more restaurants were interested in using it for longer periods and the Commission allowed an extended season, from mid-March through Mid-November.
- In 2024, the Commission approved three options for seasons
 - mid-March through mid-November (8 months)
 - mid-March through end-of-December (9.5 months)
 - January through mid-March (2.5 months).
- For the 2025–2026 season staff proposes similar options:
 - March 10th–November 9th, 2025 (8 months)
 - March 10th–December 31st, 2025 (9.5 months)

- January 1st, 2026–March 9th, 2026 (2.5 months)

Lithia Artisans Market request for use of the front of Lithia Park

When the COVID-19 pandemic began in 2020, with approval from the Commission the Lithia Artisans Market spread into the front of Lithia Park during the season of operation. This shift gives the Artisans more visibility and allows Restaurants to utilize more of the Calle. Maintenance staff have monitored the front of the park closely, noting minimal damage associated with the Artisans' use of the space.

POLICIES, PLANS & GOALS SUPPORTED Calle Guanajuato Commercial Use Policy #101

FINANCIAL CONSIDERATIONS In this current Biennium, the revenue from the Calle has been approximately:

- FY24: \$50,951.17 in revenue.
- FY25: \$33,879.03 (July and Jan). We can expect more revenue during the months of April–June for this current contract period.
- The Commission approved a 3-year plan for fee increases. Those increases were 7% for Artisans for year one only. No increase in years two or three. Restaurants increase 9% each year of the 3-year plan. We are in the 3rd year of this plan.

PROPOSED ACTIONS OR MOTIONS A separate motion for each of the items listed below is recommended:

- Move to approve the 2025 Calle Guanajuato Boundary Map.
- Move to approve an eight (8) month season March 10th–November 9th, 2025, a nine and one half (9.5) month season March 10th–December 31st, 2025, and off season use from January 1st, 2026–March 9th, 2026, giving a choice to Restaurants and the Lithia Artisan Market to extend the months of the season of operation with a plan in place by November 1 to remove equipment, chairs, tables, etc. if a flood threatens.
- Move to approve the Lithia Artisans Market use of the front of Lithia Park during the regular season of March through November with no use of grass areas after November 1st or if one half inch or more of rain falls within a three-day period prior to the rental.
- Move to approve the nine (9) requests listed in the staff report for Calle Guanajuato for the 2025 Season.

ATTACHMENTS 2025 Draft Boundary Map, 2025 Lithia Artisans Front of Lithia Park Map, Calle Guanajuato Commercial Use Policy (see packet)

Questions/Discussion:

A request was made to leave a buffer of at least ten feet between vendor booths/tables and the sidewalk at the entrance to Lithia Park. Request will be granted. A suggestion was made to be ready to consider the costs incurred by Parks when creating the lease agreement next year.

Motion: I move to approve the 2025 Calle Guanajuato Boundary Map.

Motion: Weiner

Second: Adams

Vote:

<u>Gardiner</u>	<u>Yes</u>	<u>Weiner</u>	<u>Yes</u>	<u>Bachman</u>	<u>Yes</u>
<u>Adams</u>	<u>Yes</u>	<u>Landt</u>	<u>Yes</u>		

Motion: I move to approve the seasons as outlined in the packet and on the screen in front of us.

Motion: Adams

Second: Weiner

Vote:

<u>Gardiner</u>	<u>Yes</u>	<u>Weiner</u>	<u>Yes</u>	<u>Bachman</u>	<u>Yes</u>
<u>Adams</u>	<u>Yes</u>	<u>Landt</u>	<u>Yes</u>		

Motion: I'd like to approve the Lithia Artisans use of the front of Lithia Park as listed in the staff presentation with the clarification that booths would be kept a minimum of ten feet away from the entrance to Lithia Park.

Motion: Landt

Second: Gardiner

Vote:

<u>Gardiner</u>	<u>Yes</u>	<u>Bachman</u>	<u>Yes</u>	<u>Landt</u>	<u>Yes</u>
<u>Weiner</u>	<u>Yes</u>	<u>Adams</u>	<u>Yes</u>		

Motion: I move to approve the nine requests listed in the staff report for Calle Guanajuato for the 2025 season.

Motion: Adams

Second: Landt

Vote:

<u>Gardiner</u>	<u>Yes</u>	<u>Bachman</u>	<u>Yes</u>	<u>Landt</u>	<u>Yes</u>
<u>Weiner</u>	<u>Yes</u>	<u>Adams</u>	<u>Yes</u>		

4. Trail Advisory Committee Appointments (Action) – Director Houston

SUMMARY In September 2024, the Park Commission established the Trails Advisory Committee (TAC) to replace the ad-hoc Trails committee. A standing committee was necessary to meet the needs of the community and advise the Park Commission. Staff completed a public recruitment that yielded 20 applications. A review panel interviewed 18 candidates. The review panel was impressed with the candidates' professionalism,

experience, and passion for trails and the community. After careful consideration, the chair is recommending seven TAC appointments. If confirmed by the Park Commission, a revision to the TAC formation policy will be required to add the two additional committee members.

The recommendations will establish four appointments with four-year terms and three appointments with two-year terms to ensure a staggered TAC committee membership. The recommended appointments are:

Name	Position	Term End date
Josh Cott	Pedestrian	12/31/2029
Ethan Braught	Cyclist	12/31/2029
Brooke Hansen	At-Large	12/31/2029
Torsten Heycke	ADA	12/31/2029
Adrian Bender	Pedestrian	12/31/2027
Yu Kuwabara	Cyclist	12/31/2027
Stef Seffinger	At-Large	12/31/2027

Brief introduction to each recommended TAC member:

Josh Cott – Josh is a board member of the Ashland Woodlands and Trails Association with 18 years’ experience of use and maintenance of our local trails.

Ethan Brought – Ethan brings experience with trail volunteer groups from his work with Team Dirt (Corvallis) on maintaining a trail system that crosses state, federal, and private lands.

Brooke Hansen – Brooke served on the ad-hoc trail committee for three years. She has experience in working within government processes and experience in negotiations and conflict resolution.

Torsten Heycke – Torsten has 40+ years of trail building and maintenance experience and has sat on many local trail committees supporting the City’s and USFS trail systems.

Adrian Bender – Adrian is an avid trail user and trail volunteer with professional knowledge of geomorphology as it pertains to sustainable trail design.

Yu Kuwabara – Yu is a board member of the Ashland Woodland and Trails Association and the Rogue Valley Mountain Bike Association.

Stef Seffinger – Stef has extensive experience in Ashland city government and is an advocate for safe trail use for all trail user groups including dog walkers, hikers, seniors, and cyclists.

POLICIES, PLANS & GOALS SUPPORTED The appointments of TAC members facilitates the objective of having an engaged community assisting the Park Commission in meeting the recreational needs of the community.

FINANCIAL CONSIDERATIONS There are no financial impacts to this action. The action will require additional staff time to manage the Committee and public meetings.

PROPOSED ACTIONS OR MOTIONS Motion to amend the formation of the Trails Advisory Committee to include seven members (one additional cyclist and pedestrian representative) and appoint the seven members, with the first four on the list to serve a four-year term and the final three to serve a two-year term to provide staggered committee terms.

Questions/Discussion:

Clarification on the motion that the Commission consents to the Chair's appointment of the TAC members. Correct.

Motion: I move to amend the formation of the Trails Advisory Committee to include seven members with one additional cyclist and pedestrian representative.

Motion: Adams

Second: Landt

Vote:

<u>Gardiner</u>	<u>Yes</u>	<u>Weiner</u>	<u>Yes</u>	<u>Bachman</u>	<u>Yes</u>
<u>Adams</u>	<u>Yes</u>	<u>Landt</u>	<u>Yes</u>		

Motion: I move to consent to the appointment of the seven members by the Chair as outlined in our report.

Motion: Adams

Second: Weiner

Vote:

<u>Gardiner</u>	<u>Yes</u>	<u>Weinger</u>	<u>Yes</u>	<u>Bachman</u>	<u>Yes</u>
<u>Adams</u>	<u>Yes</u>	<u>Landt</u>	<u>Yes</u>		

5. Park Classifications (Action) – Director Houston

SUMMARY The Parks, Recreation, Open space, and Senior services (PROS) strategic plan includes development of a level of service model for park acreage by park type. In order to do this, the Commission needs to adopt a park classification system.

Historically, the department has used two measurements for the level of service of parks. The 2005 City Comprehensive Plan identified there were parks and open spaces. Each type

identified an acreage per 1,000 residents. In addition, a goal of having a park within walking distance (generally quantified as 0.75 mile) was identified.

Information on this was presented by staff at the September 4, 2024, Study Session.

Staff is recommending the following park classifications:

- **Regional Park** – Provides a unique natural or cultural feature and regional-scale recreation facilities. Typically, 100 acres or more in size, a regional park serves areas within 45 minutes driving time. Regional parks can be large natural reserves or developed for large group activities. They can support large events, festivals, and other revenue-generating events to enhance the City's economic vitality and identity. Recreational amenities vary widely, but off-street parking, restrooms, reservable shelters, amphitheaters, etc. are typically available.
- **Community Park** – Provides a destination experience with a service area of 3 miles. The parks are generally larger (10 to 100 acres) and provide active and passive recreation opportunities. They generally have restrooms and off-street parking to accommodate a larger number of people. Recreational amenities include sport courts, organized sport fields, playgrounds, reservable shelters, swimming pools and splash pads, community gardens, and extensive trail systems.
- **Neighborhood Park** – Provides close-to-home recreation opportunities with a service area of 0.25 to 0.5 miles. Generally, 2 to 20 acres in size, they provide playgrounds, non-organized sport fields, picnic tables, non-reservable shelters, open spaces, and trails. They generally do not have restrooms or off-street parking, except for ADA parking stalls.
- **Pocket Park** – Smallest park classification, provides basic recreation opportunities on less than 2 acres. Provide limited recreation amenities, such as benches, picnic tables, and playgrounds. Generally, they do not have restrooms or off-street parking.
- **Nature Park** – Land set aside for preservation of significant natural resources, remnant landscapes, open space, and visual aesthetics/buffering. They may preserve or protect environmentally sensitive areas, such as wildlife habitats, riparian corridors, or unique and/or endangered species. They vary in size from less than 10 acres to more than 200 acres. Development is limited to passive recreation and amenities to support the passive recreation. These could include trailheads (pedestrian and vehicular), trails, interpretive displays, benches, and structures that support the preservation of the site.
- **Trails** – Trails can include natural surface (soft) and improved (hard) surface trails. They can be referred to as pathways, bikeways, or active transportation

routes. They can accommodate a variety of uses including walking, running, biking, dog walking, roller blading, skateboarding, and horseback riding. Trails can be located within parks, along road rights-of-way or on public easements. Trails are generally linear in nature and provide wayfinding signs, benches, drinking fountains, lighting, informational kiosks and interpretive signs.

- **Special Use Park** – The special use classification covers a broad range of park and recreation lands that are specialized or single-purpose in nature. Special use parks that have a community or regional draw may require supporting facilities such as parking or restrooms. Park size is dependent on the special use and can vary from very small to many acres.

POLICIES, PLANS & GOALS SUPPORTED The adoption of park classifications will assist in measuring the department's outcomes and comparing our park system with other park systems.

FINANCIAL CONSIDERATIONS There are no financial impacts to this action.

PROPOSED ACTIONS OR MOTIONS Motion to adopt the park classifications as outlined in this agenda brief for park planning purposes. Direct staff to develop a policy on park classifications, once the new department policy format is adopted.

Questions/Discussion:

Clarification that there are six different classifications rather than five? Correct.

Are we approving classification categories tonight and not how individual parks will be classified? Correct.

Request made that walkable distance match that in the Comprehensive Plan (.25 miles instead of .75 miles).

Request that the 'Pocket Park' classification be changed from two acres or less to one acre or less.

Motion: I move that we adopt the parks classifications as outlined in the agenda brief for parking planning purposes with the following change, that pocket parks be changed from two acres to one acre. Further, direct staff to develop a policy on park classifications once the new Department policy format is adopted.

Motion: Landt

Second: Gardiner

Vote:

<u>Gardiner</u>	<u>Yes</u>	<u>Weiner</u>	<u>Yes</u>	<u>Bachman</u>	<u>Yes</u>
<u>Adams</u>	<u>Yes</u>	<u>Landt</u>	<u>Yes</u>		

6. FY26-27 Department Budget Recommendation (Action) Director Houston
Houston noted that the numbers in the agenda brief have shifted downward.

SUMMARY The Commission adopts a budget on a biennial basis. The budget below is reflective of the input received at the January 17, 2025, Park Commission retreat and feedback from the February 5, 2025, Study Session. The department budget includes the following additional budget requests:

- Senior Services Administrative Assistant to meet service level needs
- Park Technician I (Boulevards) to meet non-park City landscaping requirements
- Park Technician I and service and supply costs for FY27 for East Main Park
- Recreation Coordinator, services, and supply costs to address service level needs and the re-opening of Pioneer Hall and the Community Center
- Phase I transition to Citywide fleet replacement model

The proposed FY26-27 Department budget is as follows:

Budget Category	FY 26-27 proposed	FY 24-25 Adopted
Park Operations Budget*	\$15,981,613	\$14,719,756
Park Capital Program Budget	\$6,228,000	\$17,457,093
Total Park Department Budget	\$22,209,613	\$32,179,849

*Park Program budgets will be presented at meeting

POLICIES, PLANS & GOALS SUPPORTED The recommendation of this budget follows prior practices, consistent with the City Charter and budget rules.

FINANCIAL CONSIDERATIONS This recommended budget, if adopted by council, would ensure basic services and programs are able to operate during the FY 26-27 budget cycle.

PROPOSED ACTIONS OR MOTIONS Motion to recommend the FY 26-27 Department budget of \$22,209,613 and move it forward to the Finance Department.

Questions/Discussion:

In the materials, why is the total amount for the FY 24-25 budget \$300,000 less than what was adopted? That was a transposition mistake.

Clarification: The Commission doesn't approve the budget. They make a recommendation to move it forward in the City budget process.

Does the Boulevards position work on more than just the Boulevard? Yes, that position works on all non-park properties.

Noted that there were wrong numbers for Environmental Education in the table.

Why the reduction in the Capital Budget from FY 24-25? The previous budget was aspirational. We didn't actually have the funding.

A request was made to have a motion to table the item until March.

What would be helpful for staff from the Commission to move the draft budget forward?
Support for the 'Budget Request Considerations'.

Motion: I move that we support the budget request considerations provided to us by
Staff in their presentation tonight.

Motion: Landt

Second: Gardiner

Vote:

<u>Gardiner</u>	<u>Yes</u>	<u>Weiner</u>	<u>Yes</u>	<u>Bachman</u>	<u>Yes</u>
<u>Adams</u>	<u>Yes</u>	<u>Landt</u>	<u>Yes</u>		

IX. ITEMS FROM COMMISSIONERS/STAFF

Liaison Report(s)

1. Gardiner, Liaison for Ashland Parks Foundation (APF) shared that Micha BlackLight, the artist for the Crystalizing Our Call sculpture intended for Ashland Creek Park, approached the APF to sponsor the project.
2. ASAC: City Councilors are no longer being assigned to Parks advisory committees.
3. Weiner, liaison for the Forest Lands Management Advisory Committee, shared that slash piles were burned in the Watershed near Fell on Knee trail. Burning of slash piles in Siskiyou Mountain Park are on hold due to weather.
4. Bachman: Follow up to TAC appointment: Staff will be in touch with the new members, they will get trained, a meeting will be scheduled initially led by staff, members will elect chair/vice chair in a meeting.

X. UPCOMING MEETING DATES

1. APRC Study Session March 5, in Council Chamber, 6:00 PM
2. ASAC Meeting March 10, at the Senior Center, 3:30 PM
3. APRC Regular Business Meeting March 12, in Council Chamber, 6:00 PM
4. RDAC Meeting March 20, at the Lithia Park Cabin, 4:00 PM

XI. ADJOURNMENT

Bachman adjourned the meeting at 8:34 PM

Respectfully submitted by Nancy Mero, Executive Assistant



Council Business Meeting

Date: March 12, 2025

Agenda Item	FY 26 - 27 Department Work Plan (Action)
From	
Contact	

SUMMARY

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

1. VIII1. FY 26-27 Department Work Plan
2. Lithia MP - Project List - FY26-27
3. CIP_25-31





REGULAR BUSINESS MEETING

AGENDA BRIEF

March 12, 2025

Agenda Item	VIII. FY 26-27 Department Work Plan	
Presenter	Rocky Houston	Director
Item Type	Action ☒ Information ☐	

SUMMARY

The Commission adopts department goals or a work plan on a biennial basis. The work plan below reflects the input received at the January 17, 2025, Park Commission Work Plan Retreat and feedback from the February 5, 2025, Study Session.

The proposed FY 26-27 Department Work Plan, prioritized, is as follows:

1. Complete projects identified in adopted Capital Improvement Plan for FY 26-27
 - Preventative Maintenance Projects
 - Hunter Park – Tennis Court Rehabilitation
 - Lithia Park Butler-Perozzi Fountain Restoration
 - Irrigation Controllers
 - ADA Improvements
 - Siskiyou Mountain Park Trail Re-route
 - East Main St Park Phase I Development
2. Improve recreation and senior programming access by replacing staff positions eliminated during COVID-19 and developing a cost recovery policy.
3. Complete the Parks, Recreation, Open space, & Senior services strategic plan (PROS)
4. Establish equipment replacement and repair program to be consistent with City fleet standards.
5. Update employee onboarding, training, and safety program
6. Complete work plan items identified for FY 26-27 to implement the Lithia Park Master Plan:

- Fuels Reduction Between Glenview Rd and Ashland Creek
- Hazard Tree Removal
- Development and Promotion of Citizen Science and/or Other Environmental Education
- Winburn Way Traffic Speed and Road Design
- Trail Map Update
- Replacement of Interpretive Signs for Flora

7. Develop funding strategy for future capital projects, specifically:

- Daniel Meyer Pool replacement project
- East Main future development phase(s)

POLICIES, PLANS & GOALS SUPPORTED

The adoption of the FY 26–27 Department Work Plan would establish a plan for the Department to measure its actions during FY 26–27.

FINANCIAL CONSIDERATIONS

There are no financial impacts to this action.

PROPOSED ACTIONS OR MOTION(s)

Motion to adopt the FY 26–27 Department Work Plan.

ATTACHMENTS

N/A

PREPARED BY: Rocky Houston

Lithia Park Master Plan Project Priorities - FY26-27						
Recommendation						
Project	#	Master Plan Theme	Project Type	Notes	In CIP	O&M Task
Fuels Reduction	12	Creek to Canopy	Maintenance	5 acres schedule in FY24 for clearing and section along Glenview Rd for burn		X
Hazard Tree Removal	15	Creek to Canopy	Maintenance	Remove hazard trees and plant new trees to maintain canopy		X
Japanese Garden - ADA access improvements	19	Access & Connection	Park Enhancement	Improving access from Winburn Way and providing ADA parking site on Winburn Way	X	
Traffic Speed & Road Design	3,18,20	Access & Connection; The Meandor	Park Enhancement	Integrate road diet by adding center line and pedestrian/bike lane in Winburn Way to reduce speeds and improve safety for pedestrians and bicyclists and/or consideration of piloting low & medium speed use only of a portion of Windurn Way		X
Environmental Education Programming	17	Creek to Canopy	Operations	Development and promotion of citizen science and/or other environmental education at Lithia		X
Interpretation Update	1	The Meandor	Maintenance	Replacement of old interpretation signs with QR code and downloadable pdf for self-tours		X
Trail Map Update	3,19	The Meandor; Access & Connection	Maintenance	Develop new trail map for park		X
Pump Track Development at East Main Community Park	23	Access & Connection	Park Enhancement	Addresses pump track identified in master plan	X	
Restroom Replacement & ADA Improvements	29	Lithia Park Legacy	Maintenance	Removal of a restroom in 100 year floodplain and improvements to existing restroom	X	
Memorial & Public Art Policy	30	Lithia Park Legacy	Planning	Create policy to assess memorials and public art in Lithia Park	Completed	



Garfield Park Improvements

2025-2031 ASHLAND PARKS & RECREATION CAPITAL PLAN



Ashland Parks & Recreation Department
1195 East Main Street, Ashland, OR 97520
541-488-5340
www.AshlandParksandRec.org

Adopted: January 8, 2025



ACKNOWLEDGEMENT

This document represents the efforts and cooperation of Ashland Parks & Recreation Department staff, the Ashland Parks and Recreation Commission and the City of Ashland community members. Thank you to all who participated in the development of this plan.

Ashland Parks & Recreation Commission

Commissioner Jim Bachman, Chair
Commissioner Rick Landt, Vice-Chair
Commissioner Jim Lewis
Commissioner Justin Adams
Commissioner Stef Seffinger

Ashland Parks & Recreation Staff

Rocky Houston, Director
Rachel Dials, Deputy Director
Kevin Caldwell, Parks Superintendent
Bill Miller, Parks Supervisor
Wes Casale, Parks Supervisor
Jason Minica, Parks Supervisor
Brian Weaver, Golf Manager
Brandon Terry, Senior Administrative Analyst

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Introduction

Ashland Parks & Recreation Department

The Ashland Parks & Recreation Department (Parks) administers all parks and open space lands for the City of Ashland. Parks has a five member Parks and Recreation Commission (APRC) that has responsible for management of all park lands. The parks are located primarily within city limits, with some being adjacent to the City's urban growth boundary. Parks manages a portfolio of 36 properties. These properties include 20 developed parks and 53 miles of trail over 811 acres. As the City's population continues to increase, Parks is committed to meet the needs for outdoor recreation.

Parks has existed since being established in 1909, with several new parks developed over the last century. Many park assets are reaching the end of their useful life and routine maintenance is beginning to tip into preventative maintenance and major maintenance tasks. Unfortunately, this trend will continue due to the age of the parks system, continued growth, and subsequent increased use levels of the park system facilities. This is a core focus of Park's capital plan: manage the current assets' integrity, while continuing to meet the recreational demand of the community.

This is the first year that Parks has developed a Capital Plan in this format, along with implementing the categories and projects identified later in this document. As such, future iterations of the Capital Plan will have more project information in all the categories as needs and priority planning evolve.

What is in the Parks Capital Plan?

This document includes:

- Regulatory requirements summary
- Local framework for Parks capital planning
- Description of the process used to develop the Capital Plan
- Description of project types and strategies for implementation
- Six Year CIP Summary
- Six Year CIP by Project Type
- Capital Project Overviews
- APRC Adoption Resolution
- Public Comments

Regulatory Requirements Summary

Parks selects projects for the Capital Plan based on a rubric incorporating our mission, goals, and the strategic directives found in the **Parks, Recreation, Open space & Senior**

Services (PROS) plan (upon completion in 2026). The PROS plan identifies a 20-year Capital Facilities Plan (CFP) to identify our current and future capital needs and resources. The CFP includes an inventory of existing publicly owned capital facilities, and a forecast for the future needs for new or expanded facilities necessary to accommodate growth during the next 20 years. It provides a forecast of projects and resources needed.

The Capital Improvement Plan (CIP) is a six-year implementation plan to meet the highest priority needs. It is financially limited to the resources available. It is updated bi-annually to reflect changes in capital needs and resources available.

Parks Capital Planning, Local Framework

The APRC is authorized under the City Charter to maintain a parks system within its boundaries. This authority has been delegated to the Director of the Parks & Recreation Department, with oversight by the APRC.

Recognizing the reality of funding and staffing limitations, available opportunities, and overall capacity for the parks system each fiscal budget, it is the policy of Parks to utilize a transparent and systematic methodology for the prioritization of capital expenses. This methodology balances the needs and objectives of the parks system, the obligations of the City to the public, the impact to Parks' and City budgets, and the operational impact of adding to the Parks' portfolio. Parks works to be agile, flexible, and adaptable in the implementation of a CIP to pursue opportunities that meet the broader goals of department, City, and community as they arise.

Parks describes capital plan improvements in the following terms:

- **Preventative maintenance:** project to extend the useful life of an existing asset, with a contractor performing the work rather than Park operations staff. Preventative maintenance projects may include (but are not limited to) bench and table renovation, parking lot seal coating, structure painting or siding repair, playground fall protection repair, hazard tree removal, and turf or planting material replacement.
- **Major maintenance:** project renovating, restoring, or replacing an existing asset, with a contractor performing the work rather than Park operations staff. Major maintenance projects may include (but are not limited to) shelter replacement, playground fall surfacing replacement, parking lot or trail resurfacing, restroom replacement, and sports turf replacement.

- **Enhancements:** project creating a new park or park amenity that adds to existing park inventory. Projects may include construction of new or additional sport courts, playgrounds, shelters, restrooms, or new parks in their entirety.
- **Land acquisition:** project acquiring new lands, rights-of-way, or property rights to preserve land or enable future recreation improvements. Rights-of-way may be acquired to improve park access, and property rights can be acquired for habitat or agriculture preservation.
- **Vehicles & Equipment:** the acquisition of a new vehicle or equipment to meet an operational need. This is not the replacement of existing vehicles or equipment.

CIP Development Process

The process of developing the CIP includes four stages:

1. Identification
2. Prioritization
3. Scoping
4. Budget

Identification

Identification of projects by:

- Collating asset condition assessments, public comments, development needs identified in the PROS Plan, prior obligations, and staff observations. The City is in the process of implementing an electronic asset management system which will serve as the method for developing formal lists of items to address.
- Staff sorting of each proposed project into one of the following categories, as described in the previous section: preventative maintenance, major maintenance, development, land acquisition.
- Adding projects and project details to the list by project type.
- Adding notes from plans, community input, government input, etc. to the project spreadsheet to assist with prioritization.

Prioritization

Prioritization of projects by:

- Performing an initial prioritization through the scoring of projects using the rubric applicable by project type, located in the appendices of this policy. The prioritization will be developed into a draft CIP.

- The Director presenting the draft CIP to the APRC bi-annually in the fourth quarter of the preceding year.
- The APRC reviewing and providing input on the draft CIP. Staff reviewing comments and adjusting the CIP as necessary based on the input received, and at a subsequent meeting the APRC considering the adoption of the CIP. The adopted CIP will be used as a part of the budgeting process.

Note: Projects that are funded and currently in development will not be subject to reprioritization, ensuring continual progress on projects already in development. This is consistent with a fiscally constrained capital program, as described in the budgeting section of this policy.

Scoping

Scoping of projects by:

- Developing proposals to accomplish the projects in the prioritized list. This may include bundling projects that are similarly prioritized to take advantage of economic scaling (e.g., parking lot restoration projects in the west park zone that score within ten places of each other may be combined into a single, larger project).
- Estimating costs for proposed projects. Projects ranking higher on the prioritized list will have more accurate estimates completed based on current and projected economic conditions and available Parks resources.
- Evaluating the prioritized list considering current Parks' budgetary and staffing capacities, obligatory requirements, etc. When opportunities or challenges are identified, reorganization of the list may occur.
- Using the list of projects, including costs and any APRC comments, in developing the Parks' capital budget for presentation to City administration.

Budgeting

Budgeting for the CIP will occur by:

- Forecasting each fund available to pay for capital improvements in the Parks' portfolio as part of the City's budgetary process, forming the basis of fiscal constraint considerations. While CIP projects may move around in response to conditions, the cumulative costs and impacts to the Parks' portfolio would need to be consistent with the constraints in the adopted capital budget.
- Parks will pursue funding from outside sources, such as grants, for projects in the CIP as available and where staff capacity exists. Successful competition for

outside funding, such as grants, may result in adjustments to the CIP, as described below.

The adopted CIP will be posted on Parks' website.

Alteration

The CIP process will occur bi-annually as part of the budgetary process. Projects that have been completed will be reported to the Finance Department for inclusion in the Comprehensive Annual Financial Report (CAFR), as well as to the APRC as part of the bi-annual CIP update process. New projects will be added to the list per the process described above. Reprioritization may result in changes and should not be construed as being contrary to this policy.

The fiscal constraints mentioned above shall be applied to the overall project budget, subject to the limitations and restrictions upon the different funding sources or appropriations, except when new outside funding becomes available for a specific project(s).

The CIP is intended to be a guiding document for repair, acquisition, and development of Parks' assets. It is intended to provide a realistic, achievable set of goals. However, circumstantial changes may result in the need to amend the CIP. It will be the policy of Parks to make these amendments during the bi-annual update, as described above. If such a change occurs within a biennium budget, Parks will need to amend the capital budget.

Guiding principles

In support of City policies and goals, the Parks' capital planning process strives to:

- Prioritize projects with the greatest potential to support multiple City programs and goals.
- Consider the impact of the project on people with barriers to recreational opportunities.
- Ensure reliable scientific and engineering assessments of projects.
- Ensure each project in the plan is feasible and the most cost-effective way to meet an identified need.
- Focus limited resources on cost-effective solutions to the most pressing concerns.
- Incorporate environmental benefits into infrastructure repair projects.
- Maintain a list of potential projects to help pursue funding opportunities.

Project Classifications

Preventative Maintenance Projects

Description

Preventative maintenance projects extend the useful life of an existing asset. They generally cost over \$5,000 and are completed by a contractor.

Strategy

Through routine maintenance activities and a semi-annual inventory of park assets and conditions, generate a list of potential projects. Follow the CIP policy and procedures to rank and prioritize preventative maintenance projects.



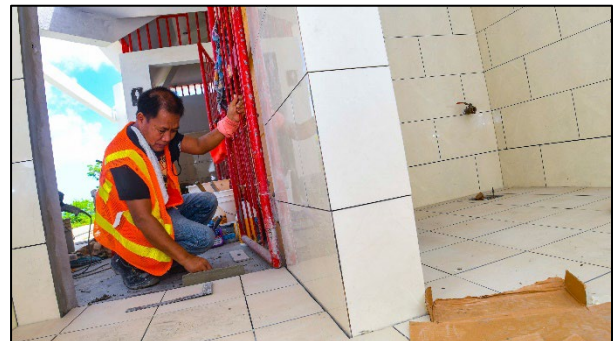
Major Maintenance Projects

Description

Major maintenance projects generally cost over \$100,000 and encompass the repair or replacement of an existing recreational asset.

Strategy

Through a semi-annual inventory of park assets and conditions, generate a list of potential projects. Follow the CIP policy and procedures to rank and prioritize major maintenance projects.



Enhancement Projects

Description

Enhancement projects are when new recreational assets are added to an existing park, or a new park is developed.

Strategy

The PROS plan reviews recreation needs, level of service requirements, and outlines a strategy to meet current and future recreational demands. The CIP reviews this plan as it ranks and prioritizes projects. Parks works to identify funding to develop new parks and recreational assets.



Acquisition Projects

Description

Acquisitions add property to the Parks' portfolio. Property is generally divided into acquisition for natural areas and park development.

Strategy

Acquire properties from willing sellers to meet level of service and conservation goals as identified in the Natural Areas Acquisition Plan and the PROS plan. The CIP outlines annual and six-year strategies.



Vehicle and Equipment

Description

Review existing assets and Parks' needs to determine what equipment and vehicles are needed to meet operational needs.

Strategy

Complete an annual review and identification of needs and develop a mechanism for the procurement of new vehicles and equipment. This assessment is generally constrained fiscally and assessed to ensure vehicles and equipment will add value for Parks. Vehicle replacement and procurement will be completed by the Fleet Services. Funding



This capital plan includes projects and ongoing programs totaling approximately \$24 million in Parks funding over the next six years. The first year's budget is an assessment, while the budgets for the subsequent five years are aspirational and actuals will be dependent on Parks' resources (personnel & funding), future budget approval, and direction from the City Budget Committee and the City Council. The capital plan is dependent on the funding programs outlined below.

Food & Beverage Tax (FBT)

Parks receives 25% of the Food & Beverage Tax (FBT). A 5% sales tax is attributed to all prepared food and beverages (excluding alcohol) within the city limits of Ashland. These funds are dedicated to acquisition, planning, development, repair, and rehabilitation of City parks. The FBT is currently scheduled to sunset in 2030.

System Development Charges (SDC)

These fees are collected when building permits are issued for single family homes, apartments, and other residential projects. The funds collected can be used for park enhancements or land acquisitions. The rate is \$486.76 to \$1,041.20, depending on the unit type being developed.

General Fund (GF)

The General Fund is the property tax revenue generated from properties within City limits. These funds facilitate the operation of City services including Police, Fire, Administrative functions, and Parks.

Transient Lodging Tax (TLT)

The City of Ashland has a transient lodging tax on all hotels and short-term rentals within City limits. The rate is currently at 10%. State laws require that 75% of these funds be directed towards tourism and 25% to other types of projects determined by the local municipality.

Grants and Donations (Other)

Competition for Grants is high, and available sources change from year to year. When available, grant funds are aggressively pursued. The Ashland Parks Foundation has assisted Parks in raising funds for projects via donations and other sources. Volunteer contributions are a common source of donated value to leverage grant funding. Other donations can occur but are not a key source of funding for capital projects.

Capital Plan Overview

Parks has identified over \$50 million in projects during the system review. These projects represent deferred maintenance, park enhancements, plans, and land acquisitions. There is an additional \$30 million identified in a park facilities condition assessment. This is representative of the buildings and facilities over the next 30 years. Only a portion of these identified projects are part of the CIP due to the six-year planning window.

The CIP is resource constrained. This means that the CIP is limited only to the capital and staffing resources forecasted over the six-year period. There are more needs than resources. The CIP is at \$25.4 million, with the Daniel Myer Memorial Pool replacement representing roughly 50% of the CIP budget.

The CIP currently has \$16.5 coming from other funds (65%). The other funds are a combination of grants (\$4.5 million) and \$12 million of funding yet determined for the major maintenance of Daniel Myer Memorial Pool. If this project is removed, then approximately 50% of the project funding would be from Food and Beverage Tax and 37% from other funds. Of the \$4.45 million, \$2.52 million has been secured already.

To ensure that the recreational needs of the community are met, the plan is primarily focused on major maintenance projects. This represents 64% of prioritized projects. Parks will continue to identify park system needs to ensure the assets we operate are safe and enjoyable for the park and recreation patrons. The planned strategic plan in 2025-2026 will assist in setting priorities that will influence future capital projects.

Six Year CIP by Project Type

Ashland Parks & Recreation Department - Capital Improvement Program								
Prioritized List								
The FY 26 through FY 31 Parks Capital Improvement Program is based on the assumption that projects will be completed as scheduled even if funding is uncertain. The program projects are scheduled based on relative priority derived from criteria such as critical infrastructure need, return on investment, public safety and secured funding. Parks, with citizen input, recommends this program to assist with meeting the Department's Capital Improvements needs and assist in budget development for Parks.								
Category	Total Project Cost	FY 26	FY 27	FY 28	FY 29	FY 30	FY 31	6YR Total
Preventative Maintenance								
Pavement Preservation Projects (multiple parks)	\$900,000	\$ 125,000	\$ 125,000	\$ 200,000	\$ 125,000	\$ 200,000	\$ 125,000	\$ 900,000
Hazard Trees (multiple parks)	\$200,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000
Building & Facilities (multiple parks)	\$600,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 600,000
Total		\$ 275,000	\$ 275,000	\$ 350,000	\$ 275,000	\$ 350,000	\$ 275,000	\$ 1,800,000
Category	Total Project Cost	FY 26	FY 27	FY 28	FY 29	FY 30	FY 31	6 YR Total
Major Maintenance								
Hunter Park - Tennis Court Rehabilitation	\$1,200,000	\$1,200,000						\$1,200,000
Lithia - Butler Perozzi Fountain Restoration	\$600,000	\$450,000	\$150,000					\$600,000
Irrigation Controllers (multiple parks)	\$100,000	\$100,000						\$100,000
ADA Improvements	\$300,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000
Siskiyou Mtn - Trail Re-route	\$75,000		\$75,000					\$75,000
Lithia - Masterplan Work Plan	\$250,000		\$250,000					\$250,000
Sherwood - Playground & Bocce Replacement	\$100,000			\$100,000				\$100,000
Railroad - Playground Replacement	\$100,000				\$100,000			\$100,000
Trail Restoration - TBD	\$200,000			\$50,000	\$50,000	\$50,000	\$50,000	\$200,000
Clay - Playground Replacement	\$350,000					\$350,000		\$350,000
Hunter - Pool	\$12,000,000			\$6,000,000	\$6,000,000			\$12,000,000
Lithia - Restroom Replacement(s) & ADA upgrade	\$1,000,000						\$1,000,000	\$1,000,000
s	\$16,275,000	\$1,800,000	\$525,000	\$6,200,000	\$6,200,000	\$450,000	\$1,100,000	\$16,275,000
Category	Total Project Cost	FY 26	FY 27	FY 28	FY 29	FY 30	FY 31	6 YR Total
Park Enhancements								
East Main - Phase I	\$2,150,000	\$1,900,000	\$750,000					\$ 2,650,000
Electric Vehicle Infrastructure	\$400,000			\$400,000				\$ 400,000
East Main - Phase II	\$500,000				\$500,000			\$ 500,000
Clay - Parking Lot Improvements	\$300,000					\$300,000		\$ 300,000
Park Enhancement - TBD	\$1,500,000					\$500,000	\$1,000,000	\$ 1,500,000
Total		\$1,900,000	\$750,000	\$400,000	\$500,000	\$800,000	\$1,000,000	\$5,350,000
Category	Total Project Cost	FY 26	FY 27	FY 28	FY 29	FY 30	FY 31	6 YR Total
Planning								
PROS Plan	\$85,000	\$ 75,000	\$ 10,000					\$ 85,000
Park Standards	\$40,000			\$ 40,000				\$ 40,000
Park Master Plan - Chitwood	\$100,000				\$ 100,000			\$ 100,000
Park Master Plan - TBD	\$150,000					\$ 75,000	\$ 75,000	\$ 150,000
Total		\$ 75,000	\$ 10,000	\$ 40,000	\$ 100,000	\$ 75,000	\$ 75,000	\$ 375,000
Category	Total Project Cost	FY 26	FY 27	FY 28	FY 29	FY 30	FY 31	6 YR Total
Land Acquisition								
Acquisition - TBD	\$250,000	\$250,000						\$250,000
Acquisition - TBD	\$250,000		\$250,000					\$250,000
Acquisition - TBD	\$500,000			\$500,000				\$500,000
Acquisition - TBD	\$500,000					\$500,000		\$500,000
Total		\$ 250,000	\$ 250,000	\$ 500,000	\$ -	\$ 500,000	\$ -	\$ 1,500,000
Category	Total Project Cost	FY 26	FY 27	FY 28	FY 29	FY 30	FY 31	6 YR Total
Vehicles - Equipment								
Trucks	\$100,000	\$ 100,000						\$ 100,000
Mowers & Trailers	\$18,000	\$ 18,000						\$ 18,000
Van								
Total		\$ 118,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 118,000
		FY 26	FY 27	FY 28	FY 29	FY 30	FY 31	Total
		\$ 4,418,000	\$ 1,810,000	\$ 7,490,000	\$ 7,075,000	\$ 2,175,000	\$ 2,450,000	\$ 25,418,000

FY 26-27 Capital Budget Project Overviews

This section will provide a brief overview of the projects identified in the CIP projects list. The projects in the FY26-27 budget will have a one-page project summary sheet. Projects for future fiscal years will be summarized in a table.

Preventative Maintenance Projects

The preventative maintenance projects are part of the capital budget project to outline how Parks is investing in extending the useful life of park facilities to reduce major maintenance project costs and ensure safe use of park facilities. The projects are identified by three (3) categories. A summary of each project follows.

Pavement Preservation Projects

Pavement preservation projects are those that address roads, trails, parking lots, and sidewalks. They typically are paved but could include concrete or gravel surfaced areas. The projects will address extending the useful life by adding a surfacing, repairing a crack, or replacing a smaller section of the area. These projects are identified by conducting field assessments and prioritized to reduce capital costs by keeping the condition above average. Assets that fall below average may require more costly solutions becoming major maintenance projects.

Hazard Tree Projects

Hazard tree projects are typically dead or dying trees that create a safety issue by having a target (structure, high use area, etc.). They can also be trees or vegetation that create a fire risk or other risk to the community. This work is generally done by a contractor because it poses a higher risk to staff or staff is not able to do the work due to capacity or capability.

Building & Facilities Projects

Building and facilities projects include painting, roofing, siding, or other repairs to extend the useful life of the facility. They could include window replacements, conversion to LED lights, HVAC replacements, etc.

Project Name: **Hunter Park – Tennis Courts Rehabilitation**
 Project Type: **Major Maintenance**
 Total Project Cost: **\$1,200,000**

Proj #: **# Unassigned**

Duration: **1/2025 – 6/2026**



<u>Prior</u> <u>Years</u>	2025-26 FY26	2026-27 FY27	2027-28 FY28	2028-29 FY29	2029-30 FY30	2030-31 FY31
------------------------------	------------------------	------------------------	------------------------	------------------------	------------------------	------------------------

Expenses:

Design		\$120,000				
Construction		\$1,080,000				
Land Acquisition						

Revenues:

Fees						
F&B Tax		\$230,000				
SDCs						
Grant		\$720,000				
Other		\$250,000				

Explain "Other": General Funds

Operational Impact Statement: *This major maintenance project will reduce annual maintenance costs by 50% over the next 5 years. At that time, preventative maintenance will be required for netting and any painted surfaces. It is anticipated that annual maintenance costs will remain 25% lower over the following 10 years. These savings are attributed to the reduction in crack sealing and other surfacing work. The routine maintenance for this site is not anticipated to change as a result of the project.*

Description: *This project will replace the courts, nets, and fencing at the Hunter Park tennis courts. There are currently eight (8) courts, with no planned expansion. The project is considering using a surfacing material that will extend the useful life of the courts reducing cracking and other preventative maintenance.*

Project Name: **Lithia – Butler Perozzi Fountain Restoration**
 Project Type: **Major Maintenance**
 Total Project Cost: **\$600,000**

Proj #: **# Unassigned**

Duration: **6/2024 – 6/2027**



	<u>Prior Years</u>	2025-26 FY26	2026-27 FY27	2027-28 FY28	2028-29 FY29	2029-30 FY30	2030-31 FY31
Expenses:							
Design		\$70,000					
Construction		\$280,000	\$150,000				
Land Acquisition							
Revenues:							
Fees							
F&B Tax							
SDCs							
Grant							
Other		\$450,000	\$150,000				

Explain "Other": Ashland Parks Foundation funding via fundraising.

Operational Impact Statement: *This major maintenance project is planned to extend the useful life by 30 to 50 years. The project will reduce unplanned maintenance for the fountain by updating many of the operational components and changing materials that increased fountain pumps failure. The routine maintenance should be reduced and no preventative maintenance for 10 years or longer.*

Description: *This project will restore the fountain. This will include the repair or replication of many of the fountain's features to ensure that they are functional and stable. The concrete work around the fountain will be restored to provide an accessible and functional asset. Additional work to reduce natural element impacts to the fountain will also be conducted.*

Project Name: **Irrigation Controllers**
 Project Type: **Major Maintenance**
 Total Project Cost: **\$100,000**

Proj #: **# Unassigned**

Duration: **7/2025 – 6/2027**



<u>Prior Years</u>	2025-26 FY26	2026-27 FY27	2027-28 FY28	2028-29 FY29	2029-30 FY30	2030-31 FY31
------------------------	-----------------	-----------------	-----------------	-----------------	-----------------	-----------------

Expenses:

Design						
Construction		\$100,000				
Land Acquisition						

Revenues:

Fees						
F&B Tax		\$100,000				
SDCs						
Grant						
Other						

Explain "Other":

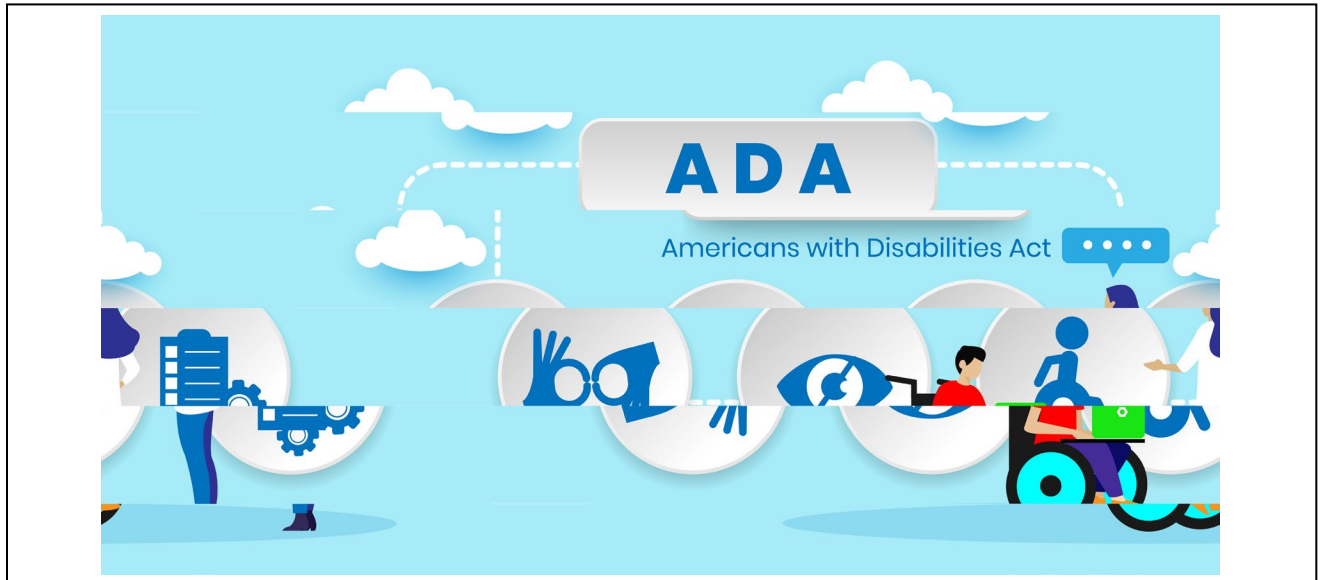
Operational Impact Statement: *This major maintenance project will reduce the time it takes staff to complete irrigation tasks by allowing multiple sites to be managed via a computer or smartphone.*

Description: *This major maintenance project is the third phase of replacing older irrigation controllers with new 5G WIFI controllers. The controllers allow staff to manage all connected irrigation systems via their computer or smartphone. In addition, the system utilizes local weather data to reduce water usage.*

Project Name: **ADA Improvements**
 Project Type: **Major Maintenance**
 Total Project Cost: **\$100,000**

Proj #: **# Unassigned**

Duration: **7/2025 – 6/2027**



<u>Prior Years</u>	2025-26 FY26	2026-27 FY27	2027-28 FY28	2028-29 FY29	2029-30 FY30	2030-31 FY31
------------------------	-----------------	-----------------	-----------------	-----------------	-----------------	-----------------

Expenses:

Design						
Construction		\$100,000				
Land Acquisition						

Revenues:

Fees						
F&B Tax		\$100,000				
SDCs						
Grant						
Other						

Explain "Other":

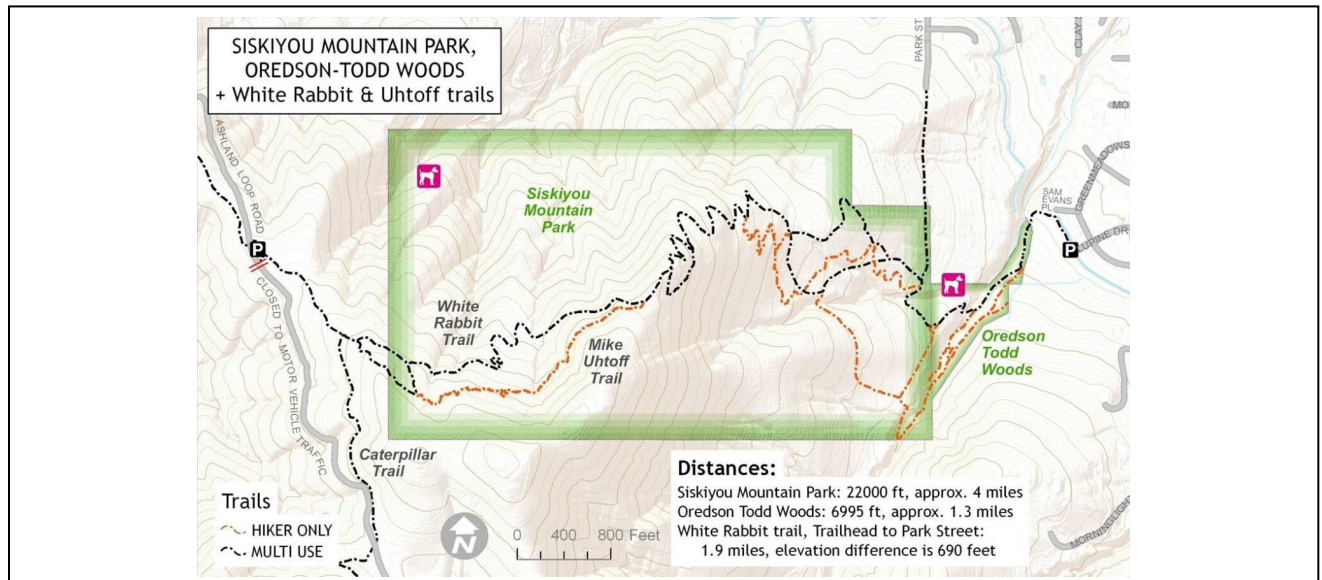
Operational Impact Statement: *This major maintenance project will not have an impact on operational staffing levels.*

Description: *This project will conduct repairs to bring buildings and facilities into ADA compliance. This will include restroom remodeling, door handle replacements, signage updating, access route improvements, etc.*

Project Name: **Siskiyou Mountain Trail re-route**
 Project Type: **Major Maintenance**
 Total Project Cost: **\$75,000**

Proj #: **# Unassigned**

Duration: **7/2025 – 6/2027**



<u>Prior Years</u>	2025-26 FY26	2026-27 FY27	2027-28 FY28	2028-29 FY29	2029-30 FY30	2030-31 FY31
Expenses:						
Design						
Construction		\$75,000				
Land Acquisition						
Revenues:						
Fees						
F&B Tax		\$75,000				
SDCs						
Grant						
Other						

Explain "Other":

Operational Impact Statement: *This major maintenance project will be designed to reduce annual maintenance costs for repairs by using sustainable trail design that creates grade reversals, has the trail follow the contours of the land, and is out sloped to shed moisture.*

Description: *This project will re-route a portion of the trail system in Siskiyou Mountain Park. The objective will be to reduce the grade of the trail to provide a better recreational experience while minimizing erosion, trail maintenance, and keeping the micro-hydrology within the current boundaries by not collecting and moving water down a trail.*

Project Name: **East Main – Phase I**
 Project Type: **Park Enhancement**
 Total Project Cost: **\$2,838,000**

Proj #: **# Unassigned**

Duration: **1/2020 – 6/2027**



	<u>Prior Years</u>	2025-26 FY26	2026-27 FY27	2027-28 FY28	2028-29 FY29	2029-30 FY30	2030-31 FY31
Expenses:							
Design	\$188,000						
Construction		\$2,650,000					
Land Acquisition							
Revenues:							
Fees							
F&B Tax		\$1,300,000					
SDCs		\$200,000					
Grant		\$1,000,000					
Other		\$150,000					

Explain "Other": RVMBA funding via Ashland Parks Foundation

Operational Impact Statement: *The full project is estimated at 7,500 hours per year for routine maintenance. Phase I is estimated at 2,080 hours per year.*

Description: *This project will develop a new community park on 6.5 acres. Phase I includes the development of the parking lot, restroom, street improvements, dog park, and pump track.*

Project Name: **Parks, Recreation, Open space & Seniors Plan**
 Project Type: **Planning**
 Total Project Cost: **\$85,000**

Proj #: **# Unassigned**

Duration: **1/2025 – 6/2026**



<u>Prior Years</u>	2025-26 FY26	2026-27 FY27	2027-28 FY28	2028-29 FY29	2029-30 FY30	2030-31 FY31
------------------------	-----------------	-----------------	-----------------	-----------------	-----------------	-----------------

Expenses:

Design		\$85,000				
Construction						
Land Acquisition						

Revenues:

Fees		\$85,000				
F&B Tax						
SDCs						
Grant						
Other						

Explain "Other":

Operational Impact Statement: *This planning project will set forth the mission, vision, and goals for the organization. As a plan, there will be no operational impact. However, the goals of the plan will impact the operational needs of the department.*

Description: *This project will develop a 10-year strategic plan for the department. It will include robust community engagement on the deliverables of the department and the community's needs.*

Project Name: **Acquisition - TBD**
 Project Type: **Land Acquisition**
 Total Project Cost: **\$250,000**

Proj #: **# Unassigned**

Duration: **7/2025 – 6/2027**



<u>Prior</u> <u>Years</u>	2025-26 FY26	2026-27 FY27	2027-28 FY28	2028-29 FY29	2029-30 FY30	2030-31 FY31
------------------------------	-----------------	-----------------	-----------------	-----------------	-----------------	-----------------

Expenses:

Design						
Construction						
Land Acquisition		\$250,000				

Revenues:

Fees						
F&B Tax		\$125,000				
SDCs		\$125,000				
Grant						
Other						

Explain "Other":

Operational Impact Statement: *Any acquisition will create additional operational staffing needs, be it fallow land or land developed into a recreational asset.*

Description: *This project will acquire property pursuant to the acquisition plan updated by the APRC in 2024. Acquisitions are opportunity based, i.e. based on willing sellers and a willing buyer.*

Project Name: **Acquisition - TBD**
 Project Type: **Land Acquisition**
 Total Project Cost: **\$250,000**

Proj #: **# Unassigned**

Duration: **7/2025 – 6/2027**



<u>Prior Years</u>	2025-26 FY26	2026-27 FY27	2027-28 FY28	2028-29 FY29	2029-30 FY30	2030-31 FY31
------------------------	-----------------	-----------------	-----------------	-----------------	-----------------	-----------------

Expenses:

Design		\$50,000				
Construction		\$200,000				
Land Acquisition						

Revenues:

Fees						
F&B Tax		\$250,000				
SDCs						
Grant						
Other						

Explain "Other":

Operational Impact Statement: *This project would address park needs that should not have an impact on operations.*

Description: *This project is a placeholder for any Lithia Park Master Plan workplan project that may be considered a capital project.*

FY28 to FY31 Projects

Project Name	Project Type	Project Description
ADA Improvements	Major Maintenance	Misc. ADA improvements at parks
Sherwood Playground	Major Maintenance	Replace playground
Railroad Playground	Major Maintenance	Replace playground
Trail Restoration	Major Maintenance	Repair trails throughout system
Clay Playground	Major Maintenance	Replace playground
Hunter Pool	Major Maintenance	Replace pool and pool house
Lithia Restrooms	Major Maintenance	Replace restroom(s) and complete ADA upgrades
Electric Vehicle Infrastructure	Park Enhancements	Install electrical infrastructure to facilitate electric vehicle charging at park shops
East Main Phase II	Park Enhancements	Develop phase II of park
Clay – Parking Lot	Park Enhancements	Improve parking area
TBD	Park Enhancements	Park enhancement yet to be identified
Park Standards	Planning	Develop park standards for signs, amenities, plants and associated elements
Chitwood Master Plan	Planning	Develop master plan for Chitwood Park
Park Master Plan	Planning	Develop master plan for park yet to be identified
Acquisition	Land Acquisition	Acquire property per acquisition plan
Acquisition	Land Acquisition	Acquire property per acquisition plan
Acquisition	Land Acquisition	Acquire property per acquisition plan

APRC Adoption Resolution

To be updated upon adoption.

Public Comments

The public comment period was open from November 15, 2024, to December 15, 2024. In addition, there was a public testimony opportunity at the December 4, 2024, APRC regular business meeting.

Public Testimony

Public testimony was filmed and can be viewed at this link: [Watch a Meeting | Ashland, OR](#). There was (2) people who provided public testimony. Their testimony will be summarized below.

A: Rebecca Kay commented most favorably on the \$12 million earmarked in the CIP for a new pool in 2028-29.

B: John Maurer strongly expressed concern that the Oak Knoll Golf Course was not included in the CIP.

Emails/Letters:

1

Greetings,

I didn't see mention of Riverwalk Park (I may have missed it?)

I would love to see further development of this park, particularly the creekside trail. Mainly, keeping the brush down a bit.

It would be wonderful if the park could be landscaped and all the invasive stuff taken out. If that's not possible at this time, I would really appreciate it if the trails at least kept passable, and some grooming done on the meadows.

The star thistle and burdock are really getting out of hand.

Thank you,

Amy Titus

2

APRC - As an 18 year resident of Ashland, where we have raised our family of 5, I am writing on behalf of my wife, Dr. Molly Gramley and myself to express our enthusiastic support for keeping the Daniel Meyer Pool renovation funds in the near and long term budget of APRC.

I am a lifelong swimmer and water polo player having competed at the international level in water polo and having been named a 2 time all-american water polo player at Brown University. My wife and I currently swim 5-6 days a week with the Rogue Valley Masters swim team at Daniel Meyer. Our kids learned how to swim at Daniel Meyer swim lessons and our daughter went on to play water polo at Brown as well. I have volunteered my time to head coach the Ashland boys and girls water polo teams in the Spring and Fall for the last 7 years, coaching approximately 30 local kids in the Spring in grades 6-12 and ~30 high school boys and girls in the Fall. I also volunteer weekly for the APRC at Daniel Meyer in the summertime to offer drop-in water polo instruction in the evenings. Suffice it to say, a swimming pool is central to our family's life and a deeply meaningful connection point for many local middle school and high school kids that I have the pleasure of coaching.

As a swimmer and water polo player I have benefited from pool access all of my life and have in fact chosen where I live based on access to a pool. I have seen the incredible, immediate impact that a facility like Rogue X can have on the aquatics community, but I also know that to truly build such a vibrant aquatics community in Ashland, we need a multi-purpose pool here. Simply put, Medford pool access isn't local pool access for Ashland and a new pool in Ashland would catalyze the aquatics community specifically and the community at large.

There is no question that a multipurpose public pool promotes fitness, water safety, general recreation, rehabilitation, and great employment/volunteer opportunities. For me and my family it is about the community, quality of life, and especially about building opportunities for local youth to build fitness, friendships, water skills, life skills, and most importantly connection that drives mental and physical health.

If you have any questions, please don't hesitate to reach out as I would be more than happy to share first hand examples of how I have seen our local pool impact our lives and the lives of so many high school kids.

Thank you for all that you do for the community,

Andrew and Molly Gramley

3

The CIP as of now, has ZERO dollars devoted to Oak Knoll Golf course. This is hard to understand ! The course needs a serious upgrade for its aging and poorly functioning irrigation system. It also could improve its water storage capacity.

Oak Knoll is a gem, but neglect, underfunding and questionable management decisions (such as allowing the complete deterioration of the greens a few years back leading to an expensive renovation) has resulted in a serious compromise of the facility's potential to provide a quality golf experience.

Ashland is a destination town. People visit for OSF, for the great outdoors experiences offered in the Rogue Valley, and for the high quality culture of our community. Oak Knoll can be another feature for civic pride. But it cannot withstand consistent neglect.

PLEASE show that you value this civic asset by directing some CIP funds to its needs. It will repay that attention with increased patronage and appreciation for its beauty.

Avram Chetron

Dear Members of the Ashland Parks and Recreation Commission,

I am writing to express my strong support for the inclusion of the \$12 million for Daniel Meyer Pool in the CIP for 2028-2029.

As a lifelong resident of Ashland, I have witnessed firsthand the positive impact that the Ashland Parks and Recreation Commission (APRC) has had on our community, and I believe this investment will continue that legacy of providing high-quality recreational opportunities for all.

The mission of the Ashland Parks and Recreation Commission is to provide and promote recreational opportunities and to preserve and maintain public lands. I've personally enjoyed and benefited from the parks, trails, and recreational spaces APRC has developed over the years. When the mission remains in focus, it's clear that APRC's work has contributed greatly to the well-being of our residents.

A high quality, multi-use swimming facility aligns perfectly with APRC's mission, as well as the broader goals of the community. Swimming is a versatile activity that offers numerous benefits, including improved physical health, fun, and safety. It is an inclusive form of exercise that can be enjoyed by people of all ages—from children learning to swim, to adults seeking fitness, to seniors benefiting from low-impact activity. A community pool would not only provide a safe and accessible space for fitness and recreation but also offer opportunities for rehabilitation, wellness, and community engagement.

Recent upgrades to the current Daniel Meyer pool, such as the new lining, which prevents injury and improves safety, and the new covers that help maintain pool warmth, are much appreciated. These improvements demonstrate APRC's ongoing commitment to maintaining and improving our community's recreational facilities.

Renovating the pool, for multiple users, would be a tremendous asset, providing ongoing opportunities for health and wellness. It would encourage community engagement, further enriching the lives of Ashland residents.

Investing in the future of Daniel Meyer Pool is an important step toward fostering fitness, longevity, and equity for all ages. I believe this project will help create a healthier, more vibrant community for everyone.

Thank you for your time and consideration. I strongly encourage the Commission to include the \$12 million for Daniel Meyer Pool in the CIP for 2028-2029, and I look forward to seeing how this investment will enhance the well-being of Ashland residents for generations to come.

Sincerely,

Celeste Marokus

5

Hello, please consider constructing an indoor walking track! jackson county needs a good safe place to walk indoors when the weather is too cold and rainy during the winters and hot and smokey in the summers, thank you!

Christine Evenson

6

Hello,

I was just reviewing the plan for future parks and rec expenditures. I appreciate all of the work and planning that have gone into developing this and regularly use Ashland's parks and trails with family and friends. My feedback is to focus on the maintenance of the things we have before acquiring any more land or improvements. If we are having trouble budgeting for the properties that already exist, I am not sure why we would be spending more money to buy more land, and incurring an even higher maintenance cost.

When I walk through Lithia park and see so many things that need to be maintained, I question the wisdom of acquiring more. I am sure that there is a rationale for this, but I would encourage the city to defer that part of the plan until all planned and deferred maintenance is taken care of. Ashland already has more parks and trails than any other community that I am aware of, which is awesome. Let's not create an unsustainable system.

Thank you for soliciting feedback! If there is a place that shows the land acquisition rationale, I would read it :)

Sincerely,

Christine McCollom

7

Commissioners:

I hope that in the ensuing years before the Daniel Meyer Pool is rebuild, you will consider designing a smaller pool that will provide community recreation/skills instruction opportunities.

The proposed 25 yd. by 25 meter caters to a specific group. The proposed cost of operating, maintaining and staffing the bigger pool will be a further drain on parks' already limited budget.

On page 14 of 27 of the report, there are two graphs. The first one shows \$1.5 million in the acquisitions category. However, the smaller one notes almost \$15 million for acquisitions. Please explain the difference.

Sincerely,

Chuck and Pat Turner

8

Rocky is Pickleball going to be added to the Capital plan? Thank you Cori

John & Cori Frank

9

Contact the Parks & Recreation Commissioners

This form provides the opportunity for citizens to submit comments to Ashland Parks and Recreation Commissioners. Your comment will become part of APRC's public record.

Full Name Corinne Lombardi

Subject Pickle Ball noise reduction at Lithia Park courts

Message Additional project for Draft Capital plan regarding Pickle Ball. Install sound panels along the road side fence at Lithia park to reduce noise impact on area residents.

10

Greetings:

Thank you for the opportunity to comment on the draft APRC Capital Improvement Plan.

In 2024 the APRC acquired a 17+ acre piece of unimproved property at the top of Liberty Street. It is incumbent on the APRC to maintain and manage its unimproved properties and I see no funds allocated in the CIP for this purpose. Specifically, funds should be allocated for the following:

- Annual weed abatement - In 2024 APRC neglected to cut the weeds on the property in accordance with the Ashland Municipal Code (properties greater than one acre). Frankly, I don't see how you can get away with this.

Erosion control—There is a heavily used trail connector that connects the trails at the elevation of the TID ditch with the trails at the elevation of Waterline. This trail suffers bad erosion during rain events, which could easily be mitigated by the installation of a couple of water bars. There are other trails on the property which could benefit from improvement.

Vegetation management - Although a few dead trees were taken down in 2024 the property poses a distinct threat to nearby neighborhood due to the dense and and highly flammable fuels. A fuel management plan should be developed and adhered to.

Hazard tree removal - In the above mentioned tree removal many dead trees were left. One snapped off on November 19, 2024 and landed directly on a heavily used trail. If someone had been passing at that moment they would have been killed. These hazard trees must be removed.

Invasive plants - There is a lot of invasive Scotch Broom on the property. It is invading the nearby residential areas. It is a prohibited plant under the Municipal code and must be removed. Much of the work mentioned above could be accomplished using volunteers who would be easy to recruit from the nearby residential areas. I have suggested this to APR staff and offered to recruit and organize the volunteer effort but I have not received an enthusiastic response.

There is \$1.5 million in the draft CIP for land acquisition. According to the text, most of this would be targeted toward natural areas acquisition, lands like the property I am describing. I suggest the APRC add no additional lands if they can't properly manage the lands they already own. Please allocate some or all of this acquisition money to natural areas management. Thank you.

Dan Dawson

Thank you.

11

To Whom It May Concern,

Thank-you for inviting public comment on this budget. I was very pleased to see that \$12,000,000 has been allocated to the Daniel Meyer pool rebuild! Daniel Meyer pool needs to be rebuilt to accommodate people with varying needs and abilities. Children in Ashland have a limited ability to enjoy the water, it is imperative for young children to learn to swim as part of their educational experience and for water sports to be incorporated into this community. Swimming and other water activities provide individuals with special needs to be able to exercise. Pools provide therapy for the injured and disabled.

Thank-you!!!

Sincerely,

Erin Coke

12

Dear APRC

Re: Capital Plan Draft 2026-2031

Project Name: Hunter Park – Tennis Courts Rehabilitation Project Type: Major Maintenance

Total Project Cost: \$1,200,000 Proj. #: # Unassigned Duration: 1/2025 – 6/2026

I'm Franklin Valle, live in Main St.. self employed and newly retired.

I joined the YMCA-Ashland, and found an awesome game "Pickleball", I was not familiar with the game but hear so many good comments, that I decided to give it a try, so I enrolled in the classes, to my surprise I found it very community friendly for people of all ages, I am very pleased with the game.

I truly believe playing pickleball will help me and my community peers to stay in good health, enjoy the game and the time together, which is an evident small touch of having a good quality life in our community.

I am definitely in "PRO" of the Tennis/Pickleball courts rehabilitation, and more over in the "EXPANSION" of them. I believe we must plan for the future of all of us TODAY, so tomorrow we will be proud of ourselves and our leaders.

I understand, the needs of the community might surpass the current financial possibilities; however, most of "US" the tennis and PickleBall players have already paid, and many of us continue paying our taxes on time; therefore we will be very happy with a token of "real attention" to our health needs.

I choose to believe that we will be heard from our leaders. Thank you for your attention.

Franklin Valle

Hello Parks and Rec: Firstly, we are loving and appreciate our new liner for as long as it last. But as we have said for so many years, it is so vital for our community to have a public pool. We have been wanting to see this for the entire community ever since the SOU pool closed back in 2015, I believe. We are well aware that it is a large (or extra large) expense, but we have discovered if managed correctly and used in the many ways it can be, that successful pool management is possible. We are encouraging that the community pool be used in so many ways. We are encouraging you all to direct the CIP towards the building of a new pool.

Just to name a few activities:

- I'm sure that you are all aware of the drowning statistics of children and there is a relatively new technique to teach toddlers to prevent them from drowning and actually rescue themselves if they accidentally fall in. (ISR-Infant Swimming Resource)

- The many swimming activities to offer to our Junior and Senior high school kids: Swim team, water polo, water safety classes which can offer our local kids summer job opportunities.

- Rental opportunities for kids Birthdays, as well as swim meets for the all age groups.

- Rehab opportunities for injured individuals and for our Seniors and our handicap citizens.

There are many other ways to keep the pool active and profitable. This pool would not be "just for a few elite swimmers"; it would be used by a large part of our community if run properly. In the summer I walk by the pool and hear the laughter and excitement of the families that are using the pool as one of their favorite activities, families who do not even realize that if the pool is not rebuilt as soon as possible, this activity may not exist in Ashland.

Thank you for your time and consideration of these facts,

Geri Mathewson

Dear Members of the Ashland Parks and Recreation Committee,

I am writing in support of the development of a municipal pool in Ashland, highlighting its critical role in promoting safety, health, and community connection. Public swimming pools are more than recreation spaces— they are hubs for wellness, lifetime skill development, and social inclusion.

Swimming lessons and water safety programs offered at public pools play a vital role in preventing drownings, especially in a state like Oregon with abundant natural waterways. A municipal pool

ensures access to these life- saving resources for all residents, including underserved communities. Moreover, trained lifeguards and structured safety initiatives further enhance public safety and provide valuable workforce development opportunities.

Pools also provide opportunities for fitness and rehabilitation through aqua aerobics, therapeutic programs, and recreational swimming. They promote physical and mental well-being across all ages, fostering inclusive spaces for diverse groups, from children learning to swim to seniors staying active. Public pools serve as vital gathering places, hosting social events, sports, and volunteer opportunities that strengthen community bonds.

Additionally, a municipal pool in Ashland would align with broader community goals by creating equitable access to fitness, safety education, and career pathways in aquatics. By supporting this project, Ashland can enhance its reputation as a forward-thinking community committed to public health and inclusivity.

Thank you for considering this important initiative. I hope you will prioritize making a municipal pool a reality for the benefit of all Ashland residents.

Sincerely,

Hailey Kuhn

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Greetings Parks staff and Commissioners,

I am writing with my support for the CIP, particularly the inclusion of the pool replacement. Our community pool supports swim lessons for kids that help prevent drowning, fitness classes for adults, and competitive swimming for teens and adults. This community resource is a huge benefit to the town and it's aging infrastructure needs to be addressed. The pool liner repaired the short term problem but has a five year life. We need to invest in a new pool to continue to support our children, adults and seniors in fitness and outdoor activities.

Thank you for including the pool in your budget planning.

Janice Tacconi

Hello,

Just wanted to send a comment on the proposed budget.

I strongly encourage the fixing up of the Daniel Meyer pool. In my opinion, Ashland is really lacking in having a proper pool. Water competency, for our kids especially, is so important and it would be really great to have a proper pool so Ashland can start to have a swim team. Seems pretty essential in a town!

Thanks for hearing!

And thanks for all you do to improve our beautiful and beloved town!

Jill Berman

November 29, 2024

I am disappointed, saddened and frankly suspicious at the omission of any mention of the Oak Knoll Golf Course on the CIP draft. This points to a flaw in the CIP process or the possibility that

some kind of nonpublic agreement was made about the golf course (though I may have missed the meeting where this omission was discussed). In that case, the omission should have been

explicitly included in the draft.

My understanding is that the new golf manager has been directed to develop a business plan. Was he explicitly told to not consider any capital expenditures? If not, provision for this possibility should be made in the CIP. I keep waiting for a definitive golf course grounds improvement plan. I have seen the commission spend tens of thousands of dollars on consultants for the new park.

Why hasn't the commission spent a few thousands for a golf agronomy expert (hopefully local) to structure and manage what needs to be done to bring the course up to standard? The CIP definition of terms provides (rightly) plenty of wiggle room in its definitions of the terms: preventative and

major maintenance. Since the course has been under-resourced for many years, most course improvements fit these categories.

I have watched the board spend hours listening to and debating the minutiae of the plans for the new park, yet when suggestions on how to improve the water situation at the golf course are raised, they are perfunctorily dismissed using no definite data. I have been told that public swimming

pools do not pay for themselves. There is 12 million dollars allocated toward the pool. I would like to see a comparison of usage rates and fees between the course and the pool, so we have a proper perspective.

In conclusion, please include a substantial amount of money for capital improvements to the golf course in the CIP.

Notes:

If you do include money for the golf course in the CIP as I hope you do, some other category will have to decrease. This will have the effect of making it seem that the course is competing for money from another specific entity. Of course, this is what the CIP is for – allocating capital monies best done however in generality. This points to a flaw in the CIP process.

I may have my information wrong, but I believe the department has 3 or 4 levels of managers for as few as 40 employees. Seems too many. Given the state of the golf course and its recent history of problems, I think the golf course manager should be a direct report to the director. This would make it less likely that Oak Knoll Golf Course needs would be subsumed in a welter of bureaucratic protocols.

Jim Hatton

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Jocelyn Sanford

December 12, 2024

Rocky Houston, Parks and Recreation Director APRC Commissioners

What park is a part of your daily or weekly routine?

Do you enjoy Ashland park facilities or trails? Taking your dog to the dog park? Playing tennis or pickleball? Playing golf or going ice skating? Using the Nature Center or playing soccer at North Mountain Park? Attending activities or meetings at the Senior Center? Playing basketball or enjoying the water feature at Garfield Park? Walking/jogging/biking along the numerous trails throughout Ashland?

My park happens to be Daniel Meyer Memorial Pool. I have seen it limp along for many years. I have seen the aquatic culture in Ashland decline. I have seen the ability of our youth to move through the water efficiently decline.

You can provide possibility and hope for our community by supporting a new public swimming pool in Ashland. Water safety skills and knowing how to swim are important lifesaving and lifelong skills.

There are numerous research articles regarding the physical, mental, spiritual, and cognitive health benefits of water and aquatic activities. Look at the U.S. Centers for Disease Control Healthy Swimming page (<https://www.cdc.gov/healthy-swimming/>), the American Heart Association has numerous articles on the benefits of swimming and aquatic exercise, the National Drowning Prevention Alliance (NDPA) works to educate and prevent drownings, the

American Academy of Pediatrics has information about the benefits of aquatic exercise, there have been numerous articles in The New York Times about the benefits of swimming and water activities, Diversity In Aquatics mission is “to educate, promote, and support swimming, water safety, and healthy aquatics activities for underserved, marginalized, and vulnerable populations” (<https://www.diversityinaquatics.org/>), and the term Blue Mind, as written by Dr Wallace J. Nichols refers to “a mildly meditative state characterized by calm, peacefulness, unity, and a sense of general happiness and satisfaction with life in the moment.”

(Blue Mind: The Surprising Science That Shows How Being Near, In, On, or Under Water Can Make You Happier, Healthier, More Connected, and Better at What You Do. 2014 Little Brown and Company).

Aquatics has been a part of my entire life, having learned how to swim as a young child. I have been a member of various swim teams throughout my lifetime (youth, high school, masters). I have been a swim instructor and am a current certified lifeguard. I have been a member of the USA Women’s National Water Polo Team, competing nationally and internationally. I work as a Physical Therapist and have worked with clients in the aquatic setting. I have been a coach of water polo for many years having volunteered with the Ashland High School boys/girls teams for the past 22 years, as well as working for USA Water Polo as a coach for the Olympic Development Program for the Pacific Northwest Zone for the past 15 years. For me, being involved in aquatics and knowing how to swim has led to many professional and athletic opportunities.

A swimming pool provides much more than lap swim or competitive high school sports.

A community public pool provides numerous activities for a variety of age groups. Learning to swim can provide a sense of pride and accomplishment regardless of age. A community public

pool provides a location for exercise, fun, camaraderie, and connection. Our community will benefit from an aquatic facility that can accommodate numerous activities that serve various age groups, such as water safety lessons, swim lessons, aqua aerobics, lap swimming, water polo, lifeguard training, SCUBA, water walking, recreational swim, small water craft safety skills to name a few.

Since the closure and destruction of the pool at SOU (Nov 2014-June 2015), Ashland has not had an indoor facility that can accommodate a variety of activities in varying water depth, nor host swim meets and water polo games/tournaments. Of note, I would like to express gratitude to the Ashland YMCA for their support of AHS water polo and swim teams in the past few years, however, they are not the subject of this writing.

APRC developed a Pool Ad-Hoc Subcommittee, of which I was a community member. I refer you to the recommendations that were made during the September 23, 2019 meeting.

<http://records.ashland.or.us/WebLink/DocView.aspx?id=138613&dbid=0&repo=CITY-RECORDS>

I encourage you to fund a new public swim pool in Ashland. A pool that can be multifunctional and multigenerational. A pool that is indoors so that it can be used year-round would be beneficial with our smokey summers and cold winters. A pool with a ramp entry at one end to accommodate a variety of mobility challenges. A pool with a shallow end/alcove. A pool that is at minimum 25 meters by 25 yards. A pool that has a usable section with a minimum depth of 8ft for diving, scuba, water polo, deep water aqua aerobics.

Daniel Meyer Memorial Pool was built in 1983 and is at/near the end of its lifespan. A new liner was placed in the fall of 2023 which has limited capability. Our region has many types of water ways from rivers to lakes and knowing how to swim and knowing water safety skills is

an important part of what APRC can provide the citizens of Ashland. I hope that one day we can get swimming back into the school curriculum and grow our aquatic culture once again. The community members of Ashland should not have to "just go to Rogue X." The City of Ashland needs a new public swimming pool.

Thank you for your service to the City of Ashland, Jocelyn Sanford, M.S. Physical Therapy

C.P.O., Honorary Life member USA Water Polo, Lifeguard, CPR certified

Commissioners, I applaud the initiative you've taken to create a strategic plan for the next 6 years. Without a doubt the sundowning of your golden goose in 2031 makes APRC's access to capital much more difficult knowing full well that City Council will control the narrative if the Meals Tax is reinstated.

My concern in reading the 27 page draft wish list of proposed projects for those six years is that the word golf is nowhere to be found. As a tax payer I'm dumbfounded that Oak Knoll is not being treated as a potential revenue center to offset its cost as a city amenity by investing money to make money. As a golfer, living in Ashland for fifty years where excellence abounds in all its endeavors, I'm embarrassed that my course is the laughing stock of the other courses in the Rogue Valley and virtually unknown in the remainder of the state. During these next six years Oak Knoll turns 100 years old. Its architect, Sam Whiting, is every bit as famous as John McLaren who redesigned Lithia Park. The former designed the Olympic Club and Harding Park in San Francisco known for regular PGA tour play and the latter well known for Golden Gate Park. The time has come for Oak Knoll to be treated as the business it is.

Investing in a long term plan to secure water as well as a redesign that would reduce water needs is a logical place to start. Investing in marketing is essential to recapture the golfers that were lost via the managing debacle of the Great Brownout of the past few years. Simply setting green fees a few bucks below the competition is not effective marketing and certainly won't generate the cash flow the tax payer is expecting.

Hopefully, I will present my case in person at your scheduled business meeting 4 December 6:00 PM in City Council Chambers

John Maurer, MD

Dear APRC,

I have been a part of the Ashland swimming community since my move to Ashland in 1979. I am very supportive of the APRC proposed 2028/29 budget supporting the building of a new pool for the Ashland community. I appreciate the history of support APRC has provided for our Daniel Myer pool. Daniel Myer has served us well, and the recent installation of a new pool liner has extended the use of Daniel Myer. Unfortunately, after forty years, Daniel Myer is near its end. A new pool design accommodating ADA access, swim lessons during lap swims, water polo competition and training, swim teams, and affordable public recreation would serve our community well. I am hoping that this renovation project will come to fruition this time around.

Thanks for what you do for our community,

John Weston

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Julie Kay Norman
596 Helman Street
Ashland, OR 97520
julie@juliekaynorman.com
541-488-9474

DT: Dec. 6, 2024

TO: Ashland Parks and Recreation Department

RE: Comments on Draft Capital Improvement Plan (CIP)

Dear Director Houston,

Thanks for the opportunity to comment on your 2025-2031 *Draft Capital Improvement Plan*. Today I will address one component of the Draft CIP: the "acquisitions projects for natural areas and park development."

BACKGROUND:

The Draft CIP states that **\$500,000 would be spent on acquisition projects** over the two-year period of 2025-2026. However, the **Draft CIP does not describe any specific priority projects.**

The *2024 Parks, Trails, and Open Space Map* identifies acquisition area #5 (in yellow) along the Ashland Creek riparian zone between Hersey and Nevada Streets. This "Ashland Creek Corridor" is described as "year-round stream" with "significant wildlife habitat." It is now primarily used by numerous deer, small mammals, fish, ducks, and birds.

The Map key indicates that future acquisitions in area #5 would be used to create a **"potential pedestrian and bicycle corridor."**

The eastern boundary of my property is adjacent to Acquisition Area #5 for a distance of 80 feet. The City has already acquired the riparian area adjacent to my backyard property line.

SUGGESTIONS:

1. GET PUBLIC INPUT ON FUTURE ACQUISITIONS IN AREA #5:

Before allocating funds for future acquisitions in Area #5, host another public input meeting to discuss the specifics. Decades ago, the City hosted a public meeting to solicit feedback about the City's plan to create a new trail for along this stretch of Ashland Creek. As I remember, there were many concerns about **long-term City expenses to monitor and assure public safety and security.**

2. REASSESS THE NEED TO INVEST IN AN ADDITIONAL TRANSPORTATION CORRIDOR PARALLEL TO HELMAN STREET:

Bicyclists and pedestrians traveling between Hersey and Nevada Streets are now served quite well by Helman Street and the continuous sidewalk on the west side. It draws many people, pets, and riders headed for the Dog Park and Greenway. This street route is especially scenic, due to the long stretch of open space next to the Reynolds Farm.

Thanks for listening,

Julie Norman



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Contact the Parks & Recreation Commissioners

This form provides the opportunity for citizens to submit comments to Ashland Parks and Recreation Commissioners. Your comment will become part of APRC's public record.

Full Name June Mather

Subject Six-year CIP Budget--Hunter Park Pool

Message Greetings! As a life-long swimmer and a founding member of Rogue Valley Masters I live to swim and I swim to live. I cannot overstate how important it is to me and the entire Ashland aquatic community that the Hunter Park pool receive the entire \$12,000,000 budgeted for FY28-29. I'm sure you've heard all the positive and encouraging comments from fellow swimmers regarding an upgraded pool so I'll be brief: PLEASE JUST DO IT!!

Many thanks and Happy Holidays, June Mather

Dear APRC,

I am writing to express my support for the Daniel Meyer Pool maintenance and upgrades. I grew up in Ashland and learned to swim at Daniel Meyer. I also participated in summer camps there. I then swam competitively for 10 years and was a member of the high school swim and water polo teams. I also served as a lifeguard. Now, when I am home from college on winter and summer breaks, I swim with the Rogue Valley Masters at Daniel Meyer daily.

Water polo and swimming have been a huge part of my life especially in high school and have opened up a lot of opportunities for me including being able to play D1 water polo in college. I have been fortunate to find aquatic communities everywhere I go but the aquatic community at Daniel Meyer will always be my favorite.

I hope that Daniel Meyer can receive the maintenance and renovations it needs to serve the community for years to come. Daniel Meyer has so many benefits including teaching people how to swim, providing a home for sports teams to practice and compete, providing accessible exercise for people in the elderly and handicapped communities, and giving young adults the opportunity to have a meaningful job to name a few.

I hope that the design can help serve all of the above needs including a deep end for diving, water polo, and water aerobics, a shallow end to facilitate swim lessons, and an overall space large enough to support multiple activities at once (such as lap swimming and swim lessons occurring simultaneously). I also hope that the sports teams can have a place to host home meets and tournaments for the first time.

Thank you for your time and for accepting feedback.

Kind regards and Happy Holidays,

Lucy Gramley

To whom it may concern,

I have read through the proposal for park funding. Everything looks to be in decent order.

My comment is about the Butler Perozzi fountain and possible removal of the dam for the swimming reservoir. We all know and all feel that the citizens of Ashland do NOT want to pay for the fountain's repair and assume you will be collecting private funding for this. It is an eye sore and no one wants a \$600,000 fountain repair. Tear it down and install a new one for much cheaper. We are absolutely in opposition to it.

I didn't see a plan for actual removal of the dam below the swimming reservoir. But if this is a truly a plan, I will make sure I get a petition going for it to stay. The swimming pond is a well loved place for young families to use all summer. After the removal of the waterslides at the lake, families have so few places within Ashland to enjoy swimming activities during our hot summers. Removal of that dam would be devastating for all the families that use it. I would suggest installing a fish ladder if that is the concern, for all of the 3 fish that would actually come up the creek. Keep the swimming reservoir!

Thank you for your time,

Ashland resident with children

Dear Ashland Parks and Rec:

I am glad that you have proposed significant funding for replacing/replenishing the Meyer Pool.

The pool has served Ashland well, But it is aging, and nearly done.

Our community absolutely needs a pool, both for kids to learn to swim, for adult recreation, and for the swim and water polo teams, both high school and Masters.

It is a long term project, obviously, and has been put off several times, including recently due to the pandemic.

I hope you will follow through, and replace the pool, and hopefully, improve the pool.

Thanks,

From a swimmer for the last 44 years in Ashland,

Marc Heller

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I write to express my continued support for the Daniel Meyer Pool. The pool was nearing the end of its useful life when--following the work of an ad-hoc committee--APRC and the City approved the project to move forward. Of course, then the pandemic happened. Now, with the pool over 40 years old, we are dangerously close to the point where we will have no public pool whatsoever.

Frankly, it is shocking to me that we don't have more swimming facilities in the area. I grew up in a suburb of Detroit where all four of the middle schools and both high schools in my district had swimming pools. Swimming was recognized for what it is: an essential skill for ALL, whether or not those who used those facilities endeavored to participate in swimming-related activities later in life. Unlike mountain biking, everyone should develop basic swimming proficiency. It is a shame that our local schools haven't prioritized this life skill, especially when you contrast the tame suburban environment where I grew up with southern Oregon's prevalence of wild and unpredictable rivers.

It behooves us to have a swimming pool in our community - one that isn't based on an archaic design (at substantial cost itself), but one that is multi-purpose and multi-generational, just like our community.

I do not envy the difficult choices that you have to make and I do wish to express my sincere gratitude for your continued service and the challenging work ahead. I do hope that you will reaffirm the pool project as a top priority, recognizing that your decision should take into consideration the utility/importance of the activities provided to the community at large and the safe future of our community.

Thanks,

Mike Hitsky

Hello Nancy,

I have served as an Assistant Swim Coach for Ashland High School (AHS) for the past six years and previously coached for a swim team in Medford for two years. Additionally, I teach swim lessons at the Ashland YMCA, also known as "The Y."

The AHS Swim Team practices at the Daniel Meyer Pool from November through February, while the Masters Swim Team utilizes the pool year-round. However, there are several issues with the Daniel Meyer Pool that may warrant attention. The pool's design does not meet current universal standards, such as ADA accessibility, and lacks features commonly found in modern pools, such as a shallow end, an alcove, and a deep end suitable for diving, water polo, water jogging, rehabilitation, and other activities. The gutter system is outdated and poses potential safety hazards for feet and ankles. Additionally, the tank is slightly too deep for toddler swim lessons and does not sufficiently engage older children. The pool also struggles to accommodate multiple uses simultaneously, such as swim lessons alongside lap swimming or recreational activities.

Built in 1984, the pool has served the community well, thanks in large part to the efforts of the Ashland Parks and Recreation Commission (APRC) to maintain its functionality. Efforts such as repairing the heater, thermostats, and chemical feed, adding building heating, replacing the pump, liner, and vacuum, have been invaluable.

Looking ahead to the \$12 million allocated for a new pool in 2028-2029, APRC and the Southern Oregon Aquatics Community (SOAC) have an opportunity to bring significant benefits to the community. A new facility could promote water safety, host fitness classes, and support swim and water polo club teams.

Including a pool cover in the new design would enable year-round use and create additional employment opportunities. The facility could also provide swim lessons and fitness classes for Ashland School District students, Southern Oregon University students, and community members as part of elective programs. Furthermore, an Aquatic Rehabilitation program could be established to serve local athletes and residents.

Thank you for your time and consideration. Please feel free to reach out if I can be of assistance in any way.

Pam Downs

Ashland Parks & Recreation Commissioners,

Thank you for all your past and ongoing work with the Ashland Parks and most specifically, your development of the draft 2026-2031 Capital Plan, which I have had an opportunity to review.

As you budget for and prioritize funding for the next 6 years Capital Improvement Plan (CIP), I ask that you please place high priority on the Major Maintenance project of the swimming pool at Hunter Park. Yes, it is a large and expensive project, as are many or most projects that can provide Ashland citizens and visitors such great benefits. A well-designed swimming facility can allow for a multitude of uses to many different age groups:

Swimming lessons to promote essential lifelong water safety for people of all ages, especially children and young adults

Swim and water polo team practice and competition for high school students

Summertime employment for high school students as lifeguards, which can promote and develop a beneficial work ethic

Rehabilitation opportunities for those recovering from injuries or illnesses

Physical conditioning (such as the current Master's Swimmers) for lifelong health maintenance

Low-stress conditioning for the elderly

Summertime recreation and relaxation with family and friends throughout the community

The current Daniel Meyer pool is half a century old and showing its age. Thank you for funding the recent relining of the pool, which is anticipated to extend the life of the pool for 5-10 years at most so additional work will be needed soon.

Please help ensure that future Ashland residents and visitors will have similar access to local aquatic activities by prioritizing the major maintenance needed for the community pool.

Thank you for your consideration.

Paul Rostykus

OK, thanks Nancy. My only comment is to keep the bikes and dogs and campers out of Lithia Park. Peter Currer

Ashland, OR

Good Morning APRC!

I am very pleased to see that the new CIP Plan includes \$12M for a new DM Pool in 2028-2029. This reflects hard work and good decisions from all of you, recognizing the great need for Ashland to have its own pool, as well as the dire condition of the existing DM Pool (let us keep fingers crossed that there are no major equipment failures between now and then).

As many of you remember, the Pool AdHoc Committee (2020) and Southern Oregon Aquatic Commission (SOAC) showed that Ashland residents young and old are very eager to have a pool that meets the needs of all:

a pool of regulation size and depth for youth swim competitions, such as AHS Water Polo team and AHS Swim Team, a pool that offers all residents recreational swimming all year round, a pool that offers swim therapy classes to seniors all year round, and a pool that offers swim lessons for all ages all year round.

The previous \$3M plan for a new pool was “put on the shelf” so to speak when covid hit and it was deemed not economically feasible to obligate the City with a revenue bond at that time. Additionally, some time ago, I officially dismantled SOAC and donated its assets to Rogue Valley Swim Team.

However, the need for a new pool has only become more and more apparent, and more and more residents are expressing concerns about the condition of the DM Pool. I will help spread the word that this new budget has earmarked \$\$ for a new pool, and I will help further that project in whatever ways seem best.

I wished to include Daniel Weiner, new Commissioner, and Rocky Houston, APRC Director, in this email, but could not find their email addresses on the City webpages (which still show Leslie as Interim Director, and Jim Lewis and Stef Seffinger as Commissioners). Kindly forward this email on to them for me.

Much thanks,

Rebecca Kay

Hello APRC

I am writing to express my support for the capital improvement draft budget for 2026 -2031 and the proposed earmark of \$12M for a new /refurbished swimming pool at Hunter Park.

As a lifetime swimmer I can attest to the benefits of swimming. My family and I have been involved in aquatics since I was a young child. I still swim multiple days every week as part of the Master's program. Both my children grew up here in Ashland and participated in water polo and swimming and both played water polo beyond the high school level and still swim with the Master's team. I know firsthand how involvement in sports can help with raising a well-rounded young person; a swimming pool like a basketball court, a soccer field, a baseball-softball field, or a tennis court is a valuable necessity for programs to inspire young people. I now have young grandchildren of my own who are becoming comfortable in the water and have benefited from learning to swim at Danial Meyer Pool (DMP) summer swim lessons. The city of Ashland has done a great job keeping DMP usable for the community.

Despite this, the pool is inadequate for the needs of our city and requires serious updating. This isn't news to anyone at Ashland Parks. DMP has become critical to the community in part due to misguided and short-sighted choice SOU made several years ago to forgo Aquatics in their curriculum and not replace the McNeal Pavilion pool. We need a pool that can support the next generation of swimmers and existing users. DMP is simply unsuitable for high school swim meets, lessons for our youngest children, water polo matches and in-adequate for persons with disabilities. It is past the time for an update to our pool, therefore my family and I wholeheartedly support plans and a budget that includes funding for the pool.

Thank you for soliciting feedback for the budget and allowing input.

Robert Del Carlo

Dear APRC commissioners,

I am writing in support of the inclusion of the \$12 million for Daniel Meyer Pool in the CIP in 2028-2029.

I am the head coach of Ashland High School Swim Team and a masters swimmer with Rogue Valley Masters Swim Team, so Daniel Meyer is our home pool. We are thankful to APRC for leasing the pool to us when it is not the public swimming season; without Daniel Meyer, the AHS swim team would have a significant struggle to find pool space, and may not exist; RVM would not

be the great group of 30+ adult swimmers that is is, since they would be dispursed among the few pools we have in the valley.

AHS swim team is a no-cut sport and accepts experienced and brand-new swimmers. RVM has swimmers of all ages and abilities from 18 to 80, and could accept more (there really isn't a maximum age for swimming!). Swimming welcomes all.

I am also a Red Cross certified lifeguard, and Certified Pool Operator. I spend several hours each week at the pool, and am very familiar with it, both swimming in it, and from a mechanical standpoint.

I appreciate the installation of the new liner a year ago, and while it has helped improve the conditions at the pool (no more sharp, broken tile or fiberglass cracks and edges!), we know it is not a permanent solution, and is only one component of the pool system. The liner's 5 year warranty will run out in 2028, so the proposed timeframe of

2028-2029 is perfect for getting the most out of the new liner, while being able to plan for the Daniel Meyer renovation, so it can kick off as soon as possible. We need to remember that as of this year, Daniel Meyer Pool is 40 years old, and the piping, heater, pump, chemical controls, filter, and more are that age, or nearly as old. I hope the current components will last until the renovation project starts.

As a member of the Pool Ad Hoc Committee in 2019, there was a good plan and design for an upgraded pool that will serve everyone in Ashland and the region, and I hope the work that was done at that time will be utilized. It is an excellent pool design that promotes multiple concurrent uses and accessibility. It was clear that Ashland aquatics are underserved, and a public, multi-use pool provides the citizens of the region an option for aquatic activity that is open to everyone, without the necessity of a membership. I see the success of Rogue X pool in Medford, and know that Ashland can be as successful, and not compete with Rogue X -- there is sufficient population to support both facilities, and they serve different geographic areas.

Additionally, I hope the renovation considers enclosing the pool in some kind of building that can keep out the smoke and make the pool more reliably open in the late summer. It could allow extension of the open season, as well as help AHS build a more proficient team that can use the deck in the winter, spending time working on racing dives and relay starts without getting cold or worrying about ice. We could also do dry land exercises on the deck if it was out of the weather, and more AHS students might consider swim team if it wasn't outdoors in the winter.

Lastly, APRC provides both parks AND recreation, and the pool is a part of both of those aspects of the mission. It is a place for recreational activities, but also a place to relax and provide play-space for children. The pool is an amenity that an active, thriving city like ours must provide as part of its parks and recreation system. When someone can no longer run or mountain bike, the pool provides another option for exercise, rehab, or relaxation, as part of the ecosystem of activities available in Ashland's parks and recreation spaces. Having an accessible, functioning, fully programmed pool is a part of a healthy, vibrant municipal parks and recreation system. In addition

to exercise, it supports swim lessons for children and adults, water safety, play, teams, rehab, and gentle activity for everyone.

Aquatic activities are truly lifelong.

Thank you for reading, and continuing to prioritize the renovation of Daniel Meyer Pool in the capital improvement planning and funding.

Todd Lantry

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In reviewing the CIP and understanding the costs associated with maintenance, etc. I feel it is important to also place urgency and focus on the new park projects (east main st. Park and pump track, hunter park tennis courts) and other projects for which the city was just awarded grants.

These projects have been in the works for several years and are critical to modernizing and diversifying our city's park experience. There have been countless meetings and public forums where the community has rallied around these projects. Let's finally make these a reality.

I also feel that Daniel Meyer pool is a public asset and should not be ignored.

Lastly, I strongly support the updated trails plan which includes lower mountain trails through the upper lithia park/ glenview area. Again, this project is long overdue for the safety and development of youth cycling, etc. It would also utilize the beautiful park we all have in a way that is conducive to modern recreation.

I love our city and parks and look forward to seeing them develop along with our community.

Best,

Trevin



Council Business Meeting

Date: March 12, 2025

Agenda Item	FY 26 - 27 Department Budget Recommendation (Action)
From	
Contact	

SUMMARY

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

1. VIII2. FY 26-27 Department Budget Recommendation





REGULAR BUSINESS MEETING AGENDA BRIEF

March 12, 2025

Agenda Item	VIII2. FY 26-27 Department Budget Recommendation	
Presenter	Rocky Houston	Director
Item Type	Action ☒ Information ☐	

SUMMARY

The Commission adopts a budget on a biennial basis. The budget below is reflective of the input received at the January 17, 2025, Park Commission Work Plan Retreat and feedback from the February 5, 2025, Commission Study Session. The Department budget includes the following additional budget requests:

- Senior Services Administrative Assistant to meet service level needs
- Park Technician I to meet non-park City landscaping requirements
- Park Technician I and service and supply costs for FY 26 - 27 East Main Park.
- Recreation Coordinator, services, and supply costs to address service level needs and the re-opening of Pioneer Hall and the Community Center
- Phase I transition to Citywide fleet replacement model

The proposed FY 26-27 Department budget is as follows:

Budget Category	FY 26-27 Proposed	FY 24-25 Adopted
Parks Operations Budget*	\$15,795,925	\$14,719,756
Parks Capital Program Budget	\$6,228,000	\$17,457,093
Total Parks Department Budget	\$22,023,925	\$32,179,849

*Parks Program budgets will be presented at meeting

POLICIES, PLANS & GOALS SUPPORTED

The recommendation of this budget follows prior practices, consistent with the City Charter and budget rules.

FINANCIAL CONSIDERATIONS

The recommended budget, if adopted by City Council, would ensure basic services and programs are able to operate during the FY 26-27 budget cycle.

PROPOSED ACTIONS OR MOTIONS

Motion to recommend the FY 26-27 Department budget of \$22,023,925 and move it forward to the Finance Department.

ATTACHMENTS

FY 26-27 Proposed Budget By Fund Organization

PREPARED BY: Rocky Houston



FY 26-27 PROPOSED BUDGET BY FUND ORGANIZATION

Spending Category	Administration	Open Space	Operations	Golf	Nature Center	Recreation Programs	Senior Center	TOTAL
Personnel Services (500)	\$1,686,277	\$1,089,388	\$5,137,492	\$454,578	\$478,561	\$558,861	\$753,959	\$10,159,116
Materials & Services (600)	\$240,500	\$180,300	\$3,300,818	\$318,101	\$22,200	\$1,109,615	\$115,275	\$5,286,809
Capital Outlay (700)			\$350,000					\$350,000
TOTALS	\$1,926,777	\$1,269,688	\$8,788,310	\$772,679	\$500,761	\$1,668,476	\$869,234	\$15,795,925



Council Business Meeting

Date: March 12, 2025

Agenda Item	Recreation Division Advisory Committee Appointments (Action)
From	
Contact	

SUMMARY

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

1. VIII3. RDAC Appointments

**REGULAR BUSINESS MEETING****AGENDA BRIEF****March 12, 2025**

Agenda Item	Recreation Division Advisory Committee Appointments	
Presenter	Jim Bachman	Commission Chair
Item Type	Action ☒ Information ☐	

SUMMARY

The Recreation Division Advisory Committee (RDAC) currently has three open seats. Ashland Parks and Recreation Department (APRD) advertised the openings from January 7, 2025, to February 5, 2025. Seven applications were received. One applicant did not qualify due to living outside the City limits. Another candidate rescinded their application when contacted for an interview.

APRD Staff scheduled interviews for the five remaining candidates. The interview panel consisted of Deputy Director Rachel Dials, Recreation Manager Lonny Flora, and RDAC Chairperson Cori Grimm. The panel asked the candidates four questions matching those recently used to fill vacancies on the Trails Advisory Committee (TAC). The interview panel members separately scored the applicants. The questions were worth five points each for a possible high score of 20 points.

The following recommendations will establish three appointments with four-year terms.

Name	Term End date
Katharine Danner	12/31/2029
Mary (Julia) Chapman	12/31/2029
John Spitzley	12/31/2029

Brief introduction to each recommended RDAC member:

Katherine Danner: BA in Public Recreation and Parks Administration from Purdue University, experience in recreation and non-profit services, Interest in inter-generational programming, past Member of Ashland Transportation Commission, Senior Services Ad-hoc committee, YMCA Board Member, Lithia Springs Rotary Club President.

Mary (Julia) Chapman: Senior Level Category Manager for packaged gifts at Harry and David, (the largest division), parent of young children involved in many local sports and daily park users, regular users of the golf course and pickleball courts.

John Spitzley: BS Environmental Resource Engineering, Humboldt State University, MS Civil Engineering, Utah State University, Shasta Community Services District Board member, member of multiple technical committees related to mine, contaminated site cleanup, familiar with government work and solving problems, cyclist in favor of safe biking routes, active participant and member of Ashland Oregon Pickleball Club.

POLICIES, PLANS & GOALS SUPPORTED

The appointment of RDAC members facilitates the objective of having an engaged community assisting the Park Commission in meeting the recreational needs of the community.

FINANCIAL CONSIDERATIONS

There are no financial impacts to this action. The action will require additional staff time to manage the committee and public meetings.

PROPOSED ACTIONS OR MOTIONS

Motion to appoint the three recommended RDAC members to serve a four-year term.

ATTACHMENTS N/A

PREPARED BY: Rachel Dials



Council Business Meeting

Date: March 12, 2025

Agenda Item	Trails Advisory Committee Charge (Action)
From	
Contact	

SUMMARY

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

1. VIII4. Trails Advisory Committee Charge



**REGULAR BUSINESS MEETING****AGENDA BRIEF****March 12, 2025**

Agenda Item	VIII4. Trails Advisory Committee Charge	
Presenter	Rocky Houston	Director
Item Type	Action ☒ Information ☐	

SUMMARY

The Trails Advisory Committee (TAC) was formed and committee appointments made. Prior to the first meeting, the Park Commission is asked to provide direction or a charge to TAC to direct the committee's work for the next 12 to 24 months.

With input from the Park Commission, staff are proposing the following charge for TAC for 2025:

Advise on the Department's trail system

- Review new trail proposals and the process for reviewing proposals
- Work with staff on the PROS Plan trail related items
- Review trail program items, as requested by staff

POLICIES, PLANS & GOALS SUPPORTED

Ashland Municipal Code

APRC Policy

FINANCIAL CONSIDERATIONS

N/A

PROPOSED ACTIONS OR MOTIONS

Move to adopt the charge for the Trails Advisory Committee for 2025 to review and provide input on policies for the review, development, and/or management of trails; Engage with staff on the PROS Plan on trail related items; review and provide input on trail standards for development and maintenance.

ATTACHMENTS

N/A

PREPARED BY: Rocky Houston



Council Business Meeting

Date: March 12, 2025

Agenda Item	Subcommittee for Winburn Way - Travel Management Project (Action)
From	
Contact	

SUMMARY

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

1. VIII5. Subcommittee for Winburn Way - Travel Mana



**REGULAR BUSINESS MEETING****AGENDA BRIEF****March 12, 2025**

Agenda Item	VIII5. Subcommittee for Winburn Way – Travel Management Project	
Presenter	Jim Bachman	Chair
Item Type	Action ☒ Information ☐	

SUMMARY

The draft Lithia Park FY 26–27 Work Plan has identified Recommendation #20 from the adopted Lithia Park Master Plan (LPMP). This project would look at the redesign of vehicular roads to increase safety for all modes of travel.

To assist in moving this project forward, the formation of a subcommittee is being proposed. The subcommittee will consist of two Commissioners and Director Houston. The committee will be tasked with the following charges:

- Developing a public engagement plan and travel management options for the travel management of Winburn Way.
- Presenting the plan to the Park Commission.
- Completing the public engagement plan (Director Houston).
- Reviewing input, developing a recommendation, and presenting it to the Park Commission.

The subcommittee will meet as needed scheduled by Director Houston. The subcommittee is planning to meet for nine to twelve months. It will terminate upon delivery of the recommendation to the Park Commission.

POLICIES, PLANS & GOALS SUPPORTED

AMC

APRC Policy

FINANCIAL CONSIDERATIONS

N/A

PROPOSED ACTIONS OR MOTIONS

Move to form the subcommittee for Winburn Way – Travel Management Project and appoint Commissioner's (insert names here), and Director Houston to the subcommittee.

ATTACHMENTS

N/A

PREPARED BY: Rocky Houston