



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.

Decided to eliminate goal 8:

Investigate, develop and implement a dedicated permanent funding source to ensure the long-term financial sustainability of the Ashland Parks and Recreation Commission.

The intention of goal 8 was for Parks to get all of the proceeds from the meals tax or to become a district. Instead will work with Finance Department for a dedicated, permanent funding source.

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

Discussion included Commissioner request for the opportunity to inform the Work Plan and a request to choose a different word 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