Parks & Recreation Commission Meeting Agenda

ASHLAND PARKS & RECREATION COMMISSION

REGULAR BUSINESS MEETING AGENDA

Wednesday, May 14, 2025

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

HELD HYBRID (In-Person or Zoom Meeting Access). To attend via Zoom, contact the Parks Department no later than 10 AM the day of the meeting.
To attend the meeting or to provide public input, see instructions below.

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

1. Park Commission Regular Business Meeting March 12, 2025
2. Park Commission Regular Business Meeting April 9, 2025

IV. ADDITIONS OR DELETIONS TO THE AGENDA

V. PUBLIC FORUM

VI. CONSENT AGENDA

VII. DIRECTORS REPORT

VIII. BUSINESS

1. Park Naming (Action)
2. Park Classification (Action)
3. Bandersnatch Trail Re-Route (Action)
4. Park Fees (Action)

IX. ITEMS FROM COMMISSIONERS/STAFF

X. UPCOMING MEETING DATES

1. Recreation Division Advisory Committee Meeting May 15, The Grove, 4:00 PM
2. Park Commission Study Session June 4, Council Chamber, 6:00 PM
3. Park Commission Business Meeting June 11, Council Chamber, 6:00 PM
4. Park Commission Study Session July 2, Council Chamber, 6:00 PM

XI. ADJOURNMENT

If you need special assistance to participate in this meeting, please contact Nancy Mero at nancy.mero@ashlandoregon.gov or 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.

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.

Parks & Recreation Commission Meeting Agenda

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.

Written testimony will be accepted via email to Nancy Mero at nancy.mero@ashlandoregon.gov.Please include "**Public Testimony**" in the subject line. Written testimony submitted on Tuesday before the meeting by 11:00 AM will be made available to the Park Commissioners before the meeting. All testimony will be included in the meeting minutes.

*Agendas and minutes for City of Ashland Council, Commission and Committee meetings may be found on the City website, ashlandoregon.gov.

ASHLAND | OREGON

Park Commission

Better Together

www.AshlandParks&Rec.org
340 South Pioneer Street
Ashland, Oregon 97520
541.488.5340

MINUTES FOR REGULAR BUSINESS MEETING
PARK COMMISSION
March 12, 2025
Council Chamber, 1175 E Main – 6:00 PM

Commissioners Present: Adams, Bachman (Chair), Gardiner, Landt (Vice Chair), Weiner
Staff Present: Director Houston, Deputy Director Dials, Senior Services Superintendent Mettler, Senior Administrative Analyst Terry, Executive Assistant Mero
Absent: Commissioner Gardiner

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

II. **ROLL CALL** – Five Commissioners in attendance

III. **APPROVAL OF MINUTES**
1. Park Commission Regular Business Meeting December 4, 2024
2. Park Commission Regular Business Meeting January 8, 2025
3. Park Commission Work Plan Retreat January 17, 2025
4. Park Commission Study Session February 5, 2025
5. Park Commission Regular Business Meeting February 12, 2025

Bachman asked for unanimous consent to approve the minutes. Unanimous consent given. Minutes approved.

IV. **ADDITIONS OR DELETIONS TO THE AGENDA** - None

V. **PUBLIC FORUM** - None

VI. **CONSENT AGENDA** - None

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VII. **DIRECTORS REPORT** - Director Houston

VIII. **BUSINESS**

1. **FY 26-27 Department Work Plan (Action)** – Director Houston

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
    - Lithia Park Butler-Perozzi Fountain Restoration
    - ADA Improvements
    - East Main St Park Phase I Development
    - Hunter Park – Tennis Court Rehabilitation
    - Irrigation Controllers
    - Siskiyou Mountain Park Trail Re-route
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 – N/A

PROPOSED ACTIONS OR MOTIONS - Motion to adopt the FY 26-27 Department Work Plan.

ATTACHMENTS - FY 26 – 27 Lithia Park Master Plan Project List, 2025 – 2031 Ashland Parks and Recreation Capital Plan (see packet)

Questions/Discussion:

- How did the Siskiyou Trail Re-route get on the list? Staff recommended it and it was high on the scoring rubric.
- Concern expressed regarding having the Siskiyou trail re-route included without input from the Trails Advisory Committee (TAC).
- Support for Staff proposing work without input from advisory committees.

Motion: I move to support the Work Plan as presented with the extraction of the Siskiyou Mountain Trail project until it gets consideration from the TAC.
Motion: Adams Second: Weiner

Questions/Discussion:

- Important to get community input.
- Concern expressed that removal of the project might result in a delay to do other trail work.
- What's the name of the trail? In the area of White Rabbit/Red Queen/Mike Uhtoff
- Clarification: Removing this project results in removal of the funding dollars for trail work in the next biennium

Commissioner Adams withdrew his motion.

Motion: I move to approve the Work Plan as presented.

Motion: Landt Second: Weiner
Vote:

Weiner	**Yes**	**Bachman**	**Yes**	**Adams**	**Yes**
Landt	**Yes**				

2. **FY 26-27 Department Budget Recommendation (Action)** – Director Houston presentation

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 the 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 (see packet)

Questions/Discussion:

- Clarification on what Personnel Services means. Answer, Payroll.
- Clarification asked on if one FTE was going to be running the entire golf course. No, we have separated the front facing customer service staff from the operations staff.
- Clarification on how a Park Tech I could be moved to the Senior Center. The position is being reclassified.
- A goal should be to increase revenues at the Nature Center.

Motion: I move to approve the proposed FY26-27 Department budget of $23,096,343 and move it forward to the Finance Department.

Motion: Weiner Second: Adams

Vote:

Bachman	**Yes**	**Adams**	**Yes**	**Landt**	**Yes**
Weiner	**Yes**				

3. **Recreation Division Advisory Committee Appointments (Action)** – Deputy Director Dials

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

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

Motion: Adams Second: Weiner

Vote:

Weiner	**Yes**	**Bachman**	**Yes**	**Adams**	**Yes**
Landt	**Yes**				

4. **Trails Advisory Committee Charge (Action)** - Chair Bachman

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

Questions/Discussion:
Was the charge for TAC originally for two years? Possibly. Director Houston thought he heard on year at the Study Session.

Motion: I move to adopt the charge for the Trails Advisory Committee for 2025 – 2026 to advise the Department's trail system by reviewing new trail proposals and the process for reviewing proposals, work with staff on the PROS plan trail related items, and review trail program items as requested by staff.

Motion: Weiner Second: Adams

Vote:

Weiner	**Yes**	**Bachman**	**Yes**	**Adams**	**Yes**
Landt	**Yes**				

5. **Subcommittee for Winburn Way – Travel Management Project**

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

I move to form the subcommittee for Winburn Way – Travel Management Project and appoint Commissioner's Gardiner and Weiner and Director Houston as staff to the subcommittee.

ATTACHMENTS – N/A

Clarification: A fact-finding subcommittee, not making a recommendation.

Motion: I move to form the subcommittee for Winburn Way
Motion: Bachman Second: Adams
Vote:

Weiner	**Yes**	**Bachman**	**Yes**	**Adams**	**Yes**
Landt	**Yes**				

IX. ITEMS FROM COMMISSIONERS/STAFF

a. Liaison Report
   - Weiner reported on the Forest Lands MAC. The committee is doing great work putting together a grant proposal for funding more fire risk mitigation. Vast majority of slash piles have been burned – ahead of where they thought they would be by this time.

X. UPCOMING MEETING DATES

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

XI. **ADJOURNMENT** – Bachman adjourned the meeting at 7:39 PM

Respectfully submitted by Nancy Mero, Executive Assistant

www.AshlandParks&Rec.org
340 South Pioneer Street
Ashland, Oregon 97520
541.488.5340

MINUTES FOR REGULAR BUSINESS MEETING
PARK COMMISSION
April 9, 2025
Council Chamber, 1175 E Main – 6:00 PM

Commissioners Present: Adams, Bachman (Chair), Gardiner, Landt (Vice Chair), Weiner
Staff Present: City Manager Cotta, Attorney Zahran, Director Houston, Deputy Director Dials, Parks Superintendent Caldwell, Senior Services Superintendent Mettler, Senior Administrative Analyst Terry, Executive Assistant Mero
Absent: None

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

II. **ROLL CALL**

Commissioners Gardiner, Weiner, Bachman, Adams, Landt all present

III. **APPROVAL OF MINUTES**

1. Park Commission Study Session March 5, 2025

Chair Bachman moved for unanimous consent. Unanimous consent given. Minutes approved.

IV. **ADDITIONS OR DELETIONS TO THE AGENDA** - None

V. **PUBLIC FORUM** – All to speak to business item VIII2

VI. **CONSENT AGENDA** – None

VII. **DIRECTORS REPORT** – Director Houston presentation

Questions/Discussion:

- Clarification on PROS Plan Neighborhood Meetings – for the specific neighborhood(s)? Yes, based on fire evacuation zones. Okay to attend meetings in a different meeting from where you live.

VIII. **BUSINESS**

1. **Q2 FY25 Financial Update** – Sr. Administrative Analyst Terry

BACKGROUND - The Finance Department provides a quarterly review of financial statements. On March 18, 2025, Finance Director Mariane Berry presented to City Council the statements ending in Quarter 2 (Q2) of FY25. The Parks and Recreation Department now presents specific Department details for the same period.

ASSESSMENT - The second quarter of FY25 ended on December 31, 2024. Of the $8,443,046 allocated in General Funds (GF) for FY25, $3,579,483 or 42.40% of the total has been expended. An additional $206,008 is encumbered.

The Parks Capital Improvement (CIP) Fund had a balance of $3,973,971 at the beginning of the current biennium. At the end of Q2 FY25, the balance was $3,811,988 with $395,976 encumbered.

The Parks System Development Charges (SDC) Fund ended FY24 with a balance of $417,860. As of the end of Q2 2025, the fund stands at $444,799.

POLICIES, PLANS & GOALS SUPPORTED - Goal #1 Best Management Practices

FINANCIAL CONSIDERATIONS - Staff continue to collaborate on Departmental priorities and project goals to best execute the appropriated funds.

ATTACHMENTS - Q2 2025 GF Operations Expenses/Balances Table (see packet)

Questions/Discussion:

- Interest we are being paid is because the food and beverage tax fund earns interest? Yes.
- Nature Center hasn't spent much, why? Second FTE just came on in December. Only one FTE in all of the first half of the biennium so money was rolled over.
- What are encumbrances? Fuel reduction contracts and other service contracts that aren't yet completed. The funds are committed, however.

Public Forum to speak to Agenda item VIII2.

Carolyn Reed: Volunteer at North Mountain Park. Upset by the termination of Nature Center Coordinator Jen Aguayo. Not prepared for cutbacks at the Nature Center. Park very busy – many users.
Chris Benoit, Ashland: Spoke to the potential for devastation of the community by the budget cuts, thinks they could be avoided. Spoke to the importance of passing the proposed Parks fee, retaining Jen's job.
Pete Baughman, Ashland: Please consider the impact of layoffs on people affected, directly and cumulatively, consider cutting other places, consider making retirement offer(s).

Jen Aguayo, Ashland: Spoke to her experience working at North Mountain Park, importance of volunteers (who worked through the Pandemic), parks as necessities, not luxuries. Doesn't think the people of Ashland want the Nature Center/Environmental Education program closed/terminated.
Ron Palmquist, Ashland: Teamsters Union rep spoke to the importance of keeping front line employees, specifically Jen Aguayo. Cited laying off front line staff disproportionately as a false budget choice. Also cited the proposed fee combined with cuts to community valued services as a pressure tactic.

2. **Department Budget Process Update** – Director Houston/City Manager Cotta

SUMMARY - The Park Commission recommended moving forward to finance the following budget:

Budget Category	FY 26-27 Proposed
Parks Operations Budget*	$15,795,925
Parks Capital Program Budget	$6,228,000
Total Parks Department Budget	$22,023,925

The review of the Parks and Recreation Department's (Department), proposed budget with Finance and the City Manager has identified that general fund departments will need to make cuts to ensure that reserve mandates are met. This is based on revenue increases being estimated at 1-3% and City operational costs rising to about 15-17%.

The Department has a required 5% reduction and an additional 5% reduction if the City Council does not approve a resolution to establish a $5 per month park fee on all utility bills. The City Council is set to review this resolution on April 15th, 2025.

There will be reductions in programs, services, and maintenance with either the 5% or 10% budget reductions. Staff will review the proposed reductions at the 5% and 10% levels during the meeting.

POLICIES, PLANS & GOALS SUPPORTED - The Department budget follows the City Charter and State of Oregon budget rules.

FINANCIAL CONSIDERATIONS - The Park Operations Budget would be *estimated* at the following levels:

Park Operations Budget Outcomes	Amount
Park Commission Recommendation	$15,795,925
5% Reduction	$15,200,000
10% Reduction	$14,450,000

PROPOSED ACTIONS OR MOTIONS – N/A

ATTACHMENTS – N/A

Questions/Discussion:

- Cuts will be devastating for community and staff. Commission is 100% behind the Department staff/parks fee.
- Some Commissioners will be talking to Mayor and Council in favor of fees.
- Concern about keeping Golf facilities over the pool: Golf brings in more users, more revenue.
- Numbers of FTE now and with cuts? 37 current, 37 with 5% cut and fee, 34 with 10% and no fee.
- What is being done with the surplus money in the current biennium? As a general fund Department, any Park's surplus in the current biennium goes back into the general fund. Some Park's surplus is currently being used to catch up on deferred maintenance/equipment.
- Concern around the process of which items were selected for cuts. Consider committing to not laying anyone off. Get creative. The City is staff heavy due to providing a lot of services. Personnel costs including the rising cost of healthcare makes up 60-63% of the budget.
- Concern over the effect of Park's cuts on children and seniors specifically and the community in general. Will affect the ability to draw young families to town.
- Would a $10 fee cover the reductions? Roughly.
- Concern over the cuts in services that will affect children heavily combined with asking young families to pay the fee.
- How does the Commission get a request for a higher fee to the Council? Advocate for that with a motion for a resolution. The CM will bring the recommendation to the Council.
- Utility fees are not ideal.

Motion: I move to recommend to the City Council to approve a $9.00 a month park fee for the following biennium.

Discussion:

- Assistant City Attorney Zahran clarified that the $5.00 per month park fee the City Council is considering is to be increased by CIP level. It would be a permanent fee.
- There are several fees before the Council that will create hardships on some of the community.

Commissioner Landt withdrew his original motion.

Motion: I move to recommend the Commission vote to encourage the City Council to adopt a $9.00 per month park fee with regular CPI increases.

Motion: Landt Second: Adams
Discussion:
Clarifying question, does the CPI go up annually? Historically, yes, but it doesn't have to.

Vote:

Gardiner	**Yes**	**Weiner**	**Yes**	**Bachman**	**Yes**
Adams	**Yes**	**Landt**	**Yes**		

Motion: I move that the Park Commission urge the City Council to find an alternative less regressive revenue source to replace the utility park fee, for example, like a five-year levy.

Discussion:
Zahran noted that while the first part of the motion was fine, suggesting a levy was outside of what was noticed.

Landt withdrew his motion to make a new motion.

Motion: I move to urge the City Council to find a less regressive revenue source to replace the utility park fee.

No second. Zahran commented that the second motion was in conflict with the first motion. Landt withdrew his motion.

3. **Draft Policy 1.01.001 – Policy Framework** – Director Houston

SITUATION - A draft policy, 1.1.001 – Policy on Policies has been completed. Staff is seeking review of the draft policy and Commission direction to follow the process identified in the draft to adopt the policy.

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. The first step is a policy on policies. This item was mentioned at the January 2025 Park Commission Regular Business Meeting and presented as an informational item at the February 5, 2025, Park Commission Study Session. A draft was reviewed at the March 5, 2025, Park Commission Study Session and the suggested revisions were made.

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's 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 type 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.

This draft policy creates these 3 types of policies and an adoption process that is consistent with City processes for reviewing and adopting different types of policies or ordinances.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS - Provide a list of questions to assist staff working through the item.

POLICIES, PLANS & GOALS SUPPORTED - FY 26-27 Department Work Plan (draft)
- #3 – Establish a policy on Department policies, protocols, and procedures

FINANCIAL CONSIDERATIONS - This policy, if adopted, would require additional staff time to complete the process. However, staff are not seeking additional budget limitation to manage this policy or the processes.

Questions/Discussion:

- Draft continues to use the word policy specifically and generally. Use a word other than policy to refer to all three items. Director Houston will find a new word and share it with Commission.

ATTACHMENTS - 1.01.001 – Policy Framework (draft) (see packet)

4. **Park Fees** – Director Houston

SUMMARY - All Ashland Parks and Recreation Department (APRD) fees for programs and services are itemized in the City's Miscellaneous Fees and Charges document. The approval of miscellaneous fees will come before the City Council for approval on May 20,

2025. Parks Staff have prepared updates to some fees and charges detailed here for Commissioner discussion. Pending Commission direction, staff plan to bring the Fees item to the May 14, 2025, Regular Business meeting for approval.

Proposed Fee Updates:

- Special Event Application Fee
- Site Area Fee for events/special use
- Indoor Facility Fees
- Swim lessons and daily admissions to the Daniel Meyer Pool
- Daily Golf Fees (new fees)
- Credit Card Processing Fee
- Director authority to modify rates for marketing and market conditions.

In most cases, staff have looked at market rates and suggested a gradual increase in fees. Ideally, in two – three years, there will be more data to evaluate the actual costs of the many services that APRD provides to further inform development of a cost recovery policy.

<u>POLICIES, PLANS & GOALS SUPPORTED</u> - City of Ashland Miscellaneous Fees and Charges

<u>FINANCIAL CONSIDERATIONS</u> - Expenses have increased 15-17% and exceed revenues in all areas. These fee increases are proposed to help offset additional budget reductions.

<u>PROPOSED ACTIONS OR MOTIONS</u> - The requested action is to review the proposed rates and have discussion on three (3) core fees:

- Sport field rental fee – The department is significantly below market rate, as compared to other Rogue Valley recreational sport fields. Staff has identified a market rate and an interim step rate for consideration
- Credit card processing fees – The department is currently not recovering the 2-5% fee that credit card companies charge for processing a credit card payment. Should a 3% fee be added to each credit card transaction or should all the rates be raised by 3%?
- Director Authority – The Director is seeking the authority to adjust fees by up to 20% for marketing or market conditions.

<u>ATTACHMENTS</u> - Miscellaneous fees and charges spreadsheet (see packet)

Questions/Discussion:

- Exclusive Use Fee – Should be a specific time range. Staff will work on that and bring it back to Commission.

- Support for credit card fee, soccer user fee, all fees presented as a cap, not to be exceeded
- Increase fee hikes gradually, make it equitable
- Request for information to better evaluate how the fees will impact users, what the different adjustments will look like. Staff will bring
- Recommendation to get closer to cost recovery on field rental, collaborate with School District, YMCA, SOU. A lot of revenue is being lost by Parks as they are currently the only one in Ashland providing fields for youth sports.

5. **Park Map and Naming** – Director Houston

SITUATION - Review of park map and park naming.

BACKGROUND - The current park map has identified 42 "Parks". Several of these parcels have not been officially named. The Department has used the prior owner and/or location as a temporary identifier. As part of the PROS Plan planning process, a review of the current parks and classifications has led to a review of the park map and park naming.

ASSESSMENT - The review of the parks was completed with consideration of proximity of parcels to each other and/or existing parks, with the intent of the purchase, character of the parcel, and long-term planning. The attached map identifies 23 proposed parks based on the current property portfolio and park classifications.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS - Staff is seeking Commission input on the park map and naming list and a determination if this input is sufficient for the Commission to act on this item at a future Commission business meeting.

POLICIES, PLANS & GOALS SUPPORTED - This aligns with the Draft Department Work Plan item to complete the PROS Plan.

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

ATTACHMENTS - Proposed Parks Map (see packet)

Questions/Discussion:

- Naming convention for NMP when Bear Creek Greenway is extended? TBD.
- Concern over public reaction to calling inaccessible areas in the Ashland Creek Park area part of the park.

6. **Park Specific Classifications** – Director Houston

SITUATION - Specific parks need to be identified by the park classification system.

BACKGROUND - In February 2025 the Park Commission established a park classification system to assist in developing levels of service for parks by classification. Each classification has unique recreational development and experiences for the community. The adopted City Comprehensive Plan identified community parks, neighborhood parks, and open spaces. However, the parks and open spaces are typically only identified by the department.

ASSESSMENT - In reviewing the current properties, the following recommendations are proposed:

Park Classification	Park(s)
Regional Park	Lithia (all parcels approx. 100 acres)
Community Park	Ashland Creek (including Skatepark, parcels downstream to Nevada St including Keener.) Bear Creek Greenway (includes Ashland Ponds, BMX area, Dog Park, Riverwalk, Kestrel, Greenway OS, Michelle Ave WL, and other parcels along Bear Creek) Garfield Hunter North Mountain (includes Lord property) Oak Knoll East Main (undeveloped)
Neighborhood Park	Briscoe Clay Creek Garden Way Glenwood Railroad Scenic Chitwood (undeveloped)
Pocket Park	Bluebird Calle Guanajuato Evergreen Sherwood Triangle
Natural Area	Acid Castle (includes all parcels Granite Street OS, Burnson OS, Lawerence OS) Hald Strawberry (includes Piedmont, South Laurel St Access) Siskiyou Mountain (including Alice in Wonderland OS, Liberty Street OS, Terrace Pines OS, Cottle-Phillips OS)
Special Use	

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS - Staff is seeking Commission input on the park specific classification list and a determination if this input is sufficient for the Commission to act on this item at a future Commission business meeting.

POLICIES, PLANS & GOALS SUPPORTED - This aligns with the draft Department Work Plan item to complete the PROS Plan.

FINANCIAL CONSIDERATIONS – None

ATTACHMENTS - SCORP – Park Master Planning Appendix A (see packet)

Questions/Discussion:

- Prefer Oak Knoll in Special Use Classification

IX. ITEMS FROM COMMISSIONERS/STAFF

a. Liaison Report

1. PAAC – Gardiner:
    - Anxious to get more art in medians
    - Presentation from a local artist on a large owl sculpture. Would like Lithia park for location
    - Proposal of another playwright medallion in Railroad Park that would somehow honor the intention 'Say Their Names' t-shirt display

X. UPCOMING MEETING DATES

1. Trails Advisory Committee Kickoff Meeting April 14, Lithia Park Cabin, 5:00 PM
2. Park Commission Study Session May 7, Council Chamber, 6:00 PM
3. Ashland Senior Advisory Committee May 12, Senior Center, 3:30 PM
4. Park Commission Regular Business Meeting May 14, Council Chamber, 6:00 PM
5. Recreation Division Advisory Committee May 15, Lithia Park Cabin, 4:00 PM

XI. ADJOURNMENT

Chair Bachman adjourned the meeting at 8:56 PM

Respectfully submitted by Nancy Mero, Executive Assistant

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REGULAR BUSINESS MEETING
AGENDA BRIEF

May 14, 2025

Agenda Item	VIII1. Park Map and Naming	
Presenter	Rocky Houston	Director
Item Type	Action ☒ Information ☐	

SUMMARY

The current park map has identified 42 "Parks". Several of these parcels have not been officially named. The Department has used the prior owner and/or location as a temporary identifier. As part of the PROS Plan planning process, a review of the current parks and classifications has led to a review of the park map and park naming.

The review of the parks was completed with consideration of proximity of parcels to each other and/or existing parks, with the intent of the purchase, character of the parcel, and long-term planning. The attached map identifies 23 proposed parks based on the current property portfolio and park classifications.

POLICIES, PLANS & GOALS SUPPORTED

This aligns with the Draft Department Work Plan item to complete the PROS Plan.

PROPOSED ACTIONS OR MOTIONS

Move to adopt the change from 42 park/parcel names to the 23 park/property names, as presented today.

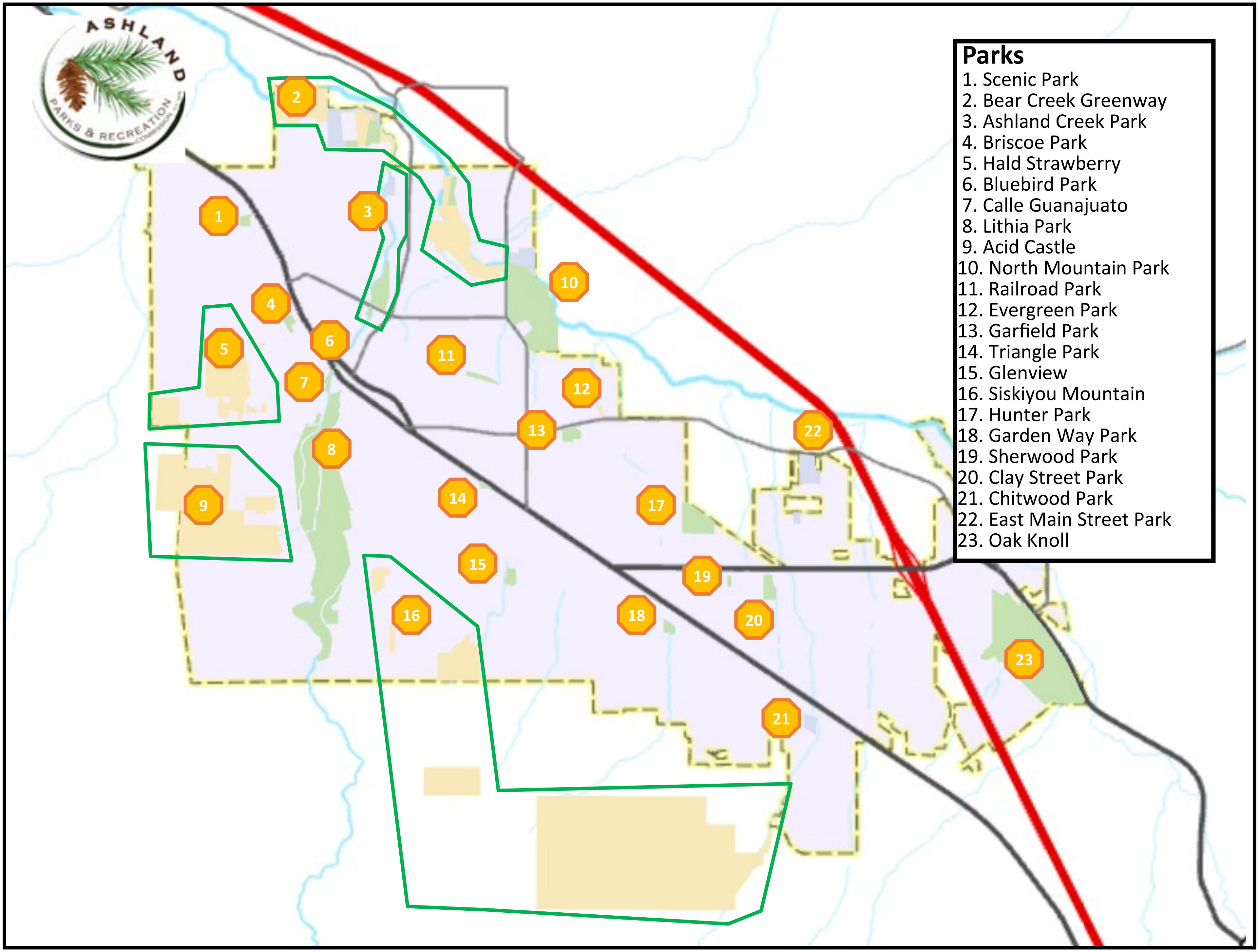
FINANCIAL CONSIDERATIONS

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

ATTACHMENTS

Proposed Park Map

PREPARED BY: Rocky Houston, Director


ASHLAND
PARKS & RECREATION
Parks
1. Scenic Park
2. Bear Creek Greenway
3. Ashland Creek Park
4. Briscoe Park
5. Hald Strawberry
6. Bluebird Park
7. Calle Guanajuato
8. Lithia Park
9. Acid Castle
10. North Mountain Park
11. Railroad Park
12. Evergreen Park
13. Garfield Park
14. Triangle Park
15. Glenview
16. Siskiyou Mountain
17. Hunter Park
18. Garden Way Park
19. Sherwood Park
20. Clay Street Park
21. Chitwood Park
22. East Main Street Park
23. Oak Knoll
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REGULAR BUSINESS MEETING
AGENDA BRIEF

May 14, 2025

Agenda Item	VIII2. Park Specific Classifications	
Presenter	Rocky Houston	Director
Item Type	Action ☒ Information ☐	

SUMMARY

In February 2025 the Park Commission established a park classification system to assist in developing levels of service for parks by classification. Each classification has unique recreational development and experiences for the community. The adopted City Comprehensive Plan identified community parks, neighborhood parks, and open spaces. However, the parks and open spaces are typically only identified by the Department.

In reviewing the current properties, the following recommendations are proposed:

Park Classification	Park(s)
Regional Park	Lithia (all parcels approx. 100 acres)
Community Park	Ashland Creek (including Skatepark, parcels downstream to Nevada St including Keener.) Bear Creek Greenway (includes Ashland Ponds, BMX area, Dog Park, Riverwalk, Kestrel, Greenway OS, Michelle Ave WL, and other parcels along Bear Creek) Garfield Hunter North Mountain (includes Lord property) Oak Knoll East Main (undeveloped)
Neighborhood Park	Briscoe Clay Creek Garden Way Glenwood Railroad Scenic Chitwood (undeveloped)
Pocket Park	Bluebird

	Calle Guanajuato Evergreen Sherwood Triangle
Natural Area	Acid Castle (includes all parcels Granite Street OS, Burnson OS, Lawerence OS) Hald Strawberry (includes Piedmont, South Laurel St Access) Siskiyou Mountain (including Alice in Wonderland OS, Liberty Street OS, Terrace Pines OS, Cottle-Phillips OS)
Special Use	

POLICIES, PLANS & GOALS SUPPORTED

This aligns with the draft Department Work Plan item to complete the PROS Plan.

PROPOSED ACTIONS OR MOTIONS

Move to adopt the park classifications outlined by park, as presented today.

FINANCIAL CONSIDERATIONS

There is no financial impact on this agenda item or direction from the Commission.

ATTACHMENTS

None

PREPARED BY: Rocky Houston

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TRAILS ADVISORY COMMITTE MEETING
AGENDA BRIEF

May 14, 2025

Agenda Item	VII3. Bandersnatch Trail Re-Route	
Presenter	Rocky Houston	Director
Item Type	Action ☒ Information ☐	

SUMMARY

In 2015 this proposal was made and reviewed by the City and USFS. As I understand it, the USFS has re-approved their portion of the project. This allows the City to consider completing a roughly 130 yard re-route. This is on property acquired by the Department for this project. This project has been reviewed by the Park Commission in the past.

The USFS section is planned to be built this month, and the Ashland Trails and Woodlands Association would like to complete this re-route at the same time.

POLICIES, PLANS & GOALS SUPPORTED

This action supports the USFS adopted plan and prior Park Commission approved plan for this trail re-route.

FINANCIAL CONSIDERATIONS

This re-route is being done by a trail adopter group, with minimal budgeted operations or Parks maintenance staff engagement.

PROPOSED ACTIONS OR MOTION(s)

Motion to approve the re-route of Bandersnatch.

ATTACHMENTS

None.

PREPARED BY: Rocky Houston

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SPECIAL MEETING
AGENDA BRIEF

May 14, 2025

Agenda Item	III.4 – Park Fees	
Presenter	Rick Landt	Vice Chair
Item Type	Action ☒ Information ☐	

SUMMARY

A review of sport field fees has been requested.

On April 28, 2025, with a unanimous vote of Park Commissioners, a $5 per hour sport field fee was adopted. The previous fee was $150 to $250 per season, as a flat fee. Comparable rates in the Rogue Valley vary but are generally $35 to $20 per hour. The adopted rate is 25% of the low end of the comparable rates in the Rogue Valley.

The Ashland Little League voiced concerns about the rate and the potential fee increase for their players. The change would result in a $11.61 increase per player in sport field fees, based on participant numbers provided by Ashland Little League. Communications from the Ashland Little League identified a $20 per player fee increase due to the sport field fee change.

Four alternatives to the adopted sport field rate to consider:

- No change.
    - Develop agreements for leagues to do field maintenance tasks in lieu of a fee to reduce operational costs for the department.
- Hourly rate revision.
- Flat rate revision.
- Revert to existing rates for sport fields, pending PROS Plan completion.

POLICIES, PLANS & GOALS SUPPORTED

City of Ashland Miscellaneous Fees and Charges

FINANCIAL CONSIDERATIONS

These fee increases are proposed to help offset general fund support and assist in managing the limited general fund resources.

PROPOSED ACTIONS OR MOTIONS

No proposed action or motion.

ATTACHMENTS

Not Applicable

PREPARED BY: Rocky Houston