



BUSINESS MEETING AGENDA

July 9, 2025

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

To attend the meeting or to provide public testimony, see participation instructions.

5:30 PM Executive Session: Pursuant to ORS 192.660(2)(e) an executive session will be held to deliberate with persons designated by the governing body to negotiate real property transactions.

I. **CALL TO ORDER**

II. **ROLL CALL**

III. **APPROVAL OF MINUTES**

1. Park Commission Study Session June 4, 2025
2. Park Commission Regular Business Meeting June 11, 2025

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

V. **PUBLIC FORUM**

VI. **CONSENT AGENDA**

VII. **DIRECTORS REPORT**

VIII. **BUSINESS**

1. Park Ordinance(s) Revision (Action)
2. 1.01.001 – Policy Framework Policy (Action)
3. Community Center/Pioneer Hall Rental Fee (Action)
4. East Main Street Park Design (Information)

IX. **ITEMS FROM COMMISSIONERS/STAFF**

- a. Liaison Report

X. **UPCOMING MEETING DATES**

1. Ashland Senior Advisory Committee July 14, Senior Center, 3:30 PM
2. Trails Advisory Committee July 15, Lithia Cabin 4:30 PM
3. Recreation Division Advisory Committee July 17, the Grove 4:00 PM
4. Park Commission Study Session August 6, Council Chamber 6:00 PM
5. Park Commission Regular Business Meeting August 13, 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.

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 a staff member before the meeting begins. If you would like to give testimony electronically, please contact Nancy mero at nancymero@ashlandoregon.gov by 10:00 AM the morning of the meeting. Please include “**Virtual Public Testimony**” in the subject line.

Written testimony will be accepted via email sent to nancy.mero@ashland.or.us. Please include “**Public Testimony**” in the subject line. Written testimony submitted by 11:00 AM the Tuesday before the meeting will be made available to the Parks Commissioners before the meeting. All testimony will be included in the meeting minutes.

For ways to view this meeting and watch previously recorded Park Commission meetings, please visit this webpage. <https://ashlandoregon.gov/740/Watch-a-Meeting>



MINUTES FOR STUDY SESSION

PARK COMMISSION

June 4, 2025

Council Chamber, 1175 E Main – 6:00 PM

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

Staff Present: Director Houston, Parks Superintendent Caldwell, Senior Services Superintendent Mettler, Executive Assistant Mero

Absent: Commissioner Bachman (Chair), Deputy Director Dials

- I. **CALL TO ORDER** – Acting Chair Landt called the meeting to order at 6:01 PM
- II. **ROLL CALL** – Commissioners Gardiner, Weiner, Landt all present. (Adams arrived a little late missing the roll call).
- III. **PUBLIC FORUM** - None
- IV. **ADVISORY COMMITTEE POLICY/CHARGES** – Director Houston

SITUATION - Assign updated charges to the Ashland Senior Advisory Committee (ASAC) and Recreation Division Advisory Committee (RDAC)

BACKGROUND - APRC Policy 102 established ASAC (then S-PAC) on February 28, 2018. Per this document the original charge is:

“The Senior Program Advisory Committee (S-PAC) purpose is to advise the Ashland Parks and Recreation Commissioners on matters related to the Ashland Senior Services Program and to coordinate with the APRC Director and the Senior Services Superintendent.”

APRC Policy CP.R.2019.08.26 established RDAC on August 26, 2019. The original charge, per this document, is:

“The Recreation Division Advisory Committee (R-DAC) purpose is to advise the Ashland Parks and Recreation Commissioners on matters related to Recreation Division’s programs and services and to coordinate with the Recreation Superintendent and APRC Director on matters related to the general operations, quality, promotions, diversity, equity and inclusion practices and programming.”

ASSESSMENT - The Park Commission tasked staff with developing a charge for the advisory committees. With input from the advisory committee officers, staff are proposing the following charges for ASAC and RDAC:

- ASAC
 - Help staff interpret and implement PROS Plan Senior Services related items.
 - Work with staff and advise Park Commission on policies related to Senior Services.
- RDAC
 - Work with staff on the PROS Plan Recreation Division related items.
 - Work with staff and advise Park Commission on policies related to the Recreation Division.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS - Staff would like Commissioner’s input on the proposed charges for the two (2) advisory committees.

POLICIES, PLANS & GOALS SUPPORTED - Consistent with City ordinances and Park Commission policy on advisory committees.

FINANCIAL CONSIDERATIONS - N/A

ATTACHMENTS – (see packet)

APRC Commission Policy 102 (ASAC), APRC Commission Policy No. CP.R.2019.08.26 (RDAC)

Questions/Discussion:

- ASAC members discussed their proposed charge at their last meeting. They were fine with it.
- Any reason the committees couldn't still operate under their current charters? A: Yes, we are trying to get the charges aligned with the PROS plan strategic planning process.
- Discomfort with the wording of the charge, specifically 'advise'. Wordsmith?
- Staff were directed to bring the item to the regular business meeting next week, with some wordsmithing, for a vote.
- Proposed charges are nonspecific. Keep the charges as they are and focus on more important items.

V. WINBURN WAY SUBCOMMITTEE UPDATE – Director Houston

SITUATION - Update on the Winburn Way Subcommittee's activities.

BACKGROUND - The Park Commission established a subcommittee to assist in reviewing the Lithia Park Winburn Way action item. The subcommittee includes Commissioner Weiner, Commissioner Gardiner, and Director Houston. The subcommittee is to develop a plan to review and engage the public on options to address the safety on Winburn Way through the boundaries of Lithia Park. Upon completion of the process, the subcommittee will report to the Park Commission for potential action on a strategy.

The Lithia Park Master plan identified potential options to address the safety for pedestrians, bicyclists, and automobiles as they travel on Winburn Way. Dogs are not permitted in Lithia Park. Many dog walkers utilize Winburn Way's road right-of-way to connect from Granite Street to the downtown plaza.

ASSESSMENT - The subcommittee has met three (3) times to review and develop the charter and project plan. The subcommittee has identified five (5) options to consider through the process. Each option has a different impact on traffic volume, speed, and modal operational space.

Staff have begun coordinating with Public Works. In July 2025, Public Works will install traffic counters. A public engagement process that will include a comment period and an open house will occur in August 2025. Staff are planning to present the options to the Transportation Advisory Committee for review and advisement in September or October 2025.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS - Staff propose that the subcommittee continue to work on the project plan.

POLICIES, PLANS & GOALS SUPPORTED - Department Work Plan FY 26-27

FINANCIAL CONSIDERATIONS - This subcommittee's work will impact the scope of work for the capital project identified for Lithia Park in FY 26-27.

ATTACHMENTS - Subcommittee Charter, Winburn Way Safety Project Plan (see packet)

Questions/Discussion:

- Too hard to restrict dogs to specific trails in the park, not manageable
- It's about creating dog walking space. Slowing traffic will be good for all modalities. Consider the suggestion from the LPMP.
- The area under review is only 1/3 of a mile. Big issue is that it feeds into the hazardous parking area (where most biking accidents happen).
- Are physical barriers being considered? A: Yes, candlesticks, hockey pucks, slightly raised, roughened surface for walkers.
- Raised pedestrian crossing areas are also under consideration.
- Clarification: Option three would still be the same free for all that it is? A: Yes.
- Considering regular raised sidewalks? A: Possibly, not yet tied to anything.
- Option two: Only 6 feet? Not wide enough for two bikes.
- Most important goal is to give pedestrians, some with dogs, a safe way through Lithia Park.

Received good feedback. Will take it back to the subcommittee.

VI. INTEGRATED PEST MANAGEMENT – HERBICIDE USE EXCEPTION – Director Houston

SITUATION - Review exemption to use two tools to manage landscaped beds and tree wells.

BACKGROUND - The Park Commission adopted an Integrated Pest Management (IPM) Policy on May 10, 2010. It requires the Park Commission to grant staff an exemption for use of any synthetic herbicide. The IPM policy was last reviewed on June 13, 2024, to allow park staff to use synthetic herbicides on other city properties.

ASSESSMENT - The Parks Department is challenged to manage 811 acres within the budgetary constraints provided by the adopted budget. The Department completed a maintenance management plan identifying we have only 33% of the staffing levels needed to complete routine maintenance tasks. Since the adoption of the IPM policy in 2010 staffing has been reduced from 50.55 to 35 FTE staff (31%). The park system has grown by 26% in the same period. Additionally, the City has adopted new ordinances that require a higher level of fuels reduction and weed control.

Reviewing staff practices determined they are unable to address secondary or tertiary weed management activities due to the level and amount of line trimming required, the earlier start of the fire season (June 1, and the rate of vegetative growth. In short, due to the current workload staff can only line trim to manage landscaped beds, tree wells, and other areas.

Because of the time it takes to manage weeds, staff are not able to address other routine and preventative maintenance requirements for the Department. Increasing the budget and/or staffing is not currently an option. As such, staff is looking at the use of synthetic herbicides within landscaped beds and tree wells.

Staff have reviewed synthetic herbicide alternatives:

- Mulch – no time to manage existing conditions to apply
- Burners – takes more time to manage area. Requires same frequency as line trimmer
- Irrigation Changes – in process. However, this spring it will have a minimal impact for identified areas
- Goats – indiscriminate eaters, will eat what we want to retain (potentially)
- Hardscape – expensive up-front costs. Looking at this for some areas
- Volunteers – staff time to manage, reviewing additional options

Staff proposes using the following synthetic herbicides:

- Trifluralin – for pre-emergent use to reduce line trimming

- Application: 1-2 applications, generally February to June.
- Dichlobenil – for post-emergency use to reduce line trimming
 - Application: 2-3 applications, generally March to October.
- Glyphosate – for spot spraying to reduce line trimming
 - Application: 1 – 4 applications, generally March to October.

The goal is to reduce the time staff spend line trimming to allow secondary and tertiary treatment of the landscaped areas and tree wells. Over time, this will reduce the utilization of synthetic herbicides. Use of these synthetic herbicides will follow the IPM plan protocols.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS - Does the Park Commission want to move this exemption forward to address operational needs within the regulatory and fiscal constraints of the Department?

POLICIES, PLANS & GOALS SUPPORTED - Integrated Pest Management Policy – Park Commission

FINANCIAL CONSIDERATIONS - Given the financial constraints of the Department, this topic will not increase the budget. It will allow the Department to use existing resources more effectively to address other operational requirements to maintain safe parks and facilities.

ATTACHMENTS – Trifluralin – EPA R.E.D. Fact Sheet; Dichlobenil – EPA R.E.D. Fact Sheet; Glyphosate – EPA R.E.D. Fact Sheet (see packet)

Questions/Discussion:

- Opposition to the reintroduction of herbicide use. People deserve a chemically free place to hang out.
- Concern expressed. Look more closely at what is meant by exceptions. Should revisit the whole policy.
- Need to cut costs, be more efficient due to budget constraints. Look at chemical use in certain areas.
- Pros and cons listed in tables were not comprehensive enough. Didn't list health risks, carcinogenic effects. Culture: parks looked better 20 – 30 years ago because there were more staff. Recommendation to change aesthetics, educate the public. Have fewer annual and perennial beds, less deciduous trees, and more evergreens.
- Does staff have sufficient information/direction to move forward by tabling the item or bringing it back to another meeting? A: There are three alternatives: additional tools, more resources, or we don't do a good job.
- Suggestion to pilot chemical use in one park.
- That would fit the description of an excepted use.

VII. PARK ORDINANCE(S) UPDATE – Director Houston

SITUATION - Amendment of Ashland Municipal Code (AMC) Chapter 10.68 - Public Parks to include provisions for special use permitted activity.

BACKGROUND - AMC 10.68 does not permit many of the uses that we allow via a special use permit. A special use permit does not allow the department to permit activities or uses forbidden by the AMC.

ASSESSMENT - In coordination with the Legal Department, staff have taken a broader look at AMC 10.68 for consideration of special use permits.

Proposed changes in the following have been recommended:

- **10.68.060** Unpermitted Commercial Activity
- **10.68.080** Posting Notices Prohibited
- **10.68.120** Park Property Prohibited uses

- **10.68.170** Park Waters Use
- **10.68.260** Swings Hammocks
- **10.68.330** Camping Prohibited

These draft changes to the AMC will provide more flexibility for events and special use permits as approved by the Parks Director or their designee.

The process to amend AMC 10.68 would be as follows:

- Park Commission recommendation at Park Commission business meeting
- City Council approval of AMC amendments

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS - Are there any questions about the proposed amendments? Are there other amendments staff should consider?

POLICIES, PLANS & GOALS SUPPORTED - AMC 10.68 – Public Parks, Special Use Permit Policy

FINANCIAL CONSIDERATIONS - If adopted, these changes to the AMC would require some additional staff time for implementation. Once implemented the changes would provide more revenue opportunities for special use permits within the parks system.

ATTACHMENTS - Chapter 10.68 AMC Amendment DRAFT Changes (see packet)

Questions/Discussion:

- Clarification on the process. Adopted Commission recommendations would be forwarded to Council for changes to the AMC? A: Yes
- There is a total lack of enforcement of AMC, but rules are still necessary.
- Recommendation to add free standing signs to section 2. (like a sandwich sign, H frame, etc.)
- The reason for the item is to give the Director some leeway. Don't get bogged down in rewriting the code.
- ODFW says no fishing in the creek below Reeder Reservoir. Has to be corrected; add slack lines to the hammock section.
- Need to look at no busking in parks.
- Staff will feather in "for examples" and bring the item back in July.

VIII. COMMUNITY CENTER/PIONEER HALL RENTAL FEE – Director Houston

SITUATION - Review Community Center and Pioneer Hall Rental Fee

BACKGROUND - Each year the City reviews and updates the miscellaneous fees and charges book. The Parks Department's review this year included the addition of Pioneer Hall and the Community Center as potentially rentable assets for the next fiscal year. Currently there is no fee identified for the Community Center in the adopted miscellaneous fees and charges book. The fee for Pioneer Hall is \$23.00 per hour for weekdays and \$35.00 per hour for weekends.

The City Council reviewed the miscellaneous fees and charges book. They directed the Park Commission to again review the fees for the Community Center and Pioneer Hall. The Council had concerns around the increase in the hourly rental rate and cleaning fee.

ASSESSMENT - Generally, a fee review includes a review of the cost recovery standard for the item, found in a cost recovery policy. A cost analysis for providing the facility or service is needed to determine the cost recovery. Alternatively, a comparable analysis and community threshold enquiry are completed. This entails

identifying the rate charged for other comparable facilities and assessing whether the community would pay the amount proposed.

Currently, the Department does not have an adopted cost recovery policy or cost data at the level necessary to be effective in developing a cost per facility or amenity. Therefore, staff are utilizing the comparable analysis and community threshold enquiry model to develop a proposed fee.

There are two (2) factors to consider in developing a potential fee: rate and operational capacity. The rate will be found in the miscellaneous fees and charged book. The operational capacity will inform any policy or procedure that communicates the minimum use period(s) for the facility or amenity. We will begin by assessing the Department's operational capacity.

Operational Capacity

Each reservation for Pioneer Hall or the Community Center will require staff to answer questions, review a reservation request, review additional insured documents, and coordinate with park operations and/or a third party to ensure the facility is ready for use and cleaned after the use. This does not include the time for the Legal Department to review documents. Our current loaded cost for an administrative assistant or recreation manager is \$35 to \$72 per hour. Our estimate is 1 to 2 hours of staff time, depending on the complexity of the rental. Therefore, covering the administrative costs of a rental would be \$70 to \$144.

Park operations are operating at 33% of staffing levels to meet routine maintenance of parks, without considering the addition of these two assets to our portfolio. As such, the Department is reviewing the use of a contractor to complete the interior cleaning. The model we hope to use is an on-call contract to have the service come to clean up after a facility was used for the day. The estimate is \$65 to \$125 per cleaning. The goal is to get 100% cost recovery (average) for this expense. Staff is recommending a cleaning fee as follows:

Facility	All Day Rental	2 Hour Rental
Pioneer Hall	\$75	\$15
Community Center	\$100	\$20

Due to staffing levels, the Department operates with minimal staff available on weekends to assist any users of Pioneer Hall or the Community Center. As such, a minimum of six (6) hours or a daily rental is recommended. For weekdays a two-hour minimum is recommended. This will ensure that at least a portion of the administrative costs are recovered.

Rate: The Department is responsible for the utilities, ongoing routine maintenance (interior and exterior), and the administration of the facilities. The City has just invested over \$2.3 million in major repairs to both facilities. The current weekday to weekend rate differential is a 52% higher rate.

Following are the hourly rate options for consideration:

Facility	Current Rate	Adopted Rate	Alternative #1	Alternative #2
Pioneer Hall	\$23/\$35	\$60/\$120	\$40/\$60	\$30/\$60
Community Center	Null	\$80/\$160	\$50/\$75	\$40/\$80

Alternative #1 utilizes the same rates adopted for the Senior Center's single room fee for Pioneer Hall. A 25% increase was applied for the Community Center due to the greater square footage. Alternative #2 utilizes a rate based on a 50% reduction of the adopted rate.

Staff will provide a more detailed comparable review during the study session to assist in a review of the hourly rate for these two facilities.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS - Staff are seeking input on the proposed alternative rates and seek direction on moving an alternative forward or if needed, receiving additional information from the Park Commission.

POLICIES, PLANS & GOALS SUPPORTED - Biannual budget process

FINANCIAL CONSIDERATIONS - Fees for rental, services, and programs assist in reducing general fund support. The next biennium budget has been adopted with identified amounts of fees being generated. The utilization rate and fees charged impact the amount of fee revenue generated.

ATTACHMENTS – N/A

Questions/Discussion:

- Previous rate was quite inexpensive, but buildings were equally quite funky. It's been seven years since they were used. The adopted rates are very reasonable.
- Question about the much-reduced cost of cleaning for shorter rental periods. A: Quick clean in between short rentals, big cleaning at end of the day.
- Do the two buildings have kitchens? A: Not full.
- Suggestion to step the fee increases over time.
- There will be a recovery policy in the future, an additional tool for adjusting fees.
- Advocate for no cleaning fees. What will the cleaning cost? A: Pathways would charge \$65 per hour with a minimum number of hours.
- Struggling with the process. The Commissioners are independently elected officials and should stick to what they think, not what they think the Council thinks.
- It is a PR issue with the Community. Council rejected the fee the Commission felt was right.

Staff was asked to bring the issue to another Study Session for more discussion with options, including the adopted rate.

IX. LOOKAHEAD REVIEW – Director Houston reviewed the Lookahead.

X. ADJOURNMENT – Acting Chair Landt adjourned the meeting at 8:19 PM

Respectfully submitted by Nancy Mero, Executive Assistant



MINUTES FOR REGULAR BUSINESS MEETING

PARK COMMISSION

June 11, 2025

Council Chamber, 1175 E Main – 6:00 PM

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

Staff Present: Director Houston, Senior Services Superintendent Mettler, Environmental Education Manager Came, Senior Administrative Analyst Terry, Executive Assistant Mero

Absent: Deputy Director Dials, Commissioner Gardiner

- I. **CALL TO ORDER** – Bachman called the meeting to order at 6:01 PM
- II. **ROLL CALL** – Commissioners Weiner, Bachman, Adams, and Landt present, Commissioner Gardiner absent.

III. **APPROVAL OF MINUTES**

1. Park Commission Special Meeting April 28, 2025
2. Joint Study Session with City Council May 7, 2025
3. Park Commission Regular Business Meeting May 14, 2025

Commissioner Landt noted a mistake in the minutes from the May 7 Joint Study Session. Councilor Dahle was attributed a statement that he would like to see Director Houston report to the Council four times a month. In fact, Dahle said he would like to see Director Houston report to the Council four times a year.

Motion: I move to approve the minutes from the May 7 Joint Session as corrected.

Motion: Landt

Second: Adams

Vote:

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

Chair Bachman asked for unanimous consent to approve the minutes from the April 28 and May 14 Meetings. No objections, minutes approved by unanimous consent.

- IV. **ADDITIONS OR DELETIONS TO THE AGENDA** – None
- V. **PUBLIC FORUM** – None

VI. CONSENT AGENDA

1. Recreation Division Advisory Committee Minutes from November 21, 2024

Chair Bachman asked for unanimous consent to acknowledge the minutes. Unanimous consent was given, minutes acknowledged.

VII. DIRECTORS REPORT

Topics Covered:

- Administration
 - Hired four park technicians
 - Budget was approved Council \$15.8 ML for Park Ops, \$6.2 ML for Parks Capital
 - Transitioning Customer Service to the Grove from the Senior Center and Nature Center
 - Seeking volunteers to keep exhibit room at Nature Center open
- Golf – Numbers are up from last year for rounds of golf played/range ball buckets
- Senior Services – various events offered
- Environmental Education – Celebrated Bird Day with over 200 attendees
- Volunteers hard at work in a number of parks
- Kids day at the Japanese Garden – well attended and enjoyed
- Presented a list of over 50 preventative/deferred maintenance tasks completed
- Levels of Service Modifications
 - Irrigation reductions in some areas
 - Mutt mitt/trash can diet
 - Reductions in mowing/landscaping
 - Airport mowing will be taken over by Public Works/contracted out.
- PROS Plan

Questions/Discussion:

- Is there a goal for how many buckets of balls/rounds of golf? A: Not precisely. There is a goal of increased revenue.
- Is there still a pass available for the range for unlimited access? A: Not in the time Houston has been here. Working on an alternative special offer.
- Concern over trash can/mutt mitt diet. Suggestion of a pilot park. A: Already reducing in areas, monitoring results.
- Is the PROS Plan on schedule? A: Yes
- What is being cut/kept? Reduced hours at Splash Pad, Community Gardens will remain open – looking for new operational agreement with the gardeners, Nature Center shifting more to an Environmental Education platform. Assessing all coordinator and management positions, East Main Park is moving forward, Hunter Courts moving forward, Butler-Perozzi restoration moving forward.

- We're paying the \$5 fee, why are reductions still being made? A: The dollar we have today won't go as far as the dollar we have tomorrow. The five-dollar fee is to make up the reduction of 5% that we were asked to make and to cover the adds we needed, rec. coordinator to operate the CC and PH, full time admin asst at the Senior Center.
- Will the layoff at the Nature Center stick? A: Yes

VIII. **BUSINESS**

1. **Third Quarter FY25 Financial Update** – Sr. Administrative Analyst Terry

BACKGROUND – The Finance Department provides a quarterly review of financial statements. On May 19, 2025, Finance Director Mariane Berry presented to City Council the statements ending in Quarter 3 (Q3) of Fiscal Year 2025 (FY25). The Parks and Recreation Department now presents specific Department details for the same period.

ASSESSMENT – The third quarter of FY25 ended on March 31, 2025. Of the \$8,443,046 allocated in General Funds (GF) for FY25, \$5,497,080 or 65.10% of the total has been expended. An additional \$445,159 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 Q3 FY25, the balance was \$3,311,958 with \$492,686 encumbered.

The Parks System Development Charges (SDC) Fund ended FY24 with a balance of \$417,860. As of the end of Q3 2025, the fund stands at \$462,060.

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. In addition, the Parks Department has communicated to the Finance Department an estimated end-of-biennium GF balance of \$457,356.49.

Questions/Discussion:

- How do these numbers compare to pre-Covid? A: Will get the information and send it to the Commissioners.
- Question about the lower revenue for the pool. A: Occurred when we changed online vendors.

ATTACHMENTS – Q3 2025 GF Operations Expenses/Balances Table (see packet)

2. Oregon Parks Forever/Kids in Parks – Track Trails Partnership – Environmental Education Manager Came

SUMMARY – Kids in Parks has created a national network of trails that engage kids and families in activities that get them outdoors and connected to nature. Ashland Parks and Recreation has partnered with Kids in Parks, joining more than 30 other TRACK Trail locations throughout Oregon, including trail sites established in Portland, Salem, Estacada, Dallas, LaGrande, Newport, Trail, Medford, and more.

TRACK Trails are a type of environmental scavenger hunt for young children and their families to get unplugged and active outdoors. At the new trailhead in Lithia Park, families will find a series of self-guided brochures and smartphone activities. Kids who participate in the program can register their TRACK Trail adventures at www.KidsInParks.com to earn a series of prizes. With their first hike, kids will earn a Passport Booklet, custom sticker from the trail they visited, and a collectible prize card. In addition, kids can keep an online dashboard to track their outdoor adventures, earn badges, log miles walked, and more.

POLICIES, PLANS & GOALS SUPPORTED – Creating partnerships and expanding interpretive programming to more Ashland parks.

FINANCIAL CONSIDERATIONS – Oregon Parks Forever is supporting an effort by the Kids In Parks program at the Blue Ridge Parkway Foundation to bring at least 50 TRACK Trails to Oregon parks. They are funding:

1. Development and manufacturing of a trailhead sign for each trail chosen.
2. Printing of the first 8,000 brochures for each trail.
3. Webpage, prize acquisition, custom sticker, and fulfillment by Kids In Parks for three years.

For future years, the agency will be responsible for printing additional brochures as needed. Printing currently ranges \$300-\$500 per 2,000. Replacement costs are dependent upon whether the topic is a “standard” or custom brochure.

PROPOSED ACTIONS OR MOTION(s) – N/A

ATTACHMENTS – N/A

- Track Trails brochures aimed at youth sixth grade and younger. However, adults enjoy them as well.
- First set of brochures are free. Additional will cost.
- We can develop new brochures in conjunction with Track Trails.

Questions/Discussion:

- Kudos on the program and the choice of the American Dipper on the sticker.
- Suggestion to inform the School District about the program.

3. Advisory Committee Charges – Senior Services Superintendent Mettler

SUMMARY – The Park Commission tasked staff with developing a charge for the advisory committees. With input from the advisory committee officers, staff are proposing the following charges for Ashland Senior Advisory Committee (ASAC) and Recreation Division Advisory Committee:

- ASAC
 - Work with staff to interpret and implement PROS Plan Senior Services related items.
 - Advise staff on policies related to Senior Services.
- RDAC:
 - Work with staff on the PROS Plan Recreation Division related items.
 - Advise staff on policies related to the Recreation Division.

POLICIES, PLANS & GOALS SUPPORTED – Consistent with City Ordinance on advisory committees and Park Commission Policies.

FINANCIAL CONSIDERATIONS – N/A

PROPOSED ACTIONS OR MOTION(s) – Move to adopt the charges for ASAC and RDAC.

ATTACHMENTS – N/A

Questions/Discussion:

- Advisory Committees advise the Commission but work with Staff? A: Want to have a committee staff liaison present to the Commission. The Committee will devise the recommendations/proposals.
- Trying to understand the ‘why’ of the charges. They seem obvious. Is it to kind of check the box for the City’s Ordinance that we don’t technically have to follow but are trying to follow? A: RDAC and ASAC didn’t have deliverables. This is the first step in moving toward deliverables. Need them for the PROS Plan.

- If the point of this is to give the committees deliverables, this does not accomplish that. Should spend some time and come up with real deliverables.
- New charges can be developed in the future.

Motion: I move to approve the charges for the ASAC and RDAC as presented by staff tonight to advise Park Commission via staff on policies related to Senior Services and Recreation.

Motion: Landt

Second: Weiner

Vote:

<u>Landt</u>	<u>Yes</u>	<u>Weiner</u>	<u>Yes</u>	<u>Bachman</u>	<u>Yes</u>
<u>Adams</u>	<u>No</u>				

4. 1.01.001 – Policy Framework Adoption – Director Houston

SUMMARY – The Department is establishing a new format and process for developing and adopting Department policies. This policy establishes the framework for this new format and process. At the April 9, 2025 Park Commission regular business meeting, Park Commissioners directed staff to put this draft policy out for public review/comment.

Public review was offered from May 28 to June 6, 2025. The Department received zero public comments on the draft policy.

- From feedback, changing the wording in the policy framework document:

1. Purpose

A. Define the reason for this policy. This policy establishes the framework and process for establishing policies, protocols, and procedures hereafter collectively referred to as Direction for the Parks and Recreation Department (Department).

POLICIES, PLANS & GOALS SUPPORTED – This policy establishes the framework for policies, directing the Department on how to develop and adopt policies, procedures, and protocols, collectively called Direction(s).

FINANCIAL CONSIDERATIONS – The policy will require staff time to implement. This staff time is within the current budget.

PROPOSED ACTIONS OR MOTION(S) – Move to adopt policy 1.01.001 – Policy Framework.

ATTACHMENTS – Policy 1.01.001 – Policy Framework

Questions/Discussion:

- Historically, most policies are proposed by Commissioners. The way the policy is written doesn't include the steps that would occur if the Commission were to propose a policy.
- Policies originating from the Commission would not go through the proposed process. Important that the public can have input and then find the information.
- This policy is for staff/staff policy. Not a commission policy.
- Elected body can create policy on how to guide policy.
- Needs to be reworked. Not addressing the two ways policies could come before the Commission.
- Suggested to bring it back to another Study Session.

Motion: I move that we table the policy on policies indefinitely.

Motion: Landt

Second: Adams

Vote:

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

5. Butler-Perozzi Fountain

SUMMARY - The Ashland Parks Foundation (Foundation) brought forward the project to restore the Butler-Perozzi Fountain. At the initial proposal, the Foundation committed to raising the funds to do the restoration but asked the Department to be the project manager due to insufficient Foundation capacity at that time.

Since then, they have successfully raised \$600,000 for the restoration work (with an additional \$200,000 endowment for future repairs) and the Department has a 100% plan set and specifications to restore the fountain. Due to the engineering cost estimate increases, the Department and Foundation have been exploring alternatives to ensure the work is completed as planned and within our resource limits.

This work has resulted in the Foundation identifying local resources to support the project and construction management of the restoration work. The Department and the City attorney's office have reviewed the proposal. It offers a path forward that aligns with the history of the fountain's creation (local resources), would meet the specifications outlined for the restoration, and is within the available resources.

Staff is supportive of developing an agreement with the Foundation to authorize the Foundation to manage the construction phase of the fountain restoration project. This agreement is a Department operational action, as such the agreement would not be signed or approved by the Park Commission.

POLICIES, PLANS & GOALS SUPPORTED – This project is identified on the current Department Work Plan and the adopted Capital Improvement Plan.

FINANCIAL CONSIDERATIONS – This proposal would reduce the capital expenditure for the FY 26-27 budget. This agreement would not permit any city funds from being used on the project.

PROPOSED ACTIONS OR MOTION(S) – No action is requested. Staff are seeking input on the proposed agreement.

ATTACHMENTS – N/A

Questions/Discussion:

- Would the City Manager need to approve this move as it is a contract? A: Legal needs to spend some time on this question. They are working on it.
- The Commission should have a formal vote on it, despite the statement in the Agenda Brief saying otherwise.
- Support for the idea to keep work local, utilize local talent for the restoration.

IX. **ITEMS FROM COMMISSIONERS/STAFF** – None

X. **UPCOMING MEETING DATES**

1. Park Commission Study Session July 2, Council Chamber 6:00 PM
2. Park Commission Regular Business Meeting July 9, Council Chamber 6:00 PM
3. Chamber of Commerce Meet and Greet – PROS survey July 11, Pioneer Hall 7:30 – 9:30 AM
4. Ashland Senior Advisory Committee July 14, Senior Center, 3:30 PM
5. Trails Advisory Committee July 15, Lithia Cabin 4:30 PM
6. Recreation Division Advisory Committee July 17, the Grove 4:00 PM

XI. **ADJOURNMENT** – Bachman adjourned the meeting at 7:33 PM

Respectfully submitted by Nancy Mero, Executive Assistant

**REGULAR BUSINESS MEETING****AGENDA BRIEF****July 9, 2025**

Agenda Item	VIII. Park Ordinance(s) Revision	
Presenter	Rocky Houston	Director
Item Type	Action ☒ Information ☐	

SUMMARY

Ashland Municipal Code (AMC) Chapter 10.68 – Public Parks does not permit many of the uses that the Parks Department allows via special permit. To include provisions for special use permitted activity, edits were made to the AMC 10.68. Park Commissioners reviewed edits at the June 4, 2025, and the July 2, 2025 Study Sessions.

POLICIES, PLANS & GOALS SUPPORTED

- AMC 10.68 – Public Parks
- Special Use Permit Policy

FINANCIAL CONSIDERATIONS

If adopted, these changes to the AMC would require some additional staff time for implementation. Once implemented the changes would provide more revenue opportunities for special use permits within the parks system.

PROPOSED ACTIONS OR MOTION(s)

Move to approve the edits made to the Amendment of Ashland Municipal Code Chapter 10.68 and move forward to Ashland City Council.

ATTACHMENTS

Chapter 10.68 AMC Amendment

PREPARED BY: Rocky Houston, Director

ORDINANCE NO. XXXX

AN ORDINANCE AMENDING AMC CHAPTER 10.68 PUBLIC PARKS SUB-SECTIONS 10.68.060, 10.68.080, 10.68.120, 10.68.170, 10.68.260 AND 10.68.330.

Annotated to show deletions and additions to the Ashland Municipal Code sections being modified. Deletions are ~~bold lined through~~, and additions are **bold underlined**.

WHEREAS, Article 2. Section 1 of the Ashland City Charter provides:

Powers of the City. The City shall have all powers which the constitutions, statutes, and common law of the United States and of this State expressly or impliedly grant or allow municipalities, as fully as though this Charter specifically enumerated each of those powers, as well as all powers not inconsistent with the foregoing; and, in addition thereto, shall possess all powers hereinafter specifically granted. All the authority thereof shall have perpetual succession.

WHEREAS,

WHEREAS,

THE PEOPLE OF THE CITY OF ASHLAND DO ORDAIN AS FOLLOWS:

SECTION 1. Sub-section **10.68.060 Unpermitted Commercial Activity** is amended as follows:

A. No one shall sell or offer for sale any article or perform or offer to perform any service for hire in any of the parks ~~without a written permit for such concession properly and regularly granted by the Park Commission.~~ **except as otherwise authorized by a special use or special event permit issued by the Parks Director.** No one shall hawk or peddle popcorn, ice cream, candy, soda water, peanuts, or similar wares within or on any of the park grounds of the City without first securing a permit to do so. ~~from the Park Commission.~~

B. Any person who violates any provision of this Chapter is subject to Section 1.08.020 of the Ashland Municipal Code. Any violation of this section is a Class I violation. (Ord. 3137, amended, 2017; Ord. 3026, amended, 08/03/2010)

SECTION 2. Sub-section **10.68.080 Posting Notices prohibited** is amended as follows:

A. No one shall **place, post, attach or** erect **any bill, poster, sign or similar posting** on any pole, post, wire, rod or cord to any tree, shrub, fence railing, fountain, wall, post, structure or other device of any kind whatever, on any of the bases, statues, bridges, or monuments in any park

without permission of the Park Commission, except as otherwise authorized by a special use permit issued by the Parks Director.

B. Any person who violates any provision of this Chapter is subject to Section 1.08.020 of the Ashland Municipal Code. Any violation of this section is a Class IV violation. (Ord. 3137, amended, 2017; Ord. 3026, amended, 08/03/2010)

SECTION 3. Sub-section **10.68.120 Park property Prohibited uses** is amended as follows:

A. No one shall climb any tree, or walk, stand, or sit upon the monuments, vases, fountains, railings, or fences in any park; **except as otherwise authorized by a special use permit issued by the Parks Director. Individuals issued a permit must still comply with the ‘no climbing’ rule outside of the specific activities permitted in the special use permit.**

B. Any person who violates any provision of this Chapter is subject to Section 1.08.020 of the Ashland Municipal Code. Any violation of this section is a Class II violation. (Ord. 3137, amended, 2017; Ord. 3026, amended, 08/03/2010)

SECTION 4. Sub-section **10.68.170 Park waters Use** is amended as follows:

A. No one shall fish, wade, swim, or bathe in any of the parks except the places designated for such purposes; **except as otherwise authorized by a special use permit issued by the Parks Director.**

B. Any person who violates any provision of this Chapter is subject to Section 1.08.020 of the Ashland Municipal Code. Any violation of this section is a Class II violation. (Ord. 3137, amended, 2017; Ord. 3026, amended, 08/03/2010)

SECTION 5. Sub-section **10.68.260 Swings Hammocks** is amended as follows:

A. No swings, hammocks **or other attachments to trees or structures** shall be hung or swung in any of the parks, except on the posts erected for the purpose; **except as otherwise authorized by a special use permit issued by the Parks Director.**

B. Any person who violates any provision of this Chapter is subject to Section 1.08.020 of the Ashland Municipal Code. Any violation of this section is a Class IV violation. (Ord. 3137, amended, 2017; Ord. 3026, amended, 08/03/2010)

SECTION 6. Sub-section **10.68.330 Camping prohibited** is amended as follows:

A. No person shall camp within the park limits within the City of Ashland, or on the park side of any street adjacent to the parks; **except for special events as otherwise authorized by a special use permit issued by the Parks Director. Otherwise, Prohibited Camping is a Class IV violation, is subject to the rules and enforcement outlined in Chapter 10.46.**

~~B. Any person who violates any provision of this Chapter is subject to Section 1.08.020 of the Ashland Municipal Code. Any violation of this section is a Class IV violation.~~ (Ord. 3137, amended, 2017; Ord. 3026, amended, 08/03/2010)

SECTION 7. Severability. Each section of this ordinance, and any part thereof, is severable, and if any part of this ordinance is held invalid by a court of competent jurisdiction, the remainder of this ordinance shall remain in full force and effect.

SECTION 8. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word “ordinance” may be changed to “code”, “article”, “section”, “chapter” or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions (i.e. Sections 3-5) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

The foregoing ordinance was first read by title only in accordance with Article X, Section 2(C) of the City Charter on the _____ day of _____, 2025 and duly PASSED and ADOPTED this _____ day of _____, 2025.

PASSED by the City Council this _____ day of _____, 2025.

ATTEST:

Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this _____ day of _____, 2025.

Tonya Graham, Mayor

Reviewed as to form:

Johan Pietila, City Attorney

**REGULAR BUSINESS MEETING****AGENDA BRIEF****July 9, 2025**

Agenda Item	VIII2. 1.01.001 – Policy Framework Policy	
Presenter	Rocky Houston	Director
Item Type	Action ☒ Information ☐	

SUMMARY

The Department is establishing a new policy framework. This policy sets forth that framework and the process to develop, review, and adopt policies, protocols, and procedures for the Department.

This is the culmination of many months of work by the Park Commission to improve the transparency and Department operations to better serve the community.

POLICIES, PLANS & GOALS SUPPORTED

City Charter, Article XIX, XIX A, and XXII.

FINANCIAL CONSIDERATIONS

Not applicable

PROPOSED ACTIONS OR MOTION(s)

Move to adopt Policy 1.01.001 – Policy Framework.

ATTACHMENTS

Policy 1.01.001 – Policy Framework

PREPARED BY: Rocky Houston, Director



POLICY

POLICY:	1.01.001	EFFECTIVE:	Day Month, 2025
POLICY NAME:	Policy Framework	CANCELS:	N/A
DIVISION(S):	All	NEXT REVIEW:	02/2030
KEY TERMS:	Policy, Protocol, Procedure, Direction		
APPROVED:	Name, PC Chair Name, City Attorney		

I. PURPOSE

A. Define the reason for this policy.

This policy establishes the framework and process for establishing policies, protocols, and procedures **hereafter collectively referred to as** Direction (Direction) for the Parks and Recreation Department (Department). The Department formally approves, issues, and maintains in a consistent format all Direction for the Department. The Department must follow the requirements outlined in this document for drafting, approving, revising, and withdrawing Department Direction(s). This policy will allow for Direction documents to be thoroughly reviewed, maintained, and made available to the community to promote compliance, accountability, consistency, and fairness.

II. SCOPE

A. This policy applies to all Park Commissioners and Department staff.

III. REFERENCES

A. TBD



IV. DEFINITIONS

- A. Effective date: the date on which the earliest version of the Direction went into effect.
- B. Policy: a written statement that provides direction or a set of rules for staff and/or the public on how the Department conducts business.
- C. Direction name: the official title of the Direction.
- D. Procedure: a written statement that provides for the implementation of an established policy or protocol.
- E. Protocol: a written statement that provides direction on the operation of the Department's programs and services.
- F. Purpose: a statement describing why the Direction exists.
- G. Scope: to whom a policy applies.

V. DIRECTION STATEMENT

A. Introduction

1. Department Direction(s) align operations, set behavioral expectations, and communicate Direction roles, and responsibilities. Direction(s) have the important task of reaching the intended audience with clear, easy to read, information for the individuals specifically affected by the content. If users understand a Direction, they are more likely to follow it.
 - a. The Park Commission may take action on policy decisions. Staff utilize this policy to determine if an existing policy needs to be updated, a new policy is needed or if a protocol or procedure is needed to implement the policy decision.
 - b. Park Commission actions are not a type of direction addressed in this policy. It is direction to the Director. Ashland City Charter Articles XIX and XXII address the authority of the Park Commission.
2. The Department uses a standard Direction template that organizes the information in a consistent manner across all Department Directions.

B. Direction Types

1. There are (3) types of Directions:
 - a. Policy
 - i. A policy is broad in its application and is used to implement or manage a park, a program, or a service.
 - b. Protocol
 - i. A protocol is to assist in the operation of the Department.
 - c. Procedure
 - i. A procedure provides instruction on how to implement a policy or protocol.



2. Each Direction type will be assigned a numerical number to assist in the organization of Directions.
 - a. **Policy – 1.**
 - b. **Protocol – 2.**
 - c. **Procedure – 3.**
- C. Direction Organization
 1. All types of Directions will be organized into Direction sections. These Direction sections will be established to keep Department division or programming Direction(s) organized together to make them easier to find. The Direction sections will be:
 - a. **Administration**
This section will encompass all Direction(s) associated with the administration of the Department. This could include uniforms, use of parks, capital planning process, or similar items.
 - b. **Park Planning & Development**
This section will encompass all Direction(s) related to the planning for parks, capital improvements, or similar items.
 - c. **Park Operations**
This section will encompass all Direction(s) on the operation and maintenance of park properties, buildings, and facilities.
 - d. **Recreation Programs**
This section will encompass all Direction(s) on recreation programming or recreational use, including fees, refunds, special use permits, or similar items.
 - e. **Senior Services**
This section will encompass all Direction(s) on senior services programming including fees, refunds, or similar items.
 2. Each Direction section will be assigned a numerical number to assist in the development of Direction numbers and to manage the organization of the Direction(s)
 - a. **Administration – 1.**
 - b. **Park Planning & Development – 2.**
 - c. **Park Operations – 3.**
 - d. **Recreation Programs – 4.**
 - e. **Senior Services – 5.**
 3. Each Direction will be assigned a Direction name that is clear, concise, and consistent with the primary purpose of the Direction.
 4. Each Direction will be assigned a numerical number associated with the order of adoption of the Direction.
 5. The numerical naming convention for the Direction will be:
 - a. Direction Section Number



- b. Direction Type Number
 - c. Direction Number
- 6. The Direction name will follow the Direction number
 - a. 1.1.001 – Policy on Policies
- 7. Forms
 - a. Each Direction type will have a unique form that will assist in identifying it as a policy, protocol, or procedure.
 - b. Each form will include information in this section (C) from 1 to 6 and the following elements
 - i. Division(s) – to identify which Department division the Direction is applicable to
 - ii. Adoption Date – to identify when it was adopted
 - (1) This date will change if a Direction is changed.
 - iii. Review Date – the date when the Direction will be reviewed to ensure it is legally sufficient and consistent with the Department's business needs.
 - iv. Key Terms – Meta data analysis to assist users on the Direction
 - v. Signature Lines
 - (1) A line for the entity that has approval authority and one for the city attorney
- D. Establishing Directions
 - 1. Directions will be established to meet Department business needs. Staff are encouraged to propose Directions to the director for consideration. The Direction type will direct the process to follow for review and adoption.
 - 2. Park Commission Approval
 - a. All policies will be approved by the Park Commission and the city attorney.
 - b. Approval Process
 - i. Department staff will prepare a draft policy for review by the director and city attorney.
 - ii. Director or designee will present the draft policy at a Park Commission Study Session.
 - iii. Department will provide a minimum of 15 days public review on their website to seek public comment.
 - iv. Park Commission will review public comments and receive public testimony at a Park Commission business meeting.
 - v. If approved, the policy would become effective 30 days after approval, unless otherwise specified by the Park Commission.
 - vi. All approved policies will be signed by the Park Commission chair and the city attorney.
 - 3. Director Approval



- a. All protocols and procedures will be approved by the director and the city attorney.
- b. Approval Process
 - i. Department staff will prepare a draft protocol or procedure for review by the director and city attorney.
 - ii. Director or designee will present the draft protocol or procedure at a Park Commission Study Session.
 - iii. The final protocol or procedure will be reviewed and signed off by the city attorney and signed by the director.
 - iv. Unless otherwise specified, the protocol or procedure will be effective on the date signed.
- E. Policy (only) Review
 1. Each policy will be reviewed on a regular basis. The standard will be a five-year interval. However, changes in municipal code, Oregon Revised Statutes, or other regulations may require more frequent reviews.
 2. Review process
 - a. Department staff will maintain a list of policies and review dates.
 - b. 90 days before the policy is due for a review, staff will review the policy to determine if there are any Department business needs that will require an update.
 - i. If there are updates required, staff will make those proposed changes.
 - c. After staff reviews the policy, it will be forwarded to the City Attorney for review of staff proposed changes and review of other regulations to determine if additional changes are needed.
 - d. Staff will present the policy to the Park Commission at a Study Session to review the proposed changes (if applicable) and review any additional suggested changes.
 - e. Staff will review the policy and any proposed changes with the City Attorney. The City Attorney will review and sign off on the policy prior to submitting it to the Park Commission.
 - f. Staff will bring the reviewed policy to a Park Commission business meeting for review and approval of the policy.
 3. Prior adopted policies will be archived per City policy.
- F. Policy Withdrawal
 1. A Department policy may be determined to no longer be applicable or needed to meet the business needs of the Department.
 2. Withdrawal process
 - a. The withdrawal process will follow the approval process authority identified in Section D – Establishing Directions
 - b. Upon withdrawal, the policy will be removed from the policy section.



3. Withdrawn policies will be archived per City policy.

**REGULAR BUSINESS MEETING****AGENDA BRIEF****July 9, 2025**

Agenda Item	VIII3. Community Center/Pioneer Hall Rental Fee	
Presenter	Rocky Houston	Director
Item Type	Action ☒ Information ☐	

SUMMARY

City Council referred the rental fees for Community Center and Pioneer Hall to the Park Commission for consideration. The Park Commission reviewed alternatives at the June 4, 2025 and July 2, 2025 Study Sessions. The rental fees considered for adoption are:

Facility	Proposed Rate	Proposed Rate
	Weekday	Weekend/Holiday (Fri evening through Sun)
Pioneer Hall	\$125 first hr. \$25/hr. thereafter	\$125 first hour \$40/hr. thereafter
Community Center	\$125 first hour \$35/hr. thereafter	\$125 first hour \$50/hr. thereafter

To assist in comparing the currently adopted rate(s) to the proposed rates, the average rental duration for weekdays and weekends has been used. Please see the table below:

Facility	Adopted Rate Weekday 3-hour rental	Proposed Rate Weekday 3-hour Rental	Adopted Rate Weekend 5-hour rental	Proposed Rate Weekend 5-hour rental
Pioneer Hall	\$180	\$175	\$600	\$285
Community Center	\$240	\$195	\$800	\$325

POLICIES, PLANS & GOALS SUPPORTED

Biannual budget process

FINANCIAL CONSIDERATIONS

The estimated fixed costs per rental are \$145 to \$285 (administration costs, daily cleaning, and utilities). This fee proposal would reduce revenue on a typical weekday rental (assuming typical is 3 hours) by 12% and by 57% on a typical weekend rental (assuming a typical rental is 5 hours).

Fees for rentals, services, and programs assist in reducing general fund support. The current biennium budget has been adopted with identified amounts of fees being generated and operational expenses. The utilization rate and fees charged impact the amount of fee revenue generated. The Department will monitor its operations budget.

PROPOSED ACTIONS OR MOTION(s)

Move to amend the prior adopted rental fee for Pioneer Hall and the Community Center for FY2025-2026 as proposed and move the rental fees to Ashland City Council for adoption in the FY2025-2026 Miscellaneous Fees and Charges book.

ATTACHMENTS

Not applicable

PREPARED BY: Rocky Houston, Director



REGULAR BUSINESS MEETING

AGENDA BRIEF

July 9, 2025

Agenda Item	VIII4. East Main Street Park Design	
Presenter	Rocky Houston	Director
Item Type	Action ☐ Information ☒	

SUMMARY

Situation – The East Main Street Park Phase I construction estimate has risen to \$3 million. The Department is looking at options to develop Phase I within the approved budget of \$2.5 million.

Background – East Main Street Park began as a replacement park for the YMCA Park that was sold to the YMCA. A masterplan was completed. The masterplan identified concerns from the westerly neighbors opposing a park vehicular entrance off Abbot Street.

This was addressed by moving the vehicular entrance to East Main Street. This required the City to annex the property into city limits because the County does not permit vehicular entrances off an arterial road. The annexation of the parkland into city limits requires street improvements to be completed. These improvements are estimated at \$750,000 to \$1 million.

Assessment – Community Development, Public Works, and Parks Staff have reviewed the potential of modifying the design to move the vehicular entrance to Abbot. This possible option would require the conditions of annexation to be modified by City Council.

If the Department was to modify the design, it would hold a public meeting to review the proposed revision to the design. The input from that meeting would inform the Department in completing the design revisions and seeking the annexation conditions be modified or developing a reduced Phase I construction project for East Main Park. To complicate the process, the Department has to complete the deliverables required for the awarded \$1 million grant. Road improvements are not eligible as a deliverable for the grant.

POLICIES, PLANS & GOALS SUPPORTED

Adopted Capital Improvement Plan and item #1 in the Department Work Plan.

FINANCIAL CONSIDERATIONS

The adopted capital budget for the project is \$2.5 million. The utilization of any additional capital funds, above the allocated budget, would require a budget amendment. This would impact the Department's ability to implement other capital projects this budget and in the future.

PROPOSED ACTIONS OR MOTION(s)

Staff is seeking input on the potential modification of the design for East Main Park.

ATTACHMENTS

None

PREPARED BY: Rocky Houston, Director