ASHLAND | OREGON
Park Commission
Better Together

www.AshlandParksandRec.org
340 South Pioneer Street
Ashland, Oregon 97520
541.488.5340

REGULAR BUSINESS MEETING AGENDA

August 13, 2025
1175 E Main Street, Council Chamber – 6:00 PM

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

4:45 PM Executive Session: Pursuant to ORS 192.660 (2)(e) to deliberate with persons designated by the governing body to negotiate real property transactions.

5:00 PM Executive Session: Pursuant to ORS 192.660(2)(h)&(i) to deliberate with persons designated by the governing body to negotiate personnel matters.

I. **CALL TO ORDER**

II. **ROLL CALL**

III. **APPROVAL OF MINUTES**
1. Park Commission Study Session July 2, 2025
2. Park Commission Regular Business Meeting July 9, 2025

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

V. **PUBLIC FORUM**

VI. **CONSENT AGENDA**
1. Ashland Senior Advisory Committee Meeting Minutes May 12, 2025
2. Recreation Division Advisory Committee Meeting Minutes May 15, 2025

VII. **DIRECTORS REPORT** – Director Houston

VIII. **BUSINESS**
1. **Pioneer Hall & Community Center Rental Fee (Action)**
2. **Commission Numbered Position to At-Large Process (Action)**

IX. **ITEMS FROM COMMISSIONERS/STAFF**

1. Liaison Report

X. UPCOMING MEETING DATES

1. East Main Street Park Open House August 14, Senior Center 5:00 PM
2. Winburn Way Safety Open House August 27, the Grove 5:30 PM
3. Park Commission Study Session September 3, Council Chamber 6:00 PM
4. Park Commission Regular Business Meeting September 10, Council Chamber 6:00 PM
5. PROS Plan Second Community Meeting September 17, Senior Center 5:30 PM
6. Park Commission Study Session October 1, 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 number1-800-735-2900). 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

340 South Pioneer Street
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MINUTES FOR STUDY SESSION
PARK COMMISSION
July 2, 2025
Council Chamber, 1175 E Main – 6:00 PM

Commissioners Present: Gardiner, Weiner, Bachman (Chair), Adams, Landt (Vice Chair)
Staff Present: Director Houston, Deputy Director Dials, Executive Assistant Mero
Absent: None

I. **CALL TO ORDER** – Chair Bachman called the meeting to order at 6:00 PM

II. **ROLL CALL** – Commissioners Gardiner, Weiner, Bachman, Adams, and Landt all present.

III. **PUBLIC FORUM** - None

IV. **PARK ORDINANCE(S) REVISION** – Director Houston

SITUATION - Edits to the 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. Staff presented this to the Park Commission on June 4, 2025. Park Commission directed staff to make some edits and bring the item back to a Park Commission study session.

ASSESSMENT – N/A

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS - Staff suggests the Park Commission move this item to the July 9, 2025 Park Commission regular business meeting for action.

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:

DRAFT

- Was the fishing item amended? A: Yes.
- What about signs from sponsors at fields? Historically the Commission has approved them
- Public is not aware of ordinances, and they are not enforced.
- If ordinances are not followed and there is a special use permit it can be revoked.
- Most people aren't violating rules in Lithia Park.
- Looked at the amendments through the lens of issuing special use permits and what people have asked for over the years.
- Did legal raise this issue? A: Yes, stemming from the special use permit for the arborist event/climbing trees. Legal has continued to work with DD Dials.
- Do park staff ever try to enforce rules? A: Some more than others.
- Rules need to be listed somewhere. Need to post things.

Director Houston asked if the Commission's direction is to move the item to the Business Meeting July 9. A: Yes.

V. 1.01.001 - POLICY FRAMEWORK POLICY – Director Houston

SITUATION - The Park Commissioners asked for minor edits to address actions taken by the Park Commission and their role with this policy.

BACKGROUND - 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 occurred from May 28 to June 6, 2025. The Department received zero public comments on the draft policy.

At the June 12, 2025 Park Commission regular business meeting, Park Commissioners directed staff to make edits to the policy to clarify the policy decisions (actions) made during regular business meetings and this policy.

ASSESSMENT - The Park Commission acts on a policy decision. That action directs staff, typically the Director, to implement said policy decision. Staff utilizes this policy to determine how to implement the policy decision. An existing policy may need to be updated, a new policy may be needed, or a protocol or procedure may be needed to implement the policy decision.

This policy does not preclude the Park Commission from acting on policy decisions. It only provides the mechanism for said policies to be reviewed for implementation and establishes the framework to manage policies, protocols, and procedures for public review and staff use.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS - Staff suggests moving this item to the July 9, 2025 Park Commission regular business meeting to direct staff to place this policy out for public review and comment.

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.

FINANCIAL CONSIDERATIONS – N/A

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

Questions/Discussion:

- Policies Commissioners might make should be funneled through the same framework. This policy does exactly that.
- Noted: Direction Statement A1b. Park Commission actions are not a type of direction addressed in this policy.
- That line could be removed.
- The intent of the policy is to get organized, be able to find policies for staff/public.

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

SITUATION - Review revised 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 their (Park Commission's) adopted fees for the Community Center and Pioneer Hall. The Council had concerns around the increase in the hourly rental rate and cleaning fee.

Staff presented two alternatives at the June 4, 2025, Park Commission study session. The Park Commission directed staff to bring back two new alternatives for consideration.

ASSESSMENT

Following are the hourly rate options for consideration:

Facility	Current Rate	Adopted Rate	Alternative #1	Alternative #2
	Weekday/Weekend	Weekday/Weekend	Weekday/Weekend	Weekday/Weekend
Pioneer Hall	$23/$35	$60/$120 +cleaning fee	$100/$100 first hour $40/$60 thereafter	$40/$65
Community Center	Null	$80/$160 +cleaning fee	$120/$120 first hour $60/$80 thereafter	$50/$85

Alternative #1 was developed by Commissioner Landt. It provides for a graduated rate that benefits longer rentals by providing a lower rate after the first hour. There is no cleaning fee.

Alternative #2 was developed by staff, utilizing the feedback provided. We utilized the lowest fee adopted for other indoor facilities. It provides no cleaning fee.

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:

Commissioner Landt introduced some alternatives that he created. Noted that all three are lower than adopted rates.
Made the point that he raised the amount for the first hour because the costs are the same more or less for one hour or five:

Community Center/Pioneer Hall Fees Worksheet

Estimated Fixed Costs per Rental from Staff

Administration cost	$70-$140
Cleaning costs after use	$65-$125
Utilities/day	$10-$20
Total Estimated Costs	$145-$$285
Median Estimated Costs	$215

Usage Information from Staff

Pioneer Hall was not used daily. Maybe 3 to 4 times a week.
Community Center was used daily. 7 days a week. At least once per day.

Typical week day rental lengths: 2-4 hours
Typical weekend rental lengths 4-6 hours

Proposed Rates Alternative 3

Pioneer Hall Week Day Rate
$125 for first hour, then $25/hr thereafter

Pioneer Hall Weekend Rate (Friday evening through Sunday)
$125 for first hour, then $40/hr thereafter

Community Center Week Day Rate
$125 for first hour, then $35/hr thereafter

Community Center Weekend Rate (Friday evening through Sunday)
$125 for first hour, then $50/hr thereafter

Comparative Costs for Typical Hours of Rental Length of Alternatives #1 & #2 presented in the Staff Report and #3 presented in worksheet on opposite side

	Weekday 3 hr rental cost alternative #1	Weekday 3 hr rental cost alternative #2	Weekday 3 hr rental cost alternative #3	Weekend 5 hr rental cost alternative #1	Weekend 5 hr rental cost alternative #2	Weekend 5 hr rental cost alternative #3
Pioneer Hall	$180	$120	$175	$340	$325	$285
Community Center	$240	$150	$195	$440	$425	$325

- Explanation requested for difference between min/max hours for weekdays and weekends. A: More staff available on weekdays. More overtime on weekends.
- Need to have staff present to monitor if people are showing up early/staying late, violating the hours of their rental agreement.
- Support for the frontloading on alternatives #1 and #2.
- The majority of Commissioners favor alternative #3.

V. **LOOKAHEAD REVIEW** – Director Houston went through the items on the Lookahead. Added fourth item to July 9 agenda – East Main Street Park Design. Also noted that there will be an Executive Session at 5:30 PM on July to discuss matters of real estate.

VI. **ADJOURNMENT** – Chair Bachman adjourned the meeting at 7:34 PM

Respectfully submitted by Nancy Mero Executive Assistant

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

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.

Commissioners Present: Gardiner, Weiner, Bachman (Chair), Landt (Vice Chair)
Staff Present: Director Houston, Deputy Director Dials, Executive Assistant Mero
Absent: Commissioner Adams

I. **CALL TO ORDER** – Chair Bachman called the meeting to order at 6:02. Bachman noted the Commissioners were just out of Executive Session where the body discussed matters of real estate pursuant to ORS 192.660(2)(e). No action was taken.

II. **ROLL CALL** – Commissioners Gardiner, Weiner, Bachman, and Landt all present.

III. **APPROVAL OF MINUTES**
1. Park Commission Study Session June 4, 2025
2. Park Commission Regular Business Meeting June 11, 2025

Chair Bachman asked for unanimous approval of minutes. Commissioner Gardiner stated that he would abstain from approving the June 11 minutes as he was not in attendance at that meeting.
Unanimous approval granted.

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

V. **PUBLIC FORUM**
Echo Fields, Ashland: Expressed gratitude for park staff watering the grass at the dog park, especially the little dog area.

VI. **CONSENT AGENDA** - None

VII. **DIRECTORS REPORT** – Director Houston (see presentation at the end of minutes).
Questions/Discussion:

DRAFT

- Where might citizens see changes as a result of reductions? A: Grass might be longer and less green in some parks, fewer trash cans
- Are the water reductions in parks that use TID water or just those that use City water? A: Believe it is just those that use City Water.
- Where can people find the QR code for the surveys? Website, on posters around parks, social media blasts.
- What will be on the signs for flora in Lithia Park? A: TBD. The name and species for sure with a QR code to access more information. Main thing is to do away with the numbers on the current signs.

VIII. BUSINESS

1. Park Ordinance(s) Revision (Action)

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 (see packet)

Questions/Discussion :

- Suggestion that some follow up may be necessary.

Motion: I move to approve the edits made to the Amendment of the Ashland Municipal Code Chapter 10.68 and move it forward to the Ashland City Council.

Motion: Gardiner Second: Weiner

Vote:

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

All yes, motion passes.

2. **1.01.001 – Policy Framework Policy (Action)** – Director Houston

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 – N/A

PROPOSED ACTIONS OR MOTION(s) - Move to adopt Policy 1.01.001 – Policy Framework.

ATTACHMENTS - Policy 1.01.001 – Policy Framework (see packet)

Director Houston reviewed edits to the policy:

- Page 1, I. Purpose, A. In the second sentence the word "approves" is being stricken.
- 2. Scope, A. Changed to: This policy applies to the Park Commission and the Department.
- Page 2, V., A., 1. In the first sentence, the word 'Direction' preceding the word 'roles' will be stricken.
- Page 2, V., A., 1., lower case a. and b. will be stricken and replaced with:
  a. Park Commission actions are direction to the Parks Director. This policy sets forth how the Department will implement Park Commission actions.

Questions/Discussion: None

Motion: I move to approve the Policy Framework Policy as presented with the amendments as provided by Director Houston and which we have in front of us.

Motion: Landt Second: Weiner

Vote:

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

All yes, motion passes.

3. **Community Center/Pioneer Hall Rental Fee (Action)** – Director Houston

Public Forum

Kyle Asher, Ashland: Spoke to the importance of allowing ongoing weekly events to have a different fee structure than the one-off events.

Echo Fields, Ashland: Spoke to the importance of using an equity lens in renting the spaces. Prioritize community events and don't price groups out of the ability to rent the spaces.

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 – N/A

Questions/Discussion :

- When will the assests be available to rent ? A: Worst case, January 1, 2026 for Pioneer Hall, likely later for Community Center.
- Is there a rush to set the fees? A: Finance has other edits to the fee book would like to get it all done at once. On the agenda for the July 15 Council meeting.
- The Director can offer a 20% discount for environmental and marketing reasons.
- What about ongoing weekly renters? A: Possibility of contracts.
- Legal perspective: apply policies equally
- Can a contract happen without coming back to the Commission? A: Possibly. Could possibly write exceptions into policies of use for the building(s).
- Is staff time reduced by recurring users? A: Yes. Once the initial work is done and the event is in the system, much less admin time's required.
- We asked for public feedback, need to consider the feedback given.
- Didn't consider recurring meetings. Don't want to make the fees too confusing.
- Since the assets aren't available until January 2026 would like to take time and do a thorough job on structuring the fees.
- Discussed different fee scenarios.
- Can the Park's Director charge a fee for a service if the fee is not in the Fee Book? A: Don't see a reason why it has to be in the Fee Book.
- Will we be setting a precedent for equity, that will apply to more than just these two assests? Will we need to have a conversation on a broader policy on equity?

Motion: I move that we table this item until the August business meeting.

Motion: Bachman Second: Gardiner

Vote:

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

Clarification made that the item will be brought first to the August study session for further discussion.

4. **East Main Street Park Design (Information)** – Director Houston

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 – N/A

Questions/Discussion:

- Does this need to go to Council? A: Already in conversation with Public Works and Com Development to consider moving the entrance of the Park to Abbot Street.
- Not comfortable holding an open house until there is clear direction from Council and clear communication with Com Dev/Public Works.
- In order to attract community involvement, it is important to have solid plans for options to present at an open house
- Open house will be wide open, not just to the neighbors, though those people living within 300 feet of the park will be contacted directly.
- We have 18 months in which to spend the grant money. Needs to happen soon to hit groundbreaking by spring 2026.
- Set up the public outreach as soon as possible. Encourage staff to put a meeting together and support it. Option 1. Is the preferred option.
- Was it a hard no to waiving the E Main street improvement requirements? A: Yes. It was a condition of annexation.

Houston's direction: Reconnect with Com Dev/Public Works, get something in writing to ensure Council has the authority to change the access to the park to Abbot street, schedule a public meeting asap, compile information before Council meeting August 18. Aiming for bringing the item back to the Commission at the September study session.

IX. ITEMS FROM COMMISSIONERS/STAFF

a. Liaison Report

X. UPCOMING MEETING DATES

1. Chamber of Commerce Meet & Greet – PROS Survey July 11, Pioneer Hall 8:15 AM
2. Ashland Senior Advisory Committee July 14, Senior Center, 3:30 PM
3. Trails Advisory Committee July 15, Lithia Cabin 4:30 PM
4. Recreation Division Advisory Committee July 17, the Grove 4:00 PM
5. Park Commission Study Session August 6, Council Chamber 6:00 PM
6. Park Commission Regular Business Meeting August 13, Council Chamber 6:00 PM

XI. ADJOURNMENT – Chair Bachman adjourned the meeting at 7:51

Respectfully submitted by Nancy Mero, Executive Assistant

July 4th Run

Directors Update

Park Commission Regular Business Meeting | July 9, 2025

Better Together

ASHLAND PARKS & RECREATION

Administration

Administration

Department Work Plan

- **Complete Capital Projects** **Status**
  - Hunter Park Tennis Courts • **Design Phase**

Administration

Administration

Department Work Plan

- **Complete Capital Projects** — **Status**
  - Hunter Park Tennis Courts — **Design Phase**
  - East Main – Phase I — **Design Phase**

Administration

Administration

Department Work Plan

- **Complete Capital Projects** — **Status**
  - Hunter Park Tennis Courts — **Design Phase**
  - East Main – Phase I — **Design Phase**
  - Butler Perozzi Fountain — **Design Phase**

Administration

Administration

Department Work Plan

- **Complete Capital Projects** — **Status**
  - Hunter Park Tennis Courts — **Design Phase**
  - East Main – Phase I — **Design Phase**
  - Butler Perozzi Fountain — **Design Phase**
  - Lithia Master Plan work plan projects — **Design Phase**

Administration

Administration

Department Work Plan

- **Complete Capital Projects** — **Status**
  - Hunter Park Tennis Courts — **Design Phase**
  - East Main – Phase I — **Design Phase**
  - Butler Perozzi Fountain — **Design Phase**
  - Lithia Master Plan work plan projects — **Design Phase**
  - ADA improvements — **Not Started**

Administration

Administration

Department Work Plan

Complete Capital Projects	Status
Hunter Park Tennis Courts	Design Phase
East Main – Phase I	Design Phase
Butler Perozzi Fountain	Design Phase
Lithia Master Plan work plan projects	Design Phase
ADA improvements	Not Started
Preventative Maintenance Projects	Bidding

Administration

Administration

Department Work Plan

Complete Capital Projects	Status
Hunter Park Tennis Courts	Design Phase
East Main – Phase I	Design Phase
Butler Perozzi Fountain	Design Phase
Lithia Master Plan work plan projects	Design Phase
ADA improvements	Not Started
Preventative Maintenance Projects	Bidding
Irrigation Controllers	Completed

Administration

Administration

Department Work Plan

- **Complete Capital Projects** **Status**
  - Hunter Park Tennis Courts • **Design Phase**
  - East Main – Phase I • **Design Phase**
  - Butler Perozzi Fountain • **Design Phase**
  - Lithia Master Plan work plan projects • **Design Phase**
  - ADA improvements • **Not Started**
  - Preventative Maintenance Projects • **Bidding**
  - Irrigation Controllers • **Completed**
  - Major Maintenance of a core system trail • **Not Started**

Administration

Administration

Department Work Plan

- **Improve recreation and senior programming access by replacing staff eliminated during COVID-19 and developing a cost recovery plan**
  - 2 FTE added thru budget process
    - Administrative Assistant
    - Coordinator
  - Cost Recovery – FY26 planned policy process

Administration

Administration

Department Work Plan

- **Complete Parks, Recreation, Open space, & Senior services strategic plan (PROS)**
  - Entering Phase IV of process

Administration

Administration

Department Work Plan

- **Update employee onboarding, training, and safety program**
  - Working with HR on items
  - We have developed a list of training needs for staff
    - Working on assessment of training resources
  - Developing training objectives for each employee as part of annual review process

Administration

Administration

Department Work Plan

- **Complete work plan items for Lithia Park Master Plan**
  - Fuels reduction between Glenview Rd & Ashland Creek (5 acres completed)
  - Hazard Tree removal (ongoing – 2 projects completed)
  - Citizen science and/or Environmental Education
    - (Track Trails program completed)
  - Winburn Way traffic speed and road design (in process)
  - Trail Map update (in process)
  - Replacement of interpretive signs for flora (not started)

Administration

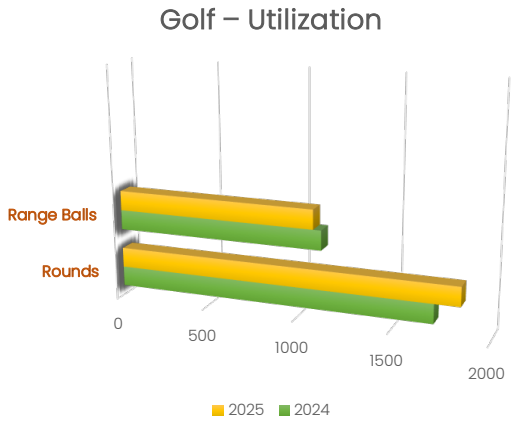
Administration

Department Work Plan

- **Develop funding strategy for future capital projects, specifically:**
  - **Pool Replacement Project**
    - Gathering data
  - **East Main future development phase(s)**
    - Gathering data

Oak Knoll GC

Golf Program Highlights

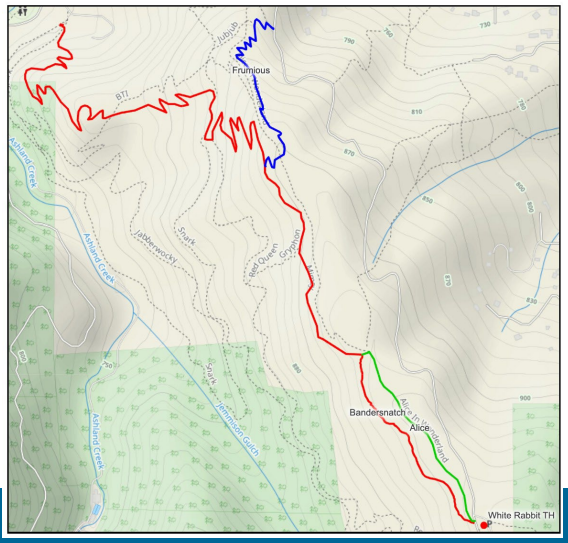


June Utilization

- Revenue
  - June 2024 - $16,766
  - June 2025 - $29,603

Trails

Bandersnatch Trail Naming



Re-route complete

- To complete the prior policy decision, staff will resign the trail
  - Frumious is a portmanteau coined by Lewis Carroll to describe Bandersnatch
    - i.e., the "frumious Bandersnatch"

Park Operations

Level of Service - modifications

Objective: Modify prioritization of routine maintenance tasks to increase staff capacity to address park safety work and adapt to fewer seasonal employee hours.

Process: Operations staff reviewed maintenance tasks and prioritized high use areas and core recreational demands inversely with staff hours to accomplish tasks

Outcome Goal: Free up staff hours while ensuring majority of recreationalists still have a good time.

Park Operations

Level of Service - modifications

System-wide Irrigation Reductions

Larger Reduction	Minimal Reduction
• Dog Park • Kestrel • Garden Way • Garfield Park • Sherwood • Railroad • Ashland Creek • Scenic • Briscoe • BLVD's	• Lithia Park (TID primarily) • NMP Sports Fields (TID primarily) • Oak Knoll (TID primarily) • Hunter fields (City water) • Triangle – mature trees (City water)

Park Operations

Level of Service - modifications

- System-wide reductions in trash cans and mutt mitts
- System-wide reductions in mowing/landscaping
- Sport Facility Reductions
- Garfield Park Splash Pad

Planning & Projects

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REGULAR BUSINESS MEETING
AGENDA BRIEF

August 13, 2025

Agenda Item	VI. Acknowledgement of Minutes for Subcommittees
Presenter	N/A
Item Type	Action ☒ Information ☐

SUMMARY

The following minutes are submitted for acknowledgement by the Commission.

- Ashland Senior Advisory Committee – 05.12.2025
- Recreation Division Advisory Committee – 05.15.2025

POLICIES, PLANS & GOALS SUPPORTED

N/A

FINANCIAL CONSIDERATIONS

None

PROPOSED ACTIONS OR MOTION(S)

A motion to approve the Consent Agenda would adopt the following motion for this item:

I move to acknowledge the committee minutes as submitted.

ATTACHMENTS

- Ashland Senior Advisory Committee – 05.14.2025
- Recreation Division Advisory Committee – 05.15.2025

PREPARED BY: Natalie Mettler

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MINTUES FOR REGULAR BUSINESS MEETING
ASHLAND PARKS AND RECREATION COMMISSION (APRD)
ASHLAND SENIOR ADVISORY COMMITTEE (ASAC)
May 12, 2025
ASHLAND SENIOR CENTER, 1699 HOMES AVE - 3:330PM

Advisors Present: Commissioner Gardiner, Johnson (Chair), Frank, Talbert, Toyokawa, Winner,
Staff Present: Director Houston, Superintendent Mettler, Coordinator Holt
Absent: Engelhardt (Vice Chair)

I. **CALL TO ORDER** – Chair Johnson called the meeting to order at 3:32pm.

II. **Opening** – Chair Johnson welcomed everyone.

III. **APPROVAL OF MINUTES**

1. Chair Johnson moved for unanimous consent to approve the minutes from January 13, 2025. Unanimous consent given. Minutes approved.

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

V. **PUBLIC FORUM**

None

VI. **DIVISION REPORT**

1. **APRC Liaison – Commissioner Mike Gardiner**
   - Capital Improvement budget has been approved for the next 2 years.
   - City Council establishing Parks and Recreation as a Department of the City of Ashland.
   - Director Houston informed ASAC that day-to-day operations will stay the same with APRC turning into APRD.
   - Director Houston informed committee that the PROS Plan kick off started at Ashland Senior Center on April 9. This is part of the 10-year strategic plan in which Parks staff will collect data from surveys and focus groups. End of year goal is to have strategic plan drafted.

DRAFT

- Director Houston is looking into possibly hiring a consultant to look at level of service for the Recreation and Senior Services Divisions, to best meet the needs of the community with available resources.
- Director Houston is reviewing policies and practices so that there may be consistency across the board.

2. **Education Report – Senior Services Coordinator Shannon Holt**
   - New balance class with Beth Morris and Lisa Ralston based on the Otago exercise program.
   - New Beginner Line Dance is already well attended.
   - New pilot Walking Group with volunteer Rosalie Rybka will go to Growers' Market on Tuesdays in April.
   - ASAC Member Toyokawa will hold Intergenerational Discussions at Ashland Senior Center this spring.
   - Rogue Community Health Pharmacist Talk well attended. Will hold quarterly.
   - Author Talk by Diane Claypool, *Seven Unmarked Graves*.
   - ASAC Member Johnson's EngAGEment class during March.

3. **Senior Services Superintendent Report – Senior Services Superintendent Natalie Mettler**

   Mettler highlighted the following in her Superintendent's report:

- Superintendent Mettler stated that The Senior Center is offering as much programming as possible but is mindful of the limits of time and space with current staffing and facility space.
- Waiting for clarity on moving forward with staffing in order to offer more.
- Noticed there is an uptick of concerned family members of seniors.

VII. BUSINESS

1. **Moving of Staff**
   - Staff to transition to Grove in phased increments starting July 1.
   - Grove to look at adaptations for Senior Services office and program needs.

The following was covered in discussion:

- Staff are looking at consolidating to The Grove to optimize customer services across the Department.
- Classes, presentations and Food & Friends services are still scheduled at Senior Center.
- The City is looking at buildings to best optimize space.

VIII. ITEMS FROM ASAC MEMBERS OR WORK GROUPS- Livable Ashland

No updates

Next meeting – Monday, October 13, 3:30-5:00pm in person

DRAFT

Adjournment – 4:46pm

Respectfully submitted by Shannon Holt, Senior Services Coordinator, Ashland Parks and Recreation Department

DRAFT

IMPORTANT: Any citizen may orally address the Parks Commission on non-agenda items during the Public Forum. Any citizen may submit written comments to the Commission on any item on the Agenda, unless it is the subject of a public hearing and the record is closed. Time permitting, the Presiding Officer may allow oral testimony. If you wish to speak, please out the Speaker Request Form located near the entrance to the Council Chambers. The chair will recognize you and inform you as to the amount of time allotted to you, if any. The time granted will be dependent to some extent on the nature of the item under discussion, the number of people who wish to speak, and the length of the agenda.

MINUTES-DRAFT
ASHLAND PARKS & RECREATION COMMISSION
Recreation Division Advisory Committee (R-DAC)
May 15, 2025; 4– 5:30pm
In-person Meeting at 1195 E. Main St. Ashland, OR 97520

Present:
RDAC Advisory Committee Members: Risa Buck, Cori Grimm, Sophia Blanton, Michael Dotson, John Spitzley, Katharine Danner and Julia Chapman
Recreation Manager; Lonny Flora, Deputy Director; Rachel Dials, Parks and Recreation Director; Rocky Houston, Environmental Education Manager, Kirsten Came

Absent: Commissioner Jim Bachman

4:00 p.m.

CALL TO ORDER
Meeting called to order by Chair Grimm at 4:01 pm

APPROVAL OF MINUTES
- Minutes from November 21, 2024, Meeting. Buck moved to approve. Blanton 2nd. Dotson, Spitzley, Danner and Chapman abstained. All yes.

ADDITIONS OR DELETIONS TO THE AGENDA
- NONE

PUBLIC PARTICIPATION
  - NONE

STANDING REPORTS
- **Recreation Division Updates: Lonny Flora, Recreation Manager**
  - Daniel Meyer Pool opening planned for June 10; staffing and certification in progress.
  - Wheel the World toured accessible recreation equipment including David's Chair and Para-Golfer Chair.
  - SOU student tour of Lithia Park focused on public health, passive and active recreation opportunities.
  - Questions from Risa and Cori about SOU outreach and pool season.
- Environmental Ed Updates: Kirsten Came
  - Nature Center repairs and barn reorganization are underway
  - Community Garden bed restoration and improved signage

- Programs: Creature Quest, scavenger hunts, interpretive tags, Art Walks, Track Trails, Drum Camp.
- Questions from Risa Buck about Ashland Parks Foundation helping with funding, which explained that they did help fund the Nature Play.
- Spitzley asked that the RDAC committee meet more often.

- **Admin Updates: Rachel Dials, Deputy Director:**
  - 7 summer concerts by Epic Ashland & Folk Collective
  - Election of New Officers for RDAC
    - Michael Dotson was nominated by Risa Buck to be Chair of RDAC, he accepted, Sophia Blanton 2nd, and was unanimously approved.
    - Cori Grimm was nominated by Michael Dotson to be Vice Chair, Sophia Blanton 2nd, and was unanimously approved.
- **APRC Liaison Report: Rocky Houston**
  - APRC is now APRD Ashland Parks and Recreation Department.
  - Director Rocky Houston spoke about the budget process and said the new budget will be adopted June 3rd 2025, and will go into effect July 1st, 2025.
  - 723 survey responses from the initial survey, and more focus groups to come.
  - Explained that RDAC's role is to review, question and help align the PROS plan.

NEW BUSINESS

- **RDAC Charge & Bylaws Update – Rachel Dials**
  - Will be moving to a 4-year term cycle for committee members to match the standard set by the city.
  - Dials will be drafting a new charge to be adopted in next RDAC meeting in July, 2025.

Next Meeting July 17, 2025.

Meeting adjourned at 5:32pm

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REGULAR BUSINESS MEETING
AGENDA BRIEF

August 13, 2025

Agenda Item	VIII1. Pioneer Hall & Community Center Rental Fee	
Presenter	Rocky Houston	Director
Item Type	Action ☒ Information ☐	

SUMMARY

Following a request by City Council, the Park Commission has been reviewing an updated rental fee for Pioneer Hall & the Community Center.

These are the hourly rate options for consideration:

Facility	**Prior Rate**	**Adopted Rate**	**Proposed Rate**		
	Weekday/ Weekend	Weekday/ Weekend	Rental Volume	Weekday	Weekend/ Holiday
Pioneer Hall	$23/$35	$60/$120 +cleaning fee	1-5 6-11 12+	**$125** first hour, **$25** thereafter **$80** first hour, **$25** thereafter **$65** first hour, **$25** thereafter	**$125** first hour, **$40** thereafter
Community Center: Main Room	Null	$80/$160 +cleaning fee	1-5 6-11 12+	**$125** first hour, **$35** thereafter **$80** first hour, **$35** thereafter **$65** first hour, **$35** thereafter	**$125** first hour, **$50** thereafter
Community Center: Side Room	Null	Null	1-5 6-11 12+	**$25/hour** **$20/hour** **$15/hour**	**$40/hour**

At the August 6 Study Session, the Park Commission asked staff to review other payment options for recurring multiple rentals. Staff is currently working with Finance on that item.

POLICIES, PLANS & GOALS SUPPORTED

Biannual budget process

FINANCIAL CONSIDERATIONS

Fees for rentals, services, and programs assist in reducing general fund support. The 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.

PROPOSED ACTIONS OR MOTION(s)

Move to adopt and move forward to City Council the rates for Pioneer Hall and the Community Center as presented.

ATTACHMENTS

Not applicable

PREPARED BY: Rocky Houston

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REGULAR BUSINESS MEETING
AGENDA BRIEF

August 13, 2025

Agenda Item	VIII2. Commission Numbered Position to At-Large Process	
Presenter	Rocky Houston	Director
Item Type	Action ☒ Information ☐	

SUMMARY

Park Commissioners directed staff to determine the mechanism to align the Commissioner election process with that of the City Council. Staff determined that the Park Commission needs to take action to change the current numbered positions to at-large positions.

POLICIES, PLANS & GOALS SUPPORTED

Not applicable.

FINANCIAL CONSIDERATIONS

The change does not have a financial impact.

PROPOSED ACTIONS OR MOTION(s)

Move to change Park Commission numbered positions to at-large positions.

ATTACHMENTS

Not applicable.

PREPARED BY: Rocky Houston