



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:

- 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:

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

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:

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

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:

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

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



Administration

Administration

Department Work Plan

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





Administration

Department Work Plan

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

Status

- **Design Phase**
- **Design Phase**



3



Administration

Department Work Plan

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

Status

- **Design Phase**
- **Design Phase**
- **Design Phase**



4



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

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

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**



7



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**



8



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

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

Department Work Plan

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



11



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



12



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)



13



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

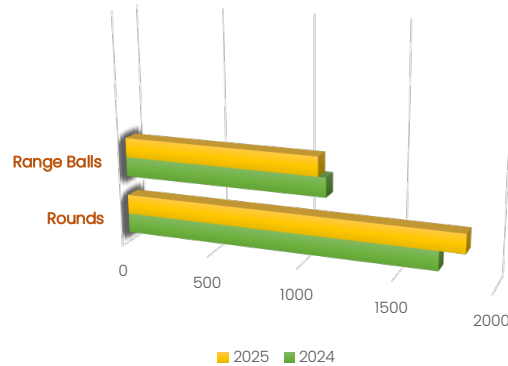


14



Golf Program Highlights

Golf – Utilization



June Utilization

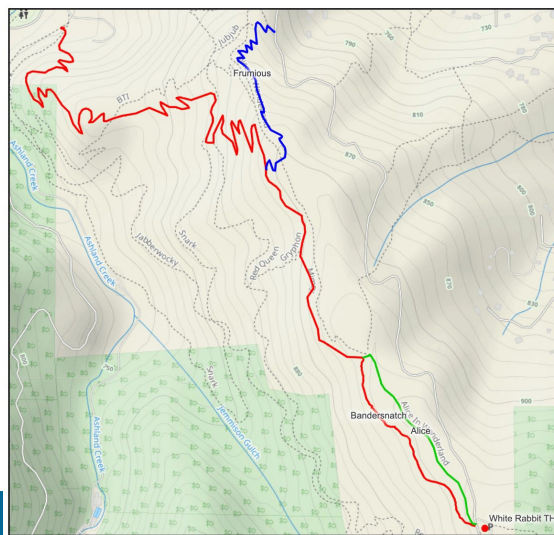
- Revenue
 - June 2024 - \$16,766
 - June 2025 - \$29,603



15



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"



16



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.



17



Level of Service - modifications

System-wide Irrigation Reductions

Larger Reduction

- Dog Park
- Kestrel
- Garden Way
- Garfield Park
- Sherwood
- Railroad
- Ashland Creek
- Scenic
- Briscoe
- BLVD's

Minimal Reduction

- Lithia Park (TID primarily)
- NMP Sports Fields (TID primarily)
- Oak Knoll (TID primarily)
- Hunter fields (City water)
- Triangle – mature trees (City water)



18



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



19



Ashland Parks and Recreation
Family & Youth Survey
PLAY HARD. DREAM BIG. SHAPE THE FUTURE!

Kids, Teens & Families...
WE WANT TO HEAR FROM YOU!

What do you love about Ashland Parks & Recreation?
What could be better?

- Take a 5 Minute Survey
- Get a Chance to win 4 Passes to Daniel Meyer Memorial Pool!

At the end of the survey, please enter your name and phone number. If you're under 18, use your parent or guardian's info instead.

Scan me to take the survey!

ashland.org/ashlandfamilyyouthsurvey

Survey Ends July 30, 2025

Ashland Parks and Recreation
Community Values Survey
YOUR VOICE. YOUR VALUES. YOUR VISION.

Community Members...
WE WANT TO HEAR FROM YOU!

Help Shape the future of Ashland Parks & Rec. - take the Community Values Survey and tell us what matters most to you.

- What do you value about the Parks & Recreation opportunities in Ashland?
- What needs improvement?

Scan me to take the survey!

ashland.org/ashlandcommunityvaluesurvey

Survey Ends July 30, 2025



20