



BUSINESS MEETING AGENDA

September 10, 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) to deliberate with persons designated by the governing body to negotiate real property transactions.

And ORS 192.660(2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

1. Park Commission Study Session August 6, 2025
2. Park Commission Regular Business Meeting August 13, 2025

IV. ADDITIONS OR DELETIONS TO THE AGENDA

V. PUBLIC FORUM

VI. CONSENT AGENDA

VII. DIRECTORS REPORT

VIII. BUSINESS

1. East Main Street Park (Action)

IX. ITEMS FROM COMMISSIONERS/STAFF

a. Liaison Report

X. UPCOMING MEETING DATES

1. PROS Plan Second Community Meeting September 17, Senior Center 5:30 PM
2. Hunter Park Tennis Court Rehabilitation September 24, Senior Center 5:30 PM
3. Park Commission Business Meeting October 1, 2025 Council Chamber 6:00 PM
4. Ashland Senior Advisory Committee October 13, Senior Center 3:30 PM
5. Recreation Division Advisory Committee October 16, The Grove 4:00 PM
6. Joint Meeting with City Council, October 21, Council Chamber 6:00 PM

XI. ADJOURNMENT

Park Commission Training Session and Informational Meeting for Park Commissioners only at adjournment of regular meeting: Pursuant to ORS 192.690(1)(m) the Park Commission will receive training on Public Records, Public Meetings Law, and Government Ethics by the Deputy City Attorney. There will be no discussion as this is an informational session only.

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 Park 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

August 6, 2025

Council Chamber, 1175 E Main – 6:00 PM

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

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

II. **ROLL CALL** – Commissioners Gardiner, Weiner, Bachman, Landt all present.
Commissioner Adams not present.

III. **PUBLIC FORUM** –

Kyle Asher, Ashland: Spoke to the revised rates for Pioneer Hall and Community Center. Pleased that there are discounts for repeat users. First hour rate still high for some users. Wonders with a cleaning fee, if the cleaning is actually going to happen regularly (in between users). Not always the case previously.
If renting weekly, paying up front for the year will be a burden for some renters.
Suggested paying month by month.

IV. **PIONEER HALL & COMMUNITY CENTER RENTAL FEE** – Director Houston

SITUATION – Review revised Pioneer Hall and Community Center 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. At the July 2, 2025 Park Commission study session, the first hour at a higher rate and additional hours at a lower rate were supported. At the July 9, 2025 Park Commission business meeting, concerns about the increased costs for recurring users were raised and staff was directed to review new alternatives.

Staff have proposed (2) discount rates for recurring users of these two facilities. The rates are based on the rentals being booked and paid for concurrently. The proposal is a 35% reduction (first hour) for 6 to 11 rentals and a 50% reduction (first hour) for 12 or more rentals. To get the reduced rate, all reservation dates must be booked at the same time, and the total fee must be paid at the time of booking. Refunds will not occur, or a transaction fee will be charged. This is to limit unfair discount practices occurring. The reduced rate will only apply to weekdays, not on holidays or weekends.

ASSESSMENT – Following 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

Cost comparison for average rental times:

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
Facility	Proposed Rate 5-10 Rentals 3-hour rentals	35% savings on first hour	Proposed Rate 11+ Rentals 3-hour rentals	50% savings on first hour
Pioneer Hall	\$130	26% savings	\$115	34% savings
Community Center	\$150	23% savings	\$135	31% savings

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 rentals, 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:

- Why doesn't the rental fee for the small room in the Community Center (CC) include a higher amount for the first hour? A: Trying to offer a lower cost option for purposes of equity.
- How many could meet in the small room? A: 20 if there are just chairs, maybe 15 if there are tables, too.
- Could both rooms in the Community Center be rented at the same time? A: Potentially. Depends on what activities are happening/noise levels. Acoustics are an issue in both buildings – horrible.
- Is it a Finance request that we ask for payment up front so as not to have to chase people down for payment? A: Finance discouraged golf from having annual memberships. Discourages deposits and keeping users credit cards on file.
- Parks staff has limited capacity for bill collection.
- What about a non-refundable fee option? If someone rented a lot of dates then didn't show up, we wouldn't be able to rent the space to some other group.
- Had the ability to do this in the past but it was too expensive for staff to handle. Now we have a software system to do the work.
- Houston emphasized that there are other community spaces available to rent and/or use free that might better meet the needs of some potential renters.
- Trying to balance our costs. All transactions from scheduling, to collecting payment, etc. takes staff time.
- Noted that the 'adopted fees' were never actually adopted. They were the first suggestion/recommendation from the Commission to the Council. It's been five years since the spaces were rented so the increased rental fee suggestions are bound to seem high.
- Without having a higher first-hour rate, the small community room will be subsidized at a much higher rate. A: True. That's the object.

V. COMMISSIONER NUMBERED POSITION TO AT-LARGE PROCESS – Director Houston

SITUATION – Park Commissioners directed staff to review modification of the voting process for Park Commissioners to align with the 2024 revision to the City Council voting process.

BACKGROUND – In 2024, the City Council changed the Ashland Municipal Code to allow the Council candidate with the highest number of votes to be elected vs a runoff by position. The Park Commission directed staff to review the process to determine what they would need to do to implement a similar process. Staff has reviewed the process with the City Attorney's office, the City Recorder, and Jackson County Election's Office.

ASSESSMENT – If the Park Commission wants to make the change outlined above, the process would be as follows:

1. The Park Commission would take an action on changing the Park Commission from numbered positions to at-large positions.
2. Staff would provide documentation of this action to the City Recorder.
3. The City Recorder would develop the instructions on the change and provide them to the Jackson County's Election Office.
4. Jackson County would modify the ballot.
 - a. For example, in the next election there will be three (3) positions open. The ballot would read "Select three (3) candidates from the list below to become City of Ashland Park Commissioners".
5. The votes would be tallied and the three (3) candidates receiving the highest number of votes would be elected as City of Ashland Park Commissioners.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS – What direction on next steps does the Park Commission have for staff?

POLICIES, PLANS & GOALS SUPPORTED – N/A

FINANCIAL CONSIDERATIONS – The change appears to have no financial impact.

ATTACHMENTS – N/A

Questions/Discussion:

- It would have been good if the Council had invited Parks to make the change at the same time they did.
- Commissioners were all supportive of the suggestion. Bring it forward next week.

VI. EAST MAIN STREET PARK DESIGN – Director Houston

SITUATION – An update on the East Main Park Design options and process.

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 on East Main Street. These improvements are estimated at \$750,000 to \$1 million.

At the July 9, 2025 Park Commission business meeting, staff were directed to follow up with Community Development and Public Works then report back to the Park Commission.

ASSESSMENT – The Planning Commission and City Council would review a modified proposal in consideration of the criteria for annexation (AMC 18.5.1). AMC 18.5.8.050.E requires that adequate transportation facilities be provided for the proposed development. It is a possibility, per code, to modify the requirements.

A public open house is planned for August 14, 2025. This will serve to update the community on the phasing of the project and get input on the options to align the project with the current budget. Staff have reviewed Park's Capital funds and projected the ending balance after FY26-27 capital projects are executed. The current projection is roughly \$500,000 to \$700,000. These funds could be transferred to this project, but it would impact future capital projects.

Staff is proposing the following options for review at the public meeting:

- Terminate/Cancel Project
- Identify reductions to Phase I
- Consider change in parking lot location and seek modification of annexation conditions to remove East Main Street improvements
- Cancel other projects and/or use capital project fund reserves

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS – Staff will hold the public open house and then present the project to the City Council on August 18, 2025.

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 biennium and in the future.

ATTACHMENTS – N/A

Questions/Discussion

- Question regarding option #3 potentially insufficient funding to complete Phase I?
A: It's possible that bids may come in higher than \$3 million. Isn't that true for all options? A: Yes, but we would still have the \$500 thousand.
- Creating an entrance off E Main may create more hazards for pedestrians/cyclists given there are no sidewalks.
- Any land use action can be challenged by an appeal to LUBA.
- With option 1 are there rules or regulations regarding use of side streets? A: A previous traffic study showed that the infrastructure could handle the increased traffic. The issue is annexation requirements.
- There was always going to be a pedestrian entrance off of Abbott. There would have been on street parking on Abbott to access the park regardless. Overall, the impact to the community will likely be kind of minimal. Especially depending on which amenities are put on that side of the park.
- If a City road touches a park, we have to make improvements? A: Correct. We need to get a variance from the City/Planning department to **not** make the improvements.
- Noted that the entrance to the park off Abbott aligns with a street, not a house so that the lights of cars exiting the lot wouldn't be shine right into someone's home.
- Likely 90 – 100 days before knowing if the variance might be accepted.

Next steps:

- Open house August 14
- Director Houston will present to Council August 18
- Bring the item to Park Commission for action at the September 10 regular business meeting

VII. PARK PROTOCOL REVIEW – RECREATION – POOL – Recreation Manager Flora

SITUATION & BACKGROUND – Staff are seeking feedback on two draft protocols for the Daniel Meyer Memorial Pool (DMP). Per the Policy Framework 1.01.001 approved at the July 9, Park Commission meeting, a protocol is “a written statement that provides direction on the operation of the Department’s programs and services.”

The draft protocols for review are:

2.04.001 Daniel Meyer Memorial Pool Staffing: This protocol outlines the Ashland Parks and Recreation Department’s (APRD) guidelines for staffing the Daniel Meyer Memorial Pool (DMP) facility to ensure optimal safety for patrons, efficient operations, and effective resource management. Adherence to these guidelines is mandatory for all pool staff. The goal of these adjustments is to optimize staffing levels for patron safety, cost-effective operations, and responsible resource allocation.

2.04.002 Daniel Meyer Memorial Pool Daily Closure and Schedule Extension: This protocol outlines the APRD’s criteria for temporary closure of the DMP facility to ensure the safety and well-being of patrons and staff, as well as to maintain cost-effective operations. It also outlines the criteria under which the pool facility may extend its operating hours beyond the regularly scheduled (daily) closing time. Staff presented these draft protocols for feedback at the July 17, 2025 Recreation Division Advisory Committee meeting (RDAC). There were questions related to minimum staffing levels and requirements for OHA under letter:

V. Protocols

a. Staffing Guidelines

Minimum Staffing Levels: *In order for the pool to be opened for the public, staff levels must meet minimum requirements set by OHA and APRD Facility Emergency Action Plans (EAP). A properly qualified/certified staff member must be present for each of the roles outlined in any one DMP facility EAP.*

RDAC had no other questions or comments related to the documents

ASSESSMENT – These protocols help the Recreation Division team make quick decisions related to pool operations and staffing.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS – Staff are seeking feedback from the Commissioners related to these draft protocols. Once feedback has been received and incorporated, the protocol will be reviewed and signed off by the city attorney and the parks director.

POLICIES, PLANS & GOALS SUPPORTED – 1.01.001 Policy Framework

FINANCIAL CONSIDERATIONS – N/A

ATTACHMENTS

2.04.001 Daniel Meyer Memorial Pool Staffing Draft Protocol

2.04.002 Daniel Meyer Memorial Pool Daily Closure and Schedule Extension Draft Protocol

Questions/Discussion:

- How is it managed if you anticipate only 25 people and more show up but there's only one lifeguard working? A: Try to always have three people working. They don't all have to be lifeguards, but they typically are.
- Noted that current state law is actually 1 lifeguard per 40 people.
- Will there be additional protocol for special events? A: Yes
- What happens if too many people show up? Do you make them wait, stop admitting people? Procedure should be included in the protocol.
- Bachman – make the change ad we don't need to see this again.

VIII. LOOKAHEAD REVIEW – Director Houston went over the Lookahead

- There won't be the Parks Director Perf. Review at the August biz meeting.
- There will be two Executive Sessions, first one at 4:45 for fifteen minutes, the second starting at 5 and going to 6
- There is a conflict with the October business meeting being at the same time as the ORPA Conference.

IX. ADJOURNMENT – Chair Bachman adjourned the meeting at 7:16 PM

Respectfully submitted by Nancy A. Mero Executive Assistant



MINUTES FOR REGULAR BUSINESS MEETING

PARK COMMISSION

August 13, 2025

Council Chamber, 1175 E Main – 6:00 PM

Commissioners Present: Gardiner, Weiner, Bachman (Chair), Landt (Vice Chair)
electronically for the Executive Sessions only

Staff Present: Director Houston, Deputy City Attorney Zahran, Executive Assistant Mero

Absent: Commissioners Adams and Landt (Vice Chair) for the main meeting, Deputy
Director Dials

EXECUTIVE SESSIONS 4:45 – 6:00 PM

4:45 – 5:00 PM Pursuant to ORS 192.660 (2)(e) to deliberate with persons designated
by the governing body to negotiate real property transactions.

5:00 – 6:00 PM Executive Session: Pursuant to ORS 192.660(2)(h)&(i) to deliberate with
persons designated by the governing body to negotiate personnel matters.

Deputy City Attorney Zahran, Director Houston, Commissioners Bachman, Landt,
Weiner, Gardiner present

- I. **CALL TO ORDER** – Chair Bachman called the meeting to order at 6:00 PM
Bachman reported that the Commissioners just came out of two executive sessions.
 - The first was pursuant to ORS 192.660(2)(e) to deliberate with persons designated by the governing body to negotiate real property transactions.
 - The second was pursuant to ORS 192.660(2)(h)&(i) to deliberate with persons designated by the governing body to negotiate personnel matters.Bachman noted that there was no action taken during the executive sessions per public meeting law and there would be no follow-up action taken during the Business Meeting.
- II. **ROLL CALL** – Commissioners Gardiner, Weiner, and Bachman all present.
- III. **APPROVAL OF MINUTES**
 1. Park Commission Study Session July 2, 2025
 2. Park Commission Regular Business Meeting July 9, 2025

Chair Bachman asked for unanimous consent to approve the minutes, no objections, minutes approved.

IV. ADDITIONS OR DELETIONS TO THE AGENDA – None

V. PUBLIC FORUM

Don Valentini, Ashland: Spoke on behalf of Daniel Meyer Pool users. Concerned with limited open time at the pool. It is an asset. Would like the pool to be open from Mid-May to Mid-September during nice weather. Easier to justify a new pool if it can be open more than 10 weeks.

Debbie Neisewander, Ashland: Spoke on the park's park expulsion ordinance. Requirement for dog license is cause for expulsion. New City Enhanced Law Enforcement Area criteria is doing away with the dog license requirement. We should be consistent with the rest of the City. A person was cited while watching someone else's dog in Garfield park. She was expelled from the park and from the Grove.

VI. CONSENT AGENDA

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

Chair Bachman asked for unanimous acknowledgement of the consent agenda, no objections, acknowledgement granted.

VII. DIRECTORS REPORT – Director Houston



Garfield Park

Directors Update

Park Commission Regular Business Meeting
August 13, 2025



Senior Services

Senior Services

Presentations/Events

- Rogue Community Health Pharmacy Talk
- JCLS Tech Basics: Android OS
- AARP Driver Safety Course
- Annual Cookout





Environmental Education

Partner Programming

- Staff has met with partners to discuss potential programming opportunities

Bird Survey

- 26 species identified in July

Bird Call Station

- Refurbished front plate

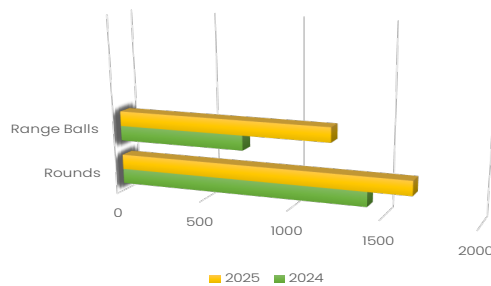


3



Golf Program Highlights

Golf – Utilization



July Utilization

- 1,650 rounds (9 holes) of Golf
- 1,213 buckets of range balls sold
- 62% increase in revenue (month – year over year)



4



Golf Operation Highlights

Golf Shop

- More drinks & snack options
- New brands of golf equipment

Events

- 7-Up Putting Tournament

Facilities

- Patron's acknowledgement of improved greens & grass tee area
- New soda machine added at range



5



Volunteers

Nature Center

- 2 new volunteers helping keep the facility open to the public 8 hours a week (41 visitors in past two weeks)
- Demonstration garden 63 hours volunteered in July
- SOU Leadership Academy volunteered clearing weeds, filling play areas with sand



6



Recreation

Ice Rink

- 2025-26 season being planned...

Daniel Meyer Memorial Pool

- 442 out of 450 spots for swim lessons filled
 - 100 more than 2024

Court Reservation

- Working to implement reservation option on 2 of 8 courts at each court facility



7



West Team

West Parks

- Lower Duck Pond drained, mucked out and new pump installed
- Successful team effort to support July 4th
- Supplemental irrigation due to high temperatures



8



East Team

Facilities

- Painting wrapped up on several buildings

East Parks

- Basketball hoop & backboard replaced at Garfield



9



Open Space & Trails Team

Trails

- Removed several downed trees
- Rebuilt 3 trail bridges at Nature Center

Outer Parks

- Cut brush and mowed undeveloped areas

Boulevards

- Herbicide spraying



10



Administration

- July 4th – Manned booth in Lithia Park to promote PROS plan surveys
- July 11th – Hosted Chamber of Commerce Greeters event with 50 attendees to promote PROS plan and seek information from business community
- Fall 2025 Community PlayGuide has been revised with 4 fewer pages to reduce costs
 - 11 new community programs this fall!



11



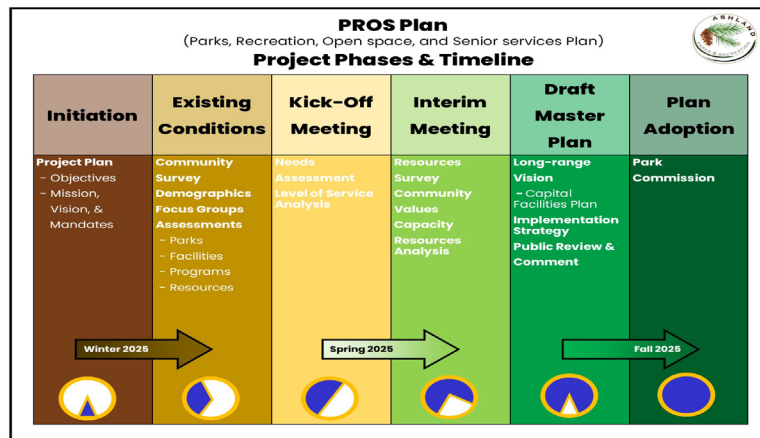
Planning

• PROS Plan

- Survey(s)
 - Youth & Families – closed
 - Livability & Economic Impacts – Extended to August 15th
 - Community Values – Extended to August 15th
- Meeting(s)
 - September 17, 2025
- Key Tasks
 - Level of Service model(s)
 - Capital Facilities Plan
 - Draft Plan



12



13





Projects

- East Main
 - 100% plans – under review
- Hunter Tennis Courts
 - Bid Packet under review
- Butler-Perozzi Fountain
 - Parks Foundation donation project
- Lithia Park Master Plan Projects
 - Japanese Garden ADA parking
 - Will be integrated into Winburn Way project
 - Interpretive Trail Update (in process)
- Irrigation Controllers – completed



Questions/Discussion:

- Clarification that East Main Street Park meeting is at the Senior Center. A: Yes.
- Is the Ice Rink cover staying up? A: Yes. The Planning Department amended the temporary permit to allow the cover to stay up as long as we continue to look for a permanent solution and get a building permit. Working on that.
- Playguide: is this the last printed copy? A: Not sure, might be one more. In the future might print some copies and have them available in certain locations.

VIII. BUSINESS

1. Pioneer Hall & Community Center Rental Fee – Director Houston

Public Forum:

Kyle Asher, Ashland: Spoke to being grateful for the ability to speak and be heard, and progress being made on the issue. Would still like to know if it would be possible to pay monthly for regular rentals instead of all up front. Happy with how the fee structure has evolved during the process. Would be happy to contribute by advising on the interior design/sound system/etc. as would others in the community.

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 one of the rates for Pioneer Hall and the Community Center as presented.

ATTACHMENTS – N/A

Questions/Discussion:

- Clarification that cost recovery is a term used to talk about partially recovering administrative costs. Not to recoup money spent on remodeling. That cost was borne by the Public Works Capital budget.
- Could change the first-hour charge for the small room to be reduced for multiple rentals paid up front just as the main room and Pioneer Hall.
- Has headway been made with Finance on payment options? A: No, not yet. This is a question that needs to be answered before the facilities are rented.
- Possible to work out a 'hold' system for preferred dates for people who would like to rent a facility for the entire year but aren't able to pay the full amount up front.

Motion: I move to adopt proposed rate structure #2 and move it forward to City Council for the rates of Pioneer Hall and the Community Center as presented.

- Wants to make sure the community is able to make use of the assets.

- The fee structure is fair and reasonable considering it's been five years since the assests were last rented and the remodel work. And it is imperative that we figure out how to make it possible for people to be able to access the discounted rate even if they aren't able to pay for a full year up front.

Motion: Gardiner

Second: Weiner

Vote:

<u>Gardiner</u>	<u>Yes</u>	<u>Weiner</u>	<u>Yes</u>	<u>Bachman</u>	<u>Yes</u>
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2. Commission Numbered Position to At-Large Process – Director Houston

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 – N/A

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 – N/A

Questions/Discussion:

- Will this process for elections be in place in a couple of months? A: It will be ready for the next election.
- When the City Recorder submits to the County for the next Commissioner election they will put in an order for this at-large process.

Motion: Move to change the Park Commission positions to at-large positions for election purposes.

Motion: Weiner

Second: Gardiner

- Makes sense to align our process with the City Council

Vote:

<u>Gardiner</u>	<u>Yes</u>	<u>Weiner</u>	<u>Yes</u>	<u>Bachman</u>	<u>Yes</u>
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IX. ITEMS FROM COMMISSIONERS/STAFF

a. Liaison Report

- Gardiner shared that he and Director Houston participated in a five hour strategic planning session for the Ashland Park Foundation (APF) today. Director Houston helped them to focus their efforts.
- Reiterated that the APF is taking on the management of the Butler-Perozzi Fountain project. They hope to get started on the project soon.

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 – Chair Bachman adjourned the meeting at 6:53 PM

Respectfully submitted by Nancy Mero, Executive Assistant

**REGULAR BUSINESS MEETING****AGENDA BRIEF****September 10, 2025**

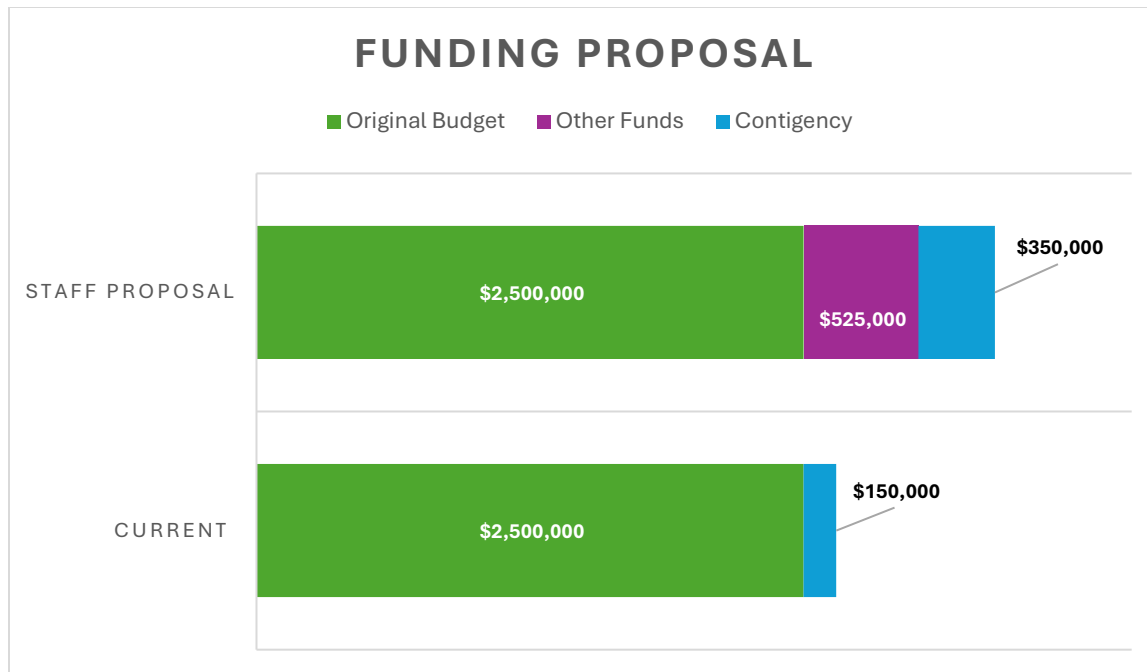
Agenda Item	VIII. East Main Street Park	
Presenter	Rocky Houston	Director
Item Type	Action ☒ Information ☐	

SUMMARY

Phase I of the East Main Community Park development engineering cost estimate rose to \$3 million (\$2.5 million budgeted). Staff conducted a public meeting for input on three (3) options, engaged with city departments, and updated City Council on the project. Based on the information gathered, staff are recommending increasing the budget for the project.

Staff is recommending the cancellation or reduction of three (3) capital projects that will have a low impact on current operations and the safety of our parks and programs. Those projects include the PROS Plan, Irrigation controllers upgrade, and limitation for potential land acquisitions. This will result in \$425,000 that could be transferred to this project, within the current capital budget limitation, from existing park funding sources. Additionally, the City Manager has proposed providing \$100,000 of transient lodging tax, resulting in \$525,000 towards the construction budget.

Staff are recommending a limitation increase of \$200,000 from the Park's System Development Fund (if needed) for contingency funding. Based on current information this would allow the Department to have a fully funded project and be able to go out to bid on Phase I as originally planned. This would also reduce any project delivery delays, by having the approval for the contingency funding already approved.



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 cancellation or reduction to budgeted capital projects will have impacts, but they are assessed as low to the core mission of the Department. 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 future capital projects.

PROPOSED ACTIONS OR MOTION(s)

Move to adopt a construction budget of \$3,025,000 and approve the contingency funding to \$350,00.

ATTACHMENTS

None

PREPARED BY: Rocky Houston