



MINUTES FOR REGULAR BUSINESS MEETING

PARK COMMISSION

September 10, 2025

Council Chamber, 1175 E Main – 6:00 PM

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

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

Absent: None

Executive Session 5:30: 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.

9.10.25 Executive Session.

Present:

- Park Commission Members:
 - Mike Gardiner
 - Dan Weiner
 - Jim Bachman
 - Justin Adams
 - Rick Landt
- Staff
 - Rocky Houston, Parks Director
 - Sabrina Cotta, City Manager
 - Carmel Zahran, Deputy City Attorney

The commission discussed real property matters and, briefly, a performance review. No action was made. -Notes made by Carmel Zahran

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

1. Park Commission Study Session August 6, 2025

Motion: I move to approve the minutes from the Park Commission Study Session August 6, 2025.

Motion: Landt Second: Weiner

Vote:

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

2. Park Commission Regular Business Meeting August 13, 2025

Landt noted two corrections for the August 13 minutes. The motion for the Fees for Pioneer Hall and the Community Center item referenced proposed rate structure #2, but the minutes only included one set of proposed rates. Landt asked staff to title that table, "Proposed Rate #1 and to include the table with the second set of proposed rates titling it, "Proposed rate #2.

Motion: I move to approve the minutes from the Park Commission business meeting August 13, 2025 with corrections.

Motion: Landt Second: Gardiner

Vote:

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

IV. ADDITIONS OR DELETIONS TO THE AGENDA - None

V. PUBLIC FORUM

Jane Ferguson, Ashland: Spoke to the importance of prioritizing Hunter Park Courts to be kept only for tennis. Previous attempts to comingle tennis and pickleball resulted in conflicts. Noted tennis players share Hunter Courts with the high school tennis team, Parks and Rec summer camps, and tournaments. Requested that the restoration of the courts be done in stages so that some courts would remain open.

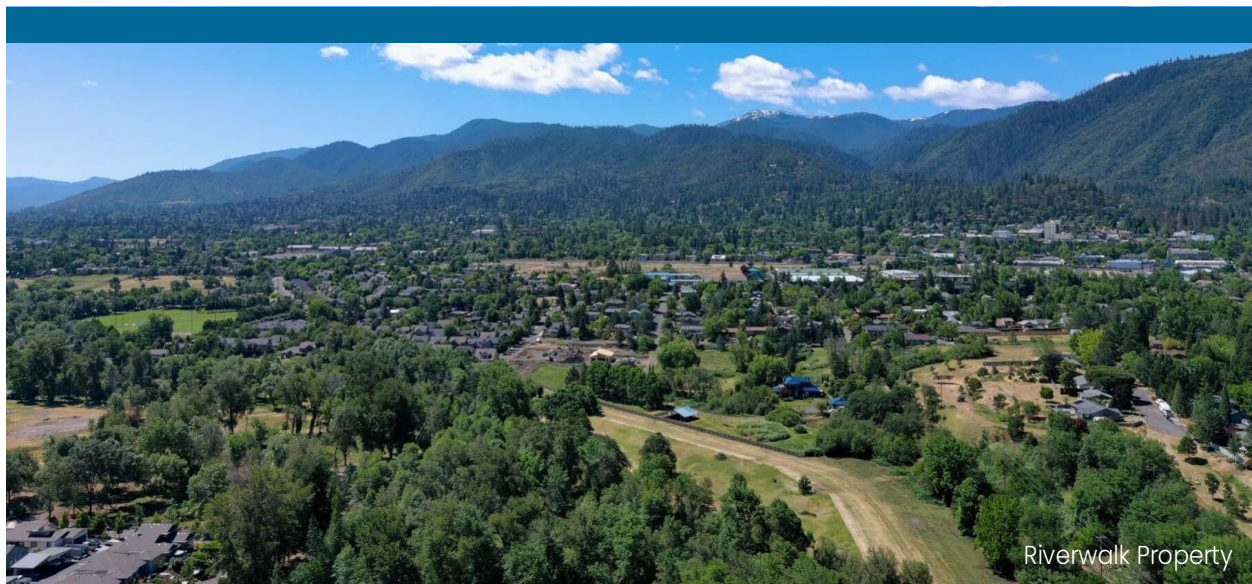
Gayle Patton, Ashland: Been involved in tennis in Ashland for forty years. Emphasized the importance of separate courts for tennis and pickleball supported by racquet sport

professionals. Noted the loss of courts in Ashland over the years. Tournament numbers have dwindled resultantly because there aren't enough courts to host.

Gary Acheatel, Ashland: Supports separate courts for pickleball and tennis. He plays both. Likely see more tennis players because they are experimenting with 3 on 3 which allows aging tennis players to keep playing. Tennis club is not guaranteed to stay open. Noted there was an agreement made that pickleball would be at Lithia and tennis would be at Hunter. Should keep that agreement. He has only waited to play pickleball for six to seven minutes, tops.

VI. CONSENT AGENDA – None

VII. DIRECTORS REPORT – Director Houston



Directors Update

Park Commission Regular Business Meeting
September 10, 2025





Senior Services

Presentations/Events

- Annual Ice Cream Social
- Jackson County HHS (2 presentations)
- RVTD Travel Training



2



Administration

- Two public engagement meetings
 - 8/14/25 – East Main Street Community Park
 - 8/27/25 – Winburn Way Safety
- Personnel
 - Hired Cheryl de Saram as new Admin. Assistant
 - Park Tech I Blvds. in background check
 - Park Tech I Facilities 2nd Interviews held



3



Concert in the Park Series



4



Recreation

Daniel Meyer Memorial Pool

- Over 10,000 admissions (6/10-8/25)
- Transitioning to Master Swimmers

Wheel the World website

- Lithia Park's David's Chair & Oak Knoll's Paragolfer are now listed as assets/resources

Fall Community PlayGuide

- Printed & Out...registration is open!!!



5



Environmental Education

Nature Center

- 68 visits in August – possibly due to 2 volunteers 2 days a week

Bird Walk

- August 16th event had 15 attendees

Demonstration Garden

- Volunteers went on field trip to local farm using permaculture practices



6



Volunteers

Fall Clean Up

- Adopt-a-Park work parties set to kick off for fall season

Nature Center Garden

- 60 hours volunteered in August

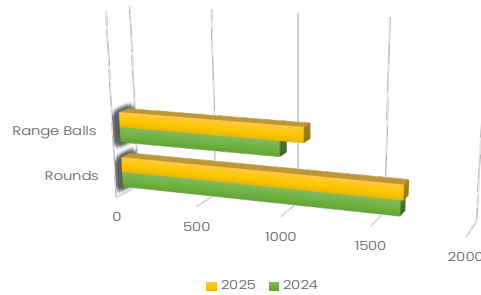


7



Golf Program Highlights

Golf – Utilization



August Utilization

- 1,648 rounds (9 holes) of Golf
- 1,098 buckets of range balls sold
- Continued increase in revenue (month - year over year)



8



Golf Operation Highlights

Facilities

- Planning for reseeding new grass tee Sept. 20
- Re-grading cart paths this Fall
- New targets being installed at practice facility



9



East Team

Facilities

- Dugouts at N. Mountain are in process of being painted, with help from volunteer Don Johnson

East Parks

- Playground inspections completed
- Pruned several trees
- Fall Soccer has kicked off



10



Open Space & Trails Team

Trails

- Finished bridge repairs at N. Mountain

Outer Parks

- Delivered chips to Railroad Park playground
- Installed panel on playground at Briscoe

Boulevards

- Ongoing vegetation management
- Planning for climate resilient project with Public Works



11



Planning

- PROS Plan
 - Meeting(s)
 - September 17, 2025
 - Key Tasks
 - Service Level Goals
 - Capital Facilities Plan
 - Draft Plan



12



Projects

- East Main
 - 100% plans – under review
- Hunter Tennis Courts
 - Public Presentation on project 9/24/25
- 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



13

- Clarification on the slide at Briscoe. Will the slide that was broken and had the wrong replacement part ordered be replaced in the future? A: To be determined.

VIII. BUSINESS

1. East Main Street Community Park Design (Action) – Director Houston

Public Forum

Gayle Patton, Ashland: Spoke to the speed limit on E Main being 45 then 40 right about at the intended turn to the entrance of East Main Park – very dangerous. Lives near the dog park where the roads are also narrow, but it all worked out. Believes it would be on Abbott as well and would be a lot safer. Maybe add a pickleball court or two to E. Main Park when the sport court is added.

Houston led by answering a question on the design. There is not a deceleration lane or center lane on East Main into the park. There is a widening and separation for the bike lane. There is also a sidewalk and street trees. It is compliant with City road standards.

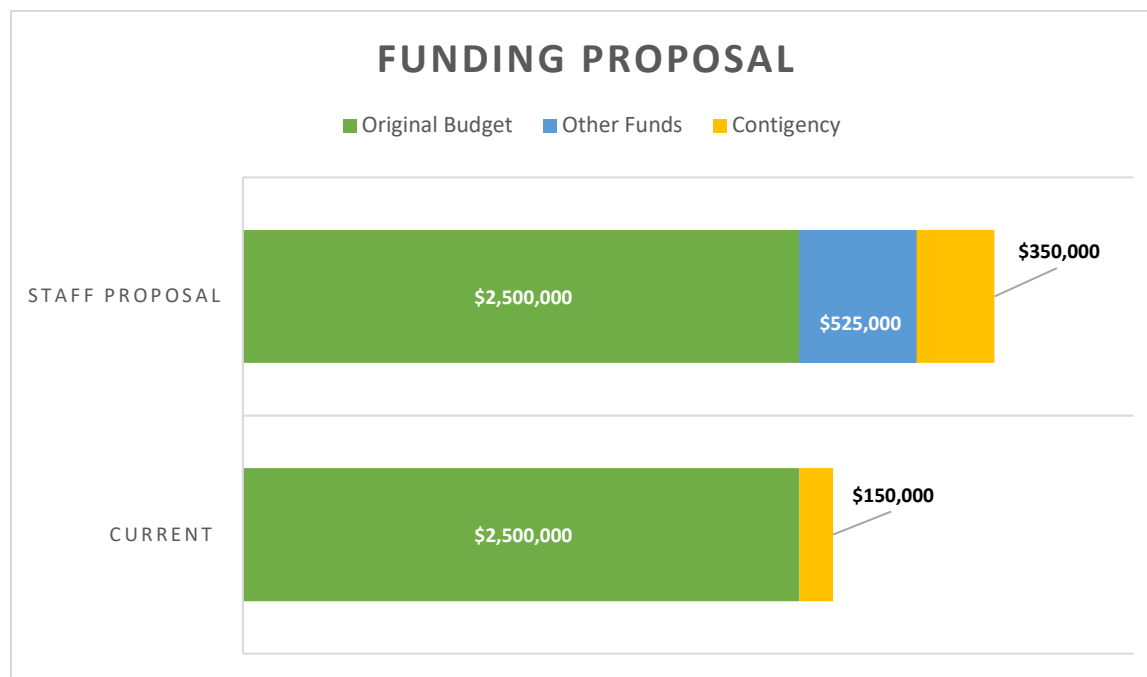
- Road improvements are required from Clay Street all the way to Crocker? A: Correct.
- Are those property owners required to participate in the improvements? A: It is Houston's understanding that we agreed in the preapplication process to cover the improvements.

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 \$350,000.

ATTACHMENTS – N/A

Questions/Discussion:

- All funds noted are available except for the \$200,000 System Development tax that would need approval by City Council? A: It **may** require action.
- The rest of the funds is money we have in our budget, and we would just be moving it from one place to another, correct? A: Yes.
- It would only require action by the Commission to use the money? A: Correct.

- Do we carry a running balance (carried over from year to year) in the SDC fund and is it \$200,000? A: Our estimate at the end of the current biennium is that we will have \$279,000 dependent on how many building permits are sold.
- Where else have we used SDS funds in the past? A: Garfield park improvements would have been eligible for SDC. Also improvements at Ashland Creek Park.

Motion: I move to adopt a construction budget of \$3,025,000 and the contingency funding of \$350,000 for the construction of East Main Park.

- Thanks to Houston, CM Cotta for being better together. Acknowledged favorable public comment from citizens, supporting council's focus on building up the south end of town.
- We sold YMCA park with the idea that it would be replaced. Challenged staff to come up with the money to add a playground in Phase I or soon thereafter.
- Applauded moving forward with the project. Important strategy to use the monies available to us right now. Also important to find a strategy for developing phase II or at least Ib. as soon as possible.
- Look to find a way to mitigate the concerns raised by citizenry during public process. Park will add a lot of value to that area of town.

Motion: Adams

Second: Landt

Vote:

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

IX. ITEMS FROM COMMISSIONERS/STAFF - None

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 – Chair Bachman adjourned the meeting at 6:50 PM. Public Meeting Law training to follow for just the Commissioners.

Respectfully submitted by Nancy Mero Executive Assistant