



BUSINESS MEETING AGENDA

November 12, 2025

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

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

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

1. Park Commission Business Meeting October 1, 2025

IV. ADDITIONS OR DELETIONS TO THE AGENDA

V. PUBLIC FORUM

VI. CONSENT AGENDA

1. Ashland Senior Advisory Committee Meeting Minutes July 14, 2025
2. Recreation Division Advisory Committee Meeting Minutes July 17, 2025
3. Trails Advisory Committee Meeting Minutes April 4 and July 15, 2025
4. Recreation Division Advisory Committee Bylaws

VII. DIRECTORS REPORT

VIII. BUSINESS

1. Senior Services Division Annual Report (Information)
2. Q4 FY25 Financial Update (Information)
3. Indoor Facility Use Policy (Action)
4. East Main Street Community Park Phase II (Action)

IX. ITEMS FROM COMMISSIONERS/STAFF

a. Liaison Report

X. UPCOMING MEETING DATES

1. Trails Advisory Committee November 19, Lithia Cabin 4:15 PM
2. Park Commission Special Meeting December 3, Council Chamber 6:00 PM
3. Park Commission Strategic Goals Meeting December 10, Council Chamber 6:00 PM
4. Park Commission Study Session TBD, Council Chamber 6:00 PM

XI. ADJOURNMENT

If you need special assistance to participate in this meeting, please contact Nancy Mero at Nancy.mero@ashlandoregon.gov or 541-552-2256 (TTY phone number 1-800-735-2900). Notification at least three business days before the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting in compliance with the Americans with Disabilities Act.

Participation Instructions

This meeting will be held in-person in Council Chamber 1175 E. Main St. Those who wish to provide oral testimony must attend the meeting, fill out a speaker request card, and give it to a staff member before the meeting begins. If you would like to give testimony electronically, please contact Nancy Mero at nancymero@ashlandoregon.gov by 10:00 AM the morning of the meeting. Please include **"Virtual Public Testimony"** in the subject line.

Written testimony will be accepted via email sent to Nancy Mero at Nancy.mero@ashlandoregon.gov. Please include **"Public Testimony"** in the subject line. Written testimony submitted by 11:00 AM the Tuesday before the meeting will be made available to the Parks Commissioners before the meeting. All testimony will be included in the meeting minutes.

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



MINUTES FOR SPECIAL BUSINESS MEETING

PARK COMMISSION

October 1, 2025

Council Chamber, 1175 E Main – 6:00 PM

Commissioners Present: Gardiner, Weiner, Bachman (Chair), Adams, and Landt (Vice Chair) joined electronically via Zoom at approximately 6:10 PM.

Staff Present: Director Houston, Deputy Director Dials, Deputy City Attorney Zahran, 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, and Adams present.
- III. **APPROVAL OF MINUTES**
 1. Park Commission Study Session September 3, 2025
 2. Park Commission Regular Business Meeting September 10, 2025

Chair Bachman asked for unanimous consent to approve the minutes. No objections. Unanimous consent granted by Gardiner, Bachman, Adams, and Weiner. Minutes approved.

- IV. **ADDITIONS OR DELETIONS TO THE AGENDA** – None
- V. **PUBLIC FORUM** – None
- VI. **CONSENT AGENDA**
 1. Trails Advisory Committee Bylaws

Motion: I move to approve the consent agenda.

Motion: Weiner

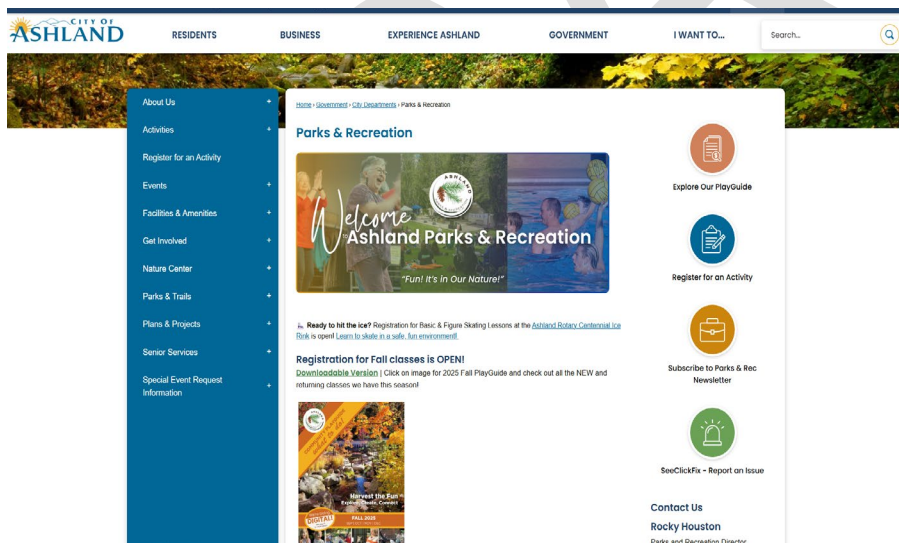
Second: Adams

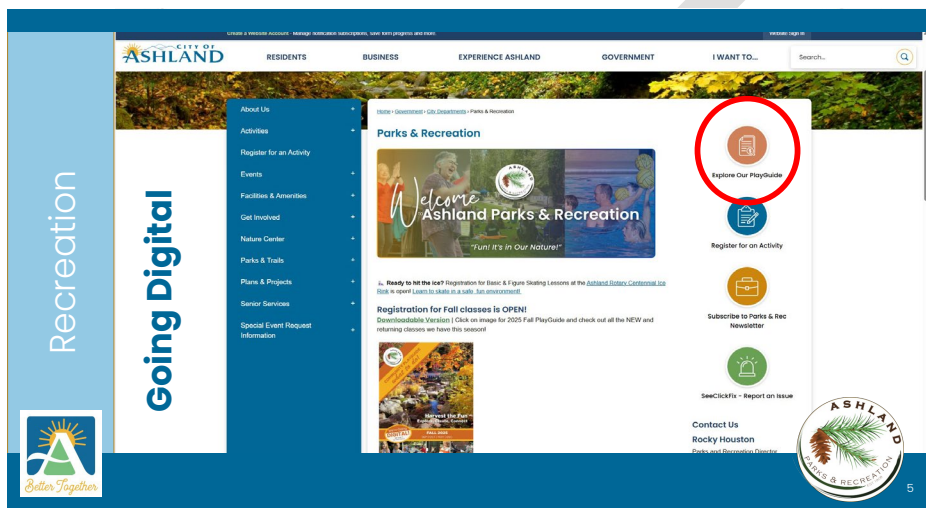
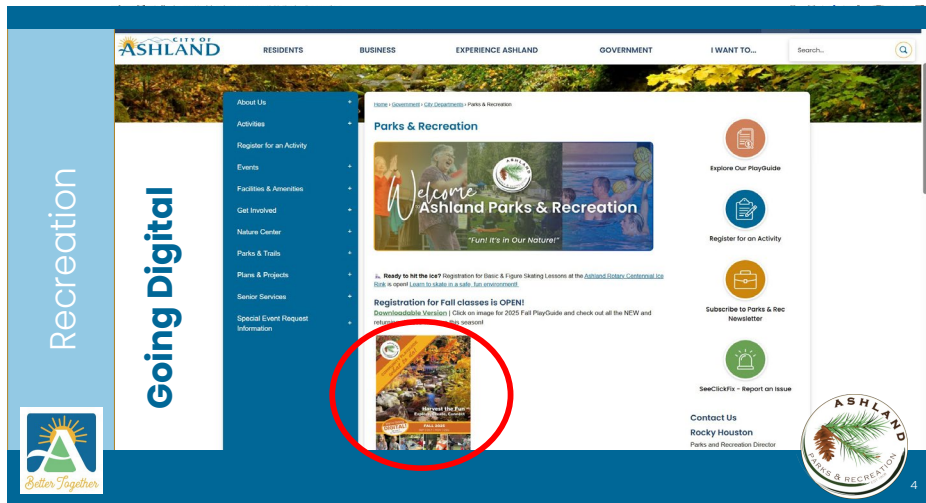
Vote:

<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>		

VII. DIRECTORS REPORT – Director Houston

Houston focused his report on the Playguide going digital/how to access it online.





Recreation

Going Digital



Special Events for Families

REISHUN JAPANESE GARDEN

Otsukimi Event

Join us for a Japanese Festival featuring the garden illuminated at dusk, along with tea service, a bento ceremony demonstration and other family friendly activities.

Sunday | October 5

Come experience the Japanese Garden in its shining colors this Fall. Open 7 days a week.

Summer Hours
Late May - Oct 1 | 10am to 5pm
Winter Hours
November - April | 10am to 5pm

Please scan code or visit AshlandParksandRec.org for more information.

RETURN OF THE SALMON FAMILY FIELD DAY

Come join us to celebrate the return of the salmon to Bear Creek! Hands-on learning stations, Lip-Lip-Lip studies of salmon life cycles, environmental art, pollinators, and water quality.

FREE SATURDAY 10AM-2PM OCT 18

North Mountain Park | 630 N. Mountain Ave

Ashland Parks and Recreation 2022 Fall PlayGuide | 641.488.8240 | The Grove at 1105 E Main St

Youth Programs Up to 18

For full program descriptions and to register, scan code or visit AshlandParksandRec.org/Youth. Registration is required for all programs, unless otherwise indicated.

ADAPTED PROGRAMS

All Abilities Gaming Social - FREE

Join us for an evening of fun where participants of all abilities can connect, bond, and play in a safe, supportive environment. Games are selected to be inclusive and fun for everyone. With no money, no prizes, and no pressure, this is a place where everyone can have fun and connect.

Feel free to bring your own games and consider to share. Refreshments are provided. Please notify your caregiver in your online registration.

Activities are supported by our experienced community partners from Ashland Society of Oregon and Brandy Community.

Autism Society

ART & CULTURE

Fun with Face Painting - \$25 (small pre-reg)

Learn about your nose, shoulders, stomach, and feet and how to use them. We will use your face to create a masterpiece on a table. Students will leave the class with a basic understanding of painting their own faces, and a chance to practice on their own.

Sikkyou Discovery Circus - \$20

Spent a fun day exploring, laughing, and learning. Join the circus and discover the world of circus. We will be learning about the circus and the world of circus. We will be learning about the circus and the world of circus.

Register Today!
AshlandParksandRec.org/Youth

ART & CULTURE

I Can Play Guitar and Ukulele! - \$500 (4 classes)

Ukulele and guitar are fun and easy to learn. Students will learn the basics of playing and the joy of making music. This is a great way to learn and have fun. This is a great way to learn and have fun.

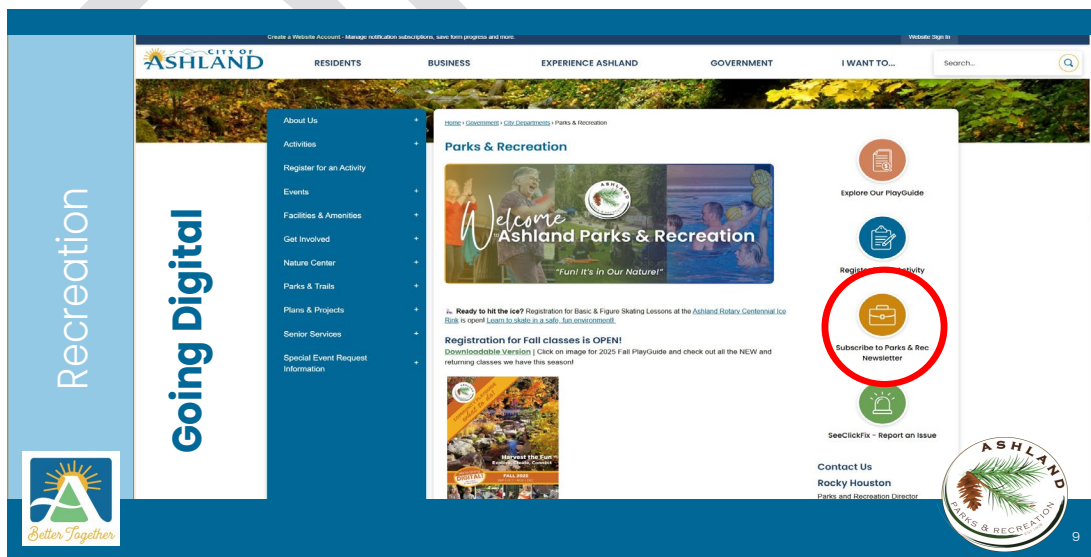
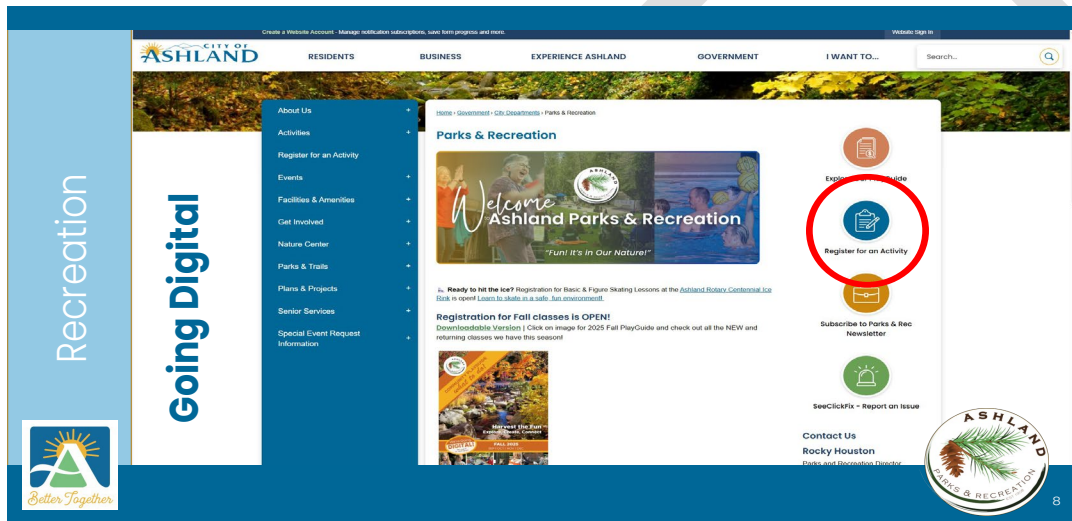
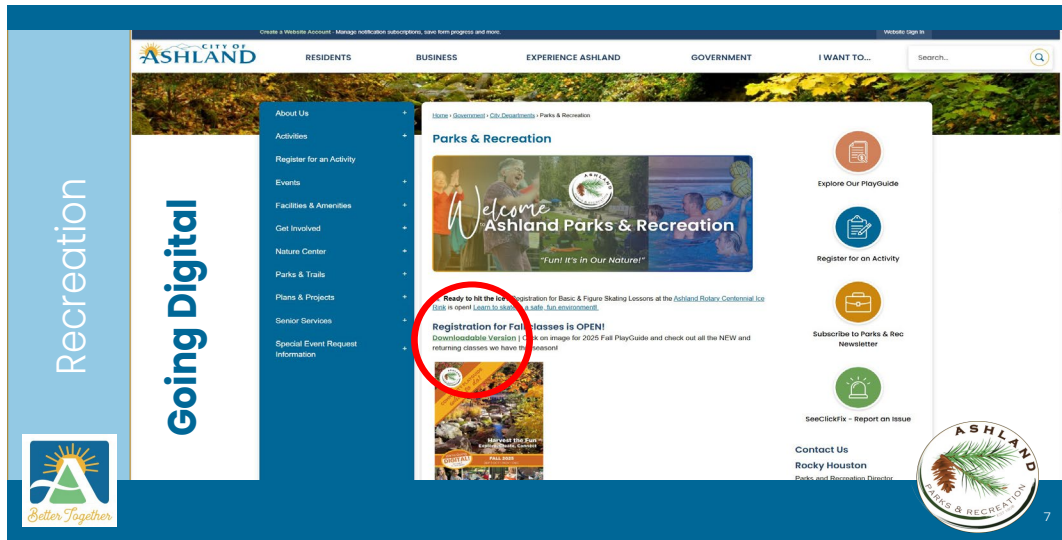
ART & CULTURE

Nature, Arts & Language for Little - \$240 (small pre-reg)

NATURE & GREEN LIVING

Nature, Arts & Language for Little - \$240 (small pre-reg)

Return of the Salmon - Family Field Day



Questions/Discussion:

- Do other communities use an online class registration platform? A: It's mixed. The City has gone to a digital newsletter, and the Department made the decision to do the same in part for budgetary reasons. Rec team is tracking responses. Medford still sends out a guide; other cities are all digital.
- Concern would be that patrons don't know about the change and participant numbers could go down.
- We are going to send a postcard in the Spring as a reminder and employ additional methods for alerting patrons that classes/programs are open for registration. Also sending out a digital newsletter.
- Is the cost mostly printing or postage? A: Both.
- Might consider printing some that people could pick up at the Grove.

VIII. **BUSINESS**

1. Acid Castle Adjacent Parcels – Director Houston

SUMMARY – Proposed consolidation of three (3) properties into Acid Castle Natural Area.

Staff have reviewed the history of the acquisition of these three (3) parcels and cannot identify actions that articulate that these should be stand-alone parks (natural areas). It appears that the intent was to develop a connected open space/natural area for passive recreation (trails), maintain habitat, and manage the City's viewshed.

The park user has no identification or experience change when they move from one parcel to another. The use and identification of the properties is generally referenced by the trail one is using or street access location. Staff's assessment is that the user experience would not change with a consolidation of these parcels under a single name.

Staff have not identified any management differences between these four (4) parcels. New Park rule signs are being planned for key pedestrian access points. A reference to the access point, within a single park naming convention, would be aligned with current identification and reduce signage requirements. Staff's assessment is that there would be no impact to park management with the consolidation of these parcels under a single name.

Staff recommends the consolidation of these three (3) parcels into Acid Castle Natural Area, with a newly defined park boundary.

POLICIES, PLANS & GOALS SUPPORTED – PROS Plan (in process)

FINANCIAL CONSIDERATIONS – No impact on the adopted operational budget has been identified.

PROPOSED ACTIONS OR MOTION(S)– Staff is seeking input on this proposal to assist in potential future Park Commission actions on this item.

ATTACHMENTS – Park Properties Map, Acid Castle: Proposed New Boundary Map

Questions/Discussion:

- Is there currently ongoing maintenance on all of these properties? A: Yes, primarily fuels reduction.
- Would the consolidation change maintenance needs? A: Will need to check in with Fire/Forestry Department on the number of feet of buffer required.
- No financial impact? A: Correct
- Drawing new circles on maps isn't the most important thing we can do.
- Within the Commission's jurisdiction to make this change.

2. Indoor Facility Use Policy – Deputy Director Dials

SUMMARY – This policy outlines the rules, requirements, and procedures for using indoor physical resources and/or facilities managed by the Ashland Parks and Recreation Department (APRD). Its purpose is to ensure all resources are used in a manner that aligns with the Department's mission and operational needs.

POLICIES, PLANS & GOALS SUPPORTED – Policy Framework – 1.01.001

FINANCIAL CONSIDERATIONS – N/A

PROPOSED ACTIONS OR MOTION(S)– For information and feedback only.

ATTACHMENTS – Draft Policy 1.03.001 – Indoor Facility Use Policy

Questions/Discussion :

- Clarification requested on insurance requirements. Concern that it could be cost prohibitive for some users.
- Legal confirmed that it is necessary for renter's to have insurance. Otherwise they could be personally liable.
- In the policy does staff have the ability to lower the cost of the insurance?
A: Yes, staff can work with Legal on that.

- Currently do program instructors have to have the same level of insurance? A: Yes.
- Will facilities available for rent be listed in this Policy? A: the specifics will be handled in the procedures for the policy.
- Is it possible that insurance be made available through the City to make it convenient and easy for potential renters? Like with a car rental.
- This is about risk management. It would take Council and Legal to make a change to the City's current requirements for insurance.
- Suggestion to move xi. And xii. under Rental Guidelines to the General Directions.

Direction to Staff: After the suggested edits are made, the policy can go out for public comment.

3. Court Reservation Procedure – Recreation Manager Flora

SUMMARY – The purpose of this procedure is to establish consistency for reserving pickleball and tennis courts through Ashland Parks and Recreation Department (APRD). This procedure ensures fair and equitable access, supports recreational programming, and provides clarity regarding usage, etiquette, cancellations, and enforcement.

POLICIES, PLANS & GOALS SUPPORTED – N/A

FINANCIAL CONSIDERATIONS – Minimal. Court reservation fees are collected as revenue for APRD.

PROPOSED ACTIONS OR MOTION(S)– Staff are seeking feedback on this draft procedure. Staff will integrate the feedback received. The procedure will be reviewed and signed by the city attorney and the parks director.

ATTACHMENTS – Draft Court Reservation Procedure (see packet)

Questions/Discussion:

- This applies to just some courts? A: Yes, 2 Pickleball courts and 2 tennis courts.
- How will people know that courts are reserved? A: Working that out. Will ask people to have a copy/image of their permit. Will place signage on the courts that are available to rent.
- Procedure is light on details, would like more details.
- Sports teams using the courts have agreements in place with insurance and everything. Like the tennis team – falls outside of this procedure.

- Would like people who teach lessons on public courts to reserve and pay for the use of the courts.
- There will be a calendar online that will show reservations, too. Works as long as there is internet access.
- Minimum one hour maximum two hour per person per day.
- Initially courts will only be available to reserve two days a week within limited hours.
- How far in advance does a reservation have to be made? Can be set in the system. RH thought there would be a 24 hour restriction.
- Question about the policy barring vending in the Park? The violation is if the money is exchanged on the premises. Needs to be verified.
- Enforcement clause question? Does APRD staff have enforcement ability? APD enforces ordinances/writes tickets. Staff can cancel reservations/opt not to work with individuals for violation of procedures.
- Procedure is too light on details. They need to be written down. A: The details could be included but they might have to be updated when things change which would entail bringing it back to Commission. Staff was thinking that there could be a FAQ sheet that would deal with that. Maybe include *that* in the procedure.
- Procedure doesn't have to be voted on by Commission. Can be changed whenever staff wants. Put the details in the Procedure.

Does the Commission want to review the procedure again with the details?

Chair Bachman: that isn't necessary.

4. Workplace Attire Protocol – Director Houston

SUMMARY – Staff developed a set of guidelines for appropriate uniform and work attire. The Department has many workplace attire needs that are dependent on the work being done, OSHA rules, and City policies. The objective of developing this protocol is to ensure that the community can clearly identify Department staff while they are working. The goal is to implement uniform items slowly to ensure existing logo gear can be used through their useful life.

POLICIES, PLANS & GOALS SUPPORTED – AMC 2.08.040 C & D and City manager Memo RE: Professional Appearance Expectations at City Council Meetings (1/14/2025)

FINANCIAL CONSIDERATIONS – The Department budgets for logo items. This protocol is consistent with the budget.

PROPOSED ACTIONS OR MOTION(S) – Staff is searching comments on the draft protocol prior to adoption, per Policy 1.01.001 – Policy Framework.

ATTACHMENTS – Draft Protocol 2.01.001 – Workplace Attire (see packet)

Questions/Discussion:

- Are the proposed logo items in the budget? A: Yes
- Is there currently a uniform policy? A: No
- Has there been a problem getting people to dress appropriately? A: For the Director, branding and being able to identify staff is important. Not mixing in other brands and logo gear is important.
- Staff won't be able to wear any cap but a Parks logo hat? A: Yes, unless it is PPE.
- IIB. is a question rather than being part of a protocol. Item IVG. doesn't make sense at all. A: RH will look into them.
- How many logo items are needed for ops staff? Five shirts, a jacket, a hat or two? A: Would like ops staff to have six shirts, a lightweight jacket and a heavier jacket. Also looking into raingear.
- Have there been reactions from staff? A: It has been varied. Some rumblings.

5. Trail Management Protocol – Director Houston

SUMMARY – The Parks and Recreation Department (Department) currently does not have a trail management protocol for trails. There appears to be a body of work (practices) the Department has historically used to manage the trail system. The goal of this protocol is to inform the Department on trail operational guidelines to assist in prioritizing trail maintenance, guidelines for trails to provide consistent and predictable trail experiences, and to ensure our trail system is aligned with the Department's strategic direction, community needs, and Department resources.

The protocol creates the following attributes for each trail to help organize, plan, and manage each trail:

- **Trail type:** natural surface or hard surface
- **Trail class:** five classes based on width and improvement level
- **Managed use:** trail users allowed on the trail
- **Designed use:** trail development level based on use
- **Trail difficulty:** five levels of difficulty based on trail width, surface, grade, and obstacles

The protocol identifies the type of trail plans the Department will use to assist in planning for and developing trails. The last item the trail protocol identifies is the process the Department will go through for new trail development.

Staff prepared the draft protocol and had it reviewed at the 7/15/2025 and 9/22/2025 Trails Advisory Committee (TAC) meetings. TAC was not supportive of the protocol. They communicated that the Department does not need the protocol to manage the Department's trail system. They moved to not be engaged on this matter any further.

POLICIES, PLANS & GOALS SUPPORTED – PROS Plan (in process)

FINANCIAL CONSIDERATIONS – This will not impact our currently adopted park operations budget. It will inform and assist the Department in planning for future park operations budgets for trails.

PROPOSED ACTIONS OR MOTION(S) – Staff is seeking input on the draft protocol, consistent with Policy 1.01.001 – Policy Framework. Staff will use this input to finalize the protocol.

ATTACHMENTS – Draft 2.02.001 – Trail Management Protocol (see packet)

Questions/Discussion:

- Frustration that the protocol was brought forward to the Commission despite unanimous objection by the TAC. Would make most if not all of the trails in the system out of conformance. Create a lot of work to bring them up to conformance. We have a good system of trails let's keep it and add to it.
- TAC members risk concern is that if the City rates a trail that varies in sections, and someone gets injured they could sue the City for incorrectly rating the trail.
- Advisory committees advice should be included in presentations. Sounds like a large body of work for doing something that we haven't historically needed on trails that Parks hasn't historically maintained.
- Question about why Park Commissioners were included under II. Scope. Reads 'applies to' which is not the appropriate word. A: Will be edited.
- The intent of having an Advisory committee is to take advice. More work needed.
- TAC doesn't want to see this item again. They are not looking to divide our trails into categories.
- Building new trails requires having trail building standards. The place for this is in the Trail Application.
- Not ready to throw the protocol out yet. An omission that the TAC wasn't better represented in the Staff Report. A detail in the protocol, section VB5. Trail Difficulty in the table under Difficult it includes 15% or less and 15% or greater. Needs to be corrected.
- Was the TAC against the entire protocol or just part of it because some of it seems to be applicable for new trails and possibly trail management.

- TAC wouldn't be opposed to some protocol for trail planning and trail development the last two paragraphs in the document.
- When staff brings proposed protocol to the Commission or to TAC for them to say we're going to throw it out is disrespectful of Staff.
- Most concerns are around the trails in the watershed. We are liable for the trails there whether we built them or maintain them. We need to have an understanding of what's there. This is the platform that helps us get there. There are tools/standards out there, forest, BLM, etc. We need to have a standard and we need to know conditions for defense.
- Needs more work. Understands the need for some kind of management tool.
- Application should be integrated with the protocol. Application should come forth from the protocol.
- This would apply to all trails in Ashland? A: Yes

IX. ITEMS FROM COMMISSIONERS/STAFF

a. Liaison Report

1. Gardiner: ASAC – newsletter from Natalie is a good update on the Senior Center.
2. Gardiner: PAAC has a couple of pieces of art and are looking to Parks for locations. Michah Blacklight has found a sponsor, might be moving forward with the sculpture planned to be in Ashland Creek Park.
3. Gardiner: APF strategically moving forward. Putting in lots of hours on Butler-Peruzzi Fountain project.

X. UPCOMING MEETING DATES

1. Ashland Senior Advisory Committee October 13, Senior Center 3:30 PM
2. Recreation Division Advisory Committee October 16, The Grove 4:00 PM
3. Joint Meeting with City Council, October 21, Council Chamber 6:00 PM
4. Park Commission Study Session November 5, Council Chamber 6:00 PM
5. Park Commission Business Meeting November 12, Council Chamber 6:00 PM

XI. ADJOURNMENT – Chair Bachman adjourned the meeting at 7:49 PM

Respectfully submitted by Nancy Mero Executive Assistant

**REGULAR BUSINESS MEETING****AGENDA BRIEF****November 12, 2025**

Agenda Item	Consent Agenda VII. – VI3. Acknowledgement of Committee Minutes	
Presenter	Rachel Dials	Deputy Director
Item Type	Action ☒ Information ☐	

SUMMARY

The following meeting minutes are submitted for acknowledgement by the Park Commissioners:

1. Ashland Senior Advisory Committee Meeting Minutes July 14, 2025
2. Recreation Division Advisory Committee Meeting Minutes July 17, 2025
3. Trails Advisory Committee Meeting Minutes April 4 and July 15, 2025

POLICIES, PLANS & GOALS SUPPORTED

N/A

FINANCIAL CONSIDERATIONS

None

PROPOSED ACTIONS OR MOTION(S)

I move to acknowledge the committee minutes as submitted.

ATTACHMENTS

1. Recreation Division Advisory Committee Meeting Minutes July 17, 2025
2. Trails Advisory Committee Meeting Minutes April 4, 2025
3. Trails Advisory Committee Meeting Minutes July 15, 2025

PREPARED BY: Nancy Mero, Executive Assistant



MINTUES FOR ASHLAND SENIOR ADVISORY COMMITTEE (ASAC)
July 14, 2025
ASHLAND SENIOR CENTER, 1699 HOMES AVE – 3:30 PM

Advisors Present: Johnson (Chair), Commissioner Gardiner, Frank, Talbert, Winner, Englehardt

Staff Present: Director Houston, Superintendent Mettler, Coordinator Holt

Absent: Toyokawa

- I. **CALL TO ORDER** – Chair Johnson called the meeting to order at 3:30pm.
- II. **Opening** – Chair Johnson welcomed everyone.
- III. **APPROVAL OF MINUTES**
 1. ASAC Meeting May 12, 2025
 2. Correction of Englehardt being present at May 12 meeting
 3. Chair Jonson moved for unanimous consent. Unanimous consent given. Minutes approved
- IV. **ADDITIONS OR DELETIONS TO THE AGENDA** – None
- V. **PUBLIC FORUM**

None
- VI. **BUSINESS**
 1. **ASAC Charge**
 - ASAC Charge was approved by Parks Commission

The following was covered in discussion:

- ASAC members will advise on policy
- Any items to review and discuss will be brought to Chair Johnson and Superintendent Metter

STANDING REPORTS

1. **Parks Update – Director Houston**

- PROS Plan was presented
- Director Houston looking to create working group of advisory committee members

The following was covered in discussion:

- Demographic snapshot included population, education, housing, family and living arrangements, income and poverty levels, employment, health, race and ethnicity
- 48% of population is over 50
- ASAC members would like input from other advisory committees, such as RDAC, to access all possible data.
- ASAC Mission Statement was brought up. Looking to align with the City of Ashland

2. **Education Report – Senior Services Coordinator Holt**

- Continuing collaboration with Rogue Community Health Pharmacy Talks – Cholesterol talk was well attended.
- Senior Center Cook Out with Ashland Police Dept was a big success.
- Continuing Fall Programming with current partners –JCLS, SHIBA, Rogue Community Health and Instructors.

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

Mettler highlighted the following in her Superintendent's report:

- New Fiscal Year
- Continued to see increased engagement.
- Facility upgrades: building exterior painted, kitchen sink replaced.
- ASAC members confirmed extension of term until end of their year to align with new policy
- OHSU Internship was a success.
- Superintendent Mettler invited ASAC to Ice Cream Social in August

VII. **ITEMS FROM ASAC MEMBERS OR WORK GROUPS– Livable Ashland**

No updates

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

Adjournment – 5:02pm

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



MINUTES

RECREATION DIVISION ADVISORY COMMITTEE

July 17, 2025

THE GROVE, OTTE-PETERSON ROOM, 1195 E Main – 4:00 PM

- I. **CALL TO ORDER** – Chair Dotson called the meeting to order at 4:02.
- II. **ROLL CALL**
 - a) **Present Members:** Chair Michael Dotson, Vice-Chair Cori Grimm, Risa Buck, John Spitzley, Katharine Danner, Jim Bachman (Commission Liaison)
 - b) **Present Staff:** Director Rocky Houston, Deputy Director Rachel Dials, Recreation Manager Lonny Flora, Environmental Education program Manager Kirsten Came
 - c) **Members Not Present:** Julia Chapman, Sophia Blanton
- III. **APPROVAL OF MINUTES**
 - a) May 15 RDAC Meeting Minutes Corrections: Member Danner's first name is spelled incorrectly.
 - b) Motion to approve May 15 minutes with corrections by Member Buck. Member Danner 2nd. All approve.
- IV. **ADDITIONS OR DELETIONS TO THE AGENDA**
 - a) Member Spitzley asked for additional items to discuss frequency of RDAC meetings.
 - b) Member Buck motion to approve, Member Danner 2nd. All approve.
- V. **PUBLIC FORUM**
 - a) No forum
- VI. **BUSINESS**
 - a) **APRC Liaison Report:** Commissioner Bachman updated on City of Ashland budget process completion, E. Main Park scheduled to break ground next Spring, Daniel Meyer Pool & Wildfire Plan update
 - b) **Staff Update:** Deputy Director Dials informed members on budget, marketing changes, potential YMCA Partnerships, Daniel Meyer Pool closing on August 24th, and Ashland Rotary Centennial Ice Rink potential early closure. Staff also

updated members on status of Pioneer Hall & Community Center remodeling and reopening.

- c) **APRC Charge for RDAC:** Staff will bring back Ashland Parks Commission approved Charge and DRAFT Bylaws to October meeting.
- d) **PROS Plan:** Director Houston detailed the PROS plan and next steps. [Link to Presentation](#) Next Steps: Members Grimm and Spitzley will be on the subcommittee to work with staff to move through the PRO's Plan Goals and Objectives.
- e) **Daniel Meyer Pool Protocols:** Manager Flora gave an overview of both of the Draft Pool Protocols and talked about the requirements. These will be going to the Parks Commissioners for review and feedback in August. Committee asked questions and clarifications. Feedback on Protocols should go directly to Manager Flora by July 29.
- f) **Items from Committee and Staff:** Members discussed providing feedback ahead of meeting agendas. Staff Liaison and Chair will coordinate gathering input for future requests of agenda items.
- g) **Future Meeting Potential Agenda Item: October 16, 2025**
 - Potential Pool Discussion
 - Bylaws & Charge
 - PRO's plan update

VII. **ADJOURNMENT** – End Time: 5:36pm

TRAILS ADVISORY COMMITTEE MEETING MINUTES

April 14, 2025

Lithia Park Cabin, 340 S Pioneer Street 5:00 PM

Committee Members Present: Hansen, Seffinger, Cott, Heycke, Kuwabara, Bender, Braught

Liaisons: Councilor Hansen, Commissioner Adams

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

Absent: None

- I. **CALL TO ORDER** – Director Houston called the meeting to order at 5:00 PM
- II. **ROLL CALL** – Roll call taken, all seven TAC members and two Liaisons present
- III. **APPROVAL OF MINUTES** – None
- IV. **ADDITIONS OR DELETIONS TO THE AGENDA**
 - Seffinger suggested making introductions. Introductions were made.
- V. **PUBLIC FORUM** – None
- VI. **CONSENT AGENDA** – None
- VII. **BUSINESS**

1. Trails Advisory Committee Member Onboarding – Director Houston

SITUATION – Onboarding new members is paramount to a functional advisory committee. The documents in the links below will be reviewed.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS – TAC members are asked to read the City of Ashland Committee and Commission Handbook. Committee members will also need to read the five City of Ashland policies linked below, sign the Acknowledgement of Receipt document, and return it to Parks staff.

There are also two required trainings:

- Oregon Government Ethics Commission Ethics Law Training
- Public Meeting Law

POLICIES, PLANS & GOALS SUPPORTED – Consistent with state statutes and city ordinances.

FINANCIAL CONSIDERATIONS – N/A

[City of Ashland Committee and Commission Handbook](#)

[Electronic Media and Technology Usage Policy](#)

[Workplace Fairness Act Policy](#)

[Workplace Violence Prevention Policy](#)

[Ashland Social Media Policy](#)

[Acknowledgement of Receipt](#)

[Oregon Government Ethics Commission : Training : Training : State of Oregon](#)

- Houston reviewed the Park Commission's charge for the TAC:

Advise on the Department's trail system:

- Review new trail proposals and the process for reviewing proposals
- Work with staff on the PROS Plan trail related items
- Review trail program items, as requested by staff

Questions/Discussion:

- What constitutes a quorum? A: A majority of voting members.
- When passing a motion, does quorum mean a majority of members present at the meeting, or a majority of the total number of members? Some disagreement on the correct answer. Will require confirmation with the City Recorder/consulting Public Meeting Law regulations.
- Discussion on the process of amending the Trails Master Plan to add new trails.

2. Election of Chair/Vice Chair – Director Houston

SITUATION – The Park Commission advisory committees elect officers at the first business meeting of the calendar year. Members of the Trails Advisory Committee (TAC) will nominate individuals for the positions of Chair and Vice Chair. As this is the first meeting of the newly formed TAC, the Parks Director will conduct a vote for each position. The chair elect will preside over the next regular meeting of the TAC.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS – Nominations will be needed for the two positions. Staff recommends selecting the chair and then the vice chair.

POLICIES, PLANS & GOALS SUPPORTED – N/A

FINANCIAL CONSIDERATIONS – N/A

- Heycke nominated Cott for Chair of the TAC. All ayes.
- Cott nominated Hansen for Vice Chair of the TAC. All ayes.

3. Trails Advisory Committee Bylaws

Ashland Park Commission

Trails Advisory Committee Bylaws

Overview

The Ashland Park Commission (Commission) established the Trails Advisory Committee on September 11, 2024.

ARTICLE I. NAME OF ORGANIZATION

The name of this committee shall be the Trails Advisory Committee (TAC).

ARTICLE II. PURPOSE

The purpose of the TAC is to make recommendations to the Commission on matters related to trails and to coordinate with the Parks Superintendent and Department Director on matters related to the general operations and maintenance, development, and diversity, equity, and inclusion practices related to trail use.

ARTICLE III. MEMBERSHIP

The TAC membership shall be composed of up to seven (7) voting members, as follows:

- (2) Cycling User Group Representative
- (2) Hiking User Group Representative
- (1) Accessibility (ADA) Representative
- (2) At-Large Members

The TAC shall have non-voting Ex Officio members representing:

- Park Commission
- Ashland City Council
- Forest Lands Ad Hoc Committee

TAC members are appointed by the Commission chairperson with recommendations coming from the TAC. The term of each program participant and community partner member will be four (4) years, with no member serving more than two (2) consecutive terms. If a position is vacated mid-term, the Commission chairperson will appoint a member for the unexpired term of that position; if there is less than one year remaining in a vacated term, the new member's term will be for the remainder plus three years.

Ex-Officio members are appointed by their respective governing bodies and do not have term limits.

[See Addendum A for initial TAC members and terms.](#)

[Members are expected to attend and actively participate in meetings and working groups. Members shall notify the TAC chair and staff in advance about any planned absences, to ensure a quorum will be present for meetings. A member who misses more than two \(2\) consecutive meetings, or more than three \(3\) meetings in twelve \(12\) months, may be released from their term so that someone with more availability may participate.](#)

ARTICLE IV. MEETINGS OF MEMBERS

TAC shall meet every other month or as needed decided by a simple majority of committee members. Notwithstanding the need for an urgent meeting, notice of each meeting shall be given to each voting member not less than one (1) week prior to the meeting.

A quorum for a meeting of the TAC shall consist of at least four (4) members. All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place. There shall be no voting by proxy and no voting by electronic methods by members who are absent from a meeting.

All TAC meetings and communications will comply with the Oregon Public Meetings Law (ORS 192.610 to 192.690).

ARTICLE VI. OFFICERS

Each year, TAC will accept nominations and elect a chairperson and vice-chairperson by simple majority vote of members present at a meeting. Elections will be held at the first meeting of each fiscal year.

ARTICLE V. SUBCOMMITTEES

The TAC chair shall have the authority to create working groups of members equaling less than a quorum of the committee to focus on specific assignments. All working groups, or subcommittees, shall report their findings to TAC in a public meeting.

ARTICLE VII. STAFF

The Parks Superintendent and/or Department Director, or designated representative, will attend and assist in the planning, advertising, and management of TAC meetings.

ARTICLE VIII. CONFLICT OF INTEREST

TAC shall abide by the precepts of the City and State of Oregon conflict of interest policy/statutes.

ARTICLE IX. MINUTES

TAC (or a staff liaison) shall keep minutes of the proceedings of committee meetings. These minutes shall be made available to the public as per City of Ashland policies and procedures.

ARTICLE X. YEARLY REPORT

With the assistance of the Parks Director (or designee), TAC shall present a yearly report at a regular public meeting of the Commission.

ARTICLE XI. DISSOLUTION

By motion of the Commission, TAC may be dissolved or merged with another similar organization conducting substantially the same activities.

ARTICLE XII. AMENDMENTS

TAC may recommend amendments to these Bylaws by a simple majority vote at any meeting. Written notice setting forth the proposed amendment or summary of the changes to be affected thereby shall be given to each committee member within the time and the manner provided for the giving of notice of meetings. Amendments must be approved by the Commission.

ADOPTION OF BYLAWS

Adopted and approved by the Ashland Park Commission on [insert approval date] as the Bylaws of this committee.

Jim Bachman, Park Commission Chair

ATTEST: Rocky Houston, APRD Director



Ashland Parks and Recreation Commission

Trails Advisory Committee

Bylaws Addendum A: Initial Appointments and Terms

Position	Name	Representing	Date appointed	Current Term Expires
1.		ADA Representative		
2.		Hiking Representative		
3.		Cycling Representative		
4.		At-Large		
5.		At-Large		
Ex-Officio		APRC Commissioner		
Ex-Officio		City Councilor		
Ex-Officio		Forest Lands Ad Hoc Committee		

Questions/Discussion:

- Cott suggested TAC members review the draft TAC bylaws to bring back to the next meeting for deliberation/approval.

4. Bandersnatch Re-route with Ashland Woodland Trails Association (AWTA) – Heycke

- As chair of the AWTA, Heycke gave some history on the Bandersnatch re-route. Originally the private land holder (Palen) was unwilling to sell the property the re-route needed to cross. Ultimately it was purchased by the City. The re-route was previously approved and vetted by the Forestlands MAC and the City's Fire Department (Forestry division).
- The AWTA wanted to bring the re-route before the previous iteration of the trails advisory committee (ATAC) before proceeding with the work, but then ATAC was halted.
- AWTA is ready to execute the trail re-route. There is some urgency as the work will become more difficult as the land/dirt dries out.

- Houston stated that he could decide to allow the re-route to be brought before the Park Commission for their approval.

Motion: This Committee has discussed and has no issues with bringing the previously approved trail proposal to the Park Commission.

Motion: Cott

Second: Hansen

Vote:

Hansen	Yes	Brought	Yes	Seffinger	Yes
Bender	Yes	Kuwabara	Yes	Heycke	Yes
Cott	Yes				

VIII. **ITEMS FROM COMMITTEE MEMBERS/STAFF** – None

IX. **UPCOMING MEETING DATES** – To be determined through a Google Doodle Poll.
Meetings will be quarterly with the flexibility to call for extra meetings as needed.

X. **ADJOURNMENT** – Chair Cott adjourned the meeting at 6:29 PM

Respectfully submitted by Nancy A. Mero, Executive Assistant



TRAILS ADVISORY COMMITTEE MEETING MINUTES

July 15, 2025

Lithia Park Cabin, 340 S Pioneer Street – 4:30 PM

Committee Members Present: Brooke Hansen (Vice Chair), Ethan Braught, Josh Cott (Chair), Park Commissioner Justin Adams

Staff Present: Director Houston, Parks Superintendent Caldwell, Supervisor Minica, Executive Assistant Mero

Absent: Adrian Bender, Stef Seffinger, Torsten Heycke, Yu Kuwabara, City Councilor Eric Hansen

- I. **CALL TO ORDER** – Chair Cott called the meeting to order at 4:30 PM
- II. **ROLL CALL** – Roll call was taken. TAC members B. Hansen, Braught, Cott, and Park Commission liaison Adams present. There were not enough voting members present to meet quorum.
- III. **APPROVAL OF MINUTES** – Tabled until next meeting due to lack of quorum.
- IV. **ADDITIONS OR DELETIONS TO THE AGENDA**

Lea Richards from the City of Ashland's GIS team asked to make an announcement. Chair Cott invited her to speak.

 - Culvert work is beginning in preparation for the new wastewater treatment plant. The work necessitates the closure of the road just above the reservoir on Granite preventing access to trailhead parking, Forest Service road 2060, and Wonder and Wasabi trails. The closure begins July 21 and may last until the end of 2025.
 - A reader board advising the public of the closure will be placed on Granite near the Reservoir. City staff are working on press releases/informational posts for the City Website.
- V. **PUBLIC FORUM**
 - Egon Dubois, Ashland: Spoke to the importance of informing the community of upcoming meetings. The Minutes approval process takes too long. Consider posting draft minutes.

Two topics:

1. People ignore and have been vandalizing rules signs posted by both the City of Ashland and the Forest Service. There must be consequences for breaking rules.
2. The Trails Advisory Committee is heavy on mountain biking enthusiasts. This could make the committee prone to excesses/overreach. Requests members' personal restraint.

VI. BUSINESS

1. Trail Policy – Director Houston

SITUATION – The Parks and Recreation Department (Department) currently does not have a policy on trail planning and development. There appears to be a body of work (practices) the Department has historically used to manage the trail system.

ASSESSMENT – Staff has reviewed trail management practices for other local, state, and federal land managers. In reviewing past practices and these documents, a trail fundamentals document and corresponding trail planning and development policy have been drafted for review by TAC.

Key trail management items to address are the management of the user experience, trail standards (development and maintenance), and planning tools for trails. The policy outlines the core elements to meet these trail management needs. A matrix has been established to provide a consolidated overview of the trail management key elements. The goal is to provide direction to determine what our trail needs are, how to prioritize the development and maintenance of trails, how to ensure the user experience is consistent and predictable on our trail system, and how to ensure our trail system is aligned with the Department's strategic direction, community needs, and Department resources.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS

- Are there key elements that the policy is not addressing?
- Does TAC want to form a sub-committee to review and propose changes to staff?
- Would TAC like to recommend this policy to the Park Commission now or at the next TAC meeting?

POLICIES, PLANS & GOALS SUPPORTED – Policy 1.01.001 – Policy Framework, Parks, Recreation, Open space and Seniors Strategic Plan (PROS)

FINANCIAL CONSIDERATIONS – The policy will impact Department planning and operational costs associated with managing trails. The Department's capital and operations budgets will be managed via current limitations.

ATTACHMENTS – Policy 1.03.001 – Trail Planning & Development (draft), Trail Fundamentals, Trail Class Matrix

Discussion/Questions:

- A brief description was requested. A: The Trail Policy is a foundational document. It provides a framework.
- Is Houston looking for input from the Committee members on a granular level? A: Sure. Could even form a subcommittee for that purpose, create a 'data dictionary' for promoting trails and informing the public.
- Why is a classification system needed when that already exists in the Trails Master Plan? A: Mostly for planning and doing maintenance work. For the benefit of the Department.
- It was noted that it is difficult to fit a trail into one specific classification because it can vary along different sections of the trail.
- How a trail is classified can affect potential litigation. Have to have a consumer focused management system regarding risk. Same for new trails. Controls are needed for how trails are built. The end users won't see the classifications. It is a back end document system.
- At some point we would like to have a trail rating system with signage (not been done before in Ashland).
- Noted that the gobbledygoop gets in the way of getting things done.
- Concern that making trail standards stricter will put current trails outside of standards.
- What percentage of current trail maintenance is done by volunteers? A: About 80%. Concern that rules will wipe out this work.
- If it ain't broke, don't fix it, especially when there isn't money to fix it. Don't adopt rules that are nonconforming to what we already have.
- The proposals seem like a solution in search of a problem. Functionally the trail system is working really well, and the proposed bureaucracy seems too extreme.
- What if the volunteer groups stop doing the maintenance? How would trails be maintained to the current level?
- If the Policy is about describing trails to end users it could be done much more simply.
- What if a trail needs to be upgraded to meet the proposed standard(s)? A: That is an issue of condition, not a classification issue.
- The Department needs to identify the number of hours needed to maintain the trails without volunteers. We also need an agreement with the volunteer groups.
- Concern expressed about proving the Department can't maintain the trail system.

- Concern expressed that the proposed policy will be setting it up so that new trails won't be able to be built. That the language will prevent it because we won't be able to maintain it.
- We have to know we can maintain anything we build.
- That has already been happening.
- There are trust issues with the Policy, not the intent.

2. Trail Procedure – Director Houston

SITUATION – The Parks and Recreation Department (Department) needs to develop a procedure to formalize the process to assess trail proposals.

ASSESSMENT – The Department, with assistance from the trails ad-hoc committee, developed a process to review new trail proposals. With the adoption of Policy 1.01.001 – Policy Framework, the Department needs to formalize a procedure for this process. Staff utilized the prior process as a guide to develop the proposed procedure. Staff has incorporated an objective scoring criterion to assist in TAC and the Department working with proposers, the Park Commission, and the community to clearly and consistently justify recommendations.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS

- Are there key elements that the procedure is not addressing?
- Does TAC want to form a sub-committee to review and propose changes to the procedure?
- Would TAC like to recommend this procedure to the Park Commission now or wait until the next TAC meeting?

POLICIES, PLANS & GOALS SUPPORTED

- Policy 1.01.001 – Policy Framework
- Parks, Recreation, Open space and Seniors Strategic Plan (PROS)

FINANCIAL CONSIDERATIONS – This procedure will not impact Department operations or capital budgets directly. The Department will manage the capital and operations budget within the current budget limitations.

ATTACHMENTS – Procedure 3.3.001 – Trail Proposals (draft)

Questions/Discussion:

- There is no application for proposed trails, yet.
- Stated preference for TAC to be the facilitator of new trails, not the gatekeeper.

- Exception taken to needing to meet 75% of the of the review criteria for a trail proposal to move forward. Suggestion to throw out the threshold and move forward anything that looks food to the next groups for their review.

3. Bandersnatch Consolidation – Director Houston

SITUATION – The Bandersnatch trail on USFS and City lands has been completed. The renaming of the new completed section will occur to address the adopted trail project goals. As outlined in the attachment, the AWTa proposed the naming. Staff concurs with the naming and will be implementing the prior Park Commission policy decision to complete this project.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS – None identified.

POLICIES, PLANS & GOALS SUPPORTED – Park Commission policy direction to the Department on the acquisition, design and development of the trail project.

FINANCIAL CONSIDERATIONS – This will remain within the budget allocation for operations.

ATTACHMENTS – Bandersnatch Naming Consolidation from AWTa

Questions/Discussion:

In keeping with the Alice in Wonderland Carroll Lewis naming practice, the proposed name of this section of trail is Frumious.

4. PROS Plan – Level of Service – Director Houston

SITUATION – The Department’s Parks, Recreation, Open space & Senior services strategic plan (PROS) will be establishing a level of service for trails.

ASSESSMENT

The level of service recommendation by Oregon Parks & Recreation, as found in their State Comprehensive Outdoor Recreation Plan (SCORP) Park Master Planning Guidelines, is 0.5 to 1.5 miles per 1,000 residents. Our initial data review has identified the following:

Trail Segment Type	Miles
Trail (outside of road ROW)	98.8
Road (shared use/bike lane)	79.4
Proposed	25
Total	203.2

Trail Segment Type by City Ownership	Miles
Parkland	22.4
City Owned	31.7
Other	44.7
Total	98.8

Trail Segment Type	Bike Only (miles)	Ped Only (miles)	Bike & Ped (miles)	Multi-Use (miles)	Ped-Equine (miles)
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Trail	13.2	36	10.5	35	6.4
Road	26.4	0.00	0.00	51	0.00
Proposed	11.3	0.24	0.03	13.6	0.00
Total	50.9	36.24	10.53	99.6	6.4

The data we have gathered so far through the PROS planning process is as follows:

- Trails are a highly used park asset
- The community wants more trails
- The community wants existing trails to be managed well
- The community wants easy (green) trails

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS

- Does TAC want to develop a sub-committee to review staff's initial level of service model for trails?
- Is there a need to develop a level of service by trail use type (orange table) or just for total trail miles?
- Are there other Level of Service data elements we should review?

POLICIES, PLANS & GOALS SUPPORTED – PROS Plan (in process)

FINANCIAL CONSIDERATIONS – Not applicable.

ATTACHMENTS

Links to Survey Data:

- [PROS Survey 1-Summary-Data](#)
- [Trails-Focus-Group-Summary](#)
- [Central-Neighborhood-Group-Summary](#)
- [North-Neighborhood-Group-Summary](#)

Questions/Discussion:

- The goal should be to build trails to fill holes in the system. In addition to trail length, should consider other important aspects such as which direction the trail faces.
- Pedestrian and bike trails are maintained differently.
- Director Houston asked for volunteers to form a working group to go over Levels of Service. Braught volunteered. They will look for an additional volunteer.

5. Trail Project – Director Houston

SITUATION – Staff identified a trail major maintenance project for FY26-27 as part of the Capital Improvement Planning (CIP) process. This was the re-route and improvement of the White Rabbit Trail. Is there another project the Department should consider instead of this project?

ASSESSMENT – The Capital program process requires a project to be identified in the CIP in order to be programmed (completed). Due to the transition from the ad-hoc committee to the Trails Advisory Committee (TAC), no engagement with TAC was completed in developing the CIP. The TAC Commissioner liaison raised a concern regarding the process used by the Department.

The project identified was for a trail in Siskiyou Mountain Park. The project can change, without amending the CIP, if the trail project remains in this park. If another trail is selected in lieu of the current project, the CIP and Capital Budget will need to be amended.

Staff's recommendation is to keep the project in Siskiyou Mountain Park and work on developing a trail project prioritization list that is separated into the classifications of the CIP Plan: Preventative Maintenance, Major Maintenance, and Enhancement (new trails).

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS

- Does TAC want to discuss the current FY Capital project?
- Does TAC want to form a sub-committee to bring back recommendations to the next TAC meeting?

POLICIES, PLANS & GOALS SUPPORTED – Budget Policy

FINANCIAL CONSIDERATIONS – A recommendation for a project not in alignment with the current capital budget would require an amendment to the capital budget to be allowed to spend within the current limitation.

ATTACHMENTS – N/A

Questions/Discussion:

- The FY26-27 CIP includes \$75,000.00 for work on a section of White Rabbit Trail in Siskiyou Mountain Park.
- A different project could be identified with input from TAC. In order to use the money allotted to White Rabbit, the Park Commission would have to amend the CIP/Capital Budget to redirect the funds.
- Noted that the Parks trails/forestry crew get the most requests for work on White Rabbit.
- A new trail on the Lithia Hillside was requested.
- Commissioner Liaison Adams said he would send out his Hillside trail proposal to the group and another for the west side.
- Chair Cott said he also has a proposal written out.

6. TAC Bylaws – Director Houston

- Due to a lack of quorum present, it was decided the bylaws would be put on the agenda for the next meeting.

VII. ITEMS FROM COMMITTEE MEMBERS/STAFF

- A suggestion was made to have the next meeting in September rather than wait until October. Director Houston said he will send out a Doodle poll to choose the date.

VIII. UPCOMING MEETING DATES – TBD via Doodle poll

IX. ADJOURNMENT – Chair Cott adjourned the meeting at 6:01 PM

Respectfully submitted by Nancy A. Mero, Executive Assistant

**REGULAR BUSINESS MEETING****AGENDA BRIEF****November 12, 2025**

Agenda Item	Consent Agenda VI4. Approval of Recreation Division Advisory Committee Bylaws	
Presenter	Rachel Dials	Deputy Director
Item Type	Action ☒ Information ☐	

SUMMARY

At the October 16 meeting of the Recreation Division Advisory Committee (RDAC) the members moved to adopt the draft bylaws for the committee.

POLICIES, PLANS & GOALS SUPPORTED

Park Commission Policy CP.R.2024.09.11

FINANCIAL CONSIDERATIONS

None

PROPOSED ACTIONS OR MOTION(S)

I move to approve the draft bylaws for the Recreation Division Advisory Committee

ATTACHMENTS

Draft bylaws for the Recreation Division Advisory Committee

PREPARED BY: Nancy Mero, Executive Assistant



Ashland Parks and Recreation Department

Recreation Division Advisory Committee Bylaws

Overview

The Park Commission (PC) established the Recreation Division Advisory Committee (RDAC) on August 26, 2019.

ARTICLE I. NAME OF ORGANIZATION

The name of this committee shall be the Recreation Division Advisory Committee (RDAC).

ARTICLE II. PURPOSE

RDAC's purpose is to make recommendations to the PC on matters related to the Recreation Division programs and services and to coordinate with the APRD Director and the Deputy Director on matters related to the general operations, quality, promotions, diversity, equity and inclusion practices and programming.

ARTICLE III. MEMBERSHIP

The RDAC membership shall be composed of up to seven (7) voting members, as follows:

- Up to seven (7) members representing program participants and community partners,
- (1) non-voting Ex Officio member from the PC

RDAC members are appointed by the PC Chair. If a position is vacated mid-term, the PC Chair will appoint a member for the unexpired term of that position; if there is less than one (1) year remaining in the vacated term, the new member's term will be for the remainder plus four (4) years per Ashland Municipal Code 2.10.015.

PC Ex-Officio members are appointed by their respective governing bodies and do not have term limits.

Members are expected to attend and actively participate in meetings and working groups. Members shall notify RDAC Chair and staff in advance about any planned absences to ensure a quorum will be present for meetings. A member who misses more than two (2) consecutive meetings, or more than three (3) meetings in twelve (12) months, may be released from their term. The PC Chair will make these decisions, in consultation with staff.

ARTICLE IV. MEETINGS OF MEMBERS

RDAC shall meet quarterly or as needed. The Chair shall coordinate with staff to cancel or add meetings. Notwithstanding the need for an urgent meeting, notice of each meeting shall be given to each voting member not less than one (1) week prior to the meeting.

A quorum for a meeting of the committee shall consist of a majority of voting members. All issues to be voted on shall be decided by the simple majority of those present at the meeting in which the vote takes place. There shall be no voting by proxy or by other methods by members who are absent from a meeting.

All RDAC meetings and communications will comply with the Oregon Public Meetings Law (ORS 192.610 to 192.690).

ARTICLE V. OFFICERS

Each year, RDAC will accept nominations and elect a Chair and vice-Chair by simple majority vote of members present at a meeting. There is no term limit on either chair or vice-chair. Elections will be held at the last meeting of each fiscal year (prior to the 30th of June).

ARTICLE VI WORKING GROUPS

The RDAC Chair shall have the authority to create working groups of members equaling less than a quorum of the committee to focus on specific assignments. All working groups shall report their findings back to RDAC in a public meeting.

ARTICLE VII. STAFF

The Deputy Director and/or APRD Director, or designated representative, will attend and assist in the planning, advertising and management of RDAC meetings.

ARTICLE VIII. CONFLICT OF INTEREST

RDAC shall abide by the precepts of the City and State of Oregon conflict of interest policy/statutes.

ARTICLE IX. MINUTES

RDAC (or an APRD staff liaison) shall keep minutes of the proceedings of committee meetings. These minutes shall be made available to the public as per City of Ashland policies and procedures.

ARTICLE X. YEARLY REPORT

With the assistance of the Deputy Director and/or designee, RDAC shall present a yearly report at a regular public meeting of the PC.

ARTICLE XI. DISSOLUTION

By motion of the PC, RDAC may be dissolved or merged with another similar committee conducting substantially the same activities.

ARTICLE XII. AMENDMENTS

RDAC may recommend amendments to these Bylaws by a simple majority vote at any meeting. Written notice setting forth the proposed amendment or summary of the changes to be affected thereby shall be given to each committee member within the time and the manner provided for the giving of notice of meetings. Amendments must be approved by the PC.

ADOPTION OF BYLAWS

Adopted and approved by the Ashland Parks and Recreation Commission on November 12, 2025 as the Bylaws of this committee.

Jim Bachman, PC Chair

ATTEST: Rocky Houston, APRD Director



REGULAR BUSINESS MEETING AGENDA BRIEF

November 12, 2025

Agenda Item	VIII. Senior Services Division Annual Report	
Presenter	Natalie Mettler	Division Manager – Senior Services
Item Type	Action ☐ Information ☒	

SUMMARY

This report will summarize the progress of the Senior Services Division during the 2025 calendar year.

POLICIES, PLANS & GOALS SUPPORTED

Not applicable to Division Annual Review.

FINANCIAL CONSIDERATIONS

None.

PROPOSED ACTIONS OR MOTION(s)

None.

ATTACHMENTS

None.

PREPARED BY: Natalie Mettler, Deputy Director



REGULAR BUSINESS MEETING AGENDA BRIEF

November 12, 2025

Agenda Item	VIII2. Q4 FY25 Financial Update	
Presenter	Brandon Terry	Administrative Coordinator
Item Type	Action ☐ Information ☒	

SUMMARY

The Finance Department provides a quarterly review of financial statements. On October 7, 2025, Deputy Finance Director Bryn Morrison presented to City Council the preliminary statements ending in Quarter 4 (Q4) of Fiscal Year 2025 (FY25). The Parks and Recreation Department now presents specific Department details for the same period.

The fourth quarter of FY25 ended on June 30, 2025. Of the \$8,481,131 allocated in General Funds (GF) for FY25, \$7,812,768 or 92.12% of the total has been expended. An additional \$174,168 is encumbered.

The Parks Capital Improvement (CIP) Fund had a balance of \$3,973,971 at the beginning of the 2023-2025 biennium. At the end of the biennium, the balance was \$3,339,320 with \$153,377 encumbered.

The Parks System Development Charges (SDC) Fund began the 2023-2025 biennium with a balance of \$372,634. As of the end of the biennium, the fund stands at \$479,909.

POLICIES, PLANS & GOALS SUPPORTED

Goal #1 Best Management Practices

PROPOSED ACTIONS OR MOTIONS

This is an informational item, no actions requested.

FINANCIAL CONSIDERATIONS

N/A.

ATTACHMENTS

Q4 2025 General Fund Operations Expense/Balance Table

PREPARED BY

Brandon Terry, Administrative Coordinator



Q4 2025 GENERAL FUND OPERATIONS EXPENSE/BALANCE TABLE

DIVISION	EXPENSE TYPE	ADOPTED BUDGET	REVISED BUDGET	YTD EXPENDED	Q4 EXPENDED	AVAILABLE BUDGET	ENCUMBRANCES	% SPENT*
* Does Not Include Encumbrance Balance								
ADMINISTRATION	PERSONNEL	\$ 1,058,254	\$ 1,370,108	\$ 917,877	\$ 234,531	\$ 452,231	\$ -	66.99%
	M/S	\$ 246,428	\$ 241,042	\$ 316,055	\$ 67,114	\$ (75,013)	\$ 70,039	131.12%
	Total	\$ 1,304,682	\$ 1,611,150	\$ 1,233,932	\$ 301,644	\$ 377,218	\$ 70,039	76.59%
OPERATIONS	PERSONNEL	\$ 1,762,724	\$ 1,982,370	\$ 1,804,374	\$ 465,743	\$ 177,996	\$ -	91.02%
	M/S + CO	\$ 1,645,163	\$ 1,760,911	\$ 2,508,118	\$ 964,085	\$ (747,207)	\$ 75,963	142.43%
	Total	\$ 3,407,887	\$ 3,743,281	\$ 4,312,492	\$ 1,429,827	\$ (569,211)	\$ 75,963	115.21%
OPEN SPACE	PERSONNEL	\$ 771,641	\$ 912,692	\$ 658,207	\$ 172,850	\$ 254,485	\$ -	72.12%
	M/S	\$ 128,850	\$ 173,716	\$ 109,724	\$ 34,430	\$ 63,992	\$ 16,110	63.16%
	Total	\$ 900,491	\$ 1,086,408	\$ 767,931	\$ 207,280	\$ 318,477	\$ 16,110	70.69%
RECREATION PROGRAMS	PERSONNEL	\$ 160,068	\$ 174,223	\$ 155,652	\$ 41,647	\$ 18,571	\$ -	89.34%
	M/S	\$ 333,337	\$ 269,302	\$ 358,885	\$ 58,651	\$ (89,583)	\$ 8,276	133.26%
	Total	\$ 493,405	\$ 443,525	\$ 514,537	\$ 100,297	\$ (71,012)	\$ 8,276	116.01%
NATURE CENTER	PERSONNEL	\$ 275,881	\$ 439,800	\$ 163,390	\$ 54,665	\$ 276,410	\$ -	37.15%
	M/S	\$ 32,216	\$ 61,115	\$ 24,816	\$ 5,030	\$ 36,299	\$ 1,909	40.60%
	Total	\$ 308,097	\$ 500,915	\$ 188,205	\$ 59,695	\$ 312,710	\$ 1,909	37.57%
SENIOR SERVICES	PERSONNEL	\$ 314,093	\$ 321,425	\$ 253,670	\$ 62,051	\$ 67,755	\$ -	78.92%
	M/S	\$ 59,926	\$ 88,542	\$ 126,186	\$ 41,832	\$ (37,644)	\$ 954	142.52%
	Total	\$ 374,019	\$ 409,967	\$ 379,856	\$ 103,883	\$ 30,111	\$ 954	92.66%
RECREATION GOLF	PERSONNEL	\$ 376,190	\$ 558,374	\$ 277,694	\$ 77,122	\$ 280,680	\$ -	49.73%
	M/S	\$ 128,913	\$ 127,511	\$ 138,121	\$ 35,939	\$ (10,610)	\$ 918	108.32%
	Total	\$ 505,103	\$ 685,885	\$ 415,815	\$ 113,061	\$ 270,070	\$ 918	60.62%
APRD TOTALS		\$ 7,293,684	\$ 8,481,131	\$ 7,812,768	\$ 2,315,688	\$ 668,363	\$ 174,168	92.12%



REGULAR BUSINESS MEETING

AGENDA BRIEF

November 12, 2025

Agenda Item	VIII3. Indoor Facility Use Policy	
Presenter	Rachel Dials	Deputy Director
Item Type	Action ☒ Information ☐	

SUMMARY

This policy outlines the rules, requirements, and procedures for using indoor physical resources and/or facilities managed by the Ashland Parks and Recreation Department (APRD). Its purpose is to ensure all resources are used in a manner that aligns with the Department's mission and operational needs.

A draft of this policy was presented as an informational item at the October 1, 2025 Park Commission meeting. The draft policy was then posted on the City website and social media for public comment from October 7-20, 2025. No public comment was received.

Some minor changes were made to the draft policy. Those changes appear in red in the document.

POLICIES, PLANS & GOALS SUPPORTED

1.01.001 Policy Framework

FINANCIAL CONSIDERATIONS

Not applicable

PROPOSED ACTIONS OR MOTION(s)

Move to adopt Policy 1.03.001 – Indoor Facility Use Policy

ATTACHMENTS

Draft Policy 1.03.001 Indoor Facility Use Policy

PREPARED BY: Rachel Dials, Deputy Director



POLICY

POLICY:	1.03.001	EFFECTIVE:	
POLICY NAME:	Indoor Facility Use	CANCELS:	N/A
DIVISION(S):	All	NEXT REVIEW:	2030
KEY TERMS:	Facility, Allowed Uses, Reservations		
APPROVED:	Jim Bachman, PC Chair Johan Pietila, City Attorney		

I. PURPOSE

- a. This policy outlines the rules, requirements, and procedures for using indoor facilities managed by the Ashland Parks and Recreation Department (APRD). Its purpose is to ensure all resources are used in a manner that aligns with APRD's mission and operational needs. The policy covers:

- i. Approved activities
- ii. The application and scheduling process
- iii. Fees
- iv. Required insurance
- v. Conduct expectations
- vi. Conditions for denial or cancellation of use



II. SCOPE

- a. This policy applies to all indoor facilities owned, leased, or under the authority of APRD.

III. REFERENCES

- a. 10.68.030 Park Commission Authority–Ashland Municipal Code
- b. City of Ashland Miscellaneous Fees and Charges

IV. DEFINITIONS

- a. **Facilities:** All buildings available for use by individuals and groups as well as those not available to the public.
- b. **Publicly Available Facilities:** Facilities that APRD makes available for use by individuals and groups.
- c. **Non-Publicly Available Facilities:** Facilities that are not publicly available and are only accessible to APRD or other City departments.
- d. **Use:** Any event or activity, including an individual's or group's presence or occupancy, in or on an APRD facility that is not organized or conducted by APRD.
- e. **Non-commercial:** Not primarily intended for or directed toward commercial advantage or monetary compensation.

V. POLICY

- a. The mission of APRD is to provide recreational opportunities and preserve public lands. To achieve this, APRD provides spaces for various public and private gatherings that align with its mission. The following auxiliary uses are permitted:
 - i. Birthday parties



- ii. Baby showers
- iii. Weddings and receptions
- iv. Family reunions
- v. Recreational and educational workshops and classes
- vi. Local club and organization meetings
- vii. Non-commercial uses

VI. GENERAL CONDITIONS OF USE

- a. Renters must obtain and provide proof of liability insurance based on the requirements set by the City of Ashland's Risk Management department. Renters agree to indemnify and hold the City of Ashland harmless, as they are responsible for their rental. APRD reserves the right to cancel or revoke the permit for any event that has not provided evidence of this coverage prior to the event. Evidence of coverage must be provided at least 10 days prior to the first date of the reservation.
- b. APRD and City activities have precedence over all other uses. In the event a reserved activity must be rescheduled, the Director (or their designee) will work with the displaced party to attempt to find suitable alternative locations and times. The City may also cancel a reservation with reasonable notice for program needs or under emergency conditions.
- c. Anyone who uses an APRD facility is responsible for complying with all applicable laws and regulations including all APRD policies and Ashland Municipal Codes such as **temporary signage**, smoking cigarettes or marijuana and any illegal drugs.
- d. If an activity or event causes or imminently threatens to cause damage or destruction to property, APRD may require payment for damages, and the renter may be prohibited from future use of APRD facilities.



- e. Renters must be at least 21 years old to rent a facility.
- f. In most cases, reservations can be made up to 11 months in advance.

VII. RENTAL GUIDELINES

- a. Standard rental requests must be submitted at least 10 business days in advance. Submitting requests as early as possible is highly recommended.
- b. General rental hours are from 8 a.m. to 9 p.m. daily. Please note that rental hours may vary by location.
- c. City of Ashland adopted fees will determine reservation fees.
- d. All renters must have been issued an official document authorizing the use of a facility for a specific time and purpose.
- e. Fees are only refundable with written notice of at least five (5) business days.
- f. The facility and any equipment must be returned to their original condition and state. Failure to do so may result in the revocation of future rental opportunities.
- g. Prohibited Items: The following items are prohibited:
 - i. Staking
 - ii. Nails and tacks
 - iii. Spray chalk
 - iv. Confetti
 - v. Glitter
 - vi. Bird seed
 - vii. Silly string
 - viii. Piñatas
 - ix. Balloons
 - x. Candles or open flames
- h. Only trained service animals, as defined by the Americans with Disabilities Act (ADA), are permitted. Emotional support animals,



therapy animals, and pets are not considered service animals under ADA rules.

- i. Loitering is not permitted in or around facilities.
- j. Alcoholic beverages are not permitted unless a permit has been applied for and received.
- k. Overnight use is not permitted.
- l. **Occupancy limits are set for each building by the City of Ashland Fire Marshal. This limit is set to ensure the safety of all occupants and compliance with fire codes. Renters are responsible for monitoring and enforcing the posted capacity.**
- m. **The number of chairs and tables will vary within each facility and is not based on the occupancy.**
- n. A signed waiver of responsibility is required before a rental permit can be finalized by staff.



REGULAR BUSINESS MEETING

AGENDA BRIEF

November 12, 2025

Agenda Item	VIII4. East Main Street Community Park Phase II	
Presenter	Rachel Dials	Deputy Director
Item Type	Action ☒ Information ☐	

SITUATION

Staff have identified an Oregon Parks and Recreation Department (OPRD) grant through the Land and Water Conservation Fund (LWCF) to apply to Phase II of East Main Street Community Park. November 4, 2025, the City Council approved Resolution 2025-27 allowing the Ashland Parks and Recreation Department (APRD) to apply for this grant. Two questions for the Parks Commission (PC):

1. Is the PC supportive of applying for the LWCF grant?
2. If the grant application is successful, would the PC be supportive of the 50% match funds required in the grant?

BACKGROUND

The LWCF provides matching grants to state and local governments for the acquisition and development of outdoor recreation areas and facilities. If APRD is successful in its application, the grant will partially fund Phase II of the development of East Main Street Community Park. Phase II encompasses a nature-themed, inclusive playground, a community garden, a sports court, and a fitness court. Phase I includes a parking lot, restroom, off leash dog park, a pump track, and a multi-use pathway connecting the western neighborhood with the park. Construction of Phase I will begin in spring of 2026.

The total project cost estimate for phase II is \$1,462,500. The grant is a 50/50 matching grant so if successful, \$731,250 would come from OPRD and the other 50% (\$731,250) would come from APRD funding through the Capital Improvement Project Fund.

ASSESSMENT

Based on current projections, APRD will have sufficient matching funds through unencumbered food and beverage tax (F&B) funds and Systems Development Charge funding at the time of the project. If successful in the grant application, OPRD would send the notice to proceed in early 2027.

POLICIES, PLANS & GOALS SUPPORTED

The PC has identified the development of East Main Street Community Park as a high priority need for the City of Ashland.

FINANCIAL CONSIDERATIONS

Based on current projections, APRD will have sufficient matching funds through unencumbered F&B tax funds and Systems Development Charge funding

PROPOSED ACTIONS OR MOTION(S)

Motion to approve matching funds of up to \$731,250 for Phase II of East Main Street Community Park, if there is a successful LWCF grant application. Funds would be disbursed out of the Capital Improvement Project Fund.

ATTACHMENTS

Resolution 2025-27 authorizing application for grant

PREPARED BY: Rachel Dials, Deputy Director

RESOLUTION NO. 2025-27

A RESOLUTION AUTHORIZING APPLICATION FOR GRANT

RECITALS:

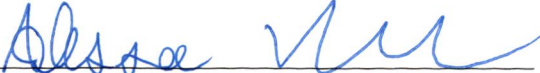
- A. The Oregon Parks and Recreation Department is accepting applications for the Land and Water Conservation Fund Grant Program.
- B. The Ashland Parks and Recreation Department desires to participate in the grant program to the greatest extent possible as a means of providing needed park and recreation improvements, and enhancements.
- C. The Ashland Park Commission has identified the development of East Main Community Park as a high priority need for the City of Ashland.
- D. Phase II development of East Main Community Park will include a playground and community garden.
- E. The Ashland Parks and Recreation Department has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded.
- F. Ashland Parks and Recreation Department acknowledges that any site that has been acquired, developed, or improved, no matter how small the improvement, with funds from the LWCF grant program must be open to the public and maintained in perpetuity for public outdoor recreation.
- G. The Ashland Parks and Recreation Department will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded.

THE CITY OF ASHLAND HEREBY RESOLVES AS FOLLOWS:

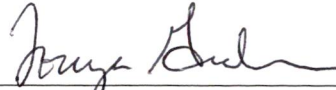
SECTION 1. The City of Ashland City Council supports submission of an application to the Oregon Parks and Recreation Department for the development of East Main Community Park.

SECTION 2. This resolution is effective upon adoption.

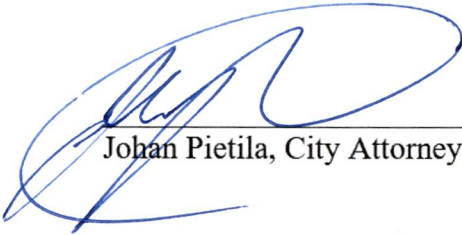
This resolution was duly PASSED and ADOPTED this 4 day of November, and takes effect upon signing by the Mayor.


Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this 4 day of November, 2025.


Tonya Graham, Mayor

Reviewed as to form:


Johan Pietila, City Attorney