



MINUTES FOR REGULAR BUSINESS MEETING

PARK COMMISSION

November 12, 2025

Council Chamber, 1175 E Main – 6:00 PM

Commissioners Present: Adams, Gardiner, Landt, Weiner

Staff Present: Deputy Director Dials, Senior Division Manager Mettler, Program Coordinator

Absent: Bachman (Chair), Director Houston

- I. **CALL TO ORDER** – Vice Chair Landt called the meeting to order at 6:00 PM
- II. **ROLL CALL** – Commissioners Gardiner, Weiner, Landt, and Adams all present.
- III. **APPROVAL OF MINUTES**
 - I. Park Commission Business Meeting Minutes, October 1, 2025
 - Commissioner Weiner referred to two instances of inaccurate comments in the October 1 meeting minutes. He would like them to be corrected.
 - First, under section 3 Court Reservations Procedure in the Q and A section. Minutes read that vending is only a violation if money is exchanged on the premises. Weiner referenced AMC 10.68.060 – Unpermitted commercial activity. Code does not indicate when, where, or how money is exchanged. It is only permitted if one secures a written permit from Parks staff.
 - Second inaccuracy was regarding the statement that Parks staff do not have enforcement authority. AMC 10.68.310 was cited: No person shall refuse a request or to obey any reasonable request of law enforcement, park officers or employees.
 - It was acknowledged that the minutes are a correct representation of what was said in the October 1 meeting.
 - Suggestion was made to table the approval of the minutes and bring them to the December 3 meeting with an addendum correcting the misstatements.

Motion: I move that we table this discussion regarding an addendum of the minutes.

Motion: Landt

Second: Adams

Vote:

Gardiner	No	Weiner	Yes	Bachman	Yes
Adams	Yes	Landt	Yes		

IV. ADDITIONS OR DELETIONS TO THE AGENDA

Business Item VIII3. changed from action item to Informational item to afford further discussion.

V. PUBLIC FORUM – None

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

Motion: Move to approve the Consent Agenda.

Motion: Weiner

Second: Adams

Vote:

Gardiner	Yes	Weiner	Yes
Adams	Yes	Landt	Yes

VII. DIRECTORS REPORT – Deputy Director Dials

Slides from presentation:

Directors Report

North Mountain Park Nature Center

- Classroom Education: The last week of October and first week of November, 217 students from Kindergarten –5th grade classrooms participated in Salmon Watch programs at North Mountain Park.
- Community Programs:
Identifying Fall Birds with 21 attending and *All about Bats* an after-school program about bats for ages 5-10 at the Nature Center that filled with 12 youngsters and their parents.





2



Oak Knoll Golf Course–Driving Range

- Storm Damage Nov 4: Gusty winds took down 17 poles and netting on the driving range and damaged 6-7 poles on the opposite side. KUDOS to staff for safely removing the remaining poles!



3



Ashland Rotary Centennial Ice Rink

- Opens November 21
Weather Permitting



4

Questions/Discussion:

- Did staff report seeing any salmon? A: The children did not, however staff have reported seeing salmon.
- What would be weather that would prevent the Ice Rink opening? A: Weather similar to what we're currently experiencing.

VIII. BUSINESS

1. Senior Services Division Annual Report – Division Manager Mettler

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

- Open same hours as before.
- Title changes: Natalie is now Division Manager and Shannon is the Coordinator. Shared Administrative Assistant Cheryl at Senior Center about 25% of the time.
- Adjusted elements of ASAC to align with City guidelines for committees, calendar, member term dates,
- Recruiting for two additional ASAC members, got a new charge from the Park Commission
- Fun photos: Walkabout group, AARP Driver Safety class, line dancers, etc.
- Three levels of line dancing, strength and balance, tai chi, yoga, two walking groups
- Social activities, games, art classes, free movies, etc.
- On site partners, SHIBA, JCLS, Drivers Safety, Community Food Bank, etc.

POLICIES, PLANS & GOALS SUPPORTED – N/A

FINANCIAL CONSIDERATIONS – N/A

PROPOSED ACTIONS OR MOTION(S)– N/A

ATTACHMENTS – N/A

Questions/Discussion:

- Clarification requested on the graph in the presentation.
- Acknowledgement of Manager Mettler for going the extra mile above and beyond her job description.

Slides from presentation:



Senior Services Division Annual Report

Park Commission Regular Business Meeting |
November 12, 2025



Better Together





Staffing & Public Hours

TWO+ STAFF

Division Manager – Senior Services (1.0 FTE)
Coordinator – Senior Services (1.0 FTE)
Administrative Assistant (average 25 hrs/week for Senior Services)

THREE OFFICE VOLUNTEERS

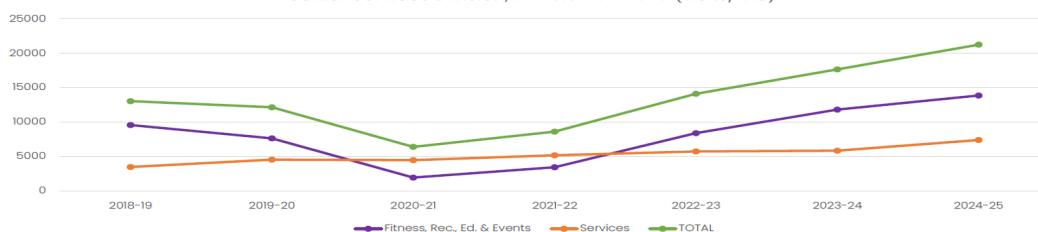
4 hours/day on Mon, Wed & Thur

OFFICE HOURS

Monday – Thursday, 8:30am–3:30pm
(Food & Friends lunch served Monday – Friday, 11:30am–12:30pm)



Senior Services Division, FY 2019 – FY 2025 (visits/mo)



	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Fitness, Rec, Ed. & Events	9577	7630	1931	3432	8392	11821	13871
Services	3470	4530	4463	5180	5734	5845	7392
TOTAL	13047	12160	6394	8612	14126	17666	21263



7



- AARP Driver Safety
- ACCESS
- Alzheimer's Association
- Ashland Climate Collaborative
- Ashland Police Department
- Ashland Firefighters Union 1269
- Ashland Community Food Bank
- Bristol Hospice
- Food & Friends
- Jackson County Library Services
- Maple Ridge Senior Living
- Oregon Older Adult Behavioral Health Initiative
- Providence – Health Services, Hospice
- Rogue Valley Council of Governments
 - Food & Friends
 - Senior Advisory Council
- Rogue Community Health – Pharmacy Dept
- Rogue Valley Transportation District
- Rotary Club of Ashland
- Senior Health Insurance Benefits Assistance (SHIBA)
- SOU: OHSU, Professor Noriko's classes
- The Valley Duo
- Village at Valley View
- Visting Angels

PARTNERS



Oregon
Older Adult Behavioral Health Initiative



8

Senior Services Annual Report



Senior Walkabouts



Japanese Garden Walk



The Valley Duo



9

Senior Services Annual Report



AARP Driver Safety Class



Line Dancers



10

Senior Services Annual Report



Young at Art

F&F Taco Tuesday



11



2. Q4 FY25 Financial Update – Administrative Coordinator Terry

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

Slides from Presentation



Financial Update – Q4 2025

Park Commission Regular Business Meeting | November 12, 2025



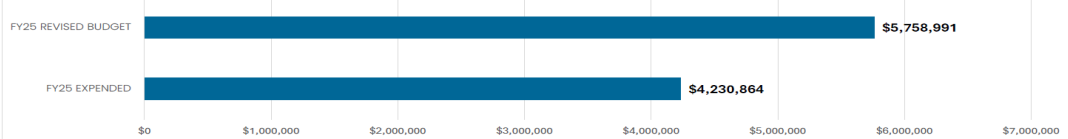
Better Together



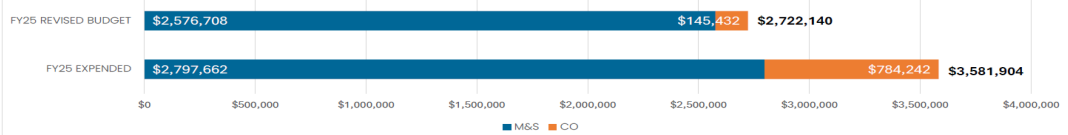
GENERAL FUND



PERSONNEL SERVICES



MATERIALS & SERVICES + CAPITAL OUTLAY



15

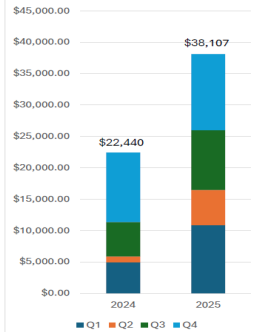
REVENUE



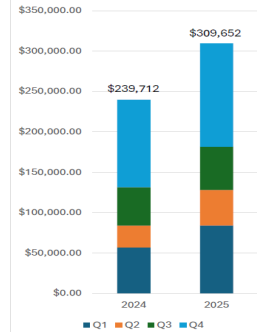
Cable Revenue



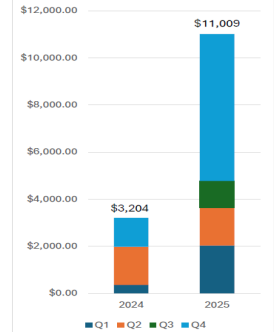
Facility Rentals



Golf Rental Fees

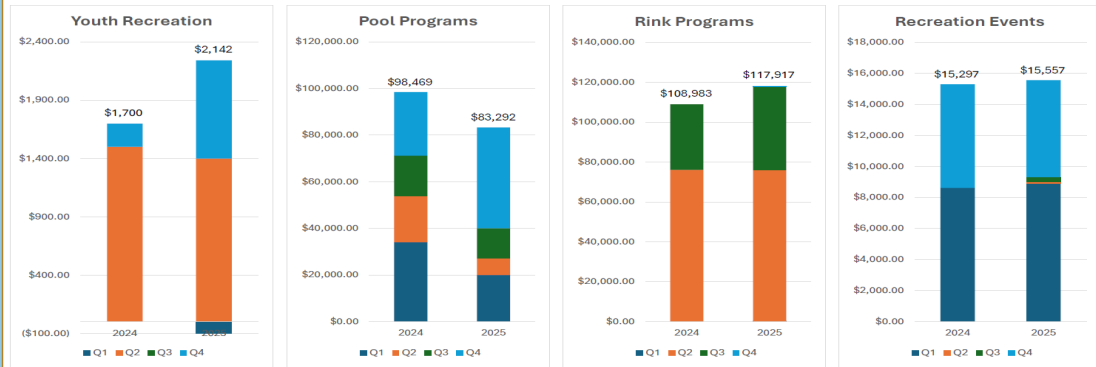


Adult Recreation



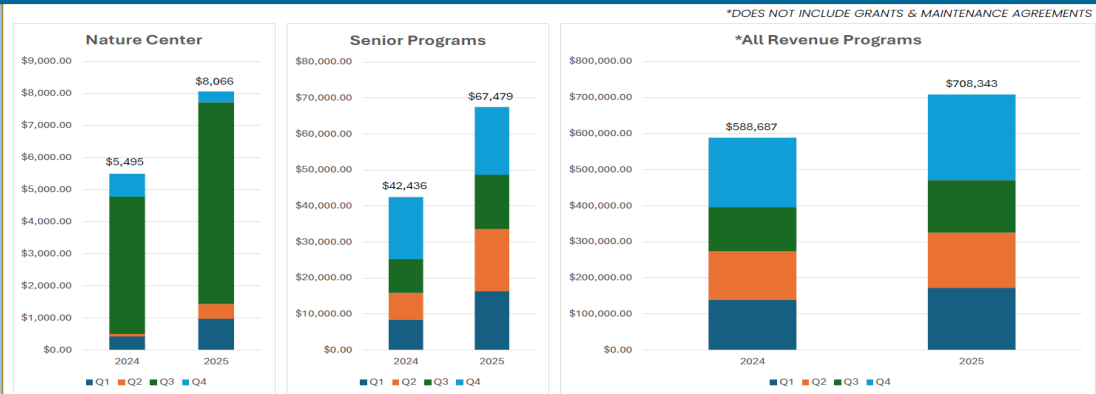
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REVENUE



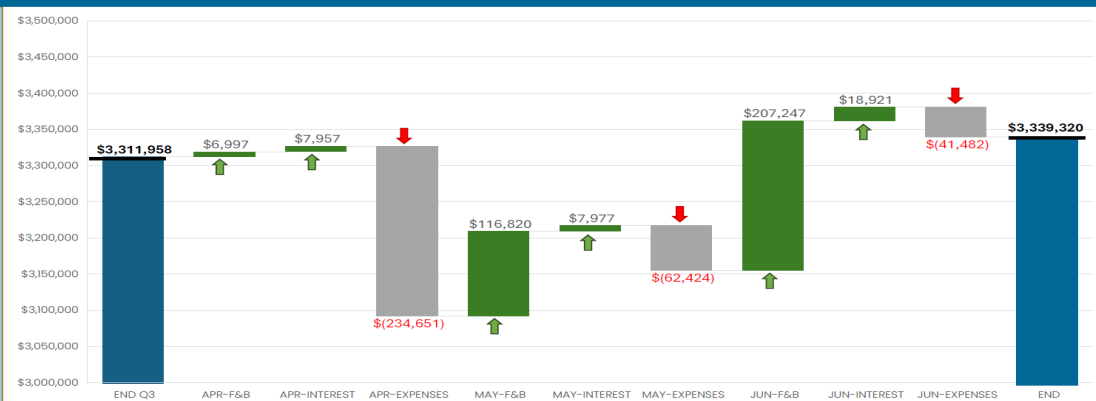
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REVENUE



18

CIP



19

Questions/Discussion:

- Is this a typical waterfall chart compared to other quarters? A: No, June is really high for revenue from the F&B tax.
- Is Park's Capital fund kept separate from other City Departments? A: Yes
- What constituted the expenses? A: Chiller, etc. The expenses could crop up anywhere? A: Yes, there are months with no expenses.

3. Indoor Facility Use Policy – Deputy Director Dials

New policy draft will be posted for public comment tomorrow. We felt the draft changes to the policy (from last time it was presented to the PC) were significant enough to bring back to the Commission.

Changes to Draft:

Definitions: Eligible renter was changed to define more clearly who could rent a facility. There was nothing in the first draft regarding occupancy. Made sure it was based on Fire Dept occupancy limit. Also only 30 chairs in Pioneer Hall despite the fact that it could hold 80.

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 – N/A

PROPOSED ACTIONS OR MOTION(S) – N/A

ATTACHMENTS – Draft Policy 1.03.001 Indoor Facility Use Policy



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	Carmel Zahran, Deputy 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 resources are used in a manner that aligns with APRD's mission and operational needs.
- b. This policy applies to all indoor facilities that operate under the authority of APRD.

I. REFERENCES

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

II. DEFINITIONS

- a. **Publicly Available Facilities:** Facilities that APRD makes available for use by individuals and groups.



- b. **Non-Publicly Available Facilities:** Facilities that are only accessible to APRD staff or other City departments.
- c. **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.
- d. **Non-commercial:** Not primarily intended for or directed toward commercial advantage or monetary compensation.
- e. **Eligible Renter:** must fulfill the following requirements: (1) is at least 21 years of age or older (2) if the Eligible Renter is part of an organization, is an authorized representative (3) has submitted all the proper fees (4) is present for the duration of the rental (5) is personally responsible for adhering to all facility rules and requirements and (6) agrees to enforce applicable facility rules and apprise APRD of any concerns or damages.

III. 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

IV. GENERAL CONDITIONS OF USE

- a. **Insurance:** 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 any event that has not provided evidence of this coverage. Evidence of coverage must be provided at least 10 days prior to the first date of the reservation.
- b. **City Precedence:** APRD and City activities have precedence over all other uses. In the event a reserved activity must be rescheduled, the Parks 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. **Compliance with Applicable laws:** 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 restrictions around temporary signage, smoking cigarettes or marijuana and any illegal drugs.
- d. **Eligible Users:** The renter must fit the definition of an Eligible User.

V. 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 determine reservation rates.
- 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, and items similar in nature, 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 and are not permitted in the facilities.
- 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. Obey, monitor, and enforce the occupancy limits that are set by the City of Ashland Fire Marshal. This limit is set to ensure the safety of all occupants and compliance with fire codes.
- m. The number of chairs and tables will vary within each facility and is unrelated to occupancy limits.



- n. A signed waiver of responsibility is required before a rental permit can be finalized by staff.

VI. Conditions for Denial

- a. Violation of this policy, any applicable law, or any section of the Ashland Municipal Code not otherwise mentioned may result in the immediate closure of an event and could lead to future rental denials.
- b. If an activity or event causes or imminently threatens to cause damage or destruction to property, the renter is responsible for all damages and will be prohibited from future use of APRD facilities.



INDOOR FACILITY USE POLICY-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.



21



- An old draft of this policy was presented as an informational item at the October 1, 2025, Park Commission meeting.
- An old draft was posted on the City website and social media for public comment from October 7-20, 2025. No public comment was received.
- A new draft is being presented tonight. Staff will repost the new draft on the website for public comment Nov 13-27.
- Staff will bring back the new draft to December 3rd Commission meeting.



22



DEFINITIONS

- a. Eligible Renter:** must fulfill the following requirements: (1) is at least 21 years of age or older (2) if the Eligible Renter is part of an organization, is an authorized representative (3) has submitted all the proper fees (4) is
- a. Compliance with Applicable Laws:** Any person who uses any APRD facility is responsible for complying with all applicable laws and regulations including all APRD policies and Ashland Municipal Codes, such as restrictions around temporary signage, smoking cigarettes or marijuana and any illegal drugs.



23



GENERAL CONDITIONS

- a. Compliance with Applicable laws:** 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 restrictions around temporary signage, smoking cigarettes or marijuana and any illegal drugs.

RENTAL GUIDELINES

- a. Obey, monitor, and enforce the occupancy limits that are set by the City of Ashland Fire Marshal. This limit is set to ensure the safety of all occupants and compliance with fire codes.
- b. The number of chairs and tables will vary within each facility and is unrelated to occupancy limits.



24



CONDITIONS OF DENIAL

- a. Violation of this policy, any applicable law, or any section of the Ashland Municipal Code not otherwise mentioned may result in the immediate closure of an event and could lead to future rental denials.
- b. If an activity or event causes or imminently threatens to cause damage or destruction to property, the renter is responsible for all damages and **may be** prohibited from future use of APRD facilities.



25



PROPOSED ACTION

- NONE-Feedback only tonight
- Staff will post on website for public comment and then bring back a draft to the December 3rd meeting for approval.



26

Questions/Discussion:

- Why no balloons/pinatas? A: Community Center has very tall ceilings so it's hard to get helium balloons down. Could the policy stipulate no helium balloons?
- Recommendation to remove balloons from the list since users are supposed to clean up thoroughly or incur a fine.
- What about users who aren't able to pay? A: Would require a special agreement, potentially trading volunteer hours for a rental fee.
- Are any groups prohibited? A: All renters must fit into one of the seven categories listed in the policy.
- IV. D (general conditions) could be eliminated as it is redundant. A: Okay
- General Conditions: there should be more time allowed to get insurance. Policy states renters have to have it ten days in advance. A: Can be worked out with Legal.
- What about rental guidelines such as assigning a waiver etc.? A: Details are in the permit form. Should be added to the definitions.
- Change statement from will be prohibited to may be prohibited.
- Noted that getting insurance could be done as quickly as ten minutes. A: Staff will work with Legal.

4. East Main Street Community Park Phase II – Deputy Director Dials

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.

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.

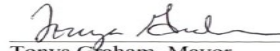
SECTION 2. This resolution is effective upon adoption.

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

Resolution No. 2025-27 Page 1 of 2


Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this 4 day of November, 2025.


Tonya Graham, Mayor

Reviewed as to form:


Johan Pietila, City Attorney

Slides From Presentation:

East Main Phase II

East Main St. Park-Phase II

- Staff have identified and is applying for an Oregon Parks and Recreation Department (OPRD) grant through the Land and Water Conservation Fund (LWCF).
- 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





East Main St. Park-Phase II

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



28



PROPOSED ACTION

- 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.



29

Questions/Discussion:

- Supporting matching funds will be sufficient, PC doesn't need to state its support separately.
- Don't want to commit to specifics like pickleball at the park until noise code/damage to the neighborhood is studied.
- Concerned that there are no details and being asked to vote on committing money without those details.
- The park master plan has been approved and publicly posted for years except for the exercise portion.
- Sports court was on the original plan as was the community garden without details. This is a huge opportunity.

- Fitness court was not in the Master Plan. There was only a sports court.
- Houston is also applying for a smaller grant tied to the fitness court.
- Will adding the fitness court delay construction due to needing more plans? A: No.
- We are getting hung up on details not specified in the grant app/master plan. The idea is to parlay whatever money we can at this point.

Motion: I move to approve matching funds of up to \$731,250.00 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.

Motion: Adams

Second: Gardiner

- Setting aside conversation of fitness court, this is a wonderful opportunity. City has targeted growth for this area. A playground makes a park.
- Opportunity to move forward with Phase II. Best chance forward at this point.
- Fully supports completion of East Main Street Community Park. Very uncomfortable with not having seen the grant and without details of the grant.
- Examine the language in the grant for wiggle room on the fitness court idea.

Vote:

Gardiner	Yes	Weiner	Yes	
Adams	Yes	Landt	Yes	

IX. ITEMS FROM COMMISSIONERS/STAFF

1. Liaison Report

Recommended that all Commissioners read the minutes from the Trails Advisory Committee meetings. Juicy stuff in there.

X. UPCOMING MEETING DATES

- 1.** Trails Advisory Committee November 19, Lithia Cabin 4:15 PM
- 2.** Park Commission Business 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 – Vice Chair Landt adjourned the meeting at 7:22 PM

Respectfully submitted by Nancy Mero, Executive Assistant