



MINUTES FOR REGULAR BUSINESS MEETING

PARK COMMISSION

January 14, 2026

Council Chamber, 1175 E Main – 6:00 PM

Commissioners Present: Weiner, Bachman, Gardiner, Landt

Staff Present: Deputy City Manager Rooklyn, Deputy Attorney Zahran, Parks Division Manager Caldwell, Senior Services Division Manager Mettler, Project Coordinator Terry, Executive Assistant Mero

Absent: Director Houston, Acting Director Dials, Commissioner Adams

- I. **CALL TO ORDER** – Chair Bachman called the meeting to order at 6:17 PM. Announced the Commission met in executive session and will not be taking any action this evening on their deliberations.
- II. **ROLL CALL** – Commissioners Weiner, Bachman, Gardiner, and Landt all present
- III. **APPROVAL OF MINUTES** – Chair Bachman
 1. Park Commission December 3, 2025 Business Meeting
 2. Park Commission December 10, 2025 Retreat PROS Plan Strategic Goals ReviewChair Bachman asked for unanimous consent to approve the minutes. Vice Chair Landt noted he did not attend the December 10 meeting so could not vote on the minutes from that meeting. No objections, minutes approved by unanimous consent.
- IV. **ADDITIONS OR DELETIONS TO THE AGENDA** – None
- V. **PUBLIC FORUM** – None
- VI. **CONSENT AGENDA** – Chair Bachman
 1. Ashland Senior Advisory Committee (ASAC) Member Appointments
 2. Recreation Division Advisory Committee (RDAC) Member Appointment

Questions/Discussion:

- Both new members applying for ASAC will round out the committee very nicely.

Motion: I move to approve the appointments.

Motion: Weiner

Second: Gardiner

Vote:

Gardiner	Yes	Weiner	Yes	Bachman	Yes
Adams	N/A	Landt	Yes		

ASAC and RDAC member appointments approved.

VII. BUSINESS

1. Election of Chair/Vice Chair – Chair Bachman

SUMMARY - The Ashland Park Commission (PC) elect's officers at the first regular business meeting of the calendar year. Commissioners will nominate PC members for the positions of chair and vice chair. A vote for each position will be conducted by the current chair. Upon conclusion of the voting, the chair elect will run the remainder of the meeting.

POLICIES, PLANS & GOALS SUPPORTED - City Charter XIX.

FINANCIAL CONSIDERATIONS - N/A

PROPOSED ACTIONS OR MOTION(S) - Nominate and vote to select a chair and vice chair for calendar year 2026.

ATTACHMENTS - N/A

PREPARED BY: Nancy A. Mero, Executive Assistant

Motion: I would like to nominate Jim Bachman for 2026 Park Commission (PC) Chair.

Spoke to nomination:

- Bachman has done an admirable job as Chair the past year and look forward to him leading us forward into the new year.

Motion: Gardiner

Second: Landt

Vote:

Gardiner	Yes	Weiner	Yes	Bachman	Yes
Adams	N/A	Landt	Yes		

Motion: I would like to nominate Mike Gardiner for Vice Chair.

Spoke to nomination:

- Mike has been in leadership positions over the years and I'm sure he is going to do a great job.

Motion: Landt

Second: Weiner

Vote:

Gardiner	Yes	Weiner	Yes	Bachman	Yes
Adams	N/A	Landt	Yes		

2. **2026 Park Commission Liaison Appointments** – Chair Bachman

SUMMARY - The Ashland Park Commission reviews liaison needs and makes appointments annually at the first regular business meeting of the calendar year.

POLICIES, PLANS & GOALS SUPPORTED - City Charter XIX

FINANCIAL CONSIDERATIONS – N/A

PROPOSED ACTIONS OR MOTION(S) - Move to approve the 2026 Park Commission Liaison Appointments.

ATTACHMENTS – 2025 Park Commission Liaison Appointments

2025 APRC Liaison Assignments

Advisory Committees

- Ashland Senior Advisory Committee (ASAC) - Commissioner Gardiner
- Recreation Division Advisory Committee (RDAC) - Commissioner Bachman
- Trails Advisory Committee (TAC) - Commissioner Adams

Management Advisory Committees

- Bee City USA - Commissioner Bachman
- Current Parks, Conservation and Maintenance - Commissioner Bachman
- Oak Knoll Golf Course - Commissioner Landt
- Ashland Japanese Garden - Commissioner Landt

2025 APRC Representation on Non-APRC Committees and Boards

- Ashland Parks Foundation Board (501(c)3) - Commissioner Gardiner
- Forest Lands Management Advisory Committee (City MAC) - Commissioner Weiner
- Joint Powers Committee (Bear Creek Greenway) - Commissioner Landt
- Public Arts Advisory Committee (City MAC) - Commissioner Gardiner

Respectfully Submitted by APRC Chair Bachman for Full Commission Approval APRC

Regular Business Meeting - January 8, 2025



PREPARED BY: Nancy A. Mero, Executive Assistant

Bachman: Not an action item. We are a month late on this because we have been busy. Prior to the February 11, PC meeting, Chair Bachman asked Commissioners to let him know if they want to continue in their current liaison appointments or perhaps try being a liaison for a different committee. Considering adding a liaison to the Transportation Advisory Committee, to be more connected with them and the transportation plan.

3. **Oak Knoll golf Course Annual Report** – Parks Division Manager Caldwell and Golf Course Manager Weaver

SUMMARY – Parks Division Manager Kevin Caldwell will give a presentation for the 24/25 year for the Oak Knoll Golf Course. The presentation will include:

- Revenue and Rounds of Golf
- Irrigation Costs
- Status of the Driving Range and Replacement
- Golf Tournaments
- Current and Future Challenges

PREPARED BY: Kevin Caldwell, Parks Division Manager



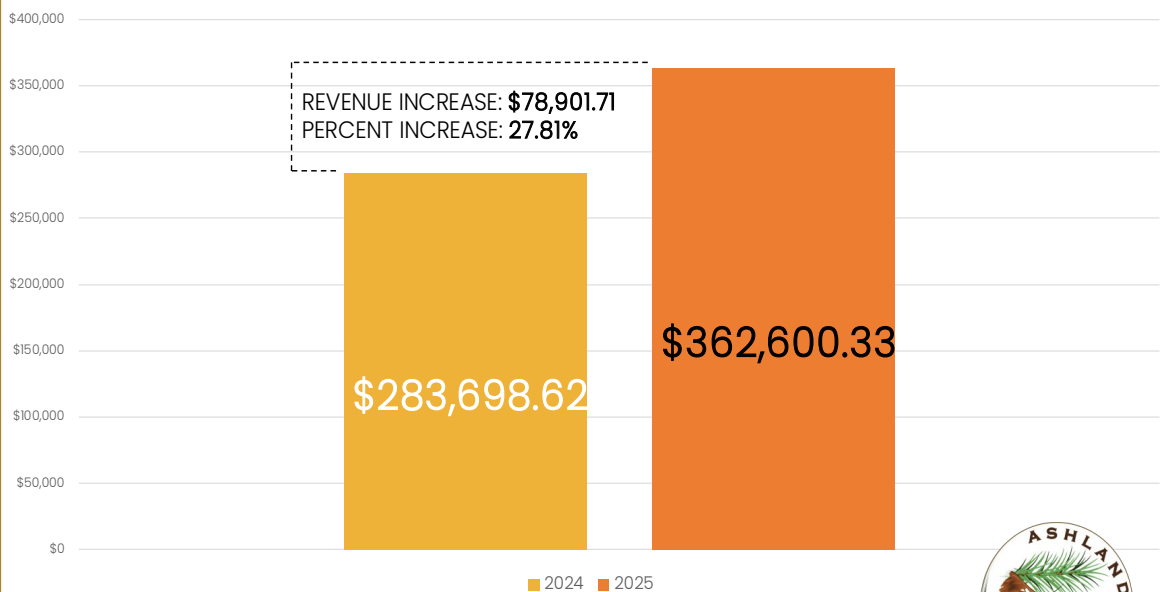
Annual Golf Report

Park Commission Regular Business Meeting | January 14, 2026



GOLF REVENUE

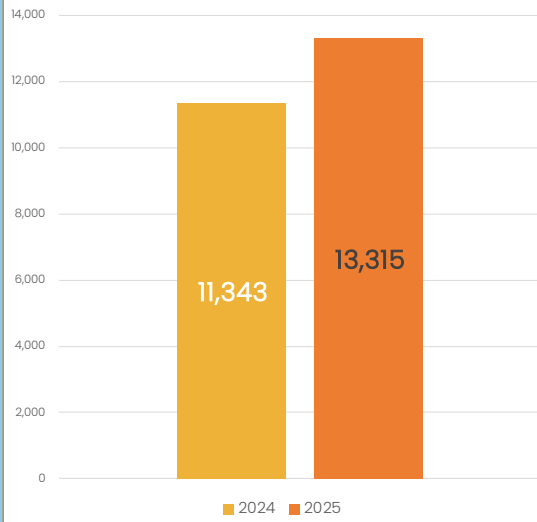
GOLF REVENUE BY YEAR: 2024 vs. 2025



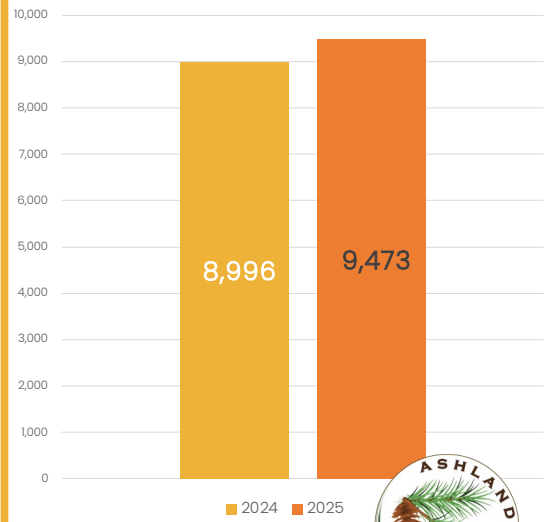
GOLF REVENUE



9-HOLE ROUNDS OF GOLF SOLD



DRIVING RANGE TOKENS SOLD



DRIVING RANGE STATUS



DRIVING RANGE STATUS



- ❑ Storm on the evening of November 4, 2025, damaged all the poles and netting on the east side of the driving range. On November 6th Parks staff took down the remaining poles/netting on the west side of driving range due to the safety hazard.
- ❑ In total, 35 poles were damaged including 52,000 sq. feet of netting and steel cables.
- ❑ The driving range has been closed since November 5th, and we do not have an opening date at this time.
- ❑ The damaged poles and netting/cables have been removed from the driving range.



DRIVING RANGE STATUS



- ❑ Estimated replacement cost from our insurance is \$277,222.90. The City has received payment from our insurance company in the amount of \$163,495.20.
 - ❑ This amount is the cash value of damages minus our \$25,000 deductible and \$88,727.70 depreciation.
- ❑ Staff received a scope of work and fee estimate for \$41,000 to design a replacement but more resilient driving range. This scope of work is currently being reviewed by our insurance company.
- ❑ We are hopeful that we can complete the design and bid process this summer for fall construction.



TOURNAMENTS



Oak Knoll staff continue to partner with local organizations to hold special events at Oak Knoll.

In 2025 we hosted the following events:

- Monthly men's league tournament
- Elks Lodge tournament
- Asher Homes tournament
- Inaugural City Staff tournament
- Women's indivisible concert



TOURNAMENTS



2025 Department Champions:
Water Distribution

2026 **Projected**
Champions:
Parks and Recreation



OKGC CHALLENGES



- ❑ Remaining relevant with the loss of amenities like the driving range and the restaurant. The driving range and restaurant help attract customers to our facility and increase our revenue. We hope to have both operational this fall.
- ❑ Increasing our revenue with limited staffing and resources. To continue our revenue growth, we need additional resources. Currently we have 3 FTE's and seasonal staff that support Oak Knoll operations and maintenance.
- ❑ The irrigation system at Oak Knoll is aging (1970's) and continues to degrade with consistent leaks in the piping. We continue to repair the system, however new piping and control wires are recommended.
- ❑ Budget instability due to the fluctuating irrigation seasons and comparative high costs for City water. We continue to look for ways to help lower our irrigation costs.



Questions/Discussion

- Is cost per user ever calculated? A: That data exists for rounds per golfer, but wouldn't account for walkers, people hanging out with golfers, etc. Rounds played by annual pass holders also hard to measure.
- As the number of events held at the course increases, it would be good to track the number of users (in addition to golfers) to show the value to the community.
- For next year's report a suggestion to include revenue data from more past years than just the previous year to better demonstrate the positive upward trend.
- Is there money in the current budget to cover the cost of repairing the Driving range not covered by insurance? A: No
- Is our intention to sequester the insurance money for the Driving Range engineering scope of work? A: Yes
- Best case scenario, the scope would be ready by fall.
- Question about the retention pond's capacity. A: Cannot increase the capacity of the retention pond to store more water.
- Have we ever approached the City for a special rate on water? A: Twice since Caldwell has been with Parks. Will we do so again? A: Absolutely

4. **Winburn Way Safety** – Parks Division Manager Caldwell

SUMMARY – Staff reviewed roadway designs for Winburn Way and ADA accessibility plans near the Japanese Garden at the January 8, 2026, Study Session. Staff were directed to:

- **Develop a third design for Winburn Way:** This option to include the decomposed granite (DG) path but exclude the center line.
- **Revisit 2024 ADA plans:** Include an alternative option previously reviewed by the PC in 2024.

During the study session, questions arose regarding whether the proposed designs meet current ADA standards. We have identified four potential sets of specifications that can apply to park improvements:

1. **ABA:** Architectural Barriers Act
2. **ADA (2010):** Americans with Disabilities Act
3. **ORAR:** Outdoor Recreational Access Routes
4. **PROWAG:** Public Right of Way Accessibility Guidelines

Staff initially chose ORAR specifications, as they are better suited for natural areas and parks. However, we have requested guidance from Public Works to ensure we are using the most appropriate standards. We hope to include their recommendation in the upcoming presentation.

Attached are two sets of drawings (2024 Plans and 2024 Alternative Plans). These were considered early in the design phase but were not originally pursued due to the extensive construction required to bring the existing paths up to code.

POLICIES, PLANS & GOALS SUPPORTED – This will address the Department Workplan’s item number six.

FINANCIAL CONSIDERATIONS – Each option for Winburn Way and any ADA improvements near the Japanese Garden will have associated costs. There is an approved capital budget line item for up to \$50,000 to complete this project and other Lithia Park Master Plan items.

PROPOSED ACTIONS OR MOTION(S)

- Move to approve Winburn Way Roadway Design Option 1, 2, or 3
- Move to approve one of the Japanese Garden ADA plans.

If there is no motion, staff requests direction on next steps.

ATTACHMENTS –

Winburn Way Roadway Design Options:

- Option 1: No center line with an 8 foot pedestrian path
- Option 2 : Center line with a DG Path

- Option 3: No center line with a DG Path

ADA plans and alternatives:

- 2025 plans with a path near the Madrone tree
- 2024 plans that connect into current pathway
- 2024 alternative plans that connect into current pathway

Outdoor Recreational Access Routes (ORAR'S) Summary of accessibility standards for federal outdoor developed areas.

PREPARED BY: Rachel Dials, Deputy Director

Winburn Way

Winburn Way

- Staff presented information on Winburn Way at the January 7 study session.
- Commissioners asked staff to bring back a third option for Winburn Way
 - DG path with no center line on Winburn Way
- ADA access to the J. Garden was discussed. Staff was asked to bring back the 2024 plans.
 - 2024 plans were not pursued due to the extensive construction required to bring the existing paths up to code.





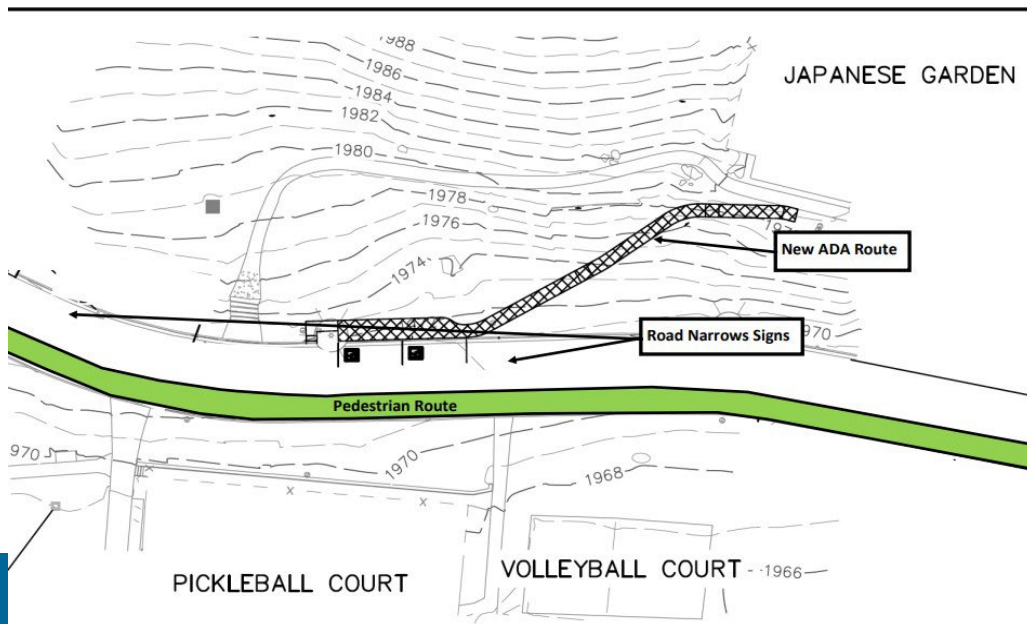
Winburn Way –Capital Improvement Projects Budget

- Current funds are set aside in the CIP for these projects
- \$100,000 identified for the biennium for ADA Improvements
- \$250,000 identified for Lithia Park Master Plan “work plan”



Lithia Park: Winburn Safety Project

No center traffic lines option



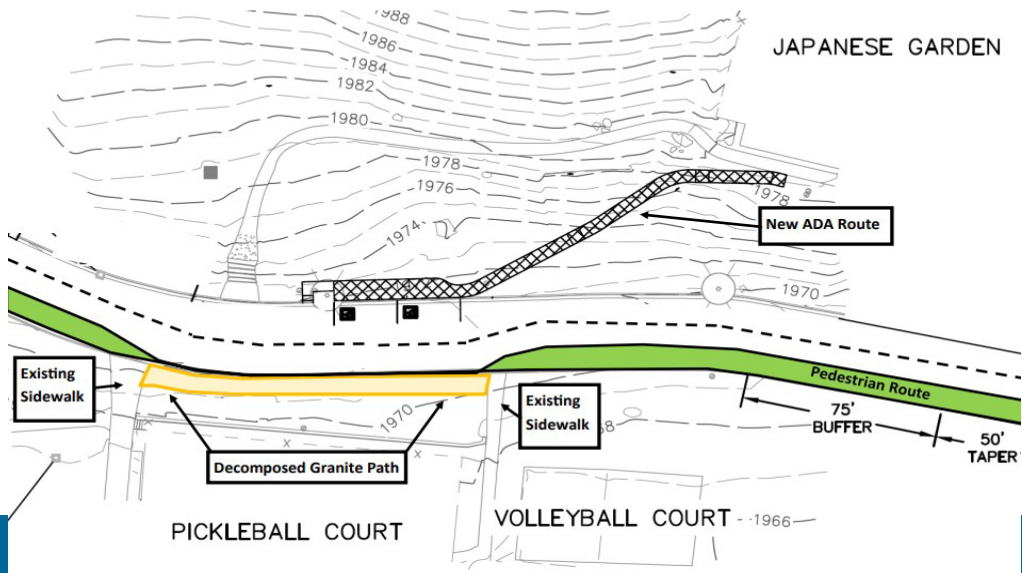


Winburn Way



Lithia Park: Winburn Safety Project

Center traffic lines option

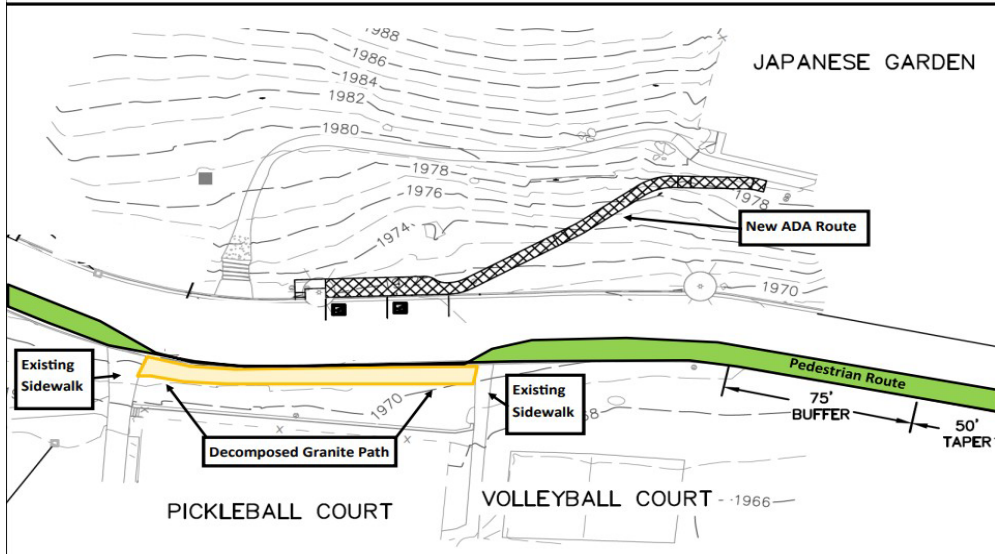


Winburn Way



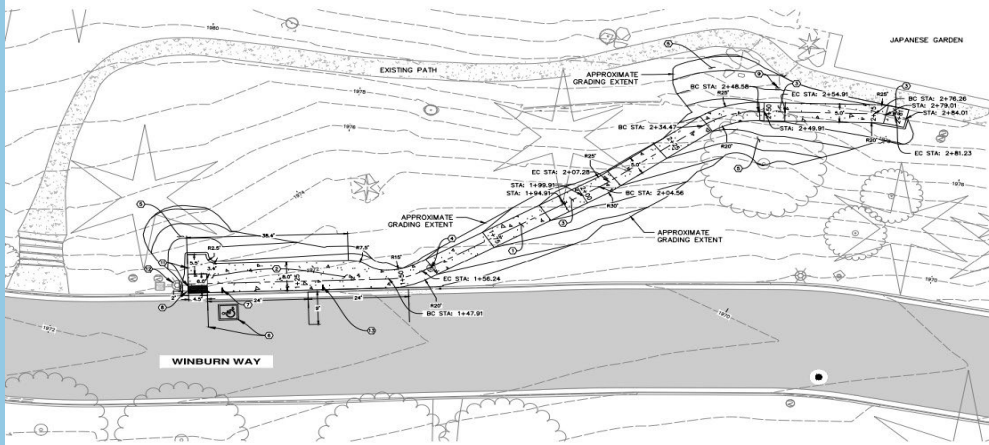
Lithia Park: Winburn Safety Project

No Center Line Decomposed Granite Path



Winburn Way-ADA Improvements-2025

Winburn Way

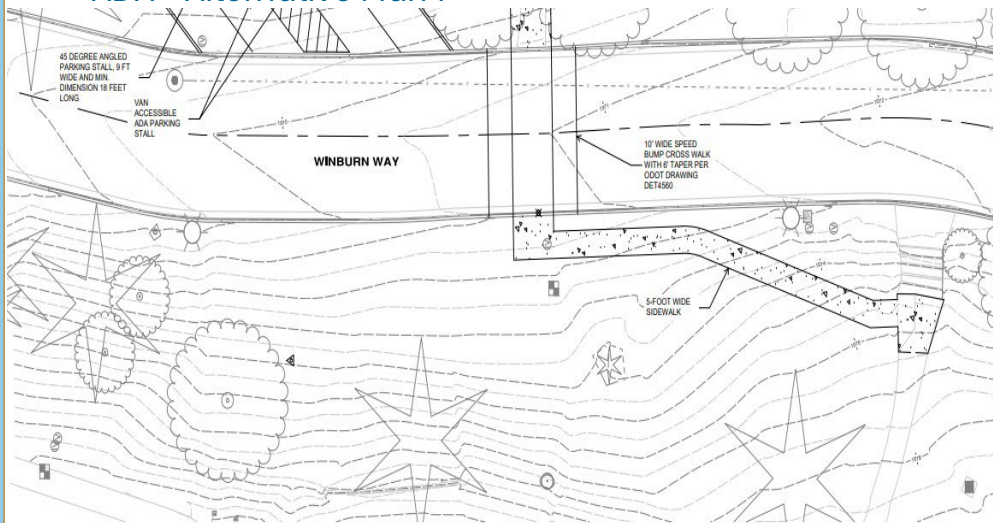


This design **does meet** ORAR requirements.

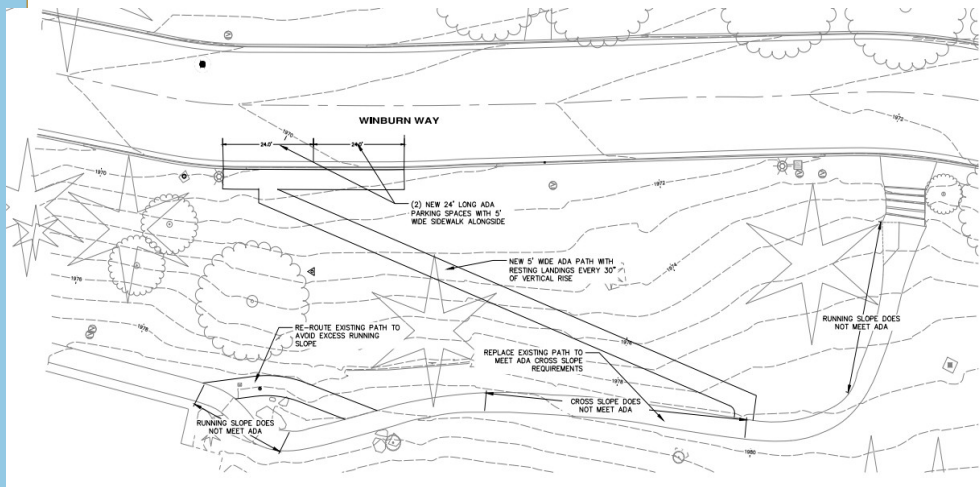


ADA - Alternative Plan 1

Winburn Way



ADA –Alternative Plan 2



Next Steps Winburn Way

- Move to approve Winburn Way Roadway Design Option 1, 2, or 3
- Move to approve one of the Japanese Garden ADA plans.
- If there is no motion, staff requests direction on next steps



Questions/Discussion

- Suggestions to separate the roadway work from the ADA accessible path – all agreed.

Motion: I move to approve Option 3 as the Winburn Way Safety plan.

Spoke to motion:

- Can always add lines, etc. in the future if needed.
- Looked at several options, by process of elimination came up with a good one.
- Currently anticipated to be the most cost effective. Hard to know without real numbers.
- What about the crosswalks previously discussed? A: Don't need to be in the motion - can just be direction to staff.

Motion: Landt

Second: Gardiner

Vote:

Gardiner	Yes	Weiner	Yes	Bachman	Yes
Adams	N/A	Landt	Yes		

ADA Accessible Path

- As previously discussed, should consider making the accessible path more gradual and to the south.
- There is only a conceptual drawing at this point. With direction staff will get to work on the engineered plans.
- Suggestion to hire a landscape architect to work on some of the challenges of making an ADA accessible pathway without taking off a main branch of the Magnolia, etc.
- Current plan doesn't address needing an additional curb cut at the ADA parking spots so that people can safely get out of their vehicle.
- With Lithia Park we should be looking at the 100 year cycle. We should aim for the highest not the lowest bar. Need to hire someone with design skills to make the pathway attractive and functional, tie it into the historic staircase that come into the park from Granite Street.
- Suggestion to orient plans in the same direction for future presentations.
- Not ready for a motion. More work to be done.
- Zahran: making sure staff has clear direction: There will be internal concept designs first followed by a formal engineered design? A: Yes
- Request for ballpark cost estimate before the engineered design.

Caldwell heard: Explore ADA – Alt Plan 1 and connection above the existing stairs. The upper path will need to go away because it doesn't meet ADA specs. ADA – Alt Plan 2 is kind of intermediate. We can explore additional options.

- Moving the ADA parking spots would entail moving the DG path on the opposite side of the road. A: Yes
- The current designs are entirely conceptual.
- Direction: incorporate everything we've talked about into a plan minimizing grading with gradual slopes.

5. Ashland Rotary Centennial Ice Rink Update – Parks Division Manager Caldwell

Ice rink update



Ice Rink Update

❑ Fabric Structure Structural Analysis

- XFS has performed the structural analysis needed. Load calculations have been received that are needed to assess if the existing footings are adequate. **The structure does not meet the current snow load requirements.**

❑ XFS Snow Kit

- Staff is pursuing the cabling option will need to be installed to strengthen the structure to meet the updated snow load requirements. Using cables is the less expensive option and we are waiting to hear back on a timeline for install. Cost will be around \$12,100 plus additional shipping.



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Ice rink update



Ice Rink Update

❑ Footing Analysis

- Footings analysis is in process.

❑ Opening Lot for Parking

- Fire marshal can approve a temp permit for 180 days every 12 months. We are evaluating on when it makes sense open parking lot based on snow season and timeline for XFS install.
- Staff is dismantling the rink now.

❑ Final Permit Submittal

- final permit documents should take about 2 days and then would be submitted to the City of Ashland Planning Department for a quick turnaround.



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SITUATION & BACKGROUND – Staff will give an update on the status of the required building permit of occupancy for the Ice Rink structure. The permit is required due to changing the designation of the structure from temporary to permanent.

ATTACHMENTS – N/A

PREPARED BY: Rachel Dials, Deputy Director

Questions/Discussion

- The kit is for the temporary permit or permanent? A: Permanent.
- When might the permit be issued? A: Unsure but possibly by April.
- Then the Ice Rink will be able to open for the next season? A: That is my understanding.
- There is no way the rink will open this season? A: That is correct.
- Kit will pass Planning Commission muster? A: That is my understanding.

6. **10 Year Strategic PROS Plan – Next Steps** – Chair Bachman

SUMMARY – Park Commission Chair Bachman will give an update on the PROS Plan and lead a discussion on potential next steps.

PREPARED BY: Nancy A. Mero, Executive Assistant

- Chair Bachman noted that as Parks is a department of the City he wants to sync work on the Parks' PROS Plan with the City's Strategic Plan process. See how Parks fits into the overall plan.

Chair Bachman invited Deputy City Manager Rooklyn to speak:

SSW Consulting out of the Portland area is designing the City's Strategic Plan. Kicking off the process with a workshop focused on City Council and staff leadership for the context of Ashland. Parks Chair has been invited to attend as well as one-on-one interviews to make sure Parks' voice is part of the collective.

Feedback from the workshop will be used to design specific questions for community partners and eventually the public. Feedback from partners and the public will be used in a deep dive with staff. Want to heavily involve the Parks department.

An iterative process expected to wrap up by July – August. City will ultimately use results to help shape the budget over at least the next two bienniums. Would like to have a plan complete by September.

Questions/Discussion:

- The entire plan will wrap up by July? A: We hope to have a draft plan by July. September is the deadline for having an adopted plan to coincide with when departments start shaping the budget.
- Parks has a lot of data already, and are going to fall in step with the city's plan. Happy for the collaboration.
- Will the City use any of the information Parks has gathered in their PROS Plan process? A: PROs plan appears to Rooklyn to be highly technical with a lot of data driven metrics, KPIs, etc. City is coming from a different angle. Less technical and more based through a community engagement lens to let the community give the bigger picture and put their values in place so that the City can then perform some deep diving around specific actions. The PROs plan feedback will fit within the City's overarching goals and should be shared with the consultant.
- The PROs Plan survey was fantastic in some ways but lacking in others. The number of respondents reached statistical significance, but methodology failed. Will the City be utilizing a randomized process? A: Will know more when work with the consultants begin. The only randomized survey the City uses is every two years they send out postcards for their livability survey. Noted some survey fatigue in the community. Looking to have face-to-face engagement in their strategic plan process.
- SSW Consultants asked Rooklyn to share PROS Plan survey data with them.

Questions/Discussion on the PROS Plan

- What are the next steps for PROS Plan? A: Don't know yet. Want to get a feel for the City's strategic plan first. Since the Commissioners weren't involved in the development of the first part of the PROS plan, want to go back and set some high level goals. Get ready for the next budget cycle. Want to get the goal setting session on the agenda. It will be a four-hour meeting on a Saturday.

VIII. ITEMS FROM COMMISSIONERS/STAFF

- a. Liaison Report
 - Gardiner: Attended an ASAC meeting Monday Jan 12 with two new members. The committee is now full. It is unfortunate that they are only meeting quarterly now.
 - Public Arts Committee meeting tomorrow night.
- Still work to do in the Advisory Committee space. Charges and that sort of thing. Need to reemphasize that Committees report to the Commission, not staff. A larger item coming up on that in February.

IX. UPCOMING MEETING DATES

1. Recreation Division Advisory Committee January 15, Community Center 3:30 PM
2. City of Ashland Town Hall January 21, Ashland High School Auditorium 5:30 PM
3. Trails Advisory Committee January 28, the Grove 4:15 PM
4. Park Commission Study Session February 4, Council Chamber 6:00 PM
5. Park Commission Business Meeting February 11, Council Chamber 6:00 PM

X. **ADJOURNMENT** – Chair Bachman adjourned the meeting at 7:27 PM

Respectfully submitted by Nancy A. Mero, Executive Assistant