



Parks & Recreation Commission Meeting Agenda

ASHLAND PARKS & RECREATION COMMISSION

BUSINESS MEETING AGENDA

Wednesday, June 10, 2026

Council Chamber, 1175 E Main Street — 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 Study Session May 6, 2026
2. Park Commission Regular Business Meeting May 13, 2026

IV. ADDITIONS OR DELETIONS TO THE AGENDA

V. PUBLIC FORUM

VI. CONSENT AGENDA

VII. BUSINESS

1. Public Hearing on the Employment of the Parks Director (Job Description)
2. Discussion on Interim Parks Director Role
3. Q3 2026 Budget Update
4. Update on Capital Improvement Projects, East Main Street Community Park Phase I and Hunter Park Tennis Courts
5. Treatment of Trees in Japanese Garden
6. Park Walk Plaque for Front of Lithia Park
7. Proposed Lithia Park East Hillside Mt. Bike Trail Public Input Schedule

VIII. ACTING DIRECTORS REPORT

IX. ITEMS FROM COMMISSIONERS/STAFF

X. UPCOMING MEETING DATES

1. Park Commission Regular Business Meeting July 8, Council Chamber 6:00 PM
2. Ashland Senior Advisory Committee July 13, Senior Center 3:30 PM
3. Trails Advisory Committee July 15, the Grove 5:00 PM
4. Recreation Division Advisory Committee July 16, the Grove 3:30 PM
5. Park Commission Study Session August 5, 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





Parks & Recreation Commission Meeting Agenda

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 nancy.mero@ashlandoregon.gov by 10:00 AM the morning of the meeting. Please type “**Virtual Public Testimony**” in the subject line.

Written testimony will be accepted via email sent to Nancy Mero at nancy.mero@ashland.or.us. Please type “**Public Testimony**” in the subject line. Written testimony submitted by 11:00 AM the Tuesday before the meeting will be made available to the Park Commissioners before the meeting. All testimony will be included in the meeting minutes.

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





MINUTES FOR STUDY SESSION

PARK COMMISSION

May 6, 2026

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

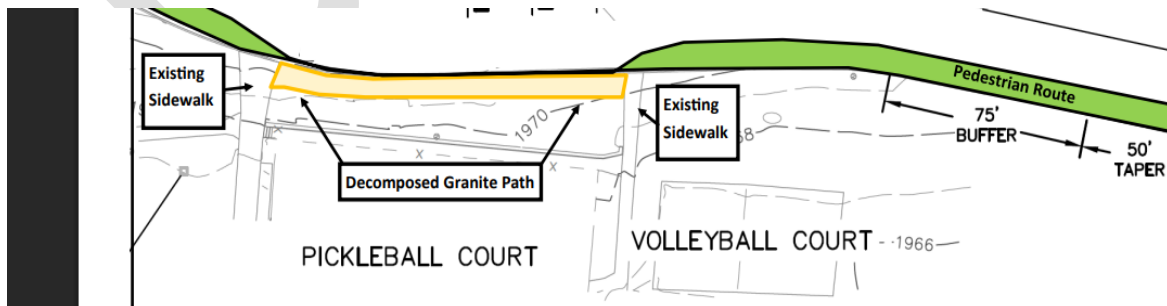
Commissioners Present: Landt, Weiner, Bachman (Chair), Gardiner (Vice Chair), Adams
Staff Present: Acting Director Dials, Parks Division Manager Caldwell, Public Works Director Fleury, Executive Assistant Mero
Absent: None

- I. **CALL TO ORDER** – Chair Bachman called the meeting to order at 6:00 PM
- II. **ROLL CALL** – Commissioners Landt, Weiner, Bachman, Adams, and Gardiner present.
- III. **WINBURN WAY AND JAPANESE GARDEN ADA** – Acting Director Dials/Parks Division Manager Caldwell

SITUATION & BACKGROUND - The Lithia Park Master Plan (LPMP) identified a recommendation to address safety on Winburn Way. As part of the FY26-27 Parks and Recreation Department (Department) Work Plan, the Park Commission (PC) identified that the Department would work on a proposed solution to improve safety on Winburn Way through Lithia Park. This is in addition to the previous PC direction to add ADA improvements to the Japanese Garden on Winburn Way.

At the January 14th, 2026, meeting the PC took the following actions:

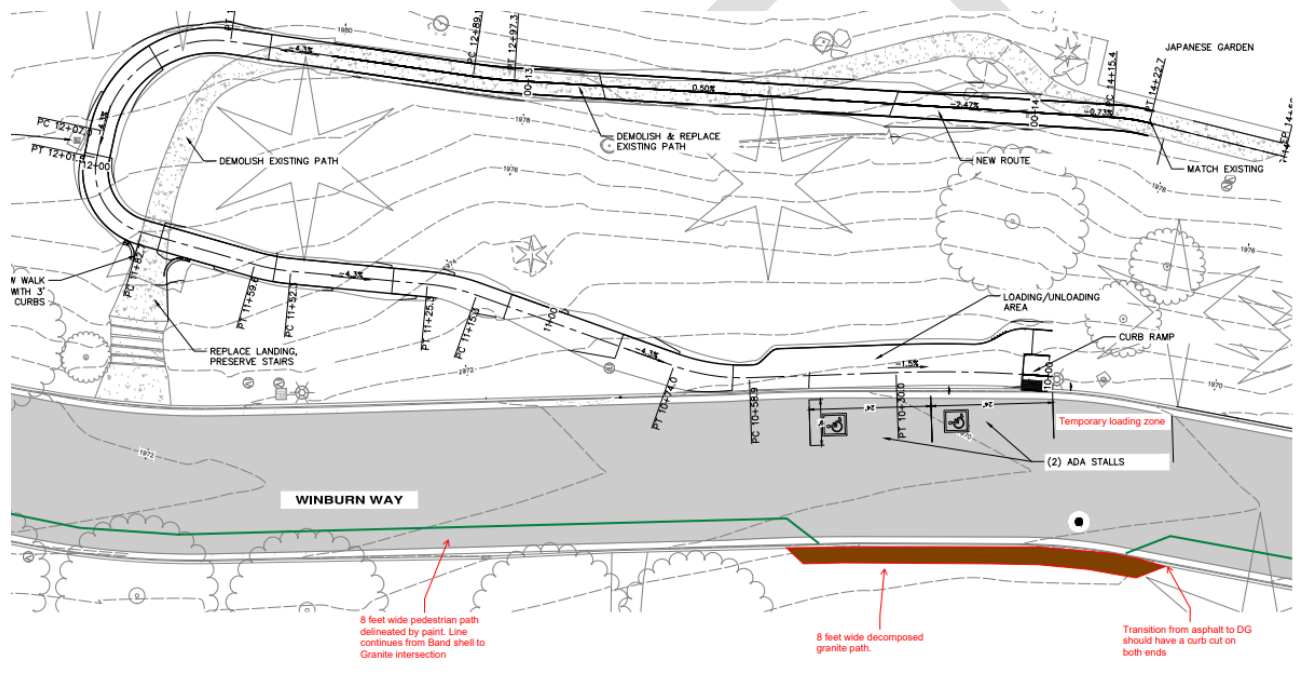
- 1. PC motioned to approve option #3 as the Winburn Way Safety Plan. That option includes no center line, and a decomposed granite (DG) path.



2. Directed staff to explore an ADA option that includes a connection above the existing stairs near the pickleball courts, minimizes grading with gradual slopes, and to confer with a landscape architect.

Staff met with a landscape architect onsite to get feedback and took their suggestions to the engineer to be incorporated into the design. The draft design incorporates the feedback from the PC, landscape architect, engineer, and APRD staff.

ADA DRAFT design w/ Option #3 for Winburn Way



Because of the gradual slope needed for the pathway, the loading and unloading area, handicapped parking, and DG granite path were pushed back to accommodate. The draft plan meets ADA requirements. At the time of this memo, we are still waiting for cost estimates on both projects.

ASSESSMENT - With the above information and to continue efforts to collaborate with other city departments, staff reached out to Public Works Director Scott Fluery regarding the Japanese Garden ADA and Winburn Way Safety Plan. Director Fluery made suggestions regarding the Winburn Way project that the PC may want to consider in lieu of the pedestrian walkway and DG path. These ideas stem from the City of Ashland Transportation Master Plan and are currently used on some narrow roadways in Ashland to promote pedestrian and cyclist safety. These include:

1. Share the road signage
2. Sharrows (shared lane markings) pavement markings showing two chevrons above a bicycle symbol. These indicate that a lane is shared and cyclists may occupy the full lane.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS – Would the PC like to consider the suggestions from Public Works and change anything about the current Winburn Way Safety Plan?

Would the PC like to move the draft ADA plan forward as presented?

POLICIES, PLANS & GOALS SUPPORTED – This addresses item six in the Department’s Workplan.

FINANCIAL CONSIDERATIONS – As of the date of this memo staff does not have cost estimates for Winburn Way or the Japanese Garden ADA draft plans. Those cost estimates will be available soon. In the current Capital Improvement Plan there is \$50,000 for ADA improvements and \$250,000 for the LPMP.

ATTACHMENTS – Lithia ADA preliminary design w/Winburn Way Option #3., Lithia ADA with slope information

PREPARED BY: Rachel Dials, Acting Director

Questions/Discussion:

- Path should fit the contour of the land.
- Clarification that Magnolia would be spared? A: Yes, along with all of the trees.
- Would love there to be a connection from the decommissioned stairs that lead to the garden from Granite. Aware that would cost money.
- Suggestion to extend the DG path due to the sharp turn. Fleury recommends parking on Winburn to get a visual picture before proceeding with this.
- The base of the lantern should be up against the sidewalk to prevent weeds.
- Questioned the design’s safety with getting out of a vehicle to the curb cut.
- Provide the ramp for access so that people in the street don’t have to jump the curb. People exiting a vehicle would be able to exit directly onto the sidewalk.
- Could also make the parking space wide enough for a wheelchair to be pulled alongside the vehicle.
- Fleury: Want a flat loading and unloading zone. Primary design is to accommodate something on the passenger side to keep person out of the roadway. Suggested putting the ramp in between the two parking spaces.

Marking and striping will chevron off the unloading area to keep people from parking there.

- There would need to be a retaining wall (Part of the plan already). Need to allow for drainage on the flat area so it isn't slippery or a "bird bath".
- Gardiner: Is there any need for a ramp then? A: Still need truncated domes. Ramps are tricky in terms of compliance.
- Fleury: For Winburn Way safety, Public Works recommendation is to post share the road signs and perhaps some sharrows to alert drivers that the road is shared. \If you want people to use a specific path/place you have to provide the egress and ingress points. Hard to change the mindset of past practice.
- Do we need the truncated domes for ingress and egress to the DG path? A: Yes Look at Parks ADA requirements. They can be different from Transportation's.
- Should ADA access be provided to the restored Butler-Perozzi fountain? A: Yes. Have to plan for it to happen in the future not necessary to do it as the fountain work is done.
- Fleury: Also consider adding tabled crosswalks to that portion of Winburn Way.
-

Direction: Commission wants to move forward on the plan as is for Winburn Way safety. For ADA access to Japanese Garden, looking for a flat entry point, make parking space wider, consider where to place the truncated domes, extend the curb cut. Make sure there's no gap between lantern and sidewalk.

Clarification from Dials: Ready to vote next week? No. Would like the ADA plan completed before voting (Will only be voting on the ADA portion as Winburn Way is good to go with the addition of sharrows).

IV. **NEXT STEPS: REFINING THE VISION** – Chair Bachman

SITUATION – At the Strategic Planning Workshop on Saturday April 18, the Commissioners discussed:

- The Commission's role in City of Ashland governance
- City-wide organization and budget challenges
- Defining the Park Director's Position
- Vision for the next five - seven years

At the May 6 study session, Chair Bachman will continue the discussion.

PREPARED BY: Rachel Dials, Acting Director

Chair Bachman's Handout:

Seven-Year Strategic Statement for 5/6/26 Ashland Parks and Recreation (APRC) Study Session

Introduction: What follows is a summary of my thinking since our Strategic Workshop session. It includes Commissioner contributions gleaned from my notes. This memo is meant to serve as a starting point in the process of examining what **THIS** Commission (APRC) understands to be the course of both the Commission and the Department (APRD) over the seven years beginning July 1 this year. I see two main purposes:

1. It is meant to inform the upcoming biennial budget discussions that will be firming up about this time next year—spring of 2027—for the biennium ending June 30, 2029.
2. Every two years, two or three positions on the Commission go before the Ashland electorate. As some of us leave, and new members join the APRC, I believe that memorializing this Commission's view of the future will serve as a guide for policy implementation after the next Commission takes office January 1, 2027.

As you read the rest of the document, please think about what you want in the Strategic Statement in the following areas. I hope you value this process as much as I do. I'll be asking for an up-or-down vote at our Business Meeting next week (May 13th) which will determine whether to keep this process on upcoming agendas.

Seven-Year Strategic Statement

The Commission's Role in Ashland City Government:

1. We believe that a separately elected APRC developing policy with the agency to implement those policies will best serve the public across our three divisions—Parks, Open Space and Trails, Recreation, and Senior Service.
2. We are committed to working with the Mayor/Council and the City Manager's Office to meet our community members' expectations that our elected government officials are on the same team.

The Commission's Seven-Year Vision for the APRD:

1. Parks, Open Space and Trails
 - The main chore for Parks will be scheduling and executing key previously deferred maintenance projects for existing park assets.
 - We do not see a need for developing new parks beyond completing the East Main Park.

- We do see the need to build new pickleball courts on the south side of town.
- We also believe that an aquatic center to replace or augment Daniel Meyer Pool ought to be planned and potentially begin construction.
- We stand ready to assist administering Ashland's current and prospective open spaces.
- We are committed to updating the Trails Master Plan and building-out Ashland's trail system as opportunities and funding become available.

2. Recreation

- We believe that the event programming and facility use managed by this division has proven to be a potent economic drivers for Ashland and will remain a priority.
- We also believe that programming recreation activities for all ages enhances the mental and physical well-being of our community and will continue to support expanding those activities.

3. Senior Services

- We understand that Ashland's senior population will continue to grow. We are committed to crafting the most robust palette of senior services—particularly for our most vulnerable seniors—that we can manage within our approved biennial budgets.

Respectfully submitted for consideration by the full Commission,

Jim Bachman
APRC Chair

- Chair Bachman: He is continuing the conversation he started at the April 18 Strategic Planning workshop. He is trying to develop a set of statements that have two purposes (see Seven Year Strategic Statement above, Introduction numbers 1 and 2). Wants input from other Commissioners on whether they would like to be involved or if he should just continue refining his vision as a personal project.

Questions/Discussion:

- Broad and general enough for whole Commission.
- Clarification on "we stand ready to assist administering Ashland's current and prospective open spaces." Commissioners administrate; they don't assist. A: Example of Madrone Ridge given. More of an overall City acquisition for fire

mitigation. Not necessarily the Commission's to administrate but they would be willing to help.

- Some word smithing suggested.
- Process matters. Would like the process/document to be co-created. Not about the content, but thought it would have been a collaborative process at the strategic planning workshop. PROS plan data should be incorporated. Referenced the Commission retreat four years ago which was collaborative. A year and a half ago, didn't like the way the ex-director just presented the Commission with his list.
- Likes the part that details APRD as a three-part department. Suggests aligning with the City's strategic plan especially given the upcoming budget process.
- Completely in line with the City in wanting to focus on deferred maintenance of existing parks and not building new parks.
- The Lithia Park Master Plan is missing from the Parks Open Space and Trails section. A: Meant to include it.
- Can look at this as a draft and refine and revise it or can toss it out. Good to have a starting point.
- Should they schedule another multi-hour meeting to work on it? Referenced an upcoming retreat in August or September focused on the budget/goals.
- Appreciates the discussion but also challenged by the process. Doesn't disagree with any of the statements, but doesn't really know what the document is. Is it a vision statement, is it a strategic plan? It's some sort of conflation.
- It's about direction for the next biennium. Can't take for granted that the Commission will always exist, that some firebrand councilor or mayor might want to take it away. Wants the next Commission to think about that when he's gone.
- What's the next step? On the lookahead we don't even have another study session until September.
- For some reason there were no study sessions in July or August.
- Noted that the Park Commission voted on a meeting schedule with summer breaks when the previous director was still here.
- Bachman asked staff to bring the meeting schedule as an action item to the May business meeting. There will be revisions.

V. LOOKAHEAD REVIEW –

Date	Agenda Item	Presenter
5/13	Park Commission Regular Business Meeting Council Chamber 6:00 PM	
	Ashland Fish Rehabilitation Project (Information/Action)	Scott Howell

6/3	Joint Session City Council/Park Commission Council Chamber 6 PM	Council Hosts
	CIP Discussion-OKGC Driving Range Update (tentative) (move to 6/10?)	Caldwell/Dials
	Next Steps: Refining the Vision (move to 6/10?)	Chair Bachman
6/10	Park Commission Regular Business Meeting Council Chamber 6:00 PM	
	Park Walk Plaque for Front of Lithia Park (Action)	Gardiner
7/1	NO Study Session in JULY-SUMMER BREAK	
7/8	Park Commission Regular Meeting Council Chamber-6:00 PM-Tentative	
8/5	NO Study Session in AUGUST-SUMMER BREAK	
8/12	Parks/Council Joint Meeting Council Chamber-6:00 PM	PC Hosts
9/2	Park Commission Study Session Council Chamber 6:00 PM	
PC Advisory and Management Advisory Committees		
5/20/2026	Trails Advisory Committee, the Grove 4:15 PM	
7/16/2026	Recreation Division Advisory Committee, the Grove 3:30 PM	
7/13/2026	Ashland Senior Advisory Committee, Senior Center 3:30 PM	
Council Business/Budget Meetings/Commissions		
5/19/2026	City Council Bus Meeting – Miscellaneous Fees	Dials
6/3/2026	Joint PC/City Council Meeting Council Chamber 6:00 PM	Council Hosts

Department Work Plan

1. Complete projects identified in the adopted Capital Improvement Plan for FY 26-27
 - Preventative Maintenance Projects
 - Lithia – Butler Perozzi Fountain Restoration-**In process**
 - ADA Improvements
 - Lithia – Master Plan work plan projects
 - Hunter Park – Tennis Court Rehabilitation-**Out to Bid-May**
 - Irrigation Controllers
 - Siskiyou Mountain – Trail Re-route
 - East Main – Phase I development-**Out to bid April/May**
2. Improve recreation and senior programming access by replacing staff eliminated during COVID-19 and developing a cost recovery policy.
3. Complete the Parks, Recreation, Open space, & Senior services strategic plan (PROS)

4. Establish Equipment Replacement and Repair program to be consistent with Citywide fleet standards.
5. Update employee onboarding, training, and safety program
6. Complete work plan items identified for FY 26-27 to implement the Lithia Park Master Plan
 - Fuels reduction between Glenview Rd & Ashland Creek
 - Hazard tree removal
 - Development and promotion of citizen science and/or other environmental education
 - Winburn Way traffic speed and road design
 - Trail map update
 - Replacement of interpretive signs for flora
7. Develop funding strategy for future capital projects, specifically:
 - Pool replacement project
 - East Main future development phase(s)

2026

APRIL	MAY	JUNE
		Senior Services Cookout with APD
JULY	AUGUST	SEPTEMBER
July 4th Parade	Senior Services Ice Cream Social	
OCTOBER	NOVEMBER	DECEMBER
Return of the Salmon Family Field Day	Senior Services Annual Report Ashland Rotary Centennial Ice Rink Opens Senior Services + Ashland Firefighters Union Thanksgiving Pie	Ashland Parks Foundation Annual Report First Frost Community Skate Event Senior Services Holiday Party

JANUARY	FEBRUARY	MARCH
Budget Concepts (odd years) Adopt CIP (odd years)	VIP Annual Report ✓	Recommend Budget (odd years)
Golf Course Annual Report ✓	Budget Direction (odd years)	Recreation Division Annual Report ✓
	Calle Guanajuato Lease Agreement ✓	

Acting Director Dials reviewed the Lookahead

Questions/Discussion:

- Update on staff's use of the Community Center (CC)? A: The three City staff with desks in the main portion of the CC will be relocating to the Community Development building. Staff in the side rooms will stay in the CC. This will open up the main room for rental at a date to be determined. Still waiting on installation of doors.
- Request for clarification on the process for the trail proposal below Glenview. The Trails Advisory Committee voted 5 to 6 (sic: the vote was 5 to 1) to recommend the trail to the PC. There was a public meeting law complaint made by the lone dissenting vote which was determined to be unfounded by the City's legal team and the state ethics board. A: Acting Director Dials has gotten up to speed on the TAC, met with the Chair of TAC. The proposal will need to be brought before the PC. The process hasn't included addressing staff concerns on the proposed trail. As well the process needs to include a 30 public comment period.
- Suggestion made to also sign/mark the proposed trail.
- The TAC's job is to make the recommendation. The Commission's job is to determine how to receive that public input. Likes the idea of an open forum during a meeting. Recommends devoting a study session to the issue. Flagging the trail makes sense, there is currently a lot of poison oak.
- Recommended to schedule TAC to present the trail to the PC at the June 10 meeting.
- Important to have adding items like the driving range at the golf course, the proposed permanent cover to the ice rink, and additional pickleball courts to the CIP on the agenda soon.
- For the May 13 meeting, would like the information/presentation on the fish rehabilitation project asap.

V. **ADJOURNMENT** – Chair Bachman adjourned the meeting at 7:28 PM

Respectfully submitted by Nancy A. Mero, Executive Assistant



MINUTES FOR REGULAR BUSINESS MEETING

PARK COMMISSION

May 13, 2026

Council Chamber, 1175 E Main – 6:00 PM

Commissioners Present: Landt, Weiner, Bachman (Chair), Gardiner (Vice Chair), Adams
Staff Present: Deputy City Manager Rooklyn, Deputy City Attorney Zahran, Acting Director
Dials, Executive Assistant Mero
Absent: None

- I. **CALL TO ORDER** – Chair Bachman called the meeting to order at 6:00 PM
- II. **ROLL CALL** – Commissioners Landt, Weiner, Bachman, and Gardiner present (Adams arrived just after the Roll Call).
- III. **APPROVAL OF MINUTES**
 - 1. Park Commission Study Session April 1, 2026
 - 2. Park Commission Regular Business Meeting April 8, 2026
 - 3. Park Commission Strategic Planning Workshop April 18, 2026

Chair Bachman asked for unanimous consent to approve the minutes. No objections.
Minutes approved by unanimous consent.

- IV. **ADDITIONS OR DELETIONS TO THE AGENDA** – None
- V. **PUBLIC FORUM** – None
- VI. **CONSENT AGENDA** – None
- VII. **BUSINESS**
 - 1. **Ashland Creek Fish Rehabilitation Project** – Scott Howell from Rogue River Restoration Council (3RC)

SUMMARY – Scott Howell with the Rogue River Restoration Council (3RC) will give a presentation to the Park Commission on a proposal to restore spawning-sized gravel in Ashland Creek between Winburn Way and Granite Street Dam. This initiative directly

fulfills recommendation #9 of the Lithia Park Master Plan to augment creek materials and aligns with the mandate to regenerate healthy habitats. The project will take one to two days per year annually for five years. After five years, 3RC will review the program and likely apply for extensions.

APRD staff has spoken with the City of Ashland Planning staff regarding the proposed project and permitting process. Although it is a tight timeline, we are optimistic that the permit and the work can be completed prior to the deadline for the in-water work period which ends on September 15, 2026. 3RC will obtain all required permits prior to doing any work.

POLICIES, PLANS & GOALS SUPPORTED – Lithia Park Master Plan, Recommendation #9: Augment input of gravel, cobble and wood material to Ashland Creek.

FINANCIAL CONSIDERATIONS – None. If approved this project will be privately funded and executed by 3RC with Scott Howell as the lead.

PROPOSED ACTIONS OR MOTION(S) – APRD staff is recommending moving forward with this proposed project with a review with 3RC after the completion of the second year (Fall 2027) and after the fifth year (Fall 2030) of the project.

Move to approve the privately funded Ashland Creek Fish Rehabilitation Project executed by 3RC pending all permits are received from the City of Ashland and Department of State Lands with a review scheduled for Fall 2027 and Fall 2030.

ATTACHMENTS:

Request from Scott Howell, Rogue River Restoration Council (3RC)
Lithia Park Master Plan, Recommendation #9: Pages 69-71

PREPARED BY: Rachel Dials, Acting Director

TO: Ashland Parks Commissioners

FROM: Scott Howell, Rogue River Restoration Council (3RC)

DATE: May 5, 2026

SUBJECT: Proposal for Annual Spawning Gravel Restoration in Ashland Creek



Executive Summary

The Rogue River Restoration Council (3RC) proposes an annual, volunteer-supported project to restore spawning-sized gravel in Ashland Creek between Winburn Way and the

Granite Street Dam. This initiative directly fulfills **Recommendation 9** of the Lithia Park Master Plan to augment creek materials and aligns with the mandate to regenerate healthy habitats.

The Need for Action

- **Habitat Shortage:** Current spawning gravel is severely limited, leading to "redd superimposition"—where multiple steelhead spawn in the same spot, damaging previous eggs.
- **High Impact:** Recent monitoring shows up to **50% of redds** have been damaged due to this lack of suitable habitat.
- **Ecological & Economic Value:** Restoring these populations supports regional fisheries and provides a unique educational attraction for park visitors.

Proposed Methodology (Low-Impact Approach)

Unlike the Master Plan's suggestion of using heavy machinery, 3RC proposes a significantly less invasive "targeted" method:

- **Manual Placement:** Up to **20 cubic yards** of 1–3 inch washed river gravel will be moved via wheelbarrows and placed by hand using buckets.
- **Strategic Sites:** Gravel will be placed at stable natural boulder structures to minimize downstream migration and ensure no channel blockages occur.
- **Timing:** Work is slated for the ODFW in-water window (June 15–Sept 15) to ensure negligible turbidity and zero impact on active spawning.

Organizational Commitment

- **Funding & Labor:** The project is **privately funded** and will be executed by 3RC staff and local volunteers at no cost to the City.
- **Accountability:** 3RC commits to at least **five years of monitoring** to track a goal of 40 stable or increasing steelhead redds.
- **Collaboration:** We look forward to working with Parks staff on educational signage to help visitors steward these iconic wild fish.

Permitting, Approval, and Support

- **Permits:** All permits from the City of Ashland Planning Department and DSL will be received before any work begins.
- **Approvals:** We have already received approval from ODFW pending all required permits are granted. We are hopeful to get Ashland Parks approval.

- **Support:** ODFW has been involved in the drafting of 3RC's proposal. They recognize the need for the restoration work proposed and are enthusiastically supportive of the project.

Lithia Park Master Plan – Recommendation #9 (attachment)

Recommendation 9: Augment input of gravel, cobble and wood material to Ashland Creek.

Streambed gravel is important for aquatic species and spawning anadromous fish, such as steelhead and Coho salmon. The reach of Ashland Creek through the park has a substrate that is severely lacking in gravel and is somewhat lacking in cobble due to the two dams upstream that serve as sediment traps. Increasing the instances and amount of gravel and cobble in the creek will decrease channel downcutting, increase floodplain connection, and increase habitat diversity for aquatic species. Adding gravel to the substrate (gravel augmentation) will provide more opportunities for anadromous fish spawning to occur within the park. The overall objective of gravel augmentation is to try to mimic the sediment transport that might occur if the dams were not in place. It is currently estimated that the average annual volume of gravel and cobble material deposited into Reeder Reservoir by Ashland Creek is 2000 cubic yards. In

relatively dry years this figure should be much lower, and in high flow years it may be much higher. Due to the alteration of the Ashland Creek hydrograph by Hosler Dam and Reeder Reservoir, which results in lower peak stream flows through the Park, it is uncertain whether Ashland Creek below the Granite Street Dam has enough energy to transport and distribute the full volume of material deposited into Reeder Reservoir. It is likely that the appropriate volume of gravel augmentation will be less than the volume that is deposited to Reeder Reservoir.

Gravel augmentation is going to require a significant adaptive management approach and would ideally start out with small amounts of gravel that are gradually increased up to the carrying capacity of the creek through the park. The material assimilation and carrying capacity of the creek will be dynamic and unpredictable from year to year. Augmentation will require the oversight of a fisheries biologist or fluvial geomorphologist to inspect the channel on an annual basis and decide whether to add more or less gravel for the next round of augmentation. While removing Granite Street Dam will improve sediment recruitment (see related Recommendation 6), it's unlikely to resolve the lack of gravels upstream given the upstream dam and reservoir. Therefore, this recommendation includes a process for augmenting gravel in Ashland Creek before the removal or breach of Granite Street Dam and after.

The ideal source of material for gravel augmentation is the upper end of Reeder Reservoir where it is deposited by Ashland Creek and removed as part of ongoing maintenance of the Reservoir.

It has been estimated that the average annual yield of sediment to Reeder Reservoir is 2000 cubic yards. Until Granite Street Dam is removed, gravel and cobble material, with an emphasis on gravel, should be transported from where it collects at the upper end of Reeder Reservoir during flood events to downstream reaches of Ashland Creek. Ideally the gravel augmentation would occur on the downstream side of the Granite Street Dam. Once the Granite Street Dam has been breached or removed, the ideal location for gravel augmentation would be at the most readily accessible location on the downstream side of the Hosler Dam.

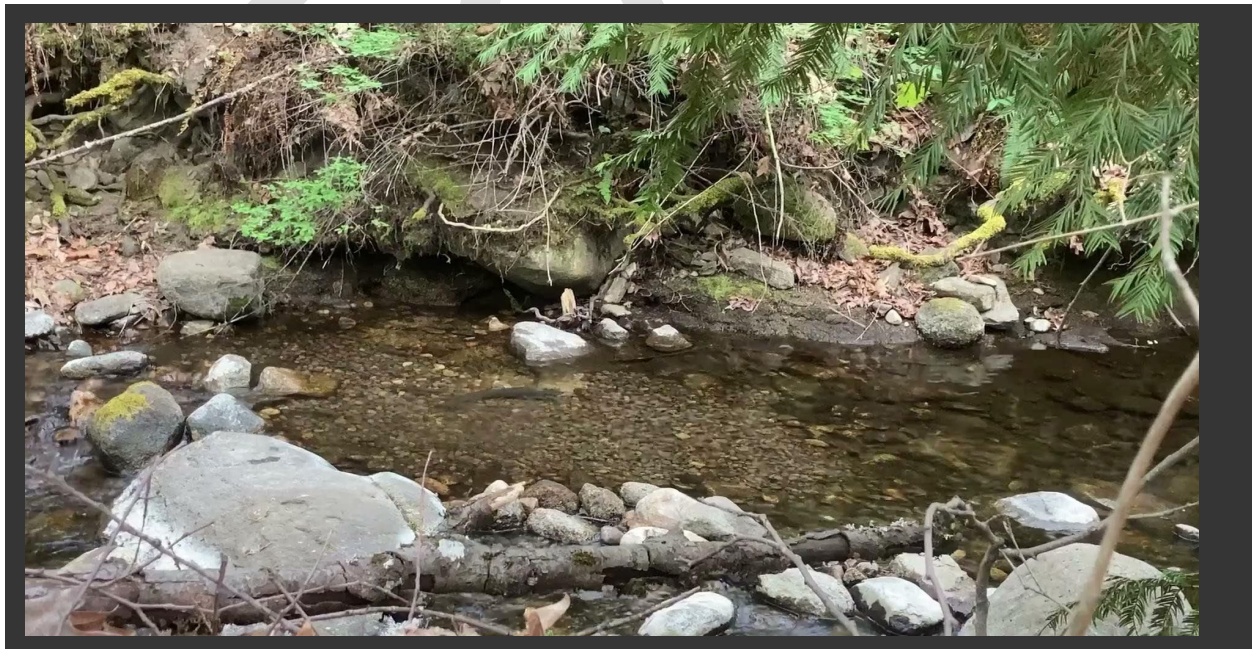
Removal of Granite Street Dam is likely to improve sediment recruitment but unlikely to resolve the lack of gravels completely given upstream dam and reservoir. The stream gravel amount and composition used in augmentation should be monitored throughout the park on an annual basis to determine if material transport and augmentation is needed to optimize aquatic habitat and floodplain connection.

Material for use in augmentation could be selectively mined from the upper end of the Reeder Reservoir to match the type of material desired. Material selected for augmentation should be primarily gravel with the inclusion of some fines and cobble. The type of material that would be most beneficial to the augmentation process can be determined on an annual basis, or just prior to its removal from Reeder Reservoir. Placement of material into Ashland Creek should occur at a location with good access for dump trucks and other heavy equipment to facilitate the work. Timing of material placement should be at the beginning of the higher flow season (fall and early winter) to facilitate its distribution to downstream reaches by the high winter stream flows. Material should be placed over a long enough period to allow it to move downstream and to prevent blocking the channel at the point of placement. If removal of material from Reeder Reservoir occurs more rapidly than the rate at which it should be placed in Ashland Creek, it can be stockpiled for later use. Prior to the removal of the Granite Street Dam, the material should be deposited below the dam. After dam removal and the stream restoration is completed, material should be distributed in areas below the Hosler Dam at a readily accessible location.

Woody material is also an important component of stream health. Large trees within the channel are important elements of pool formation and fish cover. They can be added to urban streams in a manner that ensures that they remain in place to prevent their migration downstream. Fish habitat restoration activities for the creek should be considered as soon as, and whenever, practical. These activities should include the creation of a series of pools distributed throughout the stream reach within the park, and

the addition of large wood (whole or partial mature conifer trees) to provide hydraulic diversity and fish holding areas. Large wood added to the stream channel and floodplain should be anchored appropriately to prevent its migration downstream of the park. Trees that are removed from the park's forested areas for maintenance purposes should be kept within the park for use as habitat, with as many of them placed within the stream channel and floodplain as is reasonable considering restoration objectives. Trees also have habitat value as downed wood in upland areas and nature play areas.

Presentation Slides





Ashland Creek background

- historically primary driver of water quality, fish production in Bear Cr
- Cool, clean water far downstream

Fish confirmed to be present

Native fish

- Summer and winter steelhead
- Cutthroat trout
- Coho salmon
- Sculpin

Non-native fish

- Redside shiners
- Also non-native crayfish

Restoring spawning gravel in Ashland Creek

Objectives

Building resilience in wild steelhead facing climate headwinds

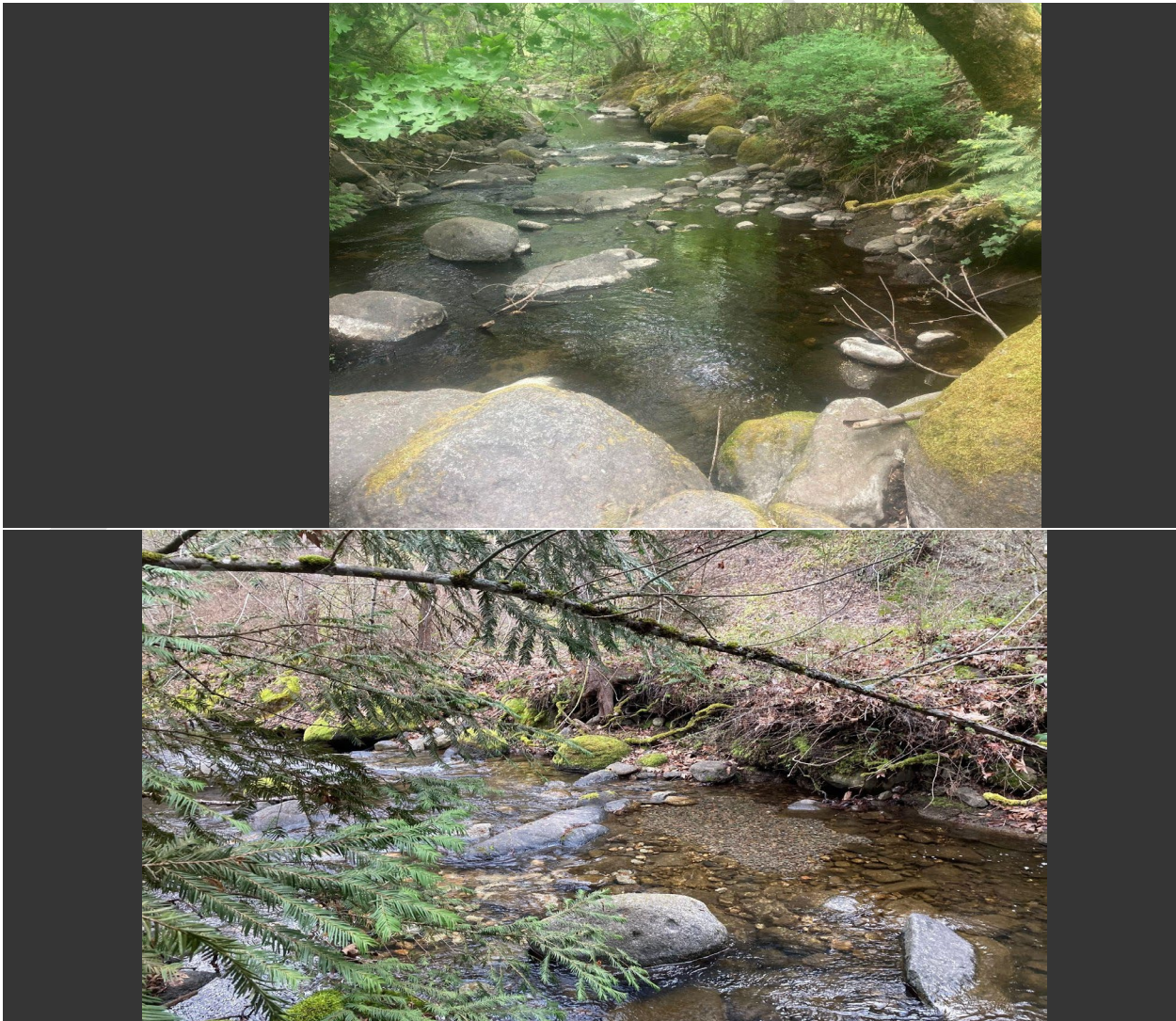
Increasing production of wild steelhead

Stewarding stream function and health

Completing an action in Lithia Park Master Plan

Proposed project

- Up to 20 yards washed river rock 2-4 inches annually
- Winburn Way to Granite St Dam
- Targeted placement at natural boulder/cobble structures to reduce risk of wash out. Place in patches 50 ft².
- Temporary storage at parking lots
- Moved/placed by 3RC staff and volunteers with wheelbarrows (Parks help with vehicles?). Leftover placed below Granite St.
- Work in late Aug-mid Sept; may ask for later pending conditions
- Monitoring planned via spawning surveys



Why???

Shortage of spawning gravel

- Lack of gravel migration downstream as a result of Granite St Dam.
- Lack of gravel recruitment from natural bank erosion as a result of bank armoring.
- Increased streambed scouring because of unnaturally elevated water velocities during high flow events as a result of creek channel incising.

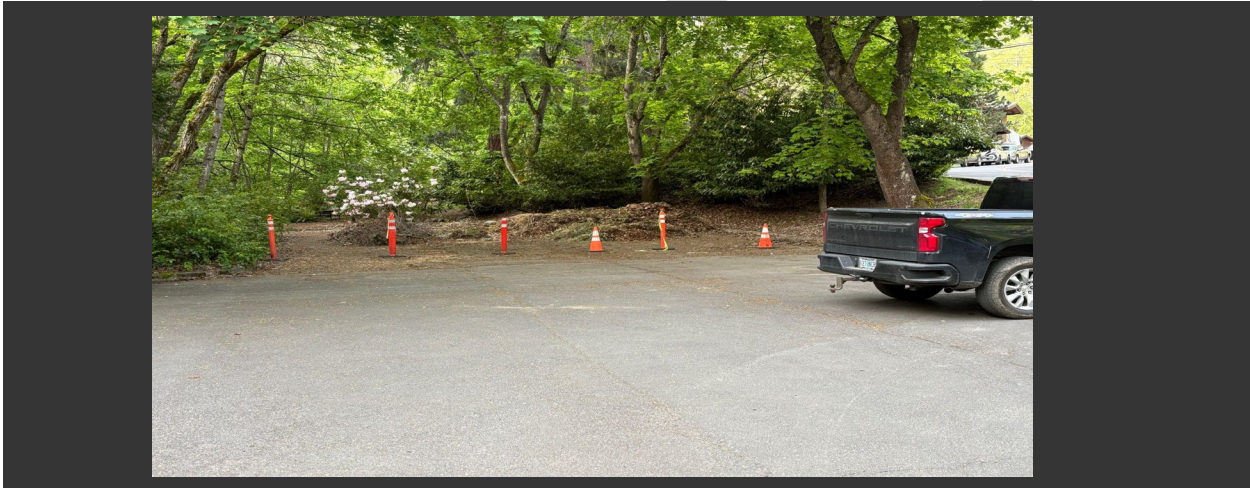




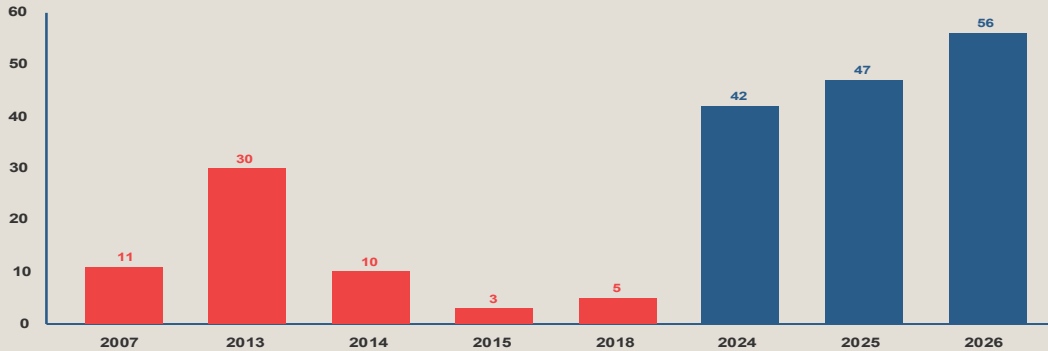
Only 1% of natural bedload transport

- Pg 80 in Master Plan
- It is currently estimated that the average annual volume of gravel and cobble material deposited into Reeder Reservoir by Ashland Creek is 2000 cubic yards.
- In relatively dry years this figure should be much lower, and in high flow years it may be much higher.
- Due to the alteration...by Hosler Dam and Reeder Reservoir, which results in lower peak stream flows through the Park, it is uncertain whether Ashland Creek below the Granite Street Dam has enough energy to transport and distribute the full volume of material deposited into Reeder Reservoir.
- It is likely that the appropriate volume of gravel augmentation will be less than the volume that is deposited to Reeder Reservoir.





Number of Redds Observed by Year



Metrics of success

- Fish continue to spawn in available habitat up to Granite Street Dam
- Redd number stable or increasing relative to ODFW population estimates (late run summer steelhead, upper Rogue winter steelhead).
- Redd goal--minimum of 30 reds upstream of Winburn Way is met or exceeded on average.
- Survey for 5 years. Meet with ODFW to review work if metrics not being met—esp the first two.

Investment in restoring Ashland Creek

- 7 dams removed: TID, Smith Meyer Roper, Helman push up dam, three dams in Lithia Park, even sm push up dam for pond.
- 1 diversion improved: Delsman
- 1 fish trap removed; juvenile fish could and did swim up into former wastewater pipeline



ODFW's Support

- Plan already has approval from Frank Drake our ODFW regional manager
- ODFW is very supportive of the proposed project and has offered to help with Planning Department and DSL permit applications
- Dan Van Dyke (recently retired ODFW regional manager) is on 3RC's board and has been a key figure in drafting proposal

A request for help with stewardship

- Request both approval and support for this project, an action item in the Master Plan.
- The fish we inherited from previous generations are facing new climate challenges. The watershed and its fish need our stewardship.
- I urge you to continue investments in restoring Ashland Creek and helping pass wild steelhead on to future generations.



Questions/Discussion:

- Reservoir is becoming more shallow and filled with sediment. Short of removing the dam, what else can be done to help the fish? A: The Master plan addresses removing sediment from Reeder Reservoir. Removing sediment from the Granite Street reservoir would be amazing.
- Excitement for the idea and the way it supports the Lithia Park Master Plan. The Park Commission fully supports the project. It is easy to implement and will have a big impact.

Motion: Move to approve the privately funded Ashland Creek Fish Rehabilitation Project executed by 3RC pending all permits are received from the City of Ashland and Department of State Lands with a review scheduled for Fall 2027 and Fall 2030. Parks Staff will assist.

Motion: Gardiner

Second: Adams

Vote:

Gardiner	Yes	Weiner	Yes	Bachman	Yes
Adams	Yes	Landt	Yes		

2. Update on Permanent Director Hiring – Deputy City Manager Rooklyn

SUMMARY – Discussion regarding permanent Parks Director hiring process and timeline.

BACKGROUND – City staff will provide an overview of the typical hiring process and timeline for a Director-level position. This will include the recruitment firm selection process, the steps within a typical recruitment process, and anticipated timelines. The Park Commission will have an opportunity to discuss their preferred process.

The Parks and Recreation Department is currently overseen by Deputy Parks Director Rachel Dials as Acting Parks Director under the management of the City Manager. The Parks and Recreation Director position has been vacant since January 28, 2026.

PREPARED BY: Nancy A. Mero, Executive Assistant

Presentation Slides



Guiding Documents

[AMC 2.28.640](#)

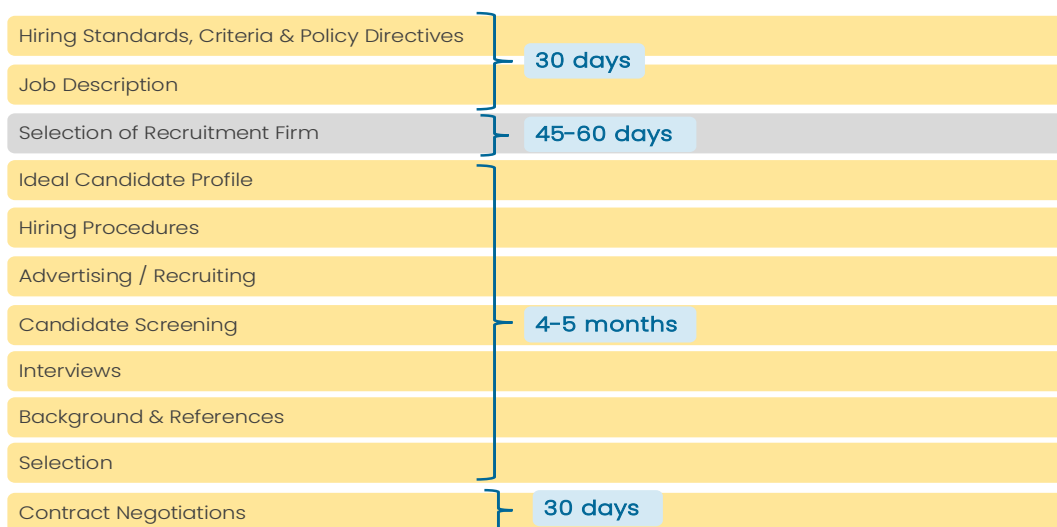
- Park Commission hires through an outside hiring firm or through direct appointment
- City Manager provides input on job description, applications, and interviews.
- City Manager has contract signing authority.

[ORS 192.660](#)

- Requirements to go into executive session for hiring executive officer



	Park Commission	City Staff	Recruitment Firm
Hiring Standards, Criteria & Policy Directives	✓	✓	
Job Description	✓	✓	
Ideal Candidate Profile	✓		✓
Hiring Procedures	✓		✓
Advertising / Recruiting			✓
Candidate Screening	Subset		✓
Interviews	Subset	✓	✓
Background & References	Subset		✓
Selection	✓		
Contract Negotiations	Subset	✓	



Selection of Recruitment Firm

Due to likely dollar value, will require at least three competitive bids.

Bids can be solicited by directly asking specific firms or posting a Request for Bids.

Bidding window is typically 10-21 days.

Staff or Park Commission can select which firm to contract with, based on previously established criteria.



Commission Discussion

Are there changes you'd like to make to the "typical" hiring process or roles/responsibilities?

When would you like to start the hiring process?

How would you like to approach selecting a recruitment firm?



Questions/Discussion:

- Don't we already have the job description, etc. from past hiring of Directors? A: Foundation is there but the director job description has changed since the last hiring.
- Who is 'City Staff' in the chart referring to? A: City Manager's office and/or HR.
- Regarding a 'subset' of the Park Commission participating in interviews, historically the entire PC has done interviews. A: Those details will be worked out with the hiring firm you select.
- What's the time frame for appointing an Interim Director? A: Could be done at the next PC business meeting if you have someone in mind. If you go through a hiring process closer to 30 – 60 days.
- Do the HR/City Manager's offices have insight into recruiting firms to recommend for hiring a Parks Director? A: Rooklyn does not. Recommends reaching out to colleagues in other cities for suggestions.
- Noted that the Acting Director does not report to the PC. Appointing an Interim Director there would be a contract, and the appointee would report to the PC establishing a more normal relationship between the PC and the director. The PC currently does not have their agency in place to actualize their policies by directing staff. Hiring a new director will take time and they need to get it right this time.
- Hiring an interim does not conflict with hiring a permanent director. Two separate issues. Supports the idea of having a more clear and traditional relationship with the current director.
- Who would do the outreach for recruitment firms? A: HR is currently Jordan with very limited capacity. If speed is the issue, she recommends the PC suggest potential firms to her.
- The material Rooklyn sent to the PC included two director job descriptions, but they don't apply to this situation? A: The 2024 job description is in conflict with ordinance 3248. Rooklyn is not familiar enough with the job description from the comp and class study to say if it is in conflict with the ordinance. The job description will have to be discussed at a public meeting where the public has a chance to make comment.
- Zahran: Recommended being really clear in the job description regarding what the Director actually does/will do. Considering what other departments do/can do is important. Referenced Parks staff working with Public Works. Discussing hiring in an Executive Session has specific requirements.
- Realistically could there be a draft of the job description by June 10? A: Yes.
- Suggested to have the PC look for hiring firm or to post the RFP. Wouldn't it be better to do both? A: Yes, post the RFP and PC could also send their suggestions to Jordan.
- Feels like PC's job to work on the job description. A: Rooklyn will provide the draft to the PC via email so they can work on it.
- Who should receive the PC's suggestions? A: Rooklyn.
- Discussed the idea of adding a meeting. Time is short for that before June 10.

- Imperative that legal go through and update the areas of the job description affected by the changes brought by the ordinance.
- Noted there are seven months of meetings left in this year. Three commission positions are coming open so there could be a new majority in January. Potentially teeing up the process for the next commission to finish.
- Discussed forming a working group of Commissioners and legal prior to June 10 meeting. Not realistic timewise.
- Rooklyn recommended ignoring the 2024 job description focus on the comp and class study job description.
- Rooklyn and Zahran will work on the changes brought about by the Ordinance including suggestions/comments sent by Commissioners.
- Executive team will discuss the draft prior to June 10 meeting.
- Put interim director on the lookahead for July. (Rooklyn recommended waiting until the director job description was finalized as the interim would be working under the same description).
- Public hearing for director job description required for June 10.

3. Updated 2026 Park Commission Meeting Schedule

SUMMARY - The Park Commissioners (PC) requested an update to the meeting schedule to make some adjustments for the July through December 2026 meetings. The changes include:

- Adding the study session back in August.
- Changing the business meeting to November 4, due to the Veterans Day holiday on November 11, 2026.

Confirmation has been received from the City Manager’s office that the Joint Meeting with Council on August 12 will move forward as planned. It is up to the PC if you prefer to have a Business Meeting after the Joint meeting on August 12.

POLICIES, PLANS & GOALS SUPPORTED - 10.68.030 Park Commission-Authority

FINANCIAL CONSIDERATIONS - None

PROPOSED ACTIONS OR MOTION(S) - Move to approve the updated meeting schedule.

ATTACHMENTS - Updated 2026 Park Commission Meeting Schedule

May 13	Business Meeting	Council Chamber
June 3	Joint Meeting w/Council	Council Chamber
June 10	Business Meeting	Council Chamber



Programming & Recreation:

- Summer program digital guide is out
- Pool opens on June 3rd
- Splashpad opens Memorial Day 11am-7pm 7 days a week.
- Bird Day is this Saturday May 16 8am-noon at North mountain Park
- Bike Swap event saw over 400 people attend and raised over \$5600 for the Pedal Power Program
- Two events May 2/3 Kids Jamboree at The Grove and the Childrens Celebration at the J. Garden that brought over 750 people out!
- Community Center will be available for rentals soon. Golf Course Food Concessionaire under contract soon. Staff is making some minor kitchen modifications to the sink prior to move in.



37



Miscellaneous Fees:

- Per AMC 2.68, I worked with City Manager guidance to update our fees per the wider city policy (adjust by the 3.1% March CPI) and those fees will be considered by City Council on May 19th.
- deviated from that policy for our pool fees, skate rentals, and other fees that users who often pay in cash, to help keep it easy for our customer service staff
- Did not change this year due to being recently adjusted:
 - Court Usage Fee
 - Field use Fees
 - PH & CC Fees
 - OKGC Fees



38

Questions/Discussion:

- Prior to the meeting, Acting Director Dials received a question from a Commissioner regarding the Calle Guanajuato fees. If the PC wants to look at adjusting those fees, she suggested they do that early next year.

- What's the schedule for the golf course driving range? A: Just got the drawings back looking at around \$180,000 which would likely be covered by the insurance money. The item will come before the PC soon.

IX. ITEMS FROM COMMISSIONERS/STAFF

a. Liaison Report

Adams and Weiner attended the Forest Lands Management Advisory Committee meeting last night where the Glenview Hillside Trail proposal was reviewed. The FLMAC had minor suggestions. Will send their notes to the Acting Director soon.

X. UPCOMING MEETING DATES

1. Trails Advisory Committee May 20, the Grove
2. Joint Meeting with Council June 3, 2026
3. Park Commission Regular Business Meeting June 10, 2026
4. Park Commission Regular Business Meeting July 8, 2026

XI. ADJOURNMENT – Chair Bachman adjourned the meeting at 7:40 PM

Respectfully submitted by Nancy A. Mero, Executive Assistant



REGULAR BUSINESS MEETING AGENDA BRIEF

June 10, 2026

Agenda Item	VIII. Public Hearing on the Employment of the Parks Director (Job Description)	
Presenter	Jordan Rooklyn	Deputy City Manager
Item Type	Action <input checked="" type="checkbox"/> Information <input type="checkbox"/>	

SUMMARY

Public Hearing on the Employment of the Parks Director (Job Description)

BACKGROUND

The permanent Parks and Recreation Director position has been vacant since January 28, 2026. Prior to recruiting a new Parks Director, the job description needs to be reviewed and updated.

Purpose of the Job Description

Beyond being essential to support recruitment and selection, job descriptions serve as the foundation for performance management and organizational alignment. An employee cannot set goals without understanding the outline of their job and a supervisor cannot manage a direct report with no performance goals. Job descriptions also ensure legal compliance, assist in assessing requests for accommodation and work releases, align the workforce to the broader organizational goals, and facilitate career development.

The attached job description represents a full rewrite of the Parks and Recreation Director job description to provide better clarity on the day-to-day role of the position, create clearer standards, and align with AMC 2.28.600 - 660.

Requested Feedback Areas

The Park Commission can provide feedback or amendments to any portion of the job description. The following areas are specific sections that staff want to ensure accurately reflect the Park Commission’s priorities.

- Essential Functions: Do these reflect your understanding of the Parks Director role?
- Competencies: Do these competencies align with the abilities you think are most needed for the success of the role?
- Qualifications: What are the required qualifications and preferred qualifications you'd like to set?

Note, one Commissioner has requested that a minimum or preferred qualification be that the Parks Director "resides in Ashland."

Public Hearing on the Employment of the Parks Director

Prior to holding executive sessions for the purpose of Park Director interviews or deliberation, ORS 192.660(7)(d)(C) requires that the Park Commission hold a public hearing to allow for community input on the scope and responsibilities of the Parks and Recreation Director (Parks Director). The hearing may include discussions on the position's job description, including administrative responsibilities, leadership needs, and organizational priorities. This discussion will not include specific candidates who may apply for the position.

After the public hearing, the Park Commission will have the option of amending the job description, adopting it as it is, or tabling the discussion to another meeting.

PROPOSED ACTIONS OR MOTION(S)

Adoption/Amendment: I move to adopt the Parks and Recreation Director job description [as amended].

Tabling: I move to table the Parks and Recreation Director job description to [the next regular business meeting.]

ATTACHMENTS

Draft Parks and Recreation Director Job Description

PREPARED BY: Jordan Rooklyn, Deputy City Manager

Summary

Plans, organizes, coordinates and directs the operations, finance and budget, and activities of the Parks & Recreation Department, providing the public with parks, open space, trails, and recreational opportunities. Key performance areas include policy support, program planning, program development, and administration. This position reports to the Park and Recreation Commission, with a dual reporting relationship to the City Manager.

Essential Functions

Policy Support

- Provides complex technical and administrative support, advice, and recommendations to the Park and Recreation Commission (Park Commission), City Manager, City Council, and various other boards and committees.
- Prepares recommendations and advises the Park Commission on matters relating to Parks Department affairs and attends and participates in Park Commission meetings.
- Implements policies, plans, and goals as directed by the Park Commission, ensuring the management of parklands, recreational facilities, and programs that align with the Park Commission's strategic vision and larger City of Ashland vision.

Program Planning

- Develops short- and long-range plans for park facilities, park expansion, and land acquisition, and supervises the development and implementation of capital programs and the Department's strategic plan.
- Conducts needs assessments and feasibility studies on various recreation and senior service programs.
- Prepares and updates a variety of special studies and reports.

Program Development

- Develops and administers user fee and maintenance policies.
- Develops cooperative programs and use agreements with internal and external agencies and citizen groups.
- Negotiates contract documents and contracted park development projects.
- Reviews and assesses amendments to park-related development fees.

Administration

- Responds to and resolves inquiries, concerns and issues from City officials, stakeholders, and citizens.

- Prepares, administers, and monitors the Department operating and capital improvement budgets.
- Ensures all operations, including administrative, financial and risk management functions, align with written City policies and standards.
- Conducts performance management reviews and evaluations of direct reports.
- Scope of assigned area is dependent on AMC Chapter 2.28 (Ordinance 3248).

Other Functions

- Approves employees scheduled hours, time off, and overtime for payroll processing.
- Serves as the Department public relations officer; directs preparation of press releases and public announcements, and serves as the liaison with other City Departments, etc.
- Supervises staff including assigning work, coaching and assistance, employee development, hiring, disciplinary recommendations, etc.; administers applicable labor agreements.
- Upholds the values of the organization and has strong customer service orientation.
- Handles job stress and interacts effectively with others in the workplace.
- Fosters an environment that embraces diversity, integrity, trust, and respect.
- Is an integral team player, which involves flexibility, cooperation, and communication.
- Demonstrates regular, reliable, and punctual attendance.
- Performs other related projects and duties as assigned.

Qualifications:

- Graduated from high school or GED equivalent; and
- Nine (9) years of increasingly responsible experience in parks administration with (4) of those years in a supervisory or executive leadership role.
- Bachelor's degree in recreation or public administration, or other specific areas of study as deemed applicable may substitute for four (4) years of experience.

Preferred:

- Master's degree from an accredited college or university in Public Administration or a closely related field.
- Project Management professional, Registered Landscape Architect, or Professional Engineer
- Certified Parks and Recreation Professional

- Experience reporting to a Board

Any satisfactory equivalent combination of education, training and experience that demonstrates the knowledge, skills and abilities to perform the duties of the job proficiently may substitute for the above requirements.

Knowledge:

- Modern principles and practices of park planning and design, park maintenance, and recreation programming.
- Principles and practices of budget administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, codes, and regulations.
- Principles and practices of contract administration and evaluation.
- General principles of risk management related to the functions of the assigned area.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for effectively representing the City in contracts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Ability:

- Development and implement goals, objectives, policies, procedures, work standards, and internal controls for the City, department, and assigned program areas.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel, delegate authority and responsibility.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Operate modern office equipment including computer equipment and specialized software application programs.
- Demonstrate excellent written, verbal, and interpersonal communication skills.
- Possess a valid Oregon driver's license by date of hire.

- Maintain an acceptable driving record throughout employment.
- Successfully complete a background investigation to the satisfaction of the City.

Competencies

- **Communicativeness:** effective performers recognize the essential value of continuous information exchange. They actively seek information from a variety of sources and disseminate it in a variety of ways. They use modern technologies to access and circulate information. They take responsibility for ensuring that their peers and supervisors have the current and accurate information needed for success.
- **Diplomacy:** Skilled performers effectively utilize the City's internal landscape to achieve goals. They are perceptive to social cues in the environment. They recognize personal agendas. They are skilled at handling situations without arousing hostility and are able to navigate the political waters of the City. They forge coalitions and know how to stay viable within the system.
- **Organizing & Planning:** Effective performers have strong organizing and planning skills that allow them to be highly productive and efficient. They manage their time wisely and effectively prioritize multiple competing tasks. They plan, organize, and actively manage meetings for maximum productivity.
- **Problem Solving & Decision Making:** Effective performers can identify problems, solve them, act decisively, and show good judgement. They isolate causes from symptoms, and compile information and alternatives to illuminate problems or issues. They involve others as appropriate and gather information from a variety of sources. They find a balance between studying the problem and solving it. They readily commit to action and make decisions that reflect sound judgement.
- **Relationship Building:** Effective performers understand that a primary factor in success is establishing and maintaining productive relationships. They like interacting with people and are good at it. They devote appropriate time and energy to establishing and maintaining networks. They initiate contacts readily and maintain them over time. They can utilize relationships to facilitate business transactions.
- **Talent Development:** Effective performers keep a continual eye on the talent pool, monitoring skills and needs of all team members. They expand the skills of staff through training, coaching, and development activities related to current and future jobs. They evaluate and articulate present performance and future potential to create opportunities for better use of staff abilities. They identify developmental needs and assist individuals in developing plans to improve themselves. They stay

proficient in appropriate talent management processes, including best practices for prospecting, recruiting, selection, orientation, and succession management.

Complexity of Work

Decision Making Authority: Policy Driven

Autonomy and Discretion: Broad Latitude

Internal Contacts: City Manager, Deputy City Manager, Finance Director, Human Resources Director for direction and guidance; other Department Heads as needed; Division Managers and Executive Assistant, Administrative Coordinator for administration of ongoing department operations; Supervisors, Coordinators, and Administrative Support for coordination of work or customer feedback as needed.

External Contacts: Travel Ashland, Ashland Chamber for events; Ashland School District, Southern Oregon University and other local sports associations for facility usage; Recreation service providers such as YMCA, OLLI, SOU for all ages of programming; Ashland Parks Foundation for capital funding; Professional organizations including ORPA, NRPA, LOC and Oregon State Parks to stay up to date on current trends and issue.

Budget Responsibility

Authority to commit funds: Yes

Supports budget preparation: Yes

Assigned budget responsibility: Yes



REGULAR BUSINESS MEETING AGENDA BRIEF

June 10, 2026

Agenda Item	VII2. Discussion on Interim Parks Director Role	
Presenter	Jordan Rooklyn	Deputy City Manager
Item Type	Action <input checked="" type="checkbox"/> Information <input type="checkbox"/>	

SUMMARY

Discussion on contracting for an Interim Parks Director or maintaining an Acting Parks Director

BACKGROUND

The permanent Parks and Recreation Director position has been vacant since January 28, 2026. The Parks and Recreation Department is currently overseen by Deputy Parks Director Rachel Dials as Acting Parks Director under the management of the City Manager.

The Park Commission has initiated the process to hire a permanent Parks Director. That process, however, is likely to span into 2027 under a new commission, depending on the results of the November 2026 election.

Members of the Park Commission have expressed interest in shifting from an Acting Parks Director to an Interim Parks Director. The major difference between the designations are:

- **Acting Director**: Serves under the management of the City Manager as an internal employee. The acting director maintains the status quo with limited authority, while maintaining the role of their permanent position. Typically, an acting director receives a 5% pay bump on their annual salary. The acting position ends when the permanent director's position is filled, or an interim contract is put in place.
- **Interim Director**: serves under the management of the Park Commission via an interim director contract. The interim director typically has more leeway to alter major policies or launch large-scale projects under the direction of the Park Commission. Typically, an interim director is placed on the Director's pay scale. The position ends when the permanent position is filled.

Process for Establishing an Interim Director

The Park Commission can choose to select an internal interim director or conduct a search for an external interim director. The Commission cannot meet in executive session on this topic, unless specific requirements are met, including posting the vacancy and allowing public input on the hiring procedure, hiring standards, and job description.

If the Park Commission would like to conduct a search for an external interim director, the typical process is to authorize the Chair to work with staff to identify potential interested candidates, typically through resources such as the League of Oregon Cities Interim City Staff Candidate Listings or the Certified Park and Recreational Professional Registry.

Once a candidate is selected, the Assistant City Attorney and Park Commission Chair will work with the candidate to negotiate a contract that will be brought before the Park Commission for a vote.

PROPOSED ACTIONS OR MOTION(S)

Internal Interim Director: I move to authorize the Park Chair and Assistant City Attorney to work with [insert name] to draft an Interim Parks Director contract.

External Interim Director: I move to authorize the Park Chair and City Manager’s Office to conduct a search for an external Interim Parks Director candidate.

ATTACHMENTS

Not applicable

PREPARED BY: Jordan Rooklyn, Deputy City Manager



REGULAR BUSINESS MEETING AGENDA BRIEF

June 10, 2026

Agenda Item	VII3. Q3 FY26 Financial Update	
Presenter	Brandon Terry	Administrative Coordinator
Item Type	Action <input type="checkbox"/> Information <input checked="" type="checkbox"/>	

SUMMARY

The Finance Department provides a quarterly review of financial statements. On June 3, 2026, Interim Finance Director Bryn Morrison presented to City Council and the Park Commission preliminary statements ending in the third quarter (Q3) of fiscal year 2026 (FY26). The Parks and Recreation Department now presents specific Department details for the same period.

The third quarter of FY26 ended on March 31, 2026. Of the \$7,750,540 allocated in General Funds (GF) for FY26, \$5,130,906 or 66.20% of the total had been expended. An additional \$291,409 is encumbered.

The Parks Capital Improvement (CIP) Fund had a balance of \$3,250,234 at the end of Q2 FY26. At the end of Q3 FY26, the balance was \$3,478,241 with \$ 168,975 encumbered.

The Parks System Development Charges (SDC) Fund had a balance of \$505,940 at the end of Q2 FY26. At the end of Q3 FY26, the balance was \$522,201.

POLICIES, PLANS & GOALS SUPPORTED

Goal #1 Best Management Practices

PROPOSED ACTIONS OR MOTIONS

This is an informational item, no actions requested.

FINANCIAL CONSIDERATIONS

Not applicable

ATTACHMENTS

Q3 2026 General Fund Operations Expense/Balance Table

PREPARED BY: Brandon Terry, Administrative Coordinator



Q3 2026 GENERAL FUND OPERATIONS EXPENSE/BALANCE TABLE

DIVISION	EXPENSE TYPE	ADOPTED BUDGET	REVISED BUDGET	YTD EXPENDED	Q3 EXPENDED	AVAILABLE BUDGET	ENCUMBRANCES	% SPENT*
* Does Not Include Encumbrance Balance								
ADMINISTRATION	PERSONNEL	\$ 906,461	\$ 906,461	\$ 661,341	\$ 245,636	\$ 245,120	\$ -	72.96%
	M/S	\$ 311,696	\$ 311,696	\$ 216,213	\$ 58,405	\$ 95,483	\$ 50,307	69.37%
	Total	\$ 1,218,157	\$ 1,218,157	\$ 877,554	\$ 304,041	\$ 340,603	\$ 50,307	72.04%
OPERATIONS	PERSONNEL	\$ 2,516,143	\$ 2,516,143	\$ 1,727,762	\$ 669,674	\$ 788,381	\$ -	68.67%
	M/S + CO	\$ 1,853,920	\$ 1,853,920	\$ 1,280,906	\$ 328,543	\$ 573,014	\$ 198,610	69.09%
	Total	\$ 4,370,063	\$ 4,370,063	\$ 3,008,668	\$ 998,217	\$ 1,361,395	\$ 198,610	68.85%
OPEN SPACE	PERSONNEL	\$ 531,649	\$ 531,649	\$ 368,421	\$ 142,177	\$ 163,228	\$ -	69.30%
	M/S	\$ 116,250	\$ 116,250	\$ 22,746	\$ 2,863	\$ 93,504	\$ 41,110	19.57%
	Total	\$ 647,899	\$ 647,899	\$ 391,167	\$ 145,040	\$ 256,732	\$ 41,110	60.37%
RECREATION PROGRAMS	PERSONNEL	\$ 252,750	\$ 252,750	\$ 117,280	\$ 44,000	\$ 135,470	\$ -	46.40%
	M/S	\$ 354,989	\$ 354,989	\$ 138,763	\$ 8,063	\$ 216,226	\$ 102	39.09%
	Total	\$ 607,739	\$ 607,739	\$ 256,043	\$ 52,063	\$ 351,696	\$ 102	42.13%
NATURE CENTER	PERSONNEL	\$ 231,204	\$ 231,204	\$ 89,563	\$ 37,626	\$ 141,641	\$ -	38.74%
	M/S	\$ 13,000	\$ 13,000	\$ 8,009	\$ 1,702	\$ 4,991	\$ 1,074	61.61%
	Total	\$ 244,204	\$ 244,204	\$ 97,572	\$ 39,328	\$ 146,632	\$ 1,074	39.95%
SENIOR SERVICES	PERSONNEL	\$ 268,368	\$ 268,368	\$ 199,956	\$ 74,955	\$ 68,412	\$ -	74.51%
	M/S	\$ 61,238	\$ 61,238	\$ 72,178	\$ 27,762	\$ (10,940)	\$ 205	117.86%
	Total	\$ 329,606	\$ 329,606	\$ 272,134	\$ 102,717	\$ 57,472	\$ 205	82.56%
RECREATION GOLF	PERSONNEL	\$ 220,025	\$ 220,025	\$ 156,144	\$ 51,824	\$ 63,881	\$ -	70.97%
	M/S	\$ 112,847	\$ 112,847	\$ 71,626	\$ 27,944	\$ 41,221	\$ -	63.47%
	Total	\$ 332,872	\$ 332,872	\$ 227,770	\$ 79,767	\$ 105,102	\$ -	68.43%
APRD TOTALS		\$ 7,750,540	\$ 7,750,540	\$ 5,130,906	\$ 1,721,173	\$ 2,619,634	\$ 291,409	66.20%



REGULAR BUSINESS MEETING AGENDA BRIEF

June 10, 2026

Agenda Item	VII4. Update on Capital Improvement Projects, East Main Street Community Park Phase I and Hunter Park Tennis Courts	
Presenter	Rachel Dials	Acting Director
Item Type	Action <input type="checkbox"/> Information <input checked="" type="checkbox"/>	

SUMMARY

On April 23, 2026, bid solicitation S-KA0010-00016720 was posted on OregonBuys for the Hunter Park Tennis Courts Rehabilitation project at 1699 Hunter Ct, Ashland, OR 97520. On June 3, 2026, the Parks Department posted its intent to award to LTM, Incorporated dba Knife River Materials. Knife River Materials was the only responsive bid at \$643,430, below the estimated cost of \$1,013,800.

On May 4, 2026, two bid solicitations were posted on OregonBuys for phase one of the East Main Street Community Park project Phase 1. Bid number S-KA0010-00016810 was to “develop a bike pump track, dog park, parking lot, prefab restroom, fencing, paved multi-use path, lighting, sleeving, conduit, signage, planting and irrigation”, while bid number S-KA0010-00015450 was largely for public improvements related to roadway access at 2228 E. Main Street. There were four responsive bids for the former, with the lowest bid coming from Outlier Construction at \$2,130,151.66. The public improvements solicitation received three bids, with the lowest responsive bid from Pilot Rock Excavation at \$386,340.00.

All three solicitations will be presented to the Contract Review Board (the City Council) on June 16, 2026 for their review and determination.

POLICIES, PLANS & GOALS SUPPORTED

Provide and promote recreational opportunities and preserve and maintain public lands.

Both projects are on the current Parks CIP list.

FINANCIAL CONSIDERATIONS

In early January 2025, the Oregon Parks and Recreation Department (OPRD) awarded the City of Ashland two Local Government Grants for the projects outlined above. Agreement #LG24-025 for *East Main Park Phase 1* offers 42.94% reimbursement of funds spent, up to \$1,000,000 and Agreement #LG24-050 *Hunter Park Tennis Courts Rehabilitation Project* allows for a 60% reimbursement rate, up to \$720,000.

PROPOSED ACTIONS OR MOTION(S)

Information only. All three solicitations will be presented to the Contract Review Board (the City Council) on June 16, 2026, for their review and determination.

ATTACHMENTS

Not applicable

PREPARED BY: Rachel Dials, Acting Director



REGULAR BUSINESS MEETING AGENDA BRIEF

June 10, 2026

Agenda Item	VII5. Treatment of Trees in Japanese Garden - IPM Policy 105 Exemption	
Presenter	Rachel Dials	Acting Director
Item Type	Action <input checked="" type="checkbox"/> Information <input type="checkbox"/>	

SUMMARY

To protect nine pine trees within and surrounding the Japanese Garden from destructive pests—specifically boring beetles, spider mites, and scale—a targeted basal bark pesticide application is recommended. This treatment will be injected directly into the trees, the locations of which are marked on the attached map.

The affected trees include:

- 6 Japanese Black Pines
- 1 Red Pine
- 1 White Pine
- 1 Lacebark Pine

A soil injection to boost overall tree and soil health would also be performed. To proceed with these treatments, staff are requesting an official exemption from Policy #105, Integrated Pest Management Policy.

POLICIES, PLANS & GOALS SUPPORTED

Policy #105 - Integrated Pest Management (updated on June 13, 2024) Integrated Pest Management prohibits the use of synthetic pesticides. The policy identifies that the PC must grant an exemption to the no pesticide policy. Staff is seeking an exemption to preserve the pines in and around the Japanese Garden in Lithia Park.

FINANCIAL CONSIDERATIONS

Estimate for treatment is \$1,685.00. This is within the budget for Parks Operations.

PROPOSED ACTIONS OR MOTION(S)

I move to approve an exemption to Policy #105, Integrated Pest Management, for the treatment of nine pines in and around the Japanese Garden with a basal bark application of pesticide.

ATTACHMENTS

Map of pine tree locations in and around the Japanese Garden in Lithia Park

PREPARED BY: Rachel Dials, Acting Director





REGULAR BUSINESS MEETING AGENDA BRIEF

June 10, 2026

Agenda Item	VII6. Park Walk Plaque for Front of Lithia Park	
Presenter	Mike Gardiner	President, Ashland Parks Foundation
Item Type	Action <input checked="" type="checkbox"/> Information <input type="checkbox"/>	

SUMMARY

At the April 1, 2026 Park Commission Study Session, the Commissioners gave staff direction to pursue the placement of a Park Walk Plaque. The purpose of the plaque is to recognize the volunteer efforts of all the many individuals who have led park walks in Lithia Park beginning in 1989. The medallion would be similar in size and fashion to medallions that have been placed at many locations around town identifying important local historical events (MAP Project) and the current Public Art Advisory Committee's efforts to create the Literary Walk around town.

The Ashland Parks Foundation (APF) has reached out to the donor, Tom Foster who helped start the program back in 1989, and will coordinate the final artwork for the plaque. The APF will also facilitate securing the contractor to make the plaque.

The donor will make a monetary gift to the APF for the purchase of the plaque and the APF will then present the plaque to the Ashland Parks and Recreation Department (APRD) for installation near the main entrance to Lithia Park. Installation of the plaque will be scheduled for Fall of 2026. Once install occurs, staff will make a request to the Public Art Advisory Committee to become part of the public art collection for the City of Ashland.

POLICIES, PLANS & GOALS SUPPORTED

Not Applicable

FINANCIAL CONSIDERATIONS

The plaque will be a private donation sponsored by the APF. The department will provide the labor and supplies to install the plaque within the park's operations budget.

PROPOSED ACTIONS OR MOTION(S)

I move to approve the installation of the Park Walk Medallion Plaque in the sidewalk near the main entrance to Lithia Park.

ATTACHMENTS

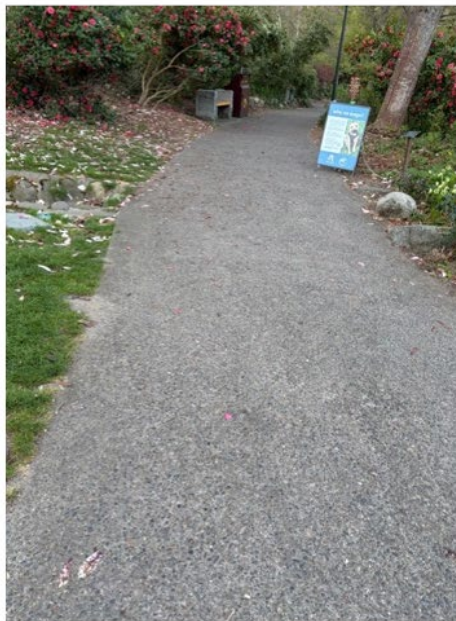
Location and Example of Plaque

PREPARED BY: Nancy A. Mero, Executive Assistant

Examples of info included on plaque



Location of plaque in Lithia Park



Example of similar plaque in Railroad Park





REGULAR BUSINESS MEETING AGENDA BRIEF

June 10, 2026

Agenda Item	VII7. Proposed Lithia Park East Hillside Mt. Bike Trail–Public Input Schedule	
Presenter	Rachel Dials	Acting Director
Item Type	Action <input type="checkbox"/> Information <input checked="" type="checkbox"/>	

SUMMARY

The Parks Department first received this trail proposal application September 17, 2025. The proposer temporarily called the trail the Glenview Hillside Trail with the official name TBD, suggesting perhaps it be called Dormouse. Given the location of the proposed trail and for transparency with the public, the proposed trail is being called the Lithia Park East Hillside Mt. Bike Trail. Staff is seeking feedback from the Commission regarding the public input schedule.

SCHEDULE

- **Open Comment Period from July 22 through September 2, 2026.** The press release will include ways to give public comments. This will include emailing parks commissioners via the website and attending upcoming meetings.
- **Parks Commission Study Session on August 5, 2026, at 6:00 PM in Council Chamber** where the proposed trail will be presented *only* for discussion and public comments.
- **Park Commission Regular Business** meeting September 9, 2026, at 6:00 PM in Council Chamber for potential action on proposed trail.
- **The proposed trail will be signed and marked from August 3 – through September 3** with one onsite tour TBD during those dates. Staff needs to work out details with the group proposing the trail.

ATTACHMENTS

Proposed Glenview Hillside Bike Trail Application (Renamed the Lithia Park East Hillside Mt. Bike Trail)

PREPARED BY: Rachel Dials, Acting Director

Ashland Parks and Recreation Trail Application SUMMARY SHEET

Project Sponsor:

Sponsored by Rogue Valley Mountain Bike Association.

Authored by Justin Adams, APRC Commissioner #4, Chair of Ashland Trails Advisory Committee, member of the Glenview Hillside Trail Subcommittee, with input editing from ATAC members and other stakeholders.

Project Name:

Glenview Hillside Trails (Official name TBD, perhaps Dormouse)

Other Land Ownership Involved:

City of Ashland/Ashland Parks and Recreation

Concise Project Description:

Create a low angle, adaptive- and beginner-friendly, downhill mountain bike trail connecting the trailhead and parking area on Glenview Street to Pioneer Street and a separate mountain bike climbing trail running in the opposite direction. The downhill trail would be machine-built (by a professional trail builder) smooth and flowing and built specifically to be beginner-friendly. The uphill trail would be narrower and hand build with a steady, enjoyable grade for uphill riders. Each trail will be about 0.5 miles long for just over 1 mile of new trail.

Project Benefits:

This project would create a safe, fun, car-free access connecting the Ashland watershed mountain bike trails and downtown Ashland and businesses. Currently mountain bikers' only access is via narrow roads with blind corners, including the Lithia Park "gauntlet" where cars backing out of head-in parking spaces pose a particular hazard. This trail would provide the final half mile of connection from Ashland's renowned and growing trail network to the homes, food and entertainment of downtown Ashland and neighborhoods.

This would also provide the first true beginner mountain bike trail in Ashland with low-angles (all grades 4% or less with short uphill sections to allow for break-free slowing for beginner riders) and trail widths to allow for adaptive riders. The trail is designed with high visibility to allow trail uses of different ability levels to interact safely. Being close to town, riders that are new to the sport could do laps on the trails to their heart's-content

and then retire to town for a post-ride treat. Once they have built their skills and confidence, access to intermediate and advanced trails will be at their disposal.

Project Costs:

Approximately \$30,000, based on the similar sized Wasabi Trail project.

Funding Source:

APRC CIP trail budget

Maintenance Plan Summary:

- Design trail in a way to keep maintenance down
- Dedicate 2 volunteer trail workdays per year to “Dormouse trails” (supported by RVMBA, Ashland Devo or other community organization)
- Consider a machine rebuild/clean up after minimum of 3 years in existence. (This will be contingent on funds available, and actual need based on usage over the course of the first 3-5 years.)

APPLICATION CHECKLIST

1. Summary Sheet
2. Part A: General Information
3. Part B: Project Description
4. Part C: Map and Fire Risk
5. Dedicate one half-page to construction proposal and one-half page to maintenance (both can appear on the same page). Probably include boilerplate that the expectation is that the organization proposing the new trail or trail modification is responsible for both construction and maintenance. If expectation is that City will somehow pitch in, then ask for cost estimates and what the expectations are (person-hours, equipment, etc).
6. Add one page for all of the following (i.e., one page total for all below):
 - Impact on parking, if any
 - Impact on foot or car traffic
 - Impact on neighborhood(s)
 - Impact on flora and fauna
 - Impact on drainage, soils
 - Impact on other trails (adverse: traffic, shortcut opportunities, dropping down, etc, but also beneficial: loops and connections afforded etc)
 - Aesthetic Impacts

Part A: General Information

1. Name of Organization Proposing Project

Rogue Valley Mountain Bike Association. Authored by Justin Adams, APRC Commissioner #4, Chair of Ashland Trails Advisory Committee, member of the Glenview Hillside Trail Subcommittee, with input editing from ATAC members and other stakeholders.

2. Address or P.O. Box

PO Box 202
Ashland, OR 97520

3. Contact Person

Ryan Hawk

E-mail: hawkazulu@gmail.com

Justin Adams, APRC Commissioner #4, Chair TAC.

E-mail: commissioner_adams@external.ashland.or.us

4. Classification of Project

New Trail

5. Project Location

The hillside below Glenview Street. The trail would run between the area just north of the current parking area at the city quarry on Glenview Street and the area near the current trailhead south of the gate on the northern end of the car-free, dirt section of Pioneer Street with an uphill trail running in the opposite direction.

Part B: Project Description

1. If this is a new project or section of trail, please identify the affected area or new sections on an accompanying map.

Is this a new project?

Yes

Does this project involve an existing recognized trail system?

Yes. The uphill end of the trails is located at the parking area where BTI and Jabberwocky mountain bike trails (the two most popular mountain bike trails in the watershed according to Strava Heat-Map data) and Snark multi-use trails end. The general area traversed by the trails also currently has several unnamed pedestrian-only trails.

Total length of trail or square footage of land involved in the proposed project:
Each trail is approximately 1/2 mile long with approximately 250 ft elevation gain/loss, for a total of just over a mile of new trail.

Please list all other trails or trails systems under any management that may be impacted by this project.

Unnamed pedestrian trails on the Glenview hillside would be impacted. Care was taken to minimize crossings and place them only in high visibility areas to minimize conflict between different user types. The downhill trail as flagged is also designed with short uphill segments prior to the crossing with pedestrian trails to help ensure that even faster cyclists will be going slow as they approach intersections.

Check the land managers involved in the management of all trails or trails systems impacted by this project.

City of Ashland and Ashland Parks Department

Please describe in detail the proposed project. Include the need for the project as well as any other information that would be helpful in evaluating the proposal.

Current Status: Most mountain bike trails in the Ashland watershed funnel to the parking area at the quarry on Glenview Street or at the parking areas above the swimming reservoir on Granite Street. All current access routes to/from these trailheads have vehicular traffic and car vs bicycle conflicts, accidents and near accidents are unfortunately common on all of these routes. Given the lack of sanctioned car-free options, some mountain bikers choose to ride through the area of this proposed trail which has created some conflict with pedestrians and erosion in areas where "volunteer trails" have been created.

The area in question is largely un-landscaped and is lightly used relative to the more heavily trafficked riparian corridor along Ashland Creek. Due to light use and its proximity to downtown, this area has also unfortunately become a popular illegal camping destination and in the summer of 2022, there were two fires on this hillside that could have been catastrophic if not for the rapid response of the Ashland Fire Department.

Finally, while being an amazing mountain bike destination, Ashland currently lacks any beginner-friendly or adaptive mountain bike trails. This has been highlighted in many recent public meetings, comments to APRC commissioners and in responses to PROS plan surveys. There was hope that the recently built Wasabi trail would fill this gap. However, despite the efforts of planners and builders, the steepness of the hillside upon which the trail is constructed leads to steep, banked switchbacks that are not safe or comfortable for beginners and it is only accessed by a steep climbing trail with tight switchbacks that requires intermediate to advanced skills and fitness to navigate. Wasabi trail remains an excellent trail providing mountain-bike opportunities on the beautiful west side of the Ashland watershed, but it does not meet the needs of children and other beginner mountain bikers. The area proposed for this project is on a much more gradual slope and is much broader, requiring very few switchbacks.

Assessment:

A low-angle beginner friendly trail on the hillside between the trailhead on Glenview Street and Pioneer Street where it enters downtown Ashland is the final link between downtown Ashland and the outdoors for mountain bikers. Adding the proposed adaptive- and beginner-friendly single-track mountain bike trail to the Ashland trail system will increase mountain bike tourism to the City. Increased access to the national \$133 billion/year cycling industry will strengthen and diversify the local tourism economy. The adaptive-friendly design of the proposed trail will cater to a user group that is underserved by mountain bike trail destinations elsewhere.

The proposed trail for children and beginners will provide local and visiting families with an accessible and safe venue to build the skill and conditioning necessary to progress toward riding Ashland's existing but more challenging trails. The downhill trail will have widths (3-4') and grades (less than 4%) appropriate to adaptive and beginner riders. The trail will also have rolling features that will provide opportunities to slow down without braking. For more advanced riders, these same features will provide opportunities for pumping, small jumps and flow, all more advanced (and fun) riding skills. A sign at the top of the trail could remind advanced trail riders that this trail is frequently used by beginners and adaptive riders and to check their speed and watch out for slower riders, passing only when it is safe to do so.

The trails have been specifically designed and located to have high levels of visibility, both for riders of different speeds to be able to share the trail safely and allow for safe intersections with currently existing pedestrian trails. As in other areas of the watershed, separate, specifically designated bike and pedestrian trails are safer and

help to avoid conflicts between different user types. Finally, giving cyclists a fun, safe way to travel between the trailheads and town will help to decrease the use of pedestrian-only trails by cyclists and the construction/use of unsanctioned trails in this area, thereby decreasing erosion on this hillside. (During the construction period, builders would also be instructed to decommission all unsanctioned/volunteer trails that intersect the new trails and this would also be true of twice annual maintenance days.)

Increasing the numbers of users in this area also puts more “eyes on the ground” looking out for illegal camping and fires like those that happened in the summer of 2022. Additional trails would also help to break up fuel continuity on the hillside and could have a benefit in preventing spread should we be unfortunate enough to have another fire in this area. It also has the potential to decrease vehicular traffic on Windburn Way, Granite Street, Glenview Street, Fork Street and Vista Street and fewer users will feel the need to drive to the trailhead, as locals choose to ride from their houses and visitors, from downtown hotels and guest houses.

Finally, a trail connecting more recreational users to the downtown area is likely to create additional benefit for downtown businesses where mountain bikers will access pre- and post-ride services, food and beverages. (Numerous studies support the positive impact of mountain bikers on local economies. See sources 1-10 below.) Finally, the end of the trail on Pioneer Street will be just a couple of blocks from the paid city parking lot, which is currently under-utilized.

Proposed Change:

Creation of separated uphill and downhill trails connecting the north end of the dirt section of Pioneer Street and the parking area at the city quarry at the trailheads for BTI, Jabberwocky, Snark and Bandersnatch trails. The downhill trail would be low-angle (4% or less grade throughout), machine-built, undulating trail designed to be beginner-friendly and to give riders of all ability levels direct access between downtown Ashland and the watershed trails. The uphill trail would be similarly low-angle but narrower and hand-built with a steady gradient to facilitate climbing.

Current Proposal Status:

There have been several meetings of the Glenview Hillside Trail Subcommittee that included representatives from Ashland City Council, APRC, Forest Lands Commission, RVMBA, APR staff and other members of the public. The group met, set goals, flagged potential trail routes and walked using GPS, with a trail map attached to this application. Two versions of the trail application were initially

submitted to the full Ashland Trails Advisory Committee, one with the lower end of the trail terminating on Pioneer Street and the other extending below Pioneer to terminate at the Ashland Plaza. ATAC recommended considering only the shorter version at this time and the application under submission represents a revision of this proposal, including concerns and suggestions of committee members and other stakeholders. This new draft of the proposal is being presented to the newly reconstituted TAC.

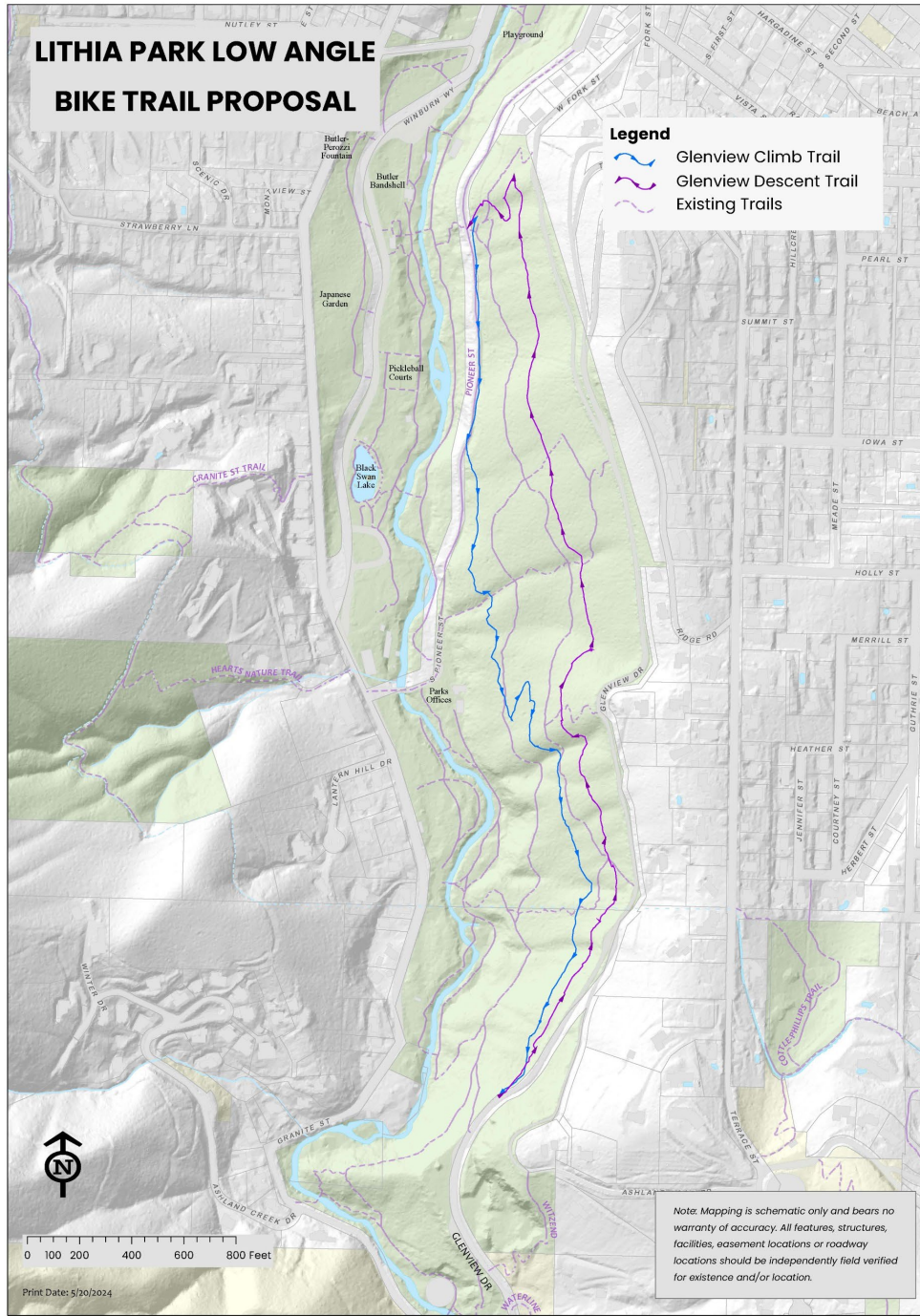
Please describe in detail the benefits that will be realized by the project. Include potential benefits to the citizens of Ashland, the environment, and users of the City of Ashland and APRC managed lands.

As detailed above, this trail would:

- Create a safe, car-free, route for mountain bikers to access the downtown area from the watershed trails.
- Create the first adaptive- and beginner-friendly mountain bike trail in the Ashland watershed with easy access for those new to the sport.
- Decrease user conflicts by giving mountain bikers a fun, safe alternative to riding trails that are designated for pedestrian traffic only. A high-visibility design will also help keep trail crossings safe and allow riders of different speeds and abilities to enjoy the trail together.
- A sanctioned, well-built mountain bike trail (coupled with decommissioning unsanctioned trails in the area) will decrease the creation and use of unsanctioned trails in this area and thereby reduce erosion.
- More trail users on the hillside will increase visibility and the likelihood of reporting illegal and dangerous campsites and fires on the hillside.
- Decrease vehicular traffic through and around Lithia Park.
- Decrease motor vehicle vs bicycle accidents on road that currently access the trailhead on Glenview St, especially on Windburn Way.
- Providing mountain bike enthusiasts safe, fun, direct access to downtown Ashland is also a potential boon to business. It would also be another feather in the cap of our city as we become a mountain biking destination, diversifying our tourist economy as we draw visitors to our town for a variety of reasons.

Part C: Map and Fire Risk

Please attach a screenshot of a map of the trail. Provide a GPS'd map link to the same (e.g., Caltopo) and a statement about which fire zone this is in (refer to Ashland Forest Plan interactive map).



According to the Ashland Forest Plan Interactive Map, our route is primarily in unit UL-5. This unit is rated Extreme. As mentioned above, there were two fires in this area in 2022 started by people camping illegally on the hillside.

Construction Proposal: What tools will be needed to construct the trail? What labor force will be used?

Members of the subcommittee would like to hire a professional trail builder to construct the downhill trail with a mechanical trail building machine, most commonly a mini excavator. Track widths of 38"-52" are commonly used for trails of this length/style, which, coupled with the low angle of the trail meets the requirements for adaptive riders. The advantages of machine-built trails vs hand built include: -

- Appropriate backslope/bench cut, which is very hard (but not impossible) to achieve with volunteer labor.
- Ability to add features like rollers without asking volunteers to move large quantities of dirt by hand.
- Ability to move large boulders/rocks either out of the way or into place with minimal effort.
- Speed of construction goes from 2-3 months to 2-3 weeks.
- A trail like this built and compacted by machine is less likely to wear and erode with time.
- A team of 2-6 experienced volunteers to help hand finish the trail, and/or provide a larger volunteer pool to compact the trail before opening.

The uphill trail could be far narrower, much like the current pedestrian trails and would not have features or need a significant bench cut. We estimate a total of 3-5 trail building days over 3 months to complete the project. The trails would not have to open concurrently. For these trails, necessary tools (shovels, picks, mcleod tools) could be supplied by volunteers themselves and by sponsoring organizations like RVMBA.

The process for trail planning, construction: -

- Create RFP for downhill trail construction, released for a 45 day window.
- TAC chair and APR staff review RFP submissions and select a contractor based on scoring rubric.
- Issue Notice to Mobilize/Proceed with Construction to contractor.
- Subcommittee members and APR staff hike/lay out trail design with contractor.
- Contractor mobilizes equipment and builds trail.
- Volunteers assist the contractor in hand finishing/shaping/compacting trail.
- Contractor ensures rehab occurs as they build, including any damage from tracks/ machine being rehabbed appropriately.
- TAC members and APR staff walk finished trail for final approval.

Maintenance Proposal: NOTE: the organization proposing the new trail or modification is responsible for the maintenance of that trail. If the expectation is that City will somehow pitch in, please provide cost estimates and what the expectations are (person-hours, equipment, etc).

RVMBBA, Ashland Devo, Team Handlebar and others in the local community complete roughly 1700 hours of volunteer service yearly. More maintenance is required on trails that see the most usage. Certain trail features can be implemented to control maintenance needs, such as average grades of < 10%, grade reversals, and implementing natural rocks where appropriate. Glenview Hillside Trail has been flagged with these considerations in place (for example, the grade is kept at under 4% for beginner riders throughout). We would anticipate 2 volunteer days per year needed to upkeep this trail, and the organizations above have expressed willingness to add this new trail to the list of trails maintained by volunteers with their organizations. Easy access, and low elevation create easier opportunities for work parties. Volunteer days take place between November-March, during our rainiest months. Maintenance cannot be completed outside of this window unless water is brought in off site. Expectations would be a yearly inspection to ensure integrity of structure. As this trail is being proposed as partially machine built, it would be reasonable to consider a machine pass every 3-5 years for a rebuild, using the same standards (ie same size machine or smaller, same trail width, etc) to give the trail a cleanup and reset that's difficult to accomplish fully with hand crews. The cost could come from the APRC trails budget if adequate or a public/community partnership with user groups (principally RVMBBA and Ashland Devo). Assuming there are no changes to current staffing, any such work would be contracted, not performed by APRC staff.

Part E: Additional Information

Impact on parking, if any:

It is anticipated that this trail's creation would decrease parking pressure above the swimming reservoir at the top of Lithia Park and at the quarry on Glenview as recreational users can access the trail network directly from their homes and from downtown Ashland. The downhill end of the trail will be within two blocks of the paid public parking lot on Hargadine, which is currently lightly utilized and may create opportunities for parking revenues for the city.

Impact on foot or car traffic:

We anticipate these trails will decrease bicycle and vehicle traffic on Winburn Way, Glenview, Fork and other streets that access the current trailhead, helping to decrease congestion and decrease the risk of collisions between cyclists and motorists, especially in the area of head-in parking on Winburn Way and on narrow dirt roads above the park. (There are many trail users who already utilize Pioneer for this purpose and there has

been talk of a “Pioneer Promenade” to encourage more use). The trails in question cross the pedestrian trails currently on the hillside and care was taken to keep these intersections in high-visibility areas and in areas where cyclists are likely to be traveling at low speeds (i.e. short sections of uphill in the downhill trail). Since unsanctioned use of the current pedestrian trails by cyclists is occurring now, we anticipate that conflicts with pedestrian trail users would be likely to decrease once cyclists have an enjoyable dedicated route to safely access the amenities of downtown Ashland.

Impact on neighborhood(s):

This trail is likely to increase bicycle traffic on Pioneer street, including on the paved section that has houses on the east side and Lithia Park on the west side and the section that goes into downtown through the OSF where there is a crosswalk connecting the Thomas Theater to “the bricks” outside the entrance to the Elizabethan and Bowmer theaters where the Greenshow stage is located. Current Strava use data does show fairly high levels of both foot traffic and bicycle traffic in these areas, including at times when OSF may have theater goers crossing the street.

Review of 10 years of accident data From 2014 to 2024 from the City of Ashland transportation department shows a total of 6 accidents involving bicycles on Pioneer Street above East Main. During this same time period, there were 35 reported bicycle-involved accidents on Winburn Way between Nutley and the Plaza and an additional 16 between the parking area at the Quarry on Glenview, Granite above Winburn Way and Winburn way above Nutley. Accident data can be found at <https://gis.ashland.or.us/accident/>. The map posted below pulls data from this database, filtered by data from 2014 to 2024 and accidents that involved bicyclists. Each dot on the map represents a reported accident that involved a bicyclist during that time period. Not included, of course, are near misses or accidents that were not reported.



Were this proposal to be adopted, we may consider collaborating with the transportation safety commission and transportation department to discuss additional interventions to further reduce risk of negative interactions between motor vehicles, pedestrians and bicycles. This could include a sign to remind cyclists of motor vehicles coming down Fork Street and pedestrians on Pioneer between Hargadine and East Main. Relative to having cyclists on Winburn Way, this data supports that directing bicycle traffic on Pioneer still represents a net benefit as there is much less motor vehicular traffic, well-marked pedestrian through-ways and traffic signals where bicycles would enter downtown traffic.

Impact on flora and fauna (if known, or potential):

The downhill trail bed will be approximately 36-48” wide and small shrubs/grasses will need to be removed in the trail path. Care has been taken to avoid the root systems of larger trees. Several large branches/offshoots of larger clumps of Madrone, Doug Fir, and Oaks will need to be removed. These branches are not more than 10” DBH. There are already existing trails in the area. This area is already traversed by pedestrian trails and is bordered by the heavily utilized riparian corridor of Lithia Park below and by a trafficked road and houses above. Any wildlife currently utilizing this area would by necessity already have a relatively high tolerance for human interaction. Certainly, any animals that are not tolerant of the level of noise created by a mountain bike would not be expected in the area immediately adjacent to the trail while it is in use. Multiple studies support that there is little difference between the impact of mountain biking on well-built trails upon flora, fauna and soils relative to pedestrian (or equestrian trail use) and that the impacts of mountain bikes are less than motor vehicles and roads. (See sources 11-24 below.)

Impact on drainage, soils (if known, or potential)

The soils are a mix of decomposed granite and sandy loam. The trail crosses at least one draw which did not appear to have any active flow of surface water, even in the rainy season. If there appears to be more active drainage in that area on construction, a culvert or similar pass-through could be considered, though pedestrian trails in the area have not required this. The construction of any trail and the subsequent use thereof has impacts on erosion, primarily impacting the area immediately downhill of the trail. Because this trail is low-angle throughout and will be constructed in accordance with current best practices, we anticipate little in the way of additional erosion due to the trail.

Impact on other trails (adverse: traffic, shortcut opportunities, dropping down, etc, but also beneficial: loops and connections afforded etc)

Positive Impacts:

-Creates direct access for mountain bikers between downtown Ashland and the mountain biking trails in our watershed which is safe, fun and avoids conflict with motor vehicles and pedestrians.

-Creates Ashland's first true beginner and adaptive mountain bike trail where adaptive riders, children and other beginners can hone their skills close to town before moving on to the more advanced trails in the rest of the watershed.

Negative Impacts:

-There are some pedestrians who currently utilize the trails on Glenview Hillside that may consider the addition of a mountain bike trail to this area to be a detriment to their enjoyment of the area. Care was taken on the downhill trail in particular to keep it as far from the pedestrian trails as possible in this limited area.

-Unsanctioned trails: the hillside below Glenview Street currently has a number of poorly built (or "ridden-in"), unsanctioned trails. (This hillside's history is interesting in that most of the current pedestrian trails were never designed and instead were adopted and modified after being created by unsanctioned use.) Many of the current unsanctioned mountain bike trails are too steep ("fall-line" or "skid" trails), likely cause undue erosion and may access more sensitive and highly trafficked areas in the riparian area of Lithia Park along Ashland Creek. This could lead to concern that inviting bike traffic into this area could increase the proliferation of these trails. However, if we look at other areas of the watershed where purpose-made, bike-only trails have been built (Jabberwocky, Lizard, BTI and Wasabi) we see little to no activity off-trail and little to no use of pedestrian-only alternatives. (In the case of Jabberwocky, there was a long-standing unsanctioned trail in the area that managers were able to successfully decommission

once the new, better trail was built.) The well-built, sanctioned alternatives simply obviate the need or motivation for such undesirable activities. (A study out of Australia noted that “formal” trails in a park were more than 6 times as popular as “informal” trails and had less erosional impact. [18].)

Aesthetic Impacts: (What efforts will be made to respect the aesthetic beauty of the natural surroundings? How will the project contribute or detract from the natural surroundings):

The trail build will follow guidelines from BLM’s Guidelines for a Quality Trail Experience Handbook and IMBA Trail Solutions Handbook. These guidelines explain and address all issues to create a well-rounded, modern-day trail addressing all of the potential impacts listed above. One of those impacts is to build trails in an aesthetically neutral way, blending into the landscape by utilizing existing terrain features, both geographical and topographical. The entirety of the trail will be “swept” by the contractor and volunteers to ensure any exposed soils/ holes/or track marks are cleaned up by the machine. This is common practice in the industry.

Well-designed signage will be needed at both trail entrances and the trail exits, and there is ample space to place a few signposts. In keeping with the current aesthetic of the hillside, we recommend minimal signage on the hillside itself (perhaps only low small [~3-4” square] signs that point bicycles to continue along the designated path at intersections with pedestrian trails). A mountain bike on a trail can also be louder than the average pedestrian user, including the sound of tires on dirt, freewheel mechanisms of some rear hubs, potential for squealing brakes and other various rattles, etc. Overall, we do not anticipate significant detracting from natural surroundings. Positive contributions will be introducing new users to what is currently an under-utilized area quite close to downtown Ashland.

There are some in our community who may be resistant to the idea of the first mountain bike trails in Lithia Park and those community members should have the opportunity to have their concerns heard and, when possible, addressed before proceeding with the project. Specifically, those living on Pioneer Street and representatives from the Oregon Shakespeare Festival should be invited to any and all opportunities for public comment on the proposal. While we do not anticipate universal, enthusiastic support for this project, over time, we are confident that the benefits will become apparent including to community members who do not mountain bike and even those that were initially reticent about the project.

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