



MINUTES FOR REGULAR BUSINESS MEETING

PARK COMMISSION

June 10, 2026

Council Chamber, 1175 E Main – 6:00 PM

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

- I. **CALL TO ORDER** – Chair Bachman called the meeting to order at 6:01 PM
- II. **ROLL CALL** – Commissioners Gardiner, Weiner, Bachman, Adams, and Landt present
- III. **APPROVAL OF MINUTES**
 1. Park Commission Study Session May 6, 2026
 2. Park Commission Regular Business Meeting May 13, 2026

Chair Bachman asked if there were corrections/amendments to the minutes. There were none. Chair Bachman asked for approval of the minutes by unanimous consent. No objections, minutes were approved by unanimous consent.

- IV. **ADDITIONS OR DELETIONS TO THE AGENDA** – None

- V. **PUBLIC FORUM** –

Todd Lantry, Ashland: Representing Daniel Meyer Pool users. He's head coach of the High School swim team, and president of the Rogue Valley Master's Swim Club. He is also a volunteer Certified Pool Operator and lifeguard for when his groups use the pool during the winter. Thanked the staff for maintenance on the pool, fixing the heater, replacing flags, new cranks for the pool tarps, new showers, etc. Reminder that the pool liner replaced two years ago has a five year warranty.

Aaron Goldman, Ashland: Speaking on the pool project timeline. DMP was his first social environment when his family moved to Ashland when he was eight. DMP became the only aquatic facility for swimmers when the SOU pool closed. He taught at DMP. Emphasized the importance of having the pool in Ashland as a community gathering place. Don't let the allocation of resources stop the process.

Cate Hartzell, didn't state: Thanked Dials for her quick response to potential spraying at the Grove on two separate occasions.

VI. **CONSENT AGENDA** – None

VII. **BUSINESS**

1. **Public Hearing on the Employment of the Parks Director (Job Description)** –
Deputy City Manager Rooklyn

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 (see packet)

Public Hearing on the
Employment of Parks
Director

Public Hearing-Employment of Parks Director (Job Description)

- 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?

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Public Hearing–Employment of Parks Director (Job Description)

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.]



Chair Bachman Opened the public hearing

Cate Hartzell, Ashland: Was on the Council previously, involved with hiring. Hoping that the Commissioners can remedy having program budget allocation for Community Gardens, it is important to hire a director that has that kind of expertise – program budget development and tracking. Pay attention to the softness of the job description so as not to end up with someone who needs high pay. Also look for someone who knows how to balance personal interests with broader interests developed over the years.

Chair Bachman closed the public hearing.

Questions/Discussion:

- Likes the structure of the new job description. Wants to look over Landt's edits. Still some ambiguities in terms of the dual reporting aspect of the job description.
- Emphasized the job has changed since the hiring of the last director. Looked at the old description and other descriptions to come up with the draft.
- The dual reporting is new, a result of Ordinance 3248.
- Good first draft, needs some work. Omissions like specifics of staff reports. Didn't understand some of the language. Some of it is too complex.
- Need to table the item. Some concerns in Landt's edits are reasonable.
- Rooklyn: Heading this item for HR. Asked Commissioners to work with her electronically on edits to the document with the intention of having a more polished version for the next business meeting.

Motion: I move to table the Parks and Recreation Director job description to the July 8 the next regular business meeting per the process outlined by Deputy City Manager Rooklyn.

Motion: Adams

Second: Weiner

Vote:

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

2. Discussion on Interim Parks Director Role – Deputy City Manager Rooklyn

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 - N/A

Discussion on Interim Parks Director 	Interim Parks Director • Discussion on contracting for an Interim Parks Director or maintaining an Acting Parks Director  4
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Interim Parks Director

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.



Questions/Discussion:

- In the proposed actions or motions it says [insert name]. Question gesture.
- Rooklyn recommended Acting Director Dials as the internal person to be the Interim Director.

Motion: I move to authorize the Parks Chair and Assistant City Attorney to work with Rachel Dials to draft an Interim Parks Director contract.

Speak to motion:

- Doesn't interpret the Acting Director the same way but thinks it's critical to have the director report to the Commission. It is interim and we have a great candidate who is doing the job.
- Commissioners dedicated to having a thorough process for hiring the permanent director. Acting Director Dials doing a great job. Having her in the interim role will allow them to focus on hiring the permanent director.
- If an internal candidate fills the interim role, would their role be backfilled? A: The contract typically includes a right to return to the interim's original job. If there were issues of capacity there is an option to hire for the Deputy Director role.
- It's important, appropriate, to have an interim in place given the length of time it will take to hire the permanent director.
- Okay to move forward with interim director process though the permanent director job description isn't complete.

Motion: Landt

Second: Adams

Vote:

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

3. Q3 FY26 Financial Update – Administrative Coordinator Terry

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.

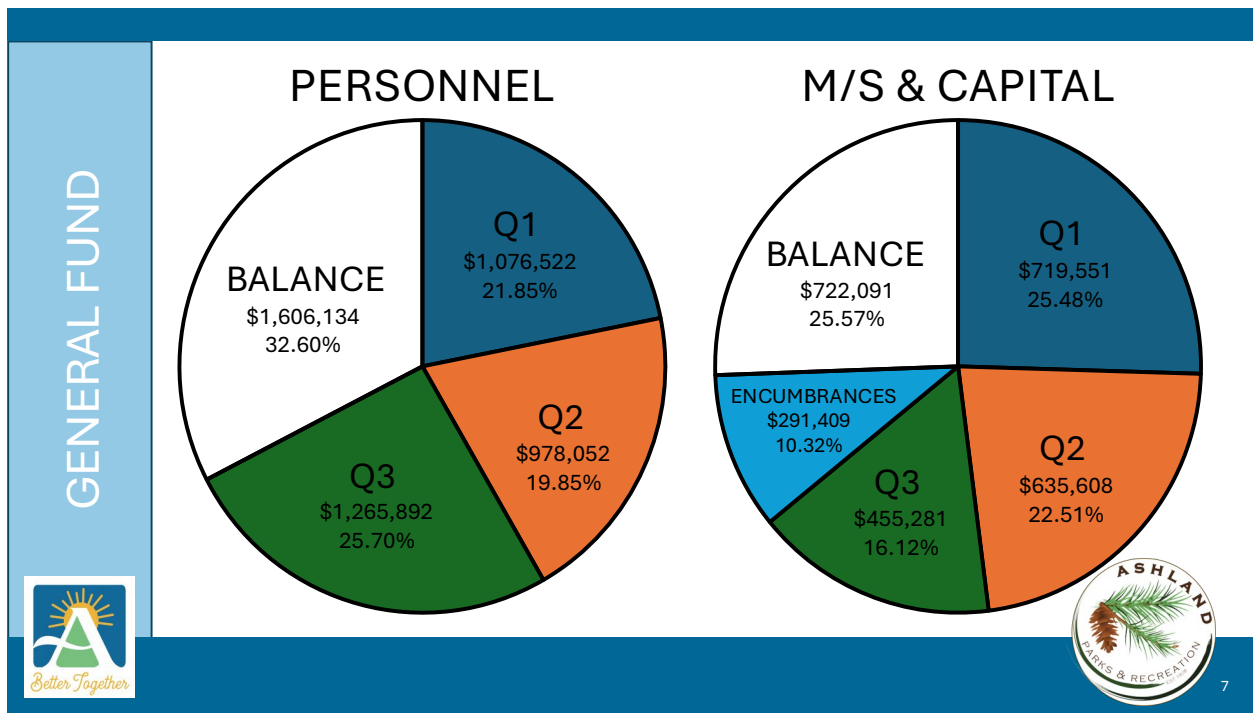
POLICIES, PLANS & GOALS SUPPORTED – Goal #1 Best Management Practices

PROPOSED ACTIONS OR MOTIONS – N/A

FINANCIAL CONSIDERATIONS – N/A

ATTACHMENTS – 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%

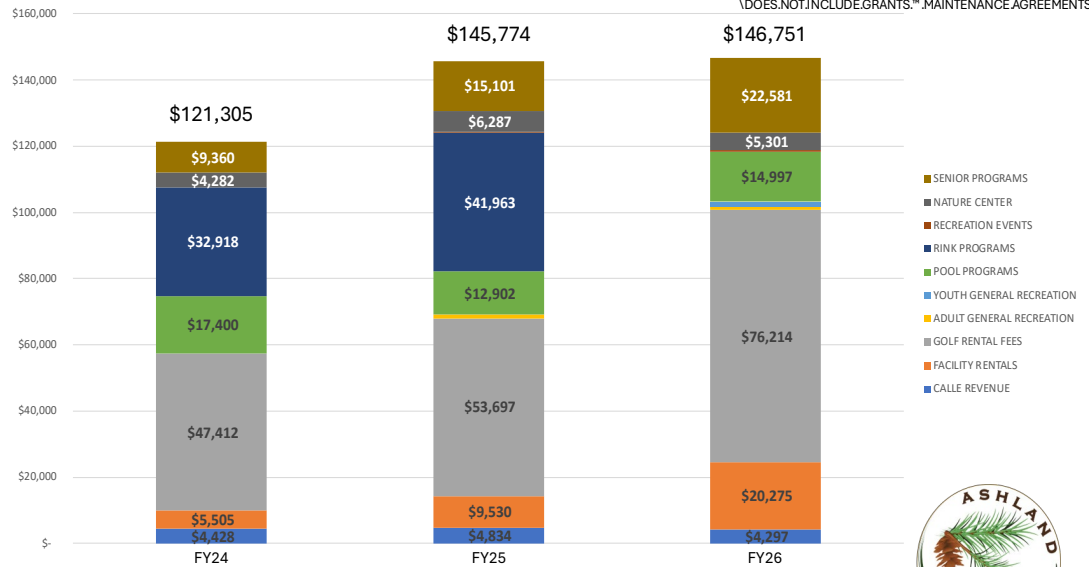


REVENUE



JAN-MAR GF REVENUE* FY24 vs FY25 vs FY26

*DOES NOT INCLUDE GRANTS, MAINTENANCE AGREEMENTS

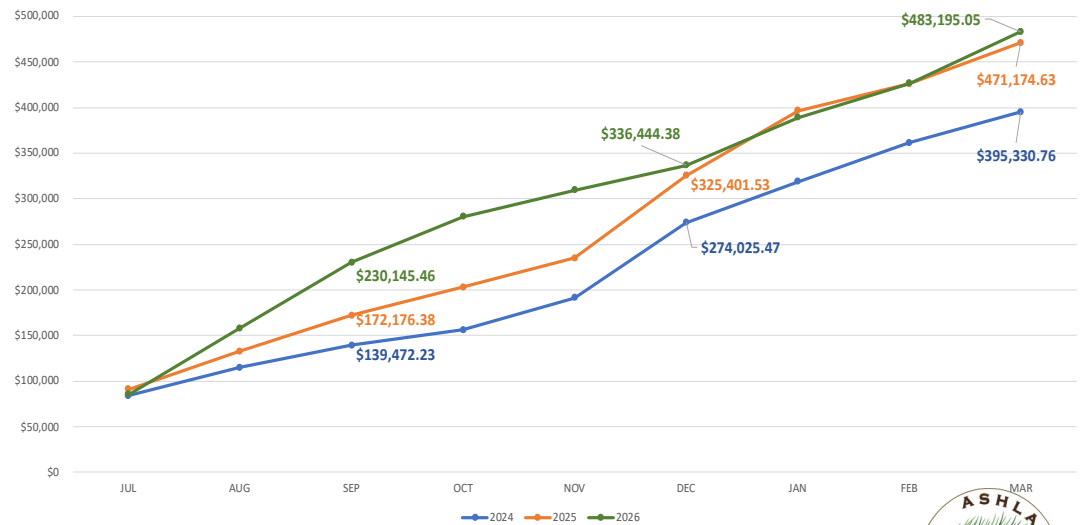


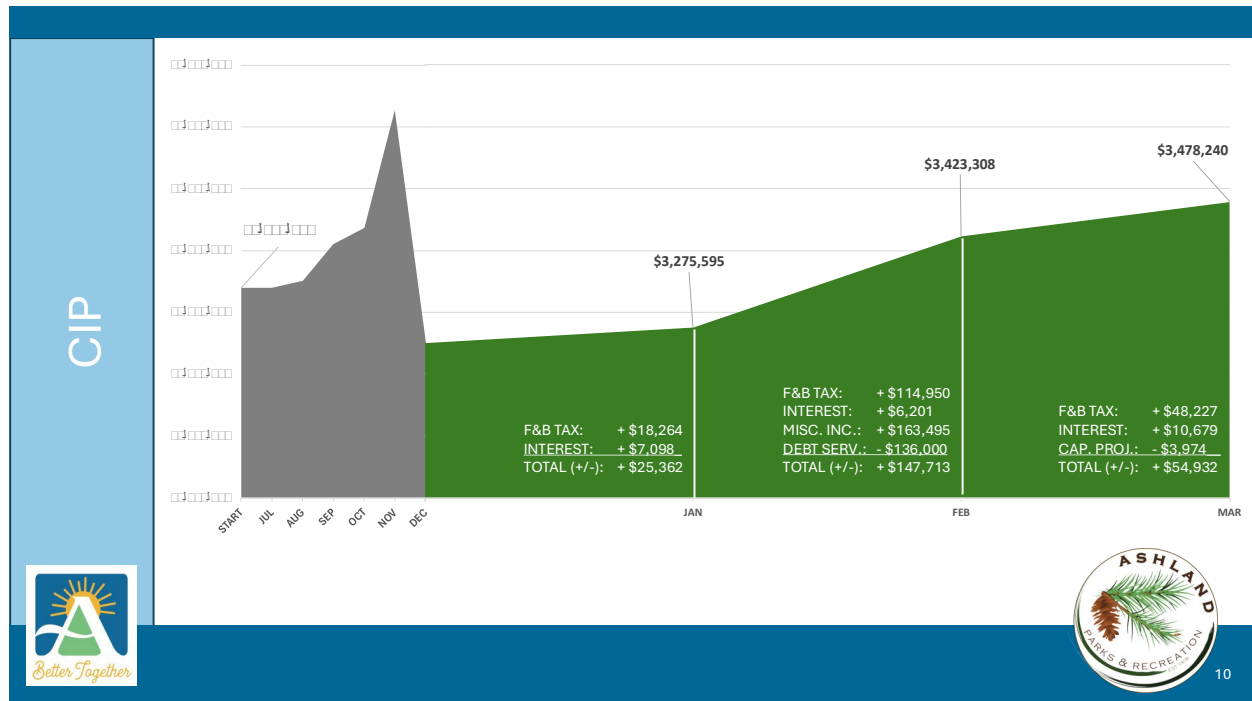
REVENUE



GENERAL FUND REVENUE* FY24 vs FY25 vs FY26

*DOES NOT INCLUDE GRANTS, MAINTENANCE AGREEMENTS





Questions/Discussion:

- What's the total debt on Briscoe? A: \$50,000.00.
- And on the Calle? A: \$37,500.00
- Will Brandon be doing projections if we don't get the F & B tax ? A : Haven't been tasked with that, could certainly provide it working with the Finance dept.

Dials confirmed that.

4. Update on Capital Improvement Projects, East Main Street Community Park Phase I and Hunter Park Tennis courts – Acting Director Dials

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 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) – N/A

ATTACHMENTS – N/A

CIP Update

Capital Improvement Project Update

Hunter Park Tennis Court Rehabilitation

- April 23, 2026, bid solicitation was posted on OregonBuys.
- Bids closed on Tuesday May 26, 2026
- Knife River Materials was the only responsive bid at Total \$643,430 – **below the estimated cost of \$1,013,800.**
- Grant is 60/40 match. Grant Funds are reimbursed
- Next step–Council Meeting – 6/15

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Questions/Discussion:

- The funds stay in the CIP until we need them? A: Yes
- Does the Hunter Park tennis courts bid include the drain work? A: Yes
-



Capital Improvement Project Update East Main Park Phase 1

- On May 4, 2026, two bid solicitations were posted on OregonBuys .
 - Public Improvements & Park Improvements
- Park Improvements: There were four responsive bids
 - Lowest responsive bid came from Outlier Construction at \$2,130,151.66.
- Public Improvements: Received three responsive bids
 - lowest responsive bid from Pilot Rock Excavation at \$386,340.00.
 - **Total cost is below the estimated cost of \$3,325,000**
- Next step–Council Meeting – 6/15



Questions/Discussion:

- Does the lower bid on East main Street Community Park mean we can add a playground in Phase One and how would that happen? A: Would like to wait until the work is in progress then come to the Commissioners with a proposed CIP that includes the playground. There is a playground in the master plan for the park. Also looking for grant opportunities for the playground.
- Believes the playground should go in asap. Also, would like natural, community garden and dog park areas cordoned off before construction begins to avoid the soils compaction that occurred at Ashland Creek Park.
- Could the playground be added to the current grant? We would focus on the playground specifically.

5. Treatment of Trees in Japanese Garden – Acting Director Dials

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

Treatment of Trees
in Japanese Garden



Japanese Garden-Exemption to IPM Policy #105

Staff is seeking an exemption to preserve the pines in and around the Japanese Garden in Lithia Park. The affected trees include:

- 6 Japanese Black Pines
 - 1 Red Pine
 - 1 White Pine
 - 1 Lacebark Pine
- Policy #105 – Integrated Pest Management Integrated Pest Management prohibits the use of synthetic pesticides. The policy identifies that the PC must grant an exemption to the no pesticide policy.





Questions/Discussion:

- Who makes the recommendation? A: Staff arborist and the contractor who worked on the garden.
- Asked for an explanation of the process. A: The treatment is injected directly into the trees/soil so there is no potential for spread.
- Is the proposed soil injection applied the same way? A: Yes.
- Is this the same as what was done last year? A: Yes the last three years, but some of the trees are different.
- Did the trees improve? Yes.
- Question about the product used. Is it the same as what was used last year?
- Do we post signs before the treatments? A: Haven't in the past but we can.
- Despite the design, might be the wrong trees for the area. Can continue to treat, or consider planting trees that are more suited to this environment.

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

Motion: Adams

Second: Gardiner

Speak to the motion:

- We need to do what we can to preserve the tree species in the garden. This treatment is relatively safe. As plants naturally die we should think about replanting with more resilient species for the current climate.
- Thinks it's important to have more information on what's being used in the treatment(s). We had an extensive conversation last year, but it is important for the public to have the information as well.
- Finds a reasonable case for voting no on this motion. Ultimately the environment will decide.

Vote:

<u>Gardiner</u>	<u>Yes</u>	<u>Weiner</u>	<u>Yes</u>	<u>Bachman</u>	<u>Yes</u>
<u>Adams</u>	<u>Yes</u>	<u>Landt</u>	<u>No</u>		

6. Park Walk Plaque for Front of Lithia Park – Ashland Parks Foundation President Gardiner

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 – N/A

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

Park walk Medallion
Request



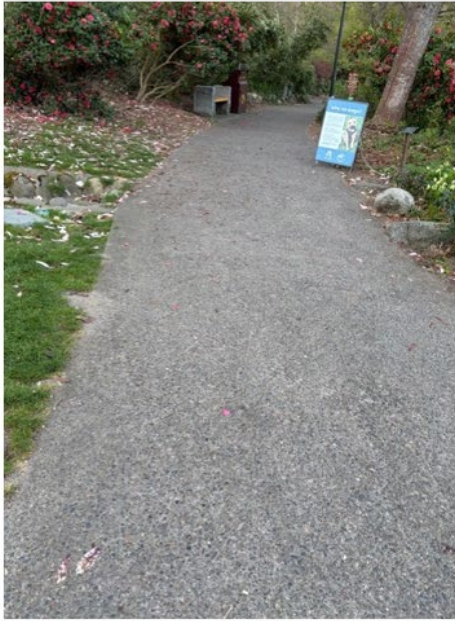
Park Walk Medallion Request

- 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 Ashland Parks Foundation (APF) and Tom Foster will coordinate the final artwork for the plaque. The APF will also facilitate securing the contractor to make the plaque.
- APF will then present the plaque to the Ashland Parks and Recreation Department (APRD) for installation near the main entrance to Lithia Park, Fall 2026



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Questions/Discussion:

- Thought there was going to be a mockup of the plaque before taking action. A: The picture in the packet is what it will look like.
- Will it be rectilinear? A: Partial to round but still being negotiated.
- Why would we use a logo from a Museum that no longer exists? A: Without the Museum of Natural History the park walks wouldn't exist. It's historic and connected to the park walk program.
- Doesn't like the aesthetic of the rectilinear design. Would like attention paid to doing a really aesthetic job given the location is in Lithia Park.
- If the Commission doesn't want to approve the plaque as is, next move is to hire a graphic designer.

Motion: I move to table this item until the July 8 meeting when they will get better representation of the final product.

Adams : Reflected on an idea that was presented for a sculpture in the front of

Motion: Landt

Second: Wiener

Speak to the motion:

- Prefers the round design idea.
- Want to pay special attention to our special park.
- Likes the idea, but wants to see what it is before voting.

Vote:

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

7. Proposed Lithia Park East Hillside Mountain Bike Trail Public Input Schedule –
Acting Director Dials

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) (Please see Packet)

Public Forum

Cate Hartzell, Ashland: Should try to lower the stress and pressure on the people who care. Walked or tried to walk the trail but it wasn't clear. Would like the trail marked asap and left marked until it's time to make a decision. Would also like a map with landmarks. Open up public comment now, don't put dates on it. Would like Parks to present an unbiased version of the proposal. The proposal is a sales job. Do a question/answer page online. Conduct a couple of tours. Engage stakeholders. Fund an engineering analysis for erosion potential. Impact on trees, insurance, parking, who will patrol, etc. Consider alternative locations.

Questions/Discussion:

- Also question the date of August 3 for the trails to be marked. Two days before the August 5 Study Session isn't enough time for people to see/walk the trails.
- Agrees that the public comment should be formally opened now.
- Tough to go off trail and find the routes. At least mark where the proposed bike trails would cross pedestrian trails.
- How will the trails be marked? A: A parks staff member and someone from the proposing group will mark the trail together using less intrusive materials like flags. There will also be signs posted at the beginning of the trail(s).
- The Forest Lands Management Advisory Committee looked at the proposals. There are some special plants in the area. The trail proposers went to great lengths to avoid those plants. Therefore, he discourages people from trudging around the area before the trails are clearly marked.

Direction to staff:

1. Move up the date to mark/sign the trails.
2. Clearly mark the places where pedestrian and bike trails would cross.
3. Open up the comment period now.
4. Organize guided tour(s) with the trail proposers.
5. Will do some press releases informing the public.
6. Put in the lookahead an update on the process for the July 8 meeting.

VIII. **ACTING DIRECTORS REPORT** – Acting Director Dials

Acting Director Report 	Acting Director Report • Daniel Meyer Pool opened June 3rd, Swim Lesson began June 5th • Garfield Park Splashpad is operating 7 days per week 11am-7pm. • Water Quality Alert for Ashland Creek near the Lithia Park Playground has been lifted. • Youth Conservation Corp (YCC) kicked off this week with high schoolers volunteering in Lithia and North Mountain Parks for school credit. • Lithia Park Bandshell hosted the Ashland High School Graduation tradition. Thousands of people were in the park on Friday June 5th. • Cookout for Seniors & their Families @ Hunter Park-June 13, 11:30-1pm • Bee City Pollinator Party@ North Mountain Park –June 20, 11am-2pm 
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Acting Director Report

- Summer Sounds kicks off June 15th, Lithia with the band Dead Floyd with our friends from Epic Ashland. 6pm Lithia Park
- Ashland Folk Collective-in the Park with the band Fruition June 29, 6pm Lithia Park
- Golf Concessionaire, Salt & Fire is now serving food at the Oak Knoll Golf Course. OLCC license is still in process.
- Scott Howell-Rogue River Restoration Council. Received final approval for first year of project from City of Ashland Planning Dept.
- The Ashland Park Commission is seeking applications to fill two vacancies on the Trails Advisory Committee. The recruitment is open now until July 9, 2026. The application can be found on the City's website on the Parks and Recreation webpage: <https://or.ashland.civicplus.com/876/TrailsAdvisoryCommitteeTAC>



Questions/Discussion:

- Which positions on the TAC were vacated? A: At large and pedestrian

IX. ITEMS FROM COMMISSIONERS/STAFF

- Adams: Time to bring the pool back to a Study Session

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 – Chair Bachman adjourned the meeting at 7:36 PM

Respectfully submitted by Nancy A. Mero, Executive Assistant