AGENDA FOR SPECIAL MEETING
ASHLAND PARKS & RECREATION COMMISSION
February 7, 2024
Council Chambers – 6 p.m.
1175 E Main St

To attend the meeting or to provide public input, see public participation instructions on page 2.

I. CALL TO ORDER

II. APPROVAL OF MINUTES
   a. APRC Study Session – January 3, 2024

III. ADDITIONS OR DELETIONS TO THE AGENDA

IV. PUBLIC FORUM

V. CONSENT AGENDA

VI. DIRECTORS REPORT

VII. BUSINESS

   a. APF Butler-Perozzi Fountain Restoration Project Update/Request for Action on the RFP (Action)
   b. Resolution of Support for Extending/Connecting the Central Bike Path (Action)
   c. Volunteer in Parks Yearly Report for 2023 (Information)
   d. Smart Rec Online Registration (Information)
   e. Ivy/Waterline Project (Information)

VIII. ITEMS FROM COMMISSIONERS/STAFF

   a. Liaison Report – ASAC meeting January 8, 2024 Commissioner Bachman

IX. UPCOMING MEETING DATES

   a. APRC Study Session March 6 Electronic Meeting 6:00pm
   b. Ashland Senior Advisory Committee March 11 in person at the Senior Center 3:30pm
   c. APRC Regular Business Meeting March 13 in person at Council Chambers 6:00pm
   d. Recreation Division Advisory Committee March 21 in person at the Lithia Cabin 4:00pm

X. LOOKAHEAD REVIEW

XI. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Administrator's office at (541) 488-6002 (TTY phone number (800) 735-2900). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title I). Parks Commission meetings are broadcast live on Channel 9, or on CHARTER CABLE CHANNEL 180. Visit the City of Ashland's website at www.ashland.or.us.

Public Participation Instructions

This meeting will be held in-person in Council Chambers 1175 E. Main St. Those who wish to provide oral testimony must attend the meeting and fill out a speaker request card. The public can view on Channel 9 or Channels 180 and 181 (for Charter Communications customers) or live stream via **rvtv.sou.edu** - select RVTV Prime.

Written testimony will be accepted via email sent to nancy.mero@ashland.or.us. Please include "**Public Testimony**" in the subject line. Written testimony submitted the Tuesday before the meeting by 11:00 am will be made available to the Parks Commissioners before the meeting. All testimony will be included in the meetings minutes.

MINUTES FOR STUDY SESSION

ASHLAND PARKS & RECREATION COMMISSION

January 3, 2024

Electronic Meeting – 6 P.M.

Present: Commissioners Landt (Chair), Bachman (Vice Chair) Adams, Lewis, Seffinger; Interim Director Eldridge, Deputy Director Dials, Senior Service Superintendent Glatt, Analyst Kiewel, Executive Assistant Mero

I. CALL TO ORDER

Landt called the meeting to order at 6:00 PM.

II. PUBLIC FORUM

Ashland Senior Advisory Committee (ASAC) Chair Mike Gardiner expressed gratitude to Superintendent Glatt for all her hard work, especially in transforming the Senior Services Division of APRC. Message specifically comes from Mike and Anne Bellegia who both served on the Ad Hoc Senior Advisory Committee (ASPAC) with Glatt. They were tasked with setting goals for the Senior Services Division in 2017-18. Glatt's accomplishments went well beyond their recommendations for the restructured program. Glatt and her staff have given the Senior Services Division a very sustainable future.

III. CONVERSATION CLUSTERS DEMONSTRATION PROJECT – FINAL REPORT

Slide presentation:

Goals:

1. Provide outdoor, age-friendly seating for people to gather at COVID-safe distance.
2. Encourage conversation and connection in public spaces.
3. Test three styles of conversational seating in three APRC parks and solicit community feedback.

Three locations of clusters are at Lithia Park with stackable chairs, three benches at Garfield Park, and a circle of four benches at Glenwood Park. Space left between benches for wheelchair access.

Funding: Commission supported funding with $6,000.00 set aside from the APRC CIP Budget. Total cost was $3285 plus in-house labor.

Did lots of publicity with good outcomes. Gained positive publicity for APRC from Channel KDRV Newswatch 12, Rogue Valley Times, and Oregon Health Authority News.

Survey: Only open for two weeks. A very small sample, mostly people from Ashland.

- Only 15 Responses partly because the Clusters were launched late in the year when weather wasn't great.
- Mostly older visitors
- Heavy on Lithia Park users

Improvement

- Put clusters in more parks, keep solo benches and picnic tables, redirect the money designated for the Clusters to fixing the duck ponds.

DRAFT

Conclusion

- Project was well received by the community, mostly positive, all 20 movable chairs at Lithia are still there though some were defaced with stickers.

Questions/Comments

- Seffinger passes by Glenwood Park frequently, once saw a group of college students using the Cluster for discussion.

IV. PARKS, TRAILS, AND OPEN SPACE MAP TECHNICAL SUPPORT DOCUMENT

The Parks, Trails, and Open Space Map (Map) has been presented to Commissioners on multiple occasions after going through a lengthy public process. The Commissioners approved the Map, and staff began working with the team in Planning. The Map was presented at a Planning Commission Study Session on November 28. 2023. Ultimately the Map will be integrated into the Ashland Comprehensive Plan. There are two maps, the original had text, the comparison map removed the text. Commissioners asked that the text be put in a technical support document to be used in conjunction with the Map. The document was displayed, and the Commissioners were asked for feedback/discussion.

Landt asked if the Map would come back with the Technical support document next week at the Business Meeting. Eldridge answered yes. What was approved a couple of months ago was the comparison map, not the official map that will be included in the master plan.

Adams asked Eldridge to share some of the many public comments that were sent regarding the Central Bike Path. (CBP)

Eldridge: We have an Ashland Trails Master Plan that was created by working along with the City Transportation Committee. The City will be the primary entity working on the ped/bike trails. The Map focuses mostly on open space parcels. Want to emphasize that continuity of the ped/bike trails is a priority. Many citizens want to see the connections on the Map.

Lewis: Many emails came from the Streets 4 Everyone Action Team (S4E). Does anyone know anything about this group? Landt mentioned the email sent today that included information from and about the Streets for Everyone Action Team.

Eldridge: S4E is a part of Ashland Climate Collaborative, a local 501c3. S4E and RVTD have been advocating to City Council to add bike lanes separated from car traffic.

Landt: There are two issues: Extension of Central Bike Path and connection with Bear Creek Greenway. Already a path from 4th and A Streets to the Greenway trail. It would be a street trail shared with automobiles. It needs signs and striping, and other safety measures. All connections will be on City-managed streets.

Landt would like to draft a Resolution to the City Council stating Commissioner support of making the connections. Direct staff to draft the resolution. Have it for the February Meeting. No one is opposed to the idea.

Eldridge: Text on the Map has not been changed. Changes to the Map since it was last seen by Commissioners: Updated the number of acres (277) of land to be removed from the Map. Added a final explanatory paragraph talking about the relationship of the Trails Master Plan and the Map meant to be used in tandem.

Bachman found the extra paragraph a good, connecting addition.

Moving on, the Map will come up for a vote on Jan 10 at the Business Meeting.

V. SUMMARY OF DANIEL MEYER POOL REPLACEMENT PROJECT

Eldridge presented a PowerPoint of the history of Daniel Meyer Pool Replacement Project (DMP). It is included in the packet and can be viewed through the City of Ashland Web Site on the Agenda posted for this meeting.

Improving aquatic recreation in Ashland is Goal #2 of the Commissioner's APRC Biennium Goals.

There are energy slides that can be looked at in depth depending on what the Commissioners want to discuss. She will go back to the slides if necessary.

Initially budgeted 5 million plus, now budgeting about 10.2 million for the project. Just an estimate.

Landt: Initially weren't thinking of an all-season pool and that's why the higher estimate was made to include a 'brick and mortar' cover due to smoke, winter, etc.

Eldridge: Designers Robertson Sherwood included space in the design for a cover. Staff does not recommend using a removable cover like the one at the skating rink.

Staff Assessment of Robertson Sherwood Recommended 3A plan option pros and cons:

Pros: Support the recommendations of the Pool Ad Hoc Committee; once funding is secured and project is bid, timeline is approximately 10 months to build; most likely lower cost (not lowest) option; reduces GHG emissions from current levels by 88%.

Cons: Seasonal pool cover; still uses some amount of natural gas; is a pool-only option (not an aquatic facility).

Bachman: Original Ad Hoc committee did a great job. Don't want to renegotiate that, tinkering not needed with exception of adjusting numbers for the cost. Realizes the all-gas option is the cheapest but does not want to go there.

Adams: Heat pumps are a very efficient way to heat air or water but necessitate a backup heating system to achieve certain temperatures. Difference between options 3A and 3B is the backup heating source. Options 3A and 3B are the best options. Heat pumps cost more up front but over time will result in less cost to heat the pool.

Landt noted that the timeline slide doesn't include the replacement liner that was installed last month. Fulfilled the goal of having pool running during the summer season. In fact, pool can now operate year-round. The mechanical parts could still fail but the pool won't. Gives us time. Keep the layout of the pool – what the public wanted. He thinks location and heat source need to be considered. Use the water treatment plant for heat exchange. Also consider that it was an effort to squeeze the new design into the existing space. Gave an example of squeezing two baseball fields into North Mountain Park. There wasn't enough space, and one was abandoned. Should consider location in assessment.

Leslie: The geo tech, renewable energy, and schematic elements of the design are all site specific. Not able to just pick the design up and move it to another space. All the reports would need to be done again. She is not familiar with any entities that use wastewater effluent to heat a pool. The wastewater effluent's heat might not be high enough to heat a pool to 72 or 82 degrees as is specified.

Landt: Agreed a lot of work would need to be done to consider moving the pool to a different location. Reiterated the size/layout of the pool doesn't need to be revisited.

Adams: Familiar with some of the process of the pool project. Appreciates the work the Ad Hoc Committee has done. Likes the shape and size of 25 meters by 25 yards – the correct size. Absolutely feels the pool needs to be housed. Noted fire season smoke is guaranteed. Also noted the pool would be used more in the winter if it were enclosed. Needs to be more than a tent. Should be able to filter the air and potentially warm it. Would like to investigate raising 10 million in the community. Doesn't think Rogue X obviates the need for a four-season pool in Ashland.

Seffinger: Remembers the tent for the first ice rink became unusable. They explored a tent for the pool at that time. Learned that others had problems with tents over pools due to sweating and humidity. Climate change is inevitable. Need to plan for it so the community can use the pool for years to come, including those who don't have their own pools to temper the heat in summers.

Landt: Thanked staff for putting together the summary of where we started and where we are.

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Adams: Asked the Commissioners who have been around a long time if there had been other projects of this magnitude and how were they funded?

Landt: Suggested Land acquisition for parks which has been spread out over 30 years but cost even more money than this project. The money came from the meals tax. Nothing this huge as a single project.

Bachman: This large project falls into a different category. Believes City Treasurer/Finance Director should be responsible for financial aspect of the project. Because it is a City need, he thinks the City Council will recognize this and the financing will be handled by the professionals.

Eldridge: We need design/construction documents before we get to the funding mechanisms. Thinks APRC should have a funding proposal to bring to the Council/Finance and not just ask them to figure it out. Would appreciate some direction from Commissioners about next steps for staff to advance this project.

Landt: Suggested maybe reactivating the Ad-Hoc Committee. A public forum for the issues discussed.

Seffinger: Remembers asking the schools for a partnership in funding. Wonders if we should try to reconnect with the schools to help with the funding.

Bachman: Can't go forward without an Ad Hoc reconvening. Perhaps a new committee of a similar make up. Need input on financing but not reasonable to do it entirely on our own. Agreed it would be good to ask the schools again. Need to fine tune the final plan. Then we can talk about financing.

Eldridge: Questions an Ad Hoc might address: Seasonal cover, siting of the pool, changing footprint on existing design. These are seemingly technical questions. Would a citizen advisory committee be equipped to answer these types of questions?

Adams: Agreed with Eldridge. If a covered pool works at current site, there are a lot of advantages to do so. Could staff investigate the core questions then bring their findings to the Commissioners? This would help the project move ahead more expeditiously.

Bachman: Agreed with most of what Adams said and takes Eldridge's point that if the questions are mostly technical it doesn't make sense to bring them to a citizen committee of lay people. Landt's suggestion of moving the pool might be brought before a citizen committee. Original pool design includes possibility of a cover, the question is what kind of cover. Landt's reference to relocating the pool meant moving it closer to the Senior Center.

Eldridge: Staff can do research and work with Sherwood Robertson on housing the pool. Previous Ad Hoc subcommittee did not want to engage in the potentially long and arduous process of looking for other sites that would include land acquisition costs, infrastructure costs, etc. Ad Hoc subcommittee strongly recommended moving forward with all haste at the current location.

Landt: That's true, but at the time people were feeling desperate because they did not want to be without a pool. The liner has given us time that we didn't have at the time the recommendation was made.

Eldridge: Respectfully disagreed with Landt's last statement. The state of the boiler and of other mechanical elements of the pool do not give us a safe zone.

Adams: Haste is relative. The project is going to be a long one. Replacing the liner was a good project and may give us a bit of time but the citizens want us to move ahead with replacing the pool. Remarked that the schools and SOU were previously approached for help as partners but were not interested at that time. Still could ask again.

Lewis: Focus should be on the feasibility of covering the pool in its current location. There are plenty of steel covered buildings in the Valley. That's the main element. Need to get at least a guesstimate of the cost. A cover would have some effect on heating/cooling the pool. Important to discuss thoroughly and do this right. Ashland needs a municipal pool.

Landt: Can staff at least move forward with what has been discussed?

DRAFT

Leslie: Yes, staff can work with Robertson Sherwood to look at options, do some research, and bring their findings back to the Commissioners.

LOOKAHEAD REVIEW

Eldridge projected a spreadsheet of the Ashland Parks and Recreation Commission Lookahead. Mentioned the Commissioners will be receiving the packet for the January 10 business meeting soon. Went over what is on the Lookahead. Asked Commissioners to look at the upcoming months. Will add the Resolution in support of developing the Central Bike Path (discussed tonight) to the January 10 meeting.

Dials: Already added the draft Resolution to the February 7 Study Session and the Resolution (action) to the February 14 Business Meeting. Also pushed the Smart-Rec online registration system software to February 14 Business meeting as it just went live today, and they need time to work out the kinks.

Adams: Asked if we want to put the next DMP discussion on the Lookahead.

Eldridge: She is ambitiously thinking about March.

Bachman: Upon reflection would like to have February 14 free. Asked about not having the study session in February and moving business meeting to Feb 7.

Adams and Seffinger: Both supportive of that idea.

Landt: Asked that if the agenda seems too long, staff move some flexible items to the next meeting. Confirmed there would be no Study Session in February and the Business Meeting would be moved to the 7th. Landt emphasized the importance of alerting the public to the change. Need to find out if Chambers are available on February 7.

Dials: That would mean that the regular meeting would be held on the 7th and would be a Zoom meeting, correct?

Eldridge: Recommends that it be a Special Meeting held in person.

Dials: Must check on availability of the room.

Landt: Let us know as soon as possible. It would be okay to have a Zoom meeting if necessary.

Seffinger: Wondering when we are going to discuss the process of looking for a permanent Director. Also, will we evaluate the Interim Director before that.

Eldridge: Noted there will be an Executive Session next week. Originally scheduled to discuss real estate but an employee discussion has been added for which she will not be present.

Seffinger: Wants to make sure they are being fair to Director Eldridge by looking at the job she is doing. Will help decide if they are going to have a local/regional look for the permanent position. Have an evaluation process for her because she's doing a great job.

Bachman: The second purpose of the Executive Session is set up for just that purpose and is the appropriate place for discussion.

VI. ADJOURNMENT

Commissioner Landt adjourned the meeting at 7:45 PM

Respectfully Submitted, Nancy A. Mero, APRC Executive Assistant

DRAFT

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:
Rick Landt
Jim Bachman
Justin Adams
Jim Lewis
Stefani Seffinger

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STAFF MEMORANDUM

TO: Ashland Parks and Recreation Commissioners

FROM: Leslie Eldridge, APRC Interim Director

DATE: February 7, 2024

SUBJECT: Ashland Parks Foundation Butler-Perozzi Fountain Restoration Project Update/Request for Action on the RFP (Action)

Mike Gardiner, Ashland Parks Foundation (APF) President, will provide an update on the APF fundraising campaign for the Butler-Perozzi fountain project as well as outline next steps.

Ashland
PARKS FOUNDATION

Board Members
Mike Gardiner, President * Donna Rhee, Vice President * Michael Murray, Treasurer
Jeff Mangin, Secretary * Mark Knox * Jim Lewis * Nan Kane * Sean Sullivan

Date: February 7, 2024

To: APRC Board of Commissioners and Interim Director Eldridge

From: Mike Gardiner - Ashland Parks Foundation/President

Re: Update on the Butler-Perozzi Fountain Restoration Fundraising Project and a request for action to prioritize the restoration project in the APRC 2024 work plan.

I am here tonight to update the commission on the status of the fundraising project for the historic Butler-Perozzi Fountain and to request your support in directing your APRC staff to prioritize the planning and construction phase of this project.

Attached is a copy of our most recent Campaign Goal Sheet.

After a brief update on our fundraising progress and an explanation on this Ashland Parks Foundation request, I would be glad to answer any questions.

Thank you for your interest in this project and thank you for the time and energy that you commit to your role as Commissioners.

Butler-Perozzi Fountain

RESTORATION

Campaign Goal: $800,000

Committed to date: $626,566 (78%) as of 1/03/24

■ = Committed Gift □ = Gift Needed

Gifts/Pledges	$ Amount	Gifts Received	Raised	Needed	Total
■■	$200,000	2	$400,000		$400,000
■■■■□□□	$25,000	4	$100,000	$75,000	$175,000
■■■□□□□	$10,000	3	$30,000	$40,000	$70,000
■■■■■■ □□□□□	$5,000	6	$30,000	$25,000	$55,000
■■■■□ □□□□□	$2,000	4	$8,000	$12,000	$20,000
■■■■■■■■■■ ■■■■■■■■■■ ■□□□□□□□□□	$1,000	21	$21,000	$19,000	$40,000
Less than $1,000		317	$37,566	$12,434	$50,000
Total		357	$626,566	$173,434	$800,000

Totals include two pledges of $10,000

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STAFF MEMORANDUM

TO: Ashland Parks and Recreation Commissioners

FROM: Leslie Eldridge, Interim Director

DATE: February 7, 2024

SUBJECT: Resolution in Support of Expanding Multi-Modal Transportation Routes in Ashland. (APRC Goal #7)

Situation

A Resolution in Support of Expanding Multi-Modal Transportation Routes in Ashland will:

- Clarify the roles and responsibilities within the city for achieving the goal of extending the Central Bike Path (CBP), as identified in the Transportation System Plan (TSP).
- Declare APRC Commissioner support for, and willingness to collaborate, as appropriate, with Public Works to achieve this goal.
- Support APRC Goal #7 b. Master Planning for "Bicycle and pedestrian circulation and access to park properties".

Background

The Parks, Trails, and Open Space Map (the Map); Proposed Ordinance; and Findings have been approved and recommended to the City Council by the Parks Commissioners and the Planning Commission. They will be presented to the City Council for approval and subsequent inclusion into the Ashland Comprehensive Plan.

During this process, APRC and Planning Commissioners received public feedback urging the prioritization of the extension of the Central Bike Path (CBP) on the Map. The Ashland Climate Commission, Streets 4 Everyone, and others asked that the CBP be highlighted and prioritized in the Parks, Trails, and Open Space Map.

Analysis

Although the CBP is identified in the Map, it is the principal task of City of Ashland Public Works to realize the project through implementation of the Transportation System Plan, which is the definitive document for vehicular traffic, as well as urban bike/ped connectivity like the CBP. Extension of the CBP

relies heavily on acquisition of easements as well as right-of-way from the railroad, which has historically and appropriately been under the authorities and powers of Public Works.

Parks Commissioners support the extension of the CBP and agree that it is a priority for climate, safety, and livability goals of Ashland. This resolution was drafted to clarify the roles and responsibilities of the city department tasked with this project, as well as to offer support and collaboration insomuch as it is possible/appropriate, to assist the city in achieving this aim.

Recommendation
I move to approve, as presented, the Resolution in Support of Expanding Multi-Modal Transportation Routes in Ashland

DRAFT

A RESOLUTION IN SUPPORT OF EXPANDING MULTI-MODAL TRANSPORTATION ROUTES IN ASHLAND
RESOLUTION 2024-XX.

Whereas members of the public have recently expressed to Ashland Parks and Recreation Commission (APRC) Commissioners their desire for an expanded alternative Ashland transportation system for pedestrians and non-motorized vehicles;

Whereas the Trails Master Plan (TMP) is part of the City's Transportation System Plan and is the definitive City document outlining the vision of trails and pathways in and around Ashland;

Whereas the recently developed Riverwalk Trail between N Mountain Avenue and Oak Street is an example of APRC's affirmation of the City's multi-modal transportation goals;

Whereas APRC Commissioners have the ability to purchase property and easements that support the goals of the City's Comprehensive Plan and Commissioner goals whether or not the property is on the Parks, Trails, and Open Space Map, and;

Whereas APRC Commissioners are supportive of safe, practical conveyance through and around Ashland for pedestrians and alternative transportation.

Be it resolved that APRC Commissioners express their willingness and commitment to improving multi-modal transportation in the City as a whole and to work with the Mayor, City Councilors and City staff to facilitate this goal within and outside park boundaries, and that APRC Commissioners would expect that meeting this goal would include, but not be limited to, 1) determining the most feasible, safe, and efficient route to connect the Central Bike Path and the Bear Creek Greenway Trail; 2) implementing necessary signage and other safety improvements for the newly designated connection; 3) researching the feasibility of extending the west and east ends of the Central Bike Pathway (CBP) and; 4) supporting the overall development of the trails system outlined in the TMP and on the Parks, Trails, and Open Space Map.

Further, **be it resolved** that APRC Commissioners will continue to collaborate on bicycle and pedestrian enhancement partnerships with the City of Ashland.

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STAFF MEMORANDUM

TO: Ashland Parks and Recreation Commissioners

FROM: Sulaiman Shelton, Volunteer & Special Event Coordinator

DATE: February 7, 2024

SUBJECT: 2023 Volunteer in Parks Report

Situation
Each year the Volunteer Coordinator presents a report on the Volunteer in Parks program to the Parks Commissioners.

Background

Volunteer in Parks Program
2022 & 2023 Comparison

	2022 Total Hours	2022 Total Number of Volunteers	**2023 Total Hours**	**2023 Total Number of Volunteers**
North Mountain Park				
NMP Education and Research	261.00	4	84.00	4
NMP Events	153.00	54	0.00	0
NMP Facilities and Grounds	810.50	513	686.25	166
NMP Gardening	740.75	37	852.50	27
	1,965.25	608	**1,622.75**	**197**
Parks and Trails				
Parks Students	34.00	1	0.00	0
Parks Art and Design	115.00	1	15.00	1
Parks Community Gardeners	455.00	75	501.00	79
Parks Facilities and Grounds	2,511.00	388	4,113.75	417
Parks Seasonal	58.00	4	40.00	3
	3,174.00	469	**4,669.75**	**500**

Recreation				
Rec Admin	160.00	3	0.00	0
Rec Events	298.00	79	240.00	58
Rec Seasonal	402.00	15	578.75	36
	860.00	**97**	**818.75**	**94**
Senior Services				
Senior Services Administrative	598.00	6	1,086.75	14
Senior Services Food & Friends	2,940.00	35	3,224.00	39
Senior Services Instructor	162.00	4	244.00	4
Senior Services Senior Activities	263.25	13	349.00	41
Senior Services Partner Agencies	93.00	4	60.00	4
	4,056.25	**62**	**4,963.75**	**102**
	10,055.50	1,236	**12,048.00**	**893**

Assessment

2023 continued to show recovery from the struggles of the COVID-19 pandemic. While not all the pre-COVID programs or staffing levels have returned, volunteers have found new ways to be incredibly impactful. The total number of volunteer hours given to support APRC increased from just over 10,000 to over 12,000. This is equivalent to 5.79 full time staff, and $389,994 in equivalent dollar value contributions, based upon the latest rates from the Independent Sector. Listed below are a few notable changes in either volunteer hours or numbers from the 2022 Volunteer-in-Parks report.

- North Mountain Park saw a decrease in volunteer hours in the NMP Event line. This was caused by cancellation of the Bear Creek Salmon Festival in 2023 due to staffing.
- North Mountain Park experienced a high drop off in volunteer numbers associated with the NMP Facilities and Ground line. The decrease in this is due to staffing at the Nature Center for school groups that take part in Service-Learning programs.
- Parks Facilities and Grounds, which includes all work parties, care for our parks, and staffing of our facilities, saw a sharp rise in 2023. This increase can be attributed to the addition of the redesigned Japanese Garden. The docent program and maintenance of the garden by volunteers falls into this category, and nearly 40 volunteers helped staff the garden and assist with maintenance in 2023.
- Rec Admin saw a decrease from 2022, due to Bee City USA not meeting on a regular basis.
- Senior Services Administrative volunteers saw a sharp rise in 2023. These positions played a critical role in offering office support to staff. Volunteers answered phones, signed patrons up for classes, and answered questions from walk-in patrons.

Recommendation

Information only.

2023 Volunteer in Parks - End of Year Report

		Full Time Employee Equivelent	Total Hours	Total Number of Volunteers
North Mountain Park				
NMP Education and Research			84.00	4
NMP Facilities and Grounds			686.25	166
NMP Gardening			852.50	27
	North Mountain Park	**.78 FTEs**	**1,622.75**	**197**
Parks and Trails				
Parks Art and Design			15.00	1
Parks Community Gardeners			501.00	79
Parks Facilities and Grounds			4,113.75	417
Parks Seasonal			40.00	3
	Parks and Trails	**2.23 FTEs**	**4,669.75**	**500**
Recreation				
Rec Events			240.00	58
Rec Seasonal			578.75	36
	Recreation	**0.39 FTEs**	**818.75**	**94**
Senior Services				
Senior Services Administrative			1,086.75	14
Senior Services Food & Friends			3,224.00	39
Senior Services Instructor			244.00	4
Senior Services Senior Activities			349.00	41
Senior Services Partner Agencies			60.00	4
	Senior Center	**2.39 FTEs**	**4,963.75**	**102**
	2023 Total Volunteer Hours	**5.79 FTEs**	**12,048.00**	**893**

2023 Total Adopt a Park Work Parties: 34

VIP VOLUNTEER IN PARKS "It's the Natural Thing to Do"

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STAFF MEMORANDUM

TO: Ashland Parks and Recreation Commissioners

FROM: Rachel Dials, Deputy Director

DATE: February 7, 2024

SUBJECT: Smart Rec Online Registration (Information)

Deputy Director Dials will give a brief overview of the new Smart Rec Online Registration platform that was rolled out on January 1st of this year. The Smart Rec system is replacing ACTIVE net which is the system APRC has used for program and facility reservations since 2003.

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STAFF MEMORANDUM

TO: Ashland Parks and Recreation Commissioners

FROM: Parks Superintendent Kevin Caldwell

DATE: February 7, 2024

SUBJECT: Update and resource protections for the Ivy-Morton Waterline Project (Information Only)

SITUATION

Ashland Public Works is planning a utility project on the newly acquired open space called the "Liberty Street" property. The primary responsibility of APRC staff is to ensure adequate protection of natural resources during this project.

BACKGROUND

The Ashland Public Works Department has designed and bid a waterline project connecting two waterlines from Morton St. to Ivy Ln., via Waterline Road and the path that transverses the APRC Liberty Street Property. This waterline will be constructed within existing utility easements. Bid opening was on 12/19/23, two bids were received:

Central Pipeline	$1,187,680.00
Northcore	$1,298,213.55

Ashland Public Works intends to award the project to the low bidder (Central Pipeline) at the City Council Business Meeting on February 6, 2024. Construction could begin sometime this spring and be complete by June 30th.

ASSESSMENT

It is the opinion of Staff that the existing plans and specifications will provide adequate natural resource protection during construction. APRC staff will be present and consulted during the pre-construction meeting with the City and the Contractor. Additionally, APRC Staff and Arborists will be onsite during construction to monitor impacts to resources.

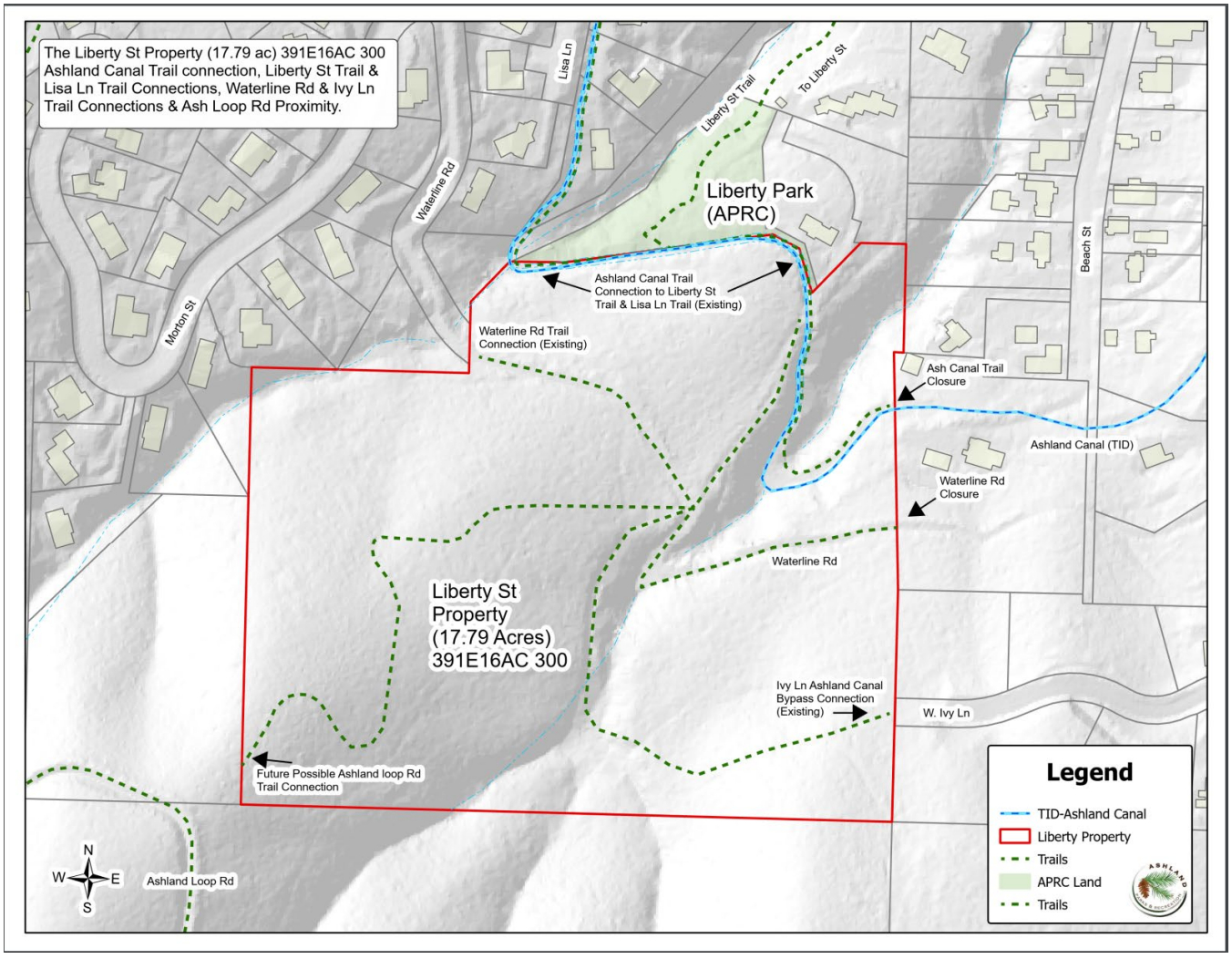
Some examples of resource protection that are included with this project are:

1. Restoration of impacted areas to the satisfaction of property owners.
2. Restoration of the trail with 3 inches of new decomposed granite.
3. Hydroseeding all non-roadway disturbed areas with native grasses.
4. All trees that must be removed are identified on the plans and listed in a table.

5. Erosion and sediment control plans to prevent erosion and sediment leaving the site.
6. Preservation and marking of existing vegetation and root zones including the installation of protective fencing.
7. Best Management Practices are utilized to minimize stormwater exposure to pollutants from equipment and spills.
8. Required consultation with APRC Arborist regarding tree and root pruning and excavation within the drip zone.
9. Tunneling under any roots larger than 2 inches in diameter.

Public Works has identified (15) trees for removal, (12) of those trees are within the utility and construction easement on APRC property. Public Works has the authority to remove these trees within the easement for the protection of the new infrastructure. These trees are within the new waterline alignment on the Ivy Ln. side of the project and are in direct conflict with the construction project. Public Works has gained planning and tree commission approvals for the tree removals.

RECOMMENDATION
Information Only



Attached: Section 00290, Environmental Protection from project specifications.

concrete wash or waste concrete from contaminating Waters of the State or stormwater inlets or conveyances. Handle wash water as waste. Do not dispose of concrete wash water or wash out concrete trucks or tools onto the ground, or into storm drains, open ditches, streets, or streams.

Add the following subsection:

00280.46(j) Access Routes - Stabilize unpaved access and haul routes within the Project Site with Aggregate or as approved by Engineer.

00280.62 Inspection and Monitoring - Replace the paragraph that begins "Ensure that regular site inspection …" with the following paragraphs:

Inspect the Project Site and all ESC devices for potential erosion or sediment movement on a weekly basis and when 1/2 inch or more of rainfall occurs within a 24 hour period, including weekend and holidays.

If a significant noncompliance or serious water quality issue occurs that could endanger health or the environment, verbally report it to the Engineer within 24 hours.

00280.90 Payment - Replace this subsection, except for the subsection number and title, with the following:

The accepted quantities of Work performed under this Section will be paid for at the Contract unit price, per unit of measurement, for the following items:

Pay Item	**Unit of Measurement**
(a) Erosion Control	Lump Sum

Item (a) includes:

- mobilization
- furnishing, stockpiling, protecting, restocking, and removing emergency Materials
- preparing Project for a period of extended non-activity
- inspecting, maintaining, and removing erosion control devices
- restoring, mulching, tacking, and seeding all disturbed ground, Work, and storage areas not otherwise covered

Partial payment for items (a) will be made as follows:

- When the initial Contractor developed ESCP, narrative, and schedule are complete and accepted, and the initial erosion control devices are installed 25%
- When 50 percent of the Contract is complete, excluding advances on Materials.....25%
- When 75 percent of the Contract is complete, excluding advances on Materials 25%
- At completion of the Work covered by this Section……..25%

SECTION 00290 - ENVIRONMENTAL PROTECTION

Comply with Section 00290 of the Standard Specifications modified as follows:

00290.30(a) Pollution Control Measures - Add the following subsections and bullets:

00290.30(a)(7) Water Quality:

- Do not discharge contaminated or sediment-laden water, including drilling fluids and waste, or water contained within a work area isolation, directly into any roadside gutters or waters of the State or U.S. until it has been satisfactorily treated (using a best management practice such as a filter, settlement pond, bio-bag, dirt-bag, or pumping to a vegetated upland location). Treatment shall meet the turbidity requirements below.
- Do not use permanent stormwater quality treatment facilities to treat construction runoff unless prescribed by an ESCP approved under Section 00280
- If construction discharge water is released using an outfall or diffuser port, do not exceed velocities more than 4 feet per second, and do not exceed an aperture size of 1 inch.
- Do not use explosives under water.
- Implement containment measures adequate to prevent pollutants or construction and demolition materials, such as waste spoils, fuel or petroleum products, concrete cure water, silt, welding slag and grindings, concrete saw cutting by-products and sandblasting abrasives, from entering roadside gutters or waters of the State or U.S.
- Implement containment measures adequate to prevent flowing stream water from coming into contact with concrete or grout within the first 24 hours after placement.
- Do not end-dump riprap into the waters of the State or U.S. Place riprap from above the ordinary high water line.
- Cease project operations under high flow conditions that may result in inundation of the project area, except for efforts to avoid or minimize resource damage.
- The Engineer retains the authority to temporarily halt or modify the Work in case of excessive turbidity or damage to natural resources.
- If Work activities violate permit conditions or any requirement of this subsection, stop all in-water work activities and notify the Engineer.
- Do not cause a visible turbidity plume in waters of the State or U.S.

00290.42 Tree Protection - Add the following section:

City of Ashland Tree Protection

Tree removals shall be limited solely to those identified on the Tree Removal Table or as shown on the Construction Plans.

The Contractor shall take all necessary precautions to avoid damage to existing trees within the work area. As a minimum, the contractor will provide the following:

- **Protective Fencing:** As indicated on the plans or as directed by the engineer, the contractor shall provide temporary protective fencing. Fencing shall be installed at the drip line of the trees.

1. Protective fencing shall occur around all existing trees and planted areas to be "saved and protected' and existing trees in adjacent areas, that occur within 30 feet of a demolition feature requiring the use of heavy equipment, for example, built structures, buildings and retaining walls, and around trees adjacent to the paths of travel for demolition and construction equipment. Install metal tee posts plumb and evenly spaced not to exceed eight feet along the fence line. Drive posts 18 to 24 inches into the ground; adjacent posts shall be within four inches of the same height above grade.
2. All protective fence support posts shall have a minimum spacing distance of eight feet on center. Posts shall be placed in 18-24 inches deep, six-inch diameter augured hole and backfilled with ¾ inch minus crushed rock. All posts shall be made vertical and ridged to top of fence. If support roots of trees are encountered during post placement, move post to next acceptable location or consult the City's arborist.

- **Tieback Protection:** Protect existing trees and plants against all types of damage. Tie back all flexible limbs and overhead branches which may, in the opinion of the Landscape Architect and or representative arborist, may be damaged by the passage or activity of equipment.

- **Excavation:**

1. Minimize Excavation: Install shoring or other protective support systems to minimize sloping or benching of excavations.
2. Excavation Within Drip Line: Do not excavate within tree drip line, unless otherwise indicated. No tree limbs may be removed without the written approval of the representative arborist. Excavation within drip line shall only occur under the direction of the representative arborist. Major lateral roots or taproots shall not be cut unless approved in writing by the arborist or under the direction of the representative arborist. Where excavation for new construction is required within tree drip lines, hand excavate to minimize damage to root systems. Use narrow-tine spading forks and comb soil to expose roots.

a. Notify project arborist to review areas of impact 48 hours prior to initiation of work.
b. Relocate roots in backfill areas wherever possible.
c. Roots encountered immediately adjacent to location of new construction and relocations are not practical, are to be cut appropriately three inches (75 mm) back from new construction. Prune torn roots with clean cut.
d. Do not allow exposed roots to dry out before placing permanent backfill. Provide temporary earth cover or pack with peat moss and wrap with burlap.
e. Water and maintain in a moist condition and temporarily support and protect roots from damage until they are permanently relocated and covered with earth.

- **Utility Trenching:** Where utility trenches are required within tree drip lines, tunnel under or around any roots greater than two inches in diameter by drilling, pipe jacking, or digging by hand.

1. Notify project representative arborist to review areas of impact 48 hours prior to initiation of work.
2. Root Pruning: Do not cut main lateral roots or tap roots; cut only smaller roots that interfere with installation of new work. Cut roots with sharp pruning instruments; do not break or chop. If in doubt, contact arborist.
3. Consult with arborist to determine if soil aeration may be necessary following utility installation if excessive compaction results from heavy equipment.

- **Regrading:**

1. Grade Lowering: Where new finish grade is indicated below existing grade around trees, slope grade away from trees as recommended by arborist.

a. Notify project arborist to review areas of impact 48 hours prior to initiation of work.
b. Root Pruning: Prune tree roots exposed during grade lowering. Do not cut main lateral roots or tap roots; cut only smaller roots. Cut roots with sharp pruning instruments; do not break or chop.
c. Do not alter original grade more than three inches (75 mm) within drip-line of retained trees.

2. Minor Fills: Where existing grade is six inches (150 mm) or less below elevation of finish grade shown, fill with planting soil mix. Place planting soil mix in a single un-compacted layer and hand grade to required finish elevations.

- **Tree Pruning:**

1. General:

a. All tree pruning shall occur under the direction of the arborist. Notify the arborist to review areas of impact 48 hours prior to initiation of work.
b. Evaluate all trees, which are to remain within the limits of work for desired pruning. Prune as directed by the arborist.
c. Prune to compensate for root loss caused by damaging or cutting root system, health of trees, appearance, and public safety.
d. Provide subsequent maintenance during the Contract period as recommended by arborist.
e. Cut branches with sharp pruning instruments; do not break or chop.

2. Pruning Standards: Prune trees according to the National Arborist Association's "Pruning Standards for Shade Trees."

a. Class II: Standard Pruning.

b. Class III: Hazard Pruning.

c. Class IV: Crown-reduction Pruning.

- **Tree Care During Construction:**

1. Irrigation:

a. Provide one inch of irrigation water per week to the root system during the growing season.

b. Provide irrigation during the work of this contract.

2. Construction Traffic: Construction traffic within tree protection zones is to be avoided. If limited access must occur, protect root zone from compaction with 4² layer of wood chips followed by a layer of plywood over all root zone areas subject to traffic. After construction, plywood and chips are to be removed.

- **Tree Repair and Replacement:**

1. Promptly repair trees damaged by construction operations to prevent progressive deterioration.

2. Remove and replace dead and damaged trees that the arborist determines to be incapable of restoring to a normal growth pattern.

- **Disposal of Waste Materials:**

1. Burning on Owner's Property: Burning is not permitted on Owner's property.

2. Disposal: Remove excess excavated material, displaced trees, and excess chips from Owner's property.

SECTION 00305 - CONSTRUCTION SURVEY WORK

Comply with Section 00305 of the Standard Specifications modified as follows:

00305.00 Scope - Provide construction survey work according to the current edition on the date of Advertisement, of the ODOT "Construction Surveying Manual for Contractors". This manual is available on the web at:

http://www.oregon.gov/ODOT/ETA/Documents_Geometronics/Construction-Survey-Manual-Contractors.pdf

SECTION 00310 - REMOVAL OF STRUCTURES AND OBSTRUCTIONS

Comply with Section 00310 of the Standard Specifications modified as follows:

00310.90 Payment - Add the following to the end of this subsection:

No separate or additional payment will be made for removal or disposal Work included in Section 00330 according to 00310.02.

SECTION 00320 – CLEARING AND GRUBBING

Comply with Section 00320 of the Standard Specifications.

SECTION 00330 - EARTHWORK

Comply with Section 00330 of the Standard Specifications modified as follows:

00330.00 Scope - Add the following to the end of this subsection:

Excavation and removal of excess material generated by the reclamation process and required to meet lines and grades shown in the Plans will be considered General Excavation.

00330.03 Basis of Performance - Add the following paragraph to the end of this subsection:

Perform all earthwork under this Section on the excavation basis.

		Information	Action	Lead Staff / Commissioner or Entity Responsible
2/7	**Parks Commission Special Meeting Council Chambers 6:00pm**			
	Resolution of support for extending/connecting the central bike path (Action) (GOAL #7b Master Plan)		X	Interim Director Eldridge
	Volunteer in Parks Yearly Report for 2023 (Information)	X		Volunteer and Event Coordinator Shelton
	Smart Rec (Amelia) Online Registration (Information)	X		Deputy Director Dials
	APF Buter-Perozzi Fountain Restoration Project Fundraising Update and Request for Action on RFP (Action)		X	APF Chair Mike Gardiner
	Ivy-Morton Waterline Project (Information)	X		Parks Superintendent Caldwell
3/6	**Parks Commission Study Session (Zoom) 6:00pm**			
	Public Arts Advisory Committee Marking Ashland Places (Information)	X		Kendall Engelund
	Oak Knoll Golf Course Contract (Information) Goal #4	X		Interim Director Eldridge
	Vehicle Equipment Inventory (Information)	X		Parks Superintendent Caldwell
	Proposed Ordinance on Recreational Immunity (Information)	X		Interim Director Eldridge
3/13	**Parks Commission Regular Meeting Council Chambers 6:00pm**			
	Oak Knoll Golf Course Contract (Action) Goal #4		X	Interim Director Eldridge
	Public Arts Advisory Committee Marking Ashland Places (Action)		X	Kendall Engelund
	Q2 FY24 Budget Report (Information)	X		Interim Director Eldridge
	Proposed Ordinance on Recreational Immunity (Action)		X	Interim Director Eldridge
	Calle Guanajuato Lease Agreement (Action)		X	Deputy Director Dials
4/3	**Parks Commission Study Session (Zoom) 6:00pm**			
	Helicopter Logging in Siskiyou Mountain Park (SMP) and other parks lands	X		Forestry Officer Chris Chambers
4/10	**Parks Commission Regular Meeting Council Chambers 6:00pm**			
	APRC Advisory and Management Advisory Committees			
3/11/2024	Ashland Senior Advisory Committee - March 11, 2024 (In person @ Senior Center, 3:30pm)			Interim Superintendent Mettler
2/8/2024	Recreation Division Advisory Committee-Feb 8 (In person @ Lithia Cabin, 4pm)			Deputy Director Dials
	Ashland Trails Advisory Committee - TBD			Interim Director Eldridge
	Ashland Japanese Garden MAC - TBD			Interim Director Eldridge
	Bee City USA MAC - TBD			Deputy Director Dials
	Current Parks, Conservation, and Maintenance MAC - TBD			Superintendent Caldwell
	Golf Course MAC - TBD			Deputy Director Dials
	Council Business / Budget Meetings/Commissions			
TBD	Planning Commission: Annexation Application for East Main Park			Interim Director Eldridge
2/20/2024	City Council: First reading ordinance adopting the Parks, Trails and Open Space Map			Interim Director Eldridge
3/5/2024	City Council: Second Reading ordinance adopting the Parks, Trails, and Open Space Map			Interim Director Eldridge
	Ongoing APRC Priority Projects and Work			
	East Main Park (GOAL #3 East Main Park)			
	Daniel Meyer Pool (GOAL #2 Improve Public Aquatics)			
	Kestrel Bridge			
	ADA Parking and Acess to Ashland Japanese Garden			
	Bandshell Improvements (GOAL #9 Support opportunities for events)			
	System Development Charges (SDCs) Methodology Update			
	Lithia Bridge Insepctions			
	Salmon Safe			

	Assess and update MOU with City			
	Miscellaneous Fees and Charges for APRC programs, fees and facility rentals			
	Cotton Memorial Grove improvements			
	Ongoing Hiring			
	Assess and update Ashland School District MOU			
	New City Website Update			
	Lower Duck Pond improvements			
	Standard Memorial Report			
	Annual Reports			
	Ashland Parks Foundation Annual Report (November)			APF President
	Standard Memorial Report (December)			
	Advisory Committee & Management Advisory Committee reports (December)			
	Volunteers in Parks Report (February)			Volunteer and Event Coordinator Shelton