



Parks & Recreation Commission Meeting Agenda

ASHLAND PARKS & RECREATION COMMISSION

BUSINESS MEETING AGENDA

Wednesday, September 11, 2024

To attend the meeting or to provide public input, see public participation instructions at the end of the agenda.

I. CALL TO ORDER

II. APPROVAL OF MINUTES

1. APMC Special Meeting May 1, 2024
2. APMC Study Session June 5, 2024
3. APMC Business Meeting June 12, 2024

III. ADDITIONS OR DELETIONS TO THE AGENDA

IV. PUBLIC FORUM

V. CONSENT AGENDA

1. Acknowledgement of ASAC Minutes May 13, 2024
2. Acknowledgement of RDAC Minutes March 21, 2024
3. Acknowledgement of RDAC Minutes May 16, 2024

VI. DIRECTORS REPORT

VII. BUSINESS

1. APMC Policy on Committees and Management Advisory Committees Draft Ordinance
2. Trails Advisory Committee Formation
3. City Council and APMC Operations and Culture: Recommended Framework

VIII. ITEMS FROM COMMISSIONERS/STAFF

IX. UPCOMING MEETING DATES

1. RDAC Meeting September 19, in Person at Lithia Cabin, 4:00 PM
2. APMC Study Session October 2, Electronic Meeting via Zoom, 6:00 PM
3. APMC Business Meeting October 9, in Person at Council Chambers, 6:00 PM

X. 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.ashlandoregon.gov.

Public Participation Instructions



Parks & Recreation Commission Meeting

Agenda

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@ashlandoregon.gov. 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 meeting minutes.

MINUTES FOR SPECIAL MEETING
ASHLAND PARKS & RECREATION COMMISSION
May 1, 2024
Council Chambers – 6:00 PM

Present: Commissioners Bachman (Chair), Landt (Vice Chair) via Zoom, Lewis, Adams, Seffinger, Interim Director Eldridge, Senior Services Superintendent Mettler, Senior Administrative Analyst Terry, Executive Assistant Mero

Absent: Deputy Director Dials, Parks Superintendent Caldwell

I. CALL TO ORDER

Bachman called the meeting to order at 6:00 PM

II. APPROVAL OF MINUTES

a. APRC Special Meeting – March 6, 2024

Bachman asked for unanimous approval. All yes.

III. ADDITIONS OR DELETIONS TO THE AGENDA

None

IV. PUBLIC FORUM

Ron Owen: Commissioners, staff, members of the public, my name is Ron Owen. I'm a resident here in Ashland and I am the chairperson for the Ashland Oregon Pickleball Club (AOPC) and that's what I am here to talk about, pickleball. Pickleball is generally gaining popularity and participation throughout the United States and locally in the Rogue Valley and Ashland. With this growth comes overcrowding at the popular eight pickleball courts at Lithia Park. As a result, the AOPC feels that the Ashland Parks and Recreation Commission should consider immediately adding eight lined pickleball courts for use with temporary nets inside the City of Ashland. This would relieve the congestion in Lithia Park and would promote tourism and commerce in the city. Our club believes that the most expeditious way to achieve this objective is to add eight lined courts at Hunter Park. One tennis court accommodates four pickleball courts so the impact would be to two of the existing eight tennis courts. It's understood that the tennis courts at Hunter Park will be resurfaced/relined for tennis in the near future. The AOPC would secure the temporary nets and our funding efforts with the Ashland Parks Foundation could help offset the additional cost of providing the pickleball court lines at Hunter Park. The Commission could post a sign which states that when tennis courts are fully occupied, pickleball players must exit the courts to allow tennis players full access to the eight courts. It should be noted that pickleball is usually played as a doubles sport so that eight pickleball courts would accommodate 32 players, whereas two tennis courts would accommodate eight tennis players. It should also be noted that pickleball tournaments typically require 16 courts. Adding the eight additional courts at Hunter raises the possibility of organized tournaments being played in Ashland. The AOPC appreciates the opportunity to work with the Commission regarding additional pickleball venues within the city of Ashland. Thank you.

Cori Frank: Hi, I'm Cori Frank and I live in Ashland. I am really just piggybacking on what Ron said. Because I teach the OLLI classes, we typically take 20 students, and we always have a waitlist and it's being capped at 25 now. So, when I have that class in two weeks, we have 25 people waiting and that's not unusual. It is growing all the time. Ron mentioned eight courts at Lithia Park I think we only have seven really fully useable courts because there is one that is really heavily damaged and frankly, we kind of just use it to do little practice things on because people don't usually play on it full on like they do the other ones. In Ashland some of you are aware we used to have 16 pickleball courts here because we had Helman School with the tennis dual-use courts and of course we lost those. So now it's getting

tighter and tighter, and I think that's why we're seeing increased issues with people complaining about not being able to play because we've got so many players and now limited courts. So, I'm hoping we can do something pretty simple in the future. Thank you.

V. CONSENT AGENDA

None

VI. DIRECTORS REPORT Interim Director Leslie Eldridge

- Administration
 - New City Website Launch Date is slated for May 22, 2024. Deputy Director Dials and the Recreation Division along with the Senior Services Division led by Superintendent Mettler have been working very hard to get the critical paths and critical information set up on the new website.
 - In our continuing quest to fill up our org chart we are looking for an Office Assistant II for Recreation. We now have a Golf Course Manager position posted on the City Website, on the websites of the PGA, the National Recreation and Park Association, and multiple other places. We continue to bring on temps to run the Daniel Meyer Pool, deal with extra park duties, and to assist our facilities team. Volunteer and Events Coordinator Shelton has also brought on a part-time temp to assist with all the planned events and volunteers.
- The Bike Swap this past weekend had about 400 people in the door, and we brought in about \$18,000 in sales. We had many partners for this event. A portion of the money will go to bike education programs in our school district.
- The first Children's Day event at the Ashland Japanese Garden is coming up on May 5 from 11:00 AM – 2:00 PM. Admission is free. This is a traditional Japanese holiday celebrated every year on May 5. One of the Ashland Parks Foundation board members traveled to Japan and brought back children's toys, Koi kites, and various activities for attendees. Gather up the children in your life and join us!
- Summer Events
 - Saturday May 11 we will celebrate World Migratory Bird Day at the North Mountain Park Nature Center. The theme this year is: Protect Insects, Protect Birds. Bring your children to help them understand the relationship between insects, pollinators, and birds.
 - The eighth annual Rogue World Music Festival will take place over Memorial Day weekend. The organizers have expanded the event to become a regional festival. On Friday May 24 there will be music and cultural activities at Pear Blossom Park in Medford. On Saturday May 25 the location will be the Talent Commons Park and on Sunday and Monday the festival will be held at Lithia Park in Ashland and at OSF respectively. Find the lineup of music and events at the Rogue World

Music Festival website: www.rogueworldmusic.org This event will mark the first time there will be alcohol offered for sale in Lithia Park.

- Nature Center Coordinator Aguayo applied for and received a grant from the Oregon Chapter of the American Fisheries Society. The \$975.00 award will be used to purchase native plants and protective covers for the riparian and wetland areas of North Mountain Park.
- Swim season is coming up and there's a new liner in Daniel Meyer Pool. We have returning staff which cuts down on training. We are 90% full for the first session of swim lessons. You can sign up for swim lessons on SmartRec. The new registration software has made it much easier to sign up for classes.
- The Senior Services Division is collaborating with Utility Billing (UB) to provide additional customer service to older customers who pay their bills online. UB will cover temporary Office Assistant DeSaram's additional hours on Mondays and Wednesdays from 9:00 AM to 1:00 PM. The service is planned to start May 13.
- Irrigation season is fast approaching. Staff have been very busy installing Weather Trak smart irrigation systems in parks. They have completed Phase 2 which included Garfield, Glenwood, Triangle, and Railroad Parks as well as the Calle. Lithia and North Mountain Parks were completed during the last Biennium.

TID water has not yet been turned on. The start date is weather dependent. The golf course crews are ready for it. They are currently doing some spot watering to keep the course beautiful, using water from the storage pond at the golf course.
- Ashland Forestlands Climate Change Adaptation Project: The contracted helicopters had to take some time away from the project for FAA licensing requirements. Nonetheless, Siskiyou Mountain Park was reopened on April 30. Wonder and Wasabi trails are also currently open, however they will be closed after May 5.
- We completed the Japanese Garden Koi Pond project. It went according to schedule with the Garden reopening on Sunday April 14, a day earlier than expected. Water clarity is great, and the Koi are back in the pond. An aeration kit was installed in the pond which is currently bubbling 24/7. That is temporary. Going forward, the aerator will only be turned on at night. The entire project was generously funded by the Ashland Parks Foundation.
- There was a safety hazard on an Oredson-Todd Woods trail where the creek had undercut the trail irreparably. Staff met with Kristi Meganthaler from the Southern Oregon Land Conservancy and Torsten Heycke from the Ashland Woodlands and Trails Association (AWTA) to assess the issue. AWTA volunteered to take on the challenge of a reroute. Working with Parks staff, they were able to reroute the trail with minimal impact.

VII. BUSINESS

a. Ice Rink Facility Review Lonny Flora Recreation Manager (Information)

Flora: Building of the Ice Rink (Rink) began in 1996. The current chiller unit was installed at that time. Originally there was an above ground coil system used to create the ice. The Rink was exposed to the elements which created a number of problems with the ice from weather to tree debris. A cover was first installed in the mid-2000s. It was destroyed when a tree fell on it. In 2009 a coil system was embedded in a concrete slab allowing ice to be made on top of it, a vast improvement from the above ground coil system. In 2013 a new cover was put up. Due to code changes, the installation was more involved but much more secure. We have only a seasonal permit from the City for the cover, meaning it has to be taken down each season. This has become a sizable budget commitment. For FY 2024 the Rink's operations budget was \$53,000. Of this, \$46,000 was used for putting up and taking down the cover. Though fees were raised ahead of the 2019 season, staffing expenses have risen significantly since the 2022-2023 season, when we were directed to use a temp agency for seasonal Rink staffing.

The Rink typically opens the Saturday before Thanksgiving and closes on President's Day weekend. It is open every day, conditions permitting. Rising temperatures have made opening on Thanksgiving weekend questionable. During

November – December the Rink focusses on recreational skating. During January and February the focus turns to programming: lessons, field trips, hockey, etc.

The Rink has become a popular regional outdoor winter recreation facility and a winter-time economic driver for Ashland. This results in increased visits to downtown, provides an additional outdoor winter recreational opportunity, and provides opportunities for partnerships. For example, the Ashland Lions Club has been running the concessions. We also offer advertising opportunities at the Rink.

Concerns: The 28-year old chiller is at risk of catastrophic failure. The refrigerant used in the chiller is no longer produced. Changing the refrigerant would require replacing other components in the system to make it compatible, including a new motherboard. Total replacement of the chiller unit is recommended as the most economical choice. The replacement cost is estimated to be \$185,000.00.

The canopy fabric is becoming more difficult to install. It was not meant to be put up/taken down every year. Fabric replacement is an option. It would cost approximately \$63,000.00. The Rink Operations trailer was donated by the Ashland Rotary Club in 2017. It is suffering from use and is only big enough to house the rental skates and staff who run the Rink. Additional issues: There is no potable water on site. The facility has to rent a portable restroom. Rental skate inventory is aging. Need closer/onsite housing for storage for hockey equipment, the Zamboni, etc. Storage is currently mostly offsite, taking up staff time to collect items each day.

Would like Commissioner input on next steps and how to address some of the Rink's challenges.

Questions/Discussion

Bachman: Why does the canopy have to be taken down every year?

Flora: Has to do with permitting restrictions through the Planning Department. Installing a permanent cover would entail a much more comprehensive process with Planning.

Eldridge: Talking to Planning Director Goldman, learned some neighbors have issues with a permanent structure. Installing a permanent structure would require a Planning action. Lots of ideas for the space if there were a year-round cover installed, roller skating, event space, beer garden. A post and beam type structure would be a huge undertaking due to the span of the space.

Bachman: Worth pursuing. The yearly cost of putting up/taking down the temporary cover could instead be put toward installing a permanent cover.

Lewis: Would a new chiller unit affect the number of soft ice days?

Flora: Hopes that a new chiller would be more energy efficient and a colder, better running system.

Lewis: Chiller and heat pump technology has come light years since the current chiller was installed. Can we limp the current system along for another season?

Flora: He has been told that it could fail at any time. Will find out if a new chiller unit will be more energy efficient and better able to keep the ice cold and will bring the information to the Commissioners.

Bachman: How long would it take to install a new chiller?

Flora: Will get that information also.

Adams: Curling League. It could be the hottest thing since pickleball. To keep the Rink open and covered will cost approximately \$250,000.00. To have a permanent cover and address all the other current needs of the Rink would run into the millions. Even \$250k is a lot for our current CIP budget, which was reduced once this year due to an accounting error. It would be interesting to talk with our friends at Rotary about additional support. They have already shown commitment to the Rink. We could look into support from other community entities as well.

Bachman: Good ideas for staff to pursue. Focus on the immediate need to keep the Rink functional next season.

Eldridge: Fall will be a good time because that's when we will learn about the large grant opportunities we have applied for, and the Commissioners will be talking about the reallocation of CIP funds.

Bachman: I am thinking about the lead time necessary for installing the chiller.

b. Lithia Park Winburn Way – ADA Parking Leslie Eldridge Interim Director (Action)

Last month staff presented the Commissioners with some options for ADA parking spots across Winburn Way from the Ashland Japanese Garden (AJG), adjacent to the pickleball courts, and right next to the volleyball court. The

designs presented to Commissioners were based on feedback from the public, our volunteers, docent programs, Parks staff, and the Ashland Parks Foundation that people with limited mobility were not able to access the AJG and that ADA parking was irrefutably needed.

At the last meeting Commissioners expressed some concern that moving ahead with the proposed ADA parking could have implications for a larger vision as expressed in the draft Lithia Park Master Plan (LPMP). With input from stakeholders, over the last month staff have reviewed options including those in the draft LPMP. Recommendation 20 in the draft LPMP reads: "Redesign vehicular roads to increase safety for all modes of travel including pedestrian and bike and reestablish connectivity between the different zones of the park." The recommendation is to have vehicular traffic be one way only on Winburn Way either uphill moving away from the Plaza or downhill. This would allow for half of the road to be used by bikes (two-directional) with a sidewalk for pedestrians. Another scenario designed by Kari Kencairn keeps two-way vehicular lanes, an uphill-only bike lane, and a sidewalk on the west side of Winburn.

Considerations: The one-way traffic flow on Winburn Way option creates room for a wide multi-use bike/ped path. It would be a very complex undertaking requiring thorough outreach and multi-departmental collaboration. There is currently no funding source identified in the APRC CIP or Operations budget. The Commissioners have not included this project in their 23-25 BN goals.

The two-way option designed by Kencairn provides minimal benefit to bikers (compared to the LPMP proposals) with no physical separation between bikes and cars. As with the LPMP proposals, it would require significant infrastructure work and much displacement of soil to install the sidewalk.

Winburn Way is sandwiched between the 100-year flood plain and the AJG sloped lawn. Building within the flood plain is very complicated and a time consuming process. The sloped lawn is part of the AJG aesthetic and a challenging place to build.

A sidewalk on the east side of Winburn running continuously from the bandshell to the swim reservoir is feasible from an economic and engineering perspective. Dog walkers could use it as it would be on the perimeter of park land. Staff devised a plan for ADA parking across from the AJG (on the east side) that could be built without affecting any future plans for Winburn Way. It includes a sidewalk, avoids the flood plain, and does not require intensive sediment disturbance or retaining walls. It has perpendicular parking spots and includes a time-limited dedicated loading zone. Tonight, we are looking for approval to move forward with engineering design. We have identified funding from Ops budget and CIP projects that have been deprioritized.

Motion: Adams moved to approve. Lewis seconded.

Adams: Appreciates the layer of bringing in the LPMP. Likes the idea of one-way traffic on Winburn and also recognizes it as a really big change. Could angle parking spaces at some future point to ensure safety of handicapped community members/visitors. Made the motion for the minimum number of parking spaces because he believes less hardscape is more and five spaces should be sufficient.

Lewis: One-way traffic limits the modal equity of the whole area. Requires a lot more transportation to get from point A to point B. We have to have ADA parking. It is not a luxury.

Seffinger: ADA parking is important given the number of older individuals in the area. Is there a way one of the parking spaces could be a loading space?

Bachman: It is in the plan.

Seffinger: A sidewalk on Winburn has been on the Capitol Improvement Project list for fifteen years. It is dangerous to walk on Winburn, especially with the downhill bikers using that road. That's the only place in Lithia where you can walk a dog and see the creek. Personally thinks dogwalkers should have a dedicated place to walk in Lithia. A sidewalk on Winburn is important because it is dangerous for walkers.

Eldridge: The sidewalk that crosses Winburn from the proposed ADA parking is raised and should help calm traffic.

Bachman: Let's have a roll call vote please.

Vote: All yes. Motion passes. (Commissioner Landt has no audio, did not vote.)

c. Miscellaneous Fees and Charges Natalie Mettler Senior Services Superintendent (Action)

Mettler shared staff's recommended updates to fees including:

- Ashland Japanese Garden private event rental (new fee)
- Special event related fees
- Alcohol fee
- Swim lessons
- Senior Services class fees
- Community Garden refundable deposit fee
- Daily golf fees (new fees)

A tool we used to consider adjusting fees is the Financial Sustainability Strategy. It shows the level of cost recovery or subsidy for service categories. Things like open access or community events are more heavily subsidized than commercial rentals or specialized programs. The Consumer Price Index inflation is another tool we used to bring our fees up to a sustainable level. We also looked at inflation and fee increase history (a cumulative inflation increase of 24.7% in the last five years), program revenue (participation), program expenses (costs), and compared our fees to similar programs across the region.

Staff's recommended changes are highlighted in yellow.

Many of the fees have not been adjusted while inflation has continued to rise. Swim lesson fees have not been adjusted since 2015. Our swim lesson fees are far below the regional average.

Senior Services Division is changing the way they list class fees to be consistent with the Recreation Division.

The Community Garden deposit fee is recommended to go from \$25 to \$50 because of staff time and to encourage better behavior. New lower fees for seniors and veterans are recommended for the golf course as well as a twilight fee for cart rental.

Questions/Discussion

Adams: Questions the substantial increase in the fees for alcohol. Curious where that came from. Fears setting a fee so high that we make a new program unsuccessful before it's had an opportunity to fly. When would the fees take effect? The Rogue World Music Festival and the two Folk Collective (FC) concerts will be the test of the new policy. Imagines the FC will be transparent and open about how much profit they make from alcohol. Everything else looks reasonable and right.

Eldridge: Fees will not apply to events scheduled for this summer. For all intents and purposes, they will apply next year. We are finding that it takes a huge investment of staff time to make these large events a reality. We need to achieve cost recovery.

Motion: Lewis made the motion. Seffinger seconded.

Lewis: The cost recovery system used by staff is very analytical and fleshes out the reasons behind the changes. Inflation doesn't seem to sleep, and things get more expensive. We aren't going to be a profit-making entity, but we need to keep up with costs.

Seffinger: Likes the specificity and the analytical nature of the presentation and I certainly approve of the fees.

Vote: All yes. Motion passes.

VIII. ITEMS FROM COMMISSIONERS/STAFF

None:

IX. LOOKAHEAD REVIEW

Eldridge reviewed the lookahead. Nearing the end of the fiscal year. In June we will provide a full report on Commissioner's BN goals. Also hope to get the LPMP on the agenda for review or possibly approval. Looking at an update on the new City website and the third quarter fiscal update. Pickleball is on the July agenda.

Our fee schedule goes before the City Council on May 21, presented by Finance director Mariane Berry.

Seffinger: When the pickleball issue comes up at Hunter Park, in particular being near an elementary school, I want us to look at the noise issue. The decibel level can be very high. Many people are concerned.

Eldridge: We can look at that.

Bachman: Described the function of the lookahead as long-term planning. It is a dynamic document useful for coordinating the work of the organization.

X. UPCOMING MEETING DATES

- a. Ashland Senior Advisory Committee May 13, Electronic Meeting 3:30 PM
- b. Recreation Division Advisory Committee May 16, in Person at the Lithia Park Cabin 4:00 PM
- c. APCR Study Session June 5, Electronic Meeting 6:00 PM
- d. APCR Business Meeting June 12, in Person at Council Chambers 6:00 PM

XI. ADJOURNMENT

Bachman adjourned the meeting at 7:42

Respectfully submitted by
Nancy A. Mero, Executive Assistant

DRAFT

MINUTES FOR STUDY SESSION
ASHLAND PARKS & RECREATION COMMISSION
June 5, 2024
Electronic Meeting – 6:00 PM

Present: Commissioners Bachman (Chair), Landt (Vice Chair), Lewis, Seffinger, Staff: Interim Director Eldridge, Deputy Director Dials, Parks Superintendent Caldwell, Senior Services Superintendent Mettler, Senior Administrative Analyst Terry, Executive Assistant Mero

Absent: Commissioner Adams

I. **CALL TO ORDER** Bachman called the meeting to order at 6:00 PM

II. **PUBLIC FORUM**

Cori Frank: I know that the Master Plan is on the agenda, but I just wanted to state that I really feel a survey should be done with Ashland residents to ask what we would like in the parks. Also my standard appeal, we really need more pickleball courts. I just wanted to say over Memorial Day weekend, and we did have a lot of visitors, but at one point we had 75 people waiting and only 28 could be on the courts because of our limitations. I really think that Parks and Recreation needs to take a serious look at having a conversation about restriping a couple of courts at Hunter Park for multiuse. Thank you.

III. **HERBICIDE USE ON CITY-CONTRACTED LANDS** Interim Director Eldridge

Eldridge: We are looking at potentially allowing limited herbicide application on City contracted lands. APRC has a model Integrated Pest Management (IPM) policy that applies to all park lands. Adopted in 2010, it prohibits the use of synthetic pesticides and herbicides. APRC also has a memorandum of understanding (MOU) with Ashland's Public Works department to maintain downtown medians, parking lots, and planter boxes, none of which is parks land. We employ one full time and one temp employee 40 hours a week each to fulfill the MOU adhering to the Parks' IPM policy. At issue is the safety of these employees.

Weed eating is the primary tool our employees use to maintain the areas in the MOU. Weed eaters often kick up rocks and debris which can cause damage to passing vehicles. The packet includes a list of incidents that occurred in recent months such as cars driving up onto medians where staff are working, cars striking safety cones in work areas, and windows being broken by rocks thrown by a weedeater.

The Oregon Department of Transportation (ODOT) fact sheet in the packet states that in Oregon, 584 crashes occur in work zones every year causing injuries and an average of five deaths. We would like to modify the IPM policy to have it apply only to park lands and exclude the work we do on the 'boulevards' (the areas we maintain under the MOU with the City). Public Works (PW) director Scott Fleury is planning to attend the June APRC business meeting to talk about the safety standards and operational protocol of PW workers in medians. One of the tools for maintenance in dangerous work zones is limited use of herbicide. Anything APRC can do to limit staff time in the medians will help with employee safety.

Under APRC's IPM policy, 99.25% of park lands are synthetic-pesticide-free. Staff recommend changing the policy by adding the following language immediately after the definition of IPM at the beginning of the document:

This IPM Policy applies to lands designated as park lands (includes parks, trails, and open space) by the Ashland City Council and managed by the Ashland Parks and Recreation commission, as defined in the Ashland City Charter and Ashland Municipal Code. All other city lands managed under agreements with the City of Ashland shall be managed according to city approved operational and safety protocols.

The modification will allow us to follow best practices steps to protect our employees. We welcome discussion and Commissioner input on this proposed modification.

Discussion/Questions

Landt: Clear there's much sentiment in town to not use pesticides. Horticultural practice and choice of plants currently maximize the amount of maintenance required. Thinks using herbicide is the easy way out and doesn't reflect our community. In the long term we need to change the planting designs to be lower maintenance.

Lewis: Would a limited use of pesticides affect Bee City Status?

Eldridge: Will look into it.

Bachman: Understands the community's commitment to IPM. Safety statistics/importance outweigh a small use of pesticides. Leaning towards supporting the modification.

Lewis: How much control do we have over PW?

Eldridge: Is that in reference to Commissioner Landt's comments about changing horticultural practices?

Lewis: Is PW voluntarily following APRC's IPM policy? Is it voted on by the Council?

Eldridge: No. PW finds the way we care for the boulevards unsafe, against best practices, time consuming, etc. They would prefer that we followed their (PW) policy when our staff is fulfilling the MOU. It will be up to PW to make changes in horticultural practices/choice of plants. Noted PW director Fleury supports the current proposal.

Seffinger: Discussed this issue when we developed the IPM policy. Tried to plant low maintenance plants and even used artificial turf out of concern for worker's safety. Also allowed for some herbicide use in specific areas like the baseball fields. Finds worker safety paramount.

Landt: APRC staff can still alter horticultural practices without changing the plants/design as in the median north of the train trestle where plants have been allowed to grow together reducing the amount of land for weeds. The medians south of the train trestle have a lot of space between the plants and more weeds.

Lewis: As always, we make exceptions like the NMP ballfields, Fresh Water Trust, and we need to be flexible. We did a monumental thing establishing the IPM policy before lawsuits over the use of glyphosate were rampant. Safety is very important.

Dials: Doesn't believe using pesticides will affect Bee City Status.

Bachman: We are done with this item, working toward reaching a decision at the meeting next week. Would like to hear from PW director Fleury.

IV. PUBLIC ART IN ASHLAND PARKS REVIEW PROCESS Interim Director Eldridge

Eldridge: At the March 6, 2024 APRC Special Meeting, Commissioners asked staff to work across departments and committees (in particular the Public Art Advisory Committee (PAAC) and the Historic Preservation Advisory Committee (HPAC)) to formulate a systematic process for identifying locations and approving selections for public art in City parks. Community Development Manager Brandon Goldman drafted a process which is included in this evening's meeting packet. The proposed process allows for:

- Consultation with Parks staff for public art in parks
- Formal presentation of potential sites to APRC Commissioners for approval at a public meeting
- Formal presentation of draft RFP to APRC Commissioners for approval at a public meeting
- APRC Commissioner representative required on the Selection Panel
- Final approval by the APRC Commissioners to recommend the artwork in the context of the proposed location to City Council.

Eldridge sent a draft of the proposed policy to Commissioners and Commissioner Landt responded with some proposed key edits.

Bachman: Asked Landt to share his proposed edits, walk them through the document.

Landt: Proposes these edits:

- Added the words “Public Arts Advisory Committee” to the acronym PAAC.
- Removed a reference to a particular project to make the policy more general
- Removed a line of commentary unnecessary to the policy.
- Clarified that Commissioners will review and approve the art.
- Added line 10 which offers an alternative should the Commissioners not approve a project rather than starting the whole process over.

Discussion/Questions

Seffinger: Absented herself from the discussion. As an artist, she finds uncomfortable the limitation of a Commissioner deciding a public arts project.

Lewis: The changes seem reasonable, give them a lot of control. Art is subjective but they need to look at the big picture of what is acceptable to go into parks.

Landt: Though the policy will apply to all parks, considers Lithia as the most important for utilizing the policy. Wants to give the public the opportunity to see art proposed for Lithia.

Bachman: Commissioners have the discretion in how to apply the policy. Also sensitive toward the artist's perspective.

Eldridge: Suggested changing the language in Landt's added line in the policy giving Commissioners the opportunity to ask for a modification in the proposed art (#10).

Landt: Agrees. Asked staff to make the change.

V. DAVID'S CHAIR PROGRAM IN LITHIA PARK Deputy Director Dials

Dials: The City, Parks Department, and Travel Ashland are considering rolling out the David's Chair program later this year. She is seeking feedback from the Commissioners on the program, liability, and risk management.

David's Chair gives people with ALS and other mobility challenges the ability to go places they otherwise can't access. It is a 501 C (3) and is free to users. APRC has an existing collaboration with David's Chair through a Paragolfer chair at Oak Knoll Golf Course.

David's Chair received a \$25,000 grant from the Ashland Community Health Foundation towards the purchase of a chair for Ashland. It costs \$6,000 – \$7,000 yearly to operate a chair. Combined funding could come from the City, Travel Ashland, and potentially the Ashland Parks Foundation.

Regarding risk and liability concerns, City County Insurance Services (CIS) and City Legal recommend:

- Liability limits set at two million with three million aggregate.
- CIS may charge additional premiums.
- The City Legal team will ensure that the risk transfer favors the City.
- Waivers will be part of the process when customers use the chair.
- APRC process will include training of volunteers with support from David's Chair.
- With feedback from David's Chair, APRC will recommend route(s) for using the chair. The routes will be tested prior to program rollout and APRC will produce a map(s).
- The final check of a person using the chair will be done by a guardian or family member, not a volunteer.

City Legal interprets the Ashland Municipal Code (10.68.210) as allowing for the use of the chair. We don't believe there would need to be any changes to the draft Lithia Park Master Plan (referenced Recommendation 19).

The track chair would be stored in the old Lithia Cabin next to the Director's office. It requires a 110 outlet that would need to be installed at a minor cost. Staff realizes there are vandalism concerns to be addressed. APRC volunteers would run the program only when there are volunteers available.

Bachman: Once a person has been assisted into the chair, are they accompanied by the volunteer to keep them on the established route(s)?

Dials: No. The volunteer is only assisting with checking the chair in and out.

Bachman: Might be an issue if the customer goes off route.

Dials: Customers would register online at the David's Chair website. APRC trained volunteers would give customers the details of operating the track chair. Volunteers would not do any chair transfers. This is noted in the online paperwork, so customers are aware they need to bring someone to help with the transfer.

We see the program as seasonal, likely May to October, depending on weather. The chair will be stored off site when offline. The City, Travel Ashland, and APRC plan to roll out the program once liability and legal issues are finalized and will include a press release highlighting the program/partnership with a call for volunteers. All initial volunteers will be trained by individuals from David's Chair.

Discussion/Questions:

Interim City Manager Sabrina Cotta: City and Travel Ashland are very supportive/excited. Works well with APRC's vision for inclusivity and allowing and making parks accessible to all. It fits with the City's vision of being a welcoming city. An honor to be considered given David's Chair focus on the coast. Travel Ashland has stepped up as a partner.

Seffinger: Recommended Pioneer Street trail as a good trial route. Previously tried to establish it as an ADA accessible part of the park. It is dog friendly. Close to parking with views of the creek.

Lewis: Excited by the idea. Appreciates the inclusivity of the plan.

Landt: What level of City Council involvement has occurred so far?

Cotta: They have heard what Dials presented tonight but there has been no involvement.

Landt: Liability issues are a concern. Does having volunteers running the program make the liability more problematic?

Dials: According to CIS and Legal, if the volunteers are properly trained it should not be an issue.

Landt: Who oversees the volunteers?

Dials: Our Volunteer and Event Manager Sulaiman Shelton.

Landt: Does he have the bandwidth to do that?

Dials: Shelton has said that his workload will lighten in August. Plan is to do a soft roll out then.

Landt: What about next year when Shelton is busy during the proposed months of operating David's Chair?

Dials: Shelton said he needs to find a 'champion volunteer' to champion the program.

Landt: Seems like there will be an expectation that if we have this program there will need to be volunteers available.

Dials: The program only operates if there are volunteers available.

Landt: Who will pay for the initial upgrades required. And who will pay for ongoing costs? Like the unsecured storage place that also needs electricity.

Dials: For the upgrades, we will and if we can't I hope the City and Travel Ashland will step up. Ongoing costs of maintaining the chair are the responsibility of David's Chair.

Bachman: Next steps?

Dials: We are hoping to move forward later this summer. Program potentially rolls out in August when Sulaiman has a lighter load. The chair won't be in town until mid-July. Follow up/finalize with Risk, Legal Department, waivers signed, routes determined, volunteer capacity, etc.

Bachman: Okay with risk management as we are covered under the umbrella of the City. Concerned about degradation of the trails. We need some Parks staff oversight during the operation of the chair. Will need to bring the issue back to the Commission. Supports the program as we should look at everything we do through the lens of DEI and Access and wants to make sure we do it right.

Landt: Agrees with Chair Bachman and would have preferred the idea came before APRC before it was a done deal.

Seffinger: Use the Pioneer extension as an experimental route. It is close to the Parks office and is already used by the disabled. It is a safe area for volunteers, and we wouldn't have to worry about tearing up the surface.

Bachman: Leave the route design to staff. We need to get familiar with the operation of the chair. Not sure it should go on the boardwalk over the creek upstream from the cabin.

Dials: We have tested the chair in that area and took it over the boardwalk. We will design a route and bring it back to the Commissioners. The Pioneer Street suggestion is a good option. It would also be good to allow the chair users to see parts of the park like the area above the cabin. The chair is very slow, less than five miles per hour.

Seffinger: Commends Rachel's presentation and the work she has done. We have worked on making the park accessible for many years.

Bachman: Appreciates that the project is a collaboration with the City. Believes that is the direction we need to go.

VI. REVIEW OF LITHIA PARK MASTER PLAN AND PROPOSED ADDENDA Commissioner Landt

The Lithia Park Master Plan (LPMP) was completed about five years ago following two years of public meetings and comment, plus input from APRC staff and elected officials. The draft plan was brought before the Commissioners who decided it needed further work. They decided to delay approval then came the Japanese Garden and COVID, so the LPMP was put on the back burner. We need to move forward. Landt created the addenda, to be discussed tonight. Most important change may be to the consultant's one-way revision for Winburn Way. A big lift considering all the dissension to the road diet of North Main. Landt suggests keeping Winburn two-way but narrowing the lanes nine or ten feet and adding a sidewalk. It would cost more to have the sidewalk within the footprint of the 30' cross section. This is an example of what is in the addenda. Other addenda:

- Recommendation 6: Ideal solution from an environmental and fish standpoint would be to remove the swimming reservoir dam. Big political, regulatory and financial considerations. What things can be done in the meantime. All the shallow water in the reservoir warms the water temp below and creates algae.
- Recommendation 7: Use FEMA's well defined 100 year flood plain instead of top of bank. Do not follow recommendation to plant non-native plants on the eastern bank above the playground.
- Recommendation 8: Improve water quality of the ponds. Consultants did not consider DEQ regulations so recommendations may not be possible.
- Recommendation 13: Remove invasive vegetation and replace with plants for spring/fall color. Should instead prioritize plants that will grow quickly to provide shade for cooling in the riparian zone.

Landt initially worked with Michael Black and Mike Gardiner on the suggested addenda. He has since added to them. Would Commissioners like him to continue or have they already read them enough that he is being redundant?

Questions/Discussion

Seffinger: Thanked Landt for all the impressive work he has done. She has read the proposal and doesn't need additional presentation.

Bachman: Agrees with Seffinger.

Lewis: Doesn't need any more presentation.

Eldridge: Suggested two motions. One to approve the historical document. The other to approve the addenda.

Landt: Would like to have one motion preferably with addenda inserted into the original document following the item it pertains to. Asked if Eldridge had strong feelings against this idea.

Eldridge: Not really, but some editing is needed, which staff can do. Do you want the addenda added to the back of the LPMP?

Landt: Ideally, he would like to have the addenda follow the recommendation in the original document.

Eldridge: While ideal that might represent extreme formatting problems.

Landt: If you can get me a clean copy, I believe I can do it. It can be done after the plan is approved.

Eldridge: Referenced the IPM Policy that has the changes listed on the final page as the simplest way to do it.

Landt: I will try to do it and if I can't the fallback is to put the addenda at the end of the plan.

Bachman: Prefers a single motion with staff support on the formatting and support from Vice Chair Landt.

Seffinger: Regarding trails in the riparian zone above the park there is a problem with poison oak. Also, what about the proposal to have bike trails in that area? The dog walkers in the community would also like to have a dedicated

dog walking path on the hillside above the offices if there won't be a sidewalk (on Winburn Way) anytime soon. Will those issues be addressed in the LPMP?

Landt: Once we get the LPMP approved we need to prioritize all the changes. It will take many years and many dollars to complete. His main priority is Winburn Way and making it safe for dog walkers/pedestrians. It has been a goal for a long time.

Bachman: Key to remember that the LPMP is a living document and will change requiring reprioritization as time, public input, and money allow.

Landt: Has recently had input from Eldridge and Adams.

VII. LOOKAHEAD REVIEW

Eldridge: For the June Business Meeting next week we will be adding two additional items, the third quarter financial update, and a review of the accomplishments and deliverables for FY 2023. For July we will be giving an update on the new website and in August there will be results from a pickleball survey. Planning has initially reviewed the application for annexation of E. Main St. Park into the City of Ashland and found it complete. The application will be formally reviewed in July. It is scheduled to go before the City Council on September 3. Coincides nicely with the potential grant award to build Phase 1 of E. Main St. Park, which we should hear about in September.

Bachman: Noted that the July 3 Study Session has been canceled.

VIII. ITEMS FROM COMMISSIONERS/STAFF

None

IX. ADJOURNMENT

Commissioner Bachman adjourned the meeting at 7:38 PM.

Respectfully submitted, Nancy A. Mero APRC Executive Assistant

**MINUTES FOR REGULAR BUSINESS MEETING
ASHLAND PARKS & RECREATION COMMISSION**

June 12, 2024

Council Chambers – 6:00 PM

1175 E Main St

Present: Commissioners Bachman (Chair), Landt (Vice Chair), Adams, Lewis

Staff: Interim Director Eldridge, Deputy Director Dials, Parks Superintendent Caldwell, Senior Services

Superintendent Mettler, Sr. Administrative Analyst Terry, Executive Assistant Mero, Director of Public Works Fleury

Absent: Commissioner Seffinger

I. CALL TO ORDER

Bachman called the meeting to order at 6:01 PM

II. APPROVAL OF MINUTES

a. APRC March 13, 2024, Business Meeting

On page six, Landt asked to correct his mention of Hunter Park to North Mountain Park.

Motion: Landt/Adams m/s Approve the minutes as corrected.

Vote: Bachman yes, Lewis yes, Landt yes, Adams yes. Motion passes.

III. ADDITIONS OR DELETIONS TO THE AGENDA

- Bachman added item VIIIb. Director's Search Update

IV. PUBLIC FORUM

- Roy Sutton of Ashland: A regular jogger/walker on Lithia Park's main pathway. Requests that when next woodchips are spread, the spreaders throw the large pieces off the path.
- Cat Gould of Ashland: She spends much time tending the Ashland Pond area. She asked Parks to place signs requesting leashing of dogs, or place barriers to protect nesting zones, and to adhere to City ordinances and stop clearing native vegetation within 50 feet of riparian zones. She also asked Parks to adhere to federal laws protecting migratory birds during breeding season and stop work in nesting areas from March through mid-July.
- Ron Owen of Ashland: Spoke to the need for more pickleball courts in Ashland (See attached letter and list of supportive members from Ashland Oregon Pickleball Club).
- Cori Frank of Ashland: Thanked Parks for letting people know they teach free one-hour pickleball lessons on Wednesdays and for opening the bathrooms early in the morning.
- Vanston Shaw of Ashland: He plays tennis and pickleball. He supports building more pickleball courts in Ashland. He spoke in favor of striping courts for either pickleball or tennis, not both.
- Gayle Patton of Ashland: Spoke to the reduction of number of tennis courts in Ashland. Very much in favor of more pickleball courts. Asks that courts be striped for tennis or pickleball, not both.

V. CONSENT AGENDA

a. Acknowledgement of ASAC Minutes January 8, 2024

b. Acknowledgement of ASAC Minutes March 11, 2024

c. RDAC New Member Approval

d. Approval of Public Arts Advisory Committee (PAAC) Crosswalk Selection Committee Members

Landt asked that 'approval' be changed to 'acknowledgement' for items Va. and Vb.

Motion: Bachman moved that they approve the consent agenda by unanimous consent.

Vote: Unanimous consent given. Motion passes.

VI. DIRECTORS REPORT Interim Director Eldridge [presentation](#)

- Hiring: Continuing our search for a golf course manager and an administrative assistant for the Rec Division. Very close to being fully staffed.
- Staff Spring Celebration: This quarterly event was held May 30 at North Mountain Park. Included softball, conversation, BBQ, and staff appreciation gifts to thank everyone for their hard work.
- Daniel Meyer Pool and Garfield Splash Pad: Both open for the season (until Labor Day). The splash pad has a 5,000-gallon holding tank with a filtration system, so the water is not wasted. We have staff who monitor and take samples of the water regularly to make sure it is clean and safe.
- Rogue World Music Festival: Drew over 7,000 people during the weekend. First event to have a beer garden in Lithia since the alcohol in parks ordinance was passed. Sales were ~\$3K. The planned bike valet service fell through, but we intend to offer that service in the future.
- Upcoming Events: Bonsai Day at the Japanese Garden June 22, 10 AM – 2 PM; Summer Sounds concert series brought by the Ashland Folk Collective, June 17 and July 29, 6 PM – 9 PM
- Butler-Perozzi Fountain Update: Moving forward with Architectural Resources Group (ARG). They are currently developing a scope of work, and a contract is being written.
- Pioneer Hall and Community Center Update: A \$1.7 million contract was awarded to Outlier construction for the remodel(s) which will include structural and cosmetic updates to both buildings. Work will begin in July or August. In the past, Parks has managed these properties.
- Daniel Meyer Pool Update: After various delays, contract has been amended and signed by consultants Robertson-Sherwood. It represents the new scope of work provided by the Commissioners. The City-wide facilities assessment results will inform whether the bathhouse needs to be repaired or rebuilt. Robertson-Sherwood have given us a twelve-week work plan to achieve the new scope of work.

Landt: Asked who was meant by 'APRC' in #1 of the scope of work, "Work with APRC to decide energy sources and pool type."

Eldridge: Commissioners, not Staff.

Landt: Of the items in the scope of work, would like for #1 to be considered last.

- East Main Park Update: The plot line adjustment with Jackson County is complete for the one acre adjacent to the park that the City purchased from a private homeowner. It is now dedicated park land. Submitted the application for annexation to Ashland's Planning Dept., which has reviewed it and the site review, deeming them complete. Next it will go before the Planning Commission twice and if advanced it will go before the City Council in September. This is approximately when we will learn if we receive the \$1M LGGP grant for building the Pump Track and related facilities.

VII. BUSINESS

a. Herbicide Use on City-Contracted Lands (Action) Interim Director Eldridge [presentation](#)

Asking for a modification to the APRC IPM Policy to have it apply only to Parks-managed lands. Clarified herbicide use would only apply to City-owned medians and parking lots, not Plaza planters or flower boxes.

Fleury: Looked at the MOU for contracts and would follow the City's code. (9.28) PW would follow lowest use of herbicide. Safety is paramount to PW/Transportation side to protect staff and vehicles/drivers.

Motion: Lewis/Adams m/s.

Commissioners discussed/agreed with the importance of Staff safety.

Vote: Landt yes, Adams yes, Bachman yes, Lewis yes. Motion passes.

b. Public Art in Ashland Parks Review Process (Action) Interim Director Eldridge [presentation](#)

At the March 6, 2024 APRC Special meeting, Commissioners asked staff to work across departments and committees to formulate a process for identifying locations and approving selections for public art in City parks. The primary decision-making bodies are the APRC, the Public Arts Advisory Committee, and the Historic Preservation Advisory Committee.

Motion: Lewis/Landt m/s.

Vote: Adams yes, Bachman yes, Landt yes, Lewis yes. Motion passes

c. Final Review and Approval of Lithia Park Master Plan (LPMP) (Action) Commissioner Landt

Landt: LPMP was created by consultants in 2019. A draft was presented to Commissioners who decided changes were needed. With COVID and other priorities like the Japanese Garden, over several terms, eight Commissioners chose to delay the process of making the changes.

Landt and the subcommittee have developed addenda to the draft LPMP (included in the packet).

Adams: Has significant concerns and would like to see many changes. Some of the addenda is unnecessary and repeated in the draft. Would like more time and work on the LPMP before voting.

Lewis: How can we accommodate Adams concerns and move this motion along?

Bachman suggested options, bifurcating the motion, tabling it until next meeting, etc.

Adams would like to make a motion to table the LPMP until the next meeting.

Motion: Adams/Lewis m/s.

Commissioners discussed the motion.

Vote: Bachman, Lewis, Adams yes. Landt no. Motion passes.

d. Third Quarter Financial Update (Information) Interim Director Eldridge [presentation](#)

Eldridge presented information from the third quarter of fiscal year 2024, January 1 – March 31 (see packet for details/graphics).

e. Fiscal Year 2024 Accomplishments (Information) Interim Director Eldridge [presentation](#)

Eldridge enumerated APRC staff fiscal year 2024 accomplishments towards the Commissioner's 23-25 biennium goals. See presentation for full report and meeting packet for the biennium goals.

As this meeting was the last for Interim Director Eldridge, she took a minute to thank the dedicated, passionate, and hard-working staff of Ashland Parks and Recreation for their tireless service to the community. She didn't get it when she was a Commissioner, but she gets it now. She looks forward to seeing staff in the parks and on the trails and saying thank you for making our community one of the most beautiful in the entire country.

VIII. ITEMS FROM COMMISSIONERS/STAFF

a. Commissioner Liaison Report

- Commissioner Seffinger is stepping down from the Public Arts Advisory Committee. Bachman will take on that liaison role until the end of the year.

b. Director Hiring Update

Bachman: Leslie Eldridge is returning to SOU to continue her teaching career. We went through an exhaustive process to identify a director. Received 19 applications, nine of which qualified on paper. Through Executive Sessions, selected six for Zoom interviews then three for in-person interviews. Received notice that the contingent offer had been accepted the morning after the agenda for this meeting had been published. The new Director Rocky Houston will start in mid-July. He has extensive Parks experience in Oregon and southern Washington.

IX. UPCOMING MEETING DATES

- ASAC Meeting July 8, in Person at the Senior Center, 3:30 PM
- APRC Business Meeting July 10, in Person at Council Chambers 6:00 PM
- RDAC Meeting July 25, in Person at Lithia Cabin, 4:00 PM

X. ADJOURNMENT

Bachman adjourned the business meeting into Executive Session at 7:58

Respectfully Submitted
Nancy A. Mero Executive Assistant

DRAFT



Council Business Meeting

Date: September 11, 2024

Agenda Item	Consent Agenda Report and Minutes for Acknowledgement
From	
Contact	

SUMMARY

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

1. VI. Consent Agenda Item Report
2. MINUTES_ASAC 05.13.24_ASAC approved 07.08.24
3. MinutesRDACapproved3.21.24
4. MinutesRDACapproved5.16.24





ASHLAND PARKS & RECREATION COMMISSION AGENDA ITEM

September 11, 2024

REQUESTED ACTION	Consent Agenda-Acknowledgement of Subcommittee Minutes
ACTION ☒	INFORMATION ☐

BACKGROUND

Three sets of minutes need acknowledgement for consent at the September 11, 2024 APRC Business meeting.

1. Recreation Division Advisory Committee (RDAC) Minutes for 3.21.24
2. Ashland Senior Advisory Committee (ASAC) minutes for 5.13.24
3. Recreation Division Advisory Committee (RDAC) minutes for 5.16.24

POLICIES, PLANS & GOALS SUPPORTED

N/A

FINANCIAL CONSIDERATIONS

There is no financial consideration for this item.

ATTACHMENTS

RDAC minutes for 3.21.24 & 5.16.24

ASAC minutes for 5.13.24

PREPARED BY: Rachel Dials, Deputy Director

City of Ashland
ASHLAND PARKS AND RECREATION COMMISSION (APRC)
ASHLAND SENIOR ADVISORY COMMITTEE (ASAC)
Meeting Minutes
May 13, 2024

Committee Members Present:

- Mike Gardiner, Chair
- Debra Johnson
- Jim Bachman
- Noriko Toyokawa
- Cori Frank
- Patty Winner

Staff Present:

- Natalie Mettler
- Shannon Holt
- Cheryl DeSaram

Committee Members Absent:

- Gina DuQuenne

CALL TO ORDER

Gardiner called the meeting to order at 3:30pm.

OPENING

Gardiner welcomed everyone to the meeting.

APPROVAL OF MINUTES

Motion: Johnson/Winner m/s to approve the minutes from March 11, 2024. Voice vote – all AYES. Minutes approved.

ADDITIONS OR DELETIONS TO AGENDA

None.

PUBLIC INPUT

None.

PRESENTATION: Jackson County Library: At Home Services

Katari Warnick, Library Specialist-Outreach Services

The following was covered in discussion:

- Getting the library to patrons who cannot get themselves there-seniors make up many of the patrons.
- At Home Services could be long term or temporary
- At Home Services tries to replicate library services as close as possible with options of items being mailed or delivered
- Patrons can receive up to 60 items from the library during their check out time which is extended to 6 weeks instead of the traditional 3 weeks.
- Patrons can check out items from the traditional books to the library of things
- At Home Services also has specific items for Seniors, such as large magnifiers and CD players

- Other services includes a partnership with the local schools where the kids make crafts or cards to give the patrons along with a card for the patron to mail back if they decide to write a note to the kid. At Home Services also offers accessible craft kits.
- How do you get started? There is a simple application. The library can either mail, email or print from the library's website.

STANDING REPORTS

a. **APRC Liaison – Commissioner Bachman**

Bachman stated that the commissioners have been busy with the Parks Director hiring which will be completed by Wednesday, July 10th. Bachman stated that the incoming Director comes with experience after working in Washington State Parks and Land Division.

- Two seats will becoming open due to election year for Parks and Recreation Commissioners

b. **City Council Liaison – Councilor Gina DuQuenne**

Not present, sent request for information to share.

- Concerns if there is another disaster with no internet access, citizens need a hard copy of evacuation maps.
- Super Intendent Mettler will reach out to CERT to acquire a large map and small maps to hand out.

c. **Education Report – Senior Services Coordinator Shannon Holt**

- Cookout was a huge success with close to 120 people showing up.
- Jackson County Library is offering their Digital Estate Planning Class with close to full class.
- Accessible Yoga will pilot 1 month class in October.
- Ice Cream Social is coming up August 28th
- Finalizing Fall Program Guide
- Memoir Class is coming back in Winter/Spring

d. **Senior Services Superintendent Report – Senior Services Superintendent Natalie Mettler**

Mettler highlighted the following in her Superintendent's report:

- Temporary Office assistant De Saram was introduced. Spoke about her background and responsibilities at The Senior Center
- Senior Services have been meeting with assisted living communities for sponsorships for ongoing activities.
- Coordinator Holt has been assisting with Recreation. Recreation has now hired an office assistant.
- Ice Cream Social on August 28th will have Ashland's Brass Band.

The following was covered in discussion:

- What are you looking at in regard to a sponsor?
It could be any business, historically it has been Assisted/Retirement Living Facilities

Now that the smoke has rolled in and the heat, do you see an increase of patrons at The Senior Center?
Yes, and they are respectful of our time and space when we hold classes

ITEMS FROM ASAC MEMBERS OR WORK GROUPS

Livable Ashland Alliance:

- Mettler informed that Katherine and Skuratowicz now Co-Chair Livable Ashland Alliance
- Newest member Jordan Rooklyn has been processing an update on the National Community Survey that was used for the Ashland community needs assessment, which was last done in 2019.
- Livable Ashland Alliance is making a mock website which will include all 8 domains of livability

b. Other Items from Advisory Committee Members.

- Frank informed committee that a senior pickleball tournament is being put together.
- Toyokawa is hosting through SOU, intergenerational Pride lunches and breakfasts.
- At the next meeting, ASAC members will discuss new member recruitment.

Next meeting – Monday, September 9th, 3:30-5:00pm on zoom

Adjournment – 4:49pm

Respectfully submitted by Shannon Holt, Senior Services Coordinator, Ashland Parks and Recreation Commission



MINUTES-DRAFT

ASHLAND PARKS & RECREATION COMMISSION Recreation Division Advisory Committee (R-DAC) March 21, 2024; 4-5:30pm In-person Meeting at 340 S. Pioneer St. Ashland, OR 97520

Present: Committee Members: Grimm, Blanton, Lewis. Staff Members: Flora and Dials

Absent: Committee Members: Buck, Bachman

4:00 p.m.

CALL TO ORDER

Meeting called to order by Chair Grimm at 4pm.

APPROVAL OF MINUTES

- Minutes from December 21, 2024 Meeting
 - Motion to approve minutes by Lewis. 2nd by Blanton. All yes.

PUBLIC PARTICIPATION

- Open Forum
 - **Mary Beth-Japanese Garden-Pickleball** noisy-Zen Garden/policy to get there/designated spot/garden/parkway

BUSINESS

- General Recreation Updates (Dials, Flora)
 - Events, AMMF, AFCollective, Bike Sweep, Tennis Tournament, Bird Day, Calle Guanajuato, Grants
- Staffing Updates for Recreation Division Services (All)
 - OA 2 interviews
- Pickleball Policy Discussion and Input (All)- [Pickle Ball Discussion notes](#)

Pickle Ball Discussion notes

Noise: Hours of courts 7am-9pm

- Quieter balls and paddles
 - Testing & Signage
- Starting at 5:30 am/Summer
 - Lock & unlock courts.
- Potential for quiet hours

- Locking
- Are there peak times for pickleball?
- Could there be times when the court is closed?
- Start and end times vary by season.
- Combine efforts w/ Japanese garden locking.

Goals for Survey:

- Hours
- Do you play pickleball?
- Equitable access
- Are you affected by pickleball noise?
- Desirable times to play.
 - Seasons
- Equipment-noise reducing \$
- Demographics-who is playing?
- Open Public Survey
- How the info will be used?
- Short
- Open for a month
- Sign in sheet-Attendance.
 - Time/track usage

Open Play (2-on & 2-off) 8am-11am

- Sign-up sheet
- Different types of hours-more by skill type
- By skill level
 - Different courts for different levels
- Time limits
- Equitable access

Private/Paid/Reserved

- One court for paid play
 - 1.5 hours-if someone has not arrived 15-minute rule.

Other

- More courts in other places-OKGC?
 - Pull energy away from Lithia.
- Pickleball Club-work with them
- Resident/non-resident
- More landscaping around courts
 - Trees/bushes/etc.
- Parking
 - ADA
 - More in general
- Other items from Committee Members (All)

- NONE

Next Meeting May 16, 2024

Meeting adjourned at 5:24pm



MINUTES-DRAFT

ASHLAND PARKS & RECREATION COMMISSION Recreation Division Advisory Committee (R-DAC) May 16, 2024; 4-5:30pm In-person Meeting at 340 S. Pioneer St. Ashland, OR 97520

Present: Committee Members: Buck, Grimm, Dodson, Lewis

Absent: Committee Members: Bachman, Blanton

4:00 p.m.

CALL TO ORDER

Meeting called to order by Chair Grimm at 4pm.

APPROVAL OF MINUTES

- Minutes from March 21, 2024, Meeting
 - Delay vote to July Meeting.

PUBLIC PARTICIPATION

- Open Forum
 - None

BUSINESS

- Appointment of Michael Dotson to RDAC Committee
 - Buck moved to appoint Dotson to the RDAC Committee. Lewis 2nd. All yes.
- General Recreation Updates (Dials, Flora)
 - Staff discussed upcoming events (AWMF, AFC Concerts, Pool Schedule. Pool is opening soon with a soft opening of June 4th. Dive into Diversity event on June 7th. Ice Rink discussion on the replacement of the Chiller and carbon reduction.
Staffing Updates-OA II Position was changed to an Admin Assistant, working with the HR Department.
Interviews soon.
- Staffing Updates for Recreation Division Services (All)
 - OA 2 interviews
- Pickleball Policy Discussion and Input (All)- [Pickle Ball Discussion notes](#)
 - Based on the feedback from the March meeting staff created a DRAFT survey. RDAC members gave feedback on the
 - Ron Owens and Cori Frank spoke on behalf of the Ashland Oregon Pickleball Club and gave their feedback on the survey.
 - Based on the feedback staff will be working towards posting a survey and QR code for the survey soon.
- Other items from Committee Members (All)

- NONE

Next Meeting July 18, 2024

Meeting adjourned at 5:21pm



Council Business Meeting

Date: September 11, 2024

Agenda Item	APRC Policy on Committees and Management Advisory Committees Draft Ordinance
From	
Contact	

SUMMARY

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

1. VIIa. APRC Policy on Committees
2. FINALPOLICY CP.2023.10.25_Advisory Committees



ASHLAND PARKS & RECREATION COMMISSION

AGENDA ITEM

September 11, 2024

REQUESTED ACTION	Review draft City ordinance on advisory committees for APRC policy changes on advisory committees.
ACTION ☐	INFORMATION ☒

BACKGROUND

City Council will be reviewing and adopting a draft City ordinance for advisory committees. If the ordinance is adopted the APRC has an existing policy on this topic that will need to be modified. The objective is to review the City ordinance to ensure any feedback from the APRC is provided to staff and the City Attorney for potential revisions to the ordinance.

The core changes would be that Commissioners and Councilors would not be allowed to vote, nor would they be eligible to be an officer for the advisory committee.

POLICIES, PLANS & GOALS SUPPORTED

CP.2023.10.25 – Advisory Committees and Management Advisory Committees Policy

AMC 2.10.005 to 2.10.110

FINANCIAL CONSIDERATIONS

There is no financial consideration for this agenda item.

ATTACHMENTS

CP.2023.10.25

PREPARED BY: Rocky Houston, Parks Director



**Ashland Parks and
Recreation Commission**

COMMISSION POLICY

TITLE	ADVISORY COMMITTEES AND MANAGEMENT ADVISORY COMMITTEES	POLICY No. CP.2023.10.25
EFFECTIVE DATE	11/8/2023	REVISED DATE

**ADVISORY COMMITTEES AND
MANAGEMENT ADVISORY COMMITTEES POLICY**

The Charter of the City of Ashland, **Article XIX – “Park Commission,”** gives the Ashland Parks and Recreation Commissioners the *“power to formulate and adopt rules and regulations for their government.”* This authority allows Commissioners to adopt rules and policies through the public process in order to provide organization, aide in decision making and to provide regulation for park and facility uses in order to achieve the goals of the APRC and protect people, the environment and assets and to ensure fair and equal use of parks by all users.

- I. **PURPOSE:** To update and consolidate policies, procedures, and guidance as it relates to Advisory Committees and create Management Advisory Committees.
- II. **Procedure and Guidance**
Advisory committees to the Ashland Parks and Recreation Commission and the APRC Board of Commissioners include the following:
 - A. Each advisory committee shall serve solely as an advisory body whose actions or recommendations shall not be considered as APRC policy or the establishing of APRC policy or as final decisions of APRC and are therefore not subject to administrative or judicial appeal. Each advisory committee will provide service that does not conflict with the functioning of APRC, other City departments or other government agency and shall have no executive or administrative powers or civil rights investigatory or enforcement authority. Attendance at an orientation or training session for standing advisory committee members, when offered, is required before they are permitted to further exercise voting rights at committee meetings. The Parks Director or designee will provide at least an annual orientation or training session update to all standing advisory committees and will be responsible for assigning APRC staff support for the work of the advisory committees. Except as otherwise expressly stated, standing advisory committees shall observe policies and meeting and conduct rules consistent with those set forth for commissions and boards in AMC 2.10, Uniform Policies and Operating Procedures for Advisory Commissions and Boards, including its meeting and attendance, and code of ethics provisions.
 - B. Advisory committee members shall serve as individuals exercising their own best judgement and not as delegates for their respective organization or groups. Committees

and their members are not official representatives of the APRC or the City of Ashland and may not present their committees recommendations or their personal opinions or points of view as representative of APRC policy or operational perspectives. Prior to speaking publicly on behalf of their respective advisory committee, members must secure the permission of their committee to represent the activities or recommendations of their committee.

- C. A quorum of each standing advisory committee shall consist of more than one-half($\frac{1}{2}$) of the total number of its current APRC Board of Commissioners-confirmed voting members, but in no case fewer than three (3) members. Appointed voting members of a standing advisory committee may not name a substitute or alternate member to attend a meeting of their advisory committee on their behalf. Nonvoting ex-officio members, staff, and liaisons do not count toward the quorum. Appointed voting and alternate members of a standing advisory committee need not be physically present at a meeting if another means of attendance (e.g., telephonic, internet, etc.) has been established by the membership and public meetings law requirements are met. At least a majority of the quorum is necessary to adopt any motion; some motions may require the affirmative vote of at least two-thirds of the members present. A voting member of a standing advisory committee should provide at least a 48-hour notice to both their committee's chairperson and the Parks Director appointed ex-officio committee staff support member regarding any planned absence from a scheduled meeting of the advisory committee. In the event of an unexpected or emergency absence, the member should notify their advisory committee's chairperson, or the appointed staff support individual within a reasonable time in advance of the meeting. If the members in attendance do not constitute a quorum, staff or invitees may make informational presentations provided (1) Notes describing the presentations and discussions are made and posted on the City website; (2) no motion, debate or vote or any other official business other than adjournment takes place; and (3) all topics advertised are automatically added to the agenda for the next regularly scheduled meeting.
- D. Standing advisory committees may request voluntary testimony but may not compel an individual or organization to appear before it or respond to questions.
- E. Advisory bodies may consult with other APRC or city advisory committees on matters of mutual interest in the course of developing recommendations to bring to the APRC Board of Commissioners. It will be the responsibility of advisory committee chairpersons to work or meet informally as needed to coordinate the activities or coordination of matters between their committee and other advisory committees.
- F. Standing advisory committee members (voting, alternative and non-City staff ex-officio) will be appointed by the APRC Chair with the consent of the APRC Board of Commissioners. APRC confirmed standing advisory committee appointments shall have three (3) year terms. All regular terms commence with appointment and shall expire on June 30 of the third year. In the case that a new committee member is appointed to fill the remainder of a recently vacated voting position, the new member will be eligible for reappointment at the end of the partial term they are completing. The Parks Director will appoint all ex-officio APRC staff support committee members which shall not have a vote on advisory committee matters.
- G. Standing advisory committees shall be governed by AMC 2.10 - Uniform Policies and Operating Procedures for Advisory Commission and Boards. Standing advisory committees will be reviewed by the APRC Board of Commissioners

approximately every three years as to their assigned responsibilities, level of effectiveness and the need for their continued role and existence.

- H. In keeping with the diversity, equity, and inclusion goals of APRC, efforts will be made to ensure that information regarding standing advisory committee vacancies and the application process is readily available and advisory committees are made up of residents that represent the diverse populations within the City. All committees shall assist APRC in ensuring that city programs related to the charge of the committee are equitable for all community members, including low-income, young people, persons of color, the elderly, and those living with disabilities. Standing advisory committees may have up to two additional non-voting, ex-officio student/youth members who are of high school or college age (see also Section I below).
- I. Unless otherwise stipulated below, voting and alternate standing advisory committee members will be comprised of individuals who reside within the City except one (1) member from each advisory committee may be an at-large member living within the City's urban growth boundary. Unless otherwise provided, all nonvoting ex-officio members are not required to be residents within the City or the urban growth boundary. Voting and alternate members must be over eighteen (18) years of age.
- J. All standing advisory committees serve at the pleasure of the APRC Board of Commissioners and shall deliver to the Commissioners an annual report on their activities and accomplishments in the preceding year and provide to the Commissioners for its approval the priorities and workplan for the succeeding year. Standing advisory committees are expected to work with and advise APRC staff to ensure their committee recommendations are aligned with APRC priorities and can be implemented within APRC resources and legal authority.
- K. Informal Working Groups composed of less than a quorum of voting committee members may be formed by Advisory Committees. Working groups report back to the assigned committee and do not make formal recommendations on behalf of any committee.
- L. Members are expected to attend meetings regularly. Members shall notify chair of the Advisory Committee and APRC staff in advance about any planned absences, to ensure a quorum will be present for meetings. A member may be released from their term at any time by the APRC chairperson in consultation with the Parks Director for excessive absences, ethics and/or code of conduct violations.

III. Standing Advisory Committees

Standing Advisory Committees to the APRC Commissioners are established and responsible for the purposes indicated in the following:

A. The Recreation Division Advisory Committee (RDAC)

RDAC's purpose is to advise the APRC on matters related to the Recreation Division programs and services and to coordinate with the APRC Director and the Deputy Director on matters related to the general operations, quality, promotions, diversity, equity and inclusion practices and programming.

The RDAC membership shall be composed of up to nine (9) voting members, as follows:

1. Up to seven (7) members representing program participants and community partners, with minimum of two (2), maximum of four (4) in each category.
2. Two (2) Ashland Parks and Recreation Commissioners

B. The Ashland Senior Advisory Committee (ASAC)

ASAC's purpose is to advise the APRC on matters related to the Senior Services Division and to coordinate with the APRC Director and the Senior Services Superintendent on matters related to the general operations, quality, promotion and programming of the Senior Services Division. The Committee may also advocate for senior needs in City policies, with partner agencies and within other contexts.

The ASAC membership shall be composed of up to nine (9) voting members, as follows:

1. Up to seven (7) members representing program participants and community partners, with minimum of two (2), maximum of four (4) in each category.
2. One (1) Ashland Parks and Recreation Commissioner
3. One (1) City Councilor

ASAC members are appointed by the APRC chairperson, with the exception of the City Councilor, who is appointed by the mayor.

C. Ashland Trails Advisory Committee (ATAC)

DRAFT: ATAC's purpose is to advise the APRC on alterations or additions to the trails system whether internally proposed or proposed by an outside entity. This committee is charged to review and recommend changes to the Trails Master Plan on an as-needed basis.

The ATAC's membership shall be composed of up to nine (9) voting members, as follows:

1. Two (2) community members from the Hiking Community
2. Two (2) community members from the Mountain Biking Community
3. Two (2) Ashland Parks and Recreation Commissioners
4. Two (2) Ashland Forest Lands MAC members
5. One (1) Ashland City Council Liaison

ATAC shall be responsible for assisting APRC in the following:

1. Describe a system of trails for pedestrians and non-motorized vehicles on public lands and privately granted easements.
2. Increase trail connectivity between Ashland's neighborhoods and its varied environments, including downtown, commercial, educational, and surrounding rural areas.
3. Enhance Ashland's quality of life through improved recreation, health, and transportation opportunities.
4. Establish appropriate trail standards based on approved uses, site opportunities, and constraints.

IV. Management Advisory Committees (MAC)

Management Advisory Committees may be established to serve at the request of the APRC Director to provide technical advice, and community support and input that can assist in preparing recommendations to enhance APRC operations or program implementation or for

APRC Board of Commissioner consideration. MACs are generally intended to be project or program specific but can meet as often and as long as necessary to meet their requested role or functions. Some MACs may meet only occasionally when requested, while others may meet regularly or semi-regularly over extended periods of time per the role assignment or needed term for their assistance. Membership on MACs will be established based on the type of advice sought and availability of potential qualified participants, urgency of issue or program being addressed, timeframe for the committee's role/participation, availability of APRC staff support resources, and/or other circumstances or considerations affecting the ability for effective MAC role participation. The rules of procedure, if necessary, for each MAC will also be established by the APRC Director at the time of the corresponding MAC's establishment. The APRC Board of Commissioners may refer issues or tasks to consideration by a MAC by vote of Commission or request to the APRC Director. MACs may include project or program topics related, but not limited to the following:

1. Ashland Japanese Garden
2. Bee City USA
2. Current Parks, Conservation, and Maintenance
4. Oak Knoll Golf Course

V. Commissioner Liaison Appointment Process

The Chair of the Commissioners, with the consent of a majority of the Commissioners, shall appoint the membership of APRC committees.

Approved: _____ Date: _____
Rick Landt, APRC Chair

Approved, as to form: _____ Date: _____
City Attorney



Council Business Meeting

Date: September 11, 2024

Agenda Item	Trails Advisory Committee Formation
From	
Contact	

SUMMARY

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

1. VIIb. Trails Advisory Committee Formation
2. final revision CPR 2024_Formation Trail Advisory Committee_Final_9.5.24



ASHLAND PARKS & RECREATION COMMISSION

AGENDA ITEM

September 11, 2024

REQUESTED ACTION	Form a Trails Advisory Committee
ACTION ☒	INFORMATION ☐

BACKGROUND

In 2018 the APRC formed an ad-hoc advisory group for the trails master plan. It appears that group morphed into an advisory committee without being formed per city and APRC guidelines.

Trails are a vital recreational resource needed to meet community recreational needs. The trails advisory committee would provide additional input and coordination with other partners on the potential addition or removal of trails throughout the parks system. The proposed committee membership provides representation from key user groups and a member who is focused on accessibility needs for our trail system.

Staff recommends the formation of the trails advisory committee.

POLICIES, PLANS & GOALS SUPPORTED

CP.2023.10.25 – Advisory Committees and Management Advisory Committees Policy and AMC 2.10.005 to 2.10.110

FINANCIAL CONSIDERATIONS

ATTACHMENTS

Trails Committee Formation Resolution

PREPARED BY: Rocky Houston, Parks Director



**Ashland Parks and
Recreation Commission**

COMMISSION POLICY

TITLE FORMATION of the TRAILS ADVISORY COMMITTEE	PAGE 1 of 2	POLICY No. CP.R.2024.09.11
EFFECTIVE DATE 09/11/2024	REVISED DATE	N/A

APPROVED BY COMMISSIONER ACTION

The Charter of the City of Ashland, **Article XIX – “Park Commission,”** gives the Ashland Parks and Recreation Commissioners the *“power to formulate and adopt rules and regulations for their government.”* This authority allows Commissioners to adopt rules and policies through the public process in order to provide transparency, organization, and aide the Parks Commission in its decision-making process. It also helps the Parks Commission provide regulation for park and facility uses in order to achieve the goals of the APRC and in order to protect the people, the environment, its assets, and to ensure fair and equitable use of parks by all users.

PURPOSE

The purpose of the Trails Advisory Committee (TAC) is to make recommendations to the Ashland Parks and Recreation Commissioners on matters related to trails and to coordinate with the Parks Superintendent and APRC Director on matters related to general operations and maintenance, development, and diversity, equity and inclusion practices related to trail use.

The Parks Division oversees the operation and maintenance of 53 miles of trails located on city property.

GENERAL PROVISIONS

Committee Make-up

The TAC membership shall be composed of up to five (5) voting members. The TAC will have non-voting Ex-Officio members representing the Ashland Parks and Recreation Commission, Ashland Council Liaison, and the Forest Lands Commission who will provide input and guidance on matters reviewed by the TAC. In the makeup of the Committee, it is the Parks Commission goal that members of the TAC represent a diverse makeup of trail users and community partners.

Meetings

TAC will meet every other month or as needed.

TITLE FORMATION of the TRAILS ADVISORY COMMITTEE	Page 2 of 2	POLICY No. CP.R.2024.09.11
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Staff Support

The Parks Superintendent and/or APRC Director or their designee will attend and assist in the planning advertising and management of the TAC meetings.

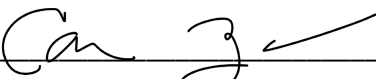
Term Limits

The term of each TAC member will be four (4) years, with no member serving more than two (2) consecutive terms.

Bylaws and Program Mission

Once the TAC Members are appointed by the Commissioners, they will create TAC Bylaws in collaboration with APRC staff and approval of the Parks Commissioners at a regular business meeting. The TAC may also choose to develop a strategic plan and revise their mission and vision statement concurrent with the adopted goals of the Commissioners.

Approved: _____ Date: _____
Jim Bachman, APRC Chair

Approved, as to form:  _____ Date: 9.5.24
Carmel Zahran, Assistant City Attorney



Council Business Meeting

Date: September 11, 2024

Agenda Item	City Council and APRC Operations and Culture: Recommended Framework
From	
Contact	

SUMMARY

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

1. VIIc. City Council and APRC Operations and Culture
2. 2010-060 MOU Parks-City FY 2009-2010
3. 2024-08-14 Joint Session Agenda Report



ASHLAND PARKS & RECREATION COMMISSION

AGENDA ITEM



September 11, 2024

REQUESTED ACTION	Update on the City Council & APRC Operations and Culture Framework
ACTION ☐	INFORMATION ☒

BACKGROUND

In an effort to clarify and strengthen the relationship between the Ashland City Council and the Ashland Parks and Recreation Commission (APRC), two members from each body (Mayor Graham, APRC Chair Jim Bachman, Council Chair Hyatt, and Commissioner Justin Adams) met informally to discuss improved alignment of processes and procedures related to our shared resources and operational systems. These conversations aimed to identify the intersections of our work and develop the general outline of a proposed framework to the respective bodies regarding how to optimize our interactions for future success in serving the residents of Ashland.

The group focused on opportunities to address procedural challenges while strengthening the relationship between the two elected bodies to more effectively navigate shared responsibilities going forward. A joint session of the elected bodies met on August 14, 2024 to discuss the framework. This agenda item is to review the framework revisions.

POLICIES, PLANS & GOALS SUPPORTED

This work has been preceded by MOUs between the two elected bodies. This work could lead to the creation of an ordinance.

Community:

- Belonging through mutual respect and openness, inclusion and equity
- Quality of life that underpins the City's economic vibrancy

Organization:

- Respect for the citizens we serve, for each other, and for the work we do
- Excellence in governance and city services
- Sustainability through creativity, affordability and rightsized service delivery
- Quality infrastructure and facilities through timely maintenance and community investment

FINANCIAL CONSIDERATIONS

Not applicable

ATTACHMENTS

MOU 2009 – 2010:

<http://records.ashland.or.us/WebLink/DocView.aspx?id=91964&dbid=0&repo=CITY-RECORDS&searchid=2404e10a-7ddb-4080-a4df-0a381ccdedcc>

August 14, 2024 Agenda Item

PREPARED BY: Rocky Houston, Parks Director

**MEMORANDUM OF UNDERSTANDING
CITY OF ASHLAND AND ASHLAND PARK AND RECREATION COMMISSION
FY 2009-2010**

Agreement made this 8th day of February, 2010, between the City of Ashland ("City") and the Ashland Park and Recreation Commission ("Parks") and effective for the current adopted budget.

RECITALS

A. Local government may enter into agreements for the performance of any and all functions and activities that any party to the agreement, its assigned personnel or agents have authority to perform.

B. City and Parks have successfully shared the cost of operations and staff at various levels including the use, operation and maintenance of facilities, landscaping, accounting and repair work for many years and desire to share resources and work collaboratively to jointly maintain and manage facilities, grounds and cooperatively provide services.

C. City and Parks desire to formalize their commitment by entering into this agreement in the spirit of cooperation and with the understanding that the facilities and grounds shared and maintained and service provided will be done to provide cost savings and economies of scale to both parties.

D. Attached as Exhibit A is a summary list of services provided between agencies for FY 2009-2010.

E. City and Parks may agree to provide other services to one another, or to cost share other services, as part of this agreement without prior revision. Changes in identified services, service levels, payment for services and additional services will be agreed upon administratively and in writing in advance of providing the service. The specifics of such changes will be addressed in the next revision of this agreement if warranted.

The City and Parks agree:

1. Internal Services. The City provides Parks with administrative services via the Central Service, Insurance Service, Equipment funds and Facilities Division. These services include Administration and oversight, Legal, Human Resources, Risk Management, Budgeting, Purchasing, Accounting & Financial Reporting, Computer and Telephone Technology, Facilities Maintenance and other services as needed. The listed services are annually calculated and allocated based upon estimated benefit received to all departments of the City and Parks is charged their prorated share.

2. Other Services and Staff. Services are routinely provided between the City and Parks to meet various needs on an ongoing and sometimes on an ad hoc basis. Unless otherwise indicated, these services are treated as revenue and expenses in the budget in the General Fund and Parks and Recreation Fund on a monthly basis. The following list identifies the agreed upon services for FY 2009-2010:

2.1. Central Area Patrol - The City Police Department provides security patrols to Lithia Park, Plaza area and the City is reimbursed by Parks for 50% actual wages to a cap of \$51,000.

2.2. Park Patrol - The City Police Department provides security patrols to Lithia and the outlying park areas during April – October. Parks pays 100% of salaries to a limit of \$20,000. The Police Department provides the equipment.

3. Facilities and Structures. Services are routinely provided between the City and Parks to meet various needs on an ongoing and sometimes on an ad hoc basis. The following list identifies the agreed upon services for FY 2009-2010:

3.1. Community Center & Pioneer Hall – The City reimburses Parks on maintenance and repair costs for agreed upon work. Parks provides all custodial labor and supplies for the Community Center and Pioneer Hall; handles small repairs such as fixing faucets, drapery hanging, and landscaping such as planting flowers, weed control, and shrub pruning. Parks also handles all scheduling and coordination for the buildings. In return, Parks receives and keeps all rental revenues from the facilities. All capital improvements such as roof repair, painting, and floor refinishing and replacement are the responsibility of the City.

3.2. Band Shelter - The City pays the Parks for maintaining and repairing the shelter as needed within the budgeted \$4,800 (\$1,200 per quarter). Maintenance involved at the band shell including cleaning and setting of park benches; cleaning the stage and storage areas. Parks is responsible for all landscaping in the band shell area. All capital repairs including painting, electrical, doors, and structural work are responsibility of the City.

3.3. The Grove - Parks coordinates access to the building and schedules. The City provides maintenance and repair work. Revenues for events accrue to Parks but some costs may be shared between agencies to minimize the impact.

4. Landscaping and Grounds Maintenance. Services are routinely provided to the City by Parks to meet various needs on an ongoing and sometimes on an ad hoc basis. These services are treated as revenue and expense between funds with a \$174,568 annual limit. The following list identifies the agreed upon services for FY 2009-2010:

4.1. The Plaza & Downtown Entry Areas – The City pays Parks to maintain lawns and plants in the Plaza and entry areas to downtown. Parks provides all landscaping and irrigation maintenance at The Plaza, north entry, downtown. This includes all plant pruning, weeding, flower replacement and minimal tree pruning for visibility and safety, turf mowing and care, irrigation scheduling and testing repair as necessary. Any capital repairs such as planter replacement, complete removal, and large structural pruning of downtown trees is the responsibility of the City.

4.2. Siskiyou Boulevard & Ashland Street - The City pays Parks to maintain the plants and mow grass on these streets. Parks is responsible for all mowing, edging, fertilizing of turf, weed control in beds, pruning and replacement of occasional shrubs, litter pickup on a routine basis, and flowers replanted according to season, as well as irrigation scheduling and repairs as needed. Any major rework or complete change will be the responsibility of the City.

4.3. Airport - The City pays Parks to mow the grass at the airport. Parks is responsible for mowing areas around runway, taxi-way and hangar facility, as well as landscaping around FBO

building, including lawn area, shrubs, pruning, flower replacement, and irrigation scheduling and repairs as needed. (See map)

4.4. Substations - The City pays Parks to mow grass at substations. At the substation on North Mountain Avenue the City pays Parks to maintain shrubs, control weeds, and irrigation scheduling and repairs as needed.

5. Fleet Maintenance. The City will provide fleet maintenance and repair for Parks and charge for services in a manner consistent with City Departments. Fleet operations overhead will be allocated to Parks in a prorated share based upon number and type of vehicles/equipment to be maintained and shared benefit of the Division. City will accept Parks employees dedicated to their shop program. City will maintain transferred positions for at least one year and employ transferred employees for as long as it is feasible based upon operations, budget and performance.

6. Other Services. The City and Parks will, on occasion, need to trade services or share costs and any sharing of expenses or potential payment of fees for those services will be negotiated at that time.

7. Length of Agreement. The term of this Agreement shall commence on July 1, 2009, and continue for a period of one year. It will automatically renew on an annual basis unless terminated by either party per this section. The City and Parks shall periodically review this Agreement and modify it as they mutually agree to be appropriate during the year. Changes in services and/or responsibility for costs or revenues will be agreed upon annually as part of the budget process prior to a proposed budget is submitted to the Budget Committee. Changes to the proposed services may be done during the budget process with mutual agreement.

8. Termination. Neither party may terminate this Agreement for a breach by the other party without first providing the other party written notice of the specific nature of the alleged breach and a reasonable opportunity to cure the breach. A reasonable opportunity to cure the breach shall be 30 days or such other lesser or greater time as is appropriate given the nature of the breach and the time necessary to cure it. Annual renewal of this agreement will occur unless either party provides written notice during the budget process but no later than 60 days prior to the start of a fiscal year.

CITY OF ASHLAND

ASHLAND PARKS AND RECREATION COMMISSION

By: John Stromberg
Title: Mayor
Date: 6-2-2010

By: M. A. Gardiner
Title: Ashland Parks & Rec - Chair
Date: 6/28/10

MOU Exhibit A for FY 2009-2010

SERVICE	ACTIVITIES/TASKS	PROVIDER	DEPT/ORG WHO PAYS	FY 2009-2010 AMOUNT	Method of Calculation
Internal Services - General	All Administrative functions including but not limited to Human Resources, Legal, Recording, Treasury, Purchasing, Technology, Risk Management, Facilities, etc.	City of Ashland - Applicable Departments in Internal Service Divisions	Parks	\$309,000	Prorated share established in budget
Internal Services - Finance & Accounting	Accounting functions including but not limited to financial reporting, GL, PR, AR, AP	City of Ashland Admin Services/Finance Department	Parks	Included above	Prorated share established in budget included in internal services charge
Central Area Patrol	Maintains Downtown Area Security	Police	Parks	\$51,000	
Park Patrol	Maintains Park Security	Police	Parks	\$20,000	
Facilities Maintenance	Building maintenance functions agreed upon annually	City of Ashland Admin Services/Finance Department	Parks	\$44,000	Prorated share established in budget
Liability, Auto and Property Insurance-Parks	Workers Compensation Insurance	City of Ashland	Parks	\$40,000	Prorated share established in budget, premiums & claims cost.
Workers Compensation Insurance-Parks	Workers Compensation Insurance	City of Ashland	Parks	As calculated	Paid with payroll per state required rates
Band Shelter	Maintenance	Parks	City of Ashland Maintenance	\$4,800	Set amount
Airport Mowing	Maintenance	Parks	Public Works-Airport	\$4,160	Set amount
Substation Mowing	Maintenance	Parks	Electric	\$1,000	Set amount
Boulevard/Plaza Maintenance	Substation, Fire landscape and airport mowing	Parks	Public Works-Street & Fire Dept.	\$174,568	\$144,568 for grounds maintenance and \$30,000 for supplies
Fleet Maintenance	Maintains Park Fleet & Related Equipment	City of Ashland	Parks	New in FY 2010	TBD



Council Business Meeting

August 14, 2024

Agenda Item	Ashland City Council and Ashland Parks and Recreation Commission – Operations and Culture: Recommended Framework	
From	Mayor Tonya Graham APRC Chair Jim Bachman	
Contact	tonya@council.ashland.or.us / commissioner_bachman@external.ashland.or.us	
Item Type	Requested by Council ☐ Update ☐ Request for Direction ☒ Presentation ☐ ☐ Consent ☐ Public Hearing ☐ New Business ☒ Unfinished Business ☐	

SUMMARY

In an effort to clarify and strengthen the relationship between the Ashland City Council and the Ashland Parks and Recreation Commission (APRC), two members from each body (Mayor Graham, APRC Chair Jim Bachman, Council Chair Hyatt, and Commissioner Justin Adams) met informally to discuss improved alignment of processes and procedures related to our shared resources and operational systems. These conversations aimed to identify the intersections of our work and develop the general outline of a proposed framework to the respective bodies regarding how to optimize our interactions for future success in serving the residents of Ashland.

The group focused on opportunities to address procedural challenges while strengthening the relationship between the two elected bodies to more effectively navigate shared responsibilities going forward. We bring the results of these informal conversations to the members of the two elected bodies at this study session to solicit feedback and determine whether there is interest in formalizing the framework presented this evening through an ordinance that creates the Parks & Recreation Department and supporting resolutions to be taken up by both bodies.

POLICIES, PLANS & GOALS SUPPORTED

Community:

- Belonging through mutual respect and openness, inclusion and equity
- Quality of life that underpins the City's economic vibrancy

Organization:

- Respect for the citizens we serve, for each other, and for the work we do
- Excellence in governance and city services
- Sustainability through creativity, affordability and rightsized service delivery
- Quality infrastructure and facilities through timely maintenance and community investment





Council Business Meeting

BACKGROUND AND ADDITIONAL INFORMATION

The conversations yielded the following recommendations:

Elected Leadership Culture

Foster a collaborative culture across the elected leadership of the City that is based on mutual respect and a shared understanding of this unique governance structure

- Onboarding and training elected officials on the unique City Council/APRC relationship, the framework for how the two bodies work together, why it is structured this way, how it is driven by community values, and the culture of collaboration the two bodies strive to maintain
 - Additional training opportunities for members of both bodies on appropriate subject matter, such as new elected leader training, Diversity/Equity/Inclusion, city policies, etc.
- Host joint APRC/Council Study Sessions three times annually to share key challenges and opportunities and discuss issues of joint interest with the hosting moving between the two bodies and the sessions chaired by the mayor

Create alignment for advisory committee structures and processes by developing a citywide internal policy followed by all advisory committees that includes:

- A consistent meeting agenda format and process to notice the meetings
 - Training of committee members and chairs in the role of the advisory committee, public meetings law, conflict of interest, communicating on behalf of the committee, etc.
 - Standardize terms of service
 - Formalize the charge for each committee from the respective elected body with the expectation that work plans will develop from those descriptions
 - A consistent understanding of the elected official and staff liaison roles to ensure that all committees are supported and structured in the same way
-

Human Resource Functions

Hiring of the Parks and Recreation Director is the responsibility of the APRC with the help of an outside hiring firm.

- City Manager (CM) provides input to job description and skill set requirements
- CM provides feedback on applications and sits on department head interview panel
 - Goal: Provide APRC operational insight and recommendations for potentially successful candidates with the city executive team





Council Business Meeting

- CM has contract signing authority for the hire and will assist with contracting documentation. (Note this happens currently.)
- Reciprocity: The APRC Director and/or interested Commissioners (at the discretion of the APRC Chair) will be included in the same manner as other department directors in the hiring process of the City Manager including input into skill sets, inclusion in the department head interview panel, and recommendations for potentially successful candidates from Parks perspective.

Termination of the Parks Director is the responsibility of the Ashland Parks & Recreation Commission with the assistance of City of Ashland Human Resources (HR) and Legal Departments.

- Special Circumstance – Termination for cause or other discipline that represents legal exposure to the City, when the Ashland Parks & Recreation Commission does not agree with the HR and Legal recommendation to terminate:
 - A combined joint Executive Session will be called by the City Manager with knowledge of the APRC Chair.
 - Parks and Recreation Director performance and reasons for termination recommendation are discussed
 - The initial determination of action resides with APRC with input from Council.
 - Council has final veto decision making authority given that fiduciary responsibility lies with the Council to protect the city from liability and associated costs.
 - APRC will then come out of session and have a formal vote in a public meeting if the will of the body is to terminate the Parks Director.
 - Should APRC choose not to terminate, Council will hold an Executive Session to determine whether the Parks Director should be terminated. If the will of the Council is to override APRC's decision, they will do so with a formal vote in public session.

Performance appraisal of the Parks Director is the responsibility of the APRC, with the support of the HR department and in accordance with the City of Ashland Performance Appraisal Process.

- APRC works directly with the CM to ensure direct operational feedback as follows:
 - CM is invited to provide input as a key operational partner.
 - CM shall raise any issues of performance for APRC's consideration.
 - CM may communicate feedback either in a written review or executive session discussion with APRC.
- Employees who have concerns or complaints with the Parks and Recreation Director should report their concern to HR. If HR is not responsive the employee can make a similar report to the Legal Department. And if that reporting does not receive a response, the employee may make the report to the APRC Chair.



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- If the Parks and Recreation Director has an HR complaint against them, then HR/legal will engage APRC to share information about the complaint and the process being undertaken to address it.

The Parks and Recreation Director will supervise Parks and Recreation Department staff in accordance with the City of Ashland HR department policy, protocols, and procedures as outlined in Ordinance 3235.

- CM will work with the Parks and Recreation Director to ensure effective and efficient operations and assist with issues as they arise in the same way the CM works with other department heads with the key exception that this relationship is collaborative, not supervisory.
- There are mutual expectations of collaboration between the CM and the Parks and Recreation Director on critical operational considerations. If the cooperation necessary does not materialize, then a mediation of the challenge with the support of the APRC Chair and Mayor is required.
- Parks and Recreation Department employees are city employees who are assigned to parks and recreation facilities and functions and supervised within the Parks and Recreation Department.

In the event that an interdepartmental conflict involving the Parks and Recreation Department cannot be successfully resolved with the assistance of the CM, the APRC Chair and the Mayor will be called in to assist with resolving the conflict. If that intervention is not successful, a joint meeting of the two elected bodies will be called to resolve the conflict.

In the case of an emergency, the CM directs the use of all parks staff to respond to the emergency.

Policy Alignment

The procedure to address conflicting policy goals between the APRC and the City Council is as follows:

- A combined joint session will be called to facilitate a solution
 - Executive Session vs. Public Meeting to be determined by the characteristics of the item in question
- All relevant staff with subject matter expertise, including the Legal Department, will be present at the joint session.
- The CM and the Parks & Recreation Director will participate in consultation with the leadership of their respective bodies.
- The Mayor will chair the session as the city holds the fiduciary responsibility to mitigate risk and the responsibility for any associated contracting.





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Legal Department

APRC will be represented in the process of hiring the City Attorney and City Manager as follows:

- All APRC Commissioners who wish to be involved in the hiring process are welcome to participate.
- APRC members will sit alongside the Council in the Council Panel Interview.
- APRC Commissioners will provide their input to the Council before exiting the session prior to the Council's deliberations.
- Council will take up the hiring decision with the benefit of the APRC Commissioner feedback and other appropriate panels (ex. Department Heads).
- This process is important as it will help the candidate understand that the APRC and the City Council are both independently elected bodies, and have a unique relationship.

The APRC Chair will be provided an opportunity to offer feedback in performance review processes for the City Attorney and the City Manager in a manner that is consistent with how department heads engage in performance review processes per HR policies.

Conflicts between APRC, the Parks and Recreation Director, the City Manager, and/or the City Council in regard to the interpretation of code, charter, and other governing documents will be resolved through the following process:

- A combined joint session will be called to facilitate a solution
 - Executive Session vs. Public Meeting to be determined by the characteristics of the item in question
- All relevant staff with subject matter expertise, including the Legal Department, will be present at the joint session.
- The CM and the Parks & Recreation Director will participate in consultation with the leadership of their respective bodies.
- The Mayor will chair the session as the city holds the fiduciary responsibility to mitigate risk and the responsibility for any associated contracting.
- In the event that the elected bodies cannot agree on the interpretation, items can be referred to the voters.

The City Attorney will brief both the City Council and APRC in executive session in the event of pending or realized litigation impacting items that pertain to their area of oversight.

The Legal Department provides a parliamentarian at public meetings of both the APRC and City Council.

Consider a formal HR policy or Council and APRC resolutions, to utilize a recruitment firm for the hiring of the City Manager, City Attorney, and Parks Director positions given that these are the only





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roles hired directly by governing bodies within the municipal operation structure.

Ongoing Maintenance Relationship Between Parks and Recreation Department and Other City Departments

Challenge:

- Parks **staff** is supervised by the Parks Director.
- However, the maintenance **effort** that the Parks & Recreation Department is involved with is the responsibility of the CM.
- CM cannot direct the Parks and Recreation Department **staff**, but what happens when the work **effort** needs to shift?
- Is there a way to leverage the upcoming budget process to solve for the above challenge?

Consider providing direction to staff to revisit this interdepartmental working relationship and report back to both elected bodies regarding the structure that will be used going forward in these situations.

FINANCIAL CONSIDERATIONS

Financial requirements are limited to staff time and effort in support of the above body of work.

Specific work packages “contracted” by the City of Ashland, with its Parks and Recreation Department, that have funding streams outlined in the budget, will be reviewed and addressed as appropriate in the coming budget cycle, if needed.

SUGGESTED DIRECTION TO STAFF

- The two bodies direct their respective staff to work together with the Legal Department to draft an ordinance and supporting resolution that will codify this framework (and replace all existing MOUs between the City Council and the APRC). Elements of this framework will be placed as appropriate in each of the documents, which will be brought forward to the respective bodies for consideration.
- Develop an HR policy that directs hiring processes for the City Manager, Parks and Recreation Director, and the City Attorney be supported by external recruiting firms.
- Review interdepartmental agreements and recommend a balanced process where the City Manager can direct the work product for integrated maintenance responsibilities while the Parks Director remains responsible for directing their employees.

REFERENCES & ATTACHMENTS

MOU 2009 – 2010: <http://records.ashland.or.us/WebLink/DocView.aspx?id=91964&dbid=0&repo=CITY-RECORDS&searchid=2404e10a-7ddb-4080-a4df-0a381ccdedcc>





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MOU 2010 – 2011: <http://records.ashland.or.us/WebLink/DocView.aspx?id=91965&dbid=0&repo=CITY-RECORDS&searchid=2404e10a-7ddb-4080-a4df-0a381ccdedcc>

MOU 2012–2013: <http://records.ashland.or.us/WebLink/DocView.aspx?id=100381&dbid=0&repo=CITY-RECORDS&searchid=2404e10a-7ddb-4080-a4df-0a381ccdedcc>

MOU 2014: <http://records.ashland.or.us/WebLink/DocView.aspx?id=110783&dbid=0&repo=CITY-RECORDS&searchid=2404e10a-7ddb-4080-a4df-0a381ccdedcc>

