

MINUTES FOR BUSINESS MEETING
ASHLAND PARKS & RECREATION COMMISSION
Date September 11, 2024
Council Chambers – 6:00 PM
1175 E Main St

Present: Commissioners Bachman (Chair), Landt (Vice Chair), Adams, Seffinger
Staff: Assistant City Attorney Zahran, Director Houston, Deputy Director Dials, Senior Services Superintendent Mettler, Executive Assistant Mero

Absent: Commissioner Jim Lewis

I. CALL TO ORDER

Bachman called the meeting to order at 6:00 PM

II. APPROVAL OF MINUTES

- a. APRC Special Meeting May 1, 2024
- b. APRC Study Session June 5, 2024
- c. APRC Business meeting June 12, 2024

Landt made a correction to the May 1, 2024, minutes by adding the omitted motion to the Lithia Park ADA agenda item. Adams made the motion: I move to approve APRC staff to procure engineering documents, identify a funding source, and build an ADA parking area with minimum of five spaces, raised crosswalk, and ramp access to the Japanese Garden.

Motion: Landt/Seffinger m/s all minutes with the correction made by Landt to the May 1, 2024, minutes.

Vote: All yes by hand raise.

III. ADDITIONS OR DELETIONS TO THE AGENDA

None

IV. PUBLIC FORUM

None

V. CONSENT AGENDA

- a. Acknowledgement of ASAC Minutes May 13, 2024
- b. Acknowledgement of RDAC Minutes March 21, 2024
- c. Acknowledgement of RDAC Minutes May 16, 2024

Motion: Bachman moved that the consent agenda be acknowledged by unanimous consent.

Vote: Unanimous consent was given.

VI. DIRECTORS REPORT Director Houston [Presentation](#)

Houston covered several topics including Administrative, Recreation, Volunteering and Events, Parks Operations, Golf Course, and a Calendar of Events.

Discussion/Questions:

With the updated Environmental Education Manager position at the Nature Center, will programming with schools and other outside groups be offered again? Yes. The plan is to reach out to schools and form partnerships with other community groups to do programming at North Mountain Park and other parks in the system.

Question about sidewalk change at upper duck pond in Lithia Park. Replacement of the cracked sidewalk will be with decomposed granite. When compacted, the decomposed granite creates a stable, level walking surface. Short term fix for safety.

Question on why the bubbler in the Koi pond at the Japanese Garden was on during the day. Supposed only to be run at night. Houston will inquire and send the answer to the Commissioners.

Discussion included noting that this relatively wet season is not the norm. Need to have more water backup plans at the golf course; kudos to the open space, trails team led by Jason Minica, for their quick and excellent work removing downed trees from trails; request for follow-up information on the ice rink chiller, promised at the May 1 meeting.

VIII. VII. BUSINESS

- a. APRC Policy on Advisory Committees and Management Advisory Committees Draft Ordinance
Director Houston

Houston shared that City Council is reviewing and will be adopting a City ordinance for advisory committees and commissions. If adopted, APRC will have to update their current policies and bylaws for committees.

Bachman/Zahran noted it is an early draft, and they are receiving a lot of good feedback/suggestions so there will be more versions. City Council had been going to review the draft ordinance at a September meeting, but that review has been pushed out to a yet undetermined date.

Bachman: To clarify, comparing APRC's policy on committees adopted in November of 2023 to the draft ordinance, the primary differences are that Commissioners would no longer be able to vote on motions nor serve as officers of advisory committees. A big change for APRC. Bylaws/formation documents for the APRC standing committees would need to be changed if it is determined to follow the Ordinance being drafted by City Attorney McGeary.

Discussion/Questions

A recommendation was made to **not** have the TAC committee members tasked with writing the bylaws. The current Trails subcommittee is free to continue working. They just need to work with staff liaison(s) and are not to make any recommendations to APRC.

The next issue is determining the process for appointment of Committee members. There is a list of members that were either appointed by or approved by the Chair of APRC. The point was made that there is a policy approved by the APRC in 2023 establishing three APRC Standing Committees including the Ashland Trails Advisory Committee. That policy outlines the membership of TAC which is reflected in the membership of the current Committee.

What happened to the TAC Bylaws that were in the packet in the August Regular Business meeting? It was stated that they would be developed later. It was noted that the TAC membership makeup was different in the documents included in the packet for tonight's meeting. A suggestion was made to carry the membership of the current Trails to the TAC with no recruitment.

Concern was expressed that the current Trails committee does not include representatives from the senior and dog walking communities. It was affirmed there are multiple dog walkers and seniors on the committee.

Returning to discussion on the draft ordinance for uniformity amongst committees it was confirmed that, in general, the APRC should follow the ordinance unless there was good reason not to. Discussed having an ex-officio non-voting City Council member on the standing committees, agreed it should be consistent across the committees. It

was clarified that the current Trails Committee may continue to meet and make recommendations to the APRC except that the elected members of the committee may not vote on the recommendations.

b. Trails Advisory Committee Formation Director Houston

Houston reviewed the proposed resolution to form the Trails Advisory Committee. It was recommended to strike the line referencing 53 miles of trails as that mileage will change.

Motion: Landt: I move that we approve the policy formation of the Trails Advisory Committee with the one change of removing the paragraph, "The Parks Division oversees the operation and maintenance of 53 miles of trails located on City property." Adams seconded.

Discussion on Motion:

Support for diversity on the committee such as a representative for dogwalkers/ADA interests. Clarification requested that the TAC would work on projects the Commission asks them to work on and that the projects be consistent with Capital Improvement goals.

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

c. City Council and APRC Operations and Culture: Recommended Framework Chair Bachman

Prior to the meeting, but after the packet was posted, Bachman provided the Commissioners with the latest draft of the framework document. Several suggestions were made regarding changes in language which Bachman will take back to the small group. It was also suggested to include language about the facilities Parks uses so that if Parks makes improvements using funds from their Capital budget, they will have some assurance they will be allowed continued use of the facility. Most Commissioners felt resolving this type of issue was covered in the document.

For clarity, Landt suggested changing the name of the APRC to APRD (D=Department). APRC would be used to refer only to the Commission/Commissioners. Recommended it be included in the framework document.

IX. ITEMS FROM COMMISSIONERS/STAFF

- a. Liaison Report
- b. Bachman thinks the Commissioners should have a discussion, maybe in a goal setting session, about what they want the three standing committees to be working on. Doesn't want the committees to be 'freelancing.'
- c. Adams asked for update on LPPG grants. Houston replied we will learn the status next week.

X. UPCOMING MEETING DATES

- a. RDAC Meeting September 19, in Person at Lithia Cabin, 4:00 PM
- b. APRC Study Session October 2, Electronic Meeting via Zoom, 6:00 PM
- c. APRC Business meeting October 9, in person at Council Chambers, 6:00 PM

XI. ADJOURNMENT

Chair Bachman adjourned the meeting at 7:45 PM.

Respectfully submitted by
Nancy A. Mero
Executive Assistant