



AGENDA FOR REGULAR BUSINESS MEETING
ASHLAND PARKS & RECREATION COMMISSION

January 13, 2021

Electronic Meeting – 6:00 p.m.

To view or listen to the meeting or to provide public input, see public participation instructions on page 2

6:00 p.m.

- I. CALL TO ORDER
- II. SWEARING IN OF NEW COMMISSIONER
- III. CHAIR/VICE CHAIR ELECTION
- IV. APPROVAL OF MINUTES
 1. APCR Regular Meeting – December 9, 2020
- V. ADDITIONS OR DELETIONS TO THE AGENDA
- VI. PUBLIC FORUM
- VII. DIRECTORS REPORT
- VIII. UNFINISHED BUSINESS
 1. IPM Waiver – Greater Ashland Ponds Burn Area (Action)
- IX. NEW BUSINESS
 1. Art Beyond - Presentation by Scott Malbaurn of the Schneider Museum (Information/Action)
 2. OLCC License Approval – Mary’s BBQ at Oak Knoll (Action)
 3. Subcommittee Appointments (Information/Action)
- X. ITEMS FROM COMMISSIONERS/STAFF
- XI. UPCOMING MEETING DATES
 1. Bee City USA Subcommittee – January 27, 2021
 - Electronic Meeting.—3:00 p.m.
 2. APCR Study Session—February 3, 2021
 - Electronic Meeting—6:00 p.m.
 3. APCR Regular Business Meeting — February 10, 2021
 - Electronic Meeting—6:00 p.m.
- XII. 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

Public Participation Instructions

This meeting will be held electronically. 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 sean.sullivan@ashland.or.us. Please include "**Public Testimony for January 13 Regular Meeting**" in the subject line. Written testimony submitted before Tuesday, January 12, 2021, 11:00 am will be made available to the Parks Commissioners before the meeting. All testimony will be included in the meetings minutes.

Oral Testimony will be taken during the electronic public meeting. If you wish to provide oral testimony, send an email to sean.sullivan@ashland.or.us before Tuesday, January 12, 2021, 11:00 am. Please provide the following information: 1) make the subject line of the email "**January 13 Speaker Request**", 2) include your name, 3) the agenda item on which you wish to speak on, 4) specify if you will be participating by computer or telephone, and 5) the name you will use if participating by computer or the telephone number you will use if participating by telephone. Staff will provide information necessary to join the meeting upon request.

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Joel Heller
Rick Landt
Jim Lewis
Matt Miller



Michael A. Black, AICP
Director

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PARKS COMMISSIONER STAFF REPORT

TO: Ashland Parks and Recreation Commissioners

FROM: Michael Black, Director

DATE: January 7, 2021

SUBJECT: 2021 Chair and Vice Chair Election (Action)

Commissioners elect the Chair and Vice Chair on an annual basis at the beginning of the calendar year. The roles and duties associated with each position are as follows:

Roles and Duties of the Commission Chair

- Conducts and facilitates Commission meetings
- Works with the APRC Director to set meeting agendas
- Acts as spokesperson for the Commissioners on matters that have been approved or adopted by the Commissioners (represents the Commissioners at City Budget Committee meetings and groundbreaking or dedication ceremonies; speaks to the media about Commissioner decisions)
- Appoints Commission committees as needed
- Signs contracts on behalf of the Commissioners when granted authority by a majority of Commissioners

Roles and Duties of the Commission Vice Chair

- All duties of the Commission Chair in the absence of the Commission Chair

Current positions are filled by:

Chair: Mike Gardiner

Vice Chair: Rick Landt

Staff recommends that the Commissioners follow the procedure to discuss and elect a Chair and Vice Chair for the 2021 calendar year.

Suggested Motions:

- *I move to approve ____ as 2021 Chair of the Ashland Parks and Recreation Commission*
- *I move to approve ____ as 2021 Vice Chair of the Ashland Parks and Recreation Commission*

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

December 9, 2020

Electronic Meeting – 6:30 p.m.

Present: Commissioners Gardiner (Chair), Landt (Vice-Chair), Lewis, Heller; Director Black; Finance Director Purcell; Recreation Superintendent Dials; Senior Services Superintendent Glatt, Supervisor Minica, Analyst Kiewel, Assistant Sullivan; City of Ashland Project Manager Kathol

Absent: City Council Liaison Mayor Stromberg; Commissioner Bell

I. CALL TO ORDER

The meeting was called to order at 6:30 p.m.

Black requested for the Commissioners to change the Alameda Fire Restoration Report from information to action to entertain a request from the Freshwater Trust for a waiver to use herbicides on blackberries and other invasive weeds in the burn area of Ashland Ponds. This is in anticipation of a future request to do riparian restoration in this area. Black stated the request is being made because the window for application is closing.

Motion: Heller moved to change the Alameda Fire Restoration Report agenda item from information. Lewis Seconded.

Vote: The vote was all yes.

II. APPROVAL OF MINUTES

APRC Regular Meeting – November 18, 2020

Motion: Landt moved to approve the Minutes from December 9, 2020 with the following change: Strike the word “not” in the fourth bullet under the Discussion section of the Drone Wildfire Monitoring Review/Final Approval agenda item. Heller Seconded.

Vote: The vote was all yes.

III. PUBLIC FORUM

Cassie Preskenis of Ashland spoke as a white ally in support of holding space for the Say Their Names installation organizers and black community members. Preskenis called for a moment of silence in honor of Aidan Ellison who was recently killed in Ashland, OR and then noted that community members are participating in a police forum on this subject that is happening at the same time as this meeting. Preskenis stated the original installation of Say Their Names was put up in June by a number of community members, including Joanne Feinberg, and was then taken down by unknown person(s) on August 22. The community then organically recreated a new version of the installation. Preskenis and others have put a call out to the community to take down and weatherize the installation days before Aidan Ellison was killed. Preskenis stated there are black community members who are discussing the possibility of installing a permanent art installation at this location that would be a declaration of the City of Ashland’s commitment to black lives and safety for the black community or a potential memorial to Aidan Ellison. There is a desire to commission a black artist and the community is looking into raising funds. Preskenis quoted Kayla Wade, the founder of SOEquity as saying, “The black community has been connecting and grieving and determining what we need. It is paramount that the Ashland officials are ready to listen when we do take the mic”.

Joanne Feinberg of Ashland attended in support of the project and the comments made by Preskenis.

Gardiner thanked the speakers and asked them to reach out to Director Black when the time is right to continue the conversation.

IV. CONSENT AGENDA

1. Subcommittee Minutes Acknowledgment

- **Bee City USA Subcommittee – January 8, 2020**
- **Oak Knoll Golf Course Subcommittee – January 28, 2020**

Motion: Landt moved to acknowledge the Consent Agenda. Lewis Seconded.

Vote: The vote was all yes.

V. DIRECTORS REPORT

Black reported on the following topics:

Cost Recovery

- Multiple staff members, lead by Superintendent Dials, are meeting on a regular basis to put together a cost recovery analysis for every service that is provided by APRC
- A larger group of APRC staff members will be participating in a beneficiary of service exercise tomorrow
- The project is set to be completed in March/April. . Updates will be provided to Commissioners throughout the process

Nutley Property - Status of Cottage

- Three years ago, the property owner adjacent to APRC property on the corner of Granite and Nutley approached APRC to lease a portion of the property to temporarily locate the historic cottage, where the Raggedy Anne and Andy books were written, while a new home their new home was under construction
- The plan was for the cottage to then be permanently relocated back onto the private property behind the newly constructed house
- The Cottage is in the process of being moved by December 13 and will be available again as accessible public land within Lithia Park

Japanese Garden

- APRC staff is in the process of removing and setting aside the existing boulders to be used later on in the project
- Trees that had been identified for removal have been removed and the tree protection plan has been implemented
- Demolition and site preparation are expected to be finished in the first part of January. Grading for the new garden design plan will begin shortly after that
- APRC staff is taking on this initial work. It is expected that Toru Tanaka and the subcontractor will begin in January

Pool Design

- The draft pool replacement report and plan were presented to the public last night
- Questions about the plan were discovered at the meeting. Staff will work with the design team to address these questions prior to bringing the plan to the Commissioners for further discussion at the February Study Session

VI. ADDITIONS OR DELETIONS TO THE AGENDA

Gardiner restated that item number 3 under new business has been changed from information to action

VII. UNFINISHED BUSINESS

None

VIII. NEW BUSINESS

1. Riparian Restoration Lease Agreements (Action)

Black introduced Kaylea Kathol, City of Ashland project Manager. Kathol reviewed the [staff report](#) including the following points:

- The lease agreement will allow for riparian restoration work on Riverwalk, Mace Property and newly donated land adjacent to Kestral Park. The restoration work will be carried out by The Fresh Water Trust
- The Commissioners approved this restoration work in August 2019
- Background on this project includes:
 - The City discharges effluent into Bear Creek that is treated, but it is warm and outside of compliance with the Clean Water Act
 - Restoration of native riparian forests provide a long-term source of shade and cooling components and provides measurable shade benefits
 - These shade benefits will provide credits for compliance with the Clean Water Act
- The Freshwater Trust would need to be provided with a 21-year lease of the land to carry out restoration activities. Kathol is requesting the Parks Commission approve the lease agreement with The Freshwater Trust

Discussion:

- Kathol clarified site prep will begin this winter and introduced Eugene Weir of The Freshwater Trust to provide additional information

- Black displayed a map of the properties that would be included in the lease agreement that was included on [page 31 of the staff report](#)
- Weir stated site prep will include mowing blackberries in late spring, allowing them to regrow over the summer and will then spot apply herbicide in the late fall of 2021. Planting will occur shortly after
- Wier clarified that herbicides will not be used during summer months. Blackberries will be treated with a minimal application during late September through late December
- Black clarified that approval has already been granted by the Parks Commissioners for limited herbicide use on these properties and that approving the lease is a formal step in carrying already approved restoration work

Motion: Landt moved to approve the lease as presented in writing and verbally at this meeting. Seconded by Heller.

Vote: The vote was all yes.

The motion included in the staff report referenced in the above motion states:

I move to approve the execution of a 21-year Riparian Land Lease with The Freshwater Trust for the purpose of implementing the Water Quality Temperature Trading Program on tax lots 391E04DA-3000, 391E04DB-400, and 391E04DB-2000.

Landt stated that this program will not only shade the creek it will provide a healthy riparian zone resulting in a reduction in blackberries, which will also reduce wildfire danger.

2. Budget Report – FY20 / Q1FY21 (Action)

Black stated that budget reports are provided quarterly to keep Commissioners up to date. The City of Ashland Finance Director, Melanie Purcell is present and will make a presentation on updates to financial policies following Kiewel's budget report. Kiewel reviewed the [staff report](#) included in the meeting packet and provided a [presentation slides](#).

- Cost saving measures were presented to the Commissioners in the spring of 2020 and implemented to address projected revenue losses of \$372,000 in FY20 due to COVID-19 restrictions
- Adopted Expenses for FY20 were \$6,964,277; Actual Expenses incurred were \$6,407,902
 - FY20 came in under budget by \$557,857 due to a decrease in expenses
- Recreation revenue for FY20 was budgeted at \$908,100; Actual revenue \$617,844
 - The loss of \$290,186 was better than what was projected when COVID restrictions were put in place. This was largely due to the golf course outperforming projections since the course was able to open with COVID precautions in place
- General Fund FY20
 - Total Revenue: \$6,639,448
 - Total Expenses: \$6,407,902
 - Beginning Fund Balance: \$ 842,877 (intentional carry over from previous year to balance the FY20/21 budget)
 - Fund Balance: \$1,074,423
 - Black stated the Fund Balance of \$1 million+ is being transferred into the current fiscal year and is critical for balancing the budget for the remaining biennium. The FY21 budget cannot be balanced without using these carry-over funds.
- CIP Fund (Food 7 Beverage Revenue)
 - FY20/FY21 Budget was \$756,900 for each year; Projections due to COVID for FY20 were \$432,655 (\$294,245 less than budgeted)
 - Actual F&B revenue came in higher than projected at \$664,577
 - The FY21 F&B revenue projection is \$465,204
- Operating expenses for expenditures for October should be 33.33% (target). Actual General Fund expenditures are at 26.9% (below target)
- Revenue through October for FY21 are at 16.4% of budget
- The General Fund Balance for FY21 (through October) is \$427,265
- Staff is projecting that this Fund Balance at the end of FY21 will be a little under \$100,000

- Black stated the year end projection of \$100,000 shows that the cuts made earlier in the year were necessary and staff will be watching all budget lines closely. Black sees the \$100,000 as a small buffer to deal with unforeseen expenses

Black requested that Finance Director Purcell present prior to the Commission acting on the budget report. Purcell gave a [presentation](#) on the City of Ashland financial policy updates.

- Purcell began as City of Ashland Finance Director in September 2020
- The APRC audit will go to Council on December 15, 2020. No issues were identified
- Council has been presented with and adopted [updated financial policies](#) on December 1, 2020. These will be reviewed on an on-going basis and adopted when necessary
- Purcell stated the policy update that effects the Parks Commission most closely though not substantively in the sense of operating authority is removing the component unit designation
 - This update was made as a result of reviewing the requirement under the Government Accounting Standards Board with the auditors, Purcell and auditors could not define the Parks Commission as it is structured under the Charter as a component unit
 - Recognizing that APRC financial information is important, Purcell stated this information will be reported under the city-wide structure. Purcell stated, in other words instead of the City of Ashland having a separate audit from APRC, the APRC information will be rolled into the City of Ashland audit
 - Costs to APRC will be reduced since there is only one audit and book that needs to be created
 - Purcell reiterated that this change does not substantively alter the management structure or operations of APRC
- Purcell stated the following:
 - There is a need to increase balance for all City Funds
 - Capital Planning and issuing any debt will need to be projected out at least 15 years, traditionally Capital Plans are projected six (6) years out
 - There is a concern with the Insurance Fund because it is upside down and that better risk planning is needed city-wide
- Purcell stated the intention of regularly attending Commission meetings in the future

Discussion:

- Purcell clarified the city adopted a reserve fund policy, which does not play into the Parks operations. The City had established a reserve fund for emergencies, major capital projects and other initiatives. That fund has been depleted and needs to be rebuilt. There have been conversations about selling properties and assets as well as reducing long-term liabilities to build the fund back up
- Purcell clarified the change that effects APRC in connection with the audit reporting will not take effect until the end of FY21
- Purcell stated the rationale behind not being able to define the Parks Commission as a component unit is because the Parks Commission does not have taxing or debt authority
- Purcell confirmed the change in audit reporting will not change governance and the Commissioners retain control and management of all APRC funds

Motion: Landt moved to acknowledge the financial report. Heller Seconded.

Vote: The vote was all yes.

3. Alameda Fire Restoration Report (~~information~~)(action)

Gardiner stated that a vote was taken at the beginning of the meeting to change this item from information to action.

Black introduced Supervisor Minica and stated Eugene Weir from the Freshwater Trust will be making a request that was not included in the staff report. Minica gave a [presentation](#) about the impacts and restoration opportunities on the Ashland Ponds property.

- Images of Ashland Ponds prior to the Alameda Fire were displayed. Minica noted that the photos displayed show blackberries surrounding the pond that are now mowed on a regular basis
- A photo of the rim of the pond that was burned in the Alameda Fire was displayed that shows blackberry shoots returning post fire
- Ashland Ponds still contains hazard trees and is currently closed until hazards can be addressed
- Immediately after the fire, APRC staff participated in putting out hotspots and removing hazard trees along the greenway
- Jackson County has dispersed seed along Bear Creek and contracted with Lomakatsi to cover the seed with straw and install wattles

- Minica is working with the Inter-Tribal Ecosystem Restoration Network through Lomakatsi who would like to be involved with the restoration efforts on APRC properties along Bear Creek
- Lomakatsi may be able to provide funds and a workforce to carry out restoration efforts on APRC properties
- Minica will be working on a restoration proposal with Lomakatsi and will present it to Commissioners for approval once complete

Eugene Wier, on behalf of the Freshwater Trust and other groups working with Jackson County on restoration activities, requested the use of herbicide on the Ashland Ponds property. The following items were discussed:

- The treatment procedures on the Ashland Ponds properties would be the same as what the Commissioners approved on the other APRC properties. The Freshwater Trust is carrying out restoration work
- The treatment will be focused on blackberry crowns that have begun to resprout in the burn area
- The treatment being proposed for the Ashland Ponds property has been completed on all other burned properties along Bear Creek except for the Ashland Pond property. Funding has been provided by Jackson Soil and Water
- The treatment could reduce blackberry proliferation by 60/70%
- Weir requested the Commissioners grant a waiver to use herbicides on the Ashland Pond Property

Discussion:

- Wier clarified the waiver would only include areas burned in the Almeda Fire
- Landt stated the property where the fire started in not on the Ashland Ponds property and that if approved the waiver should be granted for Park lands in the vicinity of Ashland Ponds that was burned in the fire
- Wier stated the City of Ashland will be providing authorization to use herbicides on their properties in the area
- Wier is asking for a three-year waiver, which is what has been approved on other APRC lands in the area where pre-fire restoration work has been planned
 - Wier added that since this is an emergency request, he supports a smaller window, such as a four-month waiver, and could come back to a future meeting to seek a longer-term waiver to allow for more public notice and input
- Landt stated unease with providing a waiver because the use of herbicides has been controversial in the past but understands there is a tight window for application. Landt stated the allowed time should be between now and the next Regular Meeting so if additional time is needed for treatments it can be noticed properly to allow for public input
- Heller stated support for allowing a three-month waiver
- Wier stated a waiver through the next Regular Meeting is reasonable and will allow the work to move forward

Motion: Landt moved to allow emergency use of herbicides on all areas managed by APRC on Ashland Creek that were burned by the Almeda Fire with the following conditions: 1) the use period would be between now and January 5; 2) limited to blackberries and Japanese knotweed; 3) there would be warning signs posted before application. Lewis Seconded.

Discussion: Black stated the next Regular Meeting is on January 13. Wier requested the timeframe to be extended up to the next Regular Meeting to account for unexpected weather. Heller provided a friendly amendment to extend the waiver to January 13. Landt and Heller agreed to the friendly amendment.

Wier stated a concern with being able to sign the area prior to application. Landt clarified that signs would need to be posted at the time applicators arrive in two locations since the areas are currently closed to the public. Wier stated that this condition can be met.

Amended Motion: Landt moved to allow emergency use of herbicides on all areas managed by APRC on Ashland Creek that were burned by the Almeda Fire with the following conditions: 1) the use period would be between now and January 13; 2) limited to blackberries and Japanese knotweed; 3) there would be warning signs posted before application. Seconded by Lewis.

Vote: The vote was all yes.

4. 2021 APRC Meeting Schedule (Action)

Sullivan reviewed the background in the [staff report](#) and provided an updated staff recommendation. Sullivan stated that subsequent to posting the packet for this meeting, he was made aware of Council Chambers becoming available on the first and second Wednesday of the month at 5:30 p.m. This would allow a 6:00 p.m. start for Study Session and the Regular Business Meetings when in person meetings resume. Staff

therefore recommends a start time 6:00 p.m. for the Study Session and Regular Business Meetings on the same dates identified in the staff report.

Motion: Landt moved to approve the 2021 meeting schedule and presented and modified by staff. Lewis Seconded.

Vote: The vote was all yes.

IX. ITEMS FROM COMMISSIONERS/STAFF

Commissioners and Black thanked Heller for four years of service as a Parks Commissioner and for elevating the knowledge and presence of pickleball throughout the city.

Dials stated the Ashland Rotary Centennial Ice Rink will remain closed for the winter season due to risks associated with COVID-19.

X. UPCOMING MEETING DATES

1. APRC Regular Business Meeting — January 13, 2021
 - Electronic Meeting.—6:00 p.m.
2. Ashland Senior Advisory Committee – January 11, 2021
 - Electronic Meeting.—3:30 p.m.

XI. ADJOURNMENT

The meeting adjourned at 8:30 p.m.

Respectfully Submitted
Sean Sullivan, Executive Assistant

ASHLAND PARKS & RECREATION COMMISSION

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COMMISSIONERS:

Mike Gardiner
Joel Heller
Rick Landt
Jim Lewis
Matt Miller



Michael A. Black, AICP
Director

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PARKS COMMISSIONER STAFF REPORT

TO: Ashland Parks and Recreation Commissioners

FROM: Michael Black, Director

DATE: January 7, 2021

SUBJECT: IPM Waiver – Greater Ashland Ponds Burn Area (Action)

The Freshwater Trust (TFT) has requested that the Parks Commissioners extend a waiver for the use of herbicides to control blackberry growth in areas affected by the Almeda Fire and located on property that is leased to TFT for riparian restoration. The original waiver was approved in December of 2020 and expires on January 13, 2021. The reason for the request for an extension stems from TFT's inability to apply the herbicides during the prescribed period, due to excessive rain.

TFT states:

"The Almeda fire in September of 2020 burned much of the Ashland Ponds property including areas leased to the Freshwater Trust. For locations where TFT has a lease the Ashland Parks Commission previously granted a 3-year waiver from the city IPM policy to allow for herbicide application to control invasive weeds within the WQT project sits.

Following the fire there is a time sensitive opportunity to treat blackberry which has begun to regrow throughout the property, both within and beyond locations where TFT has approval to treat the weeds.

Unfortunately, applicator availability and weather conditions have not lined up over this past month so no treatments have occurred. Although we are moving out of the window when spray work would be most effective there would still be benefits to treating blackberry if a warm spell happens before late February."

The Freshwater Trust requests that Ashland Parks Commission grant an extension of this IPM waiver for the greater Ashland Ponds property to allow for blackberry and Japanese knotweed treatment to occur in burned areas through the end of February 2021."

Staff is supportive of the request to extend the deadline for the herbicide application due to the reasons outlined by TFT and the positive impact that controlling invasive weeds will have on the environment and reduction in future labor caused by the manual removal of these same species.

Suggested Motions:

- *I move to approve the extension of the waiver to the restriction of herbicide application contained in the IPM and to allow the Fresh Water Trust to use herbicides in the limited capacity described in their request for a period not to exceed the last day of February, 2021.*



IPM waiver extension request from TFT for Alameda fire area blackberry control

The Alameda fire in September of 2020 burned much of the Ashland Ponds property including areas leased to the Freshwater Trust. For locations where TFT has a lease the Ashland Parks Commission previously granted a 3 year waiver from the city IPM policy to allow for herbicide application to control invasive weeds within the WQT project sites.

Following the fire there is a time sensitive opportunity to treat blackberry which has begun to regrow throughout the property, both within and beyond locations where TFT has approval to treat the weeds. In addition Jackson Soil and Water Conservation District has provided funding to contract 2-3 professional applicators to treat blackberry and Japanese Knotweed throughout the Bear Creek Greenway corridor within the burn area where ever they have permission to do so. Jackson County, is the primary owner and currently most of their lands have been treated post fire through this effort. Recently the City of Talent approved a waiver of their IPM policy to allow for treatment to occur on lands they own along the greenway. Currently Ashland is the only landowner along the greenway where blackberry treatment has not occurred (outside specific TFT project locations). In addition allowing treatment to occur now through this funded effort will keep vegetation management practices along the entire greenway consistent. Its very important that when trying to control weeds over the long term in Bear Creek Greenway that upstream sources are dealt with so they don't continue to send seed and propagules into the system contributing to increased cost and less effective control on sites downstream. In addition treating weeds now will require far less herbicide due to the reduced amount of thatch post fire, will occur while access and visibility are good, and have little to no risk of damaging any desirable plants since few of the natives have begun to regrowth, while blackberry has already sent up new shoots.

In December of 2020 the Ashland Parks Commission granted a waiver to the IPM policy to allow for treatment of blackberry and japanese knotweed on APRC properties along Ashland Creek that were burned in the Alameda Fire. That waiver was good for a month and expires on Jan 13th. Unfortunately, applicator availability and weather conditions have not lined up over this past month so no treatments have occurred. Although we are moving out of the window when spray work would be

most effective there would still be benefits to treating blackberry if a warm spell happens before late February.

The Freshwater Trust requests that Ashland Parks Commission grant an extension of this IPM waiver for the greater Ashland Ponds property to allow for blackberry and japanese knotweed treatment to occur in burned areas through the end of February 2021.

If treatment has not occurred in that time frame TFT will work with Ashland Parks staff and commission to develop alternative strategies to dealing with invasive weeds outside the riparian project areas. That would likely involve mowing or hand removal of resprouting weeds followed by fall herbicide treatment. Funding for that work will need to be obtained prior to work occurring as the extent of the lands to be treated is much larger than the riparian planting project areas currently funded by the Water Quality Trading Program.

Eugene Wier
Restoration Project Manager
The Freshwater Trust
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(541)-227-9858

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PARKS COMMISSION STAFF REPORT

TO: Ashland Parks and Recreation Commissioners
FROM: Patrick Oropallo, Golf Course Manager
DATE: January 7, 2021
SUBJECT: Oregon Liquor Control Commission (OLCC) License Approval-Mary's BBQ at Oak Knoll (Action)

SITUATION

Currently, Oak Knoll Golf Course (OKGC)/Mary's BBQ holds a **Limited on Premise Liquor License** (Beer and Wine). Staff is proposing to apply for a **Full on Premise Liquor License** (Beer, Wine and Spirits). On December 2, 2020 the golf subcommittee held a regular, quarterly meeting to review the license upgrade. The golf subcommittee unanimously voted to adopt the recommendation as presented and move onto the Commission for discussion and approval.

BACKGROUND

For many years, Oak Knoll Golf Course (OKGC) operated with a Full on Premise Liquor License. The restaurant partner thrived as a result and the guests of OKGC have many fond memories of their experiences during this era.

In recent years, OKGC operated without a food and beverage (F&B) partner and offerings were limited to beer and pre-made sandwiches. 1 ½ years ago staff began to work with Mary's BBQ after soliciting requests for proposals to occupy the restaurant and have since seen a positive spike in guest satisfaction. Not only are people enjoying daily F&B but we are booking more non-golf milestone events because our lessee partner also caters large events.

Applying for Full on Premises Liquor License will enable OKGC and Mary's BBQ to thrive while improving the guest experience for daily customers and event guests. It will also increase the value of our lease by expanding the beverage offerings.

The Current Lease Structure with Lessee: \$900 a month and 2% of beverage sales.

ANALYSIS

Staff calculated an estimated value for the license upgrade for Mary's BBQ. This was necessary to calculate the increase in the value of the contract. We are estimating an increase in beverage revenue of \$8-10k for Mary's BBQ if we transition to a Full on Premise License.

Mary's Non-Alc./Beer/Wine													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Mary's Beverage Gross Sales	\$ 7,500.00	\$ 7,500.00	\$ 6,250.00	\$ 5,000.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 5,000.00	\$ 6,250.00	\$ 7,500.00	\$ 7,500.00	\$ 67,500.00
2% Payment to OKGC	\$ 150.00	\$ 150.00	\$ 125.00	\$ 100.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 100.00	\$ 125.00	\$ 150.00	\$ 150.00	\$ 1,350.00
Net Beverage Sales	\$ 7,350.00	\$ 7,350.00	\$ 6,125.00	\$ 4,900.00	\$ 3,675.00	\$ 3,675.00	\$ 3,675.00	\$ 3,675.00	\$ 4,900.00	\$ 6,125.00	\$ 7,350.00	\$ 7,350.00	\$ 66,150.00
COGS	\$ 1,837.50	\$ 1,837.50	\$ 1,531.25	\$ 1,225.00	\$ 918.75	\$ 918.75	\$ 918.75	\$ 918.75	\$ 1,225.00	\$ 1,531.25	\$ 1,837.50	\$ 1,837.50	\$ 16,537.50
Net After COGS	\$ 5,512.50	\$ 5,512.50	\$ 4,593.75	\$ 3,675.00	\$ 2,756.25	\$ 2,756.25	\$ 2,756.25	\$ 2,756.25	\$ 3,675.00	\$ 4,593.75	\$ 5,512.50	\$ 5,512.50	\$ 49,612.50
Shrinkage/Waste	\$ 55.13	\$ 55.13	\$ 45.94	\$ 36.75	\$ 27.56	\$ 27.56	\$ 27.56	\$ 27.56	\$ 36.75	\$ 45.94	\$ 55.13	\$ 55.13	\$ 496.13

NFO \$ 5,457.38 \$ 5,457.38 \$ 4,547.81 \$ 3,638.25 \$ 2,728.69 \$ 2,728.69 \$ 2,728.69 \$ 2,728.69 \$ 3,638.25 \$ 4,547.81 \$ 5,457.38 \$ 5,457.38 \$ 49,116.38

Mary's Non-Alc./Beer/Wine/Spirits													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Mary's Beverage Gross Sales	\$ 9,000.00	\$ 9,000.00	\$ 7,500.00	\$ 6,000.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 6,000.00	\$ 7,500.00	\$ 9,000.00	\$ 9,000.00	\$ 81,000.00
5% Payment to OKGC	\$ 450.00	\$ 450.00	\$ 375.00	\$ 300.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 300.00	\$ 375.00	\$ 450.00	\$ 450.00	\$ 4,050.00
Net Beverage Sales	\$ 8,550.00	\$ 8,550.00	\$ 7,125.00	\$ 5,700.00	\$ 4,275.00	\$ 4,275.00	\$ 4,275.00	\$ 4,275.00	\$ 5,700.00	\$ 7,125.00	\$ 8,550.00	\$ 8,550.00	\$ 76,950.00
COGS	\$ 2,137.50	\$ 2,137.50	\$ 1,781.25	\$ 1,425.00	\$ 1,068.75	\$ 1,068.75	\$ 1,068.75	\$ 1,068.75	\$ 1,425.00	\$ 1,781.25	\$ 2,137.50	\$ 2,137.50	\$ 19,237.50
Net After COGS	\$ 6,412.50	\$ 6,412.50	\$ 5,343.75	\$ 4,275.00	\$ 3,206.25	\$ 3,206.25	\$ 3,206.25	\$ 3,206.25	\$ 4,275.00	\$ 5,343.75	\$ 6,412.50	\$ 6,412.50	\$ 57,712.50
Shrinkage/Waste	\$ 64.13	\$ 64.13	\$ 53.44	\$ 42.75	\$ 32.06	\$ 32.06	\$ 32.06	\$ 32.06	\$ 42.75	\$ 53.44	\$ 64.13	\$ 64.13	\$ 577.13

NFO \$ 6,348.38 \$ 6,348.38 \$ 5,290.31 \$ 4,232.25 \$ 3,174.19 \$ 3,174.19 \$ 3,174.19 \$ 3,174.19 \$ 4,232.25 \$ 5,290.31 \$ 6,348.38 \$ 6,348.38 \$ 57,135.38

COGS: Cost of Goods Sold

NFO: Net from Operations

Shrinkage/Waste: unaccounted for reduction of inventory

If approved for the Full on Premise Liquor License, APRC's percentage of the Mary's BBQ beverage sales would increase from 2% to 5%. This increase in percent of beverage sales represents approximately \$3-4k of additional revenue for the golf course. What is difficult to quantify is the increase in non-golf milestone events and customer loyalty that we will experience from a small improvement in our F&B offerings.

Contract Period													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Lease	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 10,800.00
2%	\$ 150.00	\$ 150.00	\$ 125.00	\$ 100.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 100.00	\$ 125.00	\$ 150.00	\$ 150.00	\$ 1,350.00
													\$ 12,150.00

Contract Period with OLCC Upgrade (5% of Bev. Sales)													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Lease	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 10,800.00
5%	\$ 450.00	\$ 450.00	\$ 375.00	\$ 300.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 300.00	\$ 375.00	\$ 450.00	\$ 450.00	\$ 4,050.00
													\$ 14,850.00

CONCLUSION

The change in liquor license from Limited on Premise to Full on Premise represents a significant increase in revenue for Mary's BBQ a notable increase for OKGC and a tremendous opportunity to book more non-golf milestone events. If approved by the Commission, the change in liquor license status would need to go through the City Council for final approval.

RECOMMENDATION

Staff is recommending that the Commission support applying for a Full on Premises License, a one year contract and once that is implemented, an increase in the percentage of beverage sales payments from 2% to 5%.

The Proposed Lease Structure with Lessee: \$900 a month and 5% of beverage sales.

POTENTIAL MOTION

I move to approve and recommend to City Council the change in liquor license to a Full on Premise. The contract will be for one year and once implemented, the lessee's percentage of beverage sales payments to OKGC will increase from 2% to 5%.

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Joel Heller
Rick Landt
Jim Lewis
Matt Miller



Michael A. Black, AICP
Director

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PARKS COMMISSIONER STAFF REPORT

TO: Ashland Parks and Recreation Commissioners

FROM: Michael Black, Director

DATE: January 7, 2021

SUBJECT: 2021 Subcommittee Assignments (Information/Action)

Each year, the APRC Chair reviews the Commissioners' subcommittee assignments at a regularly scheduled Parks Commission Meeting. The APRC Chair holds the responsibility and authority to appoint Commissioners to sit on authorized APRC subcommittees, the Public Arts Commission, the Forest Lands Commission, Joint Powers Committee and the Ashland Parks Foundation Board. Assignments to these bodies have been provided for review according to the APRC Chair. Further discussion may take place in the meeting prior to appointments being made by the Chair.

Please review the attached Subcommittee assignments. The APRC Chair will lead a discussion on this agenda item at the meeting.

Attachment: 2021 APRC Subcommittee and Representation Roster



2021 Parks Commission Subcommittees / Workgroups

Ashland Senior Advisory Subcommittee (ASAC): Lead Staff, Isleen Glatt

- Commissioner Gardiner

Bee City USA Subcommittee: Lead Staff, Libby VanWyhe

- Commissioner Eldridge

Current Parks, Conservation, and Maintenance Subcommittee: Lead Staff, Sean Sullivan

- Commissioner Bell
- Commissioner Lewis

Golf Course Subcommittee: Lead Staff, Patrick Oropallo

- Commissioner Bell
- Commissioner Lewis

Long Range Park Planning Subcommittee: Lead Staff, Michael Black

- Commissioner Gardiner
- Commissioner Landt

Recreation Division Advisory Committee (RDAC): Lead Staff, Rachel Dials

- Commissioner Eldridge
- Commissioner Lewis

East Main Park Workgroup: Lead Staff, Michael Black

- Commissioner Bell
- Commissioner Landt

Japanese Garden Workgroup: Lead Staff, Michael Black

- Commissioner Gardiner
- Commissioner Landt

Lithia Park Master Plan Work Group: Lead Staff, Michael Black

- Commissioner Gardiner
- Commissioner Landt

2021 Parks Commission Representation

Ashland Parks Foundation (Voting board member – Parks Commission position)

- Commissioner Gardiner

Forest Lands Commission (Voting member)

- Commissioner Eldridge

Joint Powers Committee

- Commissioner Gardiner

Public Arts Commission (Parks Commission liaison)

- Commissioner Lewis