

IMPORTANT: Any citizen attending a commission meeting may speak on any item on the agenda. If you wish to speak, please fill out the Speaker Request form located near the entrance to meeting room. The Chair will recognize you and inform you as to the amount of time allotted to you. The time granted will be dependent to some extent on the nature of the item under discussion, the number of people who wish to be heard, and the length of the agenda.

CITY OF ASHLAND PARKS AND RECREATION COMMISSION

Regular Meeting Agenda

MAY 19, 2014 @ 7:00 PM

COUNCIL CHAMBERS ♦ 1175 E. MAIN STREET

CALL TO ORDER

APPROVAL OF MINUTES

Study Session—March 17, 2014

Study Session—April 21, 2014

Regular Meeting—April 28, 2014

PUBLIC PARTICIPATION

- Open Forum

ADDITIONS or DELETIONS TO THE AGENDA

UNFINISHED BUSINESS

NEW BUSINESS

- Southern Oregon Pride Event: Revised Booth Request
- FY 14-15, FY 15-16, FY 16-17 Parks Employee COLA / Benefits
- Interim Parks Director Contract Review and Approval

SUBCOMMITTEE and STAFF REPORTS

ITEMS FROM COMMISSIONERS

UPCOMING MEETING DATE(S) and PROPOSED AGENDA ITEMS

- Study Session—June 16, 2014
 - Parks Office, 340 S. Pioneer Street—7:00 PM
- Regular Meeting—June 23, 2014
 - Council Chambers, 1175 E. Main Street—7:00 PM

ADJOURNMENT

City of Ashland
PARKS AND RECREATION COMMISSION
STUDY SESSION
MINUTES
March 17, 2014

ATTENDANCE

Present: Commissioners Gardiner, Landt, Lewis, Seffinger, Shaw; Director Robertson; Superintendent Dickens

Absent: City Council Liaison-Mayor John Stromberg; Superintendent Dials

CALL TO ORDER

Seffinger called the study session to order at 7:00 p.m. in the Ashland Senior Center, 1699 Homes Avenue, and said the meeting would begin with the final noticed agenda item: "Final Staff and Commissioner Comments."

FINAL STAFF AND COMMISSIONER COMMENTS

Robertson welcomed HR Manager **Tina Gray** and voiced his intention to retire effective June 30, 2014. If the commission agreed, following his retirement, he could continue working on the commission's behalf as a contracted employee for up to 1,039 hours, the legal Oregon limit for PERS per year. Robertson distributed a draft director employment contract and expressed a preference for not overlapping with the new director but said that was a commission decision. Gray distributed a document from the League of Oregon Cities outlining different methods of recruitment. She said an RFP for recruiters could go out and stay in place for a month, through April, 2014, with an agency hired in early May. Gray talked about the process for City recruitments and said once the commission chose a recruiter, that person would meet with commissioners individually, in small groups or as a body to discuss desirable qualities and pinpoint challenges and benefits of the position. Some of the most recent City of Ashland external recruitments were reported to include the Fire Chief, Police Chief and City Administrator while the City Attorney recruitment was handled in-house. Robertson said ORPA and NPRA offered job listing boards on their websites but not recruitments. Gray said a recruiter would be more familiar with the market and typical director-level recruitments ranged between \$20-30,000 in price depending on services provided. Staff pointed out that a direct award might be a viable option if three qualified quotes were received.

In terms of Robertson's service as a contractor, Landt expressed a preference for being fiscally responsible and asked for an amendment to the employment contract stating that the Parks Commission had authority to choose the term of Robertson's employment after June 30, 2014. When asked by Gardiner about a proposed rate of pay, Robertson suggested his current hourly rate plus health benefits received by Parks staff.

Discussion Among Commissioners

Lewis said it was helpful, during the 2003 director recruitment, to use a third-party recruiter as they helped the commission choose the best Ashland Parks Director. Given the premiere importance of the position, it was appropriate to hire a recruiter to serve as an advocate for the commission and handle recruitment duties.

Gardiner agreed with Lewis and said he remembered how helpful it was to hire a firm to vet applicants during Robertson's recruitment based on criteria established by the commission. He said the applicants in the last process held varied backgrounds and he hoped the commission could discuss desirable Parks director qualities in advance.

Landt said using a recruiting firm was foregone but what wasn't yet determined was how to streamline the process of hiring a firm. He suggested hiring a firm sooner rather than later and asked whether a full RFP was required.

Gray said she would notify the commission the next day about the quickest way to move forward given City of Ashland purchasing requirements. Robertson said he could send the commission recruitment materials from the last Parks Director search. He reminisced that his hiring process required three rounds of interviews and a written sample of his work. He expressed hope that the commission would embrace the process as a positive opportunity to start fresh and take the department to a new level.

Seffinger said it would be hard to lose Robertson as he did a wonderful job for the commission. She suggested carving out adequate advance time to discuss desirable director qualities and asking Parks management about their desired qualities for a director.

Shaw said it would be appropriate for Dickens and Dials to apply for the director position if they wished to do so. He thanked Robertson for preparing a draft contract for commission consideration. Having participated in similar processes in the past, he thought the new director would probably start in the fall timeframe.

FINAL STAFF AND COMMISSIONER COMMENTS, cont'd.

Seffinger said the item would appear on the April 21 study session agenda. Commissioners agreed to include it on the March 24 regular meeting agenda first and direct staff either to issue a full RFP or make a direct award based on three qualified quotes. Commissioners asked for an advance questionnaire regarding director characteristics and Gray said that would be part of the recruiter's job. A recruiter could talk to multiple tiers of City staff and stakeholders to gain a full spectrum of desirable qualities for a Parks Director. Dickens said the recruitment costs would come out of the professional services line item of the Parks budget. Gray asked whether the commission wanted to have a public input period for the recruitment process. Landt said a garden party for the candidates could be opened to the public. As the commission reflected on the process, Robertson said they might wish to reach out to Dickens, Dials and Dyssegard for input but he asked them to not reach beyond that staff level as it could cause a disruption. Gray offered to serve as a resource to the commission throughout the recruitment process.

Landt asked, for future agendas, that the item "Final Staff and Commissioner Comments" not include the word "final" as it could be misleading.

TOUR OF SENIOR CENTER AND POOL FACILITIES

Robertson and Dickens welcomed Senior Center Manager **Chris Dodson** and Recreation Coordinator **Lonny Flora** and said they would talk about the Ashland Senior Center and pool facilities. Discussion points would include recent building and facility upgrades as well as identified problems and a vision for the future of the center and pool buildings. Dickens asked Dodson to speak about completed Senior Center projects.

Dodson said each week nearly every class at the Senior Center was full. On average, classes ran at 85% capacity, the meal program was full, and the facility was nearly always in use. She talked about the difficulty in offering new or additional programs and services with limited physical space. An earlier attempt to offer options at The Grove proved unsuccessful due to the population served as well as issues associated with staffing two locations. The group discussed the growing senior demographic in Ashland.

The commission spent 45 minutes viewing the Senior Center, pool, chemical room and locker rooms.

Senior Center Upgrades

Dickens said full spectrum, energy-efficient lighting was installed; the bathroom was remodeled, including a new water-saving toilet; the entryway was redone and a slip-resistant mat installed; an ADA-compliant door was installed along with a push-button door opener; office area lighting was upgraded and an energy-efficient, climate-controlled heating and air conditioning system installed. Sidewalks were replaced and a ramp constructed leading up to the back entrance to the building. A defibrillator donated by Ashland Fire and Rescue was mounted on the wall.

Pool and Pool Buildings Upgrades

Dickens said \$150,000 was set aside in the Parks CIP / deferred maintenance budget for a new roof and solar panels. Staff met with a pool architect and engineer to hear options for the building and discuss identified problems. Built in 1982, the pool building was well-constructed at the time but uniform standard codes had changed. Options for upgrading the building included a new roof and solar panels, better space utilization by reconfiguring locker rooms to create a new flow, and installation of new flooring and paint. Dickens reported on ventilation system problems in the pool building. A new roofline was discussed and Dickens suggested a possible roof replacement lasting 40 years. Robertson said there were limited options for ADA clients' private, supervised changes with the help of opposite sex support team members. Modern pool standards called for ADA-accessible changing areas allowing for supervised changes. Shaw suggested family or caregiver changing rooms, with space borrowed out of the larger locker rooms. Flora said a major functional deficiency involved pool visitors gaining access to the pool deck via locker rooms and gang showers. He hoped visitors could access the pool more directly. Robertson said the structure was built on a slab and plumbing challenges could occur if changes were made to the floor plan. Seffinger said the commission discussed a multi-generational facility at Hunter Park. Staff said a reconfiguration / redesign / expansion of the pool building would include hiring an architect to create a plan for: ADA-upgraded changing rooms, direct access to the deck and upgraded staff work areas. Flora said quotes were received for the kiddie pool ranging from \$3,000 - \$12,000 for decommissioning of the smaller pool or \$30-40,000 for installing a separate filtration system. Robertson said a public

TOUR OF SENIOR CENTER AND POOL FACILITIES, cont'd.

process would be needed before shutting down the smaller pool. Flora said the kiddie pool was not heavily used. The group moved outdoors and talked about the new shade structure over the outdoor seating area, an improvement over the previous cover.

Mechanical / Equipment Room

Dickens reviewed upgrades, including a new hot water heater for temperature-controlled showers in the locker rooms. He reported hearing positive feedback from pool user groups and said upgrades would continue, with staff seeking direction from the new director and the commission.

To summarize, Dickens said the boiler would need to be switched out, the roof could remain for another season, the dry deck flooring around the pool would be replaced with sectional flooring, and a new coat of interior paint applied to the main pool building.

Dickens reminded the commission that the tennis court surfaces, irrigation system, tennis court lights and sidewalks were previously upgraded but it was important to also focus on aging buildings at Hunter Park.

DEBRIEF FROM MARCH 12 JOINT MEETING WITH COUNCIL

Robertson said the commission received an email earlier that day with a draft revised City-Parks Memorandum of Understanding (MOU). The latest MOU represented the City Administrator's attempt to capture feedback from the March 12 joint City Council / Parks Commission meeting.

He pointed out Section E on the first page in which the "City" and "Parks" were redefined. He also reviewed "i," on page 4, in which it was stated, in the second sentence, that "The Parks Department would comply with the City's Website and Social Media policy and adhere to the provisions of the City of Ashland Employee Communication Guide, except that the Parks Department may develop non city-standard web sites for senior populations and stand-alone recreation enterprises." Robertson said a council member suggested striking the second sentence and Seffinger agreed. In the same section under "b," an earlier request for the phrase "without deviation" to be removed did not occur.

Commissioners voiced appreciation for the March 12 joint meeting with council. Lewis said it was a productive meeting and he heard support for Parks and many positive comments from councilors. Landt agreed and said the councilors' tone was different than a year earlier when Parks funds were removed and deposited into the City General Fund. Seffinger agreed that the meeting was different from past joint meetings in that the Mayor allowed Parks to assist with planning. She felt this meant Parks was considered more equal with council. Gardiner stated that the commission never really deviated from City policies and practices.

In terms of the two proposed Parks projects for the \$470,000 in Parks funding (sidewalks along Winburn Way and a second Dog Park off lower Clay Street), Robertson said the projects could probably not begin until the next biennial budget period.

FINAL STAFF COMMENT

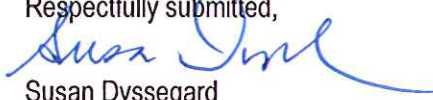
Dickens reviewed the \$179,000 quote from Robertson Sherwood Architects for pool facility upgrades:

- \$35,000 – new solar panels
- \$24,000 – 40-year roof
- \$60,000 – equipment upgrades
- \$60,000 – bathhouse improvements

Dickens said staff would prepare a formal recommendation for commission consideration.

ADJOURNMENT – With no further business, Seffinger adjourned the meeting at 9:11 p.m.

Respectfully submitted,


Susan Dyssegard
Ashland Parks and Recreation

City of Ashland
PARKS AND RECREATION COMMISSION
STUDY SESSION
MINUTES
April 21, 2014

ATTENDANCE

Present: Commissioners Landt, Lewis, Seffinger, Shaw, Gardiner; Director Robertson; Superintendents Dials and Dickens

Absent: City Council Liaison-Mayor John Stromberg

ADJOURNMENT INTO EXECUTIVE SESSION

By consensus, Seffinger adjourned into executive session at 7:02 p.m.

Executive session: Employee Negotiations: ORS 192.660 (1)(D)

ADJOURNMENT OUT OF EXECUTIVE SESSION

By consensus, Seffinger adjourned out of executive session at 7:55 p.m.

CALL TO ORDER

Seffinger called the study session to order at 7:56 p.m. in the Parks office, 340 S. Pioneer Street.

DIRECTOR RECRUITMENT UPDATE

After receiving commission direction at the March 24 regular meeting, staff submitted a request for quotes from eight recruitment firms. Four firms responded with written quotes for the recruitment of a new Ashland Parks and Recreation Director. Firms included Prothman, Waters & Company, WBCP, and Bob Murray & Associates. Human Resources Manager Tina Gray, Robertson and Seffinger reviewed the four quotes and unanimously favored WBCP, a local firm with offices in Medford, OR, and San Jose, CA, and a strong focus on municipal work. Gray checked their references and all proved positive. Their fees of \$17,500 plus expenses, not to exceed \$23,400 were comparable to the three others and their local office would be convenient for in-person meetings. Robertson said the recruitment process would take twelve weeks, with the new director projected to start in September, 2014. Upon staff recommendation, the commission agreed to proceed with a direct award to WBCP.

ANNUAL IPM POLICY REVIEW

Robertson spoke about issues and challenges facing the department with regard to current restrictions posed by the Parks Integrated Pest Management (IPM) policy. Ashland parks and properties had been pesticide-free for four years, including contracted areas maintained for the City of Ashland including non-park areas such as median strips, parking lots, the Ashland Municipal Airport, and the City maintenance yard on 'B' Street. Those areas were overgrown with weeds and staff requested allowances for herbicide treatments. Due to the location of the contracted areas, volunteers were not interested in weeding them by hand, nor would it be safe for them to do so.

Robertson asked the commission for permission to use herbicides, when requested by the City of Ashland, on City-owned lands, excluding parks. This would require modifications to the commission's IPM policy at an upcoming regular meeting, with public input solicited and planned for that agenda item.

Staff also requested an exemption for proper application of herbicides at bullpens and warning tracks within North Mountain Park ballfields for purposes of safety.

Parks Horticulturist **Anne Thayer** said the department received a letter from Jackson County Cooperative Weed Management asking the commission to target and control two invasive species, Japanese knotweed and spurge, within riparian areas. Thayer said this would also require an exemption within the current Parks IPM policy.

Discussion Among Commissioners

Landt said the City of Ashland could be charged more, allowing Parks to hire additional staff for maintaining those areas. Alternatively, the City could do the work themselves and choose to apply herbicides. He spoke in favor of future park design alterations for parking lots and medians for better weed management and prevention.

ANNUAL IPM POLICY REVIEW, cont'd.

Seffinger said *not* using herbicides to curb the spread of invasive species would also have a negative effect on the environment.

Shaw said delineating areas where herbicides could be used and areas that were pesticide-free might allow the department to continue adequately maintaining the contracted areas for the City.

Lewis said traditionally Parks maintained non-park areas for the City. He pointed out that the commission made past exceptions to the Parks IPM policy, allowing for satisfactory maintenance, including application of herbicides at the Oak Knoll Golf Course and ballfields.

Gardiner asked whether it would cost the City less to contract out to a different company for maintenance of those areas and Robertson said probably yes. Parks provided enormous quantities of labor and community service workers for weeding those areas but Parks was losing the battle with weeds.

FINAL STAFF AND COMMISSIONER COMMENTS

Dickens said the department would receive an architectural preservation award from the Ashland Historic Commission on Wednesday, May 21, at 1:00 p.m. at the Ashland Community Center. He said this was in recognition of Parks' historic restorations of the Enders Shelter and Atkinson Bridge in Lithia Park.

Lewis said the commission received an email from a citizen group requesting the utilization of Parks volunteers for changing out the gray pavers on the downtown Plaza. Robertson said he told the group "No."

Dials said the Calle would be completed by Thursday, May 1, in time for its first seasonal weekend opening. Seffinger said she planned to walk the completed Calle with the Downtown Beautification Committee.

ADJOURNMENT

By consensus, Seffinger adjourned out of study session at 8:45 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Amanda Glass". The signature is written in a cursive, flowing style.

Amanda Glass
Ashland Parks and Recreation

City of Ashland
PARKS AND RECREATION COMMISSION
REGULAR MEETING
MINUTES
April 28, 2014

ATTENDANCE

Present: Commissioners Gardiner, Landt, Lewis, Seffinger, Shaw; Director Robertson; Superintendents Dials and Dickens

Absent: City Council Liaison—Mayor John Stromberg

CALL TO ORDER

Seffinger called the meeting to order at 7:00 p.m. in Council Chambers, 1175 E. Main Street.

APPROVAL OF MINUTES

Special Meeting – March 7, 2014

MOTION Landt moved to approve the minutes as presented. Shaw seconded the motion.

The vote was: All yes

Joint Meeting with Council – March 12, 2014

MOTION Landt moved to approve the minutes as presented. Lewis seconded the motion.

The vote was: All yes

Regular Meeting – March 24, 2014

MOTION Landt moved to approve the minutes as presented. Lewis seconded the motion.

The vote was: All yes

PUBLIC PARTICIPATION

Jeannine Grizzard, 698 Roca Street, Artistic Director at Ashland Community Theatre, asked for Parks Commission consideration for ACT, a long-standing renter of the Ashland Community Center, to leave two 4x8 platforms and one 4x6 platform in the center during an upcoming ACT play spanning three weekends in June. Proposed platform storage areas included: against the wall under the windows of the secondary room behind the chair rack and / or under the eaves; behind the building; or in the storage closet to the left, facing the stage. In addition, Grizzard requested placing "lighting trees" in the room to the left of the stage, with a key entrusted to ACT organizers; otherwise, into the storage closet behind the kitchen. She said none of the proposals would obstruct any new or existing Community Center rentals. Their next play, scheduled for November, could generate similar requests. If so, ACT would provide requests in writing prior to the October 27 regular meeting. Grizzard said other community groups with special requests were accommodated due to their "grandfathered" status or longevity as renters.

The commission directed staff to work out the details with Grizzard.

ADDITIONS OR DELETIONS TO THE AGENDA

None

UNFINISHED BUSINESS

None

NEW BUSINESS

2014 CALLE GUANAJUATO SEATING CONTRACTS

Dials said six restaurants requested space on the Calle for the 2014 season: Sesame, Umi Sushi, Louie's, Salame, Greenleaf and Mix Sweet Shop. The Parks Department managed both restaurant outdoor seating contracts and artisan contracts. Restaurants were charged \$7 per square foot while artisans paid \$5 per square foot during the Calle season as established by the commission. Staff worked out all issues of concern with artisans and restaurateurs before addressing the commission.

NEW BUSINESS

2014 CALLE GUANAJUATO SEATING CONTRACTS, cont'd.

Dials asked the commission to:

- Determine the "season of operation" for artisans and restaurants.
 - Normally April 1 through November 15, this year a delay would occur due to the Calle Guanajuato resurfacing project. One restaurant requested year-round seating: Louie's.
- Approve or deny the amendment for the artisans to utilize the Calle on the 4th of July when it did not fall on a weekend.
- Approve or deny the request from the artisans to allow for market operations on First Fridays.
- Approve or deny seating location requests for the six restaurants requesting outdoor seating.

Dials said the meeting packet included photographs of each restaurant space requested along with a map of the spaces as laid out across the Calle.

1) Determine the season of operation for artisans and restaurants

Discussion Among Commissioners

If the season ran year-round, Landt said the price charged would need to increase and restaurateurs might not wish to pay more. The current season was the best weather for outdoor dining and cold weather might create a need for outdoor heating and the use of BTUs, a global warming factor. Year-round dining on the Calle didn't seem to make sense but pro-rating the fees to the restaurants would be a nice gesture. Shaw suggested approving the season through November 15 with the pro-ration, then taking a look at the rationales for year-round outdoor dining at a future meeting. If approved for year-round dining, he proposed a calendar year schedule (January through December). Gardiner suggested that instead of year-round, the timeframe could be expanded, on a one-year trial basis, to a bit earlier in the year to a little later in the year. Landt said there was an advantage to having a quiet period on the Calle for repair work; also, only one of six restaurants requested year-round dining.

Dials reported asking each restaurant owner about the year-round option and hearing mixed responses. She said a longer season could be a problem in terms of outdoor table storage on the newly resurfaced Calle, with restaurants not using their tables but stacking them alongside their restaurants.

Public Input

Melissa Jensen, 690 S. Mountain, owner of Louie's Restaurant, thanked Parks staff for their fine job on the Calle resurfacing project. She asked for the option to seat her patrons on the Calle year-round. While the idea wasn't well formed, she said this was her chance to plant a seed.

MOTION Landt moved to determine the season of operation on the Calle Guanajuato: from Saturday, May 3, through November 15, 2014, with the per-square-footage prorated for the shorter season. Shaw seconded the motion.

The vote was: All yes

2) Approve or deny the amendment for the artisans to utilize the Calle on the 4th of July when it did not fall on a weekend.

Robertson said this was the final year of the current five-year artisan's market contract and next year the commission would review and approve a new five-year contract. Seffinger welcomed public input on the proposed one-year amendment to the market operations contract.

Public Input

Marcus Scott, Talent Avenue in Talent and Lithia Artisans Market Manager, said he had been a member since 1994 and Dials did an amazing job of alleviating rumors stemming from the late start of the 2014 market season. He could not remember a single 4th of July when the artisans did not operate on the Calle. The 4th usually saw fewer artisans on the Calle but the market added to a party ambience on the Plaza. He asked the commission to allow market operations on Friday, July 4, 2014.

NEW BUSINESS

2014 CALLE GUANAJUATO SEATING CONTRACTS, cont'd.

MOTION: Shaw moved to approve allowing the artisans to use the Calle Guanajuato on Friday, July 4, 2014. Lewis seconded the motion.

Discussion of Motion

Gardiner asked if two contract amendments were under consideration and Dials said yes. If approved, she said both amendments would be added to the remaining year of the five-year contract.

The vote was: All yes

3) Approve or deny the request from the artisans to allow for market operations on First Fridays

Public Input

Marcus Scott said there were approximately five remaining Fridays in the 2014 season. Some artisans felt more inclined to sell products on Fridays rather than Sundays. His goal was to allow participating artisans to make a living selling their artwork and 70% of artisans did just that. Restaurants were out on the Calle more than artisans and there was a disparity in fairness. If the commission agreed to the request, he would not plan to move forward until restaurants were contacted and in agreement.

Discussion Among Commissioners

Commissioners said they heard Scott reporting that artisans were not ready for First Friday operations yet. June 2014 would be out of the question so they suggested July through the remainder of the Calle season, allowing time for a firm proposal and feedback between staff and restaurateurs. They suggested postponing the decision pending further information. Shaw asked Scott to work with staff before bringing the request back to the commission. Scott said there was a synergistic relationship between the artisans and restaurants: when one was busy, the other was also busy.

4) Approve or deny seating location requests for the six restaurants requesting outdoor seating

Dials said Greenleaf Restaurant was losing over 100 square feet of space due to the eight-foot walkway. She said Oberon's Taven relinquished their Calle space to Salame Restaurant after one month of operations in 2013.

MOTION: Landt moved to approve the six requests requesting outdoor seating on the Calle Guanajuato in 2014, with staff making the final determination of square footage for each: Sesame, Umi Sushi, Louie's, Salame, Greenleaf and Mix Sweet Shop. Lewis seconded the motion.

The vote was: All yes

ALLOWANCE OF DOGS ON THE CALLE GUANAJUATO DISCUSSION

Dials said staff received a request for dogs to accompany Calle restaurant patrons. In the past, dogs were prohibited for two reasons: the Calle is part of Lithia Park and dogs are not allowed within Lithia Park; and the Jackson County health code prohibited dogs in outdoor dining establishments until 2012. Dials checked with restaurant owners and received mixed reactions to the suggestion. She referenced the packet handout from the Oregon Health Authority outlining rules for pets in outdoor designated seating areas. Requestor Melissa Jensen was invited to speak to the commission.

Melissa Jensen said she wrote a letter to the commission requesting dogs on the Calle for her Louie's patrons. She offered to answer any questions from the commission.

Discussion Among Commissioners

When asked by the commission about how dogs were handled in the past, Jensen said she turned potential customers with dogs away. When asked how she thought the change could affect her business she said it would probably increase her business. Jensen said it would be nice to give patrons a choice of bringing pets or not. When asked by Landt and Lewis about how staff would handle a restaurant allowing dogs that was situated next to a restaurant not allowing dogs, Robertson said a compromise could be worked out between the two adjacent restaurants with differing opinions on dogs. He said health code rules would take precedence if dogs were allowed to visit the Calle with their owners.

NEW BUSINESS

ALLOWANCE OF DOGS ON THE CALLE GUANJUATO DISCUSSION, cont'd.

Landt suggested allowing a one-year trial for dogs on the Calle, with a commission review at the end of the 2014 season.

Gardiner requested more input from Calle restaurateurs before voting on the matter.

Shaw said most of the restaurants up and down Main Street allowed dogs on sidewalks. Restaurants would be able to handle dog situations and / or it would be considered a health code / Jackson County matter, not a concern for the Parks Department. He said the commission wanted to promote Ashland as a dog-friendly town and he could support a one-year trial as proposed by Landt, which he called a conservative approach.

MOTION: Landt moved to approve allowing dogs on the Calle Guanajuato on a one-year trial basis for the 2014 season. Shaw seconded the motion.

Discussion of Motion

Lewis said the flyer from OHA stated that possibly dangerous dogs would not be allowed but he asked how that would be supervised or managed. Dogs in close proximity sometimes fought which could ruin a diner's experience. He asked how to handle the realities of dogs on the Calle. If approved, Gardiner asked how to make the change official and Robertson said staff would send a notice to restaurant owners and artisans notifying them of the one-year trial of dogs along the Calle.

The vote was:
Landt, Shaw Seffinger – yes
Lewis, Gardiner - no

DECOMMISSIONING OF DANIEL MEYER WADING POOL

Dials summarized a staff memo regarding the possible decommissioning of the wading pool at Daniel Meyer Pool. The pool posed increasing safety concerns and presented a number of challenges for pool managers. A major concern stemmed from the fact that the wading pool was tied to the main pool's circulation system and sanitizing levels could not be maintained to an adequate level in the smaller pool even while levels remained adequate in the main pool. A 2013 visit by Jackson County health inspectors resulted in temporary closure of the wading pool for having low levels of sanitizer. Since most wading pool users were toddlers or small children without potty training, if an accident occurred, the entire pool facility risked closure due to contaminated water within the joint circulation system. After investigating various options, staff agreed that the most cost-effective solution would be to cap the plumbing system to the wading pool and fill in the pool, then covering it with poured concrete. The area could then be used for additional seating and create a space for reservations such as birthday parties. The approximate cost to complete the project was \$3,000.

Discussion Among Commissioners

Commissioners voiced support for capping the wading pool. Seffinger suggested an upgraded splash pad at Garfield Park with an area for toddlers.

MOTION: Shaw moved to approve discontinuing the wading pool at Daniel Meyer Pool, with the area filled in per staff recommendations. Lewis seconded the motion.

The vote was: All yes

INITIAL PROCESS DISCUSSION ABOUT REQUESTED MODIFICATION TO PARKS IPM POLICY

Robertson said staff requested possible commission approval for the application of herbicides if requested by City of Ashland for contracted areas maintained by Parks. Staff also requested an exemption in applying herbicides on baseball and softball skinned areas, including bullpens and warning tracks. The other exemption request was for proper usage of herbicides for controlling Japanese knotweed and spurge within riparian areas.

Robertson said the Parks IPM policy called for an annual report to the commission for non-golf course properties. At the time of the policy's development, an outcry was heard from the community about reducing or eliminating herbicides in places where children might play. After months of meetings and discussions, the commission chose to eliminate most non-organic herbicides. Staff reported difficulty in keeping up with weeds,

NEW BUSINESS

INITIAL PROCESS DISCUSSION ABOUT REQUESTED MODIFICATION TO PARKS IPM POLICY, cont'd.

especially in non-park areas such as median strips and open spaces within and outside parking lots. The commission asked for a figure on costs if the policy was not tightened up but staff was not yet prepared to present that information. Robertson welcomed Landscape Division Manager **Anne Thayer** and invited her to speak to the commission.

Anne Thayer showed photos of weeds in and along the Central Bike Path, City yard, The Grove, justice center, public parking lots, Ashland Library, downtown spaces, the Ashland Municipal Airport landing strip and bases of landing lights, the medians along Siskiyou Boulevard, and 136 tree wells. She said the greatest challenges came from contracted areas maintained by the downtown division, comprised of 2 FTEs. In terms of City yard fencelines and parking areas, weed eaters were sometimes prohibited. Safety was a concern, with workers hand weeding and weed-eating on median strips with traffic flowing in both directions.

Robertson said following the implementation of the Parks IPM policy, staff worked on retrofitting Parks facilities to reduce the amount of spray used. \$10,000 of improvements were identified and concrete was poured under bleachers, areas that were once sprayed with herbicides. Groups of volunteers were enlisted to help pull weeds and organizations such as Wells Fargo Bank and Albertsons "adopted" parks and park areas, providing groups of dedicated volunteers. Juvenile justice or "con crews" also provided assistance for the medians at \$400 per day per crew but those crews were hard to get. He said no decision was necessary that evening but he wanted the commission to begin considering the matter for the future.

Thayer referenced a letter from Jackson County in which an emerging public and ecological threat was reported in the form of noxious weeds that were not treatable with organic herbicides. If left uncontrolled, the weeds could spread and become very aggressive, even entering into riparian areas and restricting native riparian trees. Thayer said Japanese knotweed and spurge could repel other species and propagate, growing further and possibly proving toxic to cattle, thus preventing rangeland from being used for that crop.

Robertson said Parks was paid around \$200,000 per year to maintain City areas. He proposed providing additional information to allow the commission to decide whether it made sense to use more herbicides or add to the labor force. He reported receiving a call from Ashland Community Hospital in the past and hearing that Parks' services were no longer needed due to a reduction of quality caused by a lack of herbicides.

Discussion Among Commissioners

Shaw said he appreciated staff efforts to notify the commission about this matter. Lewis expressed concern about the overall infestation of noxious plants. Landt referenced his previous statements about design defects in the Parks system, stating that if best practices had been implemented over the years, maintenance and current problems would have been reduced. He said the short-term solution for City areas might be to apply some herbicides but the long-term answer was to fix the design problems. Seffinger asked how to obtain public input on the matter. Shaw said the public could send in their comments and / or attend commission meetings, with the next meetings scheduled for May 12 and 19. He said this was a good discussion for the community to engage in and there might be a balance to strike. He suggested having that public discussion and seeing where to go from there. Robertson said the public could use a tool called "Open City Hall" on the City website. It was suggested that another option would be to include this in the next biennial budget cycle, with the decision about using more herbicides or providing additional staffing levels left with the Citizens' Budget Committee.

Robertson reported on three areas of concern: non-park areas managed by Parks; spraying of skinned areas in parks, including warning tracks and bullpens; and allowing staff to use herbicides to control Japanese knotweed and spurge in Parks-managed riparian areas.

Landt said the wording of the agenda indicated that this was the initial process discussion. In terms of community involvement, he said the public needed to be aware of any potential changes to the Parks IPM policy. Seffinger suggested listing out the three areas of concern with the agenda item title: 1) herbicide use on City lands maintained by Parks; 2) noxious weed control; and 3) use of herbicides in ballfield areas for safety purposes. Landt said the need for community involvement trumped his desire to make changes that evening. Parks could approve changes to the ballfields and noxious weeds at a later meeting but he suggested giving the

NEW BUSINESS

INITIAL PROCESS DISCUSSION ABOUT REQUESTED MODIFICATION TO PARKS IPM POLICY, cont'd.

matter of City lands over to City Council or the Budget Committee for funding approval or approval for the use of herbicides. Shaw said the request to use herbicides on the pitching field and warning tracks was not outside past Parks practices. He suggested making a recommendation to give staff permission to spray those areas on a one-time basis now, with the matter folded into a fuller discussion at the May 19 regular meeting. He said it was a safety issue and in line with past practices.

MOTION: Shaw moved to approve, for the 2014 season only, allowing a Parks IPM policy exemption for staff to use non-organic herbicides in two requested areas: the pitching warm-up area and warning tracks at North Mountain Park. Lewis seconded the motion.

Discussion of Motion

Landt said he would vote no because public participation was critical to good governance and the topic wasn't noticed in a way that indicated an IPM policy change. Seffinger agreed and said she preferred including the topic on the May 19 regular meeting agenda and outlining it specifically on the City of Ashland website.

The vote was:

Lewis, Shaw Gardiner – yes

Landt, Seffinger - no

Robertson said staff would bring numbers to the commission in May regarding costs associated with spraying versus non-spraying the additional areas. Staff would also speak with City staff about using Open City Hall for obtaining public input. Additionally, staff would create a separate agenda item on the May regular meeting agenda for handling Japanese knotweed and spurge. Seffinger requested the attendance of Jeffrey McFarland, Forestry and Trails Division Manager, at the May 12 study session to talk about these matters.

SUBCOMMITTEE and STAFF REPORTS

Annual Bike Swap

Robertson thanked Parks staff for spending their Saturdays at the April 26 Annual Bike Swap, a well-received community event.

Calle Guanajuato Live Broadcast

Robertson welcomed commissioners to join him the next day for a Channel 12 live broadcast at 5:00 a.m. along the Calle Guanajuato.

Road Closure

Dials said Winburn Way would be closed the next day for Calle construction. She described the route around the road closure.

Golf Course Subcommittee Report

Gardiner read through a short report on a recent Golf Course Subcommittee meeting. Proposed improvements included a continuous cart path around the course, possible playground area, 18-hole putting course, net repairs, and new entrance signage. He said there had been no recent rate increases. Golf carts were still fairly new so a proposal to switch from gas to electric wasn't likely to happen soon. There had been no recent talk about disc golf but discussion occurred regarding watering the greens with TID water. Several upcoming special events were scheduled at the golf clubhouse.

Open Space Subcommittee Report

It was reported that subcommittee members Landt and Shaw would meet with Robertson on Wednesday, April 30, to discuss three realtor quotes for the purchasing of land toward land acquisition goals established via the Open Space Plan.

ITEMS FROM COMMISSIONERS

Seffinger reported hearing several recent positive comments about the Oak Knoll Golf Course.

UPCOMING MEETING DATES & PROPOSED AGENDA ITEMS

- Study session set for May 12 at 7:00 p.m., Parks office, 340 S. Pioneer Street. Topic:
 - Parks IPM Policy Exemptions / Herbicide Discussion
- Regular meeting set for May 19 at 7:00 p.m., Council Chambers, 1175 E. Main Street. Topics:
 - Southern Oregon Pride Event: Revised Booth Request
 - FY 14-17 Parks Employee COLA / Benefits
 - Interim Parks Director Contract Review and Approval
 - Parks IPM Policy Exemptions / Herbicide Discussion

ADJOURNMENT– By consensus, with no further business, Seffinger adjourned the meeting at 9:00 p.m.

Respectfully submitted,



Susan Dyssegard
Ashland Parks and Recreation

ASHLAND PARKS AND RECREATION COMMISSION

340 SO. PIONEER STREET

• ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Rick Landt
Jim Lewis
Stefani Seffinger
Vanston Shaw




Don Robertson
Director

TEL: (541) 488-5340
FAX: (541) 488-5314

MEMORANDUM

TO : Ashland Parks and Recreation Commission

FROM : Rachel Dials, Recreation Superintendent 

DATE : May 14, 2014

SUBJECT : Southern Oregon Pride Event: Revised Booth Request

Action Requested

Discuss current request and decide whether to change the Parks Commission's Special Event Policy to accommodate "up to 25 10x10 booths per event with staff approval." If such a change were to occur, staff recommends requiring event coordinators to submit site plans with their requests.

Approve additional policy change, specifically: "the addition of a designated booth area along either side of Winburn Way." Because emergency access would be required, event coordinators could request either side of Winburn Way but not both sides.

Background

Each year, in the second weekend of October, Southern Oregon Pride holds a parade and festival in Ashland. Attached is a request from Gina DuQuenne, President of Southern Oregon Pride, for additional booths in Lithia Park for the annual Pride event. Gina will be on hand to make the request and answer any questions from the commission.

Staff met with Gina in February but could not approve her request at the staff level based on the current Special Events Policy. Gina is specifically requesting at least twenty 10 x 10 booths. The current policy allows for a maximum of ten booths per event.

Staff is comfortable recommending that the commission make the above changes to the current Special Events Policy to allow for an increase in the amount of booths permitted per event as well as an additional area for booth placements in Lithia Park.

January 31, 2014

RE: Additional Vendor Booths for SOPride

I want to begin by saying thank you for allowing us the opportunity to have the 10 booths that we have had for the pass two years. When we were given this opportunity we were asked to adhere to the terms and conditions of having our booths by working with Parks and Recreations and the Fire Department, which we have. As you know, when our event is over, we leave the Band Shell and surrounding areas in pristine condition.

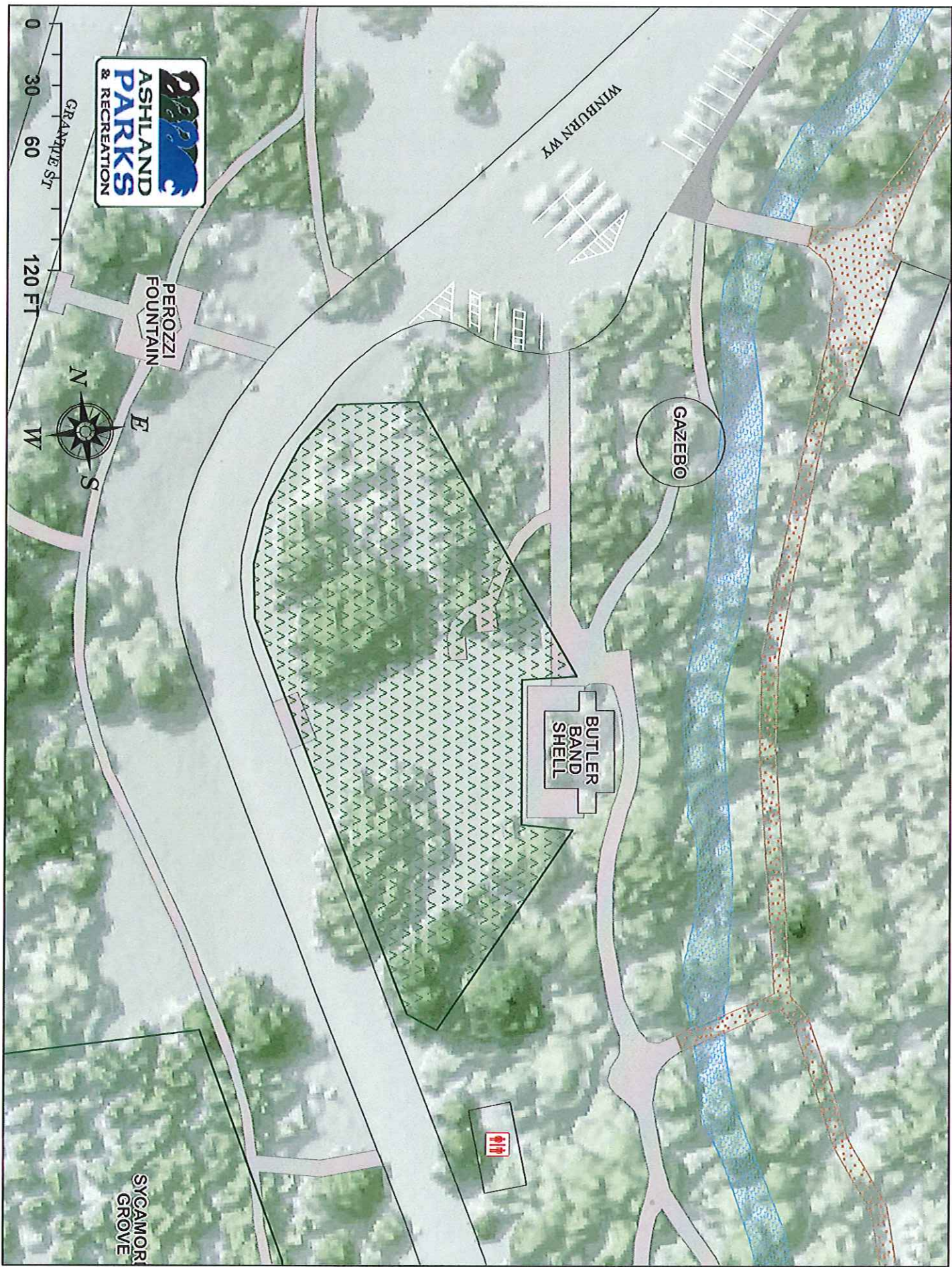
This year is our 5th Annual SOPride Festival. This is an important year for us. Last year I received 35 requests for vendor booths. It was very hard to pick and choose who would be the luck ones.

I am requesting that we be granted at least a minimum of 20 booths. We have vendors that come from as far as Redding and Eugene to be a part of Pride.

We look forward the support of our own community.

Thank you for your time,

Gina DuQuenne
President of Southern Pride



PEROZZI
FOUNTAIN

WINBURN WY

GAZEBO

BUTLER
BAND
SHELL

SYCAMORE
GROVE

Special Event / Selling / Booths in Lithia Park Policy

Reviewed and updated by the Commission on 5/20/13

Scope:

This policy applies to all persons and organizations:

1. requesting to hold a special event within a park area and to sell goods or services from booths set up within a designated park area.
2. requesting to hold a special event within a park area and to set up informational booths.

Current Policy:

10.68.060 Penalty for Violation:

“No one shall sell or offer for sale any article or perform or offer to perform any service for hire in any of the parks without a written permit for such concession properly and regularly granted by the Parks Commission. No one shall hawk or peddle popcorn, ice cream, candy, soda, water, peanuts or similar wares within or on any of the park grounds of the city without first securing a permit to do so from the Parks Commission. Unpermitted commercial activity is a Class I violation.”

The Parks Commission gives authority to staff to approve exceptions if all of the following conditions are met:

1. Booths are in conjunction with an event (1-day events only).
2. Event organizer has a 501(c)(3) non-profit status (per IRS definitions) and can show proof at time of application submittal.
3. Event organizer adheres to all Ashland Parks and Recreation Commission park rules and policies.
4. Maximum number of selling events (3) allowed per month has not been exceeded.
5. Event is approved on a one-time basis only. Repeat events must reapply.

Criteria for Approval/Denial of application:

In issuing an exception for an event that includes selling in the park, staff will consider:

1. Other event(s) scheduled for the same day/weekend. First consideration given to established events.
2. Proposed location is adequate for the size and nature of the event.
3. Event is not likely to cause injury to persons or property.
4. Event will not substantially interfere with the safe and orderly movement of pedestrians and vehicular traffic in the area.
5. All other permit requirements have been met.
6. All required insurance documents are submitted.
7. Previously identified issues have been addressed in the application.

Events that may be considered:

1. Recreational and family events and activities
2. Athletic events (running, biking, triathlons)
3. Musical events (concerts)
4. Holiday centered events (4th of July, Memorial Day, Thanksgiving, Christmas)
5. Events that promote a healthy lifestyle

Exemptions to current Policy:

- 4th of July and other significant and/or historical community wide-events
- Shakespeare's Feast of Will event
- Calle Guanajuato-Restaurant and Artisan contracts
- Concession stands at Hunter Park and North Mountain Park

FEES:

All applicants pay an administrative fee of \$25 when the application is submitted.

Any currently established non- profit event fees will not apply when requesting an exception to the "selling in the park" policy.

Staff will review the proposed event application and determine fees at 100% of costs.

If the exception is approved, the applicant will be charged a

1. \$190 refundable security deposit
2. \$220 fee for use of the bandshell area.
3. \$25 per booth fee (limit of 10 booths per event)
4. \$75 street closure fee (Nutley to the Upper Duck Pond).
5. \$1 per runner fee (middle school and high school running events)

Booth Definition:

10 x 10 tent, stall, or area at a fair or exhibit, offering some form of entertainment, information or goods for sale.

When does the booth fee apply?

The booth fee is required when booth placement is approved. This applies to any booth regardless of money exchanged (i.e., Information booths).

Street Closure:

Street closure from Nutley to the Upper Duck Pond is required for events where attendance is expected to be more than 200 people and where booths will be placed in the bandshell parking area within the designated booth area.

The Parks Department supports sustainable practices and encourages zero waste events. Event organizers should make efforts to prevent or reduce waste generated by the event.

The time limit of the event and street closure will be mutually agreed upon by staff and the event organizer and will depend on other events occurring in the area at that time.

Information on the Butler Bandshell:

- Events involving a performance or amplification may take place only at the bandshell.
- Noise level must not exceed 75 db when monitored from a point directly across from the bandshell on the park side of Granite Street.
- Maximum performance time is 1.5 hours and all performances and activities must conclude by 8pm.

Application and Deadline:

An application for conducting a special event in Lithia Park may be obtained from the Parks and Recreation office by calling 541-488-5340. Completed applications should be submitted to the Parks and Recreation Department no later than 90 days in advance of the event date. Applicants will be notified of permit approval at least 60 days following application submittal.

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340 SO. PIONEER STREET

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COMMISSIONERS:

Mike Gardiner
Rick Landt
Jim Lewis
Stefani Selfinger
Vanston Shaw



Don Robertson
Director

TEL: (541) 488-5340
FAX: (541) 488-5314

MEMORANDUM

TO : Ashland Parks and Recreation Commission

FROM : Rachel Dials, Recreation Superintendent *RD*
Bruce Dickens, Parks Superintendent *BD*

DATE : May 14, 2014

SUBJECT : FY 14-15, FY 15-16, FY 16-17 Parks Employee COLA / Benefits Adjustment Recommendations

Action Requested

Approve proposed COLA / benefits adjustment recommendations

Background

Management staff and Human Resources Manager Tina Gray met with employee representatives to discuss cost-of-living adjustments and other benefits for all regular part-time and full-time Parks employees.

Attached is the recommended modification agreement for those categories.

Ashland Parks & Recreation

Benefit Adjustments 2014-2016

Employee representatives met with Parks Management to collaboratively discuss adjustments to the Parks & Recreation Employee benefit package. The recommendations are presented below:

Wages

Rather than adjusting all salaries by a specific percentage, parties recommend a range of 1-5% based upon the Consumer Price Index (CPI-W) 12-month average from March of the prior year to March of the current year.

Benefits

Vacation Cap. To prevent employees from losing accrued vacation hours, parties agree to incrementally increase the vacation maximum that employees may accrue as follows:

July 1, 2014 – Cap goes from 200 to 250 hours

July 1, 2015 – Cap goes from 250 to 275 hours

July 1, 2016 – Cap goes from 275 to 300 hours.

Vacation Cash-out opportunity. Employees may elect to cash-out, or request into a City deferred compensation plan up to 40 hours of accrued vacation each year on the last pay day in November. Employees must have a minimum balance of 40 hours to be eligible to cash out any vacation hours.

HRA VEBA. Amend the language in the Parks & Recreation Department Employee Handbook to allow between 100 and 1000 hour of accrued sick leave to be paid into HRA VEBA when the employee leaves the department **“In good standing.”** The cash-out of sick leave hours into the HRA VEBA applies to all employees who leave the department in good standing (normal resignation, termination or retirement). Employees who are terminated *for cause*, or who resign in lieu of being terminated *for cause* will not be eligible for this benefit. “For Cause” shall be defined as conduct which brings discredit upon the department, or which is a direct hindrance to the effective performance of Parks functions including but not limited to the causes listed in the Parks Employee Handbook Section 8.2. A benefit determination will only be made after the employee is granted due process.

Employee representatives will meet with Parks Management to discuss future adjustments to the Parks & Recreation Employee benefit package at the end of this 3-year period. In the event that economic conditions change significantly over the 3- year period, either party may make a request to re-open discussions about wages and benefits. Requests must be made in writing by either party no later than January 31st of each year for the upcoming year.

APPROVAL:

Ashland Parks & Recreation Department:

Stefani Seffinger, *Chair*

Date

Ashland Parks and Recreation Commission

Don Robertson, *Director*

Date

Ashland Parks and Recreation Department

Ashland Parks & Recreation Employee Representatives:

Jason Minica

Date

Wes Casale

Date

Consumer Price Index

Base period: 1982-84 = 100, not seasonally adjusted

CPI-U

| | U.S. City Average | | | West - Size Class B/C | | |
|-------|-------------------|------|------|-----------------------|------|------|
| | 2014 | 2013 | 2012 | 2014 | 2013 | 2012 |
| Jan. | 1.6% | 1.6% | 2.9% | 1.5% | 1.0% | 2.6% |
| Feb. | 1.1% | 2.0% | 2.9% | 0.7% | 1.5% | 2.3% |
| March | 1.5% | 1.5% | 2.7% | 0.9% | 1.0% | 2.2% |
| April | | 1.1% | 2.3% | | 0.8% | 1.8% |
| May | | 1.4% | 1.7% | | 0.7% | 1.6% |
| June | | 1.8% | 1.7% | | 1.0% | 1.5% |
| July | | 2.0% | 1.4% | | 1.6% | 1.1% |
| Aug. | | 1.5% | 1.7% | | 1.6% | 1.3% |
| Sept. | | 1.2% | 2.0% | | 1.2% | 1.5% |
| Oct. | | 1.0% | 2.2% | | 0.8% | 1.6% |
| Nov. | | 1.2% | 1.8% | | 1.0% | 1.4% |
| Dec. | | 1.5% | 1.7% | | 1.4% | 1.3% |

CPI-W

| | U.S. City Average | | | West - Size Class B/C | | |
|-------|-------------------|------|------|-----------------------|------|------|
| | 2014 | 2013 | 2012 | 2014 | 2013 | 2012 |
| Jan. | 1.6% | 1.5% | 3.1% | 1.5% | 0.9% | 2.7% |
| Feb. | 1.0% | 1.9% | 3.1% | 0.8% | 1.4% | 2.4% |
| March | 1.4% | 1.3% | 2.9% | 1.0% | 0.8% | 2.2% |
| April | | 0.9% | 2.4% | | 0.7% | 1.8% |
| May | | 1.2% | 1.6% | | 0.5% | 1.6% |
| June | | 1.8% | 1.6% | | 0.8% | 1.6% |
| July | | 2.0% | 1.3% | | 1.6% | 1.2% |
| Aug. | | 1.5% | 1.7% | | 1.6% | 1.3% |
| Sept. | | 1.0% | 2.0% | | 1.1% | 1.4% |
| Oct. | | 0.8% | 2.2% | | 0.7% | 1.5% |
| Nov. | | 1.1% | 1.7% | | 1.0% | 1.2% |
| Dec. | | 1.5% | 1.7% | | 1.4% | 1.2% |

Portland-Salem, OR-WA

| | CPI-U Portland | | | CPI-W Portland | | |
|----------|----------------|------|------|----------------|------|------|
| | 2013 | 2012 | 2011 | 2013 | 2012 | 2011 |
| 1st half | 2.2% | 2.5% | 2.6% | 1.9% | 2.2% | 2.7% |
| 2nd half | 2.8% | 2.1% | 3.1% | 2.7% | 1.8% | 3.3% |
| Annual | 2.5% | 2.3% | 2.9% | 2.3% | 2.0% | 3.0% |

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Vanston Shaw



Don Robertson
Director

TEL: (541) 488-5340
FAX: (541) 488-5314

MEMORANDUM

TO : Ashland Parks and Recreation Commission

FROM : Don Robertson, Director

DATE : May 14, 2014

SUBJECT : Interim Parks Director Contract Review and Approval

Action Requested

Approve Interim Parks Director contract

Background

I will be retiring from Ashland Parks and Recreation effective June 30, 2014. I have agreed to remain in place on a temporary contract per state law with a limit of 1,039 hours per year. My commitment to the commission is to remain in place until a new Parks Director is recruited, hired and in place. The process has started and a goal set of naming a new director by the end of July, 2014.

City of Ashland Parks and Recreation Commission Retirement and Employment Agreement

This Agreement is made and entered into this 19th day of May, 2014, by and between the Ashland Parks and Recreation Commission ("Employer") and Don Robertson ("Employee").

WHEREAS, Don Robertson is currently employed by the Ashland Parks and Recreation Commission as the Parks Director and has been employed by the Ashland Parks and Recreation Commission since December 2003; and

WHEREAS, Employee is eligible to retire and receive full retirement benefits from the Public Employees Retirement System (PERS) and wishes to retire June 30, 2014; and

WHEREAS, Employee has valuable expertise, skills and knowledge, and it is in the best interests of Employer and the public to engage Employee to serve temporarily after retirement as interim Parks Director to maintain management continuity while a permanent successor is recruited, selected, and afforded time for transition; and

WHEREAS, Pursuant to Oregon Statutes and PERS rules, Employee may retire from the Ashland Parks and Recreation Commission and PERS and be rehired by Employer and work no more than 1,039 hours in a calendar year; and

WHEREAS, Employee is willing to accept temporary employment as interim Parks Director to facilitate smooth management transition to his successor.

NOW THEREFORE, in consideration of mutual covenants herein contained, the parties agree as follows:

Section 1. RETIREMENT – Employee will retire as an employee of the Ashland Parks and Recreation Commission effective June 30, 2014. (PERS records will reflect a retirement date of July 1, 2014.)

Section 2. EMPLOYMENT – Effective July 7, 2014, Employee will be employed part time by Employer in the capacity of interim Parks Director of Ashland Parks and Recreation for a period of up to six months. Employee will be considered a new employee and, except as specifically provided herein, Employee will be subject to all current City of Ashland personnel policies. Employee's salary will be \$57 per hour. Employee will no longer be eligible for City benefits and will receive no further contributions by the City to PERS, HRA VEBA or Deferred Compensation programs, except that Employee will be provided family health benefits for the duration of his post-retirement employment under this agreement. Paid leave will not accrue after June 30, 2014. Employee will be paid eight hours for any holiday that falls on a day he would have otherwise worked. Employee understands that holiday hours are considered hours worked under the PERS 1,039 hour cap **Employee is responsible for keeping track of total post-retirement hours worked.**

Section 3. PERS STATUS – Nothing in this agreement is intended to constitute an agreement by Employer or Employee to act in any manner that is inconsistent with or in violation of Oregon Statutes or PERS rules. Employer agrees that if it or Employee receives any notice from PERS that this agreement will jeopardize Employee's PERS retirement due to a PERS rule change or a change in interpretation or any rule or statute, or for any other reason, Employer will release Employee from the conditions of this agreement and/or Employer and Employee will take whatever corrective action is required to assist Employee in retaining Employee's retiree status with PERS.

Section 4. TERMINATION – Either Employer or Employee may terminate this agreement for convenience upon written notice to the other party at least two weeks in advance of the effective date of the proposed termination. Employee will be entitled to compensation for hours worked through the date of termination.

Section 5. ENTIRE AGREEMENT – By signatures below, Employer and Employee agree that this agreement constitutes the entire understanding of the parties at the time they entered into this agreement. Any modification of this agreement must be in writing with the signature of both parties. Failure by either party to enforce any provision of this agreement shall not constitute a waiver by conduct, providing that neither party may claim damages for any action or failure of action by the other party that occurred more than 60 days before the claim.

Section 6. GOVERNING LAW – This agreement will be governed by and construed in accordance with the laws of the State of Oregon. Venue for any dispute shall be in the Circuit Court of Jackson County, Oregon.

Section 7. DISPUTE RESOLUTION – In the event of a dispute, the parties agree to first attempt to resolve the claim through mediation, and said process shall be a prerequisite to litigation.

Section 8. EFFECTIVE DATE – This agreement shall become effective on the date first written above.

Section 9. SEVERABILITY – If any term, provision, covenant or condition of this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the rest of the agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

For the Employer:

For the Employee:

Stefani Seffinger, *Chair*
Ashland Parks and Recreation Commission

Don Robertson, *Director*
Ashland Parks and Recreation Department

Date: _____

Date: _____