

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 **APRIL 28, 2014 @ 7:00 PM** COUNCIL CHAMBERS ♦ 1175 E. MAIN STREET

CALL TO ORDER

APPROVAL OF MINUTES

- Special Meeting—March 7, 2014
- Joint Meeting with Council—March 12, 2014
- Regular Meeting—March 24, 2014

PUBLIC PARTICIPATION

- Open Forum

ADDITIONS or DELETIONS TO THE AGENDA

UNFINISHED BUSINESS

NEW BUSINESS

- 2014 Calle Guanajuato Seating Contracts
- Allowance of Dogs on the Calle Discussion
- Decommissioning of Daniel Meyer Wading Pool
- Annual Integrated Pest Management Policy Review

SUBCOMMITTEE and STAFF REPORTS

ITEMS FROM COMMISSIONERS

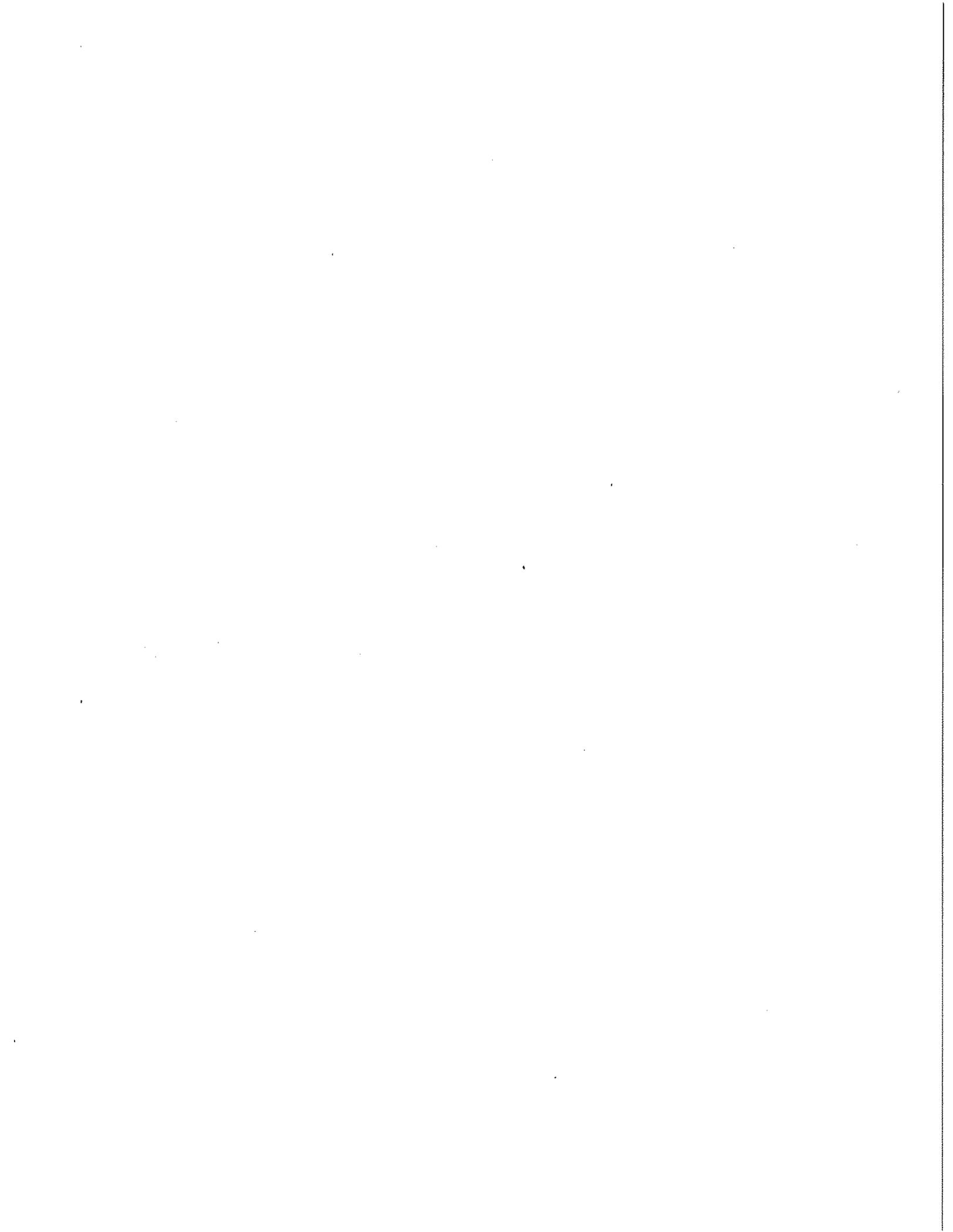
UPCOMING MEETING DATE(S) and PROPOSED AGENDA ITEMS

- Study Session—May 12, 2014
 - Parks Office, 340 S. Pioneer Street—7:00 PM
- Regular Meeting—May 19, 2014
 - Council Chambers, 1175 E. Main Street—7:00 PM

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 1-800-735-2900). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28CFR 35.102-35.104 ADA Title I).

Beginning April 15, 2014, City of Ashland televised meetings will occur on channel 180 for Charter subscribers. Ashland TV subscribers can continue viewing City meetings on channel 9.



City of Ashland
PARKS AND RECREATION COMMISSION
SPECIAL MEETING
MINUTES
March 7, 2014

ATTENDANCE

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

Absent: Commissioner Landt; Superintendent Dickens

CALL TO ORDER

Seffinger called the meeting to order at 8:00 a.m. in the Parks office, 340 S Pioneer Street.

USE OF UNAPPROPRIATED PARKS FUNDS

At the Parks commission study session on Monday, February 26, the commission discussed several options for utilizing their approximate \$470,000 in special reserve funds. Robertson said options ranged from additional work on the Daniel Meyer Pool to master planning of Lithia Park. In the end, commission consensus was to build a second dog park adjacent to the lower portion of Clay Street and to add a sidewalk along Winburn Way through Lithia Park for pedestrian safety. The commission asked staff to research estimated costs of the two projects.

Engineering Services Manager **Scott Fleury** determined sidewalk costs using a project cost sheet. He suggested following the curb line of Winburn Way and building a six-foot-wide sidewalk out to the street for a total estimated cost of \$237,387. If the width increased, prices would go up and if the sidewalk stopped at the upper duck pond, costs would go down. Robertson said he preferred extending sidewalks to the parking lot of the Parks maintenance office. Fleury said the sidewalk alone would not calm traffic and bump-outs and/or foliage would be required to slow cars.

Robertson said staff worked with Wes Norton and Andy George to price the second dog park located on lower Clay Street off Villard. The dog park had an estimated cost of \$223,220.96. Staff used a pencil sketch to show requirements of the two-acre park, including a five-foot concrete sidewalk and parking strip. Off-street parking would not be required due to existing YMCA parking lots and on-street parking. Robertson believed there was a need for a second dog park in that area and the City and Housing Authority planned to develop more houses off Villard. At present there was a large berm of soil on the property that would be incorporated into the design to create a raised area. Also included in the design were a shelter, tables, trash cans, and other standard dog park amenities.

Discussion Among the Commissioners

Shaw voiced support for the draft plan and said it was a good start.

Seffinger liked including the small dog area as it would allow for separation from dogs that could be aggressive.

Lewis said as long as Planning approved the project, he thought the second dog park was very possible and beneficial the whole community.

Robertson said two property options for the second dog park originally were discussed: the Parks property on Mistletoe Road and the other on lower Clay Street. Regarding the Mistletoe property, Lewis said the Planning department would need to review the Croman Mill plan before considering the commission's idea about placing a dog park in that location.

Robertson said development of this property was a long-term goal of the commission and he favored placing the second dog park off lower Clay Street. Robertson said using the property on lower Clay might also allow for potential community gardens, something requested for that area. He said the adjacent playground at the YMCA Park appealed to resident families with dogs. According to Robertson, City Administrator Dave Kanner supported use of the funds for the two projects; however, Kanner previously thought the commission would choose to fund a reserve account dedicated to Lithia Park projects.

USE OF UNAPPROPRIATED PARKS FUNDS, cont'd.

Seffinger called for a vote.

MOTION Gardiner moved to approve the use of unappropriated Parks and Recreation funds for two projects: the second dog park on lower Clay Street and sidewalks in Lithia Park along Winburn Way. Lewis seconded the motion.

The vote was: All yes (Landt was absent)

FINAL STAFF AND COMMISSIONER COMMENTS

Ice Rink Cover

Robertson summarized the removal process for the ice rink cover: The Noel Lesley company agreed to dismantle, store and re-install the cover for a total estimated price of \$30,000. One other submittal was received from Creative Structures for \$55,000. After Noel Lesley signed their quote, they voiced concern about signing the liability insurance portion of the contract and wanted to revise the contract and shift all liability to the Parks department. City attorney Dave Lohman contacted Noel Lesley's attorney and was told the company no longer wanted the job. Robertson called Billie at Noel Lesley and asked if they were offended by the liability portion of the contract. They said while they were not offended they 1) did not need the business and 2) did not feel right about signing the contract.

Staff then contacted a tent company in the Tualatin area and re-opened the rink area to parking. Robertson spoke with the Planning department and asked what would happen if the tent didn't come down. He was told Planning did not have issues with leaving it up. Noel Lesley had indicated that the tent structure would last longer (if washed once a year) if it were left up because it was meant to be a permanent structure.

Shaw voiced support for leaving the tent up. Robertson said he was not comfortable doing that because he gave his word to a resident above the rink that the temporary cover would be removed at the end of the 2013-2014 season.

Gardiner asked who could take the cover down and put it up again. Robertson said possibly the company in Tualatin or possibly the Parks department. He said removing the tent would require assistance from all Parks maintenance staff and they were not trained for that work.

Seffinger said the structure could provide a covered area for the Lithia Artisan's Market and possibly the Farmer's Market. She said it might be time to review the alcohol policy if the parking lot space was utilized for events. Dials agreed that if the structure were left up, discussing the alcohol policy at some point was a good idea. She said she would speak to the Lithia Artisan's Market to gauge their interest in relocating under the cover as part of a public process.

Robertson said a public process was necessary before deciding to leave the tent up. He said Planning met about the ice rink cover and would report back to the commission.

Dials said a petition was signed several years prior by fifty people opposed to a previous building project in the same vicinity. Robertson said their opposition was due in part to the fact that many of the homeowners had views that might be obstructed.

Seffinger proposed leaving the structure up on a one-year trial basis to gauge public reaction. Robertson said he wanted to hear from Planning before possibly pursuing a public process.

Calle Guanajuato Update

Dials said the Calle Guanajuato resurfacing project would be finished the week of April 28. Normally restaurants and artisans used the Calle from April 1 through mid-November; however, this year the contracts would probably begin on May 5. Dials said property owner Allen Sandler had been working on his building but agreed to schedule his workers from Friday through Sunday, with KOGAP continuing on the Calle from Monday through Thursday.

Miscellaneous

Seffinger said she wanted to pursue a multi-generational recreation center in the future.

Shaw said seismic issues with the Parks building might also require attention.

The commission discussed scheduling the joint meeting with council. Lewis asked staff to send materials to the commission in advance.

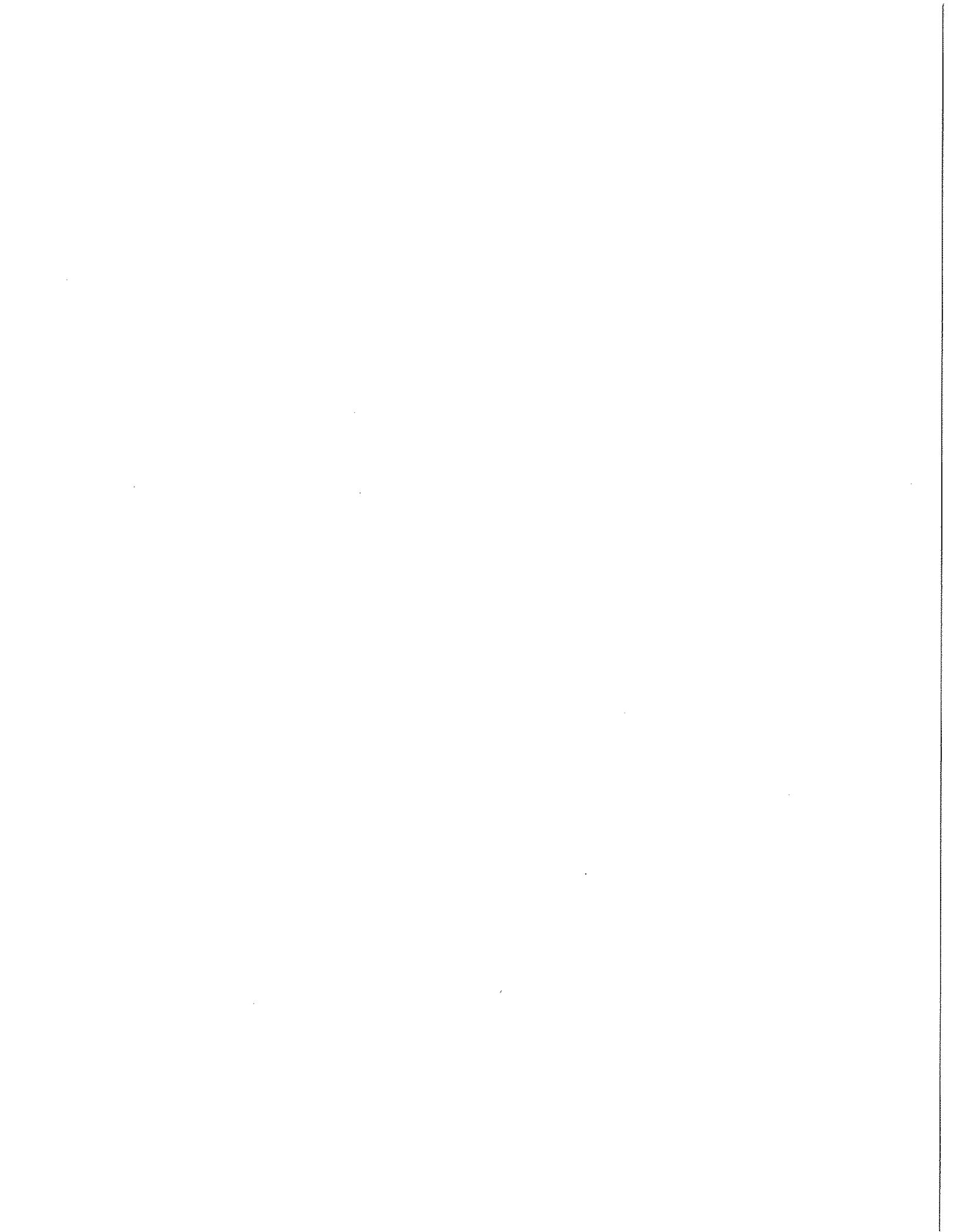
Robertson reminded the commission that they would still need to make a presentation to the Budget Committee explaining their rationale for using the unappropriated funds for the two projects as approved by the commission: a second dog park off lower Clay Street and sidewalks along Winburn Way. Gardiner agreed to be the spokesperson before council.

ADJOURNMENT– By consensus, with no further business, Seffinger adjourned the meeting at 9:08 a.m.

Respectfully submitted,



Susan Dyssegard
Ashland Parks and Recreation



**MINUTES of the CITY OF ASHLAND
CITY COUNCIL/PARKS COMMISSION JOINT MEETING
City Council Chambers 1175 E. Main St.
March 12, 2014, 7 p.m.**

Meeting was called to order at 7:00 p.m. in the Civic Center Council Chamber by Park Commissioner Stefani Seffinger.

Councilors Slattery, Voisin, Rosenthal, Marsh, Lemhouse and Morris were present. Park Commissioners Vanston, Lewis, Landt, Seffinger and Gardiner were present.

PUBLIC COMMENT - None

REVIEW AND APPROVAL OF A MEMORANDUM OF UNDERSTANDING BETWEEN ASHLAND CITY COUNCIL AND ASHLAND PARKS AND RECREATION COMMISSION

Director of Parks & Recreation Don Robertson shared with the body how things have changed over the years and the changes of how business is conducted. He stated that the integrity of conducting business has not changed but the manner in which business is conducted has changed. In the past, business has been done by "hand-shakes" but this no longer works.

City Administrator Dave Kanner presented the proposed Memorandum of Understanding (MOU) which uses the textbook definition of management. He stated that the MOU had been presented to the Council/Parks Ad Hoc Committee and reflects current operations.

Concern was voiced regarding Section 4(6)(b) the language "without deviation" and Section 4(6)(i) language regarding use of new media. It was said that the Parks & Recreation Department could be marginalized by policy. That the Park Commission and staff should be given the right to provide social media platforms and that the authorization should lie with the Commission. It was noted that it is currently difficult to navigate through the city website. It was explained that the city website is layered and each department is responsible for its own section. Copyright law is important to keep in mind, maintaining consistency of format, and the ability to recognize the site as the official "City of Ashland" was noted. The ability to retain records and following compliance as it pertains to State Law was mentioned.

Comments supporting the ability of Parks & Recreation to conduct and maintain their own website but comply with public records, retention was voiced. They should be encouraged to create and reflect their department. Concern was voiced that there should be consistency in policy as it refers to employees, that new hires are currently required to sign off on all policies prior to their beginning work. This is helpful with any future litigation cases. It was understood that Parks would only be interested in policies that pertain directly to their expertise and department. Parks should have flexibility and it would be incumbent upon Parks to develop a policy that protects the identification of the City of Ashland. Park Commissioners felt it was important to explore other media sources and understood the need for consistency. It was suggested that Parks could have their own identification and use this for consistency which would include making clear to user that they are at an official website.

Mr. Robertson stated that current Park & Recreation website is consistent with city website other than the Senior Center site. This is due to the difficulty seniors have with accessing the web and is much simpler to use and access by our senior citizens.

The Medford Parks website was used as an example along with some of the roadblocks that they experienced. Comment was made that we need to find ways to overcome unique barriers, find ways to excite people about Parks & Recreation. City Attorney Dave Lohman suggested language change to "*Parks can develop its own Facebook and Twitter pages and will coordinate with the city its publications and will comply with city's policies whenever possible and appropriate.*"

It was stated that the use of the word "parks" was confusing as it is used in different ways throughout the document. Request was made to better identify the definition with the document and agreement to drop "without deviation" in Section (6)(b).

Consensus by body was to direct staff to provides language within the proposed MOU that the City agrees to provide Parks Commission with more latitude for development of their website, deletion of "without deviation" and better identification of when "parks" is used within the document and would be brought back individually to each body.

REVIEW AND DISCUSSION OF PARKS COMMISSION RECOMMENDATION FOR FUTURE USE OF UNAPPROPRIATED FUND BALANCE IN THE PARKS FUND

Commissioner Gardiner presented recommendation on use of "Un-appropriated Fund Balance." He reported that the Parks Commission and staff had identified two projects for best use of these funds.

- Sidewalks along Lithia Park
- Second Dog Park in lower Clay Street

City Administrator Dave Kanner explained that the proposal would be presented to the Citizen Budget Committee in next budget cycle. He clarified that this would be a transfer from general fund of un-appropriated funds and that the projects would need to be identified in the Parks Capital Improvement Plan. The next step would be to get the Citizen Budget Committee concurrence. He confirmed that the fund amount is \$470,000 and staff clarified that the estimate for the projects is \$496,000. If the amount changes, the projects would be re-evaluated. It was felt that there was value for the projects and worth discussing. The Park Commission spent a great deal of time and discussion when identifying these two projects which address safety and transportation issues.

It was confirmed that any changes would need to go through the full Citizen Budget Committee process. Comment was made that the Park Commission should have control over how they manage funds that are appropriated to them. It was also noted that the Ad Hoc Council/Park Committee supported use of the Un-appropriated Fund Balance which would give the Parks Commission the ability to take charge on the use of these funds. Consensus of support was voiced for proposed use of Un-appropriated Fund Balance.

Budget committee would be meeting May of 2015.

OTHER BUSINESS FROM COUNCIL OR COMMISSION MEMBERS

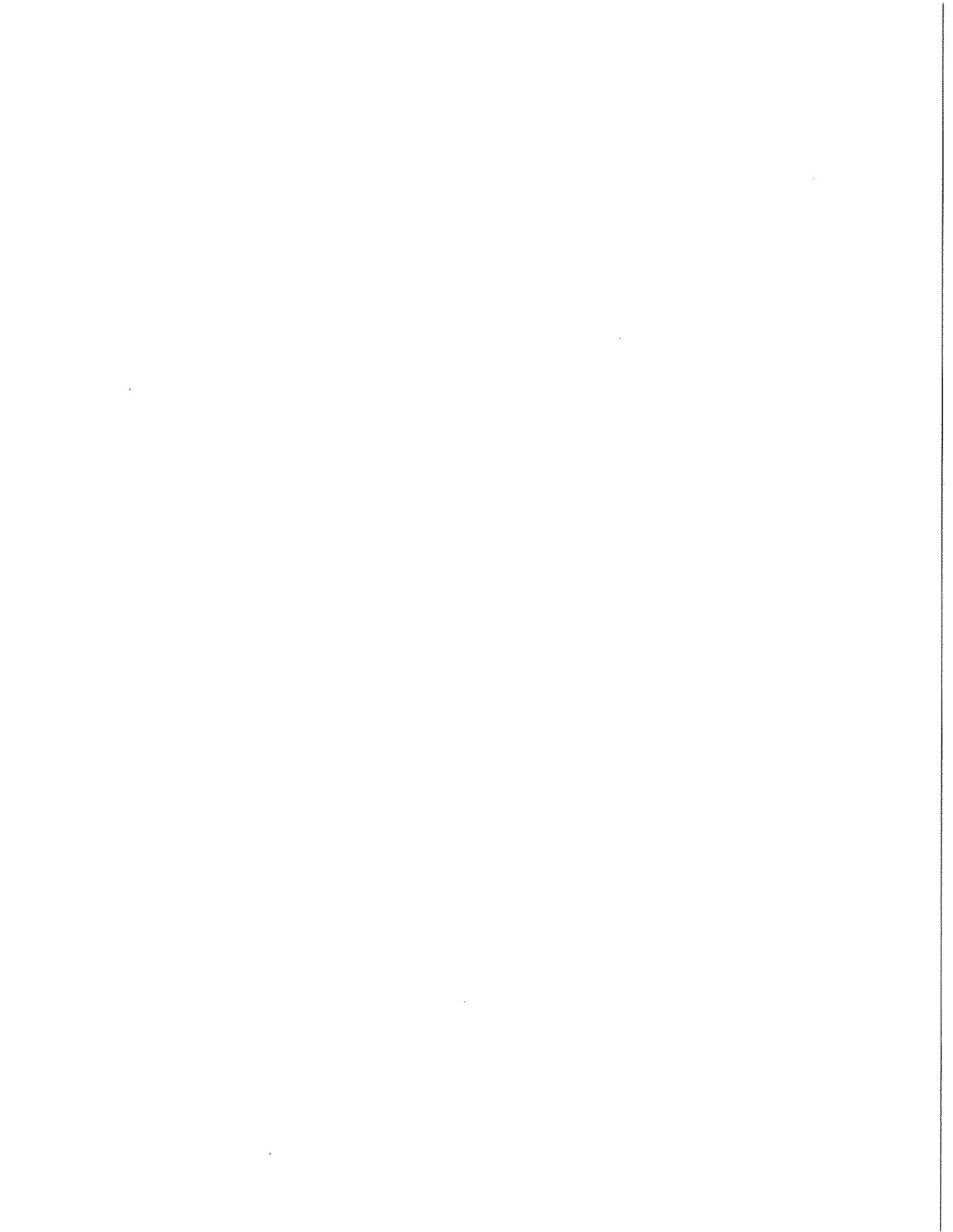
It was announced that a joint meeting of the Council with the Citizen Budget Committee would be taking place in the near future. The agenda for the joint meeting may be limited to one or two items and Park Commissioners will be notified of the topics in order to allow time for discussion. It was still be discussed how interaction with Parks Commissioners would take place.

It was reported that the City Council had recently conducted their goal setting session and were currently in the process of processing the substance of the session and setting a time for the Park Commission to be involved in the long-term Strategic Planning of the City.

ADJOURNMENT

Meeting was adjourned at 8:14 p.m.

Respectfully submitted,
Barbara Christensen, City Recorder



City of Ashland
PARKS AND RECREATION COMMISSION
REGULAR MEETING
MINUTES
March 24, 2014

ATTENDANCE

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

Absent: City Council Liaison—Mayor John Stromberg; Superintendents Dials and Dickens

CALL TO ORDER

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

APPROVAL OF MINUTES

Regular Meeting – February 24, 2014

Under "Items from Commissioners," Landt said he was attributed with asking for "established maintenance standards [to be] set in place" for protecting park land during construction projects. He asked for the removal of the word "maintenance."

MOTION Shaw / Landt moved to approve the minutes as amended. Lewis seconded the motion.

The vote was: All yes

Study Session – February 26, 2014

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

The vote was: All yes

PUBLIC PARTICIPATION

Pete Jorgensen, 285 High Street, President of Ashland Lions Club, asked for Parks Commission sponsorship of a Feast of Will advertising banner over E. Main Street in the spring. The Feast of Will, held annually on the second Friday of June, was reported as one of two major annual fundraising barbecues for the Lions. Jorgensen said Feast of Will attendance dropped off in recent years and a banner could improve visibility for the event. Sponsorship by a major business or City commission was required for banner placement and the Lions would cover any costs of construction as well as permit fees. Jorgensen distributed a sample banner to the commission. He said it was short notice and asked for the item's placement on the evening's agenda.

The commission spoke favorably about adding the item under "New Business."

ADDITIONS OR DELETIONS TO THE AGENDA

LIONS CLUB BANNER REQUEST FOR FEAST OF WILL

MOTION: Shaw moved to approve "Lions Club Banner Request for Feast of Will" under "New Business." Lewis seconded the motion.

The vote was: All yes

UNFINISHED BUSINESS

NORTH MOUNTAIN PARK AMPLIFICATION REQUEST BY AHS VARSITY BASEBALL

Seffinger said two varsity baseball players attended two previous commission meetings seeking permission to play amplified music before home varsity baseball games at North Mountain Park. The commission directed them to contact local neighbors and Nature Center staff about their intentions.

Kami Carlson, 50 Mallard Street, the mother of AHS varsity baseball player Eric Carlson, presented a video prepared by Eric and his teammate, Tommy Hulick, in which they reported on sound checks at locations around North Mountain Park and within the Nature Center and their efforts to notify and include neighbors in the process. Parks staff members Don Robertson, Rachel Dials, Linda Chesney and Libby VanWyhe participated in the checks along with AHS Athletic Director Karl Kemper. Robertson said the normal sound level for Lithia Park bandshell amplification was 70 dB at the Winburn Way curb. Staff utilized the same dB meter for the North Mountain Park checks and levels ranged from 0 – 75 dB. Staff voiced a concern to Carlson and Hulick about possible impacts to wildlife in the natural areas and requested a shorter period of amplification (30-45 minutes rather than 1.5 hours). Robertson said staff received several letters of concern from neighbors expressing

UNFINISHED BUSINESS

NORTH MOUNTAIN PARK AMPLIFICATION REQUEST BY AHS VARSITY BASEBALL, cont'd.

thoughts about the exemption request. Staff recommended eliminating two of the proposed dates—April 5 and 12—due to previous scheduling of Nature Center programs. Robertson suggested setting and keeping the volume knob at 1.5. When asked by the commission to monitor the volume controller at games, Kami Carlson said she would do that.

Discussion Among Commissioners

Most commissioners voiced support for a one-season trial for the eight remaining game dates, with any future extension dependent upon successful results and feedback. If approved, staff would be directed to monitor sound levels periodically during the season. Gardiner requested allowing amplified music at weekend games only (three of the eight proposed dates) for the trial period. Lewis suggested using only pre-mixed music libraries rather than commercial radio feeds. Shaw said the young men worked hard on the project and he voiced support for the one-season trial. Seffinger concurred, stating that it was important for youth to move successfully through a public process and feel a sense of connection to the community. Landt suggested either cutting some regular season games during the trial season to allow for playoff games or, if successful through the trial, possibly allowing music at playoff games. Commissioners agreed to provide staff with that latitude.

MOTION: Shaw moved to approve, per staff recommendations, allowing music amplification by the AHS varsity baseball team before eight regular season games at North Mountain Park with the following restrictions: set and keep the volume button to a maximum level of 1.5; eliminate April 5 and April 12 due to previously scheduled programs at North Mountain Park; give staff the latitude to approve amplified music at playoff games with the same restrictions if the trial period proved successful up to that point; and limit the timeframe to between 30 and 45 minutes. Landt seconded the motion with amendments limiting the timeframe to "not exceed 45 minutes per game" and allowing only pre-mixed music libraries rather than commercial radio feeds.

The vote was:

Landt, Lewis, Seffinger, Shaw – yes

Gardiner - no

NEW BUSINESS

2013-2014 ICE RINK REPORT

Robertson said the 2013-2014 ice rink season was successful and community members demonstrated strong support. He said the new cover allowed the rink to remain open, with no inclement weather closures.

Recreation Coordinator **Lonny Flora** provided an overview of the 2013-2014 Ashland Rotary Centennial Ice Rink season, which he described as terrific. Staff made many improvements to rink operations and the cover improved the main product, the ice, by keeping the elements off. He said the ice rink was a good example of how the Parks Department came together to successfully reach a goal. Throughout the season it was clearly demonstrated to staff that patrons were excited about rink improvements and program upgrades. Staff attempted to capture data from rink users about their activities within the community beyond ice skating. Using ZIP codes, they asked where patrons stayed and what else they did in Ashland. Responses included OSF, Scienceworks Museum, other plays and patronage of local shops and businesses. 80% of ZIP codes recorded were outside Ashland. Amounts spent in the area ranged from \$80 to over \$600.

Flora said **new or special events** included: an opening night ceremony, attended by over 200 people, that involved a DJ emcee, skating performances, hockey demonstrations and ice sculptor Roger Butterfield; and a President's Day weekend adult 3-on-3 hockey tournament that ran for the second consecutive year. He said a staff goal to increase skating numbers was achieved. **New challenges** included long lines leading up to the entrance fee / skate rental windows, running out of skate sizes, the need for improved skate sharpening, and issues with skate storage in terms of safety. Staff was looking into better and safer storage and distribution processes. In terms of **improvements**, Flora said the quality of the ice was much improved—stronger and less brittle—largely due to fresh ideas provided by the new rink manager, Craig Scott. Despite the new cover, Flora said there were several early rink closures due to the large-volume snowstorm in early December. He ran through increased **attendance numbers** by program for the 2013-2014 season over the 2012-2013 season. He

NEW BUSINESS

2013-2014 ICE RINK REPORT, cont'd.

reviewed **expenses** for the two seasons along with **revenues**. He reported a \$20,000 increase in revenues over all skating categories from 2012-2013 to 2013-2014.

In summary, Flora said the department pulled together, including all three maintenance divisions, to assist with running a successful ice rink program and the new cover protected rink products and improved rink services. He thanked department staff and the commission for their support and assistance.

Discussion Among Commissioners

Shaw asked about rink marketing and Flora said Parks received assistance from the Chamber of Commerce and local motels / hotels and also placed ads and flyers with the help of Promotions Coordinator Dorinda Cottle.

Seffinger said she attended the ice rink opening night celebration and ribbon-cutting ceremony and found them to be magical.

Landt asked if cover removal expenses were included in the overall cover expenses. Robertson said costs for take-down, clean-up and storage were an additional \$7,000. Landt said it was important to include all direct costs in the overall price. By his calculation, given the total, the cost of the structure would take 17 years to pay off if expenses were kept low, and revenues continued to rise, which he considered an excellent timeframe. Lewis said the commission made sizable investments in the rink by embedding cooling coils in the parking lot concrete and purchasing a new cover. He said increased rink usage would lessen the amount of time for debt repayment.

Flora said schools were visited and contacted about rink opportunities at the beginning of each season, with primary focus placed on Ashland schools but some as far away as Eugene. Shaw said it was good to see increased school group usage and suggested notifying Siskiyou County schools.

Commissioners thanked Flora for his presentation.

PUBLIC ARTS COMMISSION PRESENTATION

Robertson said the Parks Commission installed a stairway on the west side of the Calle Guanajuato ten or eleven years ago. Following that installation they worked with the Public Arts Commission to establish the Arnie Krigel Memorial Sculpture Garden. Two PAC commissioners were on hand to speak about a proposed permanent art installation entitled "Fall Splendor" by local artist Annette Julien for one of the memorial garden pedestals.

Public Arts Commissioner **Margaret Garrington** said one of the Calle pedestals remained empty for some time. The PAC finally acquired funding for a new art sculpture but needed to find one with the correct dimensions for the pedestal. After submitting an RFP, the PAC received just one submission, a piece by Annette Julien entitled "Fall Splendor" that the PAC deemed a good fit for their criteria. It consisted of steel and sturdy blown glass, was 4-feet tall and 3-feet wide at the tips, and included steel meant to rust, with the interior consisting of solid glass balls. The artist drew inspiration from the Chinese lantern plant, a plant that grows a pod encompassing a flower. In the fall the flower becomes a berry and turns bright orange and the heart-shaped leaves turn a coppery color. The PAC would not purchase the piece before first obtaining approval from the Parks Commission and then seeking and receiving council approval on April 1.

Discussion Among Commissioners

Landt asked how blown glass could be sturdy. He asked what would happen if a rock struck the glass. Garrington said there were laser cuts in the steel and the glass was solid, not hollow, and very hard. When asked who would take responsibility for any damages, Garrington said it was the City's responsibility to repair damages and Julien, being a local artist, could make any necessary repairs. The proposed piece was said to fit well on the pedestal near the top of the sculpture garden stairs. Gardiner pointed out that a maintenance fund was established at the time of the garden's creation. Robertson agreed and said it could help with any vandalism repairs along with the City's liability insurance policy. He pointed out that very little vandalism occurred to the art pieces on the Calle stairway through the years, as people seemed respectful of them.

NEW BUSINESS

PUBLIC ARTS COMMISSION PRESENTATION, cont'd.

Landt suggested leaving the question of aesthetics to the PAC. Since maintenance and vandalism repairs would not come from the Parks budget and the art piece was not as fragile as first imagined, he would be able to support the art sculpture as recommended by the PAC.

MOTION: Shaw moved to approve the art sculpture installation for the piece entitled "Fall Splendor" by local artist Annette Julien in the Arnie Krigel Memorial Sculpture Garden along the Calle Guanajuato Stairway as recommended by the Public Arts Commission. Lewis seconded the motion.

The vote was: All yes

LIONS CLUB BANNER REQUEST FOR FEAST OF WILL

Commissioners asked when the banner was proposed for placement over East Main Street. Jorgensen said the banner could only be placed for one week and it would be the week of the Feast of Will: either the Friday before the June 13 dinner or the Monday prior. Landt asked for the addition of the date to the banner. Jorgensen said the banner would be used for several years and the event always occurred on the second Friday in June. He said the Lions Club would look into adding a removable date in the event the banner vendor could accommodate that request. Landt asked Jorgensen to not assume people knew when the Feast of Will occurred each year. He again requested the addition of a date on the banner.

MOTION: Shaw moved to approve Parks Commission sponsorship of the Lions Club's 2014 Feast of Will event banner over East Main Street. Lewis seconded the motion.

The vote was: All yes

PARKS DIRECTOR RECRUITMENT

Robertson said HR Manager Tina Gray could not attend the evening's meeting. He suggested a correction to the staff packet memo: After speaking with Gray and the City Purchasing Department, he was told an RFP would be required for the Parks and Recreation Director recruitment. Landt later questioned whether that was necessary so Robertson met with the City Attorney and Gray. After further research, they determined that an RFP would not be necessary as a direct appointment could be made if the contract fell at or under \$35,000. He said a direct appointment would carve a month off the recruitment and selection process and eliminate at least one Parks Commission meeting. Staff could contact each of the last three satisfactory recruitment firms for the City, notify them about the specifications for the position and request bids, then work with the commission on making a direct appointment. He asked to begin the process the next day.

MOTION: Landt moved to direct staff to proceed with contacting three recruitment firms at the earliest possible date, with a direct appointment made to a recruitment firm for recruiting and hiring a new Parks Director. Shaw seconded the motion.

The vote was: All yes

SUBCOMMITTEE and STAFF REPORTS

Robertson said a Land Acquisition or "Open Space" Subcommittee meeting would be scheduled in the near future for subcommittee members Shaw and Landt.

ITEMS FROM COMMISSIONERS

Gardiner reported stopping by the Oak Knoll Golf Course and finding the clubhouse and golf course in good condition. He said he heard feedback about getting things in order before the start of the season. Robertson said a Golf Course Subcommittee meeting would be scheduled for Gardiner and Lewis in the near future.

For the amplified sound request from AHS varsity baseball, Landt asked staff to include an additional amendment to the motion regarding using only pre-arranged playlists rather than commercial music, as insightfully suggested by Lewis. Robertson said staff would include that within the motion.

Shaw reported visiting the Ashland Skate Park several times in the past few weeks and finding it busy and in better condition than six months prior.

Robertson reported that Dials and Dickens, who were taking family time, were not in attendance.

ITEMS FROM COMMISSIONERS, cont'd.

Seffinger said the Forest Lands Commission was busy revising and updating the Ashland Forest Plan. She said Mayor Stromberg recently visited Washington, D.C., to look for more funding for the Ashland Forest Resiliency Project. She reported attending meetings and speaking on the Mayor's TV show about looking into an art aspect for the Forest Lands Commission.

UPCOMING MEETING DATES & PROPOSED AGENDA ITEMS

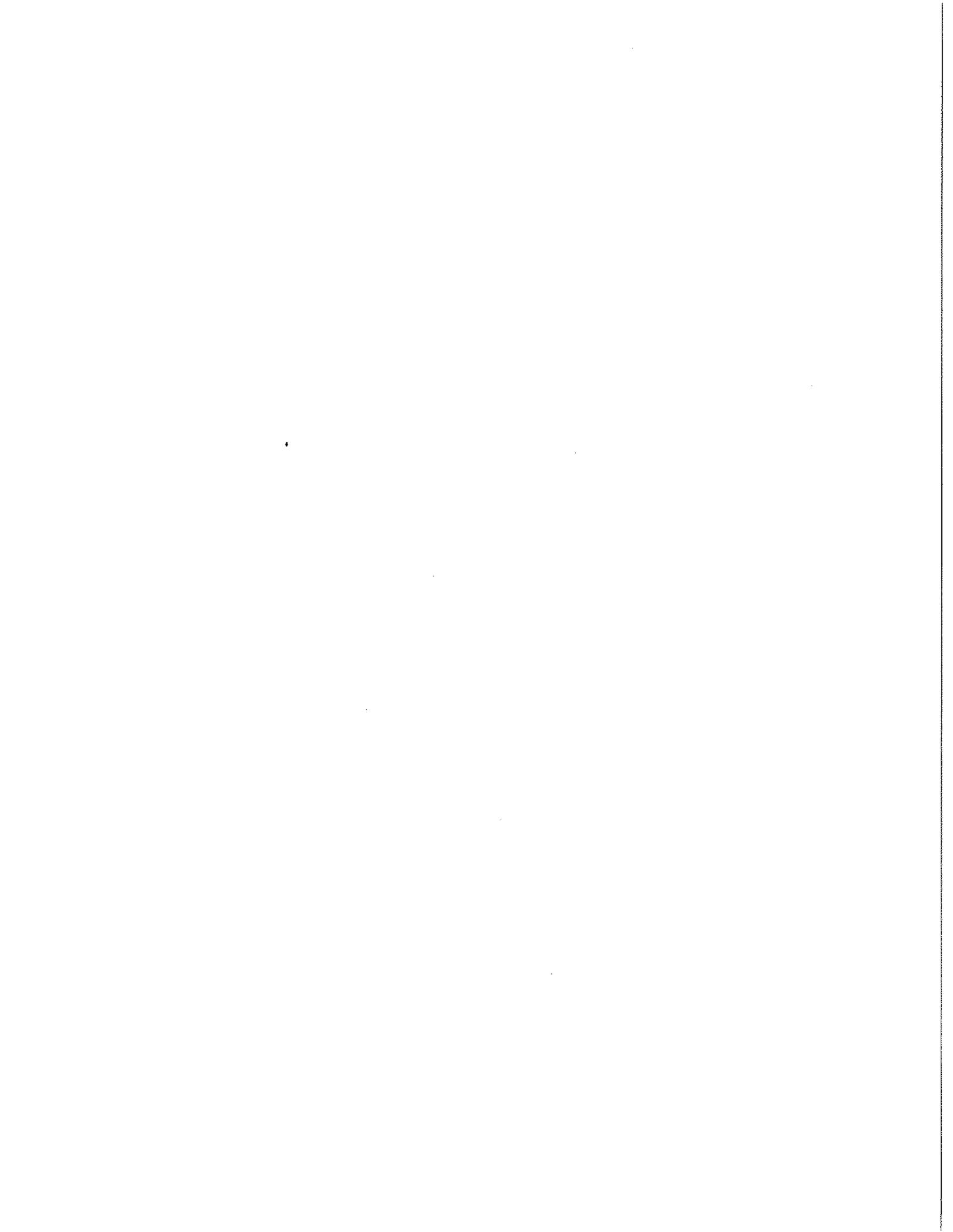
- Study session set for April 21 at 7:00 p.m., Parks office, 340 S. Pioneer Street. Topics:
 - Parks Director Recruitment Process
 - Annual IPM Policy Review
- Regular meeting set for April 28 at 7:00 p.m., Council Chambers, 1175 E. Main Street. Topics:
 - Parks Director Recruitment Process
 - Annual IPM Policy Review
 - 2014 Calle Guanajuato Contracts

ADJOURNMENT– By consensus, with no further business, Seffinger adjourned the meeting at 8:15 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 Selfinger
Vanston Shaw



Don Robertson
Director

TEL: (541) 488-5340
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MEMORANDUM

TO : Ashland Parks and Recreation Commission

FROM : Rachel Dials, Recreation Superintendent *RD*

DATE : April 23, 2014

SUBJECT : 2014 Calle Guanajuato Seating Contracts

Background

The following restaurants have applied for seating on the Calle for the 2014 season:

- Sesame
- Umi Sushi
- Louie's
- Salame
- Greenleaf
- Mix Sweet Shop

Each year, restaurants along the Calle Guanajuato have the ability to request outdoor dining in proximity to their restaurants. Restaurants are charged \$7 per square foot and Artisans \$5 per square foot for the determined season upon approval by the Parks and Recreation Commission. Parks staff, restaurant owners, and the manager of the Lithia Artisan's Market work together to address any issues or concerns to avoid conflicts before submitting requests to the Parks Commission. Staff is asking the commission to take action on the following items:

Actions Requested

1. Determine the "season of operation" for artisans and restaurants

In 2013 the commission approved a season spanning April 1 through November 15. Attached is a request from one of the restaurants to allow year-'round seating.

2. **Approve or deny the Amendment for the artisans to utilize the Calle on the 4th of July when it does not fall on a weekend.**

Artisans have historically utilized their designated spaces on this holiday. Previously this was not addressed in their contract with the Parks Department. Artisans have a current contract through 2014, at which time the Parks Commission will need to re-negotiate their contract for 2015.

3. **Approve or deny the request from the Artisans to allow for market operations on First Fridays.**

The Artisan contract currently allows for Saturday and Sunday market operations. After staff met with each restaurant owner requesting outdoor seating, Marcus Scott submitted a request for First Friday markets; therefore, restaurant owner opinions may vary. If approved, staff will need to adjust the contract amendment to include First Friday operations.

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

As of packet day, staff is working at calculating square footage of requested locations as resurfacing construction is still underway. Staff requests commission approval of the general seating locations for the restaurants requesting space. Staff will work out the details with each restaurant owner. Staff has noted that since the construction of the Calle Guanajuato began, some seating locations have decreased in square footage while others have increased. This is due to the eight-foot paver walkway and the need to provide for a visual egress for pedestrians.

Attachments

- Contract request for year-'round outdoor seating from Melissa Jensen of Louie's Restaurant.
- Request for First Friday Artisan's Market operations from Marcus Scott, Manager.
- Pictures of each restaurant dining location request.
- Amendment to the Artisan's Market Contract.

**FIRST AMENDMENT TO
PARK CONCESSION, LICENSE, RELEASE AND HOLD HARMLESS AGREEMENT
CONCERNING THE 2009-2014 CALLE GUANAJUATO MARKETPLACE**

THIS FIRST AMENDMENT is made and entered into this _____ day of _____ 2014, by and between the **City of Ashland**, a municipal corporation of the State of Oregon, by and through the **Ashland Parks and Recreation Commission**, (hereinafter collectively referred to as "City"), and **Lithia Artisans Market of Ashland,** (hereinafter referred to as "Concessionaire").

NOW THEREFORE, the above referenced Park Concession Agreement is hereby amended as follows:

1. Notwithstanding any contrary language in the above-referenced Parks Concession Agreement, for 2014 Guanajuato Marketplace season, the Lithia Artisans Market will run from April____, 2014 through November____, 2014.
2. The Concessionaire will pay \$5.00 per square foot for the 2014 Season.
3. The Concessionaire has permission to utilize their designated spaces on the 4th of July which falls on a Thursday
4. All other provision of the Agreement, not inconsistent with the above changes remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in two (2) duplicate originals, either as individuals, or by their officers, thereunto duly authorized.

DATED this _____ day of _____, 2014.

**Licensee / Concessionaire:
Oregon:**

**Licensor/ City of Ashland,
Parks & Recreation Commission**

**Marcus Scott
Lithia Artisans Market of Ashland
P.O Box 3585
Ashland Oregon 97520**

**Don Robertson, Director
Parks and Recreation Director**

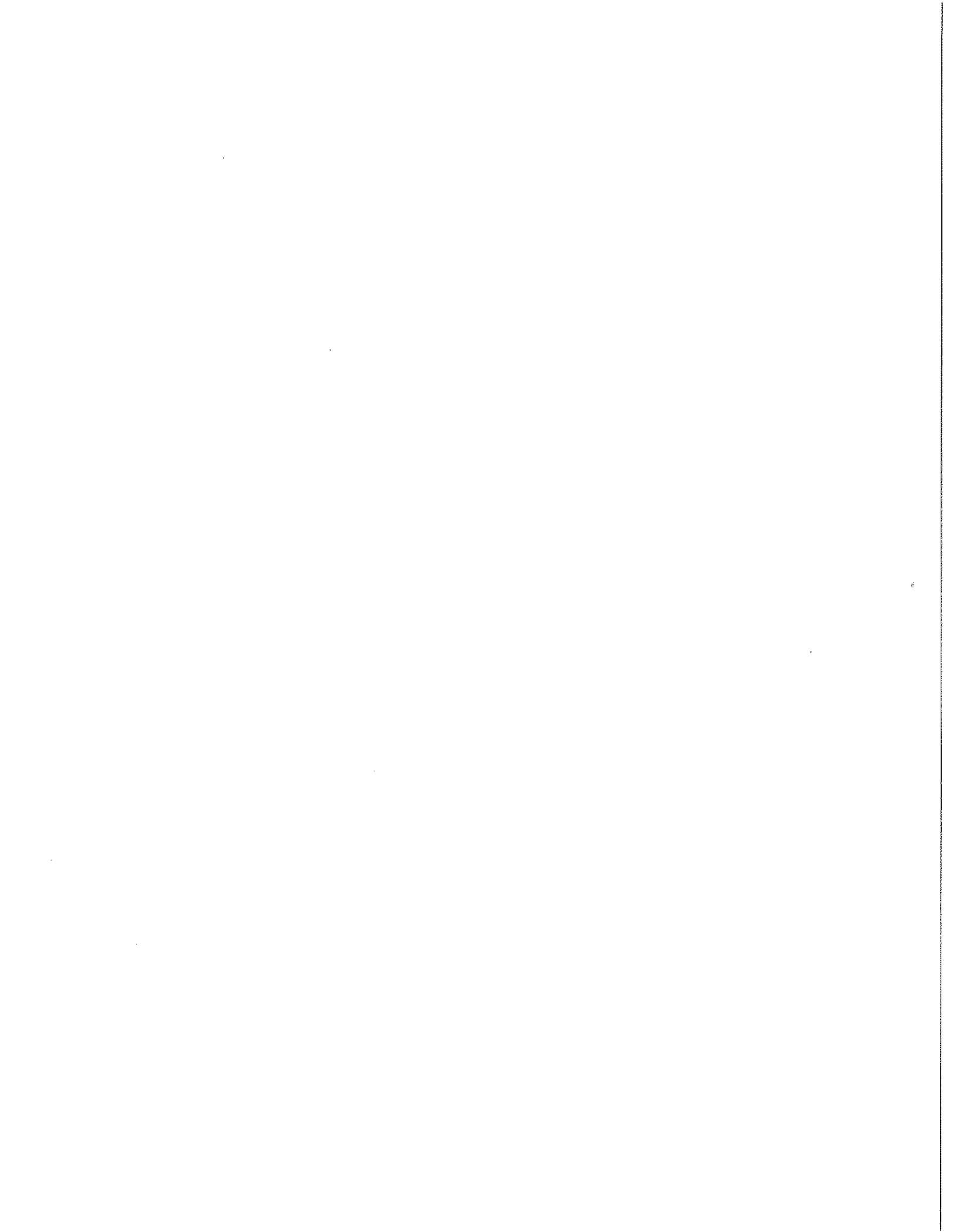
Date: _____

Date: _____

Dave Kanner, City Administrator

Approved as to form:

City Attorney





Greenleaf Area #1
Facing South



Greenleaf Area #2
Facing North

Total Greenleaf
request:



Louie's Area #1 outside of Renaissance Rose

82 Square Feet



Louie's Area #2 Facing North

Square Footage Area #2 _____



Louie's Area #2 Facing South

Total Louie's square footage request _____



Mix Area #1
48 square feet



Mix Area #2
48 square feet

Total Mix request:
96 square feet



Salame Area #1
Facing South

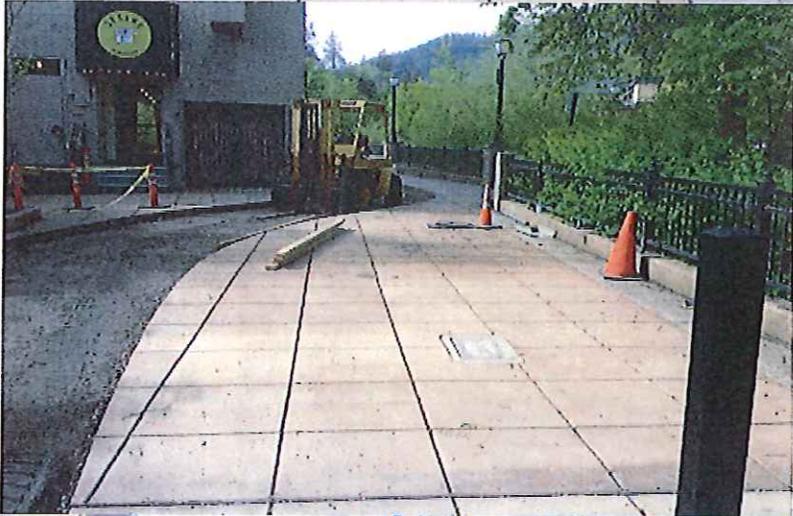


Salame Area #1
Facing North

Total Salame request:



Sesame Area #1
Facing South



Sesame Area #1
Facing South



Sesame Area #2
Facing South



Umi Sushi Area #1
Facing South
180 sf



Umi Sushi Area #2
Facing North

Umi Sushi Total
Request _____

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 : April 23, 2014

SUBJECT : Allowance of Dogs on the Calle Guanajuato Discussion

Action Requested

Approve or deny the request for allowing dogs on the Calle Guanajuato.

Background

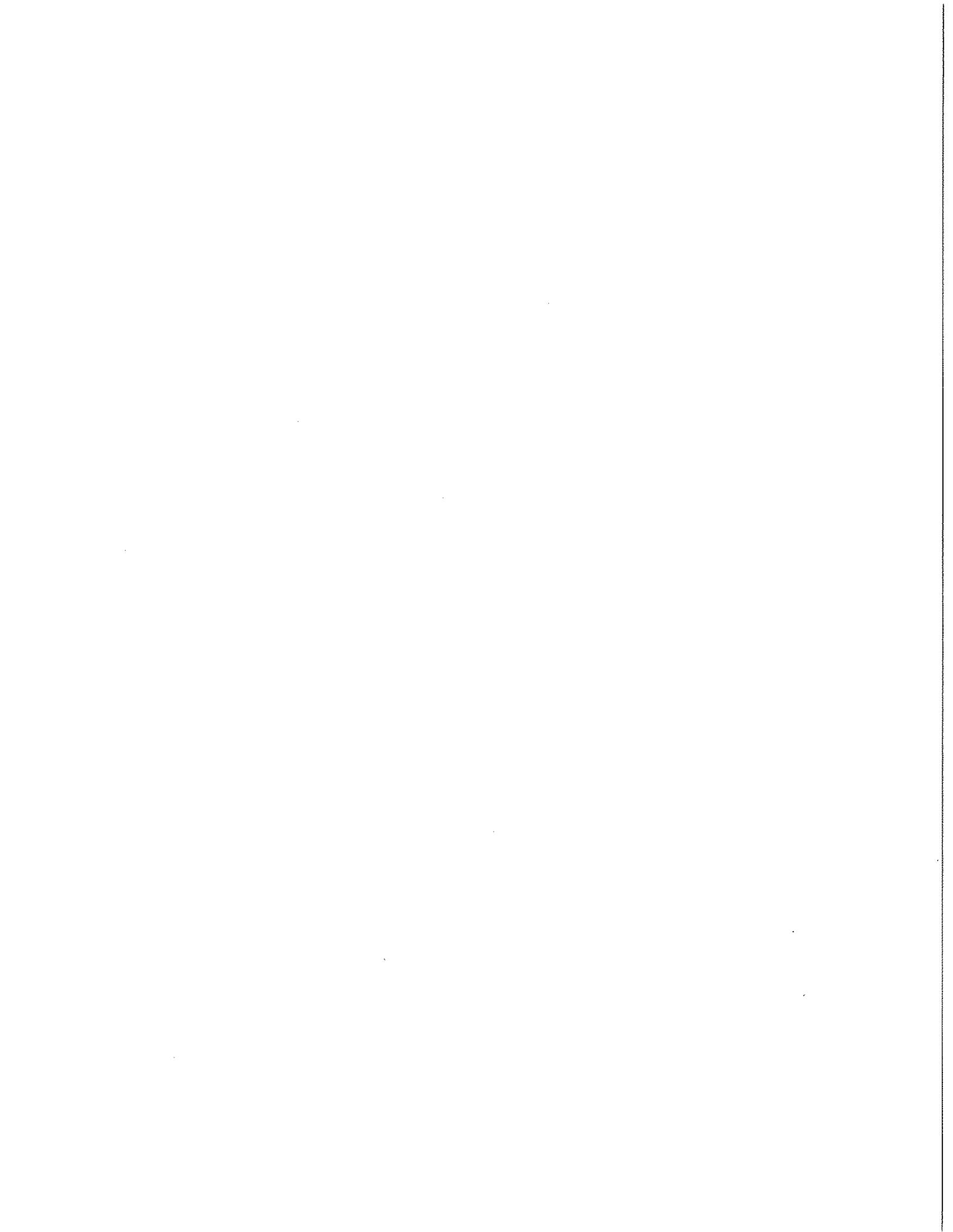
Historically, dogs have not been allowed on the Calle for two reasons:

1. The Calle is an extension of Lithia Park; and
2. Jackson County health code has not permitted dogs in outdoor dining establishments. In 2012, Jackson County changed that code.

Melissa Jensen, owner of Louie's Restaurant on the downtown Plaza, sent a letter requesting the allowance of dogs on the Calle Guanajuato.

I discussed this potential change with all restaurant owners with outdoor dining and received mixed responses.

Attached is the current fact sheet from Jackson County outlining their program. If approved, restaurant owners would be responsible for following procedures established by Jackson County.



Food Code Fact Sheet #9

What you should know about the new Code

WWW.HEALTHOREGON.ORG/
FOODSAFETY

OAR 333-150-0000,
CHAPTER 6-501.115
(B)(6)

Written procedures shall be maintained in the food establishment and made available to the regulatory authority upon request; and ensure compliance with 6-501.115(B)(6).

PUBLIC HEALTH REASONS:

The public health concerns with dogs on the premises are that animals carry diseases, and the contamination of employee hands, tableware and equipment.

Health concerns include ;pet defecating on floor, employees petting them and not washing their hands, dogs eating off customer plates and behaving disruptively.

In assessing the health risks, the Public Health Division identified the types of outdoor dining settings that would present low, minimal or no risk to the public. In these settings, restaurant owners allowing dogs in outdoor dining areas would be required to follow practices to minimize potential risks. There is no change for indoor dining areas. The only animals allowed inside restaurants are service animals accompanying persons with disabilities or service animals such as police dogs.

**Proposed Food Sanitation Rule language, pending hearing

Pet Dogs in Outdoor Designated Seating Areas

A new rule provision allows the food service operator to offer a designated seating area outside for patrons wishing to dine with their pet dog. Establishments that would like to allow pet dogs must provide written procedures that demonstrate how public health concerns will be addressed before allowing patrons' dogs on the premises.

The following information shall be provided:

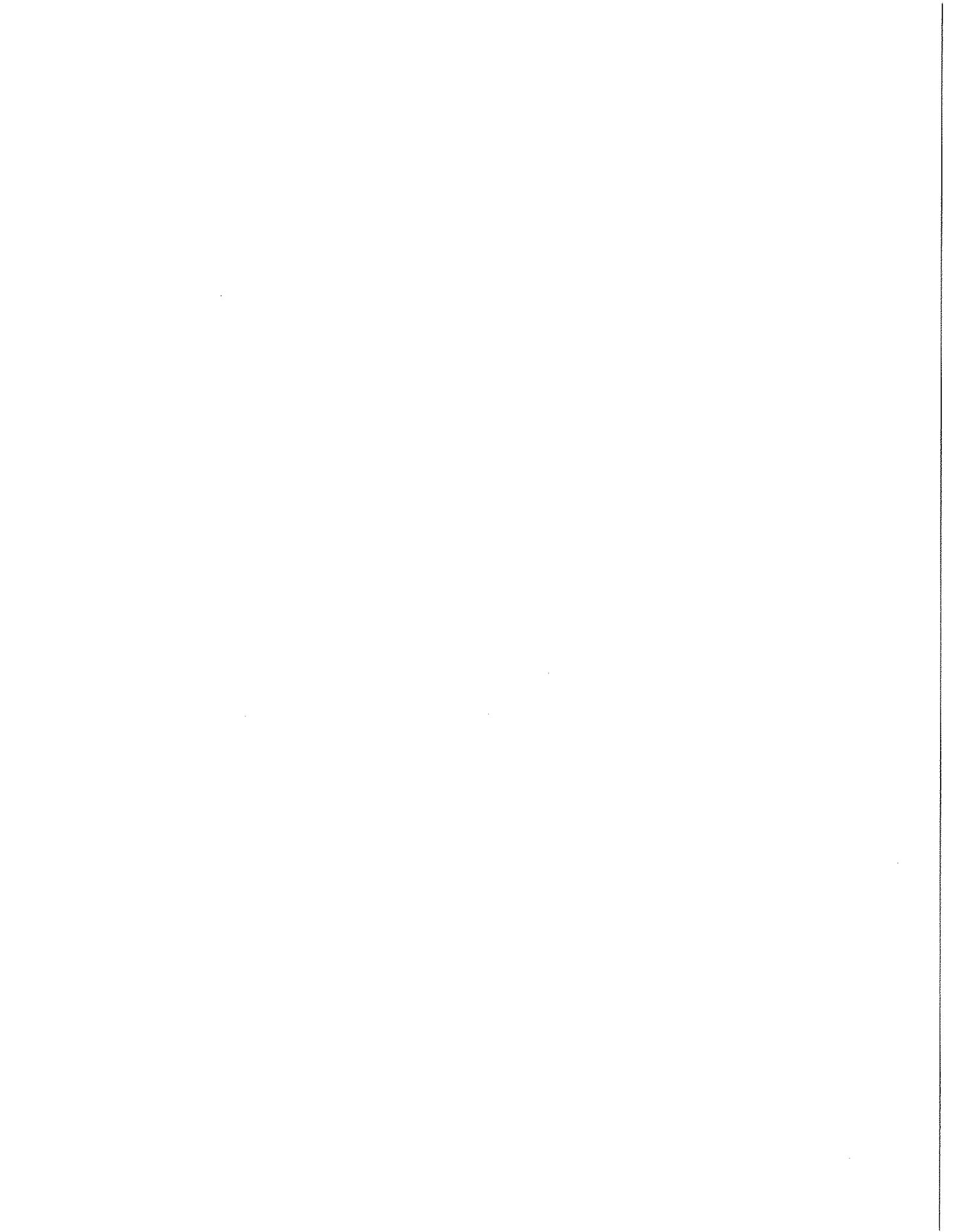
1. Diagram and describe the outdoor area to be designated as available to patrons with pet dogs. For detailed guidance, go to: www.healthoregon.org/foodsafety.
2. Attach a copy of the establishment's policy for all employees that states, "Employees shall be prohibited from touching, petting, or otherwise handling dogs while serving food or beverages, handling tableware", and "Accidents involving dog waste shall be cleaned immediately". The policy must also describe the location of dog waste kit.
3. Describe method of notification to employees and patrons of the food service establishment for the following:

- Dogs shall not come into contact with serving dishes, utensils and tableware. Patrons shall keep their dogs on leash and under control at all times.
- Dogs shall not be allowed on chairs, tables, or other furnishings.



Well behaved dogs allowed

- At no time shall pet dogs be permitted to travel through indoor or non-designated outdoor portions of the food service establishment. Service dogs **are** allowed indoors in customer areas.
- Dangerous and potentially dangerous dogs are prohibited. A food establishment may exclude dogs from the premises.



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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 : Lonny Flora, Recreation Coordinator *LF*

DATE : April 23, 2014

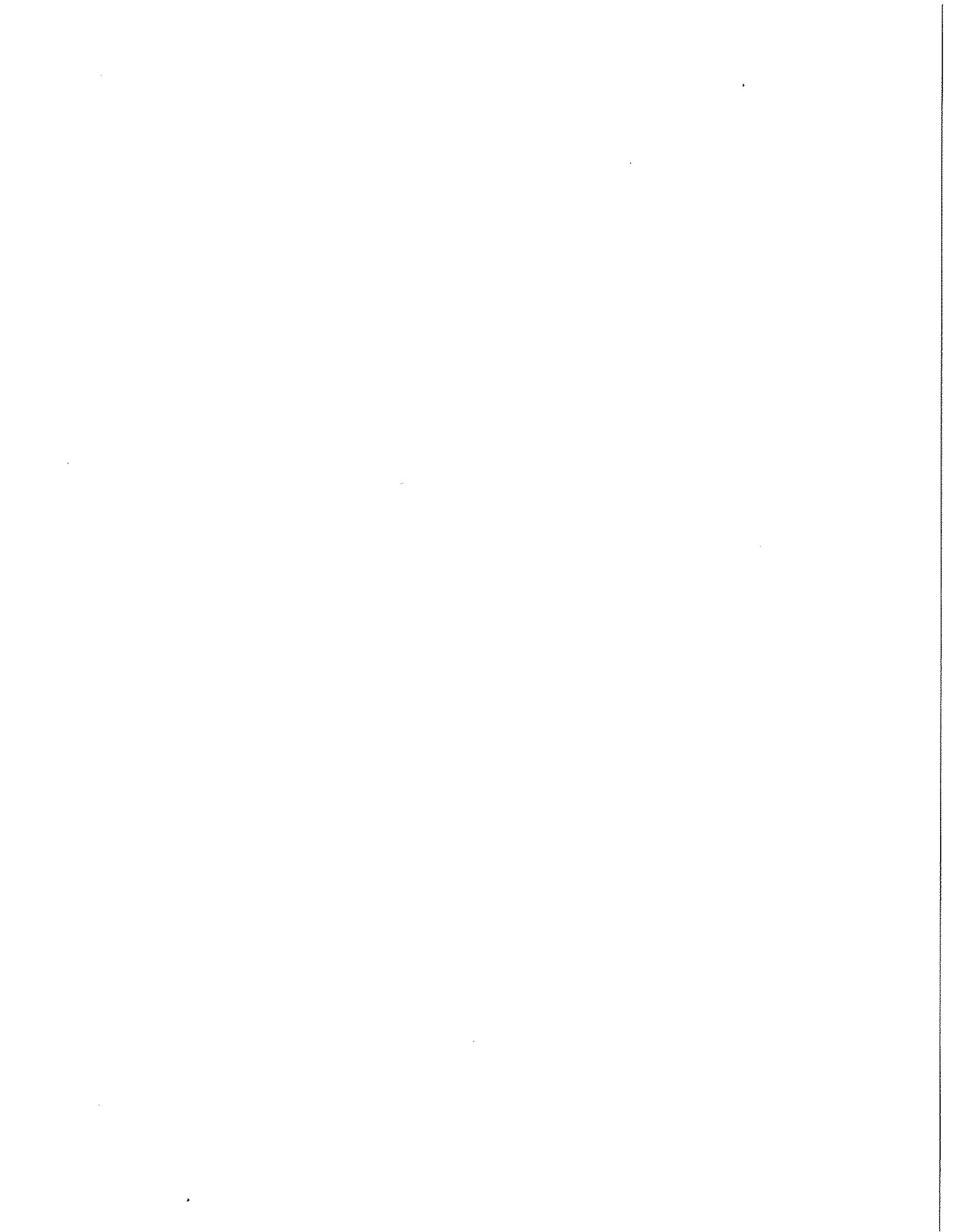
SUBJECT : Decommissioning the Daniel Meyer Wading Pool

The wading pool at the Daniel Meyer Pool facility has increasingly become a safety concern and presents a number of challenges for pool management. The major concern stems from the fact that the wading pool is tied to the main pool's circulation system.

Health regulations require that wading pool sanitizer levels be maintained to a higher degree than the levels required for the main pool. Since the wading pool is at the back end of the circulation system of the pool, it will typically receive less sanitizer as more bathers use the main pool facility. One visit by Jackson County health inspectors in the 2013 pool season resulted in temporary closure of the wading pool for having low levels of sanitizer even though the main pool passed. After discussing the issues with Jackson County inspectors, they advised that decommissioning the wading pool might be the best option as health codes evolve to require more accurate forms of chemical monitoring for specific pool areas.

Another concern is the possibility of contaminants to the wading pool causing a shut-down of the entire facility. CDC regulations require that contamination from fecal accidents in the pool be addressed by using increased sanitizer levels and barring access to any contaminated water for periods of up to 30 hours. Since the wading pool is primarily for toddlers and younger children, most of which are not potty trained, the risk is increased for the entire pool facility to be closed down due to a fecal accident.

After investigating various options to deal with these concerns, staff is in agreement that the most cost-effective solution is to cap the plumbing to the wading pool and fill it in, including covering it with poured concrete. This area could then be used for additional seating and create a space for reservations such as birthday parties. The cost to complete this project would be approximately \$3,000.



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Director

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MEMORANDUM

TO : Ashland Parks and Recreation Commission

FROM : *B.D.*
Bruce Dickens, Parks Superintendent

DATE : April 23, 2014

SUBJECT : Annual Integrated Pest Management Policy Review

Action Requested

Provide staff direction

Action Requested

Staff requests commission approval for applying herbicides if requested by the City of Ashland for any contracted areas.

This does not include any areas within the Ashland parks system; however, staff requests an exemption in applying herbicides on baseball and softball skinned areas, including bullpens and warning tracks.

The other exemption request would be for proper usage of herbicides to control Japanese Knotweed and Spurge within riparian areas.

Background

During the April 21, 2014, study session, staff reported on the difficulty of weed control without use of herbicides in the non-public areas such as the median strips, parking lots, airport, maintenance yard on B Street and all other areas within contracted locations. This does not include any park properties.

Staff will present costs associated with weed control of these areas without the use of herbicides. Staff will also be available during and after the presentation to answer any commissioner questions.

